

**VILLAGE *of* LAWTON**  
**VILLAGE COUNCIL MEETING**  
**125 S. MAIN STREET, LAWTON, MI 49065**  
**TUESDAY, NOVEMBER 11, 2025 – 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 November 11, 2025 Council Agenda
  - B. Approval of the October 14, 2025 Council Meeting Minutes
  - C. Approval of October 2025 Disbursements in the amount of \$216,752.37
- V. COMMUNICATIONS / CORRESPONDENCE / PRESENTATIONS**
  - A. Christmas in the Village Celebration.....Heather Shannon Presents
- VI. CITIZENS' COMMENTS – (Please keep comments to 3 minutes)**
- VII. PUBLIC HEARINGS/APPOINTMENTS/PROCLAMATIONS**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
  - A. Resolution 11-2025: A Resolution to Establish a Contract between the Village of Lawton and Living Waters Dominion LLC to operate the Wastewater Treatment Plant .....Staff Recommends Approval
  - B. Resolution 12-2025: A Resolution to Adopt the Village of Lawton Sick Time Policy to be in line with ESTA.....Staff Recommends Approval
  - C. Ordinance 05 of 2025: An Ordinance to Amend the Zoning Ordinances.....Planning Commission 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 – Greg 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 – *November 25, 2025***

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 [thackenberg@lawtonmi.org](mailto:thackenberg@lawtonmi.org)



**Village of Lawton**  
**VILLAGE COUNCIL**  
**REGULAR MEETING**  
**125 S. MAIN, LAWTON MI 49065 269.624.6407**  
**Tuesday October 14, 2025**  
**MINUTES**

- I. **Call to Order:** President Pro Tem E. Dudek called the October 14 2025, meeting of the Lawton Village Council to order at 7:00 p.m.
- II. **Roll Call:** *Present:* E. Dudek, Tanis, Peterson, G. Dudek, Raber, Turner *Absent:* Appleby. *Others Present:* Village Manager Hackenberg, Clerk Rathbun, Police Chief Cordes, and seven guests.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- IV. **Consent Agenda:** The Consent Agenda included the approval of the October 14 Council Agenda, the September 9, 2025 Council Meeting Minutes, the October 7 Special Joint Meeting Minutes with the Planning Commission, and approval of the September 2025 disbursements in the amount of \$286,902.25. Peterson made a motion to approve the Consent Agenda as presented supported by G. Dudek. A unanimous roll call vote approved the motion.
- V. **Citizen's Comments:**
  - A. Calvin Ragan, a resident of 420 Ewing road asked whether the council was selling the baseball fields. Council stated they are not currently looking at selling the ball fields. Regan wanted to know if we have looked at expanding the Village, and annexing the affluent subdivisions around us. Council stated that unfortunately, that is not really an option at this point as so much goes into it, and both the people that live in them as well as the township have to agree to something like that. He also wanted to state that he is unhappy with last year's construction.
  - B. Mark Chichos, a resident of 432 S Main Street stated he is interested in getting involved in the community where he can. He stated he came to last week's joint meeting and was able to learn about the Redevelopment Readiness Community and wanted to know if there is anywhere he can be of use. He also wanted to state that there has been someone smoking weed at the park, while children are present. He wanted to know if there was a non-emergency number that could be contacted for incidents like this. Chief Cordes provided the non-emergency line 269-657-3101. Smoking of any kind is not allowable on the park premises, per the village ordinance, which is posted at the park.
  - C. Sheila Motycka, a resident on cemetery lane states she would like a final answer as to whether or not Acorn lane can be opened as a Village operated road. Village Manager Hackenberg stated as far as providing access on Acorn Lane, she would need permission from all of the property owners that they are passing, per the Village Attorney. Since that has never been a village road, the established part is only a 25' right of way. E. Dudek stated to open that up all the way through, we would need property owners' permission.
  - D. Steve Cowley owner of 811 Acorn Lane, stated that he is opposed to putting a road through there, unless the village wants to purchase 25 feet of his property. He stated

that other owners have access to property from Cemetery Lane, and he does not want live in the middle of a through street. He stated he walked and looked at the easement, the shed is not in the 25' right of way, however to widen the road, would be cutting down several large trees, and that is one of the appeals to the property for him. E. Dudek stated this is a larger issue than they are going to resolve right now. In order to open this road to the Village, he and the other property owners would have to first agree to open the road, and then have to sell a sliver of the properties to the Village to allow for a road happen. So, unfortunately, this is not going to happen at this time. Cowley also stated that the school has a chain-link fence between his property and the soccer fields, that was damaged by the storm. He wanted to know if the Village could have the school fix that. Council stated that he would need to take that directly to the school and would have to go to a school board meeting, which takes place next Monday to discuss it with them.

**VI. Communications, Correspondence, and Presentations:**

- A. Hackenberg presented the 2024 Welch's IFT update to the Village Council. Per the agreement, Welch's in Lawton must maintain a minimum of 139 employees, and for 2024 Welch's had 159 total employees, exceeding their portion of the agreement for 2024.
- B. Commissioner Tina Leary stated she sits on the 911 authority board. She stated that recently statistics were presented that state you are twice as likely to survive a cardiac arrest in VBC than anywhere else in Michigan. This is due in part to the Van Buren County dispatch the person calling 911 how to perform CPR during the wait. Leary also provided updates on a new program for training from the county prosecutor's office.

**VII. Old Business: None.**

**VIII. New Business:**

- A. President Pro-Tem E. Dudek brought Resolution 10-2025 to the floor for discussion. Since the Village Council passes the same trick or treating hours each year, this resolution will set the trick or treating hours for October 31, from 5:30-7:30pm each year, and allows for them to be rescheduled due to weather or other circumstances if needed. Turner made a motion, seconded by Raber to adopt resolution 10-2025: A resolution to establish annual Halloween trick or treating hours. A voice vote was taken, with unanimous approval. Motion carried.
- B. President Pro-Tem E. Dudek brought the Planning Commissions recommendation to reappoint planning commissioners C. Knapp, P. Rathbun, and S. Knudstrup, with new terms ending in November 2028 to the floor for approval. made a motion to reappoint the above mentioned planning commissioners, seconded by Raber. A roll call vote was taken with all in favor, and none opposed. Motion carried.

**IX. Board, Committee and Staff Reports:**

- A. Village Manager Hackenberg reported on the progress Reid's Corner progress. Sprinkler system has been winterized. MDOT will continue maintain the right of way through next summer. Hackenberg stated that the new leaf vac truck is here, and DPW employees have been out learning to use it. Hackenberg stated that our water truck has a bad motor, so that is at Tapper being fixed, however, it is under warranty. Hackenberg also stated that he met with Blain Allen and Sara Snoeyink about the Sterns and Stafford property and she provided several options, so he should have more

updates on that next month. Hackenberg stated that the owner of Alternative Fuel Technologies is getting a site plan together to add another building to the property. Hackenberg stated he is just waiting on the fence contractor for the pickleball courts, that has been approved with the DDA, and striping will be done in Spring. Hackenberg stated he has been working on the parks and rec plan, and he will have an updated parks and rec plan for the next meeting to review, this is part of the RRC requirements. Hackenberg also provided attorney hours to the village council to come in and answer questions, as he is going to be on site. November's Second meeting will be the annual joint meeting with the DDA and asked council to reach out to him for input for that meeting.

