

VILLAGE *of* LAWTON
VILLAGE COUNCIL MEETING
HYBRID - BEING HELD IN-PERSON AND VIRTUALLY
125 S. MAIN STREET, LAWTON, MI 49065
TUESDAY, AUGUST 10TH, 2021 – 7:00 P.M.

It has been determined by the Village of Lawton that an electronic 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

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. CONSENT AGENDA**
 - A. Approval of the August 10th, 2021, Agenda
 - B. Approval of the July 13th, 2021, Council Meeting Minutes
 - C. Approval of Disbursements in the amount of \$36,950.63
- V. COMMUNICATIONS / CORRESPONDENCE / PRESENTATIONS**
 - A. Van Buren County Historical Society Ice Cream Social on Sunday, August 15, 2021
- VI. CITIZENS' COMMENTS – (Please keep comments to 3 minutes)**
- VII. PUBLIC HEARINGS / APPOINTMENTS / PROCLAMATIONS**
- VIII. OLD BUSINESS**
 - A. Resolution #14-21 Establishing the Lawton Village Council Rules of Procedure.....Staff Recommends Approval
- IX. NEW BUSINESS**
 - A. **Ordinance 201 of 2020:** Introduction of Ordinance 201 - International Property Maintenance Code (2015 Edition) adoption by reference.....First Reading

- B. Resolution #16-21:** Resolution declaring a local state of emergency for the purpose of permitting the Village Council and other public bodies of the Village to meet virtually through December 31, 2021.....Staff Recommends Approval
- C. Resolution #17-21:** Resolution Authorizing Changes to the Village of Lawton Employee Retirement Plan.....Staff Recommends Approval
- D. Resolution #18-21:** Resolution Authorizing MDOT to administer TAP funds on behalf of the Village during 2021 MDOT Reconstruction Project.....Staff Recommends Approval

X. 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. Department of Public Works
- J. Village Manager

XI. COUNCIL COMMENTS

XII. ADJOURNMENT - NEXT REGULAR MEETING DATE – *September 14, 2021*

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 bellj@lawtonmi.gov 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 imusl@lawtonmi.gov.



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 if recognized by Council and addressing Council. Only Village Council members and Village staff 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/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 (MCL750.540).

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 if you have not previously downloaded.
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:
 - On your phone, dial the teleconferencing number provided above.
 - Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
 - 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 – Tuesday July 13, 2021, at 7:00 p.m.

Hybrid Meeting was held in person and remotely

Village Hall – 125 S. Main Street, Lawton MI 49065

WWW.LAWTONMI.GOV 269.624.6407

MINUTES

- I. **CALL TO ORDER** President Knudstrup called the July 13, 2021, 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: President Knudstrup. Trustees: E. Dudek, N. Smith, G. Dudek, J. Appleby, J. Peterson, and R. Turner. Absent: None. Others present: Village Manager Imus, Superintendent Hackenberg, Chief Mack and **3** other guests.
- IV. **CONSENT AGENDA:** The Consent Agenda included the approval of the July 13, 2021, Council Agenda, the June 22, 2021, Council Meeting Minutes, Disbursements in the amount of \$144,688.02. Peterson made a motion to approve the Consent Agenda as presented with support from E. Dudek. A unanimous roll call vote approved the motion.
- V. **COMMUNICATIONS, CORRESPONDENCE AND PRESENTATIONS:**
 - A. The Van Buren County Conservation District extended an invitation for the Village of Lawton to partner and pledge funding in the Van Buren County Recycling Program Partnership Program. After supportive conversation, Appleby made a motion to contribute \$500 to the program with support from Turner. A unanimous roll call vote supported this action.
 - B. Josh Gabrielse of Siegfried Crandall PC gave presentation to the Council on the findings of the 20/21 Fiscal Year Audit. Mr. Gabrielse reported that there was an increase in all fund balances except for the Water/Sewer Fund.
- VI. **CITIZENS' COMMENTS:** NONE
- VII. **PUBLIC HEARINGS / APPOINTMENTS:** NONE
- VIII. **OLD BUSINESS:**
 - A. Resolution #14-21 Establishing the Lawton Village Council Rules of Procedure, with additional changes and/or corrections to be made, will be updated, and addressed at the next council meeting.
 - B. Contract with Safebuilt for professional services to include Structural Code Enforcement Services and Zoning Review and Administrative services in the amount of \$550.00 per month. G. Dudek

made a motion to proceed with the Contract with SAFEbuilt for said services with support from Smith. A unanimous roll call vote carried the motion.

IX. NEW BUSINESS:

- A. Resolution #15-21 recommending that MDOT utilize a full road closure detour for the upcoming 2023 reconstruction of M-40 through the Village of Lawton. It is estimated that this will cut at least 6 weeks off the project, and result in a better project. Turner made a motion to adopt Resolution #15-21 with dual support from Smith and E Dudek. A voice vote was taken with all in favor.
- B. Request for a Burn Permit from Duane Packer to burn large stumps at his property located at the corner of Fourth and Walker. Appleby made motion to approve the burn permit with a limitation of time of up to one year, supported by Turner. A favorable voice vote was taken.
- C. A Purchase Request and Budget Amendment for professional services to purchase and install new Server Technology in the amount of \$15,694.00. This purchase includes 3 new servers, one exclusively for the Police Department, one to house the BSA Software and one for all other general administrative use. E. Dudek made a motion to approve the purchase, and then amended the motion to include the associated Budget Amendment as described by the scheduled allocation by Manager Imus. A unanimous roll vote was carried the motion.

X. BOARD, COMMITTEE, AND STAFF REPORTS

- A. **Planning Commission** – Peterson reports that they did not meet in July. They still need another individual to be whole.
- B. **Downtown Development Authority (DDA)** - G. Dudek reports that they met and discussed the Façade Improvement Program. They received five applications and they were all approved.
- C. **Community & Economic Development Committee (CEDC)** – Smith reports they met and reviewed goals, they talked about the vacant Laundromat lot, and the VBISD House issues. They are concerned the market is turning and we need to get this house fixed up and sold! She has had conversation with Blaine Allen the realtor and they feel that if appliances were included in the sale of the house, it would be more marketable. Smith proposed a motion to authorize the Village Manager an additional \$3,000 for the purchase of appliances for the VBISD house. With support from Appleby a unanimous roll call vote was taken in favor of this motion.
- D. **Finance and Administration Committee** – Knudstrup reports the committee met and reviewed disbursements as usual, they talked about the performance review process and would like it to go to council at the August meeting.

