

**VILLAGE *of* LAWTON**  
**VILLAGE COUNCIL MEETING**  
**125 S. MAIN STREET, LAWTON, MI 49065**  
**TUESDAY, FEBRUARY 14, 2023 – 7:00 P.M.**

*please silence cell phones*

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. CONSENT AGENDA**
  - A. Approval of the February 14, 2023 Council Agenda
  - B. Approval of the January 10, 2023 Council Meeting Minutes
  - C. Approval of January 2023 Disbursements in the amount of \$173,922.62
  - D. Set a Public Hearing for the Regular Council Meeting on February 28, 2023 to hear comment and consider adoption of Lawton 2023-2024 Fiscal Year Budget.
- V. COMMUNICATIONS / CORRESPONDENCE / PRESENTATIONS**
  - A. **MDOT 2023-2024 Proposed Work Schedule**.....Receive
- VI. CITIZENS' COMMENTS – (Please keep comments to 3 minutes)**
- VII. PUBLIC HEARINGS / APPOINTMENTS**
- VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

- A. Council Receives Master Plan Final Draft Distribution.....Receive**
- B. Audit Request for Proposal.....Receive**
- C. Resolution 02-23: A Resolution Authorizing the Execution of the Collective Bargaining Agreement Between the Village of Lawton and the Village Employees Represented by Teamsters State, County, and Municipal Workers Local 214.....Staff Recommends Approval**

**X. BOARD, COMMITTEE, AND STAFF REPORTS**

- A. Village Manager – Lisa Imus**
- B. Village Clerk – Brittany Rathbun**
- C. Department of Public Works – Todd Hackenberg**
- D. Police Department – Jeff Mack**
- E. Planning Commission – Judy Peterson**
- F. Downtown Development Authority – Gail Dudek**
- G. Lawton Fire Board – Eric Dudek**
- H. Lawton Library Board – Brittany Rathbun**

**XI. COUNCIL COMMENTS**

**XII. ADJOURNMENT - NEXT REGULAR MEETING DATE – *February 28, 2023***

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 [brathbun@lawtonmi.org](mailto:brathbun@lawtonmi.org) 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.org](mailto:imusl@lawtonmi.org).



**Village of Lawton**  
**VILLAGE COUNCIL**  
**REGULAR MEETING**  
**125 S. MAIN, LAWTON MI 49065 269.624.6407**  
**Tuesday, January 24, 2022**

**MINUTES**

- I. **Call to Order:** President Appleby called the January 24, 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:* Appleby, E. Dudek, Smith, G. Dudek, Tanis, Turner, Peterson *Absent:* None *Others Present:* Village Manager Imus, Clerk Rathbun, Chief Mack, and Superintendent Hackenberg.
- IV. **Consent Agenda:** Peterson moved and E. Dudek seconded by moved to approve the Consent Agenda as presented. The Consent Agenda included The January 24, 2023 council agenda, and January 10, 2023 meeting minutes. Voice Vote Taken. All in favor, none opposed, motion carried.
- V. **Old Business:** None.
- VI. **New Business:**
  - A. Hackenberg presented Resolution 02-23, a resolution authorizing Membership in the Michigan Water/Wastewater Agency Response Network. This resolution would allow the Village of Lawton to enter into Michigan Water/Wastewater Agency Response Network Mutual Aid Agreement. Hackenberg reported that this effort allows communities to assist one another in the case of a disaster, and would include Lawton in the efforts. E. Dudek moved and Turner seconded to approve Resolution 02-23. Voice Vote taken. All in favor, none opposed, resolution 02-23 passed.
  - B. Imus reviewed the 2022 – 2031 Capital Improvement Plan (CIP), focusing on years 2023 – 2028. Imus presented a forecast for each fund balance based on the anticipated annual projects in the CIP. Imus relayed that any project over \$15,000 should be included in the CIP. The council discussed the need for a fund balance policy.
  - C. Imus presented the Village of Lawton’s 2023 Goals and Objectives to include a Honee Bear water and sewer expansion, and a potential expansion of water and sewer from the county drain to the Village Limits.
- VII. **Board, Committee, and Staff Reports:**
  - A. Imus stated that the police department union negotiations are down the economics of the contract. Imus also reported about the status of the Village servers, and that it was

necessary to have our IT department involved in several repairs. Imus gave an update on Welch's IFT application and expansion.

- B. Hackenberg stated Well #10, had a failed Bac-T test, but the other wells had passed, so we know the concern is with the well, not the aquifer. Superintendent Hackenberg has arranged for Peerless Midwest to be onsite next Tuesday to chlorinate it with a 1,000-gallon surge tank. Hackenberg stated that this has been done in years past when there has been trouble with this well, and it has remedied the problem. The total cost of the project will be \$8,750. Hackenberg advised that over the next few years the Village should consider exploring additional well areas for future expansion.

**VIII. Council Comments:**

- IX. Adjournment** Turner motioned, and E. Dudek seconded to adjourn at 8:51 pm.

