

VILLAGE *of* LAWTON
VILLAGE COUNCIL MEETING
125 S. MAIN STREET, LAWTON, MI 49065
TUESDAY, FEBRUARY 13, 2024 – 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 9, 2024 Council Meeting Minutes
 - C. Approval of January 2023 Disbursements in the amount of \$318,854.18
 - D. Set a Public Hearing for the Regular Council Meeting on February 27, 2024 to hear comment and consider adoption of Lawton 2023-2024 Fiscal Year Budget.
- V. COMMUNICATIONS / CORRESPONDENCE / PRESENTATIONS**
 - A. Consider Attorney Opinion on ADA Request for Council Member Request.....Staff Recommends Approval
- VI. CITIZENS' COMMENTS – (Please keep comments to 3 minutes)**
- VII. PUBLIC HEARINGS / APPOINTMENTS**
- VIII. OLD BUSINESS**

IX. NEW BUSINESS

- A. Resolution 01-24: A Resolution to Amend Contract 22-5219 Between the Village of Lawton and MDOT.....Staff Recommends Approval
- B. Consider approval of Kalin Construction Bid for Water and Sewer Utilities Extension on the North Side of Town (North Main Street Utility Extension Project) in the amount of \$999,291.00.....Staff Recommends Approval
- C. Request to Purchase New Police Radios in the Amount of \$18,252.88.....Staff Recommends Approval
- D. Zoning Solutions Clean up Estimates in the Total Amount of \$7,100.00.....Staff Recommends Approval

X. BOARD, COMMITTEE, AND STAFF REPORTS

- A. Village Manager – Todd Hackenberg
- B. Department of Public Works – Todd Hackenberg
- C. Village Clerk – Brittany Rathbun
- D. Police Department – Gregory Cordes
- 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 27, 2024*

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 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 thackenberg@lawtonmi.org



Village of Lawton
VILLAGE COUNCIL
REGULAR MEETING
125 S. MAIN, LAWTON MI 49065 269.624.6407
Tuesday January 09, 2024
MINUTES

- I. **Call to Order:** President Appleby called the January 9 2024, meeting of the Lawton Village Council to order at 7:00 p.m.
- II. **Roll Call:** *Present:* Appleby, Tanis, E. Dudek, Peterson, Turner, G. Dudek *Absent:* Smith. *Others Present:* Village Manager Hackenberg, Clerk Rathbun, Police Chief Cordes, and three guests.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- IV. **Consent Agenda:** The Consent Agenda included the approval of the January 9 Council Agenda, the December 12, 2023 Council Meeting Minutes, and approval of the December 2023 disbursements in the amount of \$183,584.10. made a motion to approve the Consent Agenda supported by. A unanimous roll call vote approved the motion.
- V. **Communications, Correspondence, and Presentations:**
 - A. Village Manager Hackenberg presented correspondence from IRIS mass communication system. This is a web-based mass notification system that the village approved at the end of 2023. We do not have a start date as of yet, however, Village Manager Hackenberg is hoping to have it in effect within the first quarter of 2024. Once it is set up, residents can enroll for notifications about hydrant flushing, water main issues, brush pickup or general information when they come in to pay their water bills, or by stopping into the office to sign up for this if they do not have water and sewer and would like the updates.
- VI. **Citizen Comments:**
 - A. Manuel Pratt from 806 E 4th street came in and wanted to get information on the brush pickup. He wanted to know what the regulations were for pickup, if there were any for sizing, or location. He also wanted to inform the council that it becomes a problem if it stays too long. He stated that last summer a small fire was started when part of a transformer fell onto his brush pile. He stated that his brush pile has been there since mid-July. He wanted to make sure he is following regulations correctly to get the brush picked up. President Appleby stated that we have had some notable issues this year, and it is not for lack of trying that it hasn't gotten done but we have had some staffing and some equipment issues. Village Manager Hackenberg apologized that it has been so long since his brush has not been picked up. He stated that that time frame is

unacceptable. Hackenberg stated we do have some regulations, each residence needs to have its own pile, residents cannot combine piles in front of empty lots, piles can only be 8ft wide, and brush is picked up between April through October. Anything outside of these regulations may cause residents brush to be passed over. October through April there is no brush pick up, unless a bad storm goes through town. Hackenberg stated for anyone who would like to review the regulations he would be happy to provide a copy. Both Village Manager Hackenberg, and President Appleby stated that they appreciated him bringing this to a council meeting, and the Village will get this rectified.

VI: Public Hearings/Appointments/Proclamations: None.

VII. Old Business:

VII: New Business:

- A.** President Appleby brought a Consulting services agreement with New Growth for RAP (Revitalization and Placemaking 2.0) Grant to the floor for consideration. Discussion ensued and Village Manager Hackenberg explained that this consulting firm will help us ensure that we meet all of the remaining criteria for the RAP Grant. Trustee Peterson made a motion to enter into a consulting services agreement with New Growth for RAP Grant Administration in the amount of \$29,500.00 per year to be billed in equal monthly increments, with a correction looked into for section 9F, which states that “this law is in accordance with the State of Arkansas.” It should be for the State of Michigan. Seconded by trustee E. Dudek. Roll call vote taken with all in favor and none opposed. Motion carried.
- B.** President Appleby brought the Van Buren County 2024 Citizen Planner Program to the floor for Discussion. Village Manager Hackenberg stated this would be good for both Council and Planning Commission to go through, however, unfortunately it is on Tuesdays. President Appleby stated for March and April’s Meeting, we could move the meeting if someone would like to go from either Council or Planning Commission would like to go.
- C.** President Appleby brought the next regularly scheduled council meeting set for January 23rd, 2024 to the floor for discussion. President Appleby stated the last Planning Commission meeting was really good, and they would like to continue that. President Appleby proposed that they would like to cancel the January 23rd Village Council Meeting, and instead attend the joint meeting on January 25th to discuss the Zoning Ordinances. Council agreed to cancel the January 23rd Council Meeting in favor of a special joint meeting with the Planning Commission on Thursday, January 25th.

VIII: Board, Committee, and Staff Reports:

- A.** For the Public Works Department, Village Manager Hackenberg reported that water was way down from last year. He stated this could have to do with Welch’s, if they shut down for a few weeks for the holidays. Hackenberg stated the leaves finished being picked up

this past Saturday. Hackenberg stated Christmas decorations will come down as soon as weather allows, since we are expecting quite a bit of bad weather this week.

- B.** Hackenberg reported that we have gotten two bids on the pickleball court construction thus far. He is waiting on a couple more that can then be sent off to DNR for approval. Hackenberg stated we got another bill for the blight; Zoning Solutions is still working on a couple of the open cases. Hackenberg and Police Chief Cordes have gone through how to enter blight on Silversmith. Hackenberg also stated that DPW employees will be going around entering street signs and trash cans and other items to help with getting this software off the ground. Hackenberg stated the utility extension on the north end of town was put out for bids yesterday, with a bid opening to come on February 9th in order to avoid the MDOT bidding. The finishing touches are being placed on the Reed's Corner plans, Kalin is working on some quotes to see where we are at budget wise with some of it. Hackenberg stated they are designing a vault for the middle that will be covered up. Hackenberg stated Verizon is updating their antennae's, that is what the crane is in town. He also stated Verizon would like to run new fiber optic conduit from Modern Well to the tower, which is being reviewed. Hackenberg stated that we received the Insurance Valuation Report of Tangible Property Assets.
- C.** Clerk Rathbun Reported W2s are out.
- D.** Cordes Reported that the month of December was an average month for the Police Department. He stated he would like to see more Part time officers cover some. J Largen had one notable incident on New Year's Eve, and was injured. He stated officer Largen did a great job subduing bringing the person in. Cordes stated that 29 hours were spent on radar. He stated officer Edwards and officer Largen both attended legal update trainings. Chief Cordes would like to see every officer, himself included, attend those this year. He stated that he has a few chief trainings coming up. Cordes stated going forward, Jeff Mack is still going to continue to come in and help out where needed. Cordes reported he has a list of things to update for the police departments. Cordes stated that he has a friend who is a member of the KVCC academy and they have been in communications, so she will let him know if any free agents come in and are available for hire. Chief Cordes has also started a Standard Operating Procedure manual to make transition easier for the next person who comes into his position.
- E.** Peterson reported Planning Commission met and they are working their way through zoning ordinances. She stated it was a good meeting with lots of input.
- F.** G. Dudek reported that the DDA did not meet.
- G.** E. Dudek reported that the Fireboard met and it was a slow month.
- H.** Rathbun reported that the Library Board met and the hours have been updated to 9:30AM-6PM M-W, 9:30AM-5PM on Friday, and 9:30AM-2:00PM on Saturdays. The library will still be closed Thursdays and Sundays. The library is also in the process of ordering a new book drop for the back of the building before construction starts on Main street in April. Rathbun reported the skylights are finished in the library, and it is looking great.