- E. **Public Safety Committee:** Appleby reports Summerfest was a great event! They went through their goals; some have been met and others are on track. A Lightar handheld laser was purchased, they also talked about parking out front and traffic at Chancey Lewis Park.
- F. **Public Services Committee – G.** Dudek reports they talked about the Chip and seal project and are waiting for MDOT, Superintendent Hackenberg has the bids.
- G. **Water and Sewer Committee – E.** Dudek reports they did not meet as they are waiting on Baker Tilly and Wightman. Manager Imus told them she has a meeting on 7/14 with Baker Tilly regarding rates only. She noted that the CIP Funding is crucial to Baker Tilly and that comes from Wightman.
- H. **Police Department –** Chief Mack presented his monthly report adding that Officer Gibbs will be on his own after this week. He also demonstrated the new Lightar, the new handheld laser system, speed measurement device.
- I. **Department of Public Works –** Superintendent Hackenberg presented the WWTP and Public Service reports.
- J. **Village Manager –** Manager Imus commented that the County Brownstone meets on Wednesday 7/14/21. There is an EPA grant for \$100,000 due in September. This could help cover the costs to have the soil tested on the Reid property that was donated to the Village. This lot use to house a gas station and there were 5 tanks removed. The ground must be tested and hopefully there is only minimal contamination. Hopefully we will have a clean closure. Imus also reminded Council of the MML early bird registration for the Conference on September 24th. This is a good opportunity for learning and team building! She also reminded Council of funeral visitation for Mr. Grabbe who was a long time DPW worker that passed away.
- XI. **COUNCIL COMMENTS:** President Knudstrup mentioned that the Village has several contracts for various items i.e., Insurances, auditing etc. He would like to have these rebid every couple of years to make sure we are getting the best for our dollars spent. Turner wonders about the broken public utility poles along main street. Who is responsible, Frontier/ Comcast or some other entity so they can be taken care of.
- XII. **ADJOURNMENT:**
 - E. Dudek, supported by Turner, made a motion to adjourn the meeting at 8:54 p.m. A voice vote was taken with unanimous approval of those present. The next regular scheduled meeting is August 10th, 2021.

Respectfully Submitted by Joni Bell, Village Clerk

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING				
07/19/2021	4849	ADAMS HARDWARE	CONSOLIDATED BILLS	1,015.38
07/19/2021	4850	AMY FRENCH	RETURNED DEPOSIT FEE FOR 7/18 L P 12P-4P	50.00
07/19/2021	4851	ANTWERP TOWNSHIP TREASURER	MSHDA 2020	742.51
07/19/2021	4852	ATTORNEY DAVID M. PETERSON	ATORNEY FEES FOR ALL SERVICES OF 119 N M	175.00
07/19/2021	4853	BADGER METER, INC	BEACON MBL HOSSTING SERV UNIT	30.06
07/19/2021	4854	BEN W. JOHNSON	MAY CLEANING X4	440.00
07/19/2021	4855	BLOOMINGDALE COMMUNICATIONS	TELEPHONE FOR ACCT NO 0003714	334.86
07/19/2021	4856	COAST TO COAST SOLUTIONS	BLACK GLOVES, EVIDENCE TAPE	108.08
07/19/2021	4857	CONSUMERS ENERGY	625 W UNION ST ACCT NO 1000 0710 4159	34.07
			HEAT FOR ACCT NO 1000 0710 3904 202 JAME	20.97
			423 E 2ND - ACCT NO 1030 4145 2766	91.23
				<u>146.27</u>
07/19/2021	4858	DAVE AND DIANE LINDSEY	RETURNED DEPOSIT FEE FOR 7/4 L P 12P-4P	50.00
07/19/2021	4859	DAVE'S CONCRETE PRODUCTS, INC.	5.5 SACK LIMESTONE FOR CORNER OF BITLEY	678.50
07/19/2021	4860	FRONTIER	TELEPHONE AND INTERNET FOR DPW AND WWTP	593.96
07/19/2021	4861	HAAS SYSTEMS, INC.	QUARTLY ALARM MONITORING PER AGREEMENT W	96.00
07/19/2021	4862	INDIANA MICHIGAN POWER CO.	ELECTRIC - WATER TOWER	24.41
			ELECTRIC - STREET LIGHTING	945.33
			ELECTRIC	6,226.61
				<u>7,196.35</u>
07/19/2021	4863	J.C. & SONS, INC.	REMOVE STORM DAMAGED LIMBS	1,600.00
			REMOVE STORM DAMAGED LIMBS	1,200.00
				<u>2,800.00</u>
07/19/2021	4864	JONI BELL	SOCIAL DISTRICT STRING LIGHTS X15	529.96
07/19/2021	4865	KIMBALL MIDWEST	MATERIALS	126.24
07/19/2021	4866	LAWSON OIL COMPANY	DEF	19.29
07/19/2021	4867	LAWTON COMMUNITY SCHOOLS	MSHDA 2020	3,241.34
07/19/2021	4868	MAJORIE HAYNES	RETURNED DEPOSIT FEE FOR CANCELLED EVENT	70.00
07/19/2021	4869	MANNING ENTERPRISES, INC	REPAIR 2003 PLOW TRUCK FRAME	265.00
07/19/2021	4870	MARKET VAN BUREN	ECONOMIC DEVELOPMENT SERVICES 2/12TH OF	208.20
			ECONOMIC DEVELOPMENT SERVICES 21/22	1,249.25
				<u>1,457.45</u>
07/19/2021	4871	MLIVE MEDIA GROUP	PUBLIC NOTICE REQUEST FOR BIDS	79.63
07/19/2021	4872	OFFICE DEPOT	ADDRESS LABELS, POST IT NOTES, PAPER PAD	124.39
07/19/2021	4873	REPUBLIC SERVICES OF	WASTE CONTAINERS FOR SUMMER CLEANUP	142.00
			WASTE REMOVAL	282.95
				<u>424.95</u>
07/19/2021	4874	RHD TIRE, INC.	TIRES	572.04
07/19/2021	4875	RICHARD GIBBS	DUTY GLOVES	36.23
07/19/2021	4876	Rueff, Scott & Angela	UB refund for account: 02-145	68.80
07/19/2021	4877	SAFEBUILT	PERMITS FOR 118 S MAIN, 920 N NURSERY, 5	1,797.40
07/19/2021	4878	SCOTT A. PADDOCK	423 E SECOND ST	127.00
07/19/2021	4879	SPIKE'S SERVICE	MOUNT & BALANCE TIRES	102.00
07/19/2021	4880	STEENSMA LAWN & POWER EQUIP.	OIL FILTER. AIR FILTER	59.69
			SPINDLE AND SEAL	59.15