- B. Village Manager Hackenberg reported for the DPW that 17 million gallons were pumped for the month of September. Hackenberg also reported that all of our yearly samplings came back good. Hackenberg stated that they are marking a few water services for replacement. The DPW employees are also currently trimming brush, and starting to pick up leaves.
- C. Clerk Rathbun reported that dental and vision is going to be taken by three employees who do not take the health insurance. Due to several laws regarding the FSA limited spending accounts that these employees would qualify for, and how much it would cost to enroll for these employees, the village will be providing their \$50 dental deductibles through one-time payment in October paychecks. The health insurance renewal is now available as well, and went up approximately 9% overall. Deductibles were also raised for the 2026 year. The Village will host open enrollment for employees during the first week in November.
- D. Chief Cordes reported that for September cases did not come down, officers were pretty busy between those and traffic. Fair amount of training this month again, and ended up using 68 hours of vacation at the department. Cordes stated the schools have had several calls for monitoring already this year. One of the things he started doing was getting quotes on new body cams and car cameras. Cordes stated that there are two major companies that provide these. He has a quote from Motorola ready and is waiting on a quote from Axon. Biggest problem with cost is the expense of the secured cloud storage. Cordes stated that he was supposed to be in the homicide trial this week, and it was unfortunately postponed because the attorney representing the defendant is on trial in Kalamazoo County, which pushes it out to the next date in March.
- E. Trustee Peterson reported that the Planning Commission met in a joint meeting with the council. Peterson said she thought the attorney was extremely helpful in explaining things and making it clear for the Council and Planning Commission.
- F. Trustee G. Dudek reported that DDA met, and they had their golf cart parade and would like to thank everyone who helped.
- G. Trustee E. Dudek reported that fireboard met and they got a new overhead door.
- H. Clerk Rathbun reported that the library board met

**X. Council Comments:**

- A. Tanis wanted to ask about where the sewer line next to our new business has pumping trucks taking things out and wanted to know if there was a reason. Hackenberg stated that they are not yet hooked up to water and sewer, however, this is generating revenue for the village sewer fund while he waits on having the hookups done. This week they will be getting a meter and lines done.

- B. Char Raber wanted us to consider re-opening the bathrooms at the library. Rathbun stated there is a key for patrons at the front desk, and it is available for them to utilize for patrons.
- C. Tanis asked whether there has been movement for the sale of our property on White Oak. Hackenberg stated the village engineers are currently working on the surveying of the property.
- D. There will be no second meeting in October.

XI. **Adjournment:** Turner made a motion to adjourn the meeting, with support from Tanis. A voice vote was taken, with all in favor and none opposed. Motion carried. Meeting adjourned at 8:09 PM.

Respectfully Submitted by,

Brittany Rathbun  
Village Clerk

11/03/2025

CHECK REGISTER FOR VILLAGE OF LAWTON  
CHECK DATE FROM 10/01/2025 - 10/31/2025

Check Date	Bank	Check	App Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
10/06/2025	GEN	8060	AP 030	ADAMS HARDWARE	CONSOLIDATED BILL	804.37
10/06/2025	GEN	8061	AP MISC	AMERICAN ELECTRIC POWER	INSTALL UNDERGROUND FACILITY - @ 119 N M	120.00
10/06/2025	GEN	8062	AP MISC	ANDY J EGAN COMPANY, INC	TROUBLESHOOT SPLASH PAD	437.50
10/06/2025	GEN	8063	AP UBREFUND	Bergemann, Leah	UB refund for account: 02-151	24.40
10/06/2025	GEN	8064	AP 964	CLARK TECHNICAL SERVICES	VOL 2025 SUPPORT - SEPT	373.75
10/06/2025	GEN	8065	AP 026	CONSUMERS ENERGY	HEAT FOR ACCT NO 1000 0710 3904 202 JAME	69.16
10/06/2025	GEN	8066	AP 261	DAVE'S CONCRETE PRODUCTS, INC.	REBAR 20' LENGTH	13.00
10/06/2025	GEN	8067	AP MISC	DONNA DLUGE	GIFT CARDS FOR GOLF CART PARADE: ADAMS H	75.00
10/06/2025	GEN	8068	AP UBREFUND	Ferrier, Linda	UB refund for account: 04-469	54.89
10/06/2025	GEN	8069	AP UBREFUND	Flip the Mitten	UB refund for account: 02-122	47.72
10/06/2025	GEN	8070	AP 744	FREIGHTLINER OF KALAMAZOO	IGNITION SWITCH	165.31
10/06/2025	GEN	8071	AP UBREFUND	Gibson, Aaron	UB refund for account: 03-304	80.00
10/06/2025	GEN	8072	AP UBREFUND	Glisson, Marlene	UB refund for account: 02-119-3	69.24
10/06/2025	GEN	8073	AP 089	HAAS SYSTEMS, INC.	QUARTLY ALARM MONITORING PER AGREEMENT W	96.00
10/06/2025	GEN	8074	AP 1125	HYDROCORP	LABOR	740.93
10/06/2025	GEN	8075	AP 017	INDIANA MICHIGAN POWER CO.	ACCT NO: 045-308-857-0-8 ELECTRIC - STRE	9,166.64
10/06/2025	GEN	8076	AP 017	VOID		0.00 V
10/06/2025	GEN	8077	AP 1103	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER - MONTHLY INVOICE PER CONTRACT #	382.55
10/06/2025	GEN	8078	AP 1095	KSS ENTERPRISES	TOILET PAPER, PAPER TOWEL, GARBAGE BAGS	878.79
10/06/2025	GEN	8079	AP 107	LAWSON OIL COMPANY	PDF	1,776.79
10/06/2025	GEN	8080	AP 085	NCL OF WISCONSIN, INC.	BUFFER SOLUTION, NITRIFICATION INHIBITOR	700.65
10/06/2025	GEN	8081	AP 551	OFFICE DEPOT	BALLPOINT PENS	6.00
10/06/2025	GEN	8082	AP 068	PAW PAW RENTALS	MAN LIFT 51' BILJAX	1,265.00
10/06/2025	GEN	8083	AP 110	PURITY CYLINDER GASES, INC.	GAS, ACETYLENE	92.93
10/06/2025	GEN	8084	AP 009	REPUBLIC SERVICES OF	WASTE REMOVAL	1,298.96
10/06/2025	GEN	8085	AP 119	RHD TIRE, INC.	TIRES	560.28
10/06/2025	GEN	8086	AP 1068	SAFEBUILT	425 S NURSERY; 350 W FOURTH; 417 RAILROA	5,550.85
10/06/2025	GEN	8087	AP 1096	SHARE CORPORATION	WASP & HORNET KILLER; EXCALIBUR CUT OFF	598.04
10/06/2025	GEN	8088	AP 126	STEENSMA LAWN & POWER EQUIP.	CHAINS	1,703.21
10/06/2025	GEN	8089	AP 007	THE CLOTHES BASKET	DRY CLEANING	156.25
10/06/2025	GEN	8090	AP 178	USA BLUE BOOK	LINE PULLER KIT	2,171.55
10/06/2025	GEN	8091	AP 083	VILLAGE OF PAW PAW	WATER LAB ANALYSIS	180.00
10/08/2025	GEN	8093	AP MISC	THE SAFETY COMPANY LLC	ROOT SAW BLADE, MOTOR KIT	3,047.01
10/10/2025	GEN	8092	PR GARNISHMEI	CITIBANK C/O BRIAN L. GROEN STENGER & STENGER	*INCLUDED IN PAYROLL TOTAL	
10/24/2025	GEN	8094	PR GARNISHMEI	CITIBANK C/O BRIAN L. GROEN STENGER & STENGER	*INCLUDED IN PAYROLL TOTAL	
10/24/2025	GEN	8095	PR TEAMSTERS	TEAMSTERS LOCAL #214	*INCLUDED IN PAYROLL TOTAL	
10/24/2025	GEN	8096	AP 1099	AMAZON CAPITAL SERVICES, INC	CONSOLIDATED INVOICES	1,661.60
10/24/2025	GEN	8097	AP 155	APPLIED INNOVATION	LIBRARY COPIER INVOICE;CONTRACT NO CN359	151.87
10/24/2025	GEN	8098	AP 056	BLOOMINGDALE COMMUNICATIONS	PHONE LIBRARY - ACCT NO 00032003-0	157.96
10/24/2025	GEN	8099	AP 101	CENGAGE LEARNING.	CHRISTIAN FICTION 2 - OCT	330.99
10/24/2025	GEN	8100	AP 964	CLARK TECHNICAL SERVICES	LPL 2025 SUPPORT - SEP	178.75
10/24/2025	GEN	8101	AP 153	DEMCO, INC.	BOOK COVERS	341.30
10/24/2025	GEN	8102	AP 1126	INGRAM LIBRARY SERVICES	BOOKS; INVOICES X15 SEPT AND OCT	1,066.27
10/24/2025	GEN	8103	AP 157	JUNIOR LIBRARY GUILD	JUNIOR LIBRARY GUILD MEMBERSHIP RENEWAL	510.68

