

**VILLAGE *of* LAWTON**  
**VILLAGE COUNCIL MEETING**  
**125 S. MAIN STREET, LAWTON, MI 49065**  
**TUESDAY, May 10<sup>th</sup>, 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 May 10, 2022 Council Agenda
  - B. Approval of the April 26, 2022 Council Meeting Minutes
  - C. Approval of April 2022 Disbursements in the amount of \$134,970.08
- V. COMMUNICATIONS / CORRESPONDENCE / PRESENTATIONS**
- VI. CITIZENS' COMMENTS – (Please keep comments to 3 minutes)**
- VII. PUBLIC HEARINGS / APPOINTMENTS / PROCLAMATIONS**
  - A. Appointment of Paul Rathbun to the Village of Lawton Planning Commission to fill an unexpired term through November 2023.....President Appleby Recommends Appointment
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
  - A. Consider Letter of Engagement from Siegfried Crandall Certified Public Accountants to perform the 2022 Financial Audit in an amount not to exceed \$15,750.....Staff Recommends Approval
  - B. Approve annual MML Liability and Property Pool Insurance Premium for Village in the amount of \$41,307.00.....Staff Recommends Approval

- C. Approve Workers Compensation Insurance renewal with the MML Workers Compensation Fund in the amount of \$18,839.00.....Staff Recommends Approval

**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. Lawton Library Board – Brittany Rathbun
- F. Planning Commission – Judy Peterson

**XI. COUNCIL COMMENTS**

- A. Meeting location change to Village of Lawton Water Tower parking lot (M-40 N) to review parking layout and potential tower user equipment positioning.....Discussion

**XII. ADJOURNMENT - NEXT REGULAR MEETING DATE – *May 24, 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](mailto: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](mailto:imusl@lawtonmi.gov).



**VILLAGE OF LAWTON**  
**Regular Meeting Minutes – Tuesday April 26, 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 April 26, 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, and R. Turner, R. Tanis. Others present: Village Manager Imus, Village Clerk Rathbun, Chief Mack, Superintendent Hackenberg and 3 guests.
- IV. **CONSENT AGENDA:** The Consent Agenda included the approval of the April 26, 2022 Council Agenda, the April 12, 2022 Council Meeting minutes. E. Dudek made a motion to approve the Consent Agenda as presented, supported by Turner. A unanimous roll call vote approved the motion.
- V. **COMMUNICATIONS, CORRESPONDENCE AND PRESENTATIONS:**
- VI. **CITIZENS' COMMENTS:** None.
- VII. **PUBLIC HEARING:** None
- VIII. **EXISTING BUSINESS:**
  - A. Paul Harvey of Wightman Engineering provided a presentation on the Communitywide Capital Improvement Plan (CIP) 2022-2031. Harvey broke down the stages and goals for the project outline, and held discussion and questions on the project.
  - B. Derk Walkotten and Derek Sever of Abonmarche presented the final draft for the Village Hall Building Assessment. Walkotten addressed questions and facilitated discussion on the project.
- IX. **NEW BUSINESS:**
  - A. Appleby reported that the village is reviewing all options regarding the viability of the Lawton Police Department.
  - B. Imus reported on several Water Tower Lease requests. Dish Network has shown interest in leasing space on the tower and Verizon is looking to relocate an underground line. Discussion ensued about the semi-trucks utilizing the adjacent parking lot, and the option of making parking by permitted and for locals only. To be discussed further at a future meeting.
- X. **BOARD, COMMITTEE, AND STAFF REPORTS:** None
- XI. **COUNCIL COMMENTS:** None
- XII. **ADJOURNMENT:** E. Dudek, supported by Turner, made a motion to adjourn the meeting at 8:50 p.m. A voice vote was taken with unanimous approval of those present. The next regular scheduled meeting is May 10, 2022.