VIII. Council Comments:

- IX. Adjournment:** Turner moved, with support from Tanis to adjourn the Village Council Meeting at 7:53 p.m. Next regular council meeting to take place on February 13th, 2024.

Respectfully Submitted by,

Brittany Rathbun

Village Clerk

02/02/2024

CHECK REGISTER FOR VILLAGE OF LAWTON

CHECK DATE FROM 01/01/2024 - 01/31/2024

Check Date	Bank	Check	App Vendor	Vendor Name	Description	Amount
01/03/2024	GEN	6892	AP 030	ADAMS HARDWARE	CONSOLIDATED BILL	669.87
01/03/2024	GEN	6893	AP 893	BEN W. JOHNSON	CLEANING X4 FOR DEC23	380.00
01/03/2024	GEN	6894	AP 964	CLARK TECHNICAL SERVICES	VOL 2023 SUPPORT - DECEMBER	677.50
01/03/2024	GEN	6895	AP 800	COMCAST	INTERNET - 200 JAMES ACCT #8529 11 332 0	1,010.10
01/03/2024	GEN	6896	AP 026	CONSUMERS ENERGY	HEAT FOR 625 W UNION ST ACCT NO 1000 071	297.53
01/03/2024	GEN	6897	AP 027	FRONTIER	TELEPHONE AND INTERNET FOR DPW AND WWTP	255.70
01/03/2024	GEN	6898	AP MISC	GREGORY CORDES	MICHIGAN ASSOCIATION OF CHIEFS POLICE; 2	136.16
01/03/2024	GEN	6899	AP 930	HS FLEET SERVICES LLC	MAINTENANCE ON VEHICLE 2023 FORD F350	4,495.40
01/03/2024	GEN	6900	AP 017	INDIANA MICHIGAN POWER CO.	ACCT #046-216-176-0-6 - 119 N MAIN ST, R	187.75
01/03/2024	GEN	6901	AP 1103	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER - MONTHLY INVOICE PER CONTRACT #	481.54
01/03/2024	GEN	6902	AP 107	LAWSON OIL COMPANY	PDF	2,004.81
01/03/2024	GEN	6903	AP 758	MANNING ENTERPRISES, INC	FOUR PPCS ROLLED GALVANIZED 24" X 18"	153.00
01/03/2024	GEN	6904	AP 551	ODP BUSINESS SOLUTIONS	BUSINESS CARDS, REPORTS COVER	49.98
01/03/2024	GEN	6905	AP 172	PEERLESS MIDWEST, INC.	WELL #4 PUMP REPAIR & CLEANING	34,860.00
01/03/2024	GEN	6906	AP 009	REPUBLIC SERVICES OF	WASTE REMOVAL	633.67
01/03/2024	GEN	6907	AP 1068	SAFEBUILT	114 N MAIN ST, KIDS DREAM, 790 N NURSERY	746.70
01/03/2024	GEN	6908	AP 366	SCOTT HITCHCOCK	HANDCUFF CASE	20.00
01/03/2024	GEN	6909	AP 126	STEENMA LAWN & POWER EQUIP.	OIL, BACKPACK BLOWER,	124.44
01/03/2024	GEN	6910	AP 007	THE CLOTHES BASKET	DRY CLEANING	381.25
01/03/2024	GEN	6911	AP 047	WIGHTMAN	PROJECT - 224009 GENERAL ENGINEERING	2,021.32
01/05/2024	GEN	6891	PR 60	ROWLISON, ERIC	Included in Payroll Total	2,711.81
01/12/2024	GEN	6912	AP 056	BLOOMINGDALE COMMUNICATIONS	TELEPHONE FOR ACCT NO 0032515-9	378.42
01/12/2024	GEN	6913	AP 312	BRONSON HEALTHCARE GROUP	DRUGSCREEN FOR GREGORY CORDES	124.00
01/12/2024	GEN	6914	AP 800	COMCAST	INTERNET - KIDS DREAM PARK ACCT #8529 11	389.41
01/12/2024	GEN	6915	AP 026	CONSUMERS ENERGY	HEAT FOR ADDRESS 125 MAIN ST ACCT NO 100	620.89
01/12/2024	GEN	6916	AP 088	FISHER AUTO PARTS	FUEL TANK CAP	12.96
01/12/2024	GEN	6917	AP 089	HAAS SYSTEMS, INC.	QUARTLY ALARM MONITORING PER AGREEMENT W	96.00
01/12/2024	GEN	6918	AP 930	HS FLEET SERVICES LLC	MAINTENANCE ON VEHICLE FORD 2020	2,813.79
01/12/2024	GEN	6919	AP 017	INDIANA MICHIGAN POWER CO.	ELECTRIC	7,386.57
01/12/2024	GEN	6920	AP 110	PURITY CYLINDER GASES, INC.	GAS, ACETYLENE	92.01
01/12/2024	GEN	6921	AP MISC	STATE OF MICHIGAN	CUSTOMER ACCT NO: MDOT00494 - M-40 MILL.	128,000.00
01/12/2024	GEN	6922	AP 1107	TECHRAIDIUM	IRIS ANNUAL SERVICE FEE	1,490.00
01/12/2024	GEN	6923	AP 047	WIGHTMAN	PROJECT 234223 WHITE OAK IMPROVEMENTS	14,361.25
01/12/2024	GEN	6924	AP MISC	WILCOX NEWSPAPERS	DISPLAY LEGALS: 3X11 ORD 05	330.00
01/18/2024	GEN	6927	AP 1099	AMAZON CAPITAL SERVICES, INC	BOOKS	805.61
01/18/2024	GEN	6928	AP 155	APPLIED INNOVATION	LIBRARY CONTRACT CN3599-01; ACCT NO K207	175.92
01/18/2024	GEN	6929	AP 104	BAKER & TAYLOR, INC.	BOOKS	982.62
01/18/2024	GEN	6930	AP 056	BLOOMINGDALE COMMUNICATIONS	PHONE LIBRARY - ACCT NO 00032003-0	157.94
01/18/2024	GEN	6931	AP 101	CENGAGE LEARNING.	BOOKS	175.43

01/18/2024	GEN	6932	AP 964	CLARK TECHNICAL SERVICES	LPL 2024 SUPPORT - JANUARY	435.00
01/18/2024	GEN	6933	AP 264	PETTY CASH LAWTON PUBLIC LIBRARY	DOLLAR GENERAL, DOLLAR TREE, WALMART, ME	69.58
01/18/2024	GEN	6934	AP 1108	PIXELVINE	WEBSITE START PAYMENT	1,287.50
01/18/2024	GEN	6935	AP 079	QUILL CORPORATION	COPY PAPER, SWEFER REFILLS, LYSOL	357.08
01/19/2024	GEN	6925	PR 60	ROWLISON, ERIC	Included in Payroll Total	2,414.31
01/19/2024	GEN	6926	PR TEAMSTERS	TEAMSTERS LOCAL #214	Included in Payroll Total	167.00
01/29/2024	GEN	6936	AP 800	COMCAST	INTERNET - 625 W UNION ST ACCT #8529 11	1,018.18
01/29/2024	GEN	6937	AP 1072	COURIER-LEADER & FLASHES	LEGALS: PARKING OF VEHICLES AND TRAILERS	330.00
01/29/2024	GEN	6938	AP 901	DALE W. HUBBARD, INC	CLOSED CIRCUIT TELEVISION PIPE INSPECTIO	457.25
01/29/2024	GEN	6939	AP 017	INDIANA MICHIGAN POWER CO.	ELECTRIC - STREET LIGHTING	359.15
01/29/2024	GEN	6940	AP 1103	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER - MONTHLY INVOICE PER CONTRACT #	481.54
01/29/2024	GEN	6941	AP 064	NYE UNIFORM COMPANY	CHIEF CORDES	550.89
01/29/2024	GEN	6942	AP 551	OFFICE DEPOT	W2 FORMS; SHARPIE GEL PENS. EXPANDING LE	84.36
01/29/2024	GEN	6943	AP 068	PAW PAW RENTALS	MAN LIFT 51' BILJAX	275.00
01/29/2024	GEN	6944	AP 1034	PRIORITY HEALTH	INSURANCE GROUP ID 794824	5,328.44
01/29/2024	GEN	6945	AP 1032	PROGRESSIVE AE	PROJECT: 90050004;0 REIDS CORNER	23,517.50
01/29/2024	GEN	6946	AP MISC	SOUTHWEST MICH CITY MANAGERS ASSOCI	MEMBERSHIP DUES FOR SWM CITY MANAGER ASS	100.00
01/29/2024	GEN	6947	AP MISC	STATE OF MICHIGAN	CUSTOMER ACCT NO: MDOT00494 - M-40 MILL.	1,118.53
01/29/2024	GEN	6948	AP 685	VERIZON WIRELESS	MOBILE PHONE TABLETS	358.49
01/29/2024	GEN	6949	AP 083	VILLAGE OF PAW PAW	WATER LAB ANALYSIS	150.00
01/05/2024	GEN		PR		Payroll Total	35,098.20
01/19/2024	GEN		PR		Payroll Total	39,497.95

Total of 109 Disbursements: 318,854.18

Hi, Brittany. I'm sorry to cut this timing so close.