Respectfully Submitted by,

Brittany Rathbun  
Village Clerk

02/08/2023

CHECK REGISTER FOR VILLAGE OF LAWTON  
CHECK DATE FROM 01/01/2023 - 01/31/2023

Check Date	Bank	Check	App Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
01/06/2023	GEN	6085	PR		*Included in Payroll Total	
01/06/2023	GEN	EFT821(E)	PR RETIREMENT	GWFS EQUITIES, INC.		0.00 V
01/09/2023	GEN	6086	AP 030	ADAMS HARDWARE	CONSOLIDATED BILL	805.12
01/09/2023	GEN	6087	AP 294	ANTWERP TOWNSHIP TREASURER	119 N MAIN ST - RAYMOND REID PROPERTY	411.69
01/09/2023	GEN	6088	AP 048	BEAVER RESEARCH COMPANY	LUCAS OIL TREATMENT ADDITIVE	225.00
01/09/2023	GEN	6089	AP 893	BEN W. JOHNSON	DECEMBER 2022 CLEANING X5	475.00
01/09/2023	GEN	6090	AP 056	BLOOMINGDALE COMMUNICATIONS	TELEPHONE FOR ACCT NO 0032515-9	334.86
01/09/2023	GEN	6091	AP 952	BRUCE'S TRUCK AND AUTO	INSTALLATION KIT	65.00
01/09/2023	GEN	6092	AP 964	CLARK TECHNICAL SERVICES	VOL 2022 SUPPORT	1,035.00
01/09/2023	GEN	6093	AP 026	CONSUMERS ENERGY	HEAT FOR ACCT NO 1000 0710 3904 202 JAME	1,821.04
01/09/2023	GEN	6094	AP UBREFUND	Covey, Michael	UB refund for account: 04-341	23.60
01/09/2023	GEN	6095	AP 1069	DICKINSON WRIGHT PLLC	ECONOMIC DEVELOPMENT PROJECT	360.00
01/09/2023	GEN	6096	AP 516	DORNBOS SIGN & SAFETY, INC.	SCHOOL SIGNS	760.35
01/09/2023	GEN	6097	AP MISC	FEDERAL TAX	INTEREST RATE PAYMENT	291.23
01/09/2023	GEN	6098	AP 1004	FERGUSON WATERWORKS #3386	MATERIALS	198.60
01/09/2023	GEN	6099	AP 088	FISHER AUTO PARTS	FILTERS	59.89
01/09/2023	GEN	6100	AP 027	FRONTIER	TELEPHONE AND INTERNET FOR DPW AND WWTP	693.40
01/09/2023	GEN	6101	AP 089	HAAS SYSTEMS, INC.	QUARTLY ALARM MONITORING PER AGREEMENT W	96.00
01/09/2023	GEN	6102	AP 930	HS FLEET SERVICES LLC	MAINTENANCE ON VEHICLE 2020 FORD	821.97
01/09/2023	GEN	6103	AP 017	INDIANA MICHIGAN POWER CO.	ELECTRIC - STREET LIGHTING	10,222.92
01/09/2023	GEN	6104	AP 1095	KSS ENTERPRISES	TOILET PAPER ROLLS	61.89
01/09/2023	GEN	6105	AP MISC	LAWTON VALLEY LINES	REPAIR FUEL LEAK BEHIND INJECTION PUMP	69.40
01/09/2023	GEN	6106	AP 1010	MEEKHOF TIRE OF KZOO	LABOR DISMOUNT & MOUNT, VALVE STEMS	36.00
01/09/2023	GEN	6107	AP 145	MICHIGAN RURAL WATER ASSOC.	MICROSOFT EXCEL TRAINING	230.00
01/09/2023	GEN	6108	AP 064	NYE UNIFORM COMPANY	UNDERVEST - JEFF LARGEN	417.37
01/09/2023	GEN	6109	AP 1034	PRIORITY HEALTH	INSURANCE GROUP ID 794824	8,304.46
01/09/2023	GEN	6110	AP 110	PURITY CYLINDER GASES, INC.	GAS, ACETYLENE	89.38
01/09/2023	GEN	6111	AP 009	REPUBLIC SERVICES OF	WASTE REMOVAL	344.81
01/09/2023	GEN	6112	AP 1094	TERMINAL SUPPLY CO	LED FLOOD BEAM WORK LAMPS	127.06
01/09/2023	GEN	6113	AP MISC	TRUCK & TRAILER SPECIALTIES, INC	36" AND 48" RUBBER CUTTING EDGE; MOLDBOA	1,538.00
01/09/2023	GEN	6114	AP 178	USA BLUE BOOK	MATERIALS	1,579.68
01/09/2023	GEN	6115	AP 493	VAN BUREN COUNTY	VERIZON AIRCARD -DECEMBER	80.14
01/09/2023	GEN	6116	AP 255	WAGONER'S	WWTP CONSOLIDATED	30.51
01/09/2023	GEN	6117	AP 047	WIGHTMAN	PROJECT - 224269 - CHANCEY LEWIS PARK RE	11,816.00
01/09/2023	GEN	6118	AP 885	WOLVERINE POWER SYSTEMS	MAINTENANCE, MAJOR - JOB 0698878	1,210.00
01/20/2023	GEN	6119	PR		*Included in Payroll Total	
01/20/2023	GEN	6120	PR		*Included in Payroll Total	
01/17/2023	GEN	6121	AP MISC	PK CONTRACTING	PAVEMENT MARKINGS	14,199.90
01/19/2023	GEN	6122	AP 155	APPLIED IMAGING	LIBRARY COPIER CONTRACT NO CN3599-01 - A	171.53
01/19/2023	GEN	6123	AP 104	BAKER & TAYLOR, INC.	BOOKS	1,540.07
01/19/2023	GEN	6124	AP 056	BLOOMINGDALE COMMUNICATIONS	PHONE LIBRARY	162.78

