



**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
AGENDA FOR
SPECIAL CITY COUNCIL MEETING
GRAND HAVEN CITY HALL*
COUNCIL CHAMBERS
519 WASHINGTON AVE**

**October 05, 2026
4:00 PM**

1. CALL TO ORDER

2. ROLL CALL

3. CALL TO AUDIENCE

At this time, members of the audience may address Council on any item, whether on the agenda or not. Those addressing Council are asked to provide their name and address and will be limited to three minutes of speaking time. Council will hear all comments for future consideration but will not have a response at this time. Those not physically present who would like to call in may dial 616-935-3203.

4. INTERVIEWS FOR CITY CLERK POSITION

ATTACHMENT A

- A. Interview with City Clerk candidate Amy Vos.
- B. Interview with City Clerk candidate Andrea Anderson.
- C. Interview with City Clerk candidate Eric Roberts.

5. DISCUSSION & POSSIBLE ACTION ITEMS

- A. Discussion and possible action on City Clerk position.

6. ADJOURNMENT

Attachment A



Employment Application | Submitted: 17-Sep-2026

AAA

Amy Vos



City Clerk

Job Location - Grand Haven, MI

Department - Clerk's Office

Internal Job ID - 83603

Source - City of Grand Haven Website

Employment History

Please list your previous employers starting with your current, or most recent employer.

City of Grand Haven - Current Employer

Job Title: Deputy Clerk

Dates Employed From: Jul/2024

Dates Employed To: Currently Employed

Employment Length: 2 years, 2 months

Duties: • Coordinated voter registrations and maintained voter registration records. • Administered various elections in accordance with federal, state, and local laws. • Organized and maintained city records. • Oversaw the city's website re-design and move to a new site host. • Processed various permits and insurance claims.

Reason For Leaving: Currently Employed

Supervisor Name: Maria Boersma, previous City Clerk

Address: Grand Haven, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

May We Contact? Yes

Muskegon Charter Township

Job Title: Deputy Clerk

Dates Employed From: Aug/2023

Dates Employed To: Jul/2024

Employment Length: 0 years, 11 months

Duties: • Completed all election tasks including but not limited to ordering supplies, testing machines, sending out absentee ballots, and setting up

Supervisor Name: Carrie Westbrook, Clerk

Address: Muskegon, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

precincts on election day. ● Processed FOIA requests. ● Assisted voters and provided customer service and front desk support for the clerk's department. ● Coordinated voter registrations in accordance with state regulations. ● Maintained the Township website and facilitated changes to the website to make it more user friendly.

Reason For Leaving: I left for a better opportunity.

May We Contact? Yes

McDonald Pierangeli Macfarlane, PLLC

Job Title: Legal Assistant

Dates Employed From: Sep/2021

Dates Employed To: Aug/2023

Employment Length: 1 year, 11 months

Duties: ● Edited various documents for attorneys and put together exhibits for motions. ● Coordinated with court officials and attorneys to file and schedule case hearings and proceedings. ● Collaborated with attorneys to meet various deadlines.

Reason For Leaving: I left to accept a position in the clerk's department at Muskegon Township.

Supervisor Name: Lynn Standorf, HR Manager

Address: Grand Rapids, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

May We Contact? Yes

McDonald Pierangeli Macfarlane, PLLC

Job Title: Receptionist

Dates Employed From: Nov/2020

Dates Employed To: Sep/2021

Employment Length: 0 years, 10 months

Duties: ● Monitored, assigned, and opened all incoming cases. ● Took on the role of Assistant to the Office Manager and helped to maintain and run the office. ● Facilitated two system changes to help the office become paperless.

Reason For Leaving: I received a promotion to become a legal assistant.

Supervisor Name: Lynn Standorf, HR Manager

Address: Grand Rapids, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

May We Contact? Yes

Laketon Township

Job Title: Administrative Assistant

Dates Employed From: Nov/2019

Dates Employed To: Nov/2020

Employment Length: 1 year

Duties: ● Ran a program for seniors to utilize funds we received from the County of Muskegon's Senior Millage Fund. ● Created various flyers and designed magnets for a new drop box. ● Helped coordinate and run various elections including the 2020 Presidential election. ● Processed day of election voter registrations.

