

VILLAGE *of* LAWTON
VILLAGE COUNCIL MEETING
125 S MAIN St, Lawton, MI 49065
TUESDAY, FEBRUARY 22RD, 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 February 22nd, 2022 Council Agenda

B. Approval of the February 8th, 2022 Council Meeting Minutes

V. COMMUNICATIONS AND CORRESPONDENCE

VI. CITIZENS' COMMENTS – (Please keep comments to 3 minutes)

VII. PUBLIC HEARINGS / APPOINTMENTS

A. Public Hearing on the Village of Lawton Fiscal Year 2022 – 2023 Budget

1. Project Summary by Staff
2. President Opens Public Hearing by Roll Call Vote
3. Public Comment
4. President Closes Public Hearing by Roll Call Vote

VIII. OLD BUSINESS

A. Consider Resolution #4 – 2022: A Resolution to Approve the Village of Lawton Fiscal Year 2021-22 AMENDED BUDGET.....Staff Recommends Approval

B. Consider Resolution #5 – 2022: A Resolution to Approve the Village of Lawton FISCAL YEAR 2022-23 ANNUAL BUDGET..... Staff Recommends Approval

- C. Consider Contract with Zoning Solutions for code enforcement officer / zoning administration.....Staff Recommends Approval

IX. NEW BUSINESS

- A. MDOT proposed plans to widen CL Lewis Park entrance.....Discussion/Decision

X. BOARD, COMMITTEE, AND STAFF REPORTS

XI. COUNCIL COMMENTS

XII. ADJOURNMENT - NEXT REGULAR MEETING DATE – *March 8, 2022*



VILLAGE OF LAWTON

Regular Meeting Minutes – Tuesday February 08, 2022, 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 February 08, 2022, 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, R. Turner, R. Tanis. Others present: Village Manager Imus, Village Clerk Bell, Chief Mack, Superintendent Hackenberg and four other guests.
- IV. **CONSENT AGENDA:** The Consent Agenda included the approval of the February 8, 2022, Council Agenda, the January 11, 2021, Council Meeting minutes, and Disbursements in the amount of \$76,617.87. Peterson made a motion to approve the Consent Agenda as presented, supported by E. Dudek. A unanimous roll call vote approved the motion.
- V. **COMMUNICATIONS, CORRESPONDENCE AND PRESENTATIONS:** Paul Harvey, Wightman gave a brief update. The CIP is 99% complete and should be ready to present at the March or April Council meeting. The GIS module is about 75% complete which shows proposed projects on an interactive map. The Morrill Street sewer extension project can be offered for bid at any time.
- VI. **CITIZENS' COMMENTS:** Joe Matthews, 920 E Second Street, shared concerns on the traffic and parking on Second Street and Quincy Street during school hours, especially with the snow buildup and narrower streets. President Appleby thanked Mr. Matthews for bringing this to their attention and said they will look into the situation.
- VII. **PUBLIC HEARINGS / APPOINTMENTS: NONE**
- VIII. **EXISTING BUSINESS: NONE**
- IX. **NEW BUSINESS:**
 - A. **Resolution #3-2022:** A Resolution accepting the terms of agreement for the DNR Passport Grant #RP21-0077 (\$74,000 Grant/\$26,000 match) for Pickleball Courts and other improvements to Chancey Lewis Park. Turner made a motion to adopt Resolution #3-2022, accepting the terms of agreement for the DNR Passport Grant with matching funds from the Village and DDA, supported by G. Dudek. A unanimous roll call vote carried the motion.

- B. Peterson, with support from Smith, made a motion to retain the services of Siegfried Crandall Certified Public Accountants to perform the 21-22 Village Audit in an amount not to exceed \$15,750.00. A roll call vote in favor supported the motion.
- C. Zoning Solutions, LLC from Cassopolis, MI gave a presentation for Ordinance Enforcement in the Village. They can provide Zoning Administration, Blight Enforcement and/or clerical assistance. They will provide a proposal based on the Village needs. Item tabled for February 22nd meeting.
- D. Manager Imus gave a review of the Proposed Fiscal Year 2022-2023 Budget and priorities. A Public Hearing is scheduled for February 22, 2022 for the approval of the 2022-2023 Budget.

