

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

RESOLUTION NO. 10-2026

**A RESOLUTION ADOPTING THE DOWNTOWN DEVELOPMENT AUTHORITY
BYLAWS**

At a regular meeting of the Village Council of the Village of Lawton, Van Buren County, Michigan, held in Council Chambers at **125 South Main Street, Lawton, Michigan 49065**, on the 14th day of April, 2026, at **7:00 p.m.**

Present: Appleby, E. Dudek, G. Dudek, Turner, Peterson, Raber, Tanis

Absent: None

The following Resolution was offered by Council person E. Dudek and supported by Council person Raber.

WHEREAS, the Village of Lawton has established a Downtown Development Authority (DDA) pursuant to Public Act 197 of 1975, as amended; and

WHEREAS, the Downtown Development Authority has developed and approved bylaws governing its organization, operations, and procedures; and

WHEREAS, the Village Council has reviewed the proposed Downtown Development Authority Bylaws as submitted by the DDA; and

WHEREAS, the Village Council finds it in the best interest of the Village of Lawton to formally acknowledge and adopt said bylaws.

NOW, THEREFORE, BE IT RESOLVED, that the Village Council of the Village of Lawton hereby adopts and acknowledges the **Village of Lawton Downtown Development Authority Bylaws**, attached hereto and incorporated by reference, as governing procedures for the operation of the Downtown Development Authority.

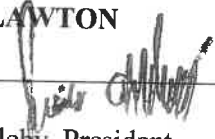
BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption.

AYES: 7
NAYS: 0
ABSENT: 0

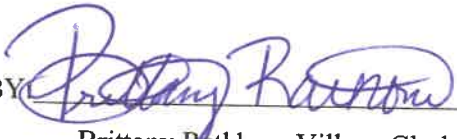
ADOPTED this 14th day of April 2026.

VILLAGE OF LAWTON

BY: _____


Josh Appleby, President

BY: _____



Brittany Rathbun, Village Clerk

CERTIFICATION

I, Brittany Rathbun, 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 April 14th, 2026 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

VILLAGE OF LAWTON

BY: _____


Brittany Rathbun, Village Clerk

VILLAGE OF LAWTON

DOWNTOWN DEVELOPMENT AUTHORITY BYLAWS

ARTICLE I – AUTHORITY AND PURPOSE

Section 1. Authority

These bylaws are adopted pursuant to the Michigan Downtown Development Authority Act, Public Act 197 of 1975, as amended, and the Village ordinance establishing the Downtown Development Authority of the Village of Lawton.

Section 2. Purpose

The purpose of the Downtown Development Authority (DDA) is to promote economic growth, revitalization, and development within the downtown district of the Village of Lawton, encourage historic preservation, strengthen the local business environment, and enhance the vitality and appearance of the downtown area.

ARTICLE II – MEMBERSHIP

Section 1. Composition

The Downtown Development Authority shall consist of eleven (11) members appointed in accordance with the Village ordinance establishing the Authority and applicable state law.

Section 2. Terms

Members of the Downtown Development Authority shall be appointed for terms of four (4) years, unless otherwise provided in the Village ordinance establishing the Authority.

Members may be reappointed to additional terms. Members shall continue to serve until a successor has been appointed and qualified.

Section 3. Staggered Terms

Appointments shall be staggered so that, as nearly as possible, an equal number of member terms expire each year in order to maintain continuity of experience on the Authority.

Section 4. Vacancies

Vacancies shall be filled by appointment by the Village President with approval of the Village Council for the remainder of the unexpired term.

Section 5. Attendance

Members are expected to attend all regular meetings of the Authority. Members unable to attend should notify the Chairperson or Secretary in advance when possible.

ARTICLE III – OFFICERS

Section 1. Officers

The officers of the Downtown Development Authority shall consist of the following:

- Chairperson
- Secretary
- Treasurer

Officers shall be elected annually by the Authority from among its members.

Section 2. Chairperson

The Chairperson shall:

- Preside at all meetings of the Authority
- Coordinate preparation of meeting agendas
- Ensure meetings are conducted in an orderly manner
- Represent the Authority at Village Council meetings when necessary
- Appoint committees as needed

Section 3. Secretary

The Secretary shall:

- Ensure accurate minutes of all meetings are taken
- Maintain records and official documents of the Authority
- Ensure meeting notices and agendas are prepared as required
- Maintain attendance records

Clerical duties may be supported by Village staff when available.

Section 4. Treasurer

The Treasurer shall:

- Maintain records of Downtown Development Authority receipts and expenditures
- Collect and organize financial documentation related to DDA activities
- Submit or coordinate submission of receipts and financial records to the Village Treasurer
- Meet monthly with the Village Treasurer to review DDA revenues, expenditures, and account balances
- Provide periodic financial updates to the Authority at its meetings
- Assist with preparation of the annual DDA budget

The Village Treasurer shall remain the official custodian of all Village funds in accordance with Village financial policies and state law.

ARTICLE IV – MEETINGS

Section 1. Regular Meetings

The Downtown Development Authority shall establish a schedule of regular meetings annually.

Section 2. Special Meetings

Special meetings may be called by the Chairperson or by a majority of the Authority members.

Section 3. Open Meetings

All meetings of the Authority shall comply with the Michigan Open Meetings Act and shall be open to the public.

Section 4. Location

Meetings shall be held at Village Hall, 125 S. Main Street, Lawton, Michigan 49065, unless otherwise posted.

Section 5. Quorum

A majority of the appointed members of the Authority shall constitute a quorum for the transaction of business.

ARTICLE V – VOTING

Each member of the Authority shall have one vote.

Unless otherwise required by law, an affirmative vote of a majority of the members present at a meeting where a quorum is present shall be required to take action.

ARTICLE VI – COMMITTEES

The Authority may establish committees as needed to assist with projects, programs, or initiatives related to downtown development.

Committees may include Authority members, business owners, residents, or other stakeholders.

All committee recommendations shall be presented to the full Authority for consideration.

ARTICLE VII – FINANCES

Section 1. Fiscal Oversight

All funds of the Downtown Development Authority shall be maintained by the Village of Lawton and managed in accordance with Village financial policies and applicable law.

Section 2. Budget

The Authority shall annually review and recommend a proposed DDA budget to the Village Council.

Section 3. Financial Reporting

Financial updates shall be periodically reviewed by the Authority, with the Treasurer coordinating with the Village Treasurer to ensure accurate reporting.

Section 4. Spending Authority

To ensure efficient operation of the Downtown Development Authority while maintaining appropriate financial oversight, the following spending authority is established:

Action	Requirement
Expense up to \$1,000	May be approved by the Chairperson
Expense \$1,000 or more	Requires approval by the full Downtown Development Authority at a regular or special meeting

All expenditures shall remain subject to Village purchasing procedures and shall be processed through the Village Treasurer in accordance with Village financial policies.

ARTICLE VIII – CONFLICT OF INTEREST

Members shall disclose any potential conflict of interest regarding matters before the Authority and abstain from voting where appropriate.

ARTICLE IX – AMENDMENTS

These bylaws may be amended by a majority vote of the Downtown Development Authority, subject to consistency with state law and Village ordinances.

ARTICLE X – ADOPTION

These bylaws shall become effective upon approval by the Downtown Development Authority and acknowledgement by the Village Council of the Village of Lawton.

Adopted this 16 day of April, 2026.