I think the opinion of the Michigan Attorney General is clear, and it is correct. The Open Meetings Act cannot be interpreted and implemented without regard to other requirements such as the Americans with Disabilities Act. Thus, while the OMA essentially prohibits a public official from attending a meeting of a public body in a virtual manner, unless the public official is unable to attend in person because of military duty, that does not eliminate the ability of a public official to claim that the public official is entitled to accommodation under the ADA as a person with a disability. The ADA defines a person with a disability as one with a physical or mental impairment that substantially limits one or more major life activities, or has a record of such an impairment, or is regarded as having such an impairment.

There have been cases holding a person with a broken limb may be considered as disabled for the period of time the person is recovering and is unable to perform one or more major life activities, such as walking into a meeting room and sitting for the duration of a public meeting. Thus, it certainly is possible that a person with a broken back, and who I assume is completely immobile for a period of time, would qualify as a person with a disability, at least for the period of time the person is recovering from the broken back and is immobile and therefore unable to attend meetings of the public body of which the person is a member.

Obviously, I don't know the details of the physical condition of the public official in question. However, if I have properly assumed what that condition is, as I have described above, then I believe it is possible that the Village could follow the opinion of the Michigan Attorney General and allow the public official to attend meetings of a public body remotely, because of the rights the public official has per the ADA, regardless of the language in the OMA.

Please advise if you have further questions or comments.

Ronald A. Bultje Member



AMENDMENT TO CONTRACT 22-5219	DA	
	Control Section	ST 80111; GF19 80111; TAU 80111
	Job Number	200641CON; 200641PE; 213171CON
	Federal Project Contract No.	22A1005; 22A1034 23-5499

THIS AMENDATORY CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the VILLAGE OF LAWTON, a Michigan municipal corporation, hereinafter referred to as the "VILLAGE"; for the purpose of fixing the rights and obligations of the parties in agreeing to this Amendment to CONTRACT #22-5219.

WITNESSETH:

WHEREAS, the parties to the Amendment have heretofore, by a Contract executed February 1, 2023, hereinafter referred to as "CONTRACT 22-5219" provided for the construction and financing of that which is hereinafter referred to as the "PROJECT" and is described as follows:

PART A – J.N. 200641 FEDERAL, STATE & VILLAGE PARTICIPATION

Storm sewer work along Union Street from Walker Street to the Highway M-40 right of way, including excavation, aggregate base, erosion control, drainage structure, hot mix asphalt paving, and sewer video taping work; together with necessary related work, located within the corporate limits of the VILLAGE; and

PART B – J.N. 200641 100% VILLAGE PARTICIPATION

Watermain, sanitary sewer, and streetscaping work along Highway M-40 from Morrill Street to approximately 300 feet north of White Oak Street, including concrete curb and gutter, videotaping sewer, drainage structure, hot mix asphalt paving, sidewalk, decorative concrete surface, tree and plant installation, planter pot installation, bench installation, bike rack installation, decorative street lighting, turf establishment, irrigation system installation, permanent pavement marking, fire hydrant, and gate valve and box installation work; together with necessary related work, located within the corporate limits of the VILLAGE; and

PART C – J.N. 213171 FEDERAL AND VILLAGE PARTICIPATION

Sidewalk and decorative street lighting, along Highway M-40 from Fourth Street to East First Street; together with necessary related work, located within the corporate limits of the VILLAGE; and

WHEREAS, the federal funding for Job Number 213171CON is capped and the CONTRACT 22-5219 requires an amendment to establish the capped amount and include provision for the future maintenance of existing sidewalk within the VILLAGE limits; and

WHEREAS, the DEPARTMENT and the VILLAGE having appropriate authority desire to amend CONTRACT 22-5219 to provide for the capped funding of the PART C portion of the PROJECT COST and the future maintenance of existing sidewalk.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto that:

1. Section 7 of CONTRACT 22-5219 is revised to read as follows:

The PART A and C portions of the PROJECT COST shall be met in part by contributions from agencies of the Federal Government. Federal Transportation Alternatives Funds shall be applied to the eligible items of the PART C portion of the PROJECT COST up to the lesser of: (1) \$236,700, or (2) an amount such that 56.53 percent, the normal Federal participation ratio for such funds, is not exceeded at the time of the award of the construction contract. The balance of the PART A, B, and C portions of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the DEPARTMENT and the VILLAGE in the following proportions and in the manner and at the times hereinafter set forth:

	<u>PART A</u>	<u>PART B</u>	<u>PART C</u>
DEPARTMENT -	8%	0%	0%
VILLAGE -	92%	100%	100%

The PROJECT COST and the respective shares of the parties, after Federal-aid, is estimated to be as follows:

	<u>TOTAL</u> <u>ESTIMATED</u> <u>COST</u>	<u>FED</u> <u>AID</u>	<u>BALANCE</u> <u>AFTER</u> <u>FED AID</u>	<u>DEPT'S</u> <u>SHARE</u>	<u>VILLAGE'S</u> <u>SHARE</u>
PART A	\$ 863,300	\$706,600	\$ 156,700	\$12,500	\$ 144,200
PART B	\$1,769,000	\$ 0	\$1,769,000	\$ 0	\$1,769,000
PART C	<u>\$ 418,800</u>	<u>\$236,700</u>	<u>\$ 182,100</u>	<u>\$ 0</u>	<u>\$ 182,100</u>
TOTAL	\$3,051,100	\$943,300	\$2,107,800	\$12,500	\$2,095,300

The PE costs for the PARTS A and B portions of the PROJECT COST will be apportioned in the same ratio as the actual construction award and the CE costs for the PARTS A, B, and C portions of the PROJECT COST will be apportioned in the same ratio as the actual direct construction costs.

2. Section 10 of CONTRACT 22-5219 is revised to read as follows:

Upon completion of the PROJECT and the sidewalk constructed along Highway M-40 from White Oak Street approximately 200 feet north of West Second Street, the VILLAGE shall accept the facilities constructed as built to specifications within the construction contract documents. It is understood that the VILLAGE shall own the facilities and shall operate and maintain the facilities and the existing sidewalk within the VILLAGE limits in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction, at no cost to the DEPARTMENT. The maintenance for the decorative street lighting work shall include, but not be limited to, replacement of lights and poles, as needed. All expenses for electrical service and maintenance of the PROJECT shall be the responsibility of the VILLAGE.

3. Except as amended by the provisions herein, all of the provisions, covenants, and obligations of the parties contained in CONTRACT 22-5219 shall remain in full force and effect.

4. The VILLAGE waives any and all claims it has or may have against the DEPARTMENT which arise out of the need to amend CONTRACT 22-5219.

5. This Amendatory contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto; upon the adoption of the necessary resolution approving said contract and authorizing the signatures thereto of the respective officials of the VILLAGE, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

VILLAGE OF LAWTON

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
for Department Director MDOT

By _____
Title:

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

RESOLUTION 01-2024

**A RESOLUTION TO AMEND CONTRACT 22-5219 BETWEEN
THE VILLAGE OF LAWTON AND MDOT**

At a regular meeting of the Lawton Village Council, held at Lawton Village Hall –125 S Main Street in Lawton, Michigan, on this 13th day of February 2024 at 7:00p.m.