X. BOARD, COMMITTEE, AND STAFF REPORTS:

- A. **Village Manager** – Manager Imus created a “2021 Year in Review” along with “2022 Major Village Projects” list. A new business has opened in the village, a coffee house called The Modern Well. A ribbon cutting ceremony will take place the end of February.
- B. **Department of Public Works** – Superintendent Hackenberg’s reports were submitted as part of the agenda packet.
- C. **Police Department** – Chief Mack’s reports were submitted as part of the agenda packet. He will be attending a Chief’s Conference in Grand Rapids for two days this week.
- D. **Fire Board** – E. Dudek submitted a Fire Board report for the January meeting.
- E. **Lawton Library Board** – The Circulation Report for December was submitted with the agenda packet.
- F. **Planning Commission** – Peterson reports that Planning Commission did meet in a joint meeting with Council. Suzanne with Progressive Engineering gave a presentation on “The Process of a Master Plan”.
- G. **Downtown Development Authority** – G. Dudek reported that the DDA did meet and they continued discussion on Pickle Ball courts and park updates, Boy Scout Hall, Steering Committee and Christmas Card contest winners. They are also considering other contest decorating ideas.
- H. **Community & Economic Development** – Smith reported that committee did meet. They talked about the County Land Bank Authority, Modern Well Coffee House parking lot issue, goals for Sterns & Stafford Building and Pharmacy Building, Utility sharing with Porter Township, ARPA funds, the planning meeting with Suzanne, from Progressive Engineering and future housing development.
- I. **Finance and Administration Committee** – Appleby reports that the Finance Committee did meet and reviewed the monthly bills. They discussed the Lou Bender workshop. They also discussed the different organization committee meetings. Items are recommended to the various committees, they meet and then it comes back to council. It has been decided to go back to

holding two Council meetings a month and not holding individual committee meetings. The goal is to have less meetings, as the Committees will meet as a “whole” at the second Council meeting of each month.

J. Public Safety Committee –Turner reports they did not meet this month.

K. Public Services Committee - Tanis reports they did not meet this month.

L. Water and Sewer Committee – E. Dudek reports they did not meet this month.

XI. COUNCIL COMMENTS: None

XII. ADJOURNMENT:

Turner, supported by E. Dudek, made a motion to adjourn the meeting at 8:32 p.m. A voice vote was taken with unanimous approval of those present. The next regular scheduled meeting is February 22, 2022.

Respectfully Submitted by Joni Bell, Village Clerk

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

RESOLUTION NO. 04-2022

**AUTHORIZATION OF AMENDMENTS TO THE GENERAL
APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING MARCH 1, 2021
AND ENDING FEBRUARY 28, 2022**

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 22nd of February 2022, at 7:00 p.m.

PRESENT: All

ABSENT: None

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

RESOLUTION

WHEREAS, Act 621 of Public Acts of 1978, as amended, known as the Uniform Budgeting and Accounting Act, requires that budget amendments be passed by the Village Council to correct deficits in budgetary cost centers and ensure that a balanced budget be maintained; and

WHEREAS, pursuant to Section 17 of said Act, the Village Manager, as Chief Administrative Officer, has prepared and presented the Village Council with budget amendments to correct deficits in budgetary cost centers; and

NOW THEREFORE BE IT RESOLVED, that the budget as adopted in General Appropriations Act for fiscal year March 1, 2021 to February 28, 2022 is hereby amended as the official budget and appropriates funds to the line item budgets as attached as Exhibit A.

THIS RESOLUTION, is hereby approved by roll call vote:

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 22nd day of February 2022.

VILLAGE OF LAWTON

BY: _____

Josh Appleby, 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 February 22, 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.