Respectfully Submitted by Brittany Rathbun, Lawton Village Clerk

05/06/2022

CHECK REGISTER FOR VILLAGE OF LAWTON  
CHECK DATE FROM 04/01/2022 - 04/30/2022

Check Date	Check	Vendor Name	Description	Amount
04/15/2022	5505	TEAMSTERS LOCAL #214		150.00
04/14/2022	5506	ABONMARCHE CONSULTANTS, INC	21-1783 - LAWTON VILLAGE HALL FEASIBILIT	1,360.75
04/14/2022	5507	ADAMS HARDWARE	CONSOLIDATED BILL	394.08
04/14/2022	5508	BADGER METER, INC	ORION CELL LTE SERV UNIT, BEACON MBL HOS	1,149.85
04/14/2022	5509	BEN W. JOHNSON	MARCH 2022 CLEANING X5	475.00
04/14/2022	5510	BLOOMINGDALE COMMUNICATIONS	TELEPHONE FOR ACCT NO 0032515-9	334.86
04/14/2022	5511	CLARK TECHNICAL SERVICES	PC SUPPORT, SERVER INSTALLATION, MAIL SE	1,815.00
04/14/2022	5512	COLOSSUS, INC	LICENSES	3,166.57
04/14/2022	5513	CONSUMERS ENERGY	HEAT FOR 625 W UNION ST ACCT NO 1000 071	1,272.16
04/14/2022	5514	DICKINSON WRIGHT PLLC	B.R.A. REVIEW	140.00
04/14/2022	5515	DUANE VANDENBOSS	410 WHITE OAK REMOBAL OF SIDING, WINDOWS	6,400.00
04/14/2022	5516	FISHER AUTO PARTS	BALDWIN FILTERS	9.12
04/14/2022	5517	HAAS SYSTEMS, INC.	QUARTLY ALARM MONITORING PER AGREEMENT W	96.00
04/14/2022	5518	HS FLEET SERVICES LLC	MAINTENANCE ON 2020 FORD S#1FM5K8AB0LGA8	169.29
04/14/2022	5519	INDIANA MICHIGAN POWER CO.	ELECTRIC - WATER TOWER	7,739.16
04/14/2022	5520	LAWSON OIL COMPANY	NO LEAD REGULAR	2,517.18
04/14/2022	5521	OFFICE DEPOT	MONEY RENT RECEIPT	295.12
04/14/2022	5522	PURITY CYLINDER GASES, INC.	GAS, ACETYLENE	79.60
04/14/2022	5523	REPUBLIC SERVICES OF	WASTE REMOVAL	282.95
04/14/2022	5524	SAFEBUILT	PERMITS FOR 503 E 2ND, 510 DURKEE, 101 N	935.75
04/14/2022	5525	STEENSMA LAWN & POWER EQUIP.	BLADES, DAMPER MOTION CONTROL, ANTI SCAL	400.82
04/14/2022	5526	TAPPER FORD	HEADLIGHTS, EXHAUST, FLEX PIPES 2020 FOR	142.82
04/14/2022	5527	WESTVIEW GOLF CARS & MORE	DDA NEW GOLF CART	5,145.00
04/20/2022	5528	APPLIED IMAGING	LIBRARY COPIER CONTRACT NO CN3599-01 - A	189.31
04/20/2022	5529	BAKER & TAYLOR, INC.	BOOKS	2,223.28
04/20/2022	5530	BLOOMINGDALE COMMUNICATIONS	PHONE LIBRARY	162.48
04/20/2022	5531	CENGAGE LEARNING.	MARCH WESTERN 2 PLAN	78.87
04/20/2022	5532	CLARK TECHNICAL SERVICES	MARCH SERVICES	330.00
04/20/2022	5533	COLLABORATIVE SUMMER LIBRARY PROGRA	PROGRAM SUPPLIES	1,000.18
04/20/2022	5534	M & M CARPET MASTERS	LIBRARY CARPET CLEANING	325.00
04/20/2022	5535	PETTY CASH LAWTON PUBLIC LIBRARY	CHANS PLACE, DOLLAR GENERAL, DOLLAR TREE	132.90
04/20/2022	5536	SYNCB/AMAZON	BOOKS	108.47
04/20/2022	5537	THREATTRACK SECURITY INC.	VIPRE ENDPOINT SECURITY SUBSCRIPTION	36.80
04/20/2022	5538	UNIQUE BOOKS INC	PLACEMATS	9.95
04/20/2022	5539	VAN BUREN DISTRICT LIBRARY	MONEY TOWARDS AUTHOR KAREN DIONNE SWM RE	300.00
04/21/2022	5540	Old Dog , New Tricks Upcycled	UB refund for account: 01-061	288.12
04/21/2022	5541	Schwartz, Cristina	UB refund for account: 04-420	88.28
04/01/2022	DD5108	PAYROLL x3		63,367.93
04/01/2022	EFT729	FEDERAL TAX		6,325.53
04/01/2022	EFT730	MI STATE DISBURSEMENT UNIT		680.86
04/01/2022	EFT731	GWFS EQUITIES, INC.		2,508.25
04/15/2022	EFT732	FEDERAL TAX		6,341.36
04/15/2022	EFT733	MI STATE DISBURSEMENT UNIT		680.86
04/15/2022	EFT734	GWFS EQUITIES, INC.		2,586.60
04/29/2022	EFT735	FEDERAL TAX		6,416.78
04/29/2022	EFT736	MI STATE DISBURSEMENT UNIT		475.86
04/29/2022	EFT737	GWFS EQUITIES, INC.		2,481.32
04/29/2022	EFT738	STATE OF MICHIGAN		3,360.01
Total of 111 Disbursements:				134,970.08