01/19/2023	GEN	6125	AP 101	CENGAGE LEARNING.	BOOKS	267.80
01/19/2023	GEN	6126	AP 964	CLARK TECHNICAL SERVICES	LPL 2022 SUPPORT	285.00
01/19/2023	GEN	6127	AP 153	DEMCO, INC.	CLIP ON BOOK SUPPORTS	116.64
01/19/2023	GEN	6128	AP 153	DEMCO, INC.	SEASONAL POSTERS, LABEL SPINES, LABEL PR	225.47
01/19/2023	GEN	6129	AP 079	QUILL CORPORATION	DYMO LABELS, PLASTIC UTENSILS, PACKING T	196.32
01/19/2023	GEN	6130	AP 320	SYNCB/AMAZON	BOOKS, SWEEPER PARTS	370.40
01/19/2023	GEN	6131	AP MISC	UNIQUE	12-19 PLACEMENTS	9.95
01/31/2023	GEN	6132	AP 155	APPLIED IMAGING	CONTRACT NO CN5174-01 FOR ACCT NO KZ1828	226.57
01/31/2023	GEN	6133	AP 893	BEN W. JOHNSON	JANUARY 2023 CLEANING X4	380.00
01/31/2023	GEN	6134	AP MISC	CDW GOVERNMENT	COMPUTER AND MONITOR	1,424.18
01/31/2023	GEN	6135	AP 542	CMP DISTRIBUTORS, INC.	CONCEALABLE VEST, VEST CARRIER	1,100.00
01/31/2023	GEN	6136	AP 1069	DICKINSON WRIGHT PLLC	ECONOMIC DEVELOPMENT PROJECT	360.00
01/31/2023	GEN	6137	AP 027	FRONTIER	TELEPHONE AND INTERNET FOR DPW AND WWTP	715.59
01/31/2023	GEN	6138	AP 017	INDIANA MICHIGAN POWER CO.	ACCT #046-216-176-0-6 - 119 N MAIN ST, R	236.61
01/31/2023	GEN	6139	AP MISC	INTERSTATE BILLING SERVICE INC	BLOWN HYD LINE; REPLACED STEERING VALVE	1,100.39
01/31/2023	GEN	6140	AP 107	LAWSON OIL COMPANY	NO LEAD REGULAR	2,327.92
01/31/2023	GEN	6141	AP 766	LOUNSBURY EXCAVATING, INC	PROJECT 8678 - HYDRANT REPLACEMENT	3,500.00
01/31/2023	GEN	6142	AP 453	MENARDS	40 GAL TOTE, CLEAR BULBS, 27 GAL TOTE	169.88
01/31/2023	GEN	6143	AP MISC	MICHIAGN MUNICIPAL EXECUTIVES	MANGERS WINTER INSTITUTE	350.00
01/31/2023	GEN	6144	AP 144	MISS DIG SYSTEM, INC.	MEMBERSHIP FEE	1,173.70
01/31/2023	GEN	6145	AP 551	ODP BUSINESS SOLUTIONS	ENVELOPES; PENS; CALENDAR	114.10
01/31/2023	GEN	6146	AP 1034	PRIORITY HEALTH	INSURANCE GROUP ID 794824	8,304.46
01/31/2023	GEN	6147	AP 009	REPUBLIC SERVICES OF	WASTE REMOVAL	465.40
01/31/2023	GEN	6148	AP 1068	SAFEBUILT	PERMITS FOR 502 N MAIN; 219 S RAILROAD;	484.50
01/31/2023	GEN	6149	AP 126	STEENSMA LAWN & POWER EQUIP.	GRASS MULCHING ATTU5	9,104.75
01/31/2023	GEN	6150	AP 1036	THE STANDARD	LIFE INSURANCE ACCT NO 00 168051 0001	959.96
01/31/2023	GEN	6151	AP 685	VERIZON WIRELESS	MOBILE PHONE   TABLETS	327.95
01/31/2023	GEN	6152	AP 083	VILLAGE OF PAW PAW	WATER LAB ANALYSIS	180.00
01/31/2023	GEN	6153	AP 1097	WENDY'S TAXES	ACCOUNTING FEES - YEAR END REPORTING	155.00
01/31/2023	GEN	6154	AP MISC	WEST MICHIGAN INTERNATIONAL	VAVEL AUTO TANK DRAIN	401.70
01/06/2023	GEN		PR			38,579.43
01/06/2023	GEN		PR			39,599.30

(1 Check Voided)

Total of 121 Disbursements:

173,922.62



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
KALAMAZOO TRANSPORTATION SERVICE CENTER

BRADLEY C. WIEFERICH, P.E.  
ACTING DIRECTOR

January 30, 2023

Lisa Imus, Manager  
Village of Lawton  
125 South Main Street  
Lawton, Michigan 49065

Dear Lisa Imus:

The Michigan Department of Transportation (MDOT) has completed the design process for a project on M-40 from 72nd Avenue to south of Lagrave Street within the Village of Lawton and Porter and Antwerp townships. Proposed work includes asphalt resurfacing of mainline lanes and shoulders from 72nd Avenue to 4th Street, and White Oak Road to south of Lagrave Street, and asphalt reconstruction from 4th Street to White Oak Road. Other work within the project limits includes shoulder widening, road approach improvements, water main replacement, storm sewer replacement, sanitary sewer replacement, culvert replacements, drainage improvements, shoulder corrugations, sidewalk installation and curb ramp upgrades, streetscaping, roadway lighting, permanent signing, and pavement markings. The tentative construction timeline for this project spans two years: March 2023 for tree removal/clearing, June to August 2023 for M-40 resurfacing from the Lawton Drain to south of Lagrave Street and the Union Street storm sewer replacement, and April to August 2024 for resurfacing/reconstruction from 72nd Avenue to the Lawton Drain.

To keep the public and public officials informed, MDOT is contacting you with the following information regarding the maintenance of traffic during the project.

- Lane closures under flag control will be utilized when tree removal/clearing, and asphalt resurfacing work is taking place.
- Detours will be posted on the following routes.
  - Road reconstruction work from 4th Street to White Oak Road:
    - M-40 northbound traffic: Orchard Street, Nursery Street, 66th Avenue
    - M-40 southbound traffic: 66th Avenue, 32nd Avenue, White Oak Road, Walker Street, 4th Street

Lisa Imus  
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January 24, 2023

- Culvert replacements:
  - Coldbrook Drain (approximately one week): 72nd Avenue, Nursery Street, Orchard Street
  - Lawton Drain (approximately four weeks): Utilizes the road reconstruction work detours
  
- Union Street storm sewer replacement:
  - Walker Street, 4th Street, M-40, White Oak Road
  
- Road approach improvements:
  - 31st Street (approximately one week): M-40, 62nd Avenue, 31st Street
  - 32nd Street/Almena Drive (approximately one week):
    - Northbound traffic: M-40, Red Arrow Highway, County Road 653, 64th Avenue
    - Southbound traffic: M-40, 64th Avenue, County Road 657, 58th Avenue, 56th Avenue, County Road 653

If you have further questions, please contact Chris Jacobs, the construction engineer overseeing this project, at 269-207-1928 or [JacobsC@michigan.gov](mailto:JacobsC@michigan.gov).

Sincerely,

Jonathon Smith, P.E.  
Cost and Scheduling Engineer  
Kalamazoo Transportation Service Center

cc: Chris Jacobs, P.E., Kalamazoo Transportation Service Center  
Pete Pfeiffer, P.E., Kalamazoo Transportation Service Center Manager  
Nick Schirripa, Southwest Region Communications Representative



## **Village of Lawton**

COUNTY OF VAN BUREN, STATE OF MICHIGAN

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### **REQUEST FOR PROPOSALS 2023**

#### **Independent Audit Services**

## **INTRODUCTION**

### General Information

The Village of Lawton, hereinafter known as the Village, is requesting proposals from qualified firms of certified public accountants to audit its financial statements for its fiscal year ending February 28, 2023. This audit is to be performed in accordance with auditing standards generally accepted in the United States.

In addition, the Village is requesting an additional proposal for an audit of federal award programs, if needed. These audits are to be performed in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, as well as the laws and standards prescribed by the State of Michigan and its Treasurer.

The Village has a long history of auditor relationships lasting extended periods. Siegfried Crandall, PC has been the Village's auditor since 2000. In this extended relationship, the Village has been well satisfied with the expertise, service, and results of the auditor's work. We have not sought proposals out of any dissatisfaction with the current auditor. We believe it is important to consider such relationships regularly, thoughtfully, and carefully. The Village wants to know what the market is for such services and be sure that we are obtaining the best service at the best value.

### Terms of Engagement

As stated, the Village has historically, and would expect to continue, to sustain an audit relationship for a period of several years. In response to this RFP, we would consider a three- to five- year contract with additional renewals by mutual agreement of the parties.

The selected firm will be first engaged for the audit of the fiscal year ending February 28, 2023.

Any audit engagement contract will necessarily provide terms and conditions of performance, including all specifications of this RFP, and provide for termination of the relationship in the event satisfactory performance is not forthcoming.

## Deadlines

An email indicating intent to submit a proposal should be sent to [ImusL@LawtonMI.org](mailto:ImusL@LawtonMI.org) not later than five o'clock p.m. on February 28, 2023. Firms indicating intent by this deadline will be included in notice of any addenda or modification to this RFP or the selection process.

Proposal responses to this RFP are due by four o'clock p.m. on March 14, 2023. The scope of the proposal will require presentation and submission in a traditional paper format. All proposals should be delivered to the attention of the Village Manager in a sealed package and should be clearly marked to indicate it is a ***“Proposal for Audit Services”***. This deadline is for receipt of the proposal at the Village of Lawton, Village Hall. The Village assumes no responsibility for the performance of any delivery service engaged by a potential vendor.

