

VILLAGE *of* LAWTON
VILLAGE COUNCIL MEETING
125 S. MAIN STREET, LAWTON, MI 49065
TUESDAY, SEPTEMBER 14TH, 2021 – 7:00 P.M.

AGENDA

- I. CALL TO ORDER**
- II. MOMENT OF SILENCE IN REMEMBRANCE OF PAUL KNUDSTRUP**
- III. ROLL CALL**
- IV. PLEDGE OF ALLEGIANCE**
- V. CONSENT AGENDA**
 - A. Approval of the September 14th, 2021, Agenda
 - B. Approval of the August 10th, 2021, Council Meeting Minutes
 - C. Approval of the August 26th, 2021, Council Special Meeting Minutes
 - D. Approval of Disbursements in the amount of \$48,894.76
 - E. Resource Recovery Program Update – August 26, 2021
- VI. COMMUNICATIONS / CORRESPONDENCE / PRESENTATIONS**
 - A. The New Community Church, 74675 CR 652 in Lawton, MI has requested that the rental fees for the use of the Lewis Park pavilion be waived for the Church’s use.....Discussion
- VII. CITIZENS’ COMMENTS – (Please keep comments to 3 minutes)**
- VIII. PUBLIC HEARINGS / APPOINTMENTS / PROCLAMATIONS**
 - A. Confirmation by Village Council appointing President Pro-Tem Josh Appleby, to replace Paul Knudstrup in his unexpired term of President ending November, 2022.....Voice Vote
 - B. Nomination by President and Confirmation by Village Council appointing a President Pro-Tem for the unexpired term of Josh Appleby ending November, 2022.....Voice Vote
- IX. EXISTING BUSINESS:**
 - A. Presentation of Preliminary Capital Improvement Plan by Paul Harvey, Wightman and Associates.....Presentation and Discussion

X. NEW BUSINESS:

- A. Establish Halloween Trick-or-Treating hours within the Village of Lawton for Sunday, October 31, 2021, from 5:30 pm to 7:30 pm.....Staff Recommends Approval

XI. 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

XII. COUNCIL COMMENTS

XIII. CLOSED SESSION

- A. Motion to go into Closed Session in accordance with the provisions of Section 8 of the Open Meetings Act to consider the sale of real propertyRoll Call Vote
- B. Motion to end the Closed Session and return to the Regular Meeting.....Voice Vote

XIV. ADJOURNMENT - NEXT REGULAR MEETING DATE – *October 12, 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.



VILLAGE OF LAWTON

Regular Meeting Minutes – Tuesday August 10, 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 August 10, 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. Peterson, and R. Turner. Absent: Appleby. Others present: Village Manager Imus, Superintendent Hackenberg, and 4 other guests.
- IV. **CONSENT AGENDA:** The Consent Agenda included the approval of the August 10, 2021, Council Agenda, the July 13, 2021, Council Meeting Minutes, Disbursements in the amount of \$36,950.63. Peterson made a motion to approve the Consent Agenda with additions and corrections, supported by Smith. A unanimous roll call vote approved the motion. Additions to Agenda include **VII. Public Hearings/Appointments**, A. Appointment to the Planning Commission, addition of Item E, under **IX New Business**, Consideration of Real Estate Listing for 423 E. Second Street, corrections under **Communications** date should read August 22, 2021, and correction of date Item D, Resolution #18-21 should read 2023 M-DOT Reconstruction Project. One correction to the July 13, 2021, minutes under **J. Manager's Comments** should read County Brownfield in place of County Brownstone.
- V. **COMMUNICATIONS, CORRESPONDENCE AND PRESENTATIONS:**
 - A. The Van Buren County Historical Society extended an invitation to an Ice Cream Social on August 22, 2021 (correction of date)
- VI. **CITIZENS' COMMENTS:** Michigan State Police, Post Commander Scott (Rusty) Ernstes introduced himself to the Council, to have a contact for the Village. Van Buren County Commissioner Paul Schincariol updated Council on the county happenings. He mentioned the American Recovery Plan Act, the county is receiving a large some of money. They are in the process of creating a form for submitting a proposal on how to use the funds. More information to come. DPW Superintendent Hackenberg gave a brief update for the Department of Public Works (see Staff Reports) as he is attending a Conference in Mt. Pleasant, MI.

VII. PUBLIC HEARINGS / APPOINTMENTS: (Addition to Agenda)

- A. Appointment to Planning Commission. An application from Blaine Allen has been received expressing an interest in the Planning Commission. Turner made a motion to appoint Blaine Allen to the Planning Commission, with support from Smith. A voice vote confirmed the appointment.

VIII. OLD BUSINESS:

- A. Resolution #14-21 Establishing the Lawton Village Council Rules of Procedure. Discussion of changes in wording was had to fit the criteria of the Village Council.

Peterson moved to adopt, subject to clerical error and the changes suggested, Resolution #14-21 to establish the Lawton Village Council Rules of Procedure with support from G. Dudek. A unanimous roll call vote carried the motion.

IX. NEW BUSINESS:

- A. **Ordinance 201-2021** First reading of the International Property Maintenance Code for adoption by reference. This will go in the Code of Ordinances as its own Ordinance, this deals with more dangerous structures and more health effected issues rather than blight. This is the Standard used across the State of Michigan and across the United States. Council will need to adopt by reference, have a second reading, publish a summary, and then vote on adopting, it would then become effective. The Village will need to issue the fee schedule, and this will be revisited at the next meeting.
- 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. The current resolution ends August 31, 2021. No motion was made.
- C. **Resolution 17-21** Resolution authorizing Changes to the Village of Lawton Employee Retirement Plan. This resolution would allow employees to begin contributing to the retirement plan after 30 days of employment, rather than having to wait for a full year of employment. This effects only employee contributions. Employer contributions would begin after a full year of employment by the employee. E. Dudek made a motion to adopt Resolution 17-21 supported by Turner. A unanimous roll call vote supported this Resolution.
- D. **Resolution 18-21** Resolution Authorizing M-DOT to administer TAP funds on behalf of the Village during the 2023 MDOT Reconstruction Project. E. Dudek made a motion to adopt Resolution 18-21 with support from Smith. A unanimous roll call vote supported this Resolution.
- E. **Sales Agreement for Listing 423 Second Street.** Blaine Allen explained to council how the Appraised Value of the home will affect what the listing price of the house should be, and how it compares to comps in the area. He feels the asking price of \$220,000 is a good starting price.

Smith made a motion to allow the Village Manager to authorize the appropriate documents for the sale of the house. A favorable voice vote affirmed the motion.

President Knudstrup asked Council to revisit Resolution 16-21 extending the local state of emergency. To facilitate discussion, J Peterson moved to adopt Resolution 16-21 to extend the local state of emergency to meet virtually through December 31, 2021, however, the motion failed for lack of support.