Reason For Leaving: I left because covid took away a majority of my job and I was looking for something that was faster paced with more work.

Supervisor Name: Kim Arter, Supervisor

Address: Muskegon, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

May We Contact? Yes

Employment Additional Questions

The applicant did not answer any Additional Questions

Education

List below your educational background, including high school, all colleges, trade and military service schools.

Central Michigan University | College

Degree: Bachelor's of Applied Arts
Major: Integrated Public Relations and Broadcasting and Cinematic Arts
Location: Mount Pleasant, MI, UNITED STATES

Graduated? Yes
Years Attended

Education Additional Questions

The applicant did not answer any Additional Questions

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link	
Job Resume.pdf	Preview	Download
City of Grand Haven_ City Clerk Position Letter.pdf	Preview	Download

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Documents

There are no documents for this applicant.

References

Please fill out the information below regarding references.

Molly Joslyn

Relationship: She was my direct supervisor when I worked at Laketon Township.
Phone:
Email:

Company: Laketon Township

Occupation: Previously the Deputy Clerk, currently the Deputy Treasurer

Years Known: 7

Christina Achterhoff

Relationship: She was the clerk that I worked for when I helped the clerk's department at the township.

Company: Laketon Township

Occupation: Township Clerk

Years Known: 7

Phone: [REDACTED]

Email: [REDACTED]

Brenda Neidlinger

Relationship: Co-worker

Company: Muskegon Charter Township

Occupation: Administrative Assistant

Years Known: 3

Phone: [REDACTED]

Additional Questions

General Information | Score Total - 0

Question	Answer	Score	Disqualifier?
What is your highest level of education? *	Bachelor's Degree		
Do you have proof of your legal right to work in the US? *	Yes	0	
What shifts are you available to work? *	Full Day	0	
What type of work will you accept? *	Full-time	0	
Are you a current employee of the City of Grand Haven? *	Yes	0	
Are you a previous employee of the City of Grand Haven? *	No	0	
Do you have any relatives working for the City of Grand Haven? *	No	0	
Have you recently been laid off from a position due to downsizing, merging, seasonal employment, or other circumstances that were out of your control? *	No	0	

Have you ever been discharged/fired from employment? * No 0

Have you ever resigned in lieu of termination? * No 0

Have you ever been convicted of a felony or misdemeanor? * [REDACTED] 0

Do you have any felony charges pending? If yes, please explain. * [REDACTED]

Are you a veteran? * [REDACTED] 0

Are you able to read, write, and/or speak any other languages besides English? If so, which language(s) and what is your level of proficiency? (1-Low, 5-High) * No

Do you have a valid driver's license? * [REDACTED] 0

Please list your Driver's License Number, including the first letter. * [REDACTED]

Applicant Statement

I declare that all statements and answers in this application are true and complete and agree that any untrue or misleading answer, omission, concealment or failure to answer any questions fully, completely and accurately may be grounds for terminating my employment, regardless of when it is discovered. By completing this application, I give this employer the permission to validate some of my answers with the appropriate authorities/institutions.

I authorize this employer or its agents to investigate my references, to review my former employment record and to keep and preserve records of such investigations. Additionally, I release all parties from liability for any damage that may result from furnishing information to this employer or its agents.

☒ I agree to the above.

Signature: Amy Vos

Date: 2026-09-17 07:15:47pm

IP Address: 24.247.0.142

Wet Signature:



Amy M. Vos



September 17, 2026

City of Grand Haven
c/o Tahlor Heft, Human Resources Manager
519 Washington Ave
Grand Haven, MI 49417

Dear Mrs. Heft,

I am thrilled and beyond grateful for the opportunity to apply for the City Clerk position at the City of Grand Haven. Having been the Deputy City Clerk at the City of Grand Haven for just over two years, I feel that I am uniquely qualified for this role and that I will be successful in fulfilling the responsibilities this position requires. Becoming a municipal clerk has been a long term career goal of mine and with my experience I know that I will be an excellent fit for this position.

In my current role as Deputy City Clerk, I have demonstrated my ability to manage voter registrations, process insurance claims and permit applications, successfully administer various elections while following all federal, state, and local election laws, and maintain city records. I have also drafted meeting minutes for the Planning Commission, published meeting notices, administered oaths of office, and handled various public inquiries/complaints.