VILLAGE OF LAWTON

BY: _____

Joni Bell, Village Clerk

4TH QUARTER BUDGET AMENDMENT REPORT FOR VILLAGE OF LAWTON
EXHIBIT A TO RESOLUTION 04-22 SECOND BUDGET AMENDMENT

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET
Fund 101 - GENERAL FUND					
TOTALS FOR DEPT 000-GENERAL		742,750.00	68,323.00	55,419.00	866,492.00
TOTALS FOR DEPT 215-CLERK		47,580.00	0.00	720.00	48,300.00
TOTALS FOR DEPT 276-CEMETERY		9,000.00	2,650.00	9,195.00	20,845.00
TOTALS FOR DEPT 301-POLICE		2,310.00	0.00	(225.00)	2,085.00
TOTALS FOR DEPT 691-PARKS		0.00	1,000.00	925.00	1,925.00
TOTALS FOR DEPT 728-ECONOMIC DEVELOPMENT		190,000.00	35,000.00	(31,180.00)	193,820.00
TOTALS FOR DEPT 746-MUSEUM		0.00	0.00	0.00	0.00
TOTALS FOR DEPT 805-PLANNING		9,750.00	2,250.00	12,261.00	24,261.00
TOTALS FOR DEPT 954-INSURANCE & BONDS		5,000.00	(2,266.00)	2,266.00	5,000.00
TOTAL Revenues		1,006,390.00	106,957.00	49,381.00	1,162,728.00
TOTALS FOR DEPT 000-GENERAL		27,500.00	12,350.00	(4,900.00)	34,950.00
TOTALS FOR DEPT 101-COUNCIL		11,440.00	5,999.00	3,665.00	21,104.00
TOTALS FOR DEPT 171-PRESIDENT		1,500.00	80.00	895.00	2,475.00
TOTALS FOR DEPT 215-CLERK		141,041.00	2,925.00	16,990.00	160,956.00
TOTALS FOR DEPT 265-BUILDINGS AND GROUNDS		53,677.00	10,220.00	2,814.00	66,711.00
TOTALS FOR DEPT 276-CEMETERY		65,167.00	1,025.00	(5,667.00)	60,525.00
TOTALS FOR DEPT 301-POLICE		419,541.00	13,166.00	23,309.00	456,016.00
TOTALS FOR DEPT 691-PARKS		48,744.00	13,170.00	(5,964.00)	55,950.00
TOTALS FOR DEPT 728-ECONOMIC DEVELOPMENT		50,000.00	47,961.00	(6,461.00)	91,500.00
TOTALS FOR DEPT 746-MUSEUM		750.00	0.00	0.00	750.00
TOTALS FOR DEPT 805-PLANNING		28,000.00	24,500.00	(3,625.00)	48,875.00
TOTALS FOR DEPT 880-CIVIC ACTIVITIES		28,768.00	10,140.00	(5,204.00)	33,704.00
TOTALS FOR DEPT 954-INSURANCE & BONDS		32,000.00	(32,000.00)	0.00	0.00
TOTAL Expenditures		908,128.00	109,536.00	15,852.00	1,033,516.00
REVENUES:		1,006,390.00	106,957.00	49,381.00	1,162,728.00
EXPENDITURES		908,128.00	109,536.00	15,852.00	1,033,516.00
NET OF REVENUES vs. EXPENDITURES		98,262.00	(2,579.00)	33,529.00	129,212.00
Fund 202 - MAJOR STREETS					
TOTAL Revenues		214,000.00	20,000.00	(58,450.00)	175,550.00
TOTALS FOR DEPT 000-GENERAL		2,600.00	3,920.00	5,205.00	11,725.00
TOTALS FOR DEPT 451-STREET CONSTRUCTION		11,500.00	0.00	(5,750.00)	5,750.00
TOTALS FOR DEPT 452-STREET PRESERVATION		64,709.00	50.00	(36,808.00)	27,951.00
TOTALS FOR DEPT 463-STREET MAINTENANCE		8,250.00	0.00	(3,100.00)	5,150.00
TOTALS FOR DEPT 464-TRAFFIC SERVICES		10,820.00	70.00	(4,506.00)	6,384.00
TOTALS FOR DEPT 478-STREET SNOW & ICE REMOVAL		17,076.00	70.00	(321.00)	16,825.00
TOTAL Expenditures		114,955.00	4,110.00	(45,280.00)	73,785.00
REVENUES:		214,000.00	20,000.00	(58,450.00)	175,550.00
EXPENDITURES		114,955.00	4,110.00	(45,280.00)	73,785.00
NET OF REVENUES vs. EXPENDITURES		99,045.00	15,890.00	(13,170.00)	101,765.00

