

**Village of Mayville Council - Official Minutes
Administration Cost - Special Meeting
December 4th , 2018**

Present: Sue Atkinson, Sue Marlow, Steve Charette,
William Barkowska, Barbara Valentine

Absent: None

Employees: Kayla Reed - Treasurer\ Deputy Clerk

Guests: 4

Next Meeting:
No Further Meetings on this Topic

*** Official Minutes***

1. The Village of Mayville Council held a Special Meeting on Administration Costs, at the Mayville Fire Hall. Village President Valentine called the meeting to order at 8:15 pm
2. **Village Office Lease Agreement** - \$425.00 per month with a 12 month lease. December 2018 - December 2019

Motion made by Barkowska 2nd by Atkinson to accept 12 month lease at \$425.00 per Month.

Roll Call - Barkowska - Y Marlow - Y Atkinson - Y Charette - Y Valentine - Y

Yes - 5 No - 0

Motion Carried

3. **Pitney Bowes Postage Meter - SendPro C200**
Motion made by Charette 2nd by Atkinson to go with a 24 Month lease for a Postage Meter with a Maximum monthly cost of \$36.99.

Roll Call - Charette - Y Atkinson - Y Barkowska - Y Marlow - Y Valentine - Y

Yes - 5 No - 0

Motion Carried

4. **BS&A Training - Two More days of General Ledger and Budgeting Fri Dec 14th and Fri Dec 21st**

Motion made by Charette 2nd by Atkinson to Approve BS&A Training on Dec 14th and Dec 21st.

Roll Call - Marlow - Y Charette - Y Barkowska - Y Atkinson - Y Valentine - Y

Yes - 5 No - 0

Motion Carried

5. **Act 51 Street Administrator Designation - Resolution Attached**

Motion made by Charette 2nd by Marlow to Designate Village Clerk Johnna Crannick as Street Administrator.

Yes - 5 No - 0

Motion Carried

6. Motion to adjourn Public Hearing Meeting moved by Marlow 2nd by Atkinson

Yes -5 No - 0

Motion Carried.

Adjourned at 8:35pm

Submitted by Kayla Reed- Treasurer/ Deputy Clerk

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure
to supply this information will result in funds being withheld.*

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: 517-373-6266

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner Barbara Valentine

offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate Johnna Cranick

_____ as the single Street Administrator for the City or Village of

Mayville in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner Charette

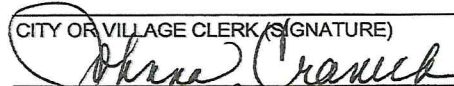

Yeas 5

Nays 0

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting

of the governing body of this municipality on the 4th day of

December, 2018.

CITY OR VILLAGE CLERK (SIGNATURE) 	EMAIL ADDRESS clerk@villageofmayville.org	DATE <u>12-13-18</u>
STREET ADMINISTRATOR (SIGNATURE) 	EMAIL ADDRESS clerk@villageofmayville.org	DATE <u>12-13-18</u>
ADDRESS OF CITY OR VILLAGE OFFICE 6043 Fulton Street		P.O. BOX 219
CITY OR VILLAGE Mayville	ZIP CODE 48744	PHONE NUMBER (989) 843-6423

