

In **Michigan, Act 51 of 1951** (often just called “*Act 51*”) governs how **state transportation funds** are distributed to counties, cities, and villages. Under this law, every local road agency must designate a **Street Administrator** (sometimes called a *Transportation Administrator*).

What is an Act 51 Street Administrator?

The **Street Administrator** is the official legally responsible for:

- **Managing Act 51 funds**
- **Certifying compliance** with Act 51 requirements
- **Reporting street and road data** to the Michigan Department of Transportation (MDOT)

Without a properly designated Street Administrator, a municipality can lose eligibility for Act 51 funding.

Who can serve as Street Administrator?

For a **village or city**, the Street Administrator is typically:

- The **Village Manager**
- The **DPW Director**
- The **Village President or Mayor**
- Or another official formally appointed by the governing body

✓ **The appointment must be officially recorded (resolution or motion in meeting minutes).**

Core Responsibilities

1. Act 51 Compliance

- Ensure the municipality follows **eligible-use rules** for street funds
- Prevent spending on ineligible items (e.g., non-road-related work)

2. Annual Act 51 Reporting

Submitted through MDOT’s **Act 51 reporting system**, including:

- Mileage certification (local streets, major streets)
- Annual financial reports
- Public Act 51 forms and certifications

Deadline is typically March 31 each year

3. Certification & Sign-off

The Street Administrator must:

- Sign and certify reports as **accurate and truthful**.
 - Acknowledge potential penalties for false reporting.
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4. Coordination

- Work with **engineers, clerks, treasurers, and consultants**
 - Respond to **MDOT audits or data requests**.
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Why these matters (especially for villages)

- Act 51 funds are often the **primary source of street maintenance money**.
 - Errors or missed filings can result in:
 - **Delayed payments**
 - **Reduced funding**
 - **Audit findings or repayment demands**
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Common Pitfalls to Avoid

- **✗** Not formally appointing a Street Administrator
- **✗** Missing the annual Act 51 filing deadline
- **✗** Incorrect street mileage classifications
- **✗** Using Act 51 funds for non-eligible expenses