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET
Fund 203 - LOCAL STREETS					
TOTAL Revenues		152,500.00	10,000.00	(60,800.00)	101,700.00
TOTALS FOR DEPT 000-GENERAL		8,262.00	250.00	6,013.00	14,525.00
TOTALS FOR DEPT 452-STREET PRESERVATION		118,526.00	85.00	(76,309.00)	42,302.00
TOTALS FOR DEPT 463-STREET MAINTENANCE		3,000.00	0.00	(2,000.00)	1,000.00
TOTALS FOR DEPT 464-TRAFFIC SERVICES		10,832.00	3,840.00	(7,207.00)	7,465.00
TOTALS FOR DEPT 478-STREET SNOW & ICE REMOVAL		11,880.00	70.00	8,050.00	20,000.00
TOTAL Expenditures		152,500.00	4,245.00	(71,453.00)	85,292.00
REVENUES:		152,500.00	10,000.00	(60,800.00)	101,700.00
EXPENDITURES		152,500.00	4,245.00	(71,453.00)	85,292.00
NET OF REVENUES vs. EXPENDITURES		0.00	5,755.00	10,653.00	16,408.00
Fund 204 - MUNICIPAL STREET FUND					
TOTAL Revenues		215,500.00	20,000.00	16,194.00	251,694.00
TOTALS FOR DEPT 000-GENERAL		1,125.00	0.00	(1,125.00)	0.00
TOTALS FOR DEPT 443-GENERAL		55,350.00	3,775.00	6,175.00	65,300.00
TOTALS FOR DEPT 444-SIDEWALKS		12,750.00	7,290.00	(3,365.00)	16,675.00
TOTALS FOR DEPT 446-STREETS (NOT ACT 51)		99,275.00	8,724.00	35,826.00	147,825.00
TOTALS FOR DEPT 464-TRAFFIC SERVICES		6,000.00	1,000.00	(7,000.00)	0.00
TOTAL Expenditures		174,500.00	20,789.00	30,511.00	229,800.00
REVENUES:		215,500.00	20,000.00	16,194.00	251,694.00
EXPENDITURES		174,500.00	20,789.00	30,511.00	229,800.00
NET OF REVENUES vs. EXPENDITURES		41,000.00	(789.00)	(14,317.00)	21,894.00
Fund 592 - WATER/SEWER FUND					
TOTALS FOR DEPT 000-GENERAL		2,500.00	0.00	1,800.00	4,300.00
TOTALS FOR DEPT 548-SEWER		347,000.00	0.00	7,542.00	354,542.00
TOTALS FOR DEPT 556-WATER		319,560.00	0.00	(59,880.00)	259,680.00
TOTAL Revenues		669,060.00	0.00	(50,538.00)	618,522.00
TOTALS FOR DEPT 548-SEWER		290,098.00	2,640.00	(5,556.00)	287,182.00
TOTALS FOR DEPT 556-WATER		319,560.00	30,450.00	(25,264.00)	324,746.00
TOTAL Expenditures		609,658.00	33,090.00	(30,820.00)	611,928.00
REVENUES:		669,060.00	0.00	(50,538.00)	618,522.00
EXPENDITURES		609,658.00	33,090.00	(30,820.00)	611,928.00
NET OF REVENUES vs. EXPENDITURES		59,402.00	(33,090.00)	(19,718.00)	6,594.00
Fund 661 - MOTOR POOL FUND					
TOTAL Revenues		166,000.00	0.00	22,000.00	188,000.00
TOTAL Expenditures		166,000.00	(1,540.00)	15,987.00	180,447.00
REVENUES:		166,000.00	0.00	22,000.00	188,000.00
EXPENDITURES		166,000.00	(1,540.00)	15,987.00	180,447.00
NET OF REVENUES vs. EXPENDITURES		0.00	1,540.00	6,013.00	7,553.00

VILLAGE OF LAWTON
COUNTY OF VAN BUREN
STATE OF MICHIGAN

RESOLUTION NO. 05-2022

VILLAGE OF LAWTON GENERAL APPROPRIATIONS ACT 2022/2023

RESOLUTION ADOPTING THE FISCAL YEAR 2022 / 2023 BUDGET
FOR THE FISCAL YEAR MARCH 1, 2022 TO FEBRUARY 28, 2023

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 22rd of February 2022, at 7:00 p.m.