10/24/2025	GEN	8104	AP 1123	MIDWEST TAPE, LLC	HOOPLA, ADVANCE DIGITAL PAYMENT	2,000.00
10/24/2025	GEN	8105	AP MISC	OTC BRANDS, INC	HOLIDAY PRIZES	0.00 V
10/24/2025	GEN	8106	AP 767	OVERDRIVE, INC	LIBRARY PARTICIPATION - MAINTENANCE FEE	1,925.42
10/24/2025	GEN	8107	AP 264	PETTY CASH LAWTON PUBLIC LIBRARY	DOLLAR TREE, BREAKFAST PLACE, USPS	178.00
10/27/2025	GEN	8108	AP MISC	OTC BRANDS, INC	HOLIDAY PRIZES	0.00 V
10/27/2025	GEN	8109	AP MISC	OTC BRANDS, INC	HOLIDAY PRIZES	595.66
10/27/2025	GEN	8110	AP 155	APPLIED INNOVATION	POLICE COPIER ACCT NO KZ1828 CONTRACT CN	1,053.20
10/27/2025	GEN	8111	AP 756	BADGER METER, INC	ORION CELLULAR LTE SERV UNIT	78.56
10/27/2025	GEN	8112	AP 1018	BAUCKHAM, SPARKS, THALL, SEEBER &	MCI - FLAT; COURT FOR SPICKETTS	771.24
10/27/2025	GEN	8113	AP 1116	BLOOM SLUGGETT, PC	PROFESSIONAL SERVICES	8,089.50
10/27/2025	GEN	8114	AP 056	BLOOMINGDALE COMMUNICATIONS	TELEPHONE FOR ACCT NO 0032515-9	355.84
10/27/2025	GEN	8115	AP 892	BLUE-WATER SOLUTIONS, LLC	2" BADGER METERS	1,086.66
10/27/2025	GEN	8116	AP MISC	DAN PRATLEY	PARK DEPOSIT REFUND: 09/14/25 - LARGE PA	50.00
10/27/2025	GEN	8117	AP 088	FISHER AUTO PARTS	FILTERS	154.65
10/27/2025	GEN	8118	AP 480	HOLLAND DEPT OF PUBLIC SAFETY	FALL 2025 DISTRIBUTION	293.44
10/27/2025	GEN	8119	AP 930	HS FLEET SERVICES LLC	MAINTENANCE FOR FORD 2024	1,899.56
10/27/2025	GEN	8120	AP 017	INDIANA MICHIGAN POWER CO.	ELECTRIC - STREET LIGHTING FOR 825 MAIN	97.13
10/27/2025	GEN	8121	AP 124	J.C. & SONS, INC.	REMOVAL OF XXL MAPLE	3,500.00
10/27/2025	GEN	8122	AP MISC	JOSH BROWN	PARK DEPOSIT REFUND: 09/13/25 - SMALL PA	50.00
10/27/2025	GEN	8123	AP 107	LAWSON OIL COMPANY	PDF	1,423.93
10/27/2025	GEN	8124	AP UBREFUND	McDowell, Jacob	UB refund for account: 02-152	55.90
10/27/2025	GEN	8125	AP 551	OFFICE DEPOT	BUSINESS CARDS	22.08
10/27/2025	GEN	8126	AP 1032	PROGRESSIVE AE	PROJECT: 90050004.1 REIDS CORNER - APP 1	38,580.41
10/27/2025	GEN	8127	AP 1106	SILVERSMITH DATA	ANNUAL INFO/HOSTING	1,436.00
10/27/2025	GEN	8128	AP MISC	STATE OF MICHIGAN	CUSTOMER ACCT NO: MDOT00494 - M-40 MILL	14,476.26
10/27/2025	GEN	8129	AP MISC	STATE OF MICHIGAN	WATER DUES	1,710.30
10/27/2025	GEN	8130	AP MISC	SUNBELT RENTALS	MANLIFT	2,602.93
10/27/2025	GEN	8131	AP 493	VAN BUREN COUNTY	VERIZON AIRCARD - JUL - SEP 2025	533.60
10/27/2025	GEN	8132	AP 685	VERIZON WIRELESS	MOBILE PHONE   TABLETS	371.84
10/27/2025	GEN	8133	AP 083	VILLAGE OF PAW PAW	WATER LAB ANALYSIS	180.00
10/27/2025	GEN	8134	AP 047	WIGHTMAN	PROJECT 214328: LAWTON CEMETERY SITE PLA	9,218.75
10/27/2025	GEN	8135	AP UBREFUND	YANCEY, KATHALEEN	UB REFUND FOR ACCOUNT: 03-248	80.00
10/31/2025	GEN	8136	AP MISC	MISSION COMMUNICATIONS, LLC	RENEWAL PACKAGE SERVICES FOR WHITE OAK R	1,578.00
10/10/2025	GEN		PR		PAYROLL TOTAL	40,793.70
10/25/2025	GEN		PR		PAYROLL TOTAL	44,403.62

