

VILLAGE *of* LAWTON
VILLAGE COUNCIL MEETING
125 S. MAIN STREET, LAWTON, MI 49065
TUESDAY, JANUARY 11TH, 2022 – 7:00 P.M.
please silence your cell phones

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. CONSENT AGENDA**
 - A. Approval of the January 11th, 2022 Agenda
 - B. Approval of the December 14th, 2021 Minutes
 - C. Approval of Disbursements in the amount of \$61,795.15
- V. COMMUNICATIONS / CORRESPONDENCE / PRESENTATIONS**
- VI. CITIZENS’ COMMENTS – (Please keep comments to 3 minutes)**
- VII. PUBLIC HEARINGS / APPOINTMENTS / PROCLAMATIONS**
- VIII. OLD BUSINESS**
 - A. Resolution #01-2022:** A Resolution to establish new Water Rates for the Village of Lawton.....Water and Sewer Committee Recommends Approval
 - B. Resolution #02-2022:** A Resolution to establish new Sewer Rates for the Village of Lawton.....Water and Sewer Committee Recommends Approval

IX. NEW BUSINESS

- A. Consider Award of Asbestos Removal Contract to Duane VanDenBoss for 410 White Oak in the amount of \$6,400.....Staff Recommends Approval
- B. Consider Award of Engineering Services to Wightman Engineering to perform the required investigation on Village water lines to create a Compete Distribution System Materials Inventory (CDSMI) on 20% of the Village’s water services in the amount of \$13,750.....Staff Recommends Approval
- C. Feasibility Study regarding shared utilities with Porter Township..... Discussion

X. BOARD, COMMITTEE, AND STAFF REPORTS

- A. Village Manager – Lisa Imus,
- B. Department of Public Works – Todd Hackenberg,
- C. Police Department – Jeff Mack
- D. Fire Department – Eric Dudek
- E. Planning Commission – Judy Peterson
- F. Downtown Development Authority (DDA) – Gail Dudek
- G. Community & Economic Development Committee (CEDC) – Nicole Smith
- H. Finance and Administration Committee – Josh Appleby
- I. Public Safety Committee – Ren Turner
- J. Public Services Committee – Ryan Tanis
- K. Water and Sewer Committee – Eric Dudek

X. COUNCIL COMMENTS

XI. ADJOURNMENT - NEXT REGULAR MEETING DATE – *February 8th, 2022*

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 December 14, 2021, at 7:00 p.m.

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

WWW.LAWTONMI.GOV 269.624.6407

MINUTES

- I. **CALL TO ORDER:** President Appleby called the December 14, 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 Appleby. Trustees: E. Dudek, N. Smith, G. Dudek, J. Peterson, and R. Turner, R. Tanis. Others present: Village Manager Imus, Village Clerk Bell, Chief Mack, Superintendent Hackenberg and two other guests.
- IV. **CONSENT AGENDA:** The Consent Agenda included the approval of the December 14, 2021, Council Agenda, and the November 23, 2021, Council Meeting minutes, and Disbursements in the amount of \$89,187.70. Peterson made a motion to approve the Consent Agenda with the addition of Item B. Project Summary, under New Business. E. Dudek supported the motion. A unanimous roll call vote approved the motion.
- V. **COMMUNICATIONS, CORRESPONDENCE AND PRESENTATIONS:**
 - A. The Village Manager has been notified that the Village of Lawton has been awarded the DNR Passport Grant Award in the amount of \$74,000 for Improvements to Chancey Lewis Park. The final contract will be awarded in January 2022 with construction to start in Spring of 2022. The \$74,000 grant will be matched by \$26,000 committed by the Lawton DDA.
 - B. The Village of Lawton has also been awarded the MEDC RRC Technical Assistance Award in the amount of \$30,000 for the Master Plan and Zoning Ordinance. The reimbursement will come in three phases, \$7500 for phase 1, \$15,000 for phase 2 and upon completion \$7500 (phase 3).
- VI. **CITIZENS' COMMENTS:** Paul Harvey, Wightman gave an update on progress being made. The GIS map water and zoning maps are up and running. Once the water and sewer rates are updated the CIP can be finalized and the GIS team will finalize the GIS module which shows our proposed projects on an interactive map. The CIP is very close to completion.
- VII. **PUBLIC HEARINGS / APPOINTMENTS: NONE**

VIII. EXISTING BUSINESS:

- A. Water and sewer rates are nearing completion. There is not a huge difference in the rates if we bond or pay with cash. The largest increases come when someone is using over 5,000 gallons. We are running through BakerTilly to confirm the numbers. We could possibly have a vote at the January 2022 council meeting.

