



## VILLAGE OF LAWTON

Regular Meeting Minutes – Tuesday July 13, 2021, at 7:00 p.m.

*Hybrid Meeting was held in person and remotely*

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

**WWW.LAWTONMI.GOV 269.624.6407**

### MINUTES

- I. **CALL TO ORDER** President Knudstrup called the July 13, 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: E. Dudek, N. Smith, G. Dudek, J. Appleby, J. Peterson, and R. Turner. Absent: None. Others present: Village Manager Imus, Superintendent Hackenberg, Chief Mack and **3** other guests.
- IV. **CONSENT AGENDA:** The Consent Agenda included the approval of the July 13, 2021, Council Agenda, the June 22, 2021, Council Meeting Minutes, Disbursements in the amount of \$144,688.02. Peterson made a motion to approve the Consent Agenda as presented with support from E. Dudek. A unanimous roll call vote approved the motion.
- V. **COMMUNICATIONS, CORRESPONDENCE AND PRESENTATIONS:**
  - A. The Van Buren County Conservation District extended an invitation for the Village of Lawton to partner and pledge funding in the Van Buren County Recycling Program Partnership Program. After supportive conversation, Appleby made a motion to contribute \$500 to the program with support from Turner. A unanimous roll call vote supported this action.
  - B. Josh Gabrielse of Siegfried Crandall PC gave presentation to the Council on the findings of the 20/21 Fiscal Year Audit. Mr. Gabrielse reported that there was an increase in all fund balances except for the Water/Sewer Fund.
- VI. **CITIZENS' COMMENTS:** NONE
- VII. **PUBLIC HEARINGS / APPOINTMENTS:** NONE
- VIII. **OLD BUSINESS:**
  - A. Resolution #14-21 Establishing the Lawton Village Council Rules of Procedure, with additional changes and/or corrections to be made, will be updated, and addressed at the next council meeting.
  - B. Contract with Safebuilt for professional services to include Structural Code Enforcement Services and Zoning Review and Administrative services in the amount of \$550.00 per month. G. Dudek

made a motion to proceed with the Contract with SAFEbuilt for said services with support from Smith. A unanimous roll call vote carried the motion.

**IX. NEW BUSINESS:**

- A. Resolution #15-21 recommending that MDOT utilize a full road closure detour for the upcoming 2023 reconstruction of M-40 through the Village of Lawton. It is estimated that this will cut at least 6 weeks off the project, and result in a better project. Turner made a motion to adopt Resolution #15-21 with dual support from Smith and E Dudek. A voice vote was taken with all in favor.
- B. Request for a Burn Permit from Duane Packer to burn large stumps at his property located at the corner of Fourth and Walker. Appleby made motion to approve the burn permit with a limitation of time of up to one year, supported by Turner. A favorable voice vote was taken.
- C. A Purchase Request and Budget Amendment for professional services to purchase and install new Server Technology in the amount of \$15,694.00. This purchase includes 3 new servers, one exclusively for the Police Department, one to house the BSA Software and one for all other general administrative use. E. Dudek made a motion to approve the purchase, and then amended the motion to include the associated Budget Amendment as described by the scheduled allocation by Manager Imus. A unanimous roll vote carried the motion.

**X. BOARD, COMMITTEE, AND STAFF REPORTS**

- A. **Planning Commission** – Peterson reports that they did not meet in July. They still need another individual to be whole.
- B. **Downtown Development Authority (DDA)** - G. Dudek reports that they met and discussed the Façade Improvement Program. They received five applications and they were all approved.
- C. **Community & Economic Development Committee (CEDC)** – Smith reports they met and reviewed goals, they talked about the vacant Laundromat lot, and the VBISD House issues. They are concerned the market is turning and we need to get this house fixed up and sold! She has had conversation with Blaine Allen the realtor and they feel that if appliances were included in the sale of the house, it would be more marketable. Smith proposed a motion to authorize the Village Manager an additional \$3,000 for the purchase of appliances for the VBISD house. With support from Appleby a unanimous roll call vote was taken in favor of this motion.
- D. **Finance and Administration Committee** – Knudstrup reports the committee met and reviewed disbursements as usual, they talked about the performance review process and would like it to go to council at the August meeting.

- E. **Public Safety Committee:** Appleby reports Summerfest was a great event! They went through their goals; some have been met and others are on track. A Lightar handheld laser was purchased, they also talked about parking out front and traffic at Chancey Lewis Park.
- F. **Public Services Committee – G.** Dudek reports they talked about the Chip and seal project and are waiting for MDOT, Superintendent Hackenberg has the bids.
- G. **Water and Sewer Committee – E.** Dudek reports they did not meet as they are waiting on Baker Tilly and Wightman. Manager Imus told them she has a meeting on 7/14 with Baker Tilly regarding rates only. She noted that the CIP Funding is crucial to Baker Tilly and that comes from Wightman.
- H. **Police Department –** Chief Mack presented his monthly report adding that Officer Gibbs will be on his own after this week. He also demonstrated the new Lightar, the new handheld laser system, speed measurement device.
- I. **Department of Public Works –** Superintendent Hackenberg presented the WWTP and Public Service reports.
- J. **Village Manager –** Manager Imus commented that the County Brownfield meets on Wednesday 7/14/21. There is an EPA grant for \$100,000 due in September. This could help cover the costs to have the soil tested on the Reid property that was donated to the Village. This lot use to house a gas station and there were 5 tanks removed. The ground must be tested and hopefully there is only minimal contamination. Hopefully we will have a clean closure. Imus also reminded Council of the MML early bird registration for the Conference on September 24<sup>th</sup>. This is a good opportunity for learning and team building! She also reminded Council of funeral visitation for Mr. Grabbe who was a long time DPW worker that passed away.
- XI. **COUNCIL COMMENTS:** President Knudstrup mentioned that the Village has several contracts for various items i.e., Insurances, auditing etc. He would like to have these rebid every couple of years to make sure we are getting the best for our dollars spent. Turner wonders about the broken public utility poles along main street. Who is responsible, Frontier/ Comcast or some other entity so they can be taken care of.
- XII. **ADJOURNMENT:**
  - E. Dudek, supported by Turner, made a motion to adjourn the meeting at 8:54 p.m. A voice vote was taken with unanimous approval of those present. The next regular scheduled meeting is August 10<sup>th</sup>, 2021.

Respectfully Submitted by Joni Bell, Village Clerk