(3 Checks Voided)

Total of 127 Disbursements:

216,752.37



**RESOLUTION NO. 11-2025: A RESOLUTION AUTHORIZING THE VILLAGE OF LAWTON TO ENTER INTO A CONTRACT**

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

**At a regular meeting of the Lawton Village Council held on Tuesday, November 11, 2025, at 7:00 p.m. in the Village Council Chambers, 125 S. Main Street, Lawton, Michigan 49065, the following resolution was offered by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_:**

**WHEREAS**, the Village of Lawton, a Michigan General Law Village, finds it necessary and in the best interest of the Village to enter into an agreement for the purpose of carrying out the duties and services described in the proposed contract; and

**WHEREAS**, the Village Council has reviewed the terms and conditions of said contract and finds them to be fair, reasonable, and in the best interest of the Village and its residents; and

**WHEREAS**, the Village Council desires to formally authorize the execution of this contract on behalf of the Village of Lawton;

**NOW, THEREFORE, BE IT RESOLVED** that the Village Council of the Village of Lawton, Van Buren County, Michigan, hereby authorizes the Village to enter into the following contract:

**Sewer Services Contract between the Village of Lawton and Living Waters Dominion Holdings LLC**

**BE IT FURTHER RESOLVED**, that the Village President and Village Clerk are hereby authorized and directed to execute the said contract and any related documents necessary to carry out the intent of this resolution.

**YEAS:** \_\_\_\_\_  
**NAYS:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED this 11th day of November, 2025.**

\_\_\_\_\_  
**Joshua Appleby, Village President**

\_\_\_\_\_  
**Brittany Rathbun, Village Clerk**

**SEWER SERVICES CONTRACT**  
**VILLAGE OF LAWTON**

THIS SEWER SERVICES CONTRACT (“Agreement”) is effective on this \_\_\_\_ day of \_\_\_\_\_, 2025, between the VILLAGE OF LAWTON (the “Village”), a Michigan village, with its offices located at 125 S Main Street, Lawton, Michigan 49065, and LIVING WATERS DOMINION HOLDINGS, LLC (“Contractor”), a Michigan limited liability company, with its principal offices located at 28131 66<sup>th</sup> Street, Bangor, Michigan 49013 (with the Village and the Contractor collectively referred to as the “Parties” or individually as a “Party”).

1. **Purpose.** Effective on the date of this Agreement, the purpose of this Agreement is for the Contractor to provide professional operation and maintenance services for the Village of Lawton’s wastewater treatment plant (“WWTP”), which utilizes a Sequence Batch Reactor (“SBR”) system, ensuring compliance with all applicable local, state, and federal regulations, including those of the Michigan Department of Environment, Great Lakes, and Energy (“EGLE”).

2. **Scope of Services.** In accordance with the terms of this Agreement, Contractor shall generally provide comprehensive wastewater treatment operations and maintenance services to the Village and the WWTP, including but not limited to, the following:

A. **Operations.**

Operate the SBR system per manufacturer specifications and EGLE permit requirements. Continuously Monitor and record influent and effluent flows, treatment cycles, dissolved oxygen levels, and other process parameters daily. Maintain optimal process control to meet all NPDES permit effluent limits. Read and interpret charts, flow meters and other gauges to determine operating efficiency.

B. **Maintenance.**

Conduct routine, preventive, and corrective maintenance on all mechanical, electrical, and control system components. Maintain logs of all maintenance activities, including part or equipment replacements and service intervals.

C. **Sampling and Reporting.**

Collect and submit required samples for laboratory analysis per EGLE regulations. Prepare and submit all required Discharge Monitoring Reports (“DMRs”), Monthly Operating Reports (“MORs”), and other compliance documentation. Maintain records for a minimum of five years.

D. **Emergency Response.**

Provide 24-hour on-call service for alarms, equipment failures, power interruptions, or other emergencies. Immediately notify the Village and EGLE of any system malfunctions, spills, or permit exceedances.

E. Miscellaneous.

The services provided by Contractor shall be provided by a State of Michigan certified wastewater operator (Class C or higher, or as required by EGLE) responsible for plant supervision and compliance. Contractor will work with other Village staff to ensure adequate staffing for daily operations, weekend monitoring, and holidays and assist in training others in work techniques. Contractor will ensure that all work conducted at the WWTP is conducted in compliance with OSHA, MIOSHA, and Village safety standards.

The general description of the services does not authorize performance contrary to any state or federal licensing or certification requirements. Contractor shall perform those duties commonly performed by a certified wastewater operator. Not all duties to be performed by Contractor are listed.

3. **Term of Agreement.** This Agreement shall commence on the \_\_\_ day of \_\_\_\_\_, 20\_\_, and remain in effect for one (1) year. Upon mutual written consent of both parties, the Agreement may be renewed annually for successive one-year terms.

4. **Compensation.** The Village shall pay the Contractor a flat rate of \$\_\_\_\_\_ per month. Extraordinary services such as non-routine maintenance or specialized laboratory testing must receive prior written authorization from the Village and will be compensated at a rate of \$\_\_\_\_\_ per hour. Time will be calculated in .25 of an hour.

5. **Reporting Requirements.** The Contractor shall provide daily operational logs, monthly reports detailing flows, chemical usage, sludge volumes, and maintenance performed, quarterly summaries of performance data and compliance trends, and immediate notification to the Village of any abnormal conditions, safety hazards, or compliance concerns. Contractor will perform any state or federally mandated reporting.

6. **Equipment, Supplies, and Chemicals.** The Contractor shall maintain an inventory of materials and provide recommendations regarding the purchase of any materials or equipment. All purchases shall be subject to approval by the Village Manager. All equipment and materials purchased by or on behalf of the Village will remain Village property.

7. **Independent Contractor Status.** The Contractor is an independent contractor, not an employee or agent of the Village. The Contractor shall be solely responsible for the supervision, compensation, insurance, and safety of its employees and subcontractors.