This position has allowed me the privilege to expand my knowledge and gain valuable insight into the City Clerk's responsibilities and has also deepened my understanding of the clerk's role here at the City of Grand Haven.

Since 2019, and before starting my current position at the City of Grand Haven, I worked in the clerk's department for various municipalities. It was at these municipalities where I learned how to read and interpret the law, how to adapt quickly to law changes, how to maintain municipal records, how to prioritize tasks, and how to coordinate FOIA requests. I also gained years of experience at these municipalities working elections, registering voters, and handling absentee ballots.

With all of my experience, I feel that I am a great candidate for the City Clerk position at the City of Grand Haven and I look forward to learning more and growing in this position. Thank you so much for your consideration and I look forward to hearing from you soon.

Best Regards,
Amy Vos

Amy M. Vos

Experience

Deputy City Clerk at City of Grand Haven

Grand Haven, MI | July 2024 - Present

- Coordinated voter registrations and maintained voter registration records.
- Administered various elections in accordance with federal, state, and local laws.
- Organized and maintained city records.
- Oversaw the city's website re-design and move to a new site host.
- Processed various permits and insurance claims.

Deputy Clerk at Muskegon Charter Township

Muskegon, MI | August 2023 - July 2024

- Completed all election tasks including but not limited to ordering supplies, testing machines, sending out absentee ballots, and setting up precincts on election day.
- Processed FOIA requests.
- Assisted voters and provided customer service and front desk support for the clerk's department.
- Coordinated voter registrations in accordance with state regulations.
- Maintained the Township website and facilitated changes to the website to make it more user friendly.

Legal Assistant at McDonald Pierangeli Macfarlane, PLLC

Grand Rapids, MI | September 2021 - August 2023

- Edited various documents for attorneys and put together exhibits for motions.
- Coordinated with court officials and attorneys to file and schedule case hearings and proceedings.
- Collaborated with attorneys to meet various deadlines.

Receptionist at McDonald Pierangeli Macfarlane, PLLC

Grand Rapids, MI | November 2020 - September 2021

- Monitored, assigned, and opened all incoming cases.
- Took on the role of Assistant to the Office Manager and helped to maintain and run the office.
- Facilitated two system changes to help the office become paperless.

Administrative Assistant for Laketon Township

Muskegon, MI | November 2019 - November 2020

- Ran a program for seniors to utilize funds we received from the County of Muskegon's Senior Millage Fund.
- Created various flyers and designed magnets for a new drop box.
- Helped coordinate and run various elections including the 2020 Presidential election.
- Processed day of election voter registrations.

Education

Central Michigan University

Mount Pleasant, MI

Bachelors of Applied Arts in Integrated Public Relations and Broadcasting and Cinematic Arts.

Michigan Association of Municipal Clerks Institute (3yr Program)

Mount Pleasant, MI

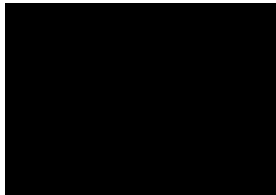
MiPMC Certificate



Employment Application | Submitted: 11-Sep-2026

AAA

Andrea Anderson



City Clerk

Job Location - Grand Haven, MI

Department - Clerk's Office

Internal Job ID - 83603

Source - Facebook

Employment History

Please list your previous employers starting with your current, or most recent employer.

Fruitport Charter Township - Current Employer

Job Title: Municipal Clerk

Dates Employed From: Nov/2016

Dates Employed To: Currently Employed

Employment Length: 9 years, 10 months

Duties: Keeper of official records, including township documents, contracts, and election materials. Coordinator of meetings, including preparation and distribution of meeting materials and transcription of meeting minutes. Communicates effectively with a variety of local and state officials, residents, and attorneys. Prepares and publishes public notices. Responds to records requests. Provides Notary Public services. Serves as Elections Administrator. Serves as insurance liaison, including reviewing coverage, enrollment, and claims. Reviews and approves accounts payable. Develops and monitors budgets for four departments. Oversees cemetery and building and grounds management.