Check Date	Check	Vendor Name	Description	Amount
			BUSHING, SPLINED	15.92
				<u>134.76</u>
07/19/2021	4881	SUSAN FORKER	RETURNED DEPOSIT FEE FOR 6/19 S P 12P-4P	50.00
07/19/2021	4882	TODD A HACKENBERG	PARKING	7.75
07/19/2021	4883	VAN BUREN COUNTY	VERIZON AIRCARD - JUNE	80.24
07/19/2021	4884	VAN BUREN COUNTY	MSHDA 2020	2,481.90
07/19/2021	4885	VAN BUREN COUNTY ISD	MSHDA 2020	2,311.88
07/19/2021	4886	VILLAGE OF PAW PAW	WATER LAB ANALYSIS	150.00
07/19/2021	4887	VINEYARDMEDIA	ORDINANCE #200 - PROPERTY TAXES	162.00
07/19/2021	4888	WIGHTMAN	PROJECT 120353 GENERAL PROFESSIONAL SERV	1,900.00
			PROJECT 214043 LAWTON COMMUNITY WIDE CAP	1,500.00
				<u>3,400.00</u>
07/19/2021	4889	YELYZAVETA LOSEE	RETURNED DEPOSIT FEE FOR CANCELLED EVENT	150.00
07/21/2021	4893	ALAN SMITH	MAGIC SHOW	425.00
07/21/2021	4894	ALBERTO REYNA	CUT PLEXI GLASS, ADDED 2 SHELVES TO CLOS	100.00
07/21/2021	4895	APPLIED IMAGING	LIBRARY COPIER CONTRACT NO CN3599-01 - A	163.34
07/21/2021	4896	BAKER & TAYLOR, INC.	BOOKS	53.30
			JULYDVD21	79.00
			BOOKS	111.74
			BOOKS	360.46
			BOOKS	650.99
				<u>1,255.49</u>
07/21/2021	4897	BLOOMINGDALE COMMUNICATIONS	PHONE	162.48
07/21/2021	4898	CENGAGE LEARNING.	JUNE WESTERN 2 PLAN	45.73
			JUNE CHRISTIAN FICTION	50.23
				<u>95.96</u>
07/21/2021	4899	DEMCO, INC.	LABELS AND PROTECTORS	144.89
07/21/2021	4900	EBSCO INFORMATION SERVICE	LIBRARY JOURNALS	796.17
07/21/2021	4901	KALAMAZOO NATURE CENTER	ANIMAL AMBASSADOR PROGRAM	280.00
07/21/2021	4902	PETTY CASH LAWTON PUBLIC LIBRARY	DOLLAR TREE, DOLLAR GENERAL, WALMART, WA	86.36
07/21/2021	4903	QUILL CORPORATION	ZIPLOCK BAGS, DUSTER REFILLS, CARDSTOCK	100.44
07/21/2021	4904	SYNCB/AMAZON	BOOKS, CRAFTS	219.38
07/21/2021	4905	THE PENWORTHY COMPANY LLC	BOOKS	693.90
				<u>693.90</u>

GEN TOTALS:

Total of 54 Disbursements:

36,950.63

VAN BUREN COUNTY HISTORICAL SOCIETY
AND POORHOUSE MUSEUM

The members and volunteers of the Historical Museum have long heard "I didn't know we had a museum or a poorhouse" and have resolved to remedy this matter.

Our goal is to make Van Buren County's governing structure aware of what and who the museum represents; and why it is worthy of the support, both financially and physically of the people of Van Buren County's townships, villages and cities. We are immensely proud of the work accomplished by the volunteers, who have worked from the Van Buren County Museum's 10-room inception in 1973 to our present 44-room building and grounds preserving Van Buren County's history, both in artifacts and documents.

THEREFORE, we are inviting the members and guest of your governmental board to an Ice Cream Social to be held at the Van Buren County Museum. This will be a private event and we are planning on tours along with ice cream (everything is better with ice cream!) and a chance to discuss the future of the museum with you. Working together to promote preservation of our history will benefit everyone.

The Ice Cream Social will be held on Sunday, August 22nd, 2021; from 1:00 p.m. to 5:00 p.m. and we hope you will visit the Museum sometime that afternoon to see the information and artifacts pertinent to the locale you represent and to meet other officials from the County.

Please RSVP before August 15th, 2021 by calling the museum at (269) 621-2188.

VAN BUREN COUNTY HISTORICAL SOCIETY
VAN BUREN COUNTY MUSEUM
584711 Red Arrow Highway
Paw Paw, Michigan 49079

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

RESOLUTION NO. 14-21

**RESOLUTION ESTABLISHING THE
LAWTON VILLAGE COUNCIL RULES OF PROCEEDURE**

At a regular meeting of the Village Council for the Village of Lawton, Michigan, held at the Village Hall, Lawton, Michigan, on the 10th day of August, 2021, at 7:00 p.m.