8. **Taxes and Benefits.** Contractor will be responsible for any taxes applicable to the payments made by the Village and hereby agrees to hold harmless and indemnify the Village from any such taxes. No liability or benefits, such as workers' compensation, pension rights or liabilities, insurance rights or liabilities, arising out of or related to an employer/employee relationship, shall arise, or accrue to either Party or either Party's agent, subcontractor or employee, as a result of this Agreement or its performance. Contractor hereby agrees to hold harmless and indemnify the Village for any such claims by it or its associates, and any cost or expense related thereto. This section shall survive the termination or expiration of this Agreement.

9. **Insurance Requirements.** The Contractor shall maintain the following insurance coverage (at minimum) during the term of this Agreement and any renewals:

- (a) General Liability Insurance: \$1,000,000 per occurrence.
- (b) Workers' Compensation Insurance: per Statute required by Michigan law.
- (c) Vehicle Liability Insurance: \$1,000,000 per occurrence.
- (d) Professional Liability Insurance: \$1,000,000 per occurrence.

Contractor shall provide certificates of all insurance(s) to the Village, and the Village shall be listed as an additional insured party on all policies required by this Agreement. Contractor shall immediately update the Village should there be any changes to Contractor's insurance coverage or policies. The certificates of all required insurance shall state that such insurance may not be cancelled or modified without 30 days' advanced notice to the Village.

10. **Indemnification.** The Contractor agrees to indemnify, defend, and hold harmless the Village, its officers, agents, and employees from any threatened, pending, or completed claim, demand suit, settlement, judgment aware, or civil, criminal, administrative, or investigative proceeding or action which is arising out of or related to the Contractor's negligence (including gross negligence), misconduct, or failure to perform its duties under this Agreement. This section shall survive the termination or expiration of this Agreement.

11. **Termination.** Either Party may terminate this Agreement with thirty (30) days' written notice. The Village may terminate immediately for cause, including but not limited to: failure to comply with EGLE or NPDES permit requirements, loss of required operator certification, or breach of contract. Upon termination, the Contractor shall promptly return all Village property and provide all operational data, logs, and records. Upon termination, the Village shall only be responsible for payment covering services through the date the termination is effective. Final payment shall be pro-rated based on the date the termination is effective.

12. **Miscellaneous.**

(a) **Severability.** The provisions of this Agreement are severable and if any one or more provisions are determined to be illegal or unenforceable, in whole or in part, the remaining provisions and any partially enforceable provisions will remain binding and enforceable.

(b) **Governing Law/Venue.** This Agreement is prepared governed and is to be interpreted in accordance with the laws of the State of Michigan. Venue for any dispute involving this Agreement shall be with a court of competent jurisdiction in Van Buren County, Michigan.

(c) **Amendment.** This Agreement may be modified or amended in whole or in part only by a mutual written agreement signed by both Parties, after proper authorization by the Village Council.

(d) **Notice.** Any notice required or permitted to be given or made by either party

to the other shall be sufficient if hand-delivered, mailed postage prepaid, or sent by prepaid express or courier delivery service to the Parties at their respective addresses set forth below, or to such changed address as either party shall designate by proper notice to the other:

If to the Village: Village of Lawton  
Attn: Village Manager & Village Clerk  
PO Box 367  
125 S Main Street  
Lawton, Michigan 49065

If to the Contractor: Living Waters Dominion Holdings,  
LLC  
c/o Eric P. Rowilson  
PO Box 33  
Lawton, Michigan 49065

If any Party's designated address for receiving notice shall change, said Party shall give notice to the other Party of the new address and/or addressee for notices required or permitted to be delivered under this Agreement.

(e) Non-Assignment. This Agreement, nor any of the obligations herein, may be assigned by the Contractor to any other party without first obtaining the prior written consent of the Village.

(f) Enforceability - Nonwaiver. Even though the Village may fail to insist on strict compliance with any of the terms or conditions of this Agreement, such failure should not be deemed to be a waiver of any of its terms or conditions.

(g) Entire Agreement and Other Terms. This Agreement supersedes all prior agreements between the Parties concerning this subject matter and constitutes the entire understanding between the Parties with respect to the employment of the Employee. This Agreement has not been executed in reliance upon any representations or promises except those specifically contained in this Agreement, including the attached Exhibits A and B and the Personnel Manual, as referenced herein. This Agreement may be executed in duplicate with each duplicate deemed to be an original. This Agreement shall be deemed and interpreted as being drafted concurrently by both parties, and it shall not be construed or interpreted for or against any Party.

(h) Governmental Immunity. Nothing in this Agreement is intended to affect or limit in any way the Village's immunity as afforded under the Governmental Liability for Negligence Act, Act No. 170 of Public Acts of 1964, as amended, or otherwise.





**RESOLUTION NO. 12-2025: A RESOLUTION TO ADOPT THE VILLAGE OF LAWTON SICK TIME POLICY^**

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

**At a regular meeting of the Lawton Village Council held on Tuesday, November 11, 2025, at 7:00 p.m. in the Village Council Chambers, 125 S. Main Street, Lawton, Michigan 49065, the following resolution was offered by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_:**

**WHEREAS**, the Village of Lawton, a Michigan General Law Village, recognizes the importance of maintaining a healthy and productive workforce through fair and lawful employment practices; and

**WHEREAS**, the Michigan Earned Sick Time Act (ESTA) establishes statewide standards for the accrual and use of paid sick leave; and

**WHEREAS**, the Village of Lawton has prepared and reviewed a written **Sick Time Policy** that complies with ESTA and reflects the Village’s commitment to lawful and equitable employee benefits; and

**WHEREAS**, the Village Council has reviewed the proposed Sick Time Policy and finds it to be in the best interest of the Village and its employees;

**NOW, THEREFORE, BE IT RESOLVED**, that the **Village Council of the Village of Lawton, Van Buren County, Michigan**, hereby **adopts the Village of Lawton Sick Time Policy**, effective upon approval of this resolution.

**BE IT FURTHER RESOLVED**, that the Village Manager and Village Clerk are hereby authorized and directed to execute any documents necessary to implement said policy and to incorporate it into the Village’s Personnel Policy Manual.

**YEAS:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED this 11th day of November, 2025.**

\_\_\_\_\_  
**Joshua Appleby, Village President**

\_\_\_\_\_  
**Brittany Rathbun, Village Clerk**



**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**  
**October 2025**  
*Prepared by Chief Greg Cordes*

Complaints/reports written by LPD.....48

Calls for service by Lawton PD.....48

Assist other department calls .....14

Ordinance complaints.....2

Blight.....1

Traffic stops citations issued.....4

Traffic stops verbal warning.....9

Arrests.....2

Court.....4

Parking Complaints.....	0
Special events/school/etc.....	3115 mins
Business contacts.....	12
Citizen contacts.....	450
Officer Foot Patrol time.....	210 mins
Officer training.....	625 mins
Follow-up investigations.....	9
Vehicle accidents.....	1
Assist Lawton Fire/Ems.....	4

**LPD HOURS WORKED: Police:**

Scheduled (Full-time).....	599 hrs.
Scheduled (Part-time).....	37 hrs.
Overtime hours.....	0 hrs.
Comp earned.....	0 hrs.
Vacation/Comp/Emergency leave hours.....	118 hrs.