Reason For Leaving: Currently Employed

City of Norton Shores

Job Title: Water & Sewer Clerk

Supervisor Name: The electors in the community

Address: Fruitport, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

May We Contact? Yes

Supervisor Name: Derek Gajdos

Dates Employed From: Jun/2016

Dates Employed To: Nov/2016

Employment Length: 0 years, 5 months

Duties: Customer service, answering phones, and assisting residents. Billing and payment processing. Data entry and document preparation.

Reason For Leaving: Left for full-time employment

Address: Norton Shores, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: Not sure

May We Contact? Yes

Employment Additional Questions

The applicant did not answer any Additional Questions

Education

List below your educational background, including high school, all colleges, trade and military service schools.

Grand Valley State University | College

Degree: Bachelor of Business Administration/Management

Major: Management

Location: Grand Rapids, MI, UNITED STATES

Graduated? Yes

Years Attended: [REDACTED]

Michigan Association of Municipal Clerks | Certification

Degree: Michigan Professional Municipal Clerk

Major: Clerk

Location: Lansing, MI, UNITED STATES

Graduated? Yes

Years Attended: Many

Education Additional Questions

The applicant did not answer any Additional Questions

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
Andrea Anderson Resume Package 2026.pdf	 Preview Download

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Documents

There are no documents for this applicant.

References

Please fill out the information below regarding references.

Ron Bultje

Relationship: Work closely with the Township Attorney
Company: Dickenson Wright
Occupation: Attorney
Years Known: 10

Phone: [REDACTED]
Email:

Matt Farrar

Relationship: Deputy County Administrator, former co-worker, Township business
Company: Muskegon County
Occupation: Deputy County Administrator
Years Known: 10

Phone: [REDACTED]
Email:

Karen Buie-Whitehouse

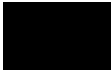
Relationship: Work closely with the County Clerk
Company: Muskegon County
Occupation: County Clerk
Years Known: 3

Phone: [REDACTED]
Email:

Additional Questions

General Information | Score Total - 0

Question	Answer	Score	Disqualifier?
What is your highest level of education? *	Bachelor's in Business Administration/Management		
Do you have proof of your legal right to work in the US? *	Yes	0	
What shifts are you available to work? *	Full Day	0	
What type of work will you accept? *	Full-time	0	
Are you a current employee of the City of Grand Haven? *	No	0	

Are you a previous employee of the City of Grand Haven? *	No	0
Do you have any relatives working for the City of Grand Haven? *	No	0
Have you recently been laid off from a position due to downsizing, merging, seasonal employment, or other circumstances that were out of your control? *	No	0
Have you ever been discharged/fired from employment? *	No	0
Have you ever resigned in lieu of termination? *	No	0
Have you ever been convicted of a felony or misdemeanor? *		0
Do you have any felony charges pending? If yes, please explain. *		
Are you a veteran? *		0
Are you able to read, write, and/or speak any other languages besides English? If so, which language(s) and what is your level of proficiency? (1-Low, 5-High) *	No	
Do you have a valid driver's license? *		0
Please list your Driver's License Number, including the first letter. *		

Applicant Statement

I declare that all statements and answers in this application are true and complete and agree that any untrue or misleading answer, omission, concealment or failure to answer any questions fully, completely and accurately may be grounds for terminating my employment, regardless of when it is discovered. By completing this application, I give this employer the permission to validate some of my answers with the appropriate authorities/institutions.

I authorize this employer or its agents to investigate my references, to review my former employment record and to

keep and preserve records of such investigations. Additionally, I release all parties from liability for any damage that may result from furnishing information to this employer or its agents.

☒ I agree to the above.

Signature: Andrea Anderson

Date: 2026-09-11 02:04:48pm

IP Address: 68.43.70.173

Wet Signature:



Signature

Date



Andrea Anderson

September 11, 2026

Tahlor Heft, Human Resources Manager
City of Grand Haven
519 Washington Ave,
Grand Haven, MI 49417

Dear Ms. Heft,

I am writing to express my interest in the City Clerk position. I am excited about the potential opportunity to contribute to the continued excellence of the City of Grand Haven.

I hold a bachelor's degree in Business Administration/Management and am a certified Michigan Professional Municipal Clerk. My education, combined with my experience in customer service and local government operations, has prepared me to manage a wide range of responsibilities while maintaining a high standard of responsiveness, professionalism, and accuracy. I have been responsible for many functions that require attention to detail, adaptability, and collaboration across departments. I regularly interact with staff, elected officials, and members of the public. With my experience and education, I'm confident that I would be an excellent addition to your team.