X. BOARD, COMMITTEE, AND STAFF REPORTS

- A. Planning Commission** – Peterson reports that they met on 8/3/21. They looked at the Planning Commission by-laws, they went through some that have been partially done and are not sure if they have been adopted. These are By-laws which is required of the Planning Commission as part of Redevelopment Ready community process. The changes will come back next month. They talked about and reviewed the IMPC, which is a tool the Planning Commission can use as well as the Redevelopment Ready Community.
- B. Downtown Development Authority (DDA)** - G. Dudek reports no meeting in July.
- C. Community & Economic Development Committee (CEDC)** – Smith reports they met and talked about potentially working with a consultant to determine what types of housing market the Village needs for the future. Smith said the Village has a lot of capacity for water and sewer so they talked about how they could extend that, possibly American Rescue Plan Act, and they also talked about the land for sale in the Village.
- D. Finance and Administration Committee** – Knudstrup reports the committee met on 8/4/21 and reviewed disbursements as usual, under Administration they talked about the current spread of the Delta Covid 19 variant and F&A Committee recommends wearing masks when inside building public buildings. They also discussed major project updates, the Second Street House, Brownfield Redevelopment Authority, Phase I and II for the Reid Property. Manager Imus has made arrangements through the County for Phase I and Phase II. Envelopes with the performance review for the Village Manager were handed out.
- E. Public Safety Committee:** No Meeting
- F. Public Services Committee** – G. Dudek reports they talked the American Rescue Plan Act funds and what the best use for these funds might be, the Second Street house and Safebuilt (see Managers Comments)
- G. Water and Sewer Committee** – E. Dudek reports they did not meet as they continue to wait for answers from Baker Tilly and Wightman.

- H. **Police Department** – Appleby was out of town and Chief Mack is on vacation, his reports were in the agenda packet. No Meeting tonight. However, Manger Imus attended a conference and watched a presentation on Police Certification, and she is very excited for this. Imus thinks this presents a lot of opportunity for our police department!
- I. **Department of Public Works** – Superintendent Hackenberg ZOOMED this meeting reporting that the Splash Pad had been cleaned on Monday 8/09/21, after receiving the chemicals needed, however it will need 2 or 3 more cleanings. The DPW is hauling trees out of the park, they were going to take down the pine trees, but the Power Company said they were too close to the lines, so the Power Company is taking them down. The WWTP and Public Service reports were included in the agenda packet. The Wastewater Treatment Plant is running as normal. He is waiting on bottles for PFAS, Lead/Copper testing that will be done within the next couple of weeks and was told they are on their way. Peterson did ask why the water usage is up and was assuming it is due to the Splash Pad. Superintendent Hackenberg confirmed.
- J. **Village Manager** – Manager Imus let Council know that she will be taking a vacation beginning Wednesday 8/11 through the following Tuesday 8/17/21. She also reminder Council on the upcoming MML Conference in Grand Rapids September 22-24th. Registration is required. Imus touched base on 504 E Fourth Street, code violations and issues of not maintaining the property. The house is for sale and on the listing the code violations are noted. At the County Brownfield Redevelopment Authority’s last meeting we were approved for a Phase 1 environmental assessment for the Reid property. This should be done in approximately 3 more weeks. The County still has grant funds for assessments, but the grants end in September. Imus contacted Sterns and Stafford owners and the Diocese in Chicago who were interested in working with Envirologic as well as the new property owners of the land south of Dollar General. Hopefully some of these county funds will be utilized in the assessments for these properties. As far as Code Enforcement, Imus had a meeting with Safebuilt after the last Council Meeting and the \$550 monthly fee *does not* include Structural Code enforcement, that is an additional \$82.00 an hour fee. Imus is attempting to get quotes from other companies. There are a couple of options going forward. One is hiring someone inhouse working under the manager, the second is to hire or outsource from another agency. Water and Sewer, Imus talked with Baker Tilly, and they are waiting on Wightman to finish up and get the CIP report. A meeting is scheduled for August 19th with both companies. Imus talked about the conference she attended, they talked about the American Rescue Plan Act, and she learned that the township to the south maybe interested in talking with the Village about expansion. Imus is hoping to start discussion with Wightman regarding the best utility sharing options i.e., land share, tax share, several Acts that you can

incorporate to share the resources. We would then start meeting with the Townships. Imus would also like our County Commission to attend to coordinate with the townships and then go to the county and ask them to fund a study on how to extend water and sewer in these areas to the best use. By them funding the study it brings them into the game and saves the township and village dollars and makes us ready for when the funds become available for grant applications.

XI. COUNCIL COMMENTS: President Knudstrup asks when the current state of emergency expire? It ends August 31, 2021. He then asks if we can still have hybrid meetings because we are not extending the state of emergency. We must have a physical quorum in person. More discussion is needed. President Knudstrup also asked because Finance and Admin Committee recommends wearing masks, should we have a mask policy? Discussion sided that it was to soon to put a mask policy in place.

XII. ADJOURNMENT:

Turner, supported by E. Dudek, made a motion to adjourn the meeting at 8:51 p.m. A voice vote was taken with unanimous approval of those present. The next regular scheduled meeting is September 14, 2021.

Respectfully Submitted by Joni Bell, Village Clerk



VILLAGE OF LAWTON

Regular Meeting Minutes – Tuesday August 26, 2021, at 7:30 a.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 August 26, 2021, Meeting of the Lawton Village Council to order at 7:30 a.m.
- II. **ROLL CALL:** Present: President Knudstrup. Trustees: N. Smith, J. Peterson, and R. Turner, J. Appleby. Absent: E. Dudek, G. Dudek. Others present: Village Manager Imus, Superintendent Hackenberg.
- III. **NEW BUSINESS:**
 - A. **Resolution 19-2021** to approve Contract with Asphalt Restoration, Inc. of 7968 West G Avenue, Kalamazoo, MI 49009 in the amount of \$199,400 to Crack fill, Chip seal and Fog Coat specified roads in the Village of Lawton, and additionally, amend the Village Budget to accommodate the increased project costs as detailed. Peterson made a motion to approve the Contract with Asphalt Restoration in the amount of \$199,400.00 supported by Appleby. A unanimous roll call vote approved this Resolution.
- IV. **ADJOURNMENT:**

Peterson, supported by Smith, made a motion to adjourn the meeting at 7:36 a.m. A voice vote was taken with unanimous approval of those present. The next regular scheduled meeting is September 14, 2021.