Holiday OT/holiday pay.....0 hrs.

Sick leave hours.....0 hrs.

School cross guard hours.....84 hrs.

Sept. total hrs: 744 (31 days) Patrol hrs. covered in Oct: 519.5

Uncovered hours: 224.5 hrs. 18.71 shifts

### CALLS FOR SERVICE BY LAWTON POLICE DEPARTMENT

The following are a list of reports that have been generated by the Lawton Police Department for this month. This is only the police reports that have been generated and does not include most traffic enforcement/stops or calls that did not require a police report to be written. The addresses are rounded to the block number for confidentiality.

- 10/2 100 Walker/Assist EMS
- 10/4 100 Blue Pride/General Assist
- 10/5 500 S. Main/Non-Aggravated Assault
- 10/6 91000 Bluff Drive/Marcellus/Assist EMS
- 10/7 200 S. Adams/Larceny
- 10/7 100 E. 1<sup>st</sup>./911 Hang-up
- 10/7 300 E. Bitely/911 Hang-up
- 10/7 100 N. Quincy/Civil Investigation
- 10/8 24000 Front St./Mattawan/Assist Other Department

10/8 32000 CR 669/Assist EMS  
10/8 700 Ewing Rd./Suspicious Occurrence  
10/9 500 E. 2<sup>nd</sup>/Assist other Agency  
10/10 100 Walker/Obstructing Justice  
10/11 100 S. Main/Ordinance Violation  
10/12 200 N. Main/Aggravated Felonious Assault  
10/13 100 N. Main/Suspicious Occurrence  
10/14 500 S. Main/Found Property  
10/14 300 E. Bitely/Assist other Agency  
10/14 31000 Red Arrow Highway/Paw Paw/Assist other Agency  
10/15 400 S. Main/General Non-criminal  
10/15 200 N. Nursery/Suspicious Occurrence  
10/15 700 Ewing Rd./Larceny by Conversion  
10/16 200 N. Main/Assist EMS  
10/16 500 White Oak/Suspicious Occurrence  
10/16 600 White Oak/CSC 1  
10/17 300 North St./Assist Other Department  
10/17 100 Morrell/General Assist  
10/18 100 W. Bitely/Stalking  
10/20 200 White Oak/Zoning Violation  
10/22 100 Morrell St./Welfare Check  
10/23 100 S. Main/Suspicious Occurrence  
10/23 29000 Windy Woods/Assist Other Department  
10/23 100 Blue Pride/Suspicious Occurrence  
10/23 29000 Windly Woods/Assist Other Department  
10/24 100 W. Fourth St./Suspicious Occurrence  
10/24 300 N. Adams/Traffic Offense  
10/24 I94 Mattawan/Assist Other Department  
10/25 100 E. Michigan/Paw Paw/Assist Other Department  
10/25 400 Durkee/Suspicious Occurrence  
10/26 400 Durkee/Suspicious Occurrence  
10/27 300 N. Adams/Traffic Offense  
10/27 400 S. Williams/Decatur/Assist Other Department  
10/27 700 Ewing Rd./General Assist  
10/27 100 Pine St./Decatur/Assist Other Department

10/27 800 Vineyard Dr./Fraud  
10/28 200 East 2nd St./Animal Complaint  
10/30 100 Blue Pride/Health and Safety  
10/31 66000 29<sup>th</sup> St./Assist Other Department

### NOTABLE INCIDENTS:

On 10-15-2025 Lawton PD found squatters in the 700 block of Ewing Rd living in a house. It was later determined that a subject, who has been identified, rented the house out to this family from out of state. This subject had no standing in the house and did not live there. Essentially the subject scammed the family of 3 out of \$3000 for rent at a house that he standing in. Lawton PD identified the subject and will be submitting charges to the prosecutor's office for larceny by conversion.

On 10-16-2025 Lawton PD responded to a report of a CSC of a female in the 600 block of White Oak Rd. On arrival it was determined that a female had been assaulted by a known male subject. The male subject was located by Lawton PD and taken into custody and lodged at the Van Buren County Jail on charges of probation violation and CSC 1.

### **Homicide:**

Lawton police department continues to work with all agencies involved in a continued investigation into the homicide that occurred in Lawton on November 12<sup>th</sup>, 2024. We are continuing to work with the prosecutor's office preparing for up and coming court proceedings.

The main suspect in the case has been bound over to Circuit Court to stand trial for Open Murder and the trial date was set for October 14, 2025. The case has now been adjourned as is set for March 31, 2026. A second suspect has been charged and a pre-liminary examination was held

on September 16, 2025 and that person was bound over to Circuit Court.

The Lawton Police Department encourages anyone with information pertaining to this on-going investigation to contact the Lawton Police Department. Lawton PD continues to follow-up on tips and calls from citizens involving this homicide.

### SCHOOLS:

Lawton PD continues to monitor the schools at the beginning of the day and at the end of the day when students are being let out.

I have also walked through the schools talking to staff and students during the day.

### BLIGHT:

Lawton PD continues to work with Zoning Solutions on problematic houses in the village that have blight, junk and are dangerous structures. I have been forwarding complaint to them in reference to these issues in the Village.

### TRAFFIC ENFORCEMENT:

For the month of October, Lawton officers again spent hours on directed traffic patrol, specifically targeting speed violations and aggressive driving throughout the Village. The following is the total number of hours spend on speeding violations both moving and stationary patrol. We are hoping the continued police presence on problem streets will deter aggressive driving and speeding.

Total radar time hours..... 1460 mins

### TRAINING:

Officers are continuing to do the state mandated training on line for 2025 that is due at the end of the year.

Officer Hitchcock attended SWAT school in Alpena, MI October 13<sup>th</sup> through October 17<sup>th</sup>.

### SPECIAL EVENTS:

Officers have attended the football games in the evenings at the school and other school events.

On 10-5-2025 the Lawton Police Department led the Escapade Parade through the Village of Lawton.

Officers patrolled the night of Halloween and the football game on 10-31-2025. We had the normal night shift officer working, a part-time officer and myself.

### THE PD MOVING FORWARD:

We continue to ask citizens who need to speak with the Lawton Police Department reference a non-emergency situation to make their first call to the non-emergency number at the Van Buren County Dispatch (269-657-3101). For all emergency calls, please call 911. This way an officer can be dispatched immediately or when one is available, no matter where they are at. To often we find complaints from citizens on the voice mail at Lawton PD and the officer on duty does not always learn

about this until they get back to the office from patrol. This often results in a delay which can be critical, depending on the type of call.

PERSONAL NOTE:

Lawton PD is in the process of getting quotes for new body cameras and car cameras. Our body cameras are very out dated and are not good quality. Our cameras in the cars are hand me downs from a neighboring agency when they upgraded and we have had them in service for many years. I have contacted 2 different companies for quotes on 2 new car cameras and 6 body cameras along with the proper data storage. Good quality reliable cameras both in the patrol car and body cameras are a must in today's policing.

I am also in the process of seeking out a grant to assist or to cover the cost of body cameras and car cameras. I am working with a contract company through Axis that specializes in finding grants and walking grant writers through the process of getting the grants. From the information that I have received so far, I estimate the cost of 2 new car cameras and 6 body cameras with storage either in the cloud or a stand-alone system will cost around \$50,000.

Respectfully,

Chief Greg Cordes  
Lawton PD

*"Being a police Officer is essentially dealing with people being mad at you for decisions THEY made"*

**Village of Lawton**  
**REGULAR PLANNING COMMISSION**  
**125 S. MAIN, LAWTON MI 49065 269.624.6407**  
**Tuesday, November 04, 2025 - 7:00 PM**

**MINUTES**

- 1. Call to Order:** J. Peterson called the meeting to order at 7:00 p.m.
- 2. Roll Call:** Present: J. Peterson, P. Rathbun, B. Allen, P. Chmiel, M. Dudek, C. Knapp and S. Knudstrup. Absent: none. Also Present: T. Hackenberg, M. Leonard, Mark Cichos, and Calvin. Ragan.
- 3. Approval of Agenda:** P. Rathbun, supported by M. Dudek, made a motion to approve the Planning Commission Agenda, with the addition of New business 7C, Elections. Motion approved by unanimous voice vote.
- 4. Approval of Minutes:** S. Knudstrup, supported by P. Chmiel, made a motion to approve the Planning Commission Minutes of October 07, 2025, as presented. Motion approved by unanimous voice vote.
- 5. Public Comment / Communications:** None.
- 6. Public Hearing to Amend tables 5.02 A and 5.03A, amend section 5.04, enact sections 5.26, 5.27, and 5.28, amend section 11.04, and enact sections 11.13-11.17, and amend subsections 15.02(S) and 15.02(W) of the Zoning Ordinance for the Village of Lawton:**
  - A. J. Peterson opened the public hearing at 7:02pm.**
  - B. Public Comment** None
  - C. J. Peterson closed the public hearing at 7:04pm**
  - D. Recommendation to Council for approval** M. Dudek, supported by B. Allen, made a motion to make a recommendation to the council to Amend the changes made to the Zoning Ordinance for the Village of Lawton. Motion approved by roll call vote.
- 7. A. Set Public Hearing for Rezoning of Pin High Golf Course from Low Density Residential to Community Business District on December 02, 2025.** C. Knapp, supported by P. Rathbun, made a motion to set Public Hearing on December 02, 2025 at 7:00 PM in the Council Chambers. Motion approved by acclamation.
  - B. Planning Commission Goals and Objections for 2026** T. Hackenberg suggested selecting months with shorter agendas to review ordinances that may need updating. He will prepare a list of those requiring revision. The RRC requires the commission to hold joint meetings four times a year, and we will continue to meet that requirement. Next year is expected to bring an increase in site plans and expansions, which will keep the commission busy.
  - C. 2025 Planning Commission Board Elections** Three positions were available for election on the Planning Commission.

Peterson motioned to appoint P. Rathbun as Chairman. S. Knudstrup seconded the motion. Motion approved by unanimous voice vote

Peterson motioned to appoint S. Knudstrup as Vice Chariman. P. Rathbun seconded the motion. Motion approved by unanimous voice vote.

C. Knapp motioned to appoint P. Chmiel as Secretary. J. Peterson seconded the motion. Motion approved by unanimous voice vote.

- 8. Unfinished Business: Planning Commission 2024 Annual Report:** There was no significant discussion regarding the Planning Commission's 2024 Annual Report. P. Rathbun, with a support from M. Dudek, made a motion to approve the Planning Commission's 2024 Annual Report. Motion approved by acclamation.
- 9. Public Comment / Hear from the Audience:** Calvin Ragan inquired about the necessary steps to have his property at 420 Ewing rezoned back to Agriculture. He stated that he has approximately three acres and would like to raise chickens. At this time, chickens are not permitted in any zoning district within the Village. If Mr. Ragan wishes to pursue rezoning approval, he will need to complete and submit a rezoning application.
- 10. Planning Commissioner Comments:** J. Peterson noted that Safe & Secure Storage still has not installed their fencing, which has resulted in the lack of landscaping as promised in their approved site plan. T. Hackenberg has sent several emails with no response. The owner had previously indicated he was out of the country and would provide a timeline upon his return; however, that has not yet occurred. There was discussion about the possibility of involving the Village attorney to address the issue.
- 11. Adjournment:** P. Rathbun, supported by B. Allen, made a motion to adjourn the meeting at 7:33pm. Motion approved by acclamation.

Respectfully Submitted,  
Melina Leonard

**Village of Lawton Downtown Development Authority  
October 15, 2025  
Regular Meeting**

Tom Osborne called the October 15, 2025 meeting to order at 7:00 pm.

**Present:** Dluge, Drew, G Dudek, L Dudek, Kozik, Lawson, Osborne, Shannon, and Shinabargar, McComis

**Absent:** Lawson

**Agenda:** Motion Shannon; Support G Dudek to approve the October agenda. Motion carried.

**Minutes:** Motion Dluge; Support Shinabargar to approve the September 17, 2025 minutes. Motion carried.

**Treasurers Report:**

**Unfinished Business:**

**New Business:**

a. The DDA discussed the Farmers Market 2025 Season. Osborne stated the DDA will meet with the Farmers Market at November meeting to make changes for Next year and appoint a manager.

b. 2025 Christmas Decorations were discussed by DDA members.

c. Joint DDA/Council Meeting was announced for November 25, 2025

d. The DDA reviewed the current Park Plan for the Village.

**DDA Board Comments:** None.

**Adjournment:** Shannon motioned to adjourn at 8:06PM, seconded by G. Dudek.

Our next scheduled meeting is November 19, 2025

Respectfully Submitted,  
Thomas Osborne, Chair

**LAWTON FIRE DEPARTMENT  
BOARD OF COMMISSIONERS  
November 06, 2025 Regular Meeting Minutes**

**CALL TO ORDER**

Chairman Mayne called the Regular Meeting of the Lawton Fire Department Board of Commissioners to order at 7:00p.m.

**ROLL CALL**

Members present: Chairman J. Mayne, Vice Chair L. Packer, Commissioners N. Bitely, B Cutting, E. Dudek R. Lawson.  
Members Absent: None. Also Present: MFR Chief K. Bowditch

**APPROVAL OF CONSENT AGENDA – November 06, 2025 Meeting**

The Consent Agenda included the approval of the November 06, 2025 Fire Board Agenda, the October 02, 2025 Fire Board Meeting Minutes, approval of the November 2025 disbursements in the amount of \$44,490.89, and the approval of the HS Fleet Services invoices totaling \$2,717.55 and \$8,391.61, and VFIS invoice totaling \$3,934.00. Motion made by L. Packer, seconded by E. Dudek to approve the consent agenda of the November 06, 2025 meeting. Motion unanimously carried by voice vote.

**PUBLIC HEARING**

None

**APPROVAL OF MINUTES – October 02, 2025 Meeting**

Motion made by N. Bitely, seconded by L. Packer to approve the minutes of the October 02, 2025 meeting. Motion unanimously carried by voice vote.

**CITIZENS' COMMENTS**

None.

**FIRE CHIEF'S REPORT**

Fire Chief T. Hackenberg was absent, N. Bitely presented the October 2025 MFR reports as submitted from the Van Buren County dispatch.

**QR CHIEF'S REPORT**

MFR Chief K. Bowditch presented the October 2025 MFR reports as submitted from the Van Buren County dispatch.

**OLD BUSINESS** None.

**NEW BUSINESS**

E. Dudek motioned, and R. Lawson seconded, to approve the HS Fleet Services invoice totaling \$2,717.55 for the maintenance on Unit 1335. Roll call vote taken: all in favor, none opposed. Motion carried.

L. Packer motioned, and R. Lawson seconded, to approve the HS Fleet Services invoice totaling \$8,391.61 for the maintenance on Unit 1370. Roll call vote taken; all in favor, none opposed. Motion carried.

R. Lawson motioned, and E. Dudek seconded, to approve the VFIS invoice totaling \$3,934.00 for 3 of 4 insurance installment.

**DISBURSEMENTS – Totaling \$44,490.89**

N. Bitely motioned, and L. Packer seconded to approve disbursements totaling \$44,490.89 for the month of November 2025. On a roll call vote, motion unanimously carried.

**ADJOURNMENT**

There being no further business to come before the Board, L. Packer supported a motion by N. Bitely to adjourn. Motion unanimously carried by voice vote. Meeting adjourned 7:10p.m.

***Next meeting date: December 04, 2025***

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Bruce T. Cutting, Secretary

# LAWTON VILLAGE LIBRARY BOARD

Regularly scheduled monthly meeting

Date: 10/27/25

## I. Call to Order

The meeting was called to order by Reid at: 6:23PM

Members present: Cornish, Reid, McArthur, Troxell, Munson

Members excused: Rathbun

Staff Present: Tone

Public Comment (3 minutes per speaker): None

## II. Secretary's Report: The 9/29/25 minutes were accepted as presented.

Cornish Moved to accept the 9/29/25 meeting minutes. Second by - Reid. Motion carried
---------------------------------------------------------------------------------------

## III. Library Director's Report – Usage Statistics

- A. Visitors: 673
  - B. Materials checked out: 1724
  - C. Adult Fiction: 374
  - D. Adult non-fiction: 55
  - E. Audio Books: 10
  - F. Children Easy Books: 599
  - G. Junior Fiction: 395
  - H. Large Print: 203
  - I. Periodicals: 31
  - J. Videos: 15
  - K. Young Adult fiction: 23
  - L. VOX books: 19
- Total: 1724
- M. Computer usage: 31 uses
  - N. Michigan Overdrive total checkouts: 32,061
  - O. Michigan Overdrive total holds: 11,640
  - P. Michigan Overdrive total users: 7652
  - Q. New Items Processed: 122
  - R. Total Items in Library: 27,367
  - S. Our MEL items received: 124

- T. Our MEL items sent: 120
- U. Lawton Overdrive downloads: 295
- V. Lawton Overdrive holds: 234
- W. Lawton Overdrive Users: 1538
- X. New Library Members: 22
- Y. Total Library Members: 1424
- Z. Hoopla checkouts: 130
- AA. Hoopla Cost for month: \$352.45 (credit balance: \$542.89); 163 Porter, 92 village; 2024 checkouts 293; 2025 checkouts 1304
- BB. Lawton Website visited: No information
- CC. Facebook visited: 6483 in last 30 days
- DD. Special Programs: Book club: 15; Craft night: 0; Knitters: 42; Mystery club: 7; story time: 99; White Oaks: 8 (special Grandparent Day at Library); Library closed for Labor Day, Monday, September 1, 2025.

#### IV. Financial Report

- A. The financial report was presented.

McArthur moved to accept the financial report. Second by - Troxell. Motion carried.

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

Receipts: \$ 4738.60

Expenses: \$ 20,397.98

Munson moved to pay the bills. Second by - Reid. Motion carried.

#### V. Committee Reports

- A. None

#### VI. Communications: None

#### VII: Old Business:

1. Directors' packets mostly completed
2. Computer parts purchased and Tony is building; server will be completed soon.

VIII. New Business:

1. Closing for Thanksgiving: Wednesday, November 26 at 4:00 PM. Closed Friday, November 28 and 29.
2. Adding Barnes and Noble for ordering books, they are offering discounts to libraries.
3. Started Financial Management class
4. Closing for Christmas and New Years. Closing for Christmas on December 24, 25, 26, 27. Closing on New Years: December 31; January 1, 2, 3.

X. Adjournment – The meeting adjourned at 6:53

Troxell Moved to adjourn the meeting; second by McArthur

Next Meeting: November 24, 2025 6:30 PM.

Respectfully submitted,

Marianne McArthur, Board Secretary

## Circulation Report for September 2025

We had 673 visitors and checked out a total of **1,724** materials.

Adult Fiction	374
Adult Non-Fiction	55
Audio Books	10
Children's Easy Books	599
Junior Fiction	395
Large Print	203
Periodicals	31
Videos	15
Young Adult Fiction	23
VOX Books	<u>19</u>
<b>Total</b>	<b>1,724</b>
Computer Usage	31 uses
Michigan Overdrive Total Checkouts	32,061
Michigan Overdrive Total Holds	11,640
Michigan Overdrive Total Users	7,652
New Items Processed	122
Total Items in Library	27,367
Our Mel Items Received	124
Our Mel Items Sent	120
Lawton Overdrive Downloads	295
Lawton Overdrive Holds	234
Lawton Overdrive Users	1,538
New Library Members	22
Total Library Members	1,424
Hoopla checkouts	130
Hoopla Cost for Month	\$352.45(credit bal. \$542.89
Hoopla Patrons	163 (71 Porter,92 Village)
	2024 checkouts - 293
	2025 checkouts -1,304

### Facebook visited 6,483 in the last 30 days

Book club: 15  
Craft night: 0  
Knitters: 42  
Mystery Club: 7  
Storytime: 99  
White Oaks: 8 (special Grandparent Day at Library)  
Library Closed for Labor Day Monday, September 1<sup>st</sup>, 2025

### GOOGLE-Library Profile Visits

#### 109 Interactions in September

18 Calls, 38 People asked for Directions,  
53 website visits, 291 Profile views, 107  
Searches.

Respectfully Submitted,  
Lyn Tone, Director