In addition to my credentials, I bring a positive outlook and a genuine determination to seek joy every day.

Thank you for your time and consideration. I look forward to the opportunity to further discuss how my education and experience align with the needs of the City of Grand Haven.

Respectfully,

Andrea Anderson

ANDREA ANDERSON

PROFILE

Reliable, experienced, and organized professional with prioritization and deadline management skills. Offering superior customer service that stems from a desire to serve.

EXPERIENCE

2016-Present *Township Clerk, Fruitport Township*

Keeper of official records, including township documents, contracts, and election materials. Coordinator of meetings, including preparation and distribution of meeting materials and transcription of meeting minutes. Communicates effectively with a variety of local and state officials, residents, and attorneys. Prepares and publishes public notices. Responds to records requests. Provides Notary Public services. Serves as Elections Administrator. Serves as insurance liaison, including reviewing coverage, enrollment, and claims. Reviews and approves accounts payable. Develops and monitors budgets for four departments. Oversees cemetery and building and grounds management.

2016 *Water & Sewer Clerk, City of Norton Shores*

Customer service, answering phones, and assisting residents. Billing and payment processing. Data entry and document preparation.

2010-2016 *Stay-at-Home Mom*

Raising tiny humans, costume maker, school volunteer, travel agent, budgeting, appointment coordinator, activities organizer, and domestic hero.

2007-2010 *Business Manager, Be Medical Spa & Salon*

Front Desk operations, customer service, and staff scheduling. Marketing design and implementation of print and electronic ads. Purchasing of retail and business products. Projects: development of electronic contact and feedback system, etc.

EDUCATION AND CERTIFICATIONS

Grand Valley State University, Grand Rapids, Michigan

 Bachelor of Business Administration/Management

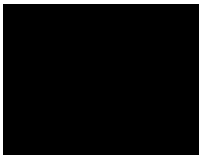
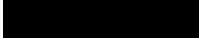
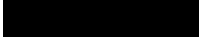
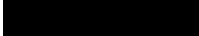
Michigan Association of Municipal Clerks

2019: Michigan Professional Municipal Clerk Certification

Notary Public

Continuous education to enhance personal and professional development

References:

 Matt Farrar, Muskegon County Deputy Administrator
 Dave Jacobs, Fruitport Township Treasurer
 Karen Buie, Muskegon County Clerk
 Ron Bultje, Fruitport Township Attorney



Andrea Anderson

Please allow me to introduce myself.

Hello, my name is Andrea Anderson. I am a Fruitport Township resident who has carefully and mindfully served my community over the last ten years as their Municipal Clerk. While serving as Clerk, I have held a wide range of responsibilities, including communications internally and with the public, records management, FOIA response, board service, election administration, notary services, and cemetery management, among many other duties essential to local government operations. I bring both practical knowledge and a people-centered approach to my role.

I hold a Bachelor's degree in Business Administration/Management from Grand Valley State University and have a background rich in customer service and business management. As a strong believer in education and continuous learning, I value professional growth as a way to better serve the community and perform my role with excellence. I have been actively involved in the West Michigan Regional Clerk's Association to provide professional learning opportunities and have served as Secretary, Vice President, and currently President of the Muskegon County Clerk's Association. With high values of honesty, transparency, and respectful intellectual dialogue, I am committed to thoughtful leadership and public trust.

I have been happily married for 19 years and am the proud mom of two amazing children. Outside of work, I enjoy volunteering at local events, attending school and church activities, hiking, skiing, boating, cooking, shopping, and being the biggest cheerleader for my children at their baseball, dance, and volleyball events!

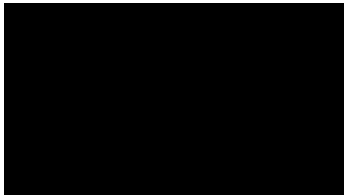


Grand Haven
Coast Guard City USA

Employment Application | Submitted: 10-Sep-2026

AAA

Eric Roberts



City Clerk

Job Location - Grand Haven, MI

Department - Clerk's Office

Internal Job ID - 83603

Source - Indeed

Employment History

Please list your previous employers starting with your current, or most recent employer.