Respectfully Submitted by Joni Bell, Village Clerk

| Check Date | Check | Vendor Name | Description | Amount |
|---------------------------|-------|-----------------------------------|--|-----------------|
| Bank GEN GENERAL CHECKING | | | | |
| 08/04/2021 | 4908 | MIEDEMA'S REPOCAST | TMG INDUSTRIAL DELINEATOR TRAFFIC POST 1 | 3,403.56 |
| 08/18/2021 | 4912 | APPLIED IMAGING | LIBRARY COPIER CONTRACT NO CN3599-01 - A | 106.92 |
| 08/18/2021 | 4913 | BAKER & TAYLOR, INC. | DVDS | 91.38 |
| | | | BOOKS | 92.10 |
| | | | BOOKS | 105.45 |
| | | | BOOKS | 266.63 |
| | | | BOOKS | 292.35 |
| | | | BOOKS | 1,003.43 |
| | | | BOOKS | 1,135.68 |
| | | | BOOKS | 136.71 |
| | | | BOOKS | 146.46 |
| | | | BOOKS | 159.28 |
| | | | | <u>3,429.47</u> |
| 08/18/2021 | 4914 | VOID | | 0.00 V |
| 08/18/2021 | 4915 | BLOOMINGDALE COMMUNICATIONS | PHONE | 162.48 |
| 08/18/2021 | 4916 | CENGAGE LEARNING. | AUGUST CHRISTIAN FICTION 2 PLAN | 50.23 |
| | | | AUGUST THORNDIKE EDITORS CHOICE 2 PLAN | 32.29 |
| | | | JULY WESTERN 2 PLAN | 45.73 |
| | | | AUGUST EDITORS CHOICE 2 PLAN | 32.29 |
| | | | | <u>160.54</u> |
| 08/18/2021 | 4917 | PETTY CASH LAWTON PUBLIC LIBRARY | USPS, MENARDS,DOLLAR GENERAL, MEIJER | 116.35 |
| 08/18/2021 | 4918 | SYNCB/AMAZON | BOOKS, CRAFTS | 227.76 |
| 08/18/2021 | 4919 | US INTERNET | INTERNET | 30.00 |
| 08/19/2021 | 4920 | ADAMS HARDWARE | CONSOLIDATED BILLS | 514.26 |
| 08/19/2021 | 4921 | AMELIA VELEZ | RETURNED DEPOSIT FEE FOR 8/14 SMALL 4P-8 | 35.00 |
| 08/19/2021 | 4922 | AMERICAN WATER WORKS ASSOC. | MEMBER NO 03455761 RENEWAL | 361.00 |
| 08/19/2021 | 4923 | APPLIED IMAGING | CONTRACT NO CN5174-01 FOR ACCT NO KZ1828 | 310.05 |
| 08/19/2021 | 4924 | BADGER METER, INC | BEACON MBL HOSSTING SERV UNIT | 30.06 |
| 08/19/2021 | 4925 | BEAVER RESEARCH COMPANY | DISINFECTANT CLEANER; OIL ADDITIVE | 173.20 |
| | | | OIL ADDICITVE | 150.00 |
| | | | | <u>323.20</u> |
| 08/19/2021 | 4926 | BEN W. JOHNSON | JULY CLEANING X5 | 565.00 |
| 08/19/2021 | 4927 | BIG STATE INDUSTRIAL SUPPLY | GLOVES, SAFETY GLASS CLEANER | 373.54 |
| 08/19/2021 | 4928 | BLOOMINGDALE COMMUNICATIONS | TELEPHONE FOR ACCT NO 0003714 | 334.86 |
| 08/19/2021 | 4929 | BRIDGET STULL | RETURNED DEPOSIT FEE FOR 8/1 | 35.00 |
| 08/19/2021 | 4930 | CMP DISTRIBUTORS, INC. | CONCEALABLE VEST | 820.00 |
| 08/19/2021 | 4931 | CONSUMERS ENERGY | 625 W UNION ST ACCT NO 1000 0710 4159 | 25.08 |
| | | | HEAT FOR ACCT NO 1000 0710 3904 202 JAME | 18.03 |
| | | | HEAT FOR ADDRESS 125 MAIN ST ACCT NO 100 | 30.23 |
| | | | | <u>73.34</u> |
| 08/19/2021 | 4932 | COURIER-LEADER & FLASHES | ANNUAL CONSUMER CONFIDENCE REPORT | 36.00 |
| 08/19/2021 | 4933 | DAWN PELTO | RETURNED DEPOSIT FEE FOR 7/31 LARGE 12P- | 50.00 |
| 08/19/2021 | 4934 | DORNBOS SIGN & SAFETY, INC. | CUT OUT SIGNS - CEMETERY | 545.84 |
| 08/19/2021 | 4935 | EDISON ELECTRIC | INSTALL WIRING FOR NEW HOUSE ON 423 E SE | 2,440.00 |
| 08/19/2021 | 4936 | FERGUSON WATERWORKS #3386 | MATERIALS | 457.45 |
| 08/19/2021 | 4937 | FIRST ADVANTAGE OCC HEALTH SERVCS | CLINIC COLLECTION | 26.68 |
| 08/19/2021 | 4938 | FRONTIER | TELEPHONE AND INTERNET FOR DPW AND WWTP | 616.97 |