PRESENT:

ABSENT:

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

RESOLUTION

A RESOLUTION ADOPTING THE FISCAL YEAR 2022/23 BUDGET FOR THE VILLAGE OF LAWTON; APPROPRIATING THE AMOUNTS NECESSARY FOR MUNICIPAL PURPOSES; PROVIDING FOR THE LEVY OF THE AMOUNT NECESSARY TO BE RAISED BY AD VALOREM TAXES UPON REAL AND PERSONAL PROPERTY FOR MUNICIPAL PURPOSES; IN ACCORDANCE WITH THE UNIFORM BUDGETING AND ACCOUNTING ACT (MCL 141).

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended (the "Act"), the Village is required to pass a general appropriations act; and

WHEREAS, The Village Manager, acting as the Chief Administrative Officer of the Village of Lawton has prepared and presented a budget to commence March 1, 2022, and to expire February 28, 2023, and;

WHEREAS, The Village of Lawton did hold a Public Hearing on the proposed Fiscal Year 2022 Budget, with proper notification to the public to solicit comments, and;

WHEREAS, it is necessary to provide for the implementation, operation and periodic adjustment of this act;

NOW THEREFORE BE IT RESOLVED that the proposed budget document as attached as Exhibit A and presented by the Village Manager, be adopted by department and fund, and the Village Manager is hereby authorized to make expenditures and amendments provided for in said budget, provided such expenditures are made in accordance to the General Village Charter and Policies, and:

BE IT FURTHER RESOLVED, The Village of Lawton does hereby direct the levy of 11.4594 mills for Operating, 4.5835 mills for Streets from all non-exempt properties within the Village of Lawton limits, plus an additional .9166 mills in tax levy for the Library.

YEAS: Council Members: All

NAYS: Council Members: None

ABSTAIN: Council Members: None

ABSENT: Council Members: None

ADOPTED this 22nd day of February 2022.

VILLAGE OF LAWTON

BY: _____
Josh Appleby, 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 February 22, 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.

VILLAGE OF LAWTON

BY: _____
Joni Bell, Village Clerk

FISCAL YEAR 2022 / 2023 BUDGET REPORT FOR VILLAGE OF LAWTON
EXHIBIT A TO RESOLUTION 05-22 BUDGET ADOPTION

DEPARTMENT	DESCRIPTION	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	2022-23 REQUESTED BUDGET
Fund 101 - GENERAL FUND						
000	GENERAL	632,923	866,831	742,750	866,492	863,750
215	CLERK	9,600	33,916	47,580	48,300	115,000
276	CEMETERY	11,082	20,087	9,000	20,845	12,500
301	POLICE	2,714	2,194	2,310	2,085	2,075
691	PARKS				1,925	1,500
728	ECONOMIC DEVELOPMENT			190,000	193,820	
805	PLANNING	12,992	23,643	9,750	24,261	14,000
954	INSURANCE & BONDS	8,492	5,759	5,000	5,000	4,500
	TOTAL ESTIMATED REVENUES	686,430	961,748	1,006,390	1,162,728	1,013,325
000	GENERAL	32,962	10,463	27,500	34,950	39,000
101	COUNCIL	10,042	9,458	11,440	21,104	27,890
171	PRESIDENT	1,615	1,487	1,500	2,475	
215	CLERK	128,201	124,992	141,041	160,956	177,170
253	TREASURER	546				
265	BUILDINGS AND GROUNDS	44,356	42,769	53,677	66,711	61,225
276	CEMETERY	52,996	57,378	65,167	60,525	54,200
301	POLICE	320,975	371,943	419,541	456,016	431,625
691	PARKS	34,061	31,071	48,744	55,950	151,145
728	ECONOMIC DEVELOPMENT	22,712	109,827	50,000	91,500	2,000
746	MUSEUM			750	750	75
805	PLANNING	27,721	51,745	28,000	48,875	45,100
880	CIVIC ACTIVITIES	26,807	19,771	28,768	33,704	10,365
954	INSURANCE & BONDS	25,096	26,415	32,000		
	TOTAL APPROPRIATIONS	775,946	857,319	908,128	1,033,516	999,795
NET OF REVENUES/APPROPRIATIONS - FUND 101		(89,516)	104,429	98,262	129,212	13,530
	BEGINNING FUND BALANCE	1,064,341	1,034,983	1,287,057	1,287,057	1,287,057
	FUND BALANCE ADJUSTMENTS	60,154	147,640			
	ENDING FUND BALANCE	1,034,979	1,287,052	1,385,319	1,416,269	1,300,587
Fund 202 - MAJOR STREETS						
000	GENERAL	128,570	197,300	214,000	175,550	229,300
	TOTAL ESTIMATED REVENUES	128,570	197,300	214,000	175,550	229,300
000	GENERAL	9,896	10,923	2,600	11,725	15,148
451	STREET CONSTRUCTION	128,121	2,785	11,500	5,750	115,000
452	STREET PRESERVATION	17,921	8,275	64,709	27,951	24,660
463	STREET MAINTENANCE	4,235	4,235	8,250	5,150	10,250
464	TRAFFIC SERVICES	5,048	5,679	10,820	6,384	7,245
478	STREET SNOW & ICE REMOVAL	10,541	11,941	17,076	16,825	19,435
	TOTAL APPROPRIATIONS	175,762	43,838	114,955	73,785	191,738
NET OF REVENUES/APPROPRIATIONS - FUND 202		(47,192)	153,462	99,045	101,765	37,562
	BEGINNING FUND BALANCE	569,665	508,112	736,698	736,698	736,698
	FUND BALANCE ADJUSTMENTS	(14,362)	75,125			
	ENDING FUND BALANCE	508,111	736,699	835,743	838,463	774,260