PRESENT:

ABSENT:

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

RESOLUTION

WHEREAS, the Lawton Village Council is required by the General Law Village Act, 1895 PA 3, as amended, to adopt “rules of its own proceedings” MCL 65.5, and

WHEREAS, rules of procedure help a council to run an efficient meeting and to deal with the public and the media in a positive manner, and

NOW, THEREFORE, BE IT RESOLVED:

1. The Lawton Village Council does hereby adopts the Rules of Procedures referenced as set forth in Exhibit A to this Resolution, and
2. The council will review its Rules of Procedure at its first meeting after council members have been elected, have taken office and when a quorum is present. Following discussion and any amendments, the council should adopt the rules of procedure.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 10th day of August, 2021

VILLAGE OF LAWTON

BY: _____
Paul Knudstrup, President

BY: _____
Joni Bell, 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 August 10, 2021 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.

VILLAGE OF LAWTON

BY: _____
Joni Bell, Village Clerk

Rules of procedure for the Lawton Village Council

Rules of procedure help a council to run an efficient meeting and to interact with the public and the media in a positive manner. Accordingly, the Lawton Village Council hereby adopts the following rules:

A. Regular and Special Meetings

All meetings of the Village Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

1. Regular meetings

Regular meetings of the Village Council will be held on second and fourth Tuesday (if necessary) of each month beginning at 7:00 p.m. at the Lawton Village Hall, 125 S Main, Lawton MI, unless otherwise rescheduled by the council. If any regularly scheduled meeting falls on a legal holiday, the regular meeting will be scheduled at the call of the President. Changes in the regular meeting schedule shall not be made except upon the approval of the majority of the members in session.

2. Special meetings

A special meeting shall be called by the Clerk upon the written request of the President or any two members of the council on at least 18 hours' notice as required by the Open Meetings Act. Written notice to each member of council may be served personally or left at the councilmember's usual place of residence. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at the special meeting of the council unless the item has been stated in the notice of the meeting. Business conducted at a special meeting is limited to the business indicated in the request and included in the notice of the meeting.

3. Posting requirements for regular and special meetings

- a. Within 10 days after the last meeting of the council in December public notice stating the dates, times and places of the regular monthly council meetings will be published and posted at Village Hall, in accordance with the Open Meetings Act.
- b. For a rescheduled regular meeting or a special meeting of the council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at Village Hall.
- c. The notice described above is not required for a meeting of the council in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the council determine that delay would be detrimental to the Village's efforts in responding to the threat.
- d. The Michigan Open Meetings Act requires that copies of the notice of public meetings be provided by first-class mail upon request and payment of a reasonable yearly fee for the costs of printing and postage, as determined by the council.

4. Minutes of regular, special, or committee of the whole meetings

The Clerk shall attend the council meetings and record all the proceedings and resolutions of the council in accordance with the Open Meetings Act. In the absence of the Clerk, a designee of the council may temporarily perform the Clerk's duties.

Council meeting minutes will be available within eight business days of the meeting, and available for review at Village Hall. Any corrections to Council meeting minutes will be made at the next Council meeting. Approved corrected minutes must show both the original entry and the correction.

5. Study sessions

Upon the call of the President or the council and with appropriate notice to the council members and to the public, the council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion, nor shall any councilmember enter a formal commitment with another member regarding a vote to be taken subsequently.

B. Conduct of meetings

1. Meetings to be public

All regular and special meetings of the council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act MCL 15.267(I).

All official meetings of the council shall be open to the public and media who may record or transmit its proceedings by radio, television, and photographic services, provided that such arrangements do not interfere with the orderly conduct of the meeting. Council may establish additional rules and regulations governing recording and broadcasting to minimize disruption.

2. Agenda preparation

Pending matters and requests for agenda items of business for regularly scheduled Council meetings, shall be compiled by the Village Clerk and/or Manager. The Village Clerk and/or Manager shall prepare the agenda together with copies of meeting minutes, contracts, resolutions, reports, explanations, and supporting documentation, etc., that relate to the matters of business on the agenda, and distributed to all Council Members, and posted for public inspection.

Any Council Member, department head, organization or person desiring to place a matter on the agenda shall notify the Village Clerk and/or Manager of such item by the close of business a 5:00 p.m. on the Wednesday of the week preceding the next regular meeting.

Items that the Village Manager/Clerk do not receive by the stated deadline shall not be considered by the Council except upon the consent of members present. Any council member shall have the right to add items to the regular agenda before it is approved at the council meeting.

The council agenda shall be prepared with the following order of business

- a. Call to Order and Roll Call
- b. Pledge of Allegiance
- c. Approval of Consent Agenda
- d. Approval of Agenda
- e. Approval of Minutes
- f. Approval of Invoices I Payroll
- g. Public Communications
- h. Verbal comments
- i. Written communications
- j. Appointments / Resignations/ Proclamations
- k. Public Hearings / Presentations / Resolutions
- l. Unfinished Business
- m. New Business
- n. Reports from Commission/Committee/Boards
- o. Reports from Staff
- p. Council Reports
- q. Adjournment

3. Consent agenda

A consent agenda is used to allow the council to act on multiple administrative and noncontroversial items in a single motion. Included on this agenda can be approval of the agenda, approval of minutes, payment of bills, approval of recognition resolutions, etc. Upon request of a member, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

4. Agenda distribution

Council members should receive agenda packets no less than 48 hours prior to any scheduled regular or special meetings via each member's Village-issued email address. If available, agenda packets will accompany the notice of the meeting.

5. Quorum

A majority of the entire elected or appointed and sworn members of the council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice. When council members are unable to attend a scheduled council meeting, notification within a reasonable time, via phone call, text or email to the President, Village Manager and Village Clerk should be given.

6. Remote Attendance

Members of the Village Council may be connected by means of a two-way communication device for the purpose of participating in any Regular or Special Village Council meeting provided a quorum is physically present at the posted meeting place and the communication equipment allows everyone in the meeting to hear each other. Any votes taken during the meeting shall be

by roll call. Remote participation shall be considered attendance for the purpose of establishing a quorum or receiving per diem. The remotely participating Council member shall give notice of his or her intent to participate remotely, and the means of such participation, as soon as practicable and the Council shall approve such remote participation prior thereto. Remote participation is limited to two (2) consecutive meetings and no more than six (6) meetings total in any fiscal year of the Village.