PRESENT:

ABSENT:

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

RESOLUTION

WHEREAS, the Village of Lawton Council Members are organized and existing under the State of Michigan; and

WHEREAS, the Village Manager serves as the chief administrative and financial officer of the Village of Lawton and is the official signatory on all accounts and transactions; and

WHEREAS, the Village of Lawton Council Members and Village Clerk certify that this resolution is duly adopted at a public meeting on February 13, 2024 at which a quorum of the public body was present; and

WHEREAS, the parties to the Amendment have heretofore, by a Contract executed February 1, 2023, hereinafter referred to as “Contract 22-5219” provided for construction and financing of that which is hereinafter referred to as the “Project” and is described as follows:

PART A – J.N. 200641 FEDERAL, STATE & VILLAGE PARTICIPATION

Storm sewer work along Union Street from Walker Street to the Highway M-40 right of way, including excavation, aggregate base, erosion control, drainage structure, hot mix asphalt paving, and sewer videotaping work; together with necessary related work, located within the corporate limits of the VILLAGE; and

PART B – J.N. 200641 100% VILLAGE PARTICIPATION

Watermain, sanitary sewer, and streetscaping work along Highway M-40 from Morrill Street to approximately 300 feet north of White Oak Street, including concrete curb and gutter, videotaping sewer, drainage structure, hot mix asphalt paving, sidewalk, decorative concrete surface, tree and plant installation, planter pot installation, bench installation, bike rack installation, decorative street lighting, turf establishment, irrigation system installation, permanent pavement marking, fire hydrant, and gate valve and box installation work; together with necessary related work, located within the corporate limits of the VILLAGE; and

PART C – J.N. 213171 FEDERAL AND VILLAGE PARTICIPATION

Sidewalk and decorative street lighting, along Highway M-40 from Fourth Street to East First Street; together with necessary related work, located within the

corporate limits of the VILLAGE; and

WHEREAS, the federal funding for JOB NUMBER 213171CON is capped and the CONTRACT 22-5219 requires an amendment to establish the capped amount and include provision for the future maintenance of existing sidewalk within the VILLAGE limits; and

WHEREAS, the DEPARTMENT and the VILLAGE having appropriate authority desire to amend CONTRACT 22-5219 to provide for the capped funding of the PART C portion of the PROJCT COST and the future maintenance of existing sidewalk.

NOW THEREFORE BE IT RESOLVED,

1. Section 7 of CONTRACT 22-5219 is revised to read as follows:

The PART A and C portions of the PROJECT COST shall be met in part by contributions from agencies of the Federal Government. Federal Transportation Alternatives Funds shall be applied to the eligible items of the PART C portion of the PROJECT COST up to the lesser of: (1) \$236,700, OR (2) an amount such that 56.53 percent, the normal Federal participation ratio for such funds, is not exceeded at the time of the award of the construction contract. The balance of the PART A, B, and C portions of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the DEPARTMENT and the VILLAGE in the following proportions and in the manner and at the times hereinafter set forth:

	<u>PART A</u>	<u>PART B</u>	<u>PART C</u>
DEPARTMENT -	8%	0%	0%
VILLAGE -	92%	100%	100%

The PROJECT COST and the respective shares of the parties, after Federal-aid, is estimated as follows:

	<u>TOTAL</u>	<u>FED AID</u>	<u>BALANCE</u>	<u>DEPT'S</u>	<u>VILLAGE'S</u>
	<u>ESTIMATED</u>		<u>AFTER FED</u>	<u>SHARE</u>	<u>SHARE</u>
	<u>COST</u>		<u>AID</u>		
PART A	\$863,300	\$706,600	\$156,700	\$12,500	\$144,200
PART B	\$1,769,000	\$0	\$1,769,000	\$0	\$1,769,000
PART C	<u>\$418,800</u>	<u>\$236,700</u>	<u>\$182,100</u>	<u>\$0</u>	<u>\$182,100</u>
TOTAL	\$3,051,100	\$943,300	\$2,107,800	\$12,500	\$2,095,30

The PE costs for the PARTS A and B portions of the PROJECT COST will be apportioned in the same ratio as the actual direct construction costs.

2. Section 10 of CONTRACT 22-5219 is revised to read as follows:

Upon completion of the PROJECT and the sidewalk constructed along Highway M-40 from the White Oak Street approximately 200 feet north of West Second Street, the

VILLAGE shall accept the facilities constructed as built to specifications within the construction contract documents. It is understood that the VILLAGE shall own the facilities and shall operate and maintain the facilities and the existing sidewalk within the VILLAGE limits in accordance with all applicable Federal and State Laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction, at no cost to the DEPARTMENT. The maintenance for the decorative street lighting work shall include, but not be limited to, replacement of lights and poles, as needed. All expenses for electrical service and maintenance of the PROJECT shall be the responsibility of the VILLAGE.

BE IT FURTHER RESOLVED, that except as amended by the provisions herein, all of the provisions, covenants, and obligations of the parties contained in CONTRACT 22-5219 shall remain in full force and effect.

BE IT FURTHER RESOLVED, that the amendatory contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto; which shall be attached to this resolution.

BE IT FURTHER RESOLVED, that the Village of Lawton Council hereby authorize Todd Hackenberg, Village Manager, and Brittany Rathbun, Village Clerk to be the authorized signers and perform any and all authorizations and responsibilities in relation to the Michigan Department of Transportation Contract #22-5219, and any amendments therein.

BE IT FURTHER RESOLVED, that this resolution shall remain in full effect until revoked by the public body, and supersedes and revokes all previously adopted resolutions on this subject matter and this resolution is not intended to circumvent statutory authority of elected officials.

THIS RESOLUTION is hereby approved by a roll call vote:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

BY: _____
Joshua Appleby, Village President

BY: _____
Brittany Rathbun, Village Clerk

CERTIFICATION

I, Brittany Rathbun, the duly appointed Clerk of the Village of Lawton, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Lawton Village Council at a regular meeting held on Tuesday, February 13, 2024 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

THE VILLAGE OF LAWTON

BY: _____
Brittany Rathbun, Village Clerk

**VILLAGE OF LAWTON
NORTH MAIN STREET UTILITY EXTENSION PROJECT**

**PART 8
PROPOSAL**

To the Owner: *Village of Lawton*
125 S Main Street
Lawton, MI 49065

Contractor: Kalin Construction Co Inc
Contact: Robert T Marvin
Official Address: 2663 Yore Ave Sodus MI 49126

Phone: 269 925 2746
Fax: 269 925 4920
Email: bmarvin@kalininc.com

Gentlemen:

The undersigned, having familiarized himself with the local conditions affecting the cost of the work, and with the Contract documents, including the Advertisement for Bids, Instructions to Bidders, General Conditions, Plans, General Specifications, Project Specifications, Contract, Proposal, Performance Bond, and Addenda and exhibits issued and attached to the specifications on file in the office of the ENGINEER, hereby propose to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete in a workmanlike manner all work required for the construction and completion of this project for the ENGINEER, all in accordance with the above, including Addenda Nos. 1, issued thereto, for the prices, to wit:

(the proposal section follows)

**VILLAGE OF LAWTON
NORTH MAIN STREET UTILITY EXTENSION PROJECT**

PROPOSAL BID SHEET

ITEM NO.	EST. QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1	LSUM	Mobilization, Max	82758 ⁰⁰	82758 ⁰⁰
2	1	Ea	Tree, Rem, 37 inch or Larger	2993 ⁰⁰	2993 ⁰⁰
3	20	Ft	Curb and Gutter, Rem	19 ⁰⁰	380 ⁰⁰
4	140	Syd	Pavt, Rem	5 ⁰⁰	700 ⁰⁰
5	175	Cyd	Excavation, Earth	22 ⁰⁰	3850 ⁰⁰
6	4	Ea	Erosion Control, Inlet Protection, Fabric Drop	193 ⁰⁰	772 ⁰⁰
7	650	Ft	Erosion Control, Silt Fence	4 ⁰⁰	2600 ⁰⁰
8	90	Cyd	Subbase, CIP	28 ⁰⁰	2520 ⁰⁰
9	130	Syd	Aggregate Base, 8 inch	20 ⁰⁰	2600 ⁰⁰
10	515	Syd	Aggregate Surface Cse, 8 inch	10 ⁰⁰	5150 ⁰⁰
11	100	Ton	Maintenance Gravel	25 ⁰⁰	2500 ⁰⁰
12	35	Cyd	Approach, CI II, CIP	60 ⁰⁰	2100 ⁰⁰
13	10	Ft	Sewer, CI A, 12 inch, Tr Det B	100 ⁰⁰	1000 ⁰⁰
14	1	Ea	Dr Structure, Tap, 4 inch	456 ⁰⁰	456 ⁰⁰
15	130	Syd	HMA Surface, Rem	5 ⁰⁰	650 ⁰⁰
16	10	Ton	Hand Patching	286 ⁰⁰	2860 ⁰⁰
17	25	Ton	HMA, 4EL	202 ⁰⁰	5050 ⁰⁰
18	140	Syd	Driveway, Nonreinf Conc, 6 inch	65 ⁰⁰	9100 ⁰⁰
19	20	Ft	Curb and Gutter, Conc, Det C4	44 ⁰⁰ 136⁰⁰	2720⁰⁰
20	10	Ft	Fence, Moving	136 ⁰⁰ 12	1360 ⁰⁰
21	100	Ea	Channelizing Device, 42 inch, Fluorescent, Furn	12 ⁰⁰	1200 ⁰⁰
22	100	Ea	Channelizing Device, 42 inch, Fluorescent, Oper	1 ⁰⁰	100 ⁰⁰
23	1	LSUM	Minor Traf Devices	5001 ⁰⁰	5001 ⁰⁰
24	150	Sft	Sign, Type B, Temp, Prismatic, Furn	8 ⁰⁰	1200 ⁰⁰
25	150	Sft	Sign, Type B, Temp, Prismatic, Oper	.30	45 ⁰⁰
26	6,500	Syd	Slope Restoration, Non-Freeway, Type A	5 ⁰⁰	32500 ⁰⁰
27	20	Ft	_Water Main, DI, 6 inch, Tr Det F, Modified	1200 ⁰⁰	2400 ⁰⁰
28	10	Ft	_Water Main, DI, 8 inch, Tr Det F, Modified	247 ⁰⁰	2470 ⁰⁰
29	1,265	Ft	_Water Main, DI, 12 inch, Tr Det F, Modified	93 ⁰⁰	117645 ⁰⁰
30	45	Ft	_Water Main, DI, 12 inch, Tr Det G, Modified	93 ⁰⁰	4185 ⁰⁰
31	140	Ft	_Water Main, HDPE, 12 inch, Directionally Drilled	285 ⁰⁰	39900 ⁰⁰