PG 2		2019-20	2020-21	2021-22	2021-22	2022-23
DEPARTMENT	DESCRIPTION	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	REQUESTED BUDGET
Fund 203 - LOCAL STREETS						
000	GENERAL	46,540	71,918	152,500	101,700	162,700
	TOTAL ESTIMATED REVENUES	46,540	71,918	152,500	101,700	162,700
000	GENERAL	9,891	11,149	8,262	14,525	16,140
452	STREET PRESERVATION	18,921	10,886	118,526	42,302	113,380
463	STREET MAINTENANCE	2,281	7,000	3,000	1,000	2,000
464	TRAFFIC SERVICES	4,369	4,831	10,832	7,465	10,000
478	STREET SNOW & ICE REMOVAL	11,635	12,375	11,880	20,000	19,950
	TOTAL APPROPRIATIONS	47,097	46,241	152,500	85,292	161,470
NET OF REVENUES/APPROPRIATIONS - FUND 203		(557)	25,677		16,408	1,230
	BEGINNING FUND BALANCE	141,075	133,916	186,989	186,989	186,989
	FUND BALANCE ADJUSTMENTS	(6,603)	27,395			
	ENDING FUND BALANCE	133,915	186,988	186,989	203,397	188,219
Fund 204 - MUNICIPAL STREET FUND						
000	GENERAL	228,620	234,442	215,500	251,694	261,000
	TOTAL ESTIMATED REVENUES	228,620	234,442	215,500	251,694	261,000
000	GENERAL			1,125		2,800
443	GENERAL	25,090	27,572	55,350	65,300	69,375
444	SIDEWALKS	2,878	10,050	12,750	16,675	28,550
446	STREETS (NOT ACT 51)	66,179	135,019	99,275	147,825	151,050
464	TRAFFIC SERVICES			6,000		5,000
	TOTAL APPROPRIATIONS	94,147	172,641	174,500	229,800	256,775
NET OF REVENUES/APPROPRIATIONS - FUND 204		134,473	61,801	41,000	21,894	4,225
	BEGINNING FUND BALANCE	55,589	241,320	303,123	303,123	303,123
	FUND BALANCE ADJUSTMENTS	51,259				
	ENDING FUND BALANCE	241,321	303,121	344,123	325,017	307,348
Fund 592 - WATER/SEWER FUND						
000	GENERAL	11,665	6,819	2,500	4,300	2,000
548	SEWER	692,906	336,077	347,000	354,542	414,786
556	WATER	239,902	244,593	319,560	259,680	759,680
	TOTAL ESTIMATED REVENUES	944,473	587,489	669,060	618,522	1,176,466
548	SEWER	634,389	345,060	290,098	287,182	367,258
556	WATER	341,903	340,195	319,560	324,746	511,385
	TOTAL APPROPRIATIONS	976,292	685,255	609,658	611,928	878,643
NET OF REVENUES/APPROPRIATIONS - FUND 592		(31,819)	(97,766)	59,402	6,594	297,823
	BEGINNING FUND BALANCE	5,059,742	4,631,607	4,533,839	4,533,839	4,533,839
	FUND BALANCE ADJUSTMENTS	(396,315)				
	ENDING FUND BALANCE	4,631,608	4,533,841	4,593,241	4,540,433	4,831,662
Fund 661 - MOTOR POOL FUND						
	TOTAL ESTIMATED REVENUES	161,668	179,998	166,000	188,000	173,000
	TOTAL APPROPRIATIONS	140,307	126,833	166,000	180,447	146,713
NET OF REVENUES/APPROPRIATIONS - FUND 661		21,361	53,165		7,553	26,287
	BEGINNING FUND BALANCE	258,066	296,462	349,626	349,626	349,626
	FUND BALANCE ADJUSTMENTS	17,035				
	ENDING FUND BALANCE	296,462	349,627	349,626	357,179	375,913
ESTIMATED REVENUES - ALL FUNDS		2,196,301	2,232,895	2,423,450	2,498,194	3,015,791
APPROPRIATIONS - ALL FUNDS		2,209,551	1,932,127	2,125,741	2,214,768	2,635,134
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(13,250)	300,768	297,709	283,426	380,657
BEGINNING FUND BALANCE - ALL FUNDS		7,148,478	6,846,399	7,397,331	7,397,331	7,397,331
FUND BALANCE ADJUSTMENTS - ALL FUNDS		(288,832)	250,160			
ENDING FUND BALANCE - ALL FUNDS		6,846,396	7,397,327	7,695,040	7,680,757	7,777,988