January 11, 2021

Members of the Village Council  
Village of Lawton  
P.O. Box 367  
Lawton, MI 49065

We are pleased to confirm our understanding of the services we are to provide the Village of Lawton for the year ending February 28, 2021. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Village of Lawton as of and for the year ended February 28, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village of Lawton's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Lawton's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Village of Lawton's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

#### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Village of Lawton and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Village of Lawton's financial statements. Our report will be addressed to the Village Council of the Village of Lawton. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed opinions, we may decline to express opinions, issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The reports on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the government's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the government's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If, during our audit, we become aware that the Village of Lawton is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention and of any material abuse that come to our attention, unless clearly inconsequential. Our responsibility as auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditor.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we may require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village of Lawton's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also provide the following nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Village's financial statements, and related notes in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Forms F-65 and 5047 and the Street Financial Report that we will submit to the State after your review

These nonattest services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, grant agreements, or abuse that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Siegfried Crandall P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objective section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations; as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and related notes, and any other nonattest services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonattest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Village; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.



Members of the Village Council  
Village of Lawton  
Page 5  
January 11, 2021

The audit documentation for this engagement is the property of Siegfried Crandall P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Department of Agriculture or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Siegfried Crandall P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the U.S. Department of Agriculture. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Joshua H. Gabrielse is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

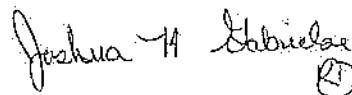
Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Village's audit requirements, our fee will not exceed \$15,500. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2020 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Village of Lawton and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.



Joshua H. Gabrielse, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Village of Lawton.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



michigan municipal league

# Workers' Compensation Fund

1675 Green Road Ann Arbor, MI 48105-2530  
Phone: (800) 653-2483 Fax: (734) 741-1774

## INVOICE

Lawton, Village Of  
125 S. Main St.  
P.O. Box 367  
Lawton, MI 490653067

**Amount Due:** \$8,359.00  
**Policy #:** 5003250-22  
**Invoice #:** 6013206  
**Installment #:**  
**Invoice Date:** 05/3/2022  
**Due Date:** 06/15/2022

**Remit to:** MML Workers' Comp Fund  
P.O. Box 972081  
Ypsilanti, MI 48197-0835

Please remit top portion with payment

For any questions regarding payment information, please contact Insurance Accounting at (734) 669-6373.  
For any questions regarding invoice or policy information, contact Underwriting at (248) 204-8530.

### MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND

Invoice No: 6013206

Invoice Date: 05/3/2022

Due Date: **06/15/2022**

POLICY#	DESCRIPTION	AMOUNT
5003250-22	Policy Premium 7/1/2022 to 7/1/2023	\$8,359.00
	TOTAL DUE	\$8,359.00

**Michigan Municipal League Workers' Compensation Fund**

05/3/2022

Declaration Page

5003250-22

Village Of Lawton  
 Attn: Lisa Imus  
 125 S. Main St., PO Box 367  
 Lawton, MI 490653067

Coverage Period 7/1/2022 to 6/30/2023  
 RENEWAL

<b>Class Code</b>	<b>Class Description</b>	<b>Estimated Annual Payroll</b>	<b>Rate per \$100 of Payroll</b>	<b>Estimated Annual Premium</b>
5509-00	Street Operations	66,000	6.59	4,349
7520-00	Water Operations	64,805	3.27	2,119
7580-00	Sewer Operations	109,733	1.47	1,613
7720-01	Police Officers	260,000	2.53	6,578
7720-02	Volunteer Police Officers	3,000	2.43	73
8395-00	Garage Operations	29,488	3.01	888
8810-01	Clerical-Office	125,000	0.38	475
8810-02	Elected Officials	13,750	0.20	28
8810-03	Libraries & Museums: Prof/Clerical	79,000	0.27	213
9015-00	Building Operations	12,000	4.07	488
9102-00	Parks & Recreation	31,350	2.82	884
9103-00	Crossing Guards	5,750	3.45	198
9220-00	Cemetery Operations	30,600	3.05	933
	Totals:	\$830,476		\$18,839

Coverage Amount

Employers Liability: \$2,000,000  
 Workers' Compensation: STATUTORY

<b>Annual Premium Due By June 15th:</b>	<b>\$8,359</b>
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Total Standard Premium	\$18,839
Experience Modifier: .81	(\$3,579)
Modified Premium	= \$15,260
Size of Premium Credit	\$0
Expense Constant	\$150
Total Estimated Premium	= \$15,410
(Dividend Credit)	(\$7,051)
<b>NET ESTIMATED ANNUAL PREMIUM</b>	<b>= \$8,359</b>



michigan municipal league

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## Workers' Compensation Fund

May 03, 2022

Lisa Imus  
Village Of Lawton  
125 S. Main St., PO Box 367  
Lawton, MI 49065-3067

Dear Ms. Imus:

Enclosed are the following documents for your Workers' Compensation coverage renewal for the period July 1, 2022 to June 30, 2023.

- Policy Declaration
- Certificate of Membership
- Invoice (payable by June 15<sup>th</sup>)

This year, the Fund has been authorized to distribute \$14 million of surplus for the Fund years June 30, 2011-2019. Your proportionate share of the distribution is shown below:

**Dividend Credit            \$7,051.00    Applied to this year's renewal premium**

Please review the enclosed documents and contact me at 248-204-8530 or MWolfgang@Meadowbrook.com if you have any questions.

Sincerely,

*Max Wolfgang*

Max Wolfgang  
Fund Underwriter

Enclosures  
5003250-22

**Service Provider: Meadowbrook® Inc.**

**Loss Control & Member Services:** P.O. Box 5174, Southfield, MI 48037 PH: 248.358.1100 • 800.482.2726  
**Southfield Claims Service:** P.O. Box 5174, Southfield, MI 48086-5174 PH: 248.358.1100 • 800.482.2726 • FX: 248.358.3251  
**Grand Rapids Claims:** 3196 Kraft Ave., S.E., Suite 206, Grand Rapids, MI 49512-2065 PH: 616.942.0311 • 800.752.7477 • FX: 616.649.1796

www.mml.org



michigan municipal league  
Workers' Compensation Fund

# Certificate of Membership Proof of Insurance

The Michigan Municipal League Workers' Compensation Fund, approved by the  
Director of the Workers' Compensation Agency as a group self-insurer,  
certifies that

**Village Of Lawton**

Policy Number: 5003250-22

is a member in good standing of the Fund, for the year expiring

**June 30, 2023**

and as such is approved by the Agency as a self-insured.

Employer's Liability coverage of  
**\$2,000,000** is included.