880⁰⁰ RTM

**VILLAGE OF LAWTON
NORTH MAIN STREET UTILITY EXTENSION PROJECT**

ITEM NO.	EST. QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
32	350	Ft	_Copper Water Service Pipe, 1 inch	28. ⁰⁰	9800 ⁰⁰
33	200	Ft	_Copper Water Service Pipe, 2 inch	50 ⁰⁰	10600 ⁰⁰
34	4	Ea	_Hydrant, Valve and Box, 6 inch	5946 ⁰⁰	23784 ⁰⁰
35	3	Ea	_Water Service, 1 inch	952. ⁰⁰	2856 ⁰⁰
36	3	Ea	_Water Service, 2 inch	1663 ⁰⁰	4989 ⁰⁰
37	1	Ea	_Gate Valve and Box, 8 inch, Modified	2290 ⁰⁰	2290 ⁰⁰
38	4	Ea	_Gate Valve and Box, 12 inch, Modified	3646 ⁰⁰	14592 ⁰⁰
39	1	Ea	_Connect to Existing Main, 12 inch	2307 ⁰⁰	2307 ⁰⁰
40	4	Ea	Sanitary Structure, 48 inch dia	4389 ⁰⁰	17556 ⁰⁰
41	13	Ft	Sanitary Structure, Add Depth of 48 inch dia, 8 foot to 15 foot	306 ⁰⁰	3978 ⁰⁰
42	4	Ea	Sanitary Structure Cover, Type Q	871 ⁰⁰	3484 ⁰⁰
43	905	Ft	_Force Main, PVC, 4 inch	38. ⁰⁰	34390 ⁰⁰
44	1,225	Ft	_Sanitary Sewer, PVC, 8 inch, Tr Det A2, Modified	153 ⁰⁰	187425 ⁰⁰
45	40	Ft	_Sanitary Sewer Lead, PVC, 6 inch	206 ⁰⁰	8240 ⁰⁰
46	440	Ft	_Sanitary Sewer Lead, HDPE, 6 inch, Directionally Drilled	137 ⁰⁰	60280 ⁰⁰
47	60	Ft	_Forcemain, HDPE, 4 inch, Directionally Drilled	72 ⁰⁰	4320 ⁰⁰
48	7	Ea	_Sanitary Wye, 8 inch x 6 inch	229 ⁰⁰	1603 ⁰⁰
49	5	Ea	_22.5° Bend, 4 inch	168 ⁰⁰	840 ⁰⁰
50	5	Ea	_45° Bend, 4 inch	120 ⁰⁰	600 ⁰⁰
51	1	Ea	_Manhole with Air Release and Vacuum Valve	6931 ⁰⁰	6931 ⁰⁰
52	31	Vft	_Polyurea Manhole Lining	500 ⁰⁰	15500 ⁰⁰
53	1	LSUM	_Lift Station	229381 ⁰⁰	229381 ⁰⁰
54	1,435	Lb	_Compact Ductile Iron Fittings	12. ⁰⁰	17220 ⁰⁰
TOTAL BID ENTERED				\$ 999,291.⁰⁰	

Accompanying this Proposal is a (Bid Bond, Certified Check, Bank Draft) in the amount of Five Percent (5%) payable to the City of Lawton required by the Advertisement for Bids.

In submitting this bid, it is understood that the right is reserved for the ENGINEER to reject any and all bids. It is agreed that this bid may not be withdrawn for a period of ninety (90) days from the opening thereof.

If awarded a Contract, the undersigned agrees to begin work within 10 days of the effective date of Contract or a date agreed upon with the OWNER and further agrees to proceed with all possible dispatch, and fully complete the work as detailed in the Progress Schedule.



**VILLAGE OF LAWTON
NORTH MAIN STREET UTILITY EXTENSION PROJECT**

2/24/2024

DATE

Kalin Construction Co Inc

FIRM NAME

OFFICIAL ADDRESS:

2663 Yore Ave Sodus MI 49126

Rob T Marv

BY:

Robert T Marv

(Note: Bidders should not add any conditions or qualifying statements to the bid as otherwise the bid may be declared irregular as being not responsive to the Advertisement for Bids.)

**VILLAGE OF LAWTON
NORTH MAIN STREET UTILITY EXTENSION PROJECT**

NON-COLLUSION AFFIDAVIT

STATE OF Michigan)
) SS
COUNTY OF Berrien)

The undersigned bidder or agent being duly sworn on oath says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or Agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding and that this bid is made without reference to any other bid and without any Agreement, understanding or combination with any other person in reference to such bidding in any way or manner whatever.

Robert T Marvin

BIDDER OR AGENT

Kalin Construction Co Inc

FIRM OR CORPORATION

Subscribed and sworn to before me this 24th day of February, 2024.

[Signature] *Amy Vollman*
Notary Public
My Commission Expires: August 18, 2028

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Kalin Construction Co., Inc.
2663 Yore Ave.
Sodus, MI 49126

SURETY:

(Name, legal status and principal place of business)

Western Surety Company
151 N. Franklin Street
Chicago, IL 60606
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Village Of Lawton
125 South Main Street
Lawton, MI 49065

BOND AMOUNT: 5% Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

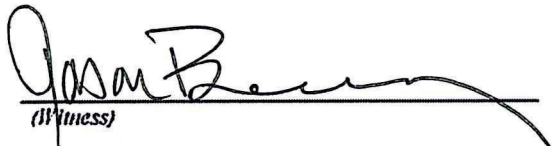
North Main Str. Utility Ext

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of February, 2024.


(Witness)

Kalin Construction Co., Inc.
(Principal) (Seal)

By: 
(Title) Agent

Western Surety Company
(Surety) (Seal)


(Witness)

By: 
(Title) Heather Buonodono, Attorney-in-Fact



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Heather Buonodono , Individually

of Kentwood, MI its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

Surety Bond No.: Bid Bond
Principal: Kalin Construction Co., Inc.
Obligee: Village Of Lawton

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 9th day of May, 2023.



WESTERN SURETY COMPANY

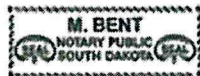
Larry Kasten
Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 9th day of May, 2023, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent
M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9th day of February, 2024.



WESTERN SURETY COMPANY

L. Nelson
L. Nelson, Assistant Secretary

Form F4280-4-2023

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

PROJECT: North Main Street Utility Extension Project
 OWNER: Village of Lawton
 BID OPENING: February 9, 2024 @ 11:00am