IX. NEW BUSINESS:

- A. Smith made a motion to approve the 2022 Meeting Schedule as proposed in the agenda packet, supported by Turner. A unanimous voice vote carried the motion.
- B. Addition to Agenda: Project summary / quote from Wightman for Construction Documents, Permitting, and Bidding Administration to extend water and sanitary sewer for new construction on Morrill Street. Turner motioned to approve the project summary and quote in the amount of \$8150, supported by Smith. A unanimous roll call vote supports the motion.

X. BOARD, COMMITTEE, AND STAFF REPORTS:

- A. **Village Manager** – Manager Imus reports that she has hoped to have a demolition contract on the agenda for tonight for 410 White Oak, but she is still waiting for quotes to come in due to asbestos abatement. We need to have the building down by December 31st to have it removed from the tax rolls. However, Imus spoke with our township assessor and he agreed to remove it from the rolls this year because it was inhabitable and in the Village’s name. The Lion’s parade on December 10th was a huge success, despite the rain. We have received all of the necessary environmental information from Envirologic and are ready to close on the Reid Property. Our attorneys are working on the closing documents. We have not received any new information from Welch’s. There is a County Task Force, led by Market Van Buren for county wide high speed internet service. They have a survey that we should encourage all Village businesses and community members to respond to and support the task force initiative. The DPW employees have voted (4-0) with one not voting, to unionize. We will be meeting with the union at a later date. Imus informed Council on a group that is part of the Michigan Constitutional Crusaders that have been targeting local municipalities in the area with phone /video camera’s trying to get reaction from employees so they can claim that their constitutional rights have been violated. Imus has made staff aware of this and how to handle the situation if they should come to the village hall or other entities. We will need to create a Master Plan Sub Committee of 9 – 12 individuals from the community, council, DDA, business owners, planning commission and school.
- B. **Department of Public Works** – Superintendent Hackenberg’s reports were submitted as part of agenda packet.

- C. **Police Department** – Chief Mack’s reports were submitted as part of agenda packet. He also spoke to Council regarding the First Amendment Audit individuals that have been targeting local municipalities in the area.
 - D. **Fire Board** – E. Dudek reports it was been a slow month, he will submit a list of calls for last month via email.
 - E. **Planning Commission** – Peterson reported that Planning Commission did not meet this month.
 - F. **Downtown Development Authority** – G. Dudek was absent from the DDA meeting in November and there is no meeting scheduled in December. Manager Imus did let them know about the Grants the Village will be receiving.
 - G. **Community & Economic Development** – Smith reports that committee did meet this month, however, she forgot her notes and will email to council.
 - H. **Finance and Administration Committee** – Appleby reported they did meet and have decided to add new reports to be aware of what is happening throughout the community.
 - I. **Public Safety Committee** –Turner reports they did not meet before Council meeting tonight. He reports they are still looking into Ring doorbell options.
 - J. **Public Services Committee** - G. Dudek reports they did not meet this month.
 - K. **Water and Sewer Committee** – No regular meeting scheduled at this time.
- XI. **COUNCIL COMMENTS:** President Appleby addressed council regarding a tour of our facilities. He has spoken with Superintendent Hackenberg to make small group tours sometime in January 2022, weather permitting. G. Dudek asked to talk about the Golf Cart ordinance and where specifically the crossing points are in the Village per the ordinance. Police committee to review the ordinance and make amendments.
- XII. **ADJOURNMENT:**
Turner, supported by Smith, made a motion to adjourn the meeting at 8:24 p.m. A voice vote was taken with unanimous approval of those present. The next regular scheduled meeting is January 11, 2022.