## **DESCRIPTION OF THE VILLAGE**

### Organization

The Village of Lawton is located in Van Buren County and serves an area of just over 2.3 square miles with a population of 1,850. The Village Code of Ordinances was adopted in the mid-1980's and amended as necessary. The Village is organized under Michigan's General Law Village Act and is governed by a Council-Manager form of government. The Village Council consists of a Village President, a President Pro-Tem and five Village Trustees. Each position is an elected position using a staggered four-year term, with one half of the board elected every two years, along with the President being elected every two years.

The Village of Lawton provides the following services to its citizens: police and fire protection, street maintenance and construction, flood control, water and sewer, building and code enforcement, economic development, general administrative functions and library services. Village of Lawton utilizes fund structures in accordance with current governmental accounting standards.

The Village's current budget, as adopted by the Village Council, is attached as Addendum A. This budget describes the scope of operations in the Village's funds and component units. A copy of the audit report for the year ended February 28, 2022 is attached as Addendum B.

### Management

The current Village Manager is Lisa Imus who has been employed by the Village for three years. Ms. Imus' background is in public administration and economic development.

The Village also employs a Village Treasurer, a Police Chief and four Police Officers, six Department of Public Works employees including a Director, four Equipment Operators and one Wastewater Plant Operator. The DPW handles parks, water, waste water, streets and infrastructure. The village also employs a part-time Village Clerk, two part time crossing guards and a seasonal DPW position. The Village contracts out our Zoning Administration and Code Enforcement. The Library has a fund within Village, and has one full time librarian and four part-time employees.

### Accounting Staff

Financial operations of the Village are headed by Lisa Imus, Village Manager. Other personnel include a Treasurer that handles accounts payable and utility billing. Our part-time Village Clerk handles accounts receivable and payroll.

### Financial Information

The Village's annual budget consists of sixteen (6) appropriated governmental funds, three (3) enterprise funds, and two (2) internal service funds. The 2023 budgeted expenditures total approximately \$40 million.

The Village levies 16.9595 mills for approximately \$750,000 in property taxes. The Village generates a significant amount of its revenue in its utility funds (water and sewer funds).

### Financial Software

The Village utilizes BS&A Software for the functions of general ledger, payroll, accounts payable and disbursements, utility billing, miscellaneous invoicing, and cash receipting.

## **NATURE OF SERVICES REQUIRED**

### Scope of Work to be Performed

The Village desires the audit firm to express an opinion on the fair presentation of its consolidated financial statements in conformity with accounting principles generally accepted in the United States.

The Village also desires that the selected firm review and report on matters of internal control and other issues that may be useful recommendations to the Village. At a minimum, the audit process and report must comply with all pertinent standards in these regards.

The Village Council has not created an Audit Committee. Therefore, all reporting and interaction between the auditor and the governing body involve the Village Council as a whole (seven members).

Proposed fees must include all services required by standards in effect at the time of the proposal's submission. Changes in standards that would require a future change in fees should be noticed to the Village at the earliest possible opportunity.

The Village will also require that the audit firm answer questions and provide advice on accounting questions and issues with audit relevance during the fiscal year. This is expected to be accomplished predominantly by telephone or email and be of a limited nature. It is expected, however, to receive appropriate attention from the audit firm, with timely responses from appropriate staff. This service is to be included in the regular annual audit fee.

### Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with auditing standards generally accepted in the United States as set forth by the American Institute of Certified Public Accountants, and Government Audit Standards, as set forth by the Government Auditing Standards Board, and all requirements of the State of Michigan for local units of government.

### Deliverables/Reports to be Issued

Following the completion of the audit, the engaged firm shall issue the following reports:

- Opinion on the fair presentation of the financial statements in accordance with U.S. generally accepted accounting principles;
- Presentation of financial statements and other required and supplemental information as required by relevant standards and regulatory requirements;
- Management letter containing recommendations for improvement in processes and procedures, if any;
- Independent auditors' report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards, if necessary;
- Independent auditors' report on compliance with requirements applicable to each major program and internal control over compliance in accordance with OMB Circular A-133, if necessary;
- Schedule of expenditures of federal awards, if necessary;
- Schedule of findings and questioned costs, if necessary;
- Schedule of depreciation of assets and coordinating calculations;
- Reportable conditions/material weakness letter, if applicable.
- A presentation to the Village Council of the results of fiscal activity for the year, the audit itself, and any recommendations with appropriate illustrative materials.
- The F-65 or successor or similar report required by the State of Michigan.
- Act 51 Annual Financial Report (ADARS) or similar report required by the State of Michigan.

The auditor will reproduce and bind, at its cost, twelve (12) copies each of the basic audit report, the management letter, each document required under the single audit (if one is performed), and the materials attendant to the Village Council presentation.

The auditor will also supply the Village with electronic file versions of each document (e.g. PDF or Microsoft Office formats).

The auditor will directly submit all required documents to the State of Michigan timely. The auditor will provide documentation of such submissions to the Village.

#### Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditing firm's expense, for a minimum of seven (7) years, unless the firm is notified in writing by the Village of the need to extend the retention period. The audit firm will be required to make working papers available upon request by the Village. Reports, documents, and working papers will only be released with specific written permission and direction from the Village.

In addition, the firm shall respond to reasonable inquiries of successor firms and allow successor audit firms to review working papers relating to matters of continuing accounting significance.