7. Attendance at council meetings

Election to the Village Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in council activities and represent the residents of the village. Attendance at council meetings is critical to fulfilling this responsibility. A general law Village Council is empowered by Section 65.5 of the General Law Village Act as amended to adjourn a meeting if a quorum is not present.

The council may excuse absences for cause. If a councilmember has more than three unexcused successive absences for regular or special council meetings, the council may enact a resolution of reprimand. If the member's absences continue for more than three additional successive regular or special meetings of the council, the council may enact a resolution of censure or request the councilmember's resignation or both.

8. Presiding officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The President is ordinarily the presiding officer. The council shall appoint one of its members as President Pro-tempore, who shall preside in the absence of the President. In the absence of both the President and the President Pro-tempore, the member present who has the longest consecutive service on the council shall preside.

9. Disorderly conduct

The President or presiding officer may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

C. Closed meetings

1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following

- a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
 - d. To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council.
 - e. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
 - f. To consider material exempt from discussion or disclosure by state or federal statute.

2. Calling closed meetings

At a regular or special meeting, any councilmembers, elected or appointed and serving, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

3. Minutes of closed meetings

A separate set of minutes shall be taken by the Clerk or the designated secretary of the council at the closed session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. Discussion and voting

1. Rules of parliamentary procedure

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order - Revised shall govern the council in all cases to which they are applicable, provided that they are not in conflict with these rules, Village ordinances or applicable state statutes. Council may at any time vote to suspend the rules or proceeding and a failure to follow "Roberts Rules of Order" or any other published rules shall not invalidate any action by council taken in accordance with the Village charter and state law.

The chair shall preserve order and decorum and may address points of order in preference to other councilmembers. The chair shall decide all parliamentary questions subject to appeal and reversal by a majority of the councilmembers present.

Any member may appeal to the council a parliamentary ruling of the chair. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the chair may briefly defend the ruling. There shall be no debate on the appeal. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "aye," the ruling of the chair is sustained; otherwise it is overruled.

2. Conduct of discussion

During the council discussion and debate, no member should speak until recognized for that purpose by the chair. After such recognition, the member should confine discussion to the question at hand and to its merits and should not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

The chair, at their discretion and subject to the appeal process, may permit any person to address the council during its deliberations.

3. Ordinances and resolutions

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes, unless a roll call vote is required by law or by council rules.

4. Roll call

In all roll call votes, the names of the members of the council shall be called in an order at the discretion of the Village Clerk. In all roll call votes, the Village Council President votes last.

5. Duty to vote

Election to council carries with it the duty to vote on all matters properly brought before it. Councilmembers present at a council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A councilmember who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the Village Attorney shall be binding on the council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the Village Attorney.

The right to vote is limited to the members of council present at the time the vote is taken. Voting by proxy is not permitted. All votes must be held and determined in public; no secret ballots are permitted.

6. Results of voting

In all cases where a vote is taken, the chair shall declare the result. Any council member voting in the majority may move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the council. When a motion to reconsider fails, it cannot be reconsidered.

Except as otherwise provided by Public Act 317 of 1968, as amended, being MCL 15.321 et seq., regarding public contracts involving members of the Council, no member of the Council shall vote on any question in which he or she has a financial interest, or on any question concerning his or her own conduct.

Roll Call Votes. The names and votes of members shall be recorded on all actions to adopt ordinances and resolutions, to appoint or elect officers, financial matters, and all other final actions. Procedural questions may be decided by voice vote. Upon the request of any Council Member, a roll call vote shall be taken on other motions and actions.

E. Citizen participation

1. General

Each regular council meeting agenda shall provide for reserved time for public comment. If requested by a member of the council, the chair may allow a member of the audience to speak at times other than reserved time for public comment.

2. Length of presentation

Any person who addresses the council during a council meeting under public comment or for a public hearing shall be limited to 3 minutes in length per individual presentation. The Clerk will maintain the official time and notify the speakers when their time is up.

3. Addressing the council

Persons addressing the council shall state his or her name and home address. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

F. Miscellaneous

1. Adoption and amendment of rules of procedure

A copy of these rules, as and when adopted by council, shall be distributed to each council member. The council may alter or amend its rules at any time by a vote of a majority of its members serving.

2. Suspension of rules

These rules may be suspended for a specified portion of a meeting by an affirmative vote of a

majority of the members present, with the exception that council actions shall conform to state statutes and to the Michigan and the United States Constitutions.

3. Bid awards

Bids will be awarded by the council during regular or special meetings. A bid award may be made at a special meeting of council if that action is announced in the notice of the special meeting.

4. Committees

a. The Village shall have the following standing committees:

- **Water and Sewer Committee** – oversees essential water and sewer utility services to Village residents. The Committee serves the public interest by protecting consumers and ensuring the provision of safe, reliable utility service and infrastructure at reasonable rates, with a commitment to environmental enhancement and a healthy Village economy. The committee recommends project priority lists and committee goals each year.
- **Public Services Committee** - provides support to the department of public works in its activities to improve and maintain the Village's public lands and infrastructure. The committee monitors projects involving major and local street construction as well as general maintenance, park infrastructure, buildings and grounds, sanitation, cemetery, street lighting and general stormwater management issues. The committee also assists in the formation and implementation of the Capital Improvement Plan (CIP), staffing needs and the review and recommendation of departmental policies. The committee recommends project priority lists and committee goals each year.
- **Finance & Administration Committee** – provides financial oversight for the Village, including reviewing and recommending the payment of monthly bills, regular monitoring of the annual budget, financial reporting and the creation and monitoring of internal controls and accountability policies.

The Committee is also responsible for a wide variety of topics centered upon subjects applicable to Village operations, all employees, and elected officials. The Administrative Committee discusses, reviews, and provides recommendations on Village ordinances and resolutions, contracts and other duties associated with municipal government. It is responsible for the overview of operations to maximize efficiencies, including but not limited to, communications, human resource and employee benefits administration, contract management, computer, and technology administration. The committee recommends project priority lists and committee goals each year.