Respectfully Submitted by Joni Bell, Village Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL CHECKING					
12/06/2021	GEN	5171	MISC	MORTON DECORATING	5,020.00
12/16/2021	GEN	5172	030	ADAMS HARDWARE	1,043.78
12/16/2021	GEN	5173	294	ANTWERP TOWNSHIP TREASURER	593.28
12/16/2021	GEN	5174	756	BADGER METER, INC	38.01
12/16/2021	GEN	5175	893	BEN W. JOHNSON	410.00
12/16/2021	GEN	5176	056	BLOOMINGDALE COMMUNICATIONS	334.86
12/16/2021	GEN	5177	MISC	CDW GOVERNMENT	639.87
12/16/2021	GEN	5178	MISC	VOID	0.00 V
12/16/2021	GEN	5179	026	CONSUMERS ENERGY	990.35
12/16/2021	GEN	5180	1072	COURIER-LEADER & FLASHES	207.00
12/16/2021	GEN	5181	1069	DICKINSON WRIGHT PLLC	3,840.00
12/16/2021	GEN	5182	MISC	EDISON ELECTRIC	2,449.00
12/16/2021	GEN	5183	088	FISHER AUTO PARTS	125.20
12/16/2021	GEN	5184	027	FRONTIER	619.77
12/16/2021	GEN	5185	MISC	GARY HAZELTON	150.00
12/16/2021	GEN	5186	930	HS FLEET SERVICES LLC	1,536.78
12/16/2021	GEN	5187	017	INDIANA MICHIGAN POWER CO.	0.00 V
12/16/2021	GEN	5188	758	MANNING ENTERPRISES, INC	0.00 V
12/16/2021	GEN	5189	453	MENARDS	0.00 V
12/16/2021	GEN	5190	009	REPUBLIC SERVICES OF	0.00 V
12/16/2021	GEN	5191	MISC	STATE OF MICHIGAN	0.00 V
12/16/2021	GEN	5192	1036	THE STANDARD	0.00 V
12/16/2021	GEN	5193	493	VAN BUREN COUNTY	0.00 V
12/17/2021	GEN	5194	017	INDIANA MICHIGAN POWER CO.	0.00 V
12/17/2021	GEN	5195	758	MANNING ENTERPRISES, INC	0.00 V
12/17/2021	GEN	5196	453	MENARDS	0.00 V
12/17/2021	GEN	5197	009	REPUBLIC SERVICES OF	0.00 V
12/17/2021	GEN	5198	MISC	STATE OF MICHIGAN	0.00 V
12/17/2021	GEN	5199	1036	THE STANDARD	0.00 V
12/17/2021	GEN	5200	493	VAN BUREN COUNTY	0.00 V
12/17/2021	GEN	5201	017	INDIANA MICHIGAN POWER CO.	7,091.74
12/17/2021	GEN	5202	758	MANNING ENTERPRISES, INC	629.30
12/17/2021	GEN	5203	453	MENARDS	83.88
12/17/2021	GEN	5204	009	REPUBLIC SERVICES OF	282.95
12/17/2021	GEN	5205	MISC	STATE OF MICHIGAN	1,950.00
12/17/2021	GEN	5206	1036	THE STANDARD	987.37
12/17/2021	GEN	5207	493	VAN BUREN COUNTY	1,922.38
12/21/2021	GEN	5211	155	APPLIED IMAGING	106.92
12/21/2021	GEN	5212	104	BAKER & TAYLOR, INC.	810.24
12/21/2021	GEN	5213	MISC	BIBLIONIX	1,700.00
12/21/2021	GEN	5214	056	BLOOMINGDALE COMMUNICATIONS	162.48
12/21/2021	GEN	5215	101	CENGAGE LEARNING.	194.43
12/21/2021	GEN	5216	964	CLARK TECHNICAL SERVICES	660.00
12/21/2021	GEN	5217	MISC	OTC BRANDS, INC	75.83
12/21/2021	GEN	5218	264	PETTY CASH LAWTON PUBLIC LIBRARY	60.25
12/21/2021	GEN	5219	022	POSTMASTER	272.00
12/21/2021	GEN	5220	1079	US INTERNET	10.00
12/29/2021	GEN	5221	1080	ABONMARCHE CONSULTANTS, INC	2,239.75
12/29/2021	GEN	5222	048	BEAVER RESEARCH COMPANY	134.75
12/29/2021	GEN	5223	695	FIRST ADVANTAGE OCC HEALTH SERVCS	151.68
12/29/2021	GEN	5224	027	FRONTIER	637.77
12/29/2021	GEN	5225	480	HOLLAND DEPT OF PUBLIC SAFETY	97.19
12/29/2021	GEN	5226	017	INDIANA MICHIGAN POWER CO.	252.66
12/29/2021	GEN	5227	437	JAMES STERMER	209.04
12/29/2021	GEN	5228	1013	JEFFREY MACK	211.99
12/29/2021	GEN	5229	107	LAWSON OIL COMPANY	2,585.07
12/29/2021	GEN	5230	144	MISS DIG SYSTEM, INC.	1,577.91
12/29/2021	GEN	5231	551	OFFICE DEPOT	466.67
12/29/2021	GEN	5232	1037	PRECISION PRINTER SERVICES INC	499.85
12/29/2021	GEN	5233	1034	PRIORITY HEALTH	6,818.29
12/29/2021	GEN	5234	MISC	SHARE CORPORATION	208.56
12/29/2021	GEN	5235	892	SLC METER, LLC	4,631.77
12/29/2021	GEN	5236	926	TERESA SHIELDS	90.00
12/29/2021	GEN	5237	161	THAYER, INC.	85.96
12/29/2021	GEN	5238	MISC	THE SAFETY COMPANY LLC	1,713.00
12/29/2021	GEN	5239	1036	THE STANDARD	987.37
12/29/2021	GEN	5240	685	VERIZON WIRELESS	323.20
12/29/2021	GEN	5241	083	VILLAGE OF PAW PAW	150.00
12/29/2021	GEN	5242	047	WIGHTMAN	1,500.00
12/29/2021	GEN	5243	885	WOLVERINE POWER SYSTEMS	1,225.00