**VILLAGE OF LAWTON, VAN BUREN COUNTY, STATE OF MICHIGAN
ORDINANCE ENFORCEMENT OFFICER
CONTRACT 2022**

DESIGNATION OF ENFORCEMENT AGENCY

The legislative body of the Village which is responsible for administration and enforcement of Village Blight Ordinance, shall designate the Ordinance Enforcement Officer as the enforcing agency that shall discharge the responsibilities of the Village related to Ordinances as set forth by the Village. The Officer shall act in a professional manner at all times.

APPOINTMENT

VILLAGE OF LAWTON, 125 S Main Street, Lawton, Michigan, hereinafter referred to as the "Village", hereby appoints ZONING SOLUTIONS, LLC, of P. O. Box 222, Cassopolis, Michigan 49031, as Village Ordinance Enforcement Officers, herein referred to as the "Enforcement Officer". The Enforcement Officer hereby reserves the right to appoint its staffed designees to assist in Code Enforcement duties by Jason Pompey, owner/operator, of Zoning Solutions, LLC, at no further expense to the Village. All work to be performed shall be overseen and approved by Jason Pompey.

EMPLOYEE STATUS

The Enforcement Officer shall act in an individual capacity as an independent contractor, and as such shall be responsible for reporting its own income for tax withholding purposes, Social Security, Medicare, Unemployment and Workman's Compensation.

The Enforcement Officer shall provide his own professional liability and bodily injury insurance. A copy of such policy shall be provided to the Village upon signing of this contract.

QUALIFICATION AND LICENSES

The Enforcement Officer and all designees shall have a valid Michigan driver's license. Further, the Enforcement Officer shall be familiar with the Village's Ordinances and the enforcement provisions for violations of the ordinances as set forth by the governing Village.

ENFORCEMENT OFFICER / ZONING ADMINISTRATOR DUTIES

The Enforcement Officer will, to the best of his ability, enforce and adhere to the Village's Blight Ordinances and assist with other Ordinances as requested by the Village Manager or Building Officials. All documents related to the enforcement of any violations of ordinances shall be provided to the Village Manager. The Enforcement Officer will maintain a telephone and email address and make them available to the Village of Lawton, its residents, and the general public.

Zoning Solutions, LLC
PO Box 222
Cassopolis, MI 49031
Telephone: 269-535-7463
Email: mizoningsolutions@gmail.com

- Examples, but not limited to:
 - Postage
 - Printing of Pictures and Documents (If needed)
 - Business Cards
 - Zoning Map

Specialty Services –

Specialty Services are now available to you through a contract with Zoning Solutions, LLC which include, but are not limited to the following:

- Legal Counsel
- Building Inspector
- Ordinance Drafting
- Administrative Support
- Building Demolition
- Lawn Cleanup
- Site Cleanup
- Website Design / Maintenance

**Please note that prices are negotiable and shall be agreed upon by both Zoning Solutions, LLC and the Village of Lawton based upon the depth of need.