- **Public Safety Committee** - oversees the Police Department including management and personnel. The Police Committee provides support to advance department operational policies, objectives, and procedures, liquor licenses and regularly monitors departmental activities. The Police Committee reviews readiness, including but not limited to, officer training, equipment procurement and staffing

requirements. The committee recommends project priority lists and committee goals each year.

- **Community & Economic Development Committee** – assists in the preparing, administering and implementation of community development and housing plans, policies and ordinances that result in the highest quality standards of growth, appearance and convenience for the Village and its residents. The committee is responsible for participation in the Redevelopment Ready Community (RRC) planning program and implementation of the Village's Master Plan and all development regulations.

The committee assists in the retention, growth, promotion, and attraction of businesses to create a more diversified, sustainable economy, to increase and extend the tax base of business and industry and to increase employment opportunity in the Village. The committee recommends project priority lists and committee goals each year.

The Village Council Committees are appointed by the President, with a different council member assigned to head each committee. The committees will include 3 Council members. The President shall fill any committee vacancies. Committee members shall serve for a term of one year and may be reappointed.

Special committees may be established for a specific period of time by the President or by a resolution of the council which specifies the task of the special committee and the date of its dissolution.

A member of Council, appointed by the President and confirmed by the Council, must also serve ex-officio on the Downtown Development Authority and the Planning Commission.

b. Citizen task forces

Citizen task forces may be established by the council which specifies the task to be accomplished and the date of its dissolution. Members of such committees will be appointed by the President, subject to approval by a majority vote of the council and must be residents of the Village, unless special skills or experience are useful to the task force in which case up to two non-residents may be appointed to a citizen task force. Vacancies will be filled by majority vote of the council in the same way appointments are made.

5. Authorization for contacting the Village Attorney

The following officials (by title) are authorized to contact the Village Attorney regarding municipal matters:

- a. Village President
- b. Village Manager
- c. those approved by the Village Manager

ORDINANCE NO 201 of 2021

AN ORDINANCE TO ADOPT BY REFERENCE THE INTERNATIONAL PROPERTY MAINTENANCE CODE 2015 Edition

The International Property Maintenance Code 2015 edition is an Ordinance of the Village of Lawton that will regulate and govern the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the Village of Lawton; providing for the issuance of permits and collection of fees therefor; and repealing all other ordinances or parts of laws in conflict therewith.

The Village Council of the Village of Lawton does ordain as follows:

Section 1. Three (3) copies of the International Property Maintenance Code are on file in the office of the Lawton Village Clerk, being marked and designated as the International Property Maintenance Code, 2015 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the Village of Lawton, in the State of Michigan for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the Village of Lawton are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 101.1. Insert: Village of Lawton

Section 103.5. Insert: Village of Lawton Fee Schedule as established from time to time by the Village Council

Section 112.4. Insert: not less than \$100 nor more than \$1,500.

Section 302.4. Insert: 8 Inches

Section 304.14. Insert: January 1 to December 31

Section 602.3. Insert: January 1 to December 31

Section 602.4. Insert: January 1 to December 31

Section 3. That Village of Lawton Ordinance No. 201 of 2015 entitled International Property Maintenance Code 2015 Edition and all other ordinances or parts of laws in conflict herewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Village of Lawton hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 6. That the Lawton Village Clerk is hereby ordered and directed to cause this legislation to be published. (An additional provision may be required to direct the number of times the legislation is to be published and to specify that it is to be in a newspaper in general circulation. Posting may also be required.)

Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect 20

days upon publication after the date of its final passage and adoption.

Ordinance Offered by:

Ordinance Supported by:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

ADOPTED _____

Paul Knudstrup, President

Joni Bell, Village Clerk

CERTIFICATION

I, Joni Bell, the duly appointed Clerk of the Village of Lawton do hereby certify the foregoing is a true and complete copy of an ordinance adopted by the Lawton Village Council at a regular meeting held _____, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976 as amended.

Joni Bell, Village Clerk

First Reading: August 10, 2021

Second Reading:

Adopted:

Published:

Effective:

VILLAGE OF LAWTON
COUNTY OF VAN BUREN
STATE OF MICHIGAN

RESOLUTION NO. 16-21

A RESOLUTION DECLARING A LOCAL STATE OF EMERGENCY FOR THE PURPOSE
OF PERMITTING THE VILLAGE COUNCIL AND OTHER PUBLIC BODIES OF THE
VILLAGE TO MEET BY ELECTRONIC AND TELEPHONIC MEANS

At a regular meeting of the Village Council for the Village of Lawton, Michigan, held at the Village Hall in Lawton, Michigan, on the 10th day of August 2021, at 7:00 p.m.

PRESENT:

ABSENT:

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

WHEREAS, as recently as March 2, 2021 the Director of the Michigan Department of Health and Human Services (MDHHS) made the following findings:

“The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. COVID-19 spreads through close human contact, even from individuals who may be asymptomatic.

On March 10, 2020, MDHHS identified the first two presumptive-positive cases of COVID-19 in Michigan. As of March 1, 2021, Michigan had seen 589,150 confirmed cases and 15,534 confirmed deaths attributable to COVID-19. Michigan was one of the state’s most heavily impacted by COVID-19 early in the pandemic, with new cases peaking at nearly 2,000 per day in late March. Strict preventative measures and the cooperation of Michiganders drove daily case numbers dramatically down to fewer than 200 confirmed cases per day in mid-June, greatly reducing the loss of life. Beginning in October, Michigan again experienced an exponential growth in cases. New cases peaked at nearly 10,000 cases per day in mid-November, followed by increases in COVID-19 hospitalizations and deaths.

On November 15, 2020, MDHHS issued an order enacting protection to slow the high and rapidly increasing rate of spread of COVID-19. Cases, hospitalizations, and deaths remained high through early December, threatening hospital and public health. On December 7, 2020, December 18, 2020, and January 13, 2021, MDHHS issued orders sustaining those protections. These orders played a crucial role in slowing the spread in Michigan and have brought new cases down to about 1,500 per day. These lower rates prevented Michigan’s healthcare system from being overwhelmed with a holiday surge.