#### **CALENDAR OF RFP EVENTS**

- |   |            |
|---|------------|
| ➤ Issue Request for Proposals (RFP)                                       | 02/15/2023 |
| ➤ <b><u>Deadline</u></b> for Email Indicating Intent to Submit a Proposal | 02/28/2023 |
| ➤ <b><u>Deadline</u></b> for Submission of Proposals                      | 03/14/2023 |
| ➤ Final Selection by Village Council                                      | 03/28/2023 |
| ➤ Selected Firm Notified  | 04/01/2023 |

#### Date Preliminary Audit Work May Commence

The Village expects to have records ready and personnel available to meet with the firm's personnel for preliminary work as of April 15, 2023. It is also anticipated that the Village will have year-end general ledger closed and be ready for audit activity with reasonably adjusted trial balances by April 15, 2023. Preliminary fieldwork may be flexibly scheduled on mutual agreement.

#### Audit Schedule

A schedule for the audit must be submitted with the firm's proposal and must contain the following milestones:

- Interim work plan;
- Detailed audit plan;
- Fieldwork schedule;
- Draft reports availability.

#### Report of 2022 Audit

The audit prepared for the year ended February 28, 2023 will be presented to the Village Council at the Regular Council meeting on the second Tuesday of August 2023. Complete and final copies of the pertinent reports must be delivered to the Village not later than July 31, 2023.

### **ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

#### Financial Staff and Clerical Assistance

The Village's Finance staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of any confirmations will be the responsibility of the Village.

#### Statements and Schedules to be Prepared by the Staff

The Village will prepare statements and schedules for the firm wherever possible and appropriate. Village staff routinely creates and posts year end accruals for payables, receivables, wages, etc.

Village staff maintains all fund financial statements. The preparation of government wide statements has been performed directly by the auditors since 2000.

#### Work Area, Telephones, Photocopying and FAX Machines

The Village will provide the firm with reasonable workspace, desks, and chairs. The firm will also be provided with reasonable access to telephone lines, photocopying facilities, and fax machine.

#### Report Preparation

Report preparation, editing, and printing will be the sole responsibility of the selected firm.

### **VI. PROPOSAL PREPARATION AND SUBMISSION PROCEDURES**

#### Submission of Proposals

The Village will NOT reimburse firms for any expense incurred in preparing proposals in response to this RFP. Submission of a proposal indicates acceptance by the firm of the conditions contained

in this RFP unless clearly and specifically noted in the submitted proposal and confirmed in the written contract between the Village and the selected firm.

The Village reserves the right to reject any or all proposals and to select and engage that firm deemed to best meet the Village's needs, cost and other factors considered. The Village reserves the right to waive any irregularity or non-compliance in any proposal, including proposals submitted after the prescribed deadline. During the evaluation process, the Village reserves the right, where it may serve the Village's best interest, to request additional information or clarifications, or to allow correction of errors or omissions. At the discretion of the Village, firms submitting proposals may be requested to make an oral presentation as part of the evaluation process. Not all firms may be asked to make oral presentations.

The Village reserves the right to retain all proposals submitted and to use any ideas in any proposal regardless of whether firm is selected. Submission of proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly specifically in the proposal submitted and confirmed in the written contract between the Village and the selected firm.

## **VII. CONTENT OF PROPOSALS**

The purpose of the proposal is to demonstrate the competence, experience, and capability of the firm seeking to undertake the services anticipated. As such, the substance of the proposals will carry more weight than their form or manner of presentation. Elaborate or expensive bindings or other unnecessary forms of presentation are specifically discouraged. The proposal should demonstrate the capabilities of the firm and should specifically identify the audit approach that will be used to meet the RFP requirements.

### Detailed Proposal

The proposal should address all points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects, item numbers 1 through 9, must be included. They represent the criteria against which the proposal will be evaluated.

#### 1. Independence

- The firm should provide an affirmative statement that it is independent of the Village as defined by the U.S. General Accounting Office's Governmental Auditing Standards.
- The audit firm should also provide an affirmative statement that it is independent of all of the contracted service providers of the Village as defined by those same standards.
- The firm should also list and describe the firm's professional relationships involving the Village or any of its contracted service providers for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

## 2. License to Practice in Michigan

An affirmative statement should be included indicating the audit firm and all assigned key professional staff are properly licensed to practice in Michigan.

## 3. Firm Demographics

The proposal should state the size of the firm, size of the firm's governmental audit staff, location of the office from which work on this engagement is to be performed, the number and nature of professional staff to be employed in this engagement on a full-time basis, and the number and nature of staff to be employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The audit firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

## 4. Partner, Supervisory, and Staff Qualifications and Experience

The audit firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Michigan. The firm should also provide information on the governmental auditing experience of each person.

The firm should provide as much information as possible regarding the number, qualifications, experience, and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the continuing quality of staff over the term of the agreement would be assured.

Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Village. However, in either case the Village retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this RFP can only be changed with the express prior written permission of the Village, which retains the right to approve or reject replacements.

Other firm personnel may be changed, provided replacements have substantially the same or better qualifications and experience.

A specific and sufficiently detailed description of the firm's process for obtaining and maintaining current expertise in audit standards and requirements applying to local units of government in Michigan should be a particular focus of the proposal.