GEN TOTALS:

(15 Checks Voided)

Total of 55 Disbursements:

61,795.15

VILLAGE OF LAWTON
COUNTY OF VAN BUREN
STATE OF MICHIGAN

RESOLUTION NO. 01-2022

A RESOLUTION TO ESTABLISH NEW WATER UTILITY RATES
FOR THE VILLAGE OF LAWTON

At a regular meeting of the Village of Lawton Village Council, held at Lawton Village Hall, Lawton, Michigan, on this 11th day of January, 2022 at 7:00 p.m.

PRESENT:

ABSENT:

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

RESOLUTION

WHEREAS, the Village has adopted Ordinance No. 139 (the "Ordinance"), that establishes a user charge system for the use of the water system of the Village; and

WHEREAS, the Ordinance provides that the rates and charges shall be established and revised by resolution of the Lawton Village Council; and

WHEREAS, the Lawton Village Council intends to establish new rates and charges for the use of the water system of the Village as needed.

NOW, THEREFORE, BE IT RESOLVED THAT: Commencing with the March 2022 billing, the rates for use of the water system of the Village shall be as follows:

MONTHLY “READY TO SERVE” CHARGE

The ready to serve charge is a standard fee to provide water to a property on a monthly basis.

Base Ready to Serve Charge per month \$17.60

MONTHLY WATER USAGE “COMMODITY” CHARGE

The amount of water used by each customer every month will be recorded and billed on the following rate schedule for every 1,000 gallons. A fractional 1,000 gallons shall be charged at full price.

0+ Gallons \$4.05 per 1,000 Gallons

MISCELLANEOUS FEES

Miscellaneous Fees	Rate/Fee
Late Fee	10% of total current bill
Meter Deposit	\$80.00
Disconnect	\$40.00/request
Reconnect	\$40.00/request
Service Connection	\$1,500.00/connection
NSF Check	\$35.00 plus bank charges per check

NOW, THEREFORE, BE TI FURTHER RESOLVED,

1. That the above-referenced rates, fees, and billing schedule shall become effective with the March 2022 billing cycle after the adoption of this resolution, and
2. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution are rescinded.

