

Village of Lawton
DOWNTOWN DEVELOPMENT AUTHORITY
125 S. MAIN, LAWTON MI 49065 269.624.6407
Wednesday, April 16, 2025 7:00 pm

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda - Changes/Additions/Deletions**
- 4. Approval of Minutes – March 19, 2025**
- 5. Treasurers Report**
- 6. Unfinished Business**
- 7. New Business**
 - a. 2025 Flower Pot Update.....Discussion
 - b. Farmers Market Rules and Regulations.....Discussion
- 8. Committee Reports**
- 9. Public Comments (please limit to 3 minutes)**
- 10. DDA Board / Staff Comments**
- 11. DDA Chair Comments**
- 12. Adjournment**

Village of Lawton Downtown Development Authority
March 19, 2025
Regular Meeting

Tom Osborne called the March 19, 2025 meeting to order at 7:00 pm.

Present: Dlude, G Dudek, L Dudek, Kozik, Lawson, Osborne, and Shinabargar

Absent: Drew, McComis

Visitors: Bonnie Nye, Heather Shannon -Summerfest Committee

Agenda: Motion G Dudek; Support Kozik to approve the agenda. Motion carried.

Minutes: Motion G Dudek; Support Kozik to approve the February 19, 2025 minutes.

Motion carried.

Treasurers Report:

Old Business: Banners: Kozik handed out maps with all poles on Main Street, showed pictures of “Call to Action” banners with choice of colors, seasonal/patriotic , and Welcome to Lawton banners. The color for Call-to-Action banners was selected-blue with white letters. It was suggested we have an ice cream banner, plain flag, and still use the “Small Town U.S.A”on the Welcome to Lawton banners.

New Business: A. Farmer’s Market/Reid’s Corner Committee was selected: G Dudek, Dlude, Osborne, Shinabargar, and Heather Shannon.

B. Tuesdays On the Road was discussed and everyone agreed it could go over well at Reid’s Corner.

C. 2025 Downtown Flowers- It was reported M-Dot would take care of Everything- (plants/trees) excluding the large pots for 2 years. Gail and Dave will care for the large pots. Osborne suggested possibly having a few of our old pots at Reid’s Corner. Gail said she would look into.

Public Comments: Bonnie and Heather gave a report of Summerfest times and activities to date. Discussion on DDA involvement for a “Dunk Tank.” It was decided if a group was found to run the dunk tank, we would sponsor them.

DDA Chair Comments: Downtown District and DDA Boundaries were discussed.

There being no further business Motion Dlude; Support G Dudek to adjourn. Motion carried. Meeting adjourned @ 8:30pm.

Our next scheduled meeting is April 16, 2025

Respectfully Submitted,
Deborah Lawson, Secretary

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-0010	CASH IN BANK - DOWNTOWN DEVELOPME	31,331.42
248-000-0021	MICHIGAN CLASS	45,854.76
248-000-0030	MMK 0188	2,089.26
248-000-0031	MMK 4419	120.36
248-000-0260	TAXES RECEIVABLE - VILLAGE	3,503.26
248-000-0261	TAXES RECEIVABLE - ANTWERP TOWNSH	0.00
Total Assets		82,899.06
*** Liabilities ***		
248-000-2020	ACCOUNTS PAYABLE	0.00
248-000-2140	DUE TO OTHER FUNDS	0.00
Total Liabilities		0.00
*** Fund Balance ***		
248-000-3900	FUND BALANCE	77,265.90
Total Fund Balance		77,265.90
Beginning Fund Balance - 24-25		77,265.90
Net of Revenues VS Expenditures - 24-25		5,657.13
*24-25 End FB/25-26 Beg FB		82,923.03
Net of Revenues VS Expenditures - Current Year		(23.97)
Ending Fund Balance		82,899.06
Total Liabilities And Fund Balance		82,899.06

* Year Not Closed

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
			NORMAL (ABNORMAL)	MONTH 04/30/2025	BALANCE	
			04/30/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - GENERAL						
248-000-4020	VILLAGE GENERAL TAXES DUE TO DDA	8,000.00	0.00	0.00	8,000.00	0.00
248-000-4021	VILLAGE STREET TAXES DUE TO DDA	0.00	0.00	0.00	0.00	0.00
248-000-4023	VILLAGE LIBRARY TAXES DUE TO DDA	0.00	0.00	0.00	0.00	0.00
248-000-4024	ANTWERP TOWNSHIP TAXES DUE TO DDA	0.00	0.00	0.00	0.00	0.00
248-000-6640	INTEREST EARNED ON DEPOSITS	0.00	0.00	0.00	0.00	0.00
248-000-6701	GRANT INCOME	0.00	0.00	0.00	0.00	0.00
248-000-6752	CONTRIBUTIONS - RESTRICTED	0.00	0.00	0.00	0.00	0.00
248-000-6754	CONTRIBUTIONS - RESTRICTED PROJECTS	0.00	0.00	0.00	0.00	0.00
248-000-6940	MISCELLANEOUS INCOME	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 000 - GENERAL		11,000.00	0.00	0.00	11,000.00	0.00
TOTAL REVENUES		11,000.00	0.00	0.00	11,000.00	0.00
Expenditures						
Dept 000 - GENERAL						
248-000-7570	OPERATING SUPPLIES	2,000.00	23.97	0.00	1,976.03	1.20
248-000-8160	FACADE GRANT	3,000.00	0.00	0.00	3,000.00	0.00
248-000-9430	EQUIPMENT RENTAL OR LEASE	0.00	0.00	0.00	0.00	0.00
248-000-9790	SPLASH PAD	0.00	0.00	0.00	0.00	0.00
248-000-9791	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		5,000.00	23.97	0.00	4,976.03	0.48
TOTAL EXPENDITURES		5,000.00	23.97	0.00	4,976.03	0.48
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		11,000.00	0.00	0.00	11,000.00	0.00
TOTAL EXPENDITURES		5,000.00	23.97	0.00	4,976.03	0.48
NET OF REVENUES & EXPENDITURES		6,000.00	(23.97)	0.00	6,023.97	0.40

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 _____

Address _____

Phone _____

Email _____

Products _____

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