5. Engagement Experience

For the firm's office that will be assigned responsibility for the audit, list at least three engagements performed in the last five years that are similar to the engagement described in this RFP. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Additional references, beyond three, of this type are preferred.

The Village is seeking proposals from firms with significant comparable experience. It will be important for the firm to demonstrate successful experience in directly comparable situations, including, but not necessarily limited to, cities with component unit and utility operations, bonded debt, and similar sized staffs and budgets.

6. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed. The work plan should also describe how the firm would achieve audit efficiency through risk-based auditing and through the application of technology to the engagement.

7. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the Village.

8. Total All-inclusive Maximum Cost

The proposal should contain all pricing information relative to performing the financial statement audit engagement as described in this RFP. Pricing should include an estimate of total staff hours broken down between partner, manager, and staff accountants. The proposal should also, separately, identify the additional cost for a single audit. The total all-inclusive maximum price is to contain all direct and indirect costs including all travel and out-of-pocket expenses.

The cost should be fully specified for each year of the proposed contract.

The cost of the first year of the engagement shall be fixed and not adjustable.

As an alternative to stating a fixed known cost for continuing years, escalators (e.g. CPI) may be used, but are not required, for the second and following years. Changes to future costs may be considered in response to specific, required changes in auditing standards or reporting that directly affect the firm's costs. The Village expects to be consulted on any such changes as far in advance as possible.

## 9. Conflict of Interest

The firm must indicate any potential conflict of interest that exists in regard to their ability to respond to this RFP. This includes a description of the firm's relationship to the Village or any of its employees, officers, agents, or agencies, component units, or oversight unit(s), together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services in the proposal.

Pursuant to the provisions of Public Act 317 of 1968, as amended (MCL 15.321 et seq.), no contracts shall be entered into between the Village including all agencies and departments thereof, and any employee or officer of the Village.

To avoid any real or perceived conflict, all proposals shall, to the extent possible, identify any relative of the firm or of the firm's employees who are presently employed by the Village.

## **EVALUATION PROCEDURES**

The proposal should demonstrate the qualifications of the vendor and should specify the approach that will be used to meet the RFP requirements. The Village will evaluate proposals to determine the following:

- Experience and performance on comparable projects.
- The capacity of the organization to provide the services outlined in the RFP within the periods of time specified, including immediate start-up.
- The responsiveness of the proposal to the requirements and all terms of the RFP.
- The proposed costs for services.
- Any other information deemed relevant by the Village.

The proposal should address all the requirements outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals.

During the evaluation process, the Village reserves the right, where it may serve the Village's best interest, to request additional information or clarification from vendors, or to allow correction of errors or omissions. At the discretion of the Village, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process. Reasonable advance notice will be provided to selected vendors. Not all vendors submitting a proposal will be asked to participate in oral presentations.

The Village reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected. The Village also reserves the right to reject any and all proposals, awarding the contract to other than the lowest priced vendor, and to waive

irregularities and/or formalities and informalities. In addition, the Village has the right to accept any proposal, which in its judgment best serves the Village's interests. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the selected vendor.

### **FREEDOM OF INFORMATION ACT**

Firms are hereby notified that all information contained in their proposal is subject to the provisions of the Michigan Freedom of Information Act.

### **CONTACT INFORMATION**

All proposals should be sent to the following address:

Village of Lawton  
Lisa Imus, Village Manager  
125 S Main Street, PO Box 367  
Lawton, Michigan 49065

Questions may be directed to Lisa Imus via email at [ImusL@LawtonMI.org](mailto:ImusL@LawtonMI.org) (no phone calls please). The Village may decline to provide specific instructions to potential vendors. The Village may also, in its discretion, distribute responses to questions received to all vendors indicating intent to submit a proposal.

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

**RESOLUTION NO. 02-23**

**A RESOLUTION AUTHORIZING THE EXECUTION OF THE COLLECTIVE BARGAINING AGREEMENT  
BETWEEN THE VILLAGE OF LAWTON AND THE VILLAGE EMPLOYEES REPRESENTED BY  
TEAMSTERS STATE, COUNTY AND MUNICIPAL WORKERS LOCAL 214**

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At a regular meeting of the Village Council for the Village of Lawton, Michigan, held at Lawton Village Hall in Lawton, Michigan, on the 14<sup>th</sup> day of February 2023, at 7:00 p.m.

The following Resolution was offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_.

**WHEREAS**, the Village of Lawton is authorized to enter into collective bargaining agreement pursuant to the Michigan Public Employment Relations Act (PERA), Act 336 of 1947 esq.; and

**WHEREAS**, the Village and Employees represented by the Teamsters Workers, Local 214 have met and conferred regarding salary and benefits and have come to an agreement on a new fair and equitable package of compensation; and

**WHEREAS**, the members of the Employees represented by the Teamsters State, County and Municipal Workers, Local 214 have voted in favor of entering into the new Agreement; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Lawton Village Council, as follows:

1. That the Agreement with the Employees represented by the Teamsters State, County and Municipal Workers, Local 214, has been ratified, with an effective date beginning at 11:59 p.m. of Council ratification through February 28, 2026.
2. That the Village Manager is hereby authorized and directed to implement the provisions of the Agreement.
3. That the President is hereby authorized and directed to execute the Agreement on behalf of the Village Council.

