

**OFFICIAL MINUTES OF MAYVILLE
VILLAGE COUNCIL SPECIAL MEETING
FEBRUARY 10, 2023
(Official)**

The Village Council of Mayville, Michigan held a **Special Meeting** at the Fire Hall on February 10th, 2023. The meeting was called to order at 3:32pm. by Barbara Valentine, Village President, with the following officers and Trustees present: Steve Charette, Susan Shaver

Absent - Rod Buhl and Kelly Torrey

Employees Present – Police Chief Louis Cook, Zoning Administrator\ Code Enforcement Bernie Milot
Clerk - Kayla Reed

Guests –

Pledge of Allegiance -

With the transition of moving several departments into one building an office manager position is necessary

Interview applicant Diane Forys for Office Manager \Administrator position.

Main duties will include but not limited to

Answer phones, direct calls, check voicemails, take utility and tax payments, utility bills, payroll, office organization

Motion made by Charette, 2nd by Shaver to Hire Diane Forys as Office Manager at \$18.00 per hour for 18 hours per week with flexibility as needed (more or less), effective Monday February 13th 2023 with 90 day review.

Roll Call Vote - Charette- Y Shaver - Y Buhl - Absent Torrey-Absent Valentine - Y

Motion Carried

The Treasurer applicant decided to withdraw her application.

Adjournment – Moved by Charette, 2nd by Shaver to adjourn at 4:32 pm.

Yays - 3 Nays – 0

Motion Carried

Meeting Adjourned.



Kayla Reed
Village Clerk



Barbara Valentine
Village President