*Michael J Forster*

July 1, 2022

Effective Date

Note: This certificate is proof that your entity has complied with the Workers' Disability Compensation Act by becoming a Member of the Michigan Municipal League Workers' Compensation Fund. Copies of this certificate may be provided to third parties as evidence that the required workers' compensation coverage is in place.



michigan municipal league

**MICHIGAN MUNICIPAL LEAGUE  
LIABILITY AND PROPERTY POOL**  
P.O. Box 972067, Ypsilanti, Michigan 48197-0835  
(248) 358-1100, (800) 482-2726

**INVOICE**

Village of Lawton  
125 S. Main St., PO Box 367,  
Lawton, MI 490650367

**Customer #:** 5003250  
**Policy Term:** 05/01/2022 - 05/01/2023  
**Invoice Date:** 04/14/2022  
**Invoice #:** 5522206

**Payment Enclosed: \$** \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

FOR PROPER CREDIT PLEASE DETACH THIS STUB AND RETURN WITH YOUR PAYMENT FOR THE TOTAL AMOUNT DUE

**MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL**  
P.O. Box 972067, Ypsilanti, Michigan 48197-0835  
(248) 358-1100, (800) 482-2726

TRANSACTION EFFECTIVE DATE	POLICY NUMBER	DESCRIPTION	AMOUNT
05/01/2022	MML001094037	Pool Renewal Premium	\$41,307
<b>Total Amount Due</b>			<b>\$41,307</b>

5522206

PREMIUM DUE ON EFFECTIVE DATE SHOWN ABOVE.  
NO RECEIPT WILL BE SENT UNLESS REQUESTED.  
There will be a 3% late charge on any invoices 30 days past due.

**Village of Lawton**  
**Premium Breakdown as of:**  
**May 1, 2022**

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**Liability**

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Limit of Liability \$ 2,000,000	
Public Officials Errors & Omissions	\$6,016.00
Police Professional	\$11,172.00
General Liability	\$5,155.00
<b>Total Liability</b>	<b>\$22,343.00</b>

**Property**

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Village Hall, Police & Fire Station, Library	\$4,038.00
Flagpole	\$3.00
Lift Station	\$100.00
Park Pavilion	\$26.00
Pumphouse #8	\$158.00
Pumphouse #4	\$102.00
Restrooms	\$45.00
Playground Equip., Tennis Ct., Fencing, Picnic Tables, Etc.	\$167.00
Pumphouse #9	\$176.00
(4) Grills	\$1.00
Pumphouse #10	\$147.00
Backup Generator For Pumphouse #9	\$51.00
Pavilion	\$13.00
Splash Pad	\$124.00
Dpw Garage	\$320.00
Cold Storage Bldg.	\$120.00
Exterior Fuel Tanks, Storage Bldg.	\$15.00
Salt Storage Bldg.	\$24.00
Various Park Equipment	\$11.00
Restrooms & Storage	\$49.00
Storage Barn	\$14.00
Cemetery Headstones, 1,000 Plots	\$24.00
Lift Station	\$89.00

**Village of Lawton**  
**Premium Breakdown as of:**  
**May 1, 2022**

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**Property**

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Sludge Storage Tank	\$237.00
Wastewater Treatment Plant, Main Facility	\$2,341.00
Generator, Fencing, Lighting	\$40.00
Water Tower	\$1,366.00
Backup Generator	\$13.00
Electronic Data Processing	\$20.00
Golf Carts	\$7.00
Radio Equipment	\$31.00
Contractors Equipment	\$413.00
Police Equipment, 2 Portable Speed Radar Signs	\$6.00
<b>Total Property</b>	<b>\$10,291.00</b>

**Crime**

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Position Bond A	\$25.00
Employee Dishonesty Including Faithful Performance	\$25.00
<b>Total Crime</b>	<b>\$50.00</b>

**Automobile**

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(14) Vehicles	\$8,623.00
<b>Total Automobile</b>	<b>\$8,623.00</b>

<b>TOTAL ANNUAL POOL PREMIUM</b>	<b>\$41,307.00</b>
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# **PUBLIC SERVICES REPORT**

## **April 2022**

### **CEMETERY**

- 1) We had 1 interment in the month of April
- 2) cleaned up leaves left from last fall

Hours for the month – 56 Overtime – 2

### **MOTORPOOL**

- 1) General maintenance was performed on equipment

Hours for the Month – 33 Overtime – 0

### **BUILDINGS & GROUNDS**

- 1) No activity other than general maintenance

Hours for the month – 5 Overtime – 0

### **CIVIC ACTIVITIES**

- 1)

Hours for the month - 11

### **PARKS**

- 1) General maintenance and cleanup was performed.