**PASSED, APPROVED, AND ADOPTED** on this 14<sup>th</sup> day of February, by the Village Council of the Village of Lawton, State of Michigan

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

**ADOPTED** this 14<sup>th</sup> day of February 2023.

**VILLAGE OF THE VILLAGE OF LAWTON**

BY: \_\_\_\_\_

Josh Appleby, President

BY: \_\_\_\_\_

Brittany Rathbun, Village Clerk

**CERTIFICATION**

I, Joni Bell, 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 December 8th, 2020 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

## **LAWTON DEPARTMENT OF PUBLIC WORKS**

### **ACTIVITIES REPORT FOR JANUARY 2023**

- We had 1 interment at Oak Grove cemetery for the month of January.
- With the light snow we have been picking up the leaves at the Cemetery.
- The new mower for the cemetery arrived early was not supposed to be here till April.
- We Pumped 12,690,000 gallons for January with a daily average of 409,354 we pumped 11,101,000 in January 2022.
- WWTP a total of 1.89 million gallons of treated wastewater was discharged daily effluent flows averaged 61,000 gallons per day which is 24 % capacity of the plant. 2500 gallons of sludge was pumped to the storage tank.

Motor pool – 62.5 hrs.

Streets (not Act 51) – 52 hrs.

Buildings & Grounds – 10.5 hrs.

Water Maint. – 49.5 (3 OT)

Cemetery – 178.5 hrs.

Sewer Maint. – 152.5 (24 OT)

Parks – 25 hrs. (2 OT)

Vacation – 24 hrs.

Civic Betterment – 29.5 hrs.

Sick time - 30

Major Winter Maint. – 16 hrs. (5 OT)

Holiday – 40 hrs.

Local Winter Maint. – 31.5 hrs. (0 OT)

Todd Hackenberg – Director of Public Works

# LAWTON POLICE DEPARTMENT – COUNCIL REPORT

## JANUARY 2023

Calls for Service/Complaints-----92

Ordinance complaints-----2

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

Traffic stops-----26

    Citations issued **(6)**        Verbal warnings **(19)**

Arrests-----2

Accidents-----1

Parking citations-----0

HOURS WORKED:    Scheduled (Full-time)    677

                    Scheduled (Part-time)    6

                    Overtime hours    23

                    Vacation hours    40

                    Sick leave hours    0

### COMMUNITY POLICING:

Officers made **(32)** field contacts and **(23)** business contacts.

### NOTABLE INCIDENTS:

Officer Edwards investigated the report of a felonious assault; kidnapping, and domestic assault. Based on the initial report, a search

warrant was completed for the residence. Officer Hitchcock and Chief Mack executed the search warrant, with the assistance of deputies from the Sheriff's Department. Evidence was seized and additional charges were filed against the resident.

Officer Hitchcock investigated the theft of a key, taken from a plow truck at Wonder. The suspect entered the truck and it is believed they intended to steal the truck, but could not get the plow to raise. The suspect took the ignition key before leaving. The unidentified suspect arrived, and left the area in a light blue Toyota Rav4, which came back stolen out of Tennessee.

**ADDITIONAL:**

For the month of January, Lawton officers spent many hours of directed traffic patrol, specifically targeting speed violations. The number of hours spent in the following locations is as follows:

11.75 hours – Main St.

11.50 hours – All other areas within the Village

Total hours – 23.25

LPD had 30 (Assist other agency calls): 13 medical/ambulance call in the Village, 2 assist calls in Decatur Twp., 4 in Antwerp Twp., 1 in Porter Twp., 2 to Paw Paw PD, 1 to Decatur PD, 1 to Mattawan PD, and 6 other department assists in the Village.

Respectfully,

Chief Jeffrey Mack

## Circulation Report for DECEMBER 2022

We had 399 visitors and checked out a total of in 1,376 materials.

Adult Fiction	370
Audio Books	2
Children Easy Books	525
Junior Fiction	105
Junior Non-Fiction	13
Large Print	213
Non-fiction	21
Periodicals	23
Videos	47
Young Adult fiction	39
VOX Books	<u>2</u>
<b>Total</b>	<b>1,376</b>

Computer Usage	26 uses
Michigan Overdrive Total Checkouts	22,413
Michigan Overdrive Total Holds	9,216
Michigan Overdrive Total Users	5,194
New Items Processed	81
Our Mel Items Received	77
Our Mel Items Sent	84
Lawton Overdrive Downloads	305
Lawton Overdrive Holds	149

Lawton Website visited 2,190 last 30 days

Facebook visited 2,450 last 30 days

Knitters: 30

Story time: 29

Book club: 16

Mystery Club: 0

Craft Night: 5

Christmas Holiday Program: 210 attended.

Closed for Holidays: December 22, 23, 24, 25, 26, 29, 30, 31, January 1, 2

Respectfully Submitted, Lyn Tone, Director

## Van Buren County File Class / Section Report

<b>Number</b>	<b>Sub-Beat</b>	<b>Date</b>	<b>Offense</b>	<b>Location</b>	<b>Incident Code-Type</b>	<b>Officer</b>
23-0098	LAWTON-1	01/31/2023	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	1020 Main Street	- Junk Auto	Mack, J. Open
<b>Total:</b>	1					