THIS RESOLUTION, is hereby _____ by roll call vote:

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

VILLAGE OF LAWTON

BY: _____
Josh Appleby, 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 on Tuesday, January 11th, 2022 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

THE VILLAGE OF LAWTON

BY: _____
Joni Bell, Village Clerk

VILLAGE OF LAWTON
COUNTY OF VAN BUREN
STATE OF MICHIGAN

RESOLUTION NO. 02-2022

A RESOLUTION TO ESTABLISH NEW SEWER UTILITY RATES
FOR THE VILLAGE OF LAWTON

At a regular meeting of the Village of Lawton Village Council, held at Lawton Village Hall, Lawton, Michigan, on this 11th day of January, 2022 at 7:00 p.m.

PRESENT:

ABSENT:

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

RESOLUTION

WHEREAS, the Village has adopted Ordinance No. 150 (the "Ordinance"), that establishes a user charge system for the use of the wastewater system of the Village; and

WHEREAS, the Ordinance provides that the rates and charges for the wastewater system shall be established and revised by resolution of the Lawton Village Council; and

WHEREAS, the Lawton Village Council intends to establish new rates and charges for the use of the wastewater system of the Village as needed.

NOW, THEREFORE, BE IT RESOLVED THAT: Commencing with the March 2022 billing, the rates for use of the wastewater system of the Village shall be as follows:

MONTHLY SEWER “READY TO SERVE” CHARGE

The ready to serve charge is a standard fee to provide wastewater services to a property on a monthly basis. It is based on the potential demand on the system, the larger the pipe, the more potential demand on the system, and increased monthly cost to the end user. The yearly costs have been pro-rated over 4 years to implement the full rates necessary to support the wastewater system.

"Ready To Serve" Charges								
Meter Size	2022		2023		2024		2025	
	Meter Ratio	Monthly Fee	Meter Ratio	Monthly Fee	Meter Ratio	Monthly Fee	Meter Ratio	Monthly Fee
>1"	1	\$ 38.00	1	\$ 38.00	1	\$ 38.00	1	\$ 38.00
1"	1.38	\$ 52.44	1.75	\$ 66.50	2.13	\$ 80.94	2.5	\$ 95.00
1 1/2"	2	\$ 76.00	3	\$ 114.00	4	\$ 152.00	5	\$ 190.00
2"	2.75	\$ 104.50	4.5	\$ 171.00	6.25	\$ 237.50	8	\$ 304.00
3"	4.75	\$ 180.50	8.5	\$ 323.00	12.25	\$ 465.50	16	\$ 608.00
4"	7	\$ 266.00	13	\$ 494.00	19	\$ 722.00	25	\$ 950.00
6"	13.25	\$ 503.50	25.5	\$ 969.00	37.75	\$1,434.50	50	\$1,900.00

MONTHLY SEWER USAGE “COMMODITY” CHARGE

1. The amount of water used by each customer every month will be recorded and billed on the following rate schedule for every 1,000 gallons. A fractional 1,000 gallons shall be charged at full price.

0+ Gallons

\$5.00 per 1,000 Gallons

2. A “Winter Average” will be established by averaging the December, January and February meter reads and applying that average to the June, July and August meter reads. This provides accommodations for outdoor water use that does not go into the sanitary sewer system during the summer months.

MISCELLANEOUS FEES

Miscellaneous Fees	Rate/Fee
Late Fee	10% of total current bill
Meter Deposit	\$80.00
Disconnect	\$40.00/request
Reconnect	\$40.00/request
Service Connection	\$1,500.00/connection
NSF Check	\$35.00 plus bank charges per check

NOW, THEREFORE, BE IT FURTHER RESOLVED,

1. That the above-referenced rates, fees, and billing schedule shall become effective with the March 2022 billing cycle after the adoption of this resolution, and
2. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution are rescinded.

THIS RESOLUTION, is hereby _____ by roll call vote:

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

VILLAGE OF LAWTON

BY: _____
Josh Appleby, 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 on Tuesday, January 11th, 2022 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

THE VILLAGE OF LAWTON

BY: _____
Joni Bell, Village Clerk

From: [Duane Vandenboss](#)
To: [Lisa Imus](#)
Subject: Re: 6269 - FULL - 410 White Oak Road Lawton - Asb. Survey.pdf
Date: Monday, December 13, 2021 1:34:16 PM