Hours for the month – 49 Overtime –

### **STREETS & SIDEWALKS**

- 1) no activity other than general maintenance

Hours for the month

Major Preservation – 36 Local Preservation – 78

Major winter Maint. – 0 Local winter Maint. – 0

Streets (not act 51) – 103 Sidewalks – 0

Vacation hours – 128 Sick time – 8

Respectfully Submitted,

Todd Hackenberg  
Superintendent of Public Works

# WATER/SEWER OPERATIONS REPORT

## April 2022

- 1) 10,746,000 Gallons of water were pumped during the month compared to 10,857,000 in 2021.
- 2) The average daily usage was 358,200 gallons.
- 3) Routine sampling was done with all samples being non detect.

Total hours for the month    Water – 87    Overtime – 10  
   Sewer – 200    Overtime – 24

Respectfully submitted,

Todd Hackenberg  
Superintendent of Public Works

**LAWTON POLICE DEPARTMENT – COUNCIL REPORT  
APRIL 2022**

Calls for Service/Complaints-----	<b>75</b>
Ordinance complaints-----	<b>7</b>
Blight <b>(5)</b> Zoning <b>(1)</b> Misc. <b>(1)</b>	
Traffic stops-----	<b>8</b>
Citations issued <b>(9)</b> Verbal warnings <b>(4)</b>	
Arrests-----	<b>2</b>
Accidents-----	<b>2</b>
Parking citations-----	<b>0</b>
HOURS WORKED:    Scheduled (Full-time)	420
Scheduled (Part-time)	
Overtime hours	6
Vacation hours	76
Sick leave hours	184

**COMMUNITY POLICING:**

Officers made **(32)** field contacts and **(29)** business contacts.

Chief Mack attended the Senior luncheon at the St. Paul’s United Methodist Church and presented on current scam trends against our seniors.

Officer Gibbs participated in the Youth Baseball and Softball parade.

**NOTABLE INCIDENTS:**

Officer Gibbs investigated a breaking and entering of Dailey Harvest Ministries where items were believed to have been taken. Shortly after, he was called to the 100 block of S. Franklin for an illegal entry complaint. A female suspect had entered the residence illegally and was arrested. The female was also identified as the person who had entered the ministry. The ministry declined to press charges.

Over a 2 week period LPD had responded to the Lawton High School regarding students being in possession and using “Vape” products. Based on the investigations, (9) total civil infraction

citations were issued to students. Vaping and/or possession of vape products is illegal for anyone under 21 years of age. Parents, please discuss the dangers of vaping with your children.

**ADDITIONAL:**

For the month of April, 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:

2.33 hours – Main St.

5.75 hours – All other areas within the Village

Total hours – 8.08

LPD had 21 (Assist other agency calls): 3 in Antwerp Twp, 5 in Porter Twp, 2 to Paw Paw and 4 within the Village. 7 were medical assists (5 in the village, 1 in Antwerp Twp. and 1 in Porter Twp.)

