

Village of Lawton
DOWNTOWN DEVELOPMENT AUTHORITY
125 S. MAIN, LAWTON MI 49065 269.624.6407
Wednesday, February 18, 2026 7:00 pm

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda - Changes/Additions/Deletions**
- 4. Approval of Minutes – January 21, 2026**
- 5. Treasurers Report**
- 6. New Business**
 - a. Establish Annual Committees.....Discussion**
 - b. Farmers Market 2026 Updates.....Discussion**
 - 2026 Ad Placement
 - 2026 Opening Date
 - Application Updates Needed (year, manager, email, fees, etc.)
 - 2026 Vendor Fee
 - c. Recommend a Food Truck fee of \$40.00 to Village Council.....Discussion**
 - d. Food Truck Tuesdays 2026.....Discussion**
 - e. Friday Food Trucks with Deb Dropper.....Discussion**
- 7. Committee Reports**
- 8. Public Comments (please limit to 3 minutes)**
- 9. DDA Board / Staff Comments**
- 10. DDA Chair Comments**
- 11. Adjournment**

Village of Lawton Downtown Development Authority
January 21, 2026
Regular Meeting

Tom Osborne called the January 21, 2026 meeting to order at 7:00 pm.

Present: Chicos, Dlugie, Drew, G Dudek, L Dudek, Lawson, Osborne, and Shannon

Absent: Kozik, McComis, and Shinabargar

Visitors:

Agenda: Motion Gail; Support Debbie to approve the agenda. Motion carried.

Minutes: Motion Heather; Support Donna to approve the December 17, 2025 minutes. Motion carried.

Treasurers Report

Old Business: A. **Farmers Market 2026-** It was decided to have Brittany send a letter to Tammy how we are going forward with 2026 Farmers Market.

B. Food Truck Tuesdays- Heather reported “Deb” was no longer running Food Truck Tuesdays. Heather volunteered to contact Food Trucks from her Summerfest list. It was decided to have “Food Truck Tuesday” on the first and third Tuesdays of June, July, and August with a possibility of going into September. The DDA will provide tables, chairs, yard games and entertainment.

C. Chancy Lewis Park- Tom gave an update on the park. Everything is in order and waiting for nice weather.

DDA Chair Comments: It was decided to bring your lists of “Committees” you would like the DDA to have to July’s meeting.

There being no further business Motion Gail; Support Drew to adjourn. Motion carried. Meeting adjourned @ 8:00 pm.

Our next scheduled meeting is February 18, 2026
Respectfully Submitted,

Deborah Lawson, Secretary

Fee Collected: _____

Date Collected: _____

Farmer's Market Vendor Application

Vendor Name: _____

Contact Person: _____

Phone Number: _____

Business Address: _____

Email: _____

Vendor Type (*circle one*): Produce Food Non-Food Craft

Products to be sold at Market: _____

I have read the market terms and conditions, understand them, and agree to abide by them.

Signature: _____ Date: _____

Please either email the completed application to clerk@Lawtonmi.org, or bring application in with payment to 125 S. Main St Lawton, MI 49065. Checks can be made payable to the Village of Lawton.

Lawton Farmers Market 2025 Rules and Regulations

Saturdays 10 am – 2 pm July – October

Market Manager: Ollie St. Onge, email: oliverstonge69@gmail.com

Village of Lawton, Reid's Corner

Welcome to the Lawton Farmer's Market. Please read this information sheet over carefully, sign the application, and return it to the market manager. Thanks for your cooperation.

PRODUCT GUIDELINES:

It is the intent of the Lawton Farmer's Market to encourage the local production and distribution of food and artisan products. In addition to fresh produce and cottage foods, producers may carry handcrafted items. Products must be grown, produced, or hand-made within 50 miles of the market. Other vendors may participate with special permission, with priority being given to agriculturally based items or items that enhance the total market experience.

FEES:

The market manager will collect a fee of **\$5.00** per day, per vendor, to cover advertising and miscellaneous market expenses. Payment is expected in full prior to the start of the market day, in the form of cash or check payable to the Village of Lawton. There are no refunds of market space fees.

Electricity is available to vendors who request access on their application for an extra **\$5.00** per day. Only vendors who have received permission from the market manager may plug into the electrical outlets at Reid's Corner. Gasoline/combustion generators are not permitted, with the exception of food trucks. Vendors who request electrical will be required to pay a five dollar per day electric fee.

VENDOR INFORMATION:

- The market is located at Reid's Corner, on the corner of M-40 and Union Street.
- Vendors may begin set up at 9:00 am and be completely set up by 10:00 am. Vendors must commit to staying set up at the market until 2:00 pm or until they are completely sold out of product.
- Location of vendor space is on a "first-come, first-served" basis. Vendors will provide their own table, and chairs, which must be sturdy and clean.
- Tailgate sales are not allowed.
- Vendors must clearly display their farm or business name and location at their booth.
- Prices must be clearly posted for each product, and visible for all patrons.
- Food products must not be sitting on the ground and should be elevated high enough to prevent soiling.
- It is the vendor's responsibility to clean up his or her area each market day. Waste receptacles in the market area are for shoppers use; dumping excess product or waste in these receptacles is prohibited. Vendors failing to clean their stall, resulting in someone else cleaning the stall, may lose vending privileges.

- Please no tape or other adhesives on the pavilion posts.
- Severe weather is the only weather-related reason for the market to be canceled. If severe weather exists (i.e. a “warning” has been issued and not a “watch”) prior to the market opening, that day's market will not be held. If severe weather develops during market hours, decisions will be made on a case-by-case basis. Customer and vendor safety is the primary concern.

MOBILE FOOD VENDING UNITS/FOOD TRUCKS: Vendors who prepare and sell food on-site, including food trucks, must comply with all applicable local, state and federal laws, including all applicable regulatory requirements of the Village of Lawton.

VENDOR CONDUCT:

Vendors shall be friendly, courteous and respectful while interacting with customers, staff and other vendors. If providing samples to customers, vendors should follow the MDARD guidelines for providing safe food samples. Vendors shall not smoke, vape or use any other tobacco product in the market area. Vendors and their employees are prohibited from carrying firearms or dangerous weapons on their person during the market hours. Section 6-501.115 of the Michigan Modified Food Code restricts the presence of animals in businesses that sell, prepare or serve food. However and allowable exception under 6-501.115 includes service animals that are controlled by a person with a disability. This Food Code exception aligns with the Americans with Disabilities Act (ADA) requirements.

DISPUTES: Disputes at the market will be resolved through an informal process with the market manager, Oliver St. Onge, or a committee of vendors formed to review the disputes.

LICENSE(S): All licenses are the responsibility of the vendor. If you sell nursery stock, perennials, cider, pet treats or bird food, you must provide a copy of your current license to the market master for our files.

Cottage Food Vendors must comply with the Michigan Cottage Food Law PA 113. All cottage food items sold at the market must be properly labeled. Knowledge of Michigan Department of Agriculture food safety laws (www.michigan.gov/mdard) and any required food processing or preparation license(s) are the responsibility of the vendor. Sales Tax Licenses are the sole responsibility of the vendor.

Liability: Liability insurance shall be maintained by and is the sole responsibility of the vendor. The Village of Lawton, its employees and affiliates, the Village of Lawton Downtown Development Authority, and the market volunteers and coordinators shall not be held responsible or liable for any damages, theft or accidents that may occur while under the operating guidelines and regulations of the Lawton Farmers Market.

LIABILITY/ VENDOR REPORTING: Liability insurance shall be maintained by and is the sole responsibility of the vendor. The Village of Lawton, its employees and affiliates, the Village of Lawton Downtown Development Authority, and the market volunteers and coordinators shall not be held responsible or liable for any damages, theft, or accidents that may occur while under the operating guidelines and regulations of the Lawton Farmers Market. Vendors shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the vendor's use or occupancy of the facility in writing to the Market Manager within 24 hours of the incident. The vendor is solely responsible for supervising all

individuals in their space during the event. The Village is not responsible for providing this supervision. The Village reserves the right, however, to evict individuals from the market during the event if their conduct is deemed to be destructive or detrimental in any way, including but not limited to, non-compliance with any market rule or procedure.

I have read and understand the 2025 Lawton Farmers Market Rules and Regulations.

I acknowledge and agree to abide by the current Rules and Regulations of the Lawton Farmers Market.

I further acknowledge and agree that failure to abide by all market regulations shall result in the loss of ability to sell at the Lawton Farmers Market at the sole discretion of market management. The undersigned acknowledges and agrees, as a condition of approval of this application form to defend, indemnify, and hold harmless the Village of Lawton, its agents, officials, and employees from all suits, claims, damages to person or property, causes of action or demands of any kind or nature whatsoever, arising out of, resulting from or in connection with the use of any and all Village Property associated by and through the Lawton Farmers Market.

I further acknowledge and agree to hold harmless and not responsible, the Lawton Farmers Market, all volunteers of the Lawton Farmers Market, the Village of Lawton Downtown Development Authority, the Village of Lawton, and the County of Van Buren, for any and all damages, theft or accidents that may occur, or damages arising out of the sales of my products, as a result from my presence at the market site as a vendor.

Further, as a provider of food and product at the Lawton Farmers Market, I assume total responsibility for any food-borne illness affecting market attendees. I verify that all information I/we have provided about my farm and products for sale is true and accurate.

By signing this I acknowledge and declare that I have current liability insurance coverage at a level which shall be appropriate to my produce/products being sold through the Lawton Farmers Market.

I further acknowledge and agree that upon request, I shall provide a copy of my current liability insurance coverage for review and approval by the Market Manager.

Signature of Vendor

Print Name

The Lawton Farmers Market is sponsored by the Village of Lawton Downtown Development Authority

2026

Sponsorship Packet

Festival Fridays Sponsorship

Hosted by

KELC Events

Hosting this event, together with local DDA groups to feature a pop-up festival series in local communities celebrating the power of economic development through placemaking events.



@foodtruckrallykzoo



<https://www.foodtruckrallykz.com>



Event Information

The Festival Fridays' event series is a mini-festival that includes 3 food trucks, live music, and a footprint to partner with store-front businesses for a community event. The sole purpose is to activate public spaces and promote local Downtown Development Authority Districts. Festival Fridays is scheduled on the second Friday of May, June, July and August traveling each month to a different DDA location in the greater Kalamazoo region. It is a popup festival designed to create community engagement.

KELC Events partners with local DDA groups to host the event. The DDA agrees to provide the location (street, pocket park, parking lot) and KELC will organize the popup festival working with the local businesses to use the event as a platform to build traffic, retail/restaurant sales, and a catalyst to build repeated traffic to downtown centers.

Working side-by-side, KELC Events uses sponsorship revenue to host the event while also celebrating emerging businesses that creates economic development.



Festival Fridays Event Format

Audience: local residents, families, downtown employees and visitors from surrounding cities.

Business Opportunities: Local businesses, crafters, artisans can participate either through their storefront or booths

Advertising Opportunities: Midwest Communications will offer advertising packages to promote the event that will help to increase foot traffic and build attendance.

Business Development Outcomes: The intent of the event is to build a framework to position DDA's to partner with KELC Events to build economic and community development.

Just The Facts:

Time - 5:00 pm - 8:00 pm
When - Second Fridays
May 8, June 12, July 10, August 14

Where - 4 Selected DDA locations
Allegan, Kalamazoo, Van Buren
Counties

Who: KELC Events is an event management nonprofit organization that specializes in hosting food truck festivals to drive economic development while supporting food entrepreneurs.

Festival Friday Event Sponsorship Plans

Sponsorship Benefit Plan

\$2,000 VIP Sponsorship Program

- Industry Exclusivity and presenting status at all 4 event series
- Free vendor booth or exhibit booth at all 4 event series
- Presenting status logo included in all print materials including flyers and posters
- General Sponsor Benefits

\$1,500 Marketer Sponsorship Program

- Sponsorship of the entertainment stage at all 4 event series
- Free vendor booth or exhibit booth at all 4 event series
- Company logo included in promotion of the entertainment series and venue
- General Sponsor Benefits

\$500 Supporter Sponsorship Program

- Company name and logo included in print material
- General Sponsor Benefits



The Festival Fridays series partners with WMU Event Management students providing opportunities for summer internships, experiential learning, entrepreneurial development.

Through the design and management of this series, students learn event marketing and how event design is critical to the outcomes of business sustainability.

General Sponsor Benefits:

All sponsorships also include the following benefits along with the benefits listed above.

- Sponsor Spotlights - ROI Content and Logo
- Name/Logo with links on website
- Name/Logo included in social media advertising



2026 Sponsorship Agreement Form

Business: _____ Business Phone: _____

Contact Person: _____ Cell Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____ Website: _____

Facebook: _____ Instagram: _____

Please Check the Participation Level(s):

- | | |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> VIP Sponsorship Program:
\$2000
Amount: _____ | <input type="checkbox"/> Supporter Sponsorship Program:
\$500
Amount: _____ |
| <input type="checkbox"/> Marketer Sponsorship Program:
\$1,500
Amount: _____ | <input type="checkbox"/> Corporate Donation:
Any amount with no advertising
Amount: _____ |

Please email your company promotional content copy to Elly Weber at director@experientiallearningcenter.org. The content will be used in spotlight advertising and in news release content. Questions can be directed by calling 269-388-2830.

Please Note the Following:

- Please note that our logo will be sent under a separate cover.
- Please send copies of advertisement to: _____ (email)

Signed by: _____ Date: _____

Name: _____

Please return to: Deborah Droppers, deb@eventkalamazoo.com, 269.388-2830

Kalamazoo Experiential Learning Center (KELC Events)

1417 S. Burdick Street, Kalamazoo, MI 49001

Payable to: Kalamazoo Experiential Learning Center

Tax ID: 46-5093471 (a 501-c-3 organization, Public Charity Status - 509(a)(2))