City of Belding - Current Employer

Job Title: Deputy City Clerk

Dates Employed From: Jun/2026

Dates Employed To: Currently Employed

Employment Length: 0 years, 4 months

Duties: Administers elections in a high-demand customer service role with integrity and clarity. Assists Clerk with agenda and packet preparation, City communications, and taking minutes at various public meetings.

Reason For Leaving: Currently Employed

Supervisor Name: Janae Ortego, Clerk

Address: Belding, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

May We Contact? Yes

E3 Gaming, LLC - Current Employer

Job Title: Owner

Dates Employed From: Jan/2024

Dates Employed To: Currently Employed

Employment Length: 2 years, 9 months

Duties: • Employs 2 FTE and 10 card dealers in West Michigan; raised over \$500,000 for charities to date.

Reason For Leaving: Currently Employed

Supervisor Name: None

Address: Grand Rapids, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

May We Contact? No

E3 Officials, LLC - Current Employer

Job Title: Owner

Dates Employed From: Aug/2014

Dates Employed To: Currently Employed

Employment Length: 12 years, 2 months

Duties: • Recruits, trains, assigns, and employs 80+ baseball and softball officials, coordinating over \$150,000.

Reason For Leaving: Currently Employed

Supervisor Name: None

Address: Grand Rapids, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

May We Contact? No

15th Judicial District Court

Job Title: Legal Intern

Dates Employed From: May/2025

Dates Employed To: Jul/2025

Employment Length: 0 years, 2 months

Duties: Drafted judicial opinions and completed complex legal research in civil and criminal matters.

Reason For Leaving: Summer internship

Supervisor Name: Hon. S. Kerene Moore, Judge

Address: Ann Arbor, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

May We Contact? Yes

Kalamazoo Charter Township

Job Title: Elections Coordinator

Dates Employed From: Feb/2022

Dates Employed To: Nov/2022

Employment Length: 0 years, 9 months

Duties: Led all critical duties for three elections and trained over 100 poll workers. Oversaw Elections budget, including purchasing new materials and extensive work with Township's vendor to prepare for elections.

Reason For Leaving: Moved to attend law school.

Supervisor Name: Mark Miller, Clerk

Address: Kalamazoo, MI, UNITED STATES

Phone: [REDACTED]

Rate of Pay: [REDACTED]

May We Contact? Yes

Employment Additional Questions

The applicant did not answer any Additional Questions

Education

List below your educational background, including high school, all colleges, trade and military service schools.

University of Toledo | Graduate School

Degree: Juris Doctorate (in progress)

Major: Public Service Law

Location: Toledo, OH, UNITED STATES

Graduated? No

Years Attended: 3

University of Minnesota | Certification

Degree: Graduate Certificate
Major: Election Administration
Location: Minneapolis, MN, UNITED STATES

Graduated? Yes
Years Attended: 2

Grand Valley State University | College

Degree: Bachelor of Arts
Major: Public & Nonprofit Administration
Location: Allendale, MI, UNITED STATES

Graduated? Yes
Years Attended: 4.5

Education Additional Questions

The applicant did not answer any Additional Questions

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
Resume_Roberts.pdf	 Preview Download

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Documents

Click on the link to open the document file if you wish to print the formatted document.

File Name	Link
Grand Haven Clerk_Cover Letter_Eric Roberts.pdf	 Preview Download
Eric Roberts Letter Of Recommendation.pdf	 Preview Download

References

Please fill out the information below regarding references.

Hon. S. Kerene Moore

Relationship: Former Supervisor
Company: 15th Judicial District Court
Occupation: District Judge
Years Known: 5

Phone: [REDACTED]
Email: [REDACTED]

Kelly Tomlinson

Relationship: Law Professor, Advisor
Company: The University of Toledo
Occupation: Professor of Law
Years Known: 4

Phone: [REDACTED]
Email: [REDACTED]

Janae Ortego

Relationship: Current Supervisor
Company: City of Belding
Occupation: City Clerk
Years Known: 1

Phone: [REDACTED]
Email: [REDACTED]

