

**VILLAGE *of* LAWTON**  
**VILLAGE COUNCIL MEETING**  
***BEING HELD VIRTUALLY***  
**125 S MAIN St, Lawton, MI 49065**  
**TUESDAY, FEBRUARY 9<sup>TH</sup>, 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 February 9<sup>th</sup>, 2021 Agenda
  - B. Approval of January 26<sup>th</sup>, 2021 Council Meeting Minutes
  - C. Approval of Disbursements in the amount of \$41,194.57
  - D. Set a Public Hearing for the regular Council Meeting on Tuesday, February 23, 2021 to hear comment and consider adoption of the Village of Lawton Fiscal Year 2021 / 2022 Budget.
- V. COMMUNICATIONS AND CORRESPONDENCE**
- VI. CITIZENS' COMMENTS – (Please keep comments to 3 minutes)**
- VII. PUBLIC HEARINGS / APPOINTMENTS**
- VIII. NEW BUSINESS**
  - A. Consider Letter of Engagement proposal from Siegfried Crandall Certified Public Accountants or perform the 2021 Audit in the amount not to exceed \$15,500.....Staff Recommends Approval

- B. Consider proposal from Wightman Engineering for a Community Capital Improvement Plan in the amount of \$24,000.....Staff Recommends Approval
- C. Review of Fiscal Year 2021 / 2022 Budget Proposal and Priorities.....Discussion

**IX. 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

**X. COUNCIL COMMENTS**

**XI. ADJOURNMENT - NEXT REGULAR MEETING DATE – February 23<sup>rd</sup>, 2021**

Please Note: The Village of Lawton follows the Americans with Disabilities Act of 1990. Individuals with disabilities planning to attend this meeting and require accommodations to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Joni Bell, Village Clerk, at (269) 624-6407, or bellj@lawtonmi.gov to allow the Village to make reasonable accommodations. If you have questions or comments for the Village Council, and you are unable to make the meeting, please forward them 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](mailto: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](mailto: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.