| Check Date | Check | Vendor Name | Description | Amount |
|------------|-------|-------------------------------------|--|-----------------|
| | | | COST TO REPAIR CUT PHONE LINE | 123.52 |
| | | | | <u>740.49</u> |
| 08/19/2021 | 4939 | HS FLEET SERVICES LLC | MAINTENANCE ON WO 1513 | 470.74 |
| 08/19/2021 | 4940 | INDIANA MICHIGAN POWER CO. | ELECTRIC - STREET LIGHTING | 947.05 |
| | | | ELECTRIC - DPW | 13.54 |
| | | | ELECTRIC - WATER TOWER | 193.05 |
| | | | 423 E SECOND ST ACCT NO 047-602-618-1-0 | 21.38 |
| | | | ELECTRIC | 5,779.10 |
| | | | | <u>6,954.12</u> |
| 08/19/2021 | 4941 | J.C. & SONS, INC. | REMOVE STORM DAMAGED TREE | 1,800.00 |
| 08/19/2021 | 4942 | JAMES STERMER | MILEAGE - FOOD | 186.12 |
| 08/19/2021 | 4943 | JCS CONSTRUCTION | 24X24 GARAGE 8X10 BREEZEWAY | 2,200.00 |
| 08/19/2021 | 4944 | JUDY PETERSON | RETURNED DEPOSIT FEE FOR 8/11 LARGE 12P- | 50.00 |
| 08/19/2021 | 4945 | KYLE CONLEY | RETURNED DEPOSIT FEE FOR 7/24 SMALL 12P- | 50.00 |
| 08/19/2021 | 4946 | LASER TECHNOLOGY INC | TRUSPEED | 995.00 |
| 08/19/2021 | 4947 | LAWSON OIL COMPANY | PDF | 280.79 |
| | | | NO LEAD REGULAR | 1,651.38 |
| | | | | <u>1,932.17</u> |
| 08/19/2021 | 4948 | LISA IMUS | ACCESSORIES FOR HOUSE 423 E SECOND | 123.24 |
| 08/19/2021 | 4949 | MARTHA LULL | CLEANING OF 423 E SECOND | 200.00 |
| 08/19/2021 | 4950 | MENARDS | DRYWALL PLUG, EAR PLUG, STEALTHDRAIN BLA | 188.60 |
| 08/19/2021 | 4951 | MICHAEL GOOD | CDL TESTING CLASS B | 290.00 |
| 08/19/2021 | 4952 | MICHIGAN MUNICIPAL EXECUTIVES | 2021 MME SUMMER WORKSHOP | 195.00 |
| 08/19/2021 | 4953 | MISSION COMMUNICATIONS, LLC | RENEWAL PACKAGE SERVICES FOR WHITE OAK R | 694.80 |
| 08/19/2021 | 4954 | NYE UNIFORM COMPANY | STREETGEAR FLEX CARGO PANT | 69.50 |
| 08/19/2021 | 4955 | OFFICE DEPOT | DVDS, DVDS PAPER, CLIPS | 71.68 |
| | | | CLIPS | 12.70 |
| | | | | <u>84.38</u> |
| 08/19/2021 | 4956 | PAW PAW RENTALS | 14' BLADE | 51.80 |
| 08/19/2021 | 4957 | PURITY CYLINDER GASES, INC. | GAS, ACETYLENE | 76.81 |
| 08/19/2021 | 4958 | STEENSMA LAWN & POWER EQUIP. | SCREWS | 17.04 |
| 08/19/2021 | 4959 | THAYER, INC. | TOWELS, TRASH BAGS | 198.91 |
| | | | TOWELS | 169.95 |
| | | | TOWELS, TRASH BAGS | 172.34 |
| | | | TOWELS | 11.36 |
| | | | PAPER TOWELS, TOILET PAPER | 14.23 |
| | | | | <u>566.79</u> |
| 08/19/2021 | 4960 | THE CLOTHES BASKET | DRY CLEANING | 85.00 |
| | | | DRY CLEANING | 148.75 |
| | | | DRY CLEANING | 89.25 |
| | | | | <u>323.00</u> |
| 08/19/2021 | 4961 | THE STANDARD | LIFE INSURANCE ACCT NO 00 168051 0001 | 1,158.66 |
| 08/19/2021 | 4962 | TIM BROOKS | WORK BOOTS | 0.00 V |
| 08/19/2021 | 4963 | VAN BUREN COUNTY | VERIZON AIRCARD - JULY | 80.24 |
| 08/19/2021 | 4964 | VAN BUREN COUNTY | VERIZON AIRCARD - AUGUST | 80.22 |
| 08/19/2021 | 4965 | VAN BUREN INTERMEDIATE SCHOOL DISTR | FINAL DRAW FOR HOUSE ON 423 E SECOND ST | 9,919.82 |
| 08/19/2021 | 4966 | VERIZON WIRELESS | MOBILE PHONE TABLETS | 335.39 |

User: LeonardM
DB: Lawton

| Check Date | Check | Vendor Name | Description | Amount |
|----------------------------|-------|-------------------|--|---------------|
| | | | MOBILE PHONE TABLETS | <u>356.67</u> |
| | | | | 692.06 |
| 08/19/2021 | 4967 | WIGHTMAN | PROJECT 214043 LAWTON COMMUNITY WIDE CAP | 3,550.00 |
| 08/23/2021 | 4968 | TIM BROOKS | WORK BOOTS AND SHIRT | 155.80 |
| 08/31/2021 | 4971 | REGISTER OF DEEDS | QUIT CLAIM DEED FOR 410 W WHITE OAK RD - | <u>30.00</u> |
| GEN TOTALS: | | | | |
| (2 Checks Voided) | | | | |
| Total of 57 Disbursements: | | | | 48,894.76 |

Missing Checks:

4906 - garnishment - \$500
4907 - Bronson garnish - \$35
4909 - Garnishment - \$500
4910 - Bronson garnish - \$35
4911 - Teamsters - \$223



Resource Recovery Program Update

August 26, 2021

Van Buren County Supervisors' Meeting

Prepared by: *Emilly Hickmott and Jacob Diljak*



2020-2021 Fiscal Year Collection Quick Facts*:

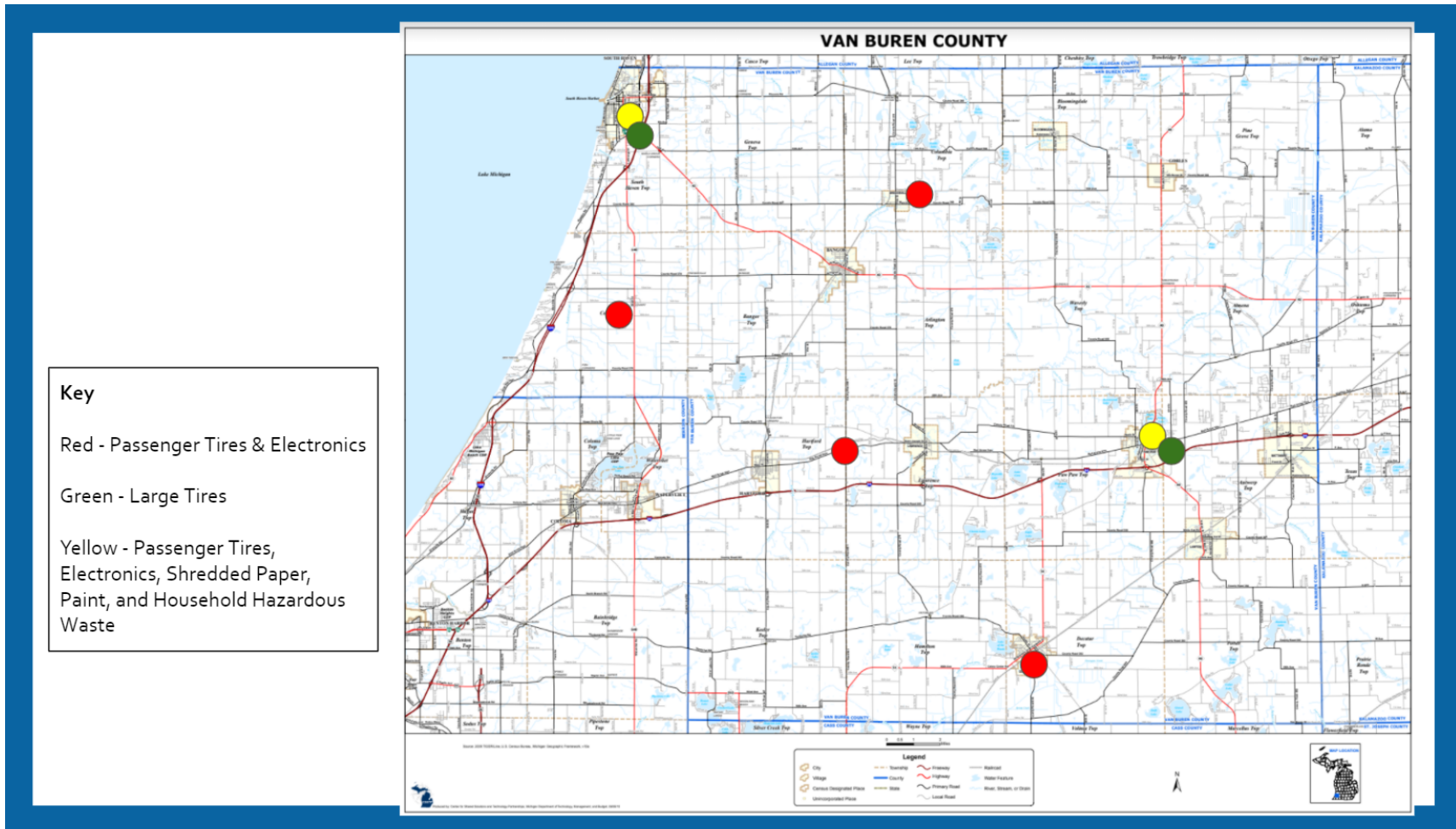
- 10 days of collections
- 6 categories of services
 - Passenger tires, large tires, paint, shredded paper, household hazardous waste, and electronics
- 668 households serviced
- 8,320 passenger tire equivalents (PTEs)
- Five 53' semi trailers full of large tires (~7,000 PTEs)
- 16,540 lbs. of paint
- 17,643 lbs. of household hazardous waste (chemicals + pesticides)
- 62,026 lbs. of electronics (accepted at collections and year-round site)
- Top 10 Participators: (see page 5 for full list, unranked)
 - 1. City of South Haven
 - 2. South Haven Township
 - 3. Paw Paw Township
 - 4. Decatur Township
 - 5. Hamilton Township
 - 6. Antwerp Township
 - 7. Lawrence Township
 - 8. Geneva Township
 - 9. Bloomingdale Township
 - 10. Pine Grove Township