Additional Questions

General Information | Score Total - 0

Question	Answer	Score	Disqualifier?
What is your highest level of education? *	Juris Doctor (in progress)		
Do you have proof of your legal right to work in the US? *	Yes	0	
What shifts are you available to work? *	Morning Only, Full Day, Afternoon Only	0	
What type of work will you accept? *	Full-time	0	
Are you a current employee of the City of Grand Haven? *	No	0	
Are you a previous employee of the City of Grand Haven? *	No	0	
Do you have any relatives working for the City of Grand Haven? *	No	0	
Have you recently been laid off from a position due to downsizing, merging, seasonal employment, or other circumstances that were out of your control? *	No	0	

Have you ever been discharged/fired from employment? *	No	0
Have you ever resigned in lieu of termination? *	No	0
Have you ever been convicted of a felony or misdemeanor? *	[REDACTED]	0
Do you have any felony charges pending? If yes, please explain. *	[REDACTED]	
Are you a veteran? *	[REDACTED]	0
Are you able to read, write, and/or speak any other languages besides English? If so, which language(s) and what is your level of proficiency? (1-Low, 5-High) *	3-conversational in French	
Do you have a valid driver's license? *	[REDACTED]	0
Please list your Driver's License Number, including the first letter. *	[REDACTED]	

Applicant Statement

I declare that all statements and answers in this application are true and complete and agree that any untrue or misleading answer, omission, concealment or failure to answer any questions fully, completely and accurately may be grounds for terminating my employment, regardless of when it is discovered. By completing this application, I give this employer the permission to validate some of my answers with the appropriate authorities/institutions.

I authorize this employer or its agents to investigate my references, to review my former employment record and to keep and preserve records of such investigations. Additionally, I release all parties from liability for any damage that may result from furnishing information to this employer or its agents.

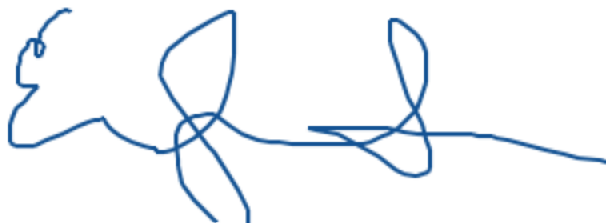
☒ I agree to the above.

Signature: Eric Roberts

Date: 2026-09-10 09:43:29am

IP Address: 24.247.187.210

Wet Signature:



Signature

Date

October 1, 2026

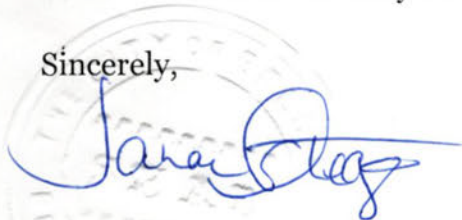
Dear Grand Haven Mayor and City Council Members,

It is my pleasure to recommend Eric John Roberts for the open City Clerk position in your municipality. During the few months that Mr. Roberts has served as my Deputy Clerk, he has demonstrated a clear knowledge of the role that a Municipal Clerk plays in local government.

Mr. Roberts has a solid analytical approach to everyday tasks, offering a fresh and proactive perspective for team consideration to streamline and improve outdated processes. He expresses a genuine interest in expanding his knowledge on varying topics and further sharing that knowledge among his peers, so we all work better together. Mr. Roberts is competent and amenable to collaborate work efforts or function independently. His demeanor is always congenial and respectful.

I am confident that Mr. Roberts has a very bright future ahead of him and that he would be a tremendous asset to your team.

Sincerely,



Janae Ortego
Belding City Clerk

Eric John Roberts, MMC

Master Municipal Clerk, Notary Public, J.D. candidate, and dedicated public servant.

EDUCATION

University of Toledo, OH

- Law GPA: 3.565

• *Juris Doctorate*, anticipated May 2027

• *Disability Studies Certificate*, anticipated Dec. 2027

University of Minnesota, MN

• *Graduate Certificate in Election Administration*, May 2022

Grand Valley State University, MI

• *B.A. Public and Nonprofit Administration*, Dec. 2020

EMPLOYMENT EXPERIENCE

City of Belding, MI

Deputy Clerk, June 2026 – present

- Administers elections in a high-demand customer service role with integrity and clarity.