Respectfully,

Chief Jeffrey Mack

## Van Buren County File Class / Section Report

Number	Sub-Beat	Date	Offense	Location	Incident Code-Type	Officer
22-0255	LAWTON-1	04/07/2022	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	310 4th Street	-Couch in yard	Hitchcock, S. Removed
22-0301	LAWTON-1	04/26/2022	ZONING ORDINANCE 153.01 Zoning ordinance 153.01	125 Main Street	-Signs in Row	Mack, J. Removed
22-0317	LAWTON-1	04/30/2022	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	311 Franklin Street	-Junk in Driveway	Hitchcock, S. open
22-0318	LAWTON-1	04/30/2022	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	357 Union Street	-Junk by garage	Hitchcock, S. open
22-0319	LAWTON-1	04/30/2022	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	524 Second Street	-Junk by garage	Hitchcock, S. Open
22-0320	LAWTON-1	04/30/2022	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	210 1st Street	-junk in driveway	Hitchcock, S. Open
<b>Total:</b>	6					

*Residents were advised of the Village clean up week and asked to take advantage.*

# LAWTON FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

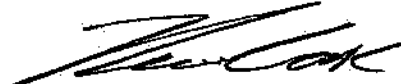
### Runs for April 2022

4/1/2022	Porter	Electrical Hazzard	1 Hr	4 personnel
4/1/2022	Marcellus	Assisst	30 min	8 personnel
4/6/2022	Village	Structure Fire	30 min	7 personnel
4/9/2022	Village	Structure Fire.	3 Hr	21 personnel
4/12/2022	Antwerp	Grass Fire	30 min	6 Personnel
4/12/2022	Village	Medical Assist	30 Mmin	2 personnel
4/21/2022	Porter	Alarm	1 Hr	7 personel

Personnel	Hrs.	Fire	7 hrs
Training	Hrs.	Fire	4 hrs
Maint./Clean	Hrs.	Station/Truck	4 hrs
Chief Hrs.	Hrs.	Meetings	2hrs
		Total Hrs.	17 hrs

Submitted

5-May-22



Kevin C. Cook  
Fire Chief

**Total Runs for April 2022**

ANTWERP	4
PORTER	2
ASSIST	1
 Total	 7

**Total for year 2022**

ANTWERP	10
PORTER	9
ASSIST	1
<hr/> TOTAL	<hr/> 20

# Lawton Quick Response

## Board of Commissioners

### April Totals

Township	Total	Township	Total
ANTWERP	25	ANTWERP	99
PORTER	12	PORTER	47
ASSIST	0	ASSIST	0
	<b>37</b>		<b>146</b>

### Year to Date

### April Runs

Date	Township	Issue	Minutes
4/4/2022	Porter	ALOC	26
4/4/2022	Antwerp	Unknown	24
4/4/2022	Antwerp	Unknown	30
4/4/2022	Antwerp	ALOC	21
4/5/2022	Porter	DIB	52
4/6/2022	Antwerp	Structure Fire	6
4/6/2022	Antwerp	Covid	21
4/8/2022	Porter	Fall	38
4/9/2022	Antwerp	Fall	17
4/9/2022	Antwerp	Structure Fire	139
4/9/2022	Porter	ALOC	41
4/10/2022	Porter	DIB	30
4/11/2022	Antwerp	Unknown	7
4/12/2022	Antwerp	Fall	10
4/13/2022	Porter	Fall	40
4/14/2022	Antwerp	Hemorrhage	19
4/14/2022	Porter	Fall	27
4/15/2022	Porter	Unknown	33
4/16/2022	Porter	ALOC	17
4/17/2022	Antwerp	ALOC	80
4/21/2022	Antwerp	Ill	36
4/21/2022	Antwerp	Fall	29
4/21/2022	Antwerp	Seizure	21
4/21/2022	Porter	ALOC	41
4/22/2022	Antwerp	Unknown	36
4/23/2022	Antwerp	Seizure	31
4/23/2022	Antwerp	Unknown	3
4/23/2022	Antwerp	ALOC	10
4/23/2022	Antwerp	Fall	32
4/23/2022	Antwerp	Headache	22
4/24/2022	Antwerp	Intox	25
4/24/2022	Porter	ALOC	15
4/25/2022	Porter	Fall	36
4/26/2022	Antwerp	ALOC	38
4/26/2022	Antwerp	Fall	29
4/29/2022	Antwerp	High Blood Pressure	37
4/30/2022	Antwerp	ALOC	25
<b>Total: 37</b>	<b>\$30.00</b>	<b>Total Amount: \$1110</b>	<b>1144 min.</b>