**The Van Buren Conservation District's fiscal year ends September 30, so some of these numbers will change.*

Collection Annual Change:

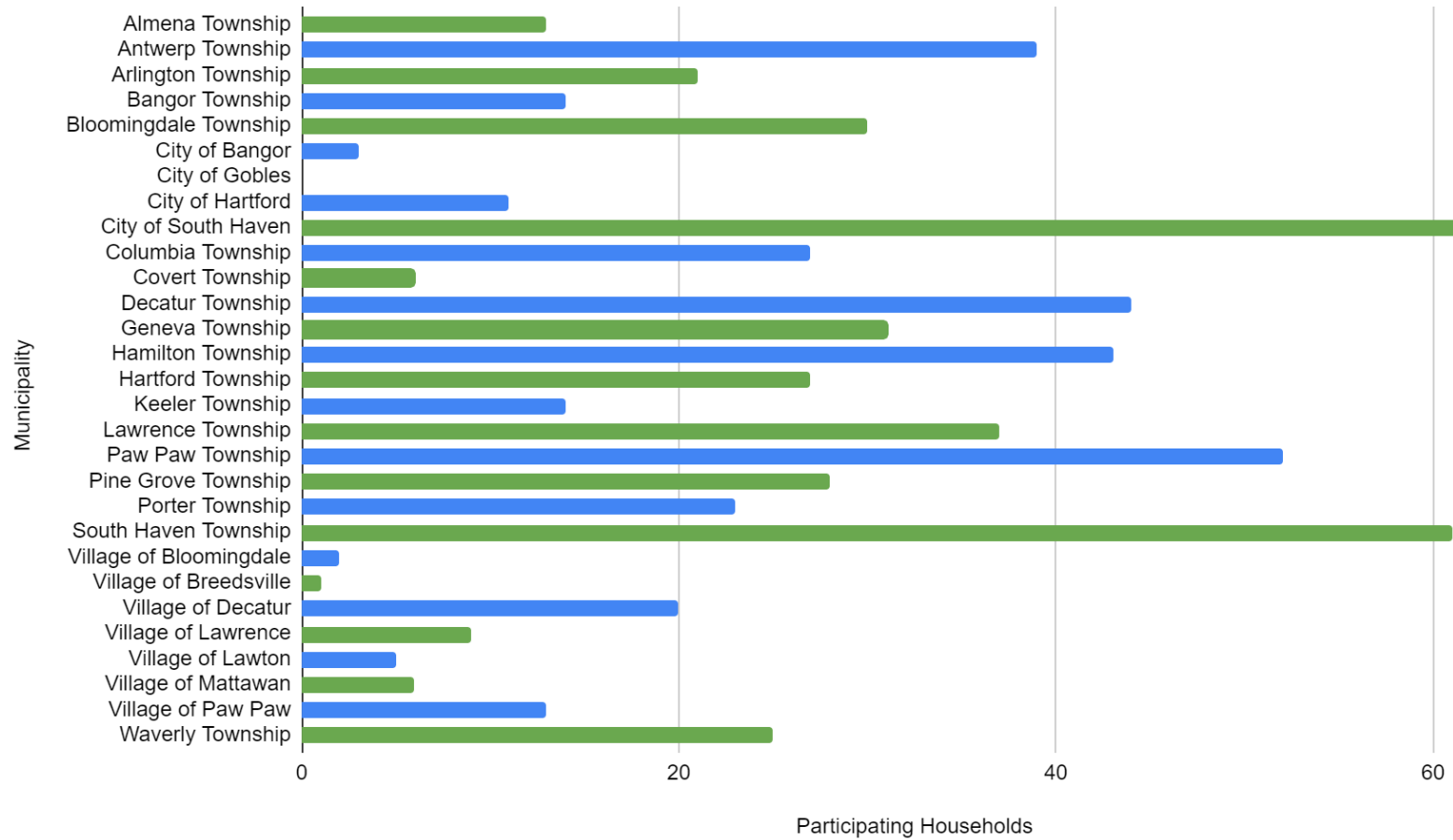
- Trending upward for all material categories and overall participation*
- Dip in upward trend during 2020 due to pandemic-related cancellation of 1 event
- See pages 4 and 5

Map: 2021 Collections by Location



Graph:

2021 Collection Participation by Municipality





Dear Lawton Village,

I was asked to send a letter to the village stating that the rental of the Lewis Park pavilion on September 9, 2021, is for New Community Church. If you can refund the rental price, we would be deeply grateful!

In Christ,

A handwritten signature in blue ink, appearing to read 'Adam Potgiesser', written in a cursive style.