As of February 27, the State of Michigan had a seven-day average of 91.2 cases per million people, nearly 88% lower than the case rate in mid-November. While that case rate is similar to the rate in early October, it has plateaued over the past week and remains three times the rate of the summer low point.

Test positivity was 3.7% as of February 27 and has started to plateau as well. While metrics have decreased from all-time highs, further progress has tapered off and there is growing concern of another spike with the presence of more infectious variants in Michigan and the United States as a whole.

Even where COVID-19 does not result in death, and where Michigan's emergency and hospital systems are not heavily burdened, the disease can cause great harm. Recent estimates suggest that one in ten persons who suffer from COVID-19 will experience long-term symptoms, referred to as "long COVID." These symptoms, including fatigue, shortness of breath, joint pain, depression, and headache, can be disabling. They can last for months, and in some cases, arise unexpectedly in patients with few or no symptoms of COVID-19 at the time of diagnosis. COVID-19 has also been shown to damage the heart and kidneys. Furthermore, minority groups in Michigan have experienced a higher proportion of "long COVID."

The best way to prevent these complications is to prevent transmission of COVID-19. Since December 11, 2020, the Food and Drug Administration has granted emergency use authorization to three vaccines to prevent COVID-19, providing a path to end the pandemic. Michigan is now partaking in the largest mass vaccination effort in modern history and is presently working toward vaccinating at least 70% of Michigan residents 16 years of age and older as quickly as possible.

New and unexpected challenges continue to arise: in early December 2020, a variant of COVID-19 known as B.1.1.7 was detected in the United Kingdom. This variant is roughly 50 to 70 percent more infectious than the more common strain. On January 16, 2021, this variant was detected in Michigan. It is anticipated that the variant, if it becomes widespread in the state, will significantly increase the rate of new cases. Currently, Michigan is second in the nation with respect to the number of B.1.1.7 variants detected. The Delta COVID variant is also impacting the state and as of August 6, 2021 increased the CDC's transmission level to substantial transmission for Van Buren County.

WHEREAS, the Director of the MDHHS has concluded that the COVID-19 pandemic continues to constitute an epidemic in Michigan and that control of the epidemic requires restrictions on public gatherings, and;

WHEREAS, the Village Council desires to conduct the public business of the Village in a manner so as not to place at risk members of the public, Village staff, or members serving on public bodies of the Village;

NOW, THEREFORE, IT IS RESOLVED, THAT pursuant to the authority contained §3 of the Open Meetings Act, MCL 15.263 (2) permitting a public body to meet by electronic or telephonic means upon declaration of a local state of emergency or state of disaster if meeting in person would place at risk the personal health or safety of members of the public or members of the public body; and §10 (b) of the Emergency Management Act permitting the chief executive official to declare a local state of emergency; and

BE IT FURTHER RESOLVED, THAT based on the findings made by the Michigan Department of Health and Human Services regarding the public health threat posed by the COVID-19 novel coronavirus and its variant strains declare a local state of emergency to permit the Village Council and all other public bodies of the Village to continue to meet by electronic and telephonic means after March 30, 2021 and respectfully request the Village Council affirm this action through December 31, 2021.

The above resolution was offered by _____ and supported by _____.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this _____ day of ____ 2021.

VILLAGE OF THE VILLAGE OF LAWTON

BY: _____
Paul Knudstrup, President

BY: _____
Joni Bell, Village Clerk

CERTIFICATION

I, Joni Bell, 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 August 10, 2021 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.

VILLAGE OF LAWTON

BY: _____
Joni Bell, Village Clerk

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

RESOLUTION NO. 17-2021

**RESOLUTION AUTHORIZING CHANGES TO THE VILLAGE OF LAWTON
EMPLOYEE RETIREMENT PLAN**

At a regular meeting of the Village Council for the Village of Lawton, Michigan, held virtually from the Lawton Village Hall in Lawton, Michigan, on the 10th of August 2021, at 7:00 p.m.

PRESENT:

ABSENT:

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

RESOLUTION

WHEREAS, the Lawton Village Council deems it to be in the best interest of its employees to make the following changes to the established Village of Lawton Retirement Plan:

1. Employees are eligible to contribute to the plan 30 days after beginning employment
2. Employees may open an account the first day of any month, not limited to March and September.
3. Richard Reeves is removed as a Trustee and Paul Knudstrup will replace him.

NOW THEREFORE BE IT RESOLVED, the Lawton Village Council hereby adopts and approves Retirement Plan as amended or restated to become effective as of 09/01/2021, and

RESOLVED FURTHER, the Village Manager shall have the authority to execute this adoption of this agreement, and other documents and agreements as may be necessary to implement the Plan;

THIS RESOLUTION, is hereby approved by roll call vote:

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 10th day of August 2021.

VILLAGE OF LAWTON

BY: _____
Paul Knudstrup, Village President

BY: _____
Joni Bell, 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 August 10, 2021, 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.

VILLAGE OF LAWTON

BY: _____
Joni Bell, Village Clerk

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

RESOLUTION NO. 18-2021

**RESOLUTION AUTHORIZING MDOT KALAMAZOO TSC TO IMPLEMENT
THE TAP AWARD ON BEHALF OF THE VILLAGE OF LAWTON IN ORDER
TO FACILITATE THE PEDESTRIAN SAFETY PROJECT DURING THE 2023
RECONSTRUCITON PROJECT OF M-40**

At a regular meeting of the Village Council for the Village of Lawton, Michigan, held virtually from the Lawton Village Hall in Lawton, Michigan, on the 10th of August 2021, at 7:00 p.m.

PRESENT:

ABSENT:

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

RESOLUTION

WHEREAS, The Village of Lawton has received a Transportation Alternatives Program (TAP) Grant #2020026 from the Kalamazoo Area Transportation Study (KATS) for a downtown pedestrian safety project; and

WHEREAS, Total construction costs for this project are \$418,700, including \$236,700 in federal Transportation Alternative Program (TAP) funding awarded by the Kalamazoo Area Transportation Study, \$182,000 in matching funds from the Village of Lawton.; and

WHEREAS, The Village of Lawton, in cooperation with MDOT, will implement pedestrian safety improvements on M-40 between 1st and 4th streets. The scope of work includes sidewalk and crosswalk improvements, decorative lighting, and other amenities designed to improve pedestrian safety and access in downtown Lawton. The nonmotorized work is being paired with a larger road, water, and sewer replacement project.; and

NOW THEREFORE BE IT RESOLVED, that the Village of Lawton requests the assistance of MDOT to complete this project, and authorizes MDOT to implement the engineering and construction of this TAP Grant project on its behalf, with the Village of Lawton remaining as the official Grant Applicant/Recipient.

