

**Minutes of a Regular Meeting**  
**May 19, 2018**  
**VILLAGE OF BRITTON**  
**COUNCIL MEETING**  
**120 College Avenue, Britton, Michigan 49229**

**1. CALL MEETING TO ORDER**

President Frazier called the meeting to order at 9:30a.m. A quorum was present.

**2. PLEDGE OF ALLEGIANCE**

Led by President Frazier.

**3. ROLL CALL**

Members Present: Cline, Frazier, Bower, D. McCrate, Tiede

Members Absent: Smith, C. McCrate

Others Present: Thomas, Frayer, Escott

Others Absent:

**4. GUESTS/PUBLIC COMMENT - DON**

**5. CONSENT AGENDA**

**5.1 Approval of minutes from April 21, 2018 Regular Meeting and May 3, 2018 Special Meeting**

**5.2 Bills & Transfers**

**5.3 DPW Report**

- ✓ Approx 25 water meters yet to do
- ✓ mowing – slow due to rain and standing water
- ✓ pickup was checked into lease price is 2018 Dodge with blade - \$34,700  
municipal price (depending on credit rating). Financing is about \$2900.00

**5.4 Clerk's Report**

- ✓ The prior fiscal year has been closed
- ✓ The budget is the current budget
- ✓ I have trained with Denise on FundBalance – she is still willing to support
- ✓ I have training with BJ scheduled for the USDA
- ✓ Committee sheets have been updated and are in your folders
- ✓ The letter for the Headlee was sent to all of you via email to review
- ✓ The news letter was mailed out.
- ✓ March is closed
- ✓ The auditor engagement letter is out for your review
- ✓ I am currently reconciling some water accounts

**5.5 Treasurer's Report**

- ✓ County Drain Commission \$1,000.00 check came in and put in water
- ✓ Extra check from state -Act 51 money it was put into local streets
- ✓ Print out of year end balances
- ✓ Will be working on catching up on transfers

**5.6 Planning Commission Report**

- ✓ Did not have a quorum

**5.7 Committee Reports**

- ✓ Parks and recreation committee will be working on grants and finding funds  
plans for moving forward on the parks
- ✓ Budget Meeting on 04/26/2018 and 05/17/2018. We are working out the kinks  
and it is moving along
- ✓ Personnel Meeting on 05/11/2018 decision the village will put full out of pocket/deductible  
in Health Savings Account .

**Motion Carried**

**Moved by D.McCrate for a one time deposit equal to the amount of out of pocket expense per employee made to the bank as specified by the employee choice of Health Savings Account. Second D. Cline . Roll call done**

**5.8 Additions/Deletions to the Agenda**

**MOTION CARRIED**

*Moved by Trustee D.McCrate, seconded by Trustee D. Cline., to approve the consent agenda.*

Acknowledged guest

**6. UNFINISHED BUSINESS**

**6.1 Planning Commission Vacancy**

- ✓ Still unable to find anyone

**6.2 Auditor**

- ✓ Brent Shea – will invite to a meeting. New auditor engagement letter. Reviewed – his name is Brent Shea. Invite to Finance meeting May 25. Fee \$6,875.00/annual

**6.3 USDA**

- ✓ \$46,000.00 check went out, 717.85 left in account we can use for things that pertain to construction.  
Training with BJ is scheduled. Note to question clarification on reserve accounts  
Richard should be included.

**6.4 Newsletter**

- ✓ Mailed – Water report made July 1 deadline.

**6.5 Fundbalance Updates**

- ✓ Covered in Clerk report
- ✓ Keep on the agenda for June – clarification on USDA required minimums

**7. NEW BUSINESS**

**7.1 Plan for the Parks**

**7.2 Welcome Packet**

- ✓ Previously had one, personal letter and village information. Idea was well accepted. Sample will be provided by clerk

**7.3 Headlee letter**

- ✓ Final draft was reviewed. The contents of the current letter were accepted and It was decided to do a follow-up later possibly containing a form of a calculation (possibly 3 examples and make sure to do the math correctly), also assessed values are not as favorable. And a better description of what the village will do with the money.  
\*\* County tax assessment has come in for Doreen\*\* SEV / and assessed value are both. \$15,649,527.00

**Motion Carried**

**Moved by D.McCrate the proposed copy of the Headlee letter will have a date correction and mailed. Supported D. Cline all in favor.**

**8. DISCUSSION**

**9. COMMUNICATIONS**

- ✓ Planning Commission Dinner – excellent networking and good meal. Should consider

**10. ADJOURNMENT**

Meeting adjourned at 10:31 AM.

*Minutes prepared by Y.Thomas*