Hi Lisa I went and looked at the house at 410 White Oak Road Lawton looks like from the report there is transite siding and paper underneath positive for asbestos and basically all the windows on the house and the front porch have to be removed so I can come remove all the side in the paper the nails and all the windows for \$6,400 that includes labor materials and Disposal

On Sun, Dec 12, 2021, 12:06 PM Duane Vandenboss <duanevandenboss@gmail.com> wrote:

I am going to go by the house probably Monday and look at stuff and I'll give you a price thank you

On Fri, Dec 10, 2021, 2:52 PM Lisa Imus <imusl@lawtonmi.gov> wrote:

Hi Duane! Thank you for your information this afternoon! I have attached the asbestos survey that was done for us at 410 White Oak in Lawton. We are hoping to demolish the home after the asbestos is removed. Please give me a call if you have an questions or need additional information! Greatly appreciated! Lisa

Lisa Imus

Village Manager

Village of Lawton

Phone 269.624.6407

Web: www.LawtonMI.gov

Email: ImusL@LawtonMI.gov

125 S Main PO Box 367

Lawton MI 49065



December 28, 2021

Village of Lawton
125 S. Main Street
Lawton, MI 49065

Attention: Ms. Lisa Imus, Village Manager

RE: PROPOSAL FOR ENGINEERING SERVICES – CONTRACT DOCUMENTS FOR CDSMI VERIFICATION PROJECT

Dear Ms. Imus:

Wightman is a full-service consulting firm that exists to serve people and the communities we live in. Our dynamic team of over 140 professionals works to analyze, advise, design, and deliver successful projects in partnership with governments, businesses, and institutions in our communities. Becoming trusted advisors and true partners guides our actions.

Section I – Project Goals

The goal of this project is to select, investigate, and document 20% of the Village’s drinking water service lines of “unknown” material in accordance with the Complete Distribution System Materials Inventory (CDSMI) administered by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

Section II – Scope of Services

The water services to be investigated will be chosen randomly and undergo a three (in some cases, four) point inspection. To accomplish the investigations; specifications, a system of documentation, bidding documents, and a project contract are required.

Wightman will begin creation of project specifications which will describe how water services are to be investigated, including excavation, inspection, and restoration. In addition, data collection requirements will be defined, and a detailed inspection location map will be created. Bidding and contract documents will be created for the procurement of a contractor via the typical public bidding process.

Wightman will coordinate and attend a Pre-Inspection Meeting with the Village and Contractor. Any troubleshooting and/or training of the Data Collection System (Survey123) is included in the Scope of Services. Lastly, investigation findings will be organized and provided to the Village.

Additional work is expected to accommodate EGLE’s requirements and subsequent submittals in the future. Unfortunately, the extent of these requirements has not yet been announced by the State. At the completion of the above Scope of Services, Wightman will continue to serve the Village on a Time and Materials (T&M) basis until a new proposal reflecting EGLE requirements can be submitted for consideration.

ALLEGAN

▲ 1670 LINCOLN RD. (M-40)
ALLEGAN, MI 49010

○ 269.673.8465

BENTON HARBOR

▲ 2303 PIPESTONE RD.
BENTON HARBOR, MI 49022

○ 269.927.0100

KALAMAZOO

▲ 433 E. RANSOM ST.
KALAMAZOO, MI 49007

○ 269.327.3532

ROYAL OAK

▲ 306 S. WASHINGTON AVE., SUITE 200
ROYAL OAK, MI 48067

○ 248.791.1371

Section III - Fees

We propose to complete the above scope of services for the following fees:

Distribution Materials Inventory (Lump Sum): \$11,600
Project Documents for Service Investigations
Data Collection System Utilizing Survey123
Bidding Documents and Administration

Construction Administration (Estimated Fee, T&M): \$1,500
Pre-Inspection Meeting
Reporting Results, Training, and Troubleshooting

You should budget an additional 4% to 6% of the fee listed above for reimbursable expenses. A schedule of eligible expenses is listed in the attached Terms and Conditions document.

Section IV – Schedule

Wightman can begin work immediately upon receipt of approval to proceed. Wightman and the Village shall determine appropriate schedule to ensure the project is complete in 2022.

Section V – Terms and Conditions

Our Standard Terms and Conditions are attached.

If you have any questions, please feel free to contact the undersigned at your convenience.