Adam Potgiesser
Pastor

Overview and Summary:

The purpose of the Communitywide Capital Improvement Plan (CCIP) is to provide a concise, yet complete, project plan for critical public infrastructure repairs within the Village of Lawton across all assets. Village owned assets incorporated in the CCIP include the following:

- Roads
- Water Infrastructure
- Sanitary Sewer Infrastructure
- Storm Sewer Infrastructure
- Parks and Recreation
- Village Facilities and Equipment

The CCIP involves analysis of previous Capital Improvement Plans (CIPs) for individual assets, the Village's budget and utility rates, and potential funding opportunities to prioritize and determine the scope and timing of projects. It serves as a guide for future construction / development projects in the most cost-efficient manner. The CCIP is a 10-year plan and shall be used as a tool for Village employees and council to align expectations and understand infrastructure needs and their respective financial burden from years 2022 to 2031. Though the CCIP is a long-term plan, it is encouraged to be reviewed annually to be revised based on ever changing circumstances and opportunities.

The CCIP will act as a valuable tool to for planning and managing the Village's wants and needs to facilitate growth. The analysis displays the costs of the Village's upcoming infrastructure projects and potential funding solutions. It encourages discussion of the direction of the Village and how to implement the Village's needs, wants, and objectives. It is extremely important to maintain and improve the community's public infrastructure for the health and safety of the residents, businesses, and future development. It is important to understand the cost if future infrastructure projects, how these can be funded, the gap in funding needed, and the priority / need of the project itself.

The projects have been put into one of the three groups below to exhibit importance and assist in prioritizing:

1. **Absolute:** Projects required to keep the public systems functioning or to conform with regulations and / or law.
2. **Need:** Projects necessary to maintain the asset cost effectively.
3. **Want:** Projects that would be good to do as a proactive measure. Investments into the community.

Below are some key points in our findings and analysis:

- The Village has a total of approximately 487 water services to be replaced by the end of 2041.
 - At an estimated average cost of \$6,300 per service replacement, total cost is just over 3 million dollars over the next 20 years.
 - Priority: Absolute
- The Village has approximately 8,300 feet of four (4) inch water main that should be upsized prior to service replacements.
 - Priority: Need
- A sewer lining project (both sanitary and storm) is proposed and will address many projects identified on the CIPs.
 - Economy to scale with sewer lining. Combine all lining into one larger project.
 - Priority: Need
- Local road projects have been selected based on available funds, road condition, and possibility to bundle with other assets' needs.

- Three local road projects have been selected and include replacing the 4 inch water main and water services.
 - Project locations are Washington Street, Bitley Street, and 4th Street.
- Major road projects have been selected based on available funds, potential grants / funding opportunities, road condition, and possibility to bundle with other assets' needs.
 - Water service replacements and any recommended storm / sanitary sewer improvements at the project location are bundled with major road projects.

Analysis:

When analyzing the Village's infrastructure conditions and needs, multiple resources and approaches were utilized. The resources include:

- Storm and Wastewater Asset Management and CIP Reports Completed in 2019 (SAW).
 - Provide a comprehensive evaluation of both the sanitary sewer and storm sewer infrastructure.
 - Includes CIPs for both the sanitary sewer system and storm sewer system.
- Water Asset Management Plan (WAMP) Completed in 2017
 - Evaluates the water system needs and recommended infrastructure improvements.
 - Includes CIP for the water system.
- The Michigan Department of Environmental, Great Lakes, and Energy (EGLE) Guidance.
 - Includes documents providing information on the Lead Copper Rule (LCR) and the Distribution System Materials Inventories (DSMI).
 - The Lead Copper Rule requires water supplies to replace all lead service lines, both public and private, and all galvanized services connected or previously connected to a lead gooseneck.
 - Service replacements to be complete by the end of 2041.
 - The DSMI involves water supplies to characterize and document system materials, including service line material on both public and private property.
 - DSMI to be complete by January 1st, 2025.
- Water Reliability Study Completed in 2021.
 - Provides a detailed summary / report of the water system's components and capacity.
- The Village of Lawton's 2021/2022 Budget and Current Utility Rates.
 - The Budget and Utility Rates show the revenues and expenditures for public assets and help determine available funds and potential shortcomings for projects.
- Pavement Surface Evaluation and Rating (PASER) data to evaluate road conditions.

The above references have been utilized to analyze individual projects for specific assets and combine them based on various factors to create larger bundled projects.

Individual Projects:

Individual projects refer to projects listed in the CIPs for the various assets (e.g., SAW Reports and WAMP). The individual projects focus on one (1) asset. Completing these as stand-alone projects may be illogical and less economically friendly. For example, there are projects identified in the SAW Report that involve replacing 20 feet of pipe or lining 120 feet of pipe. If the Village were to complete a project containing such little scope, the unit cost will be inflated due to mobilization and other typical project cost. Therefore, we analyzed the project types, location, and criticality to bundle individual projects together.

The project cost provided in the SAW Reports and the WAMP tended to be underestimated based on today's bidding climate and unit prices. The project costs have been adjusted to represent the cost more accurately.

The “CCIP Total Project List” document includes all the individual projects across all assets. Many of the Individual Projects have been bundled to create a larger project across multiple assets. The “CCIP Total Project List” displays which projects have been bundled and the remaining individual projects.

Bundled Projects:

Bundled Projects refer to individual projects that have been combined to create a larger “Bundled Project”. Detailed estimates have been created for the Bundled Projects and the cost have been separated per asset and/or fund source. Bundled projects may involve a combination of water improvements, sanitary and/or storm sewer improvements, and roadway improvements.

There are benefits to bundling projects together and tackling multiple assets within a single project. Bundling projects is the most cost-effective way to maintain and improve the Village assets. The cost savings include engineering fees, traffic control, mobilization, and economy to scale regarding unit prices. In addition, the members of the community will appreciate projects being complete in an efficient manner and not having multiple projects in the same location within a short time frame. Lastly, with bundling projects, there is a broader range of funding options and more potential sources of funding to be utilized.

The focus of the CCIP is how to implement and fund the bundled projects. The remaining individual projects are still recommended to be completed and should be included in future road projects.

Conclusion:

The water infrastructure demands were the main driver on selecting the scope and timing of bundled projects. Water service replacements are an ‘absolute’ regarding priority and it is crucial to keep on track to meet the state requirement. In addition, the Village has approximately 8,300 feet of four (4) inch water main which should be upsized prior the water service replacements to conform with current standards and increase fire flow.

The largest upcoming financial burden relates to water service replacements which was a large factor in prioritizing and bundling projects. The Village has 487 water services (per the most recent Water Reliability Study), and it is assumed all the services require replacement. With an average estimated cost per service replacement of \$6,300, the total estimated cost over the next 20 years is just over 3 million dollars.