I thank you and look forward to the opportunity to work with you.

Respectfully,



Jason A. Pompey, Owner
Zoning Solutions, LLC

Memorandum



To: Village of Lawton

From: Zoning Solutions, LLC

Date: 1/6/2022

Re: Zoning Administrator / Ordinance Enforcement Officer

It is my goal to help serve the Village of Lawton with a working knowledge of the Village Ordinances to meet the needs of the Village Officials and citizens. We strive for better compliance with Ordinances through education and enforcement. Zoning Solutions, LLC employees have Zoning Administrator and Code Enforcement experience in both the Village and Township setting.

Zoning Solutions, LLC offers a unique solution by offering the full services of it's staff, one administrative / legal assistant, one blight enforcement officer, two ordinance enforcement officers, two Certified Zoning Administrators. Zoning Solutions, LLC does hold office hours at it's location in Cassopolis, Michigan Monday through Friday, 9:00 a.m. until 2:00 p.m. with afterhours meetings/response as needed. If it is so wished by the Village, office hours may be held at the Village at agreed upon times by both parties. The following shall be considered in contract with Zoning Solutions, LLC and the Village of Lawton:

Standard Services for Ordinance Enforcement –

Services shall be rendered by Zoning Solutions, LLC to respond to and investigate Ordinance violation complaints within the Village. Dependent on the needs/desires of the Village, options for complaint driven or self-initiated shall be made available. A representative from Zoning Solutions, LLC shall be available as desired for staff or executive meetings as well as Council meetings and shall attend compliance meetings with the Village Attorney as desired along with court proceedings due to noncompliance. Zoning Solutions, LLC shall be available as desired for staff or executive meetings as well as Council meetings.

Compensation –

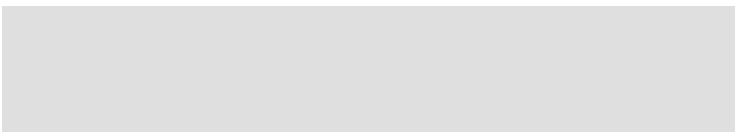
- \$35.00/hour
- Mileage within the Village boundaries and while conducting Village business
- Expenses accrued:
 - Examples, but not limited to:
 - Postage
 - Printing of Pictures and Documents (If needed)
 - Business Cards
 - Zoning Map

Standard Services for Zoning Administration –

Services shall be rendered by Zoning Solutions, LLC to review and complete all submitted Zoning Applications, including, but not limited to, Zoning Permits, Special Use, Variance, Rezone, Land Division, Site Plan Review, etc. as allowable and through the standards as set forth by the Village of Lawton and shall be present for Planning Commission and Zoning Board of Appeals Hearings. A representative from Zoning Solutions, LLC shall be available as desired for staff or executive meetings as well as Council meetings and all public hearings.

Compensation –

- \$35.00/hour
- Mileage within the Village boundaries and while conducting Village business
- Expenses accrued:



FEES

The Village shall pay to the Enforcement Officer, as an independent contractor, thirty five dollars and 0/100 (\$35.00) per hour plus mileage inside the Village limits at the Federal Rate. Clerical expenses, such as stamps, envelopes, business cards, printing of photographs etc. are to be provided by the Village at the Village's expense.

The Village of Lawton shall provide and pay legal costs associated with court cases that arise from the enforcement of the Code. The Village of Lawton will not be responsible for any legal fees associated with errors or omissions on behalf of the Enforcement Officer, as that shall be covered under the professional liability policy as required by this contract.

TERM:

This contract shall run from February 2022, date of acceptance of position, to February 2023, with the determination of renewal of contract at the Village's discretion to be discussed and determined prior to February 2023. This contract may be terminated by either party, without cause, by written notice thirty (30) days prior to the desired cancellation date. In the event that either party commits a material breach of any term of this agreement, the other party shall have the right to terminate this agreement immediately.

Dated: February _____, 2022

BY: _____
Jason Pompey
Zoning Solutions, LLC

Dated: February _____, 2022

BY: _____
Village of Lawton Manager

Dated: February _____, 2022

BY: _____
Village of Lawton President