Sincerely,

WIGHTMAN



Paul Harvey, P.E.
pharvey@gowightman.com

This proposal is approved and accepted by:

By: _____
Signature

Date: _____

By: _____
Printed Name

Title: _____

Client/Company Name and Address (Billing)



PUBLIC SERVICES REPORT

December 2021

CEMETERY

1) We had 1 interment in the month of December

Hours for the month – 49 Overtime – 2

MOTORPOOL

1) General maintenance was performed on equipment

2) service was performed on the plow equipment.

3) new tires were installed on dump truck 106

Hours for the Month – 28 Overtime – 0

BUILDINGS & GROUNDS

1) No activity other than general maintenance

Hours for the month – 1 Overtime – 0

CIVIC ACTIVITIES

1) Christmas decorations were put up and taken down

Hours for the month - 51

PARKS

1) General maintenance and cleanup was performed.

Hours for the month – 28 Overtime – 12

STREETS & SIDEWALKS

1) we have started winter operations

Hours for the month

Major Preservation – 0 Local Preservation – 6

Major winter Maint. – 5 Local winter Maint. – 4

Streets (not act 51) – 342 Sidewalks – 6

Vacation hours – 48 Sick time – 0

Respectfully Submitted,

Todd Hackenberg
Superintendent of Public Works

WATER/SEWER OPERATIONS REPORT

December 2021

- 1) 11,506,000 Gallons of water were pumped during the month compared to 10,435,000 in 2020.
- 2) The average daily usage was 371,161 gallons.
- 3) Routine sampling was done with all samples being non detect.
- 4) we pumped a total of 168,518,000 gallons in 2021 averaging 461,693 per day.

Total hours for the month Water – 38 Overtime – 17
 Sewer – 147 Overtime – 29

Respectfully submitted,

Todd Hackenberg
Superintendent of Public Works

January 6, 2022

Village of Lawton WWTP

Operational report

Wastewater Treatment

- In December a total of 2.22 million gallons of treated wastewater was discharged into the tributary to the South Branch of the Paw Paw River. The daily effluent flows averaged 72,000 gallons per day, which is approximately 36% of the hydraulic capacity of the plant.

Regulatory Matters

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

Land Application Program

1,000 gallons of activated sludge was pumped over to the sludge storage tank.

LAWTON POLICE DEPARTMENT – COUNCIL REPORT

DECEMBER 2021

Calls for Service/Complaints-----129

Ordinance complaints-----4

 Blight **(1)** Zoning **(0)** Misc. **(3)**

Traffic stops-----58

 Citations issued **(12)** Verbal warnings **(43)**

Arrests-----8

Accidents-----1

Parking citations-----0

HOURS WORKED: Scheduled (Full-time) 872

 Scheduled (Part-time) 2

 Overtime hours 40

 Vacation hours 0

 Sick leave hours 16

COMMUNITY POLICING:

Officers made **(56)** field contacts and **(36)** business contacts.

Officer Largen and Chief Mack participated in the annual Christmas parade.

Chief Mack participated in a career fair at the Lawton Middle School.

NOTABLE INCIDENTS:

Officer Hitchcock investigated the report of a suspicious male subject, who was attempting to pick up girls. The subject was contacted in the parking lot behind Big T. After having contact with the subject, officer Hitchcock initiated an investigation for drunk driving. The subject was arrested for OWI and the suspicious activity was documented.

Officer Weekly stopped a vehicle for speeding in the area of S. Main St. and Bitely. Upon contacting the driver and passenger, Officer Weekly requested additional officer for assistance, due to the occupant's behavior. Officer Weekly conducted an investigation for drunk driving, and ultimately arrested the driver for operating under the influence of drugs and for driving on a suspended license.

Lawton officer completed **16** OWI/OUID investigation in 2021.

ADDITIONAL:

For the month of December, 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:

14.50 hours – Main St.

20.33 hours – All other areas within the Village

Total hours – 35.83

Respectfully,

Van Buren County File Class / Section Report

Number	Sub-Beat	Date	Offense	Location	Incident Code-Type	Officer
21-1472	LAWTON-1	12/27/2021	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	132 Morrill Street	- Car Parts in front yard	Mack, J. <i>Removed</i>
Total:	1					