Both the sanitary sewer and storm sewer systems, overall, are in good condition. Many of the projects identified in the SAW Reports relate to minor replacement projects where a small portion of the sewer has failed, root cutting, and lining segments of sewer where roots or leaks were discovered. Also, the following sanitary sewer extension projects have been identified:

- Extend sanitary sewer along Morrill Street.
- Extend sanitary sewer north along M-40 to 66th Street (Village limits).

The individual sewer lining projects has been bundled to create a one large sewer lining project. The project includes all the sewer lining depicted in the SAW Reports within the CCIP time frame for both sanitary and storm infrastructure. Prior to sewer lining, root cutting shall take place.

It is recommended that the minor sanitary and storm sewer replacements identified in the SAW Reports shall be completed at the time the roadway at the sewer replacement location gets improved.

When determining both local and major road projects the following factors were considered:

- Condition of roadway
- Cost of selected roadway improvement
- Water main replacement needs
- Amount of water services along roadway segment
- Average daily traffic

INSERT SUMMARY OF CURRENT ROAD CONDITIONS

With the water infrastructure demands and the roadway improvements determined, individual projects were selected to be bundled with on another, creating a larger, more comprehensive project. The road projects selected include improvements to multiple assets such as water service replacements, water main replacements, and sanitary and storm sewer improvements.

INSERT SUMMARY OF PARKS AND REC & VILLAGE FACILITIES AND EQUIPMENT.

Funding Options:

Roadways:

- Major and Local Streets Funds.
- MDOT Category B Grant: Application submission period in winter / early spring for following year funding.
 - Maximum Grant of \$250,000 with a 50% minimum local match.
 - Any road construction work is eligible (other than regular maintenance).
 - May apply for funding in consecutive years.
 - Encourage applications on roadways that are ineligible for federal aid.
 - Encourage combining other infrastructure work.
- Small Urban Group – Lawton & Paw Paw
 - Maximum of \$375,000 with 20% minimum local match.
 - Even Years
 - Any road construction work is eligible (other than regular maintenance).

Water / Sanitary Sewer:

- Enterprise Funds: Water and sewer rates.
- USDA Loan: Long term, low interest loan.
 - Can be used to implement large water / sewer project.
 - Does not cover work on private property (private side of water service replacements).
 - Typically, little to no design engineering required to secure funding.
- Drinking Water State Revolving Fund (DWSRF): Long term, low interest loan.
 - Can be used to implement large water / sewer project.
 - Does cover work on private property (private side of water service replacements).
 - Typically, design engineering required to secure funding (approximately 50% complete).

INSERT FUNDING OPTIONS OF PARKS AND REC & VILLAGE FACILITIES AND EQUIPMENT.

ENGINEER'S ESTIMATE

Capital Improvement Projects

| Fund | Asset | Project Name | Cost | Year | Priority | Bundled Project Number | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
|---------------|---------------------------------|--|------------------|----------|----------|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Sewer | Sewer | Morrill Street Extension Project | \$ 115,811 | 2022 | Absolute | 1 | 115,811 | | | | | | | | | |
| | Sewer | MDOT Streetscape Project | 100,000 | 2023 | Absolute | 12 | | 100,000 | | | | | | | | |
| | Sewer | Root Cutting | 23,600 | 2025 | Need | 10 | | | | 23,600 | | | | | | |
| | Sewer | Sewer Lining | 371,049 | 2025 | Need | 10 | | | | 371,049 | | | | | | |
| | Sewer | M-40 Sewer and Water Extension | 492,005 | 2027 | Want | 9 | | | | | | 492,005 | | | | |
| | Sewer | Bitely Street Improvements Project | 1,700 | 2029 | Need | 6 | | | | | | | | | 1,700 | |
| Total | | | 1,104,165 | | | | 115,811 | 100,000 | - | 394,649 | - | 492,005 | - | 1,700 | - | - |
| Water | Water | Morrill Street Extension Project | \$ 153,111 | 2022 | Absolute | 1 | 153,111 | | | | | | | | | |
| | Water | MDOT Streetscape Project | 150,000 | 2023 | Absolute | 12 | | 150,000 | | | | | | | | |
| | Water | White Oak, Walker, & W 4th Street Project | 117,200 | 2022 | Absolute | 2 | 117,200 | | | | | | | | | |
| | Water | Washington Street Improvements Project | 312,700 | 2023 | Need | 3 | | 312,700 | | | | | | | | |
| | Water | 3rd Street Improvements Project | 72,700 | 2024 | Need | 4 | | | 72,700 | | | | | | | |
| | Water | 4th Street Improvements Project | 341,000 | 2026 | Need | 5 | | | | | 341,000 | | | | | |
| | Water | 2nd Street Improvements Project | 513,300 | 2031 | Need | 8 | | | | | | | | | | 513,300 |
| | Water | M-40 Sewer and Water Extension | 356,830 | 2027 | Want | 9 | | | | | | 356,830 | | | | |
| | Water | White Oak Improvements Project | 81,900 | 2029 | Absolute | 7 | | | | | | | | 81,900 | | |
| | Water | Bitely Street Improvements Project | 319,800 | 2029 | Need | 6 | | | | | | | | 319,800 | | |
| | Water | Potholing Water Services for DSMI | 130,400 | 2022 | Absolute | N/A | 130,400 | | | | | | | | | |
| | Water | Service Replacement Project 1 | 483,840 | 2025 | Absolute | N/A | | | | 483,840 | | | | | | |
| | Water | Service Replacement Project 2 | 211,680 | 2027 | Absolute | N/A | | | | | | 211,680 | | | | |
| | Water | Service Replacement Project 3 | 189,000 | 2028 | Absolute | N/A | | | | | | | 189,000 | | | |
| Water | Service Replacement Project 4 | 287,280 | 2030 | Absolute | N/A | | | | | | | | | 287,280 | | |
| Total | | | 3,720,741 | | | | 400,711 | 462,700 | 72,700 | 483,840 | 341,000 | 568,510 | 189,000 | 401,700 | 287,280 | 513,300 |
| Local Streets | Roads | Morrill Street Extension Project | \$ 168,021 | 2022 | Absolute | 1 | 168,021 | | | | | | | | | |
| | Roads | Washington Street Improvements Project | 258,600 | 2023 | Need | 3 | | 258,600 | | | | | | | | |
| | Roads | 4th Street Improvements Project | 323,000 | 2026 | Need | 5 | | | | | 323,000 | | | | | |
| | Roads | Bitely Street Improvements Project | 386,600 | 2029 | Need | 6 | | | | | | | | | | |
| | Storm | Sewer Lining | 85,151 | 2025 | Need | 10 | | | | | | | | 386,600 | | |
| Total | | | 1,136,221 | | | | 168,021 | 258,600 | - | - | 323,000 | - | - | 386,600 | - | - |
| Major Streets | Roads | White Oak, Walker, & W 4th Street Project | \$ 314,800 | 2022 | Need | 2 | 314,800 | | | | | | | | | |
| | Roads / Storm | MDOT Streetscape Project | 100,000 | 2023 | Absolute | 12 | | 100,000 | | | | | | | | |
| | Storm | White Oak, Walker, & W 4th Street Project | 290,800 | 2022 | Need | 2 | 290,800 | | | | | | | | | |
| | Roads | 3rd Street Improvements Project | 128,500 | 2024 | Need | 3 | | | 128,500 | | | | | | | |
| | Roads | Railroad & E 4th Street Improvements Project | 418,000 | 2026 | Need | 11 | | | | | 418,000 | | | | | |
| | Storm | Railroad & E 4th Street Improvements Project | 15,700 | 2026 | Need | 11 | | | | | 15,700 | | | | | |
| | Roads | White Oak Improvements Project | 444,200 | 2029 | Need | 7 | | | | | | | | 444,200 | | |
| Roads / Storm | 2nd Street Improvements Project | 375,200 | 2031 | Need | 8 | | | | | | | | | | 375,200 | |
| Total | | | 2,087,200 | | | | 605,600 | 100,000 | 128,500 | - | 433,700 | - | - | 444,200 | - | 375,200 |

Summary of Cost

| Asset | Priority | Proposed Timing | Cost | Notes |
|-------|-------------|-----------------|-----------|---|
| Water | Absolute | 2022-2031 | 2,428,411 | Includes approx. 254 water service replacements, Morrill St extension, and Potholing Project. |
| Water | Absolute | 2032-2041 | 1,750,000 | Includes replacing the remaining water services. |
| Water | Need / Want | 2022-2031 | 1,292,330 | Involves replacing 4 inch water mains prior to completing water services and extending water north on M-40. |
| Water | Need / Want | 2032-2041 | 400,000 | Involves replacing 4 inch water mains prior to completing water services. |
| Sewer | Absolute | 2022-2031 | 115,811 | Morrill St extension. |
| Sewer | Need / Want | 2022-2031 | 888,354 | Includes sewer lining project, extending sewer north on M-40, and misc improvements |

LAWTON POLICE DEPARTMENT – COUNCIL REPORT

AUGUST 2021

| | |
|---|---------------------|
| Calls for Service/Complaints----- | 132 |
| Ordinance complaints----- | 8 |
| Blight (5) Zoning (1) Misc. (2) | |
| Traffic stops----- | 23 |
| Citations issued (6) Verbal warnings (20) | |
| Arrests----- | 7 |
| Accidents----- | 2 (both OWI) |
| Parking citations----- | 0 |
| HOURS WORKED: | |
| Scheduled (Full-time) | 762.5 |
| Scheduled (Part-time) | 9 |
| Overtime hours | 18.5 |
| Vacation hours | 114 |
| Sick leave hours | 0 |

COMMUNITY POLICING:

Officers made **(63)** field contacts and **(31)** business contacts.

Chief Mack participated in the end of summer reading event hosted by the Public Library.

NOTABLE INCIDENTS:

Union/West – Officer Hitchcock responded to a private property accident and upon arriving, determined one involved party had been drinking. An OWI investigation was started and the at fault driver was arrested for Operating while Impaired with a high BAC.

100 Morrill St. – Officer Weekly responded to investigate a hit-and-run accident where a mailbox was damaged. Officer Weekly quickly located the vehicle and driver and started an OWI investigation. The driver was arrested for drunk driving and also cited for leaving the scene of an accident.

ADDITIONAL:

For the month of August, 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:

9.5 hours – Main St.

16 hours – All other areas within the Village

Total hours – 25.5

Respectfully,

Chief Jeffrey Mack

Van Buren County File Class / Section Report

| Number | Sub-Beat | Date | Offense | Location | Incident Code-Type | Officer | |
|---------------|----------|------------|---|---------------------|-----------------------|-----------|--------------------|
| 21-0929 | LAWTON-1 | 08/04/2021 | BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01 | 126 Main Street | - long grass | Mack, J. | Mowed |
| 21-0935 | LAWTON-1 | 08/05/2021 | BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01 | 230 Railroad Street | - Smelly Dumpster | Gibbs, R. | Removed |
| 21-0982 | LAWTON-1 | 08/17/2021 | BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01 | 427 Hamilton Street | - Couch behind garage | Mack, J. | Unfounded |
| 21-1022 | LAWTON-1 | 08/27/2021 | BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01 | 230 Railroad Street | - Smelly Dumpster | Mack, J. | Removed |
| 21-1043 | LAWTON-1 | 08/31/2021 | ZONING ORDINANCE 153.01 Zoning ordinance 153.01 | 125 Main Street | - parking complaint | Mack, J. | Removed |
| 21-1048 | LAWTON-1 | 08/31/2021 | BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01 | 113 West Street | - long grass/weeds | Mack, J. | Open - notice sent |
| Total: | 6 | | | | | | |

PUBLIC SERVICES REPORT

August 2021

CEMETERY

1) We had 3 interments in the month of August

Hours for the month – 110 Overtime – 8

MOTORPOOL

1) General maintenance was performed on equipment

2) the 2006 1 ton Dump truck has been taken out of service the box has rusted beyond repair.

Hours for the Month – 15 Overtime – 0

BUILDINGS & GROUNDS

1) No activity other than general maintenance

Hours for the month – 35 Overtime – 0

CIVIC ACTIVITIES

1) we had another weekend of dumpsters which was successful both were full.

Hours for the month – 19 Overtime - 18

PARKS

1) General maintenance and cleanup was performed.

Hours for the month – 86 Overtime – 8

STREETS & SIDEWALKS

1) no activity other than general maintenance

Hours for the month

Major Preservation – 6 Local Preservation – 8

Major winter Maint. – Local winter Maint. –

Streets (not act 51) – 212 Sidewalks – 2

Vacation hours – 64 Sick time – 70

Respectfully Submitted,

Todd Hackenberg
Superintendent of Public Works

WATER/SEWER OPERATIONS REPORT

August 2021

- 1) 14,683,000 Gallons of water were pumped during the month compared to 11,850,000 in 2020.
- 2) The average daily usage was 473,645 gallons.
- 3) Routine sampling was done with all samples being non detect.
- 4) Yearly maintenance was performed on all the wells
- 5) yearly samples were taken awaiting results from lab

Total hours for the month Water – 82 Overtime – 11
 Sewer – 212 Overtime – 16

Respectfully submitted,

Todd Hackenberg
Superintendent of Public Works

September 14, 2021

Village of Lawton WWTP

Operational report

Wastewater Treatment

- In August a total of 1.82 million gallons of treated wastewater was discharged into the tributary to the South Branch of the Paw Paw River. The daily effluent flows averaged 59,000 gallons per day, which is approximately 30% of the hydraulic capacity of the plant.

Regulatory Matters

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

Land Application Program

5,000 gallons of activated sludge was pumped over to the sludge storage tank.