BID TAB

No.	Description	Qty.	Unit	Engineer's Estimate		Kalin Construction Co Inc	
				Unit Price	Total	Unit Price	Total
1	Mobilization, Max	1	LSUM	\$100,000.00	100,000.00	\$82,758.00	\$82,758.00
2	Tree, Rem, 37 inch or Larger	1	Ea	4,000.00	4,000.00	2,993.00	2,993.00
3	Curb and Gutter, Rem	20	Ft	20.00	400.00	19.00	380.00
4	Pavt, Rem	140	Syd	15.00	2,100.00	5.00	700.00
5	Excavation, Earth	175	Cyd	8.00	1,400.00	22.00	3,850.00
6	Erosion Control, Inlet Protection, Fabric Drop	4	Ea	125.00	500.00	193.00	772.00
7	Erosion Control, Silt Fence	650	Ft	3.00	1,950.00	4.00	2,600.00
8	Subbase, CIP	90	Cyd	20.00	1,800.00	28.00	2,520.00
9	Aggregate Base, 8 inch	130	Syd	17.50	2,275.00	20.00	2,600.00
10	Aggregate Surface Cse, 8 inch	515	Syd	17.50	9,012.50	10.00	5,150.00
11	Maintenance Gravel	100	Ton	20.00	2,000.00	25.00	2,500.00
12	Approach, CI II, CIP	35	Cyd	70.00	2,450.00	60.00	2,100.00
13	Sewer, CI A, 12 inch, Tr Det B	10	Ft	95.00	950.00	100.00	1,000.00
14	Dr Structure, Tap, 4 inch	1	Ea	400.00	400.00	456.00	456.00
15	HMA Surface, Rem	130	Syd	10.00	1,300.00	5.00	650.00
16	Hand Patching	10	Ton	140.00	1,400.00	286.00	2,860.00
17	HMA, 4EL	25	Ton	140.00	3,500.00	202.00	5,050.00
18	Driveway, Nonreinf Conc, 6 inch	140	Syd	55.00	7,700.00	65.00	9,100.00
19	Curb and Gutter, Conc, Det C4	20	Ft	35.00	700.00	44.00	880.00
20	Fence, Moving	10	Ft	50.00	500.00	136.00	1,360.00
21	Channelizing Device, 42 inch, Fluorescent, Furn	100	Ea	20.00	2,000.00	12.00	1,200.00
22	Channelizing Device, 42 inch, Fluorescent, Oper	100	Ea	2.00	200.00	1.00	100.00
23	Minor Traf Devices	1	LSUM	15,000.00	15,000.00	5,001.00	5,001.00
24	Sign, Type B, Temp, Prismatic, Furn	150	Sft	5.00	750.00	8.00	1,200.00
25	Sign, Type B, Temp, Prismatic, Oper	150	Sft	1.00	150.00	0.30	45.00
26	Slope Restoration, Non-Freeway, Type A	6,500	Syd	3.50	22,750.00	5.00	32,500.00
27	_Water Main, DI, 6 inch, Tr Det F, Modified	20	Ft	85.00	1,700.00	120.00	2,400.00
28	_Water Main, DI, 8 inch, Tr Det F, Modified	10	Ft	120.00	1,200.00	247.00	2,470.00
29	_Water Main, DI, 12 inch, Tr Det F, Modified	1,265	Ft	120.00	151,800.00	93.00	117,645.00
30	_Water Main, DI, 12 inch, Tr Det G, Modified	45	Ft	140.00	6,300.00	93.00	4,185.00
31	_Water Main, HDPE, 12 inch, Directionally Drilled	140	Ft	375.00	52,500.00	285.00	39,900.00
32	_Copper Water Service Pipe, 1 inch	350	Ft	35.00	12,250.00	28.00	9,800.00
33	_Copper Water Service Pipe, 2 inch	200	Ft	50.00	10,000.00	50.00	10,000.00
34	_Hydrant, Valve and Box, 6 inch	4	Ea	5,500.00	22,000.00	5,946.00	23,784.00



PROJECT: North Main Street Utility Extension Project
 OWNER: Village of Lawton
 BID OPENING: February 9, 2024 @ 11:00am

BID TAB

No.	Description	Qty.	Unit	Engineer's Estimate		Kalin Construction Co Inc	
				Unit Price	Total	Unit Price	Total
35	_Water Service, 1 inch	3	Ea	1,250.00	3,750.00	952.00	2,856.00
36	_Water Service, 2 inch	3	Ea	1,500.00	4,500.00	1,663.00	4,989.00
37	_Gate Valve and Box, 8 inch, Modified	1	Ea	4,000.00	4,000.00	2,290.00	2,290.00
38	_Gate Valve and Box, 12 inch, Modified	4	Ea	5,000.00	20,000.00	3,648.00	14,592.00
39	_Connect to Existing Main, 12 inch	1	Ea	4,250.00	4,250.00	2,307.00	2,307.00
40	_Sanitary Structure, 48 inch dia	4	Ea	3,750.00	15,000.00	4,389.00	17,556.00
41	_Sanitary Structure, Add Depth of 48 inch dia, 8 foot	13	Ft	200.00	2,600.00	306.00	3,978.00
42	_Sanitary Structure Cover, Type Q	4	Ea	750.00	3,000.00	871.00	3,484.00
43	_Force Main, PVC, 4 inch	905	Ft	60.00	54,300.00	38.00	34,390.00
44	_Sanitary Sewer, PVC, 8 inch, Tr Det A2, Modified	1,225	Ft	80.00	98,000.00	153.00	187,425.00
45	_Sanitary Sewer Lead, PVC, 6 inch	40	Ft	50.00	2,000.00	206.00	8,240.00
46	_Sanitary Sewer Lead, HDPE, 6 inch, Directionally	440	Ft	250.00	110,000.00	137.00	60,280.00
47	_Foremain, HDPE, 4 inch, Directionally Drilled	60	Ft	235.00	14,100.00	72.00	4,320.00
51	_Sanitary Wye, 8 inch x 6 inch	7	Ea	500.00	3,500.00	229.00	1,603.00
52	_22.5° Bend, 4 inch	5	Ea	300.00	1,500.00	168.00	840.00
53	_45° Bend, 4 inch	5	Ea	300.00	1,500.00	120.00	600.00
54	_Manhole with Air Release and Vacuum Valve	1	Ea	12,500.00	12,500.00	6,931.00	6,931.00
55	_Polyurea Manhole Lining	31	Vft	300.00	9,300.00	500.00	15,500.00
56	_Lift Station	1	LSUM	350,000.00	350,000.00	229,381.00	229,381.00
57	_Compact Ductile Iron Fittings	1,435	Lb	12.00	17,220.00	12.00	17,220.00
TOTAL BID ENTERED:					1,173,957.50		999,291.00





February 9, 2024

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

Attention: Todd Hackenberg, Village Manager

**RE: NORTH MAIN STREET UTILITY EXTENSION PROJECT
RECOMMENDATION FOR AWARD**

Dear Mr. Hackenberg:

I have tabulated the bids for the above-mentioned project and have found Kalin Construction Co. Inc. to be the low responsive bidder in the amount of \$999,291.00. It is our recommendation the Village of Lawton award this contract to Kalin Construction Co. Inc. in said amount.

In addition, Kalin Construction Co. Inc. has provided all required bid documents per the contract requirements. Please find the bid tabulation for this project enclosed for your records.

If you have any questions concerning this matter, please feel free to call.

Very truly yours,

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

ALLEGAN

- ▲ 1670 LINCOLN RD. (M-40)
ALLEGAN, MI 49010
- 269.673.8465

BENTON HARBOR

- ▲ 2303 PIPESTONE RD.
BENTON HARBOR, MI 49022
- 269.927.0100

KALAMAZOO

- ▲ 433 E. RANSOM ST.
KALAMAZOO, MI 49007
- 269.327.3532

ROYAL OAK

- ▲ 306 S. WASHINGTON AVE., SUITE 200
ROYAL OAK, MI 48067
- 248.791.1371



C-Comm of Kalamazoo, Inc
 1600 Lincoln Road
 Allegan, MI 49010

Estimate

Name / Address
Lawton Police Dept Greg Cordes gcordes@lawtonmi.org

Date	Estimate #
1/8/2024	13124
P.O. No.	

Item	Description	Qty	Cost	Total
Kenwood KMC-70M	Kenwood KMC-70M, Remote Speaker Mic for VP5000 and VP6000 series radios with PTT button, three programmable buttons, and earphone jack (3.5mm). Ratings: IP67/IP68 1M/2 Hours, IS (CSA), MIL-std, Coiled Cable length is 26 in. (Stretched length: 78 in.) Compatible with Kenwood Viking VPx000 series radios. +sh	3	126.64	379.92T
Shipping/Handling	insured shipping/ freight charges	1	375.00	375.00
Program MPSCS Radio	Programming MPSCS Radio, per radio, starting at \$100.00. Template modifications, MOUs, and other assistance will incur additional per radio charges.	5	100.00	500.00
MPSCS Info	There is a \$250.00 per radio activation from the MPSCS. Once the radios arrive, C-Comm will send the radio file to the Radio Programming Unit. They will contact the radio end user, info as supplied from C-Comm. They will verify a current user agreement. If there is a user agreement, an invoice will be sent out to the end user. If there is not a current user agreement, the MPSCS will send a form to be completed by the end user. Then a template for the radios will need to be made. C-Comm can assist in this process. Once all of this has been completed, and the invoice has been paid to the MPSCS, the radio files will go into the programming queue. This can take from 2-3, or more, months, depending on workload at the MPSCS.		0.00	0.00
MI Deal Info	Due to this prolonged process, C-Comm requests that the above customer pays for the radio equipment when C-Comm takes delivery from the manufacturer. Pricing reflects agency participation in MIDeal contract pricing. If at the time of purchase, the agency is no longer a member of MIDeal, the pricing reverts to the list pricing shown.		0.00	0.00T
			0.00%	0.00

Thank you for your inquiry. Estimates are good for 30 days unless other wise specified.	Total	\$18,252.88
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Phone #	Fax #
2696739900	269-673-9904

Customer Signature _____



Lawton Police Department
 P.O. Box 117
 125 S. Main St.
 Lawton MI, 49065
 (269) 624-2382
 Fax (269) 624-1911



LAWTON POLICE DEPARTMENT – COUNCIL REPORT

January 2024

Prepared by Chief Greg Cordes

Calls for Service/Complaints.....	65
Ordinance complaints.....	0
Blight.....	1
Zone.....	0
Traffic stops citations issued.....	5
Traffic stops verbal warning.....	7
Arrests.....	5
Accidents.....	1
Parking citations.....	0

Business contacts.....25
 Citizen contacts.....30
 Officer Foot Patrol time.....270 mins
 Assist other departments calls16

HOURS WORKED: Police: Scheduled (Full-time)...741 hrs.
 Scheduled (Part-time).....8 hrs.
 Overtime hours.....8 hrs.
 Vacation hours.....0 hrs.
 Sick leave hours.....13 hrs.