E3 Officials, LLC, Ann Arbor, MI

Owner / Umpire-In-Chief, Aug. 2014 – present

- Recruits, trains, assigns, and employs 80+ baseball and softball officials, coordinating over \$150,000.

E3 Gaming, LLC, Grand Rapids, MI

Owner / Supplier, Jan. 2024 – present

- Employs 2 FTE and 10 card dealers in West Michigan; raised over \$500,000 for charities to date.

15th Judicial District Court, Ann Arbor, MI

Legal Intern, May 2025 – July 2025

- Drafted judicial opinions and completed complex legal research in civil and criminal matters.

34th Judicial District Court, Romulus, MI

Summer Clerical Aide, May 2024 – July 2024

- Filed and prepared dockets for felony, misdemeanor, and traffic cases.

Kalamazoo Charter Township, Kalamazoo, MI

Elections Coordinator, Feb. 2022 – Nov. 2022

- Led all critical duties for three elections and trained over 100 poll workers.

Bridgeton Township, Grant, MI

Deputy Clerk, Dec. 2020 – Feb. 2022

- Developed Bridgeton Township's first website and led development of two fiscal year budgets.

COMMUNITY INVOLVEMENT

Michigan Center for Civic Education Board of Directors, Lansing, MI

Trustee, Jan. 2019 – present

(*Board President*, July 2019 – June 2022)

- MCCE hosts civics programs and directly trains social studies teachers to strengthen civics curriculum.

Kenowa Hills Public Schools Board of Education, Grand Rapids, MI

Elected School Board Trustee, Jan. 2017 – Aug. 2022

- Successfully connected 100% of students with wifi-at-home throughout COVID era.
- Completed more than 2000 hours of professional development to enhance student success.

PROFESSIONAL CERTIFICATIONS & AWARDS

International Institute of Municipal Clerks

Master Municipal Clerk (MMC), April 2023

Certified Municipal Clerk (CMC), Dec. 2022

**National Association of Government
Archives and Records Administrators**

Government Archives and Records

Administration Certificate, May 2023

Michigan Association of School Boards

President's Award of Recognition, Jan. 2022

Advocacy Skills Certification, Jan. 2020

Data Skills Certification, Jan. 2019

U.W.G.B. Clerks and Treasurers Institute

Sensitivity and Conflict Skills Cert., June 2021

Supervisory Leadership Cert., Dec. 2022

Countering Terrorism Cert., Dec. 2021

Eric John Roberts, MMC

14 September 2026

**ATTN: HR – City Clerk Application
City of Grand Haven
519 Washington Ave, Grand Haven, MI 49417**

Dear City of Grand Haven:

With 12 years experience as a pollworker, two years as an election administrator, and multiple degrees uniquely tailored to elections and clerk's office functions, I am confident that I can excel as Grand Haven's next City Clerk. A West Michigan native, I began working Election Day with the City of Walker in 2014. I studied Public and Nonprofit Administration at GVSU with a focus on civic engagement and promoting voting.

At GVSU, I helped found the University's civic engagement team alongside my fellow students, staff, and faculty. We partnered with the clerks in Allendale Township and Ottawa County to think strategically about on-campus voter engagement, culminating in a satellite clerk's office for Allendale Township opening for the November 2020 election and beyond.

I earned a Graduate Certificate in Election Administration, practicing the skills necessary to build trust in elections and competence in the folks administering them. In that program, I authored a letter to Michigan legislators and the Secretary of State about how the State can support Michigan's uniquely localized election system by investing in County IT systems that need more capacity to best support city and township clerks. My legal career has also been

marked by public service and I am proud of a long history of championing civic engagement among every community of which I have been a part.

As Elections Coordinator in Kalamazoo Township, I directly trained over 100 poll workers. Today, I serve as a part-time Deputy Clerk for the City of Belding, handling daily QVF tasks and communicating election law to community members, City leaders, and Belding voters. I am one of around 50 Michiganders who have earned a Master Municipal Clerk (MMC) designation, demonstrating my dedication to learning from those around me. Everyone has something to learn and something to share.

Elections can be complex. Poll workers, clerks, and voters might be wary of participating in some part of the process because of a fear of getting it wrong. It is essential that the elections community builds a culture of inquiry and relationