



VILLAGE OF LAWTON

Regular Meeting Minutes – Tuesday February 9, 2021 at 7:00 p.m.

Meeting was held remotely and in person

Lawton Village Hall – 125 S Main Street, Lawton MI 49065

WWW.LAWTONMI.GOV 269.624.6407

MINUTES

- I. **CALL TO ORDER** President Knudstrup called the February 9, 2021 Meeting of the Lawton Village Council to order at 7:00 p.m.
- II. **PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- III. **ROLL CALL:** Present: President Knudstrup. Trustees: J Appleby, E. Dudek, G. Dudek, N. Smith, J. Peterson and R. Turner. Absent: None. Others present: Village Manager Imus, Superintendent Hackenberg, and 4 other guests.
- IV. **CONSENT AGENDA:** The Consent Agenda included the approval of the February 9, 2021 Council Agenda, the January 26, 2021 Council Meeting Minutes, Disbursements in the amount of \$41,194.57 and to set up a Public Hearing for the regular Council Meeting on Tuesday, February 23, 2021 to hear comment and consider adoption of the Village of Lawton Fiscal Year 2021/2022 Budget. Peterson motioned to approve the consent agenda as presented, supported by G Dudek. A roll call vote was taken with unanimous approval.
- V. **COMMUNICATIONS AND CORRESPONDENCE: None**
- VI. **CITIZENS' COMMENTS:** Commissioner Schincariol gave an update of what is going on at the County Level. New this month they formally established a County Land Bank, seeded with \$5,500 from the General Fund, going forward if will be self-sustaining through tax generation and partnerships with the Statewide Land Bank. The purpose of this is to prevent blight, help create affordable housing and get properties back on the tax roll as contributing to the county. Approved a PC Refresh Program, at county level the IT department will be upgrading approximately 50 PC and laptops on a phased method. The new website should be up in March, new domain, new emails, the old communications, and emails will still work through the calendar year 2021.
- VII. **PUBLIC HEARINGS:**
- VIII. **NEW BUSINESS:**
 - A. Review of the Fiscal Year 2021/2022 Budget Proposal. Manager Imus gave a power point presentation on the Budget, explaining the 5 major funds, the Revenue Projections, Expenditure Projections, Fund Balance Summary and Budgeted Projects for the upcoming year. One main goal for the upcoming year is a Capital Improvement Plan through Wightman.

- B. Appleby motioned to approve to Contract with Siegfried Crandall Certified Public Accountants to perform the 2021 Audit in an amount not to exceed \$15,500, supported by Turner. Motion approved by a unanimous roll call vote.
- C. G Dudek motioned to approve the Proposal from Wightman Engineering for a Community Capital Improvement Plan in the amount of \$24,000.00 with support from Smith. Motion approved by a unanimous roll call vote.
- D. Appleby motioned to approve the Proposal from Bloomingdale Communications for a new Voice Over Internet Phone System, supported by E Dudek. A unanimous roll call vote was taken.
- E. Discussion for consideration to contract with SAFEbuilt for the Village's Building, Mechanical, Plumbing and Electrical Inspection permit needs. SAFEbuilt provides additional services such as Coding Enforcements and Zoning Review, and Plan Review. Manager Imus currently handles the site plans, lot splits, etc. and this may be something SAFEbuilt could do in the future. SAFEbuilt uses the State of Michigan fee schedule. The Village will receive a 5% contribution of total funds. Peterson moved to enter into a contract with SAFEbuilt for the Village of Lawton Inspection Services contingent on the Village Manager approving the terms and condition of the contract, with support from Appleby. Motion approved by a unanimous roll call vote.

IX. BOARD, COMMITTEE, AND STAFF REPORTS

- A. **Planning Commission:** Turner reports they did not meet this month.
- B. **Downtown Development Authority (DDA):** G Dudek reports that they are replacing 3 splash pad bricks that had errors, they have been reordered. They discussed the ribbon cutting ceremony at The Allen Group, and the development of a Façade Improvement Program for spring.
- C. **Community & Economic Development Committee (CEDC):** Peterson reports they talked about goals for the year, the committee is scheduled to meet on third Tuesday of each month at 4:30 pm. One main goal is to get the house completed and sell the house at 423 E. Second Street.
- D. **Finance and Administration Committee:** Knudstrup reports that they reviewed the disbursements in advance of presenting to Council, received an update on the budget process, we are looking at projects moving forward. Performance reviews and pay increases for the staff were also discussed. Next meeting is scheduled for March 3rd.
- E. **Public Safety Committee:** Appleby reports their meeting was held before scheduled Council Meeting tonight. They received an update from the Chief on the vacant position. There are four current candidates and Chief is working on background checks and interviews. They briefly talked about parking on sidewalks. There was significant spent discussing allowing 4 wheelers in the

village. There are many concerns, and the committee would like community opinions and input on this if anyone has one.

- F. Public Services Committee:** No Meeting
- G. Water and Sewer Committee:** E Dudek reports that Manager Imus has new information and there will be a meeting soon. Turner is now a new member and Dudek will catch him up to speed, a lot of information and important to know the background as to what has been done so far.
- H. Police Department:** Chief Mack reviewed his monthly report, he mentioned the new hire process and the four applicants. He has consent to complete the background checks.
- I. Department of Public Works:** Superintendent Hackenberg reviewed the Public Services monthly reports. All holiday decorations are down. They have been busy keeping the roads and sidewalks clean.
- J. Village Manager –** Water and sewer bills went out today with the newsletter. Great job by Melina on the newsletter, highlighting the local businesses.
- X. COUNCIL COMMENTS –** President Knudstrup commended Manager Imus for her recent work on the budget. Also, a special thank you to Superintendent Hackenberg and DPW crew on the outstanding way they are keeping the streets and sidewalks clean. One more reminder to Council there is a scheduled meeting for the Budget on February 23, 2021.
- XI. ADJOURNMENT –** Turner motioned to adjourn the meeting at 8:33 p.m. supported by Appleby and unanimous approval of those present. The next regular scheduled meeting is February 23, 2021.

Respectfully Submitted by Joni Bell, Village Clerk