Cross guard hours: 52 hrs.

NOTABLE INCIDENTS:

Officers from Lawton PD have been experiencing a slight uptake in drug activity in the last month in Lawton with the cases being generated. Methamphetamine and ecstasy are two different drugs that Lawton Police has dealt with in the community. These cases are pending lab analysis at the Michigan State Police Lab. Charges will be sought after the results are returned to Lawton PD.

ADDITIONAL:

For the month of January, Lawton officers again spent hours on directed traffic patrol, specifically targeting speed violations and aggressive driving throughout the Village. January proved to be a colder month with numerous snowy days or freezing rain, slowing traffic down. The following are the streets that were targeted in January. We are hoping

the continued police presence on these streets will deter aggressive driving and speeding. As winter progresses, I would expect less traffic and slower traffic, at least until spring.

20 mins.....	2 nd St. and Nursery St.
15 mins.....	2 nd St. and Cemetery
0 mins.....	Nursery St. and Orchard
35 mins.....	3 rd St. and Nursery St.
549 mins.....	Main St. and 3 rd St.
80 mins.....	Main St. and 4 th St.
0 mins.....	Main St. and 1 st St.
30 mins.....	Main St. and 2 nd .
0 mins.....	Ewing St. and Walker St.
140 mins.....	72 nd Ave and Nursery St.
105 mins.....	Blue Pride Drive
25 mins.....	White Oak St. and Walker St.
90 mins.....	Main St. and White Oak St.
20 mins.....	Nursery and Tracks
95 mins.....	Main St. and Tracks
0 mins.....	3 rd St. and Quincy
0 mins.....	White Oak St. and 32 nd St.
70 mins.....	3 rd St. and Nursery St.
40 mins.....	Kids Dream
30 mins.....	66 th and Nursery St.
30 mins.....	Main St. and James
40 mins.....	Nursery and North St.
Total radar time hours.....	1424 mins

Officers were also active during this month monitoring and attending sporting events at the Lawton Schools such as basketball games.

ASSIST LAWTON FIRE/EMS:

Lawton PD assist medical/fire calls5

TRAINING:

Officers have been utilizing slower times in the winter doing in house/on-line training such as security awareness for LEIN access, Narcan training and sex trafficking training. We have access to numerous on-line training portals to use during slower times that are free to the department.

LAWTON SCHOOLS:

On 1-18-2024 I met with staff, teachers and principals at the Lawton Elementary, Middle, and High School. I briefly went over some of the safety and lock down protocols they have in place at each school. I walked through each school and was given a personal tour of the High School by Mr. Waldron. I met with students during my walk through, some familiar face and some I did not know. It gave me a reminder how important this part of the job will be moving forward.

On 1-30-2024 I met with Superintendent Ben Banfield and we discussed the future relationship between the Police Department and the schools. We also went through the new lock down boot system and discussed other ideas of increasing the security and safety of the students and staff at all three schools.

On 1-31-2024 I met with Lockout Company, who is the company that installed the boots and lock down security systems at the Lawton Schools. I gave them some suggestions on what I would like to see added to the system, the school and made sure that the phone for the on-duty officer and my cell phone will be added to the alert system. In the event of a lock down situation, both phones will be notified by text message, increasing response time even more.

THE PD MOVING FORWARD:

Lawton PD needs new vehicles and the planning for those vehicles has started. Lawton PD currently has a 2020 front line car and a 2013 back-up car. Both vehicles have over 100,000 miles and have been regulars for vehicle repairs at HS Fleet, costing the PD a lot of money in repairs.

I met with Heath Seelye, owner of HS Fleet Services, and he provided an estimate time frame for when our new patrol car will have a VIN# and start being made. We have also started the planning phase on how the car will be set-up inside and outside with what police equipment package. I have made sure that the officers have a say in how the car is set-up and what works best for them. At this point, we expect to take delivery of this car sometime in April.

There are numerous issues as a police department that we have moving forward with vehicle purchases.

1. The time frame to actually get a vehicle, which sometimes can be 6 months to a year after ordered.
2. With all of the government changes to safety in vehicles, the dimensions of the interior and exterior of these vehicles change about every 3 to 4 years on each model. This can be an issue when attempting to re-use interior equipment, cages, center consoles, etc. from the old vehicles to the new vehicles. The interior and exterior of the vehicles can cost over \$10,000 to outfit, even with just the basics.

As soon as we know that the vehicle is being built, we will order the interior/exterior patrol package equipment for the new car. I was told that the 2025 Ford Explorer Police Packages will not be changing. The ultimate goal would be to re-use our 2020 patrol car equipment on a

future vehicle purchase to save the village thousands of dollars moving forward.

Pepper spray and tasers: I have updated all of the officer's pepper spray and we have received new taser cartridges for the department taser guns.

Bulletproof vests: I have contacted On Duty Gear LLC and they sent a sales rep to Lawton PD to size 3 officers for new vests and 2 new carriers for those vests. This will update and outfit 2 full-time officers and 1 part-time officer. Currently their bullet proof vests are expired.

I applied for a federal grant through the bulletproof partnership at the U.S. Department of Justice for vests in the future. This would require Lawton PD to contribute 50% and the federal government contribute 50%. This will keep the vests updated on a rotation for ½ the cost. I do not for see any issues with us being awarded this grant.

DAR: We have changed the officer's daily activity reports (DARS) moving forward to make them more user friendly, accurate and less time to complete for the officers. In the new DARS, the exact information that I need for my reports is outlined, along with the information that we may need down the road in the event of an enquiry. The added items have been removed to simplify the DAR.

School lock down: On 1-24-2024 I attended a lock down drill at the Lawton Elementary with the new emergency lock down door boots and electronic notification system. I walked through the school during the drill with Principal Olsen and staff to evaluate the students and staff on their abilities to perform during the drill. The system worked well and staff and students did exactly what they were taught to do.

Narcan: I have contacted Southwest Michigan Behavioral Health and I have started the process of getting officers trained and supplied with Narcan for the patrol cars for two reasons.

1. To better serve the community in the case of an over dose of a citizen.
2. In case one of the officers has an exposure to Fentanyl or another kind of drug during an investigation. The Narcan could save their life.

This will require the officers to be trained (on-line) and some continued education to carry the Narcan and administer it. I expect to have the Narcan in the cars within a week or two.

Police PO BOX: On 1-29-2024 Village Manager Hackenberg and I decided to cancel the Police PO Box and have the PD use the Village's PO Box moving forward. It did not make any sense for the Police to have their own PO Box and will save the PD about \$140 per year. I had the mail forwarded until we use up the business cards with the old PO Box address on them.

Police policy updates: I have started working on updating the department's policies. I have conferred with other agencies to include Schoolcraft PD and Kalamazoo Department of Public Safety. I also have copies of the policies from Portage PD and other departments. Currently I am reviewing the policies that Lawton PD has and trying to get a feeling for how many policies we are missing and what needs to be added. Officer Hitchcock has been assisting me with this and we will continue to work on this project together. I expect this process could take some time. On 1-16-2023 I met with the Schoolcraft PD Chief and took a tour of their operation and how they do things. I received policies from him, walked through their evidence intake area, and much more. Their facility is new and updated. We discussed the challenges of hiring and different ideas on how to retain employees and find new ones.

Personal note:

On a personal note, I now have had a month or more working with each full-time officer and some of the part-time officers. I feel we are coming together as a team and working together with the same goal, serving our

community. I have made my expectations clear to all the officers and the officers have met those expectations and often exceeded them. Each officer provides a different valuable piece to the equation, and I am proud of each officer in the department and the jobs they are doing daily.