THIS RESOLUTION, is hereby approved by roll call vote:

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 10th day of August 2021.

VILLAGE OF LAWTON

BY: _____

Paul Knudstrup, Village President

BY: _____

Joni Bell, 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 August 10, 2021, 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.

VILLAGE OF LAWTON

BY: _____

Joni Bell, Village Clerk

PUBLIC SERVICES REPORT

July 2021

CEMETERY

1) We had 4 interments in the month of July

Hours for the month – 130 Overtime – 4

MOTORPOOL

1) General maintenance was performed on equipment

Hours for the Month – 8 Overtime – 0

BUILDINGS & GROUNDS

1) No activity other than general maintenance

Hours for the month – 12 Overtime – 0

CIVIC ACTIVITIES

1) Hours for Summerfest

Hours for the month - 56

PARKS

1) General maintenance and cleanup was performed.

Hours for the month – 37 Overtime – 8

STREETS & SIDEWALKS

1) we had a lot of hours picking up the brush from the storm.

Hours for the month

Major Preservation – 8 Local Preservation – 10

Major winter Maint. – Local winter Maint. –

Streets (not act 51) – 170 Sidewalks –

Vacation hours – 8 Sick time – 24

WATER/SEWER OPERATIONS REPORT

July 2021

- 13,488,000 Gallons of water were pumped during the month compared to 11,727,000 in 2020.
- The average daily usage was 435,096 gallons.
- Routine sampling was done with all samples being non detect.

Total hours for the month: Water – 114 Overtime – 11
 Sewer – 156 Overtime – 22

Village of Lawton WWTP

Operational report

Wastewater Treatment

- In July a total of 1.85 million gallons of treated wastewater was discharged into the tributary to the South Branch of the Paw Paw River. The daily effluent flows averaged 60,000 gallons per day, which is approximately 30% of the hydraulic capacity of the plant.

Regulatory Matters

- The Discharge Monitoring Report for July has been electronically submitted to the MDEQ.

Land Application Program

- no activated sludge was pumped over to the sludge storage tank.

Respectfully submitted,

Todd Hackenberg
Superintendent of Public Works

LAWTON POLICE DEPARTMENT – COUNCIL REPORT

JULY 2021

Calls for Service/Complaints-----145

Ordinance complaints-----14

 Blight (5) Zoning (4) Misc. (5)

Traffic stops-----46

 Citations issued (14) Verbal warnings (32)

Arrests-----11

Accidents-----7 (4 H&R)

Parking citations-----0

HOURS WORKED:	Scheduled (Full-time)	741
	Scheduled (Part-time)	62.5
	Overtime hours	67
	Vacation hours	104
	Sick leave hours	0

COMMUNITY POLICING:



Officers made **(200+)** field contacts and **(24)** business contacts.

Lawton officers participated in the Summer Fest parade.

Chief Mack read to children at the library (How I Became a Pirate)

NOTABLE INCIDENTS:

S. Nursery @ Durkee. - Officer Weekly stopped a vehicle for speeding and upon contacting the driver, smelled the odor of burnt marijuana. Officer Weekly conducted an investigation for Operating under the influence of drugs (OUID) and subsequently arrested the 18 year old driver.

300 North St. – Jewell Metal Finishing was broken into and a large amount of equipment and tools were taken. The investigation is open. If anyone has information regarding the theft, please contact the police department.

726 N. Main St. – Officer Hitchcock responded to the Dollar General regarding a vehicle being stolen from the parking lot. The investigation found the female suspect had also stolen property from the store. A broadcast was made to area agencies to look for the vehicle. Officer Hitchcock saw the vehicle in Lawton, later that day, and was able to contact and identify the female suspect. The female was arrested for stealing the vehicle and Retail Fraud from the store.

ADDITIONAL:

For the month of July, Lawton officers spend many hours of directed traffic patrol, specifically targeting speed violations. The number of hours spent in the following locations is as follows:

10.67 hours – Main St.

21.92 hours – All other areas within the Village

Total hours – 32.59

Respectfully,

Chief Jeffrey Mack

Van Buren County File Class / Section Report

Number	Sub-Beat	Date	Offense	Location	Incident Code-Type	Officer
21-0774	LAWTON-1	07/02/2021	ZONING ORDINANCE 153.01 Zoning ordinance 153.01	Village Of Lawton	- Solicitation w/o Permit	Largen, J. Unable to locate
21-0813	LAWTON-1	07/12/2021	ZONING ORDINANCE 153.01 Zoning ordinance 153.01	726 Main Street	- Signs in Row	Mack, J. Moved
21-0819	LAWTON-1	07/13/2021	ZONING ORDINANCE 153.01 Zoning ordinance 153.01	Orchard -- Main Street	- Signs in Row	Largen, J. Removed
21-0829	LAWTON-1	07/14/2021	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	215 Durkee Street	- long grass	Mack, J. Mowed
21-0832	LAWTON-1	07/16/2021	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	730 Main Street	- long grass/weeds (CARWASH)	Mack, J. cleaned up - Compliant
21-0847	LAWTON-1	07/21/2021	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	240 Main Street	- long grass/weeds (STEARNS & STAFFORD)	Mack, J. open/Notice sent
21-0852	LAWTON-1	07/22/2021	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	350 Main Street	- Weeds around building (PHARMACY)	Mack, J. open/Notice sent
21-0857	LAWTON-1	07/22/2021	ZONING ORDINANCE 153.01 Zoning ordinance 153.01	623 Main Street	- Front yard parking	Mack, J. Compliant
21-0883	LAWTON-1	07/27/2021	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	426 Main Street	- Junk Auto	Mack, J. open
Total:	9					