Respectfully,

Chief Greg Cordes
Lawton PD

“Officers control 100% of their integrity, their professionalism and how well they do their job”

Village of Lawton
SPECIAL MEETING
JOINT MEETING OF THE PLANNING COMMISSION & VILLAGE COUNCIL
125 S. MAIN, LAWTON MI 49065 269.624.6407
Thursday, January 25, 2024 - 6:00 PM

MINUTES

- 1. Call to Order:** P. Rathbun called the meeting to order at 6:05 p.m.
- 2. Roll Call:** Present: P. Rathbun, P. Chmiel, M. Dudek, C. Knapp, J. Appleby, G. Dudek, E. Dudek, and R. Tannis Absent: J. Peterson, B. Allen, N. Smith, R. Turner. Also Present: T. Hackenberg, M. Leonard, L. Ransler (Imus), Tyler August with MSU Extension, and Suzanne Schulz with Progressive AE.
- 3. Approval of Agenda:** M. Dudek, supported by P.Chmiel, made a motion to approve the Planning Commission Agenda for January 25, 2024, as presented. Motion approved by unanimous voice vote.
- 4. Public Comment / Communications:** Tyler August with MSU Extension handed out a flyer with information on the Citizen Planner Program. The program includes land use education and training to locally appointed and elected planning officials throughout Michigan. The program also teaches the fundamentals on roles, responsibilities and best practices for planning and zoning in Michigan.
- 5. New Business:**
 - A. Zoning Ordinance Revisions:**

Suzanne Schultz, a representative from Progressive AE, initiated the discussion by elucidating the reorganization of articles aimed at enhancing coherence within the committee. Delving into the agenda, the committee meticulously dissected each non-conformity, shedding light on a few identified grammatical errors.

Due to a few scheduling conflicts, a decision was reached, leading to the cancellation of February's regular planning commission meeting. However, with the approval of the planning commission committee, a special joint meeting with the council was scheduled for February 20, 2024, at 6 pm.
- 6. Planning Commissioner Comments:** J. Peterson suggested to continue revisions of the zoning ordinance at a later date due to time. Committee decided as a whole to meet again, with Council present, on January 25, 2024 at 6pm.
- 7. Adjournment:** M. Dudek, supported by P. Chmiel, made a motion to adjourn the meeting at 8:32pm. Motion approved.

Respectfully Submitted,
Melina Leonard

**LAWTON FIRE DEPARTMENT
BOARD OF COMMISSIONERS
February 01, 2024 Regular Meeting Minutes**

CALL TO ORDER

Chairman Mayne called the Regular Meeting of the Lawton Fire Department Board of Commissioners to order at 7:02 p.m.

ROLL CALL

Members present: Chairman Mayne, Vice chair Packer, Commissioners Cutting, Lawson, Bitely, and Dudek. Absent: None. Also Present: Fire Chief Cook and MFR Chief Baden.

APPROVAL OF MINUTES – January 2024 Meeting

Motion made by Packer, seconded by Dudek to approve the minutes of the January 2024 meeting. Motion unanimously carried by voice vote.

CITIZENS' COMMENTS

None.

FIRE CHIEF'S REPORT

Chief Cook presented the January 2024 Fire reports as submitted from the Van Buren County dispatch.

QR CHIEF'S REPORT

Dave Baden presented the January 2024 MFR reports as submitted from the Van Buren County dispatch.

OLD BUSINESS

None.

NEW BUSINESS

Packer motioned, and Dudek seconded to schedule the 2024/25 budget hearing on March 07, 2024. On a roll call vote, motion unanimously carried.

Dudek seconded a motion made by Packer to approve and sign the engagement letter from Siegfred Crandall for the 2023/24 audit. On a roll call vote, motion unanimously carried.

DISBURSEMENTS – Totaling \$16,294.26

Bitely motioned, and Lawson seconded to approve disbursements totaling \$16,294.26. On a roll call vote, motion unanimously carried.

ADJOURNMENT

There being no further business to come before the Board, Bitely supported a motion by Packer to adjourn. Motion unanimously carried by voice vote. Meeting adjourned at 7:39p.m.

Next meeting date: February 01, 2024

Bruce T. Cutting, Secretary

Circulation Report for December 2023

We had 500 visitors and checked out a total of in 1,486 materials.

Adult Fiction	378
Adult Non-Fiction	36
Audio Books	4
Children Easy Books	547
Junior Fiction	187
Junior Non-Fiction	10
Large Print	199
Periodicals	16
Videos	63
Young Adult fiction	46
VOX Books	<u>0</u>
Total	1,486

Computer Usage	22 uses
Michigan Overdrive Total Checkouts	26,340
Michigan Overdrive Total Holds	12,173
Michigan Overdrive Total Users	6,279
New Items Processed	114
Our Mel Items Received	76
Our Mel Items Sent	80
Lawton Overdrive Downloads	286
Lawton Overdrive Holds	199
New Library Members	9
Total Library Members	2064 (working on removing old accounts)

Lawton Website visited 2,855 last 30 days

Facebook visited 2,082 last 30 days

Book club: 15

Craft night: 5

Evening Story Time: 8

Knitters: 17

Mystery Club: 5

Story time: 38

White Oaks: 14

Holiday Craft/Santa Night: 400

Closed early on December 18th Weather. Closed for Ceiling Repair December 21st – December 30th, offered curbside service on 12/22, 12/26, 12/27, 12/29. Closed for Christmas 12/23 and 12/25, Closed for New Year's 12/30 and 01/01/24.

Respectfully Submitted, Lyn Tone, Director

LAWTON VILLAGE LIBRARY BOARD

Regularly scheduled monthly meeting

Date: January 22nd, 2024 at 6:30 p.m.

I. Call to Order

The meeting was called to order by Reid at: 6:25 p.m.

Members present: Cornish, Kison, Reid, Troxell

Members excused: McArthur (via zoom), Rathbun

Staff Present: Tone

Public Comment (3 minutes per speaker): None

II. Secretary's Report: The minutes were accepted as presented.

Cornish moved to accept the meeting minutes. Second by Reid . Motion carried
--

III. Library Director's Report – Usage Statistics

A. Visitors:	500
B. Materials checked out:	1,486
C. Adult Fiction:	378
D. Audio Books:	4
E. Children Easy Books:	547
F. Junior Fiction:	187
G. Junior Non-fiction:	10
H. Large Print:	199
I. Non-fiction:	36
J. Periodicals:	16
K. Videos:	63
L. Young Adult fiction:	46
M. VOX books:	0
Total:	1,486

N. Computer usage:	22
O. Michigan Overdrive total checkouts:	26,340
P. Michigan Overdrive total holds:	12,173
Q. Michigan Overdrive total users:	6,279
R. New Books Processed:	114
S. Our MEL items received:	76

- T. Our MEL items sent: 80
- U. Lawton Overdrive downloads: 286
- V. Lawton Overdrive holds: 199
- W. New Library Members: 9
- X. Total Library Members: 2,064
- Y. Lawton Website visited: 2,855
- Z. Facebook visited: 2,082
- AA. Special Programs: Book Club: 15, Craft Night: 5, Evening Storytime: 8, Knitters: 17, Mystery Club: 5, Story Time: 38, White Oaks: 14, Holiday Craft/Santa Night: 400.
- BB. Closed Early on December 18th due to Weather, Closed for Ceiling Repair, December 21st-December 30th, offered curbside service on 12-22, 12-26, 12-27, 12-29. Closed for Christmas 12-23, 12-25, closed for New Year's 12-30, 01-04-24.

IV. Financial Report

A. The financial report was presented. The Library received a letter from Village for Auditing Services, the Library portion for 2024/2025 will be \$500.00.

Cornish moved to accept the financial report. Second by Kison. Motion carried.

B. The receipts and expenses were presented by Tone as follows:

Receipts: \$ 4,726.89

Expenses: \$ 12,535.20

Reid moved to pay the bills. Second by Kison. Motion carried.

V. Committee Reports

A. None

VI. Communications: None

VII: Old Business: Roof inside and outside done. Strategic Plan in progress.

VIII: New Business:

1. Outdoor Book Return purchase for back parking lot, waiting on Tone to get pricing. Will table to February meeting to approve purchase.
2. Proposed wage increase discussed, Policy Manual needs to be updated first, tabled for future meeting.

3. Tone will reach out to Joseph Bigelow for Tile Quote to replace carpet for inside front door. Will have prepared for next meeting.

4. Tone requested to purchase Office Jet Printer for office for patrons to print too from phone from Amazon. Price is \$69.99 plus ink.

Reid moved to purchase Office Jet Printer from Amazon. Seconded by Cornish. Motion carried.

5. Budget discussed, Tone will give proposed copy to Village, further discussion moved to next meeting.

6. Tone is working on patron accounts and collections will give update at next meeting. Working with Unique on current accounts.

7. Tone is working on recovery items for month of February. Fines will be removed if items returned in good condition.

8. Tone was accepted into Post Pandemic Program with State of Michigan, will pay for Tone to attend MLA and Small Rural Library conference in October.

X. Adjournment – The meeting adjourned at 7:45 p.m.

Reid moved to adjourn the meeting; second by Troxell.

Next Meeting: February 26th, 2024 at 6:30 p.m.

Respectfully submitted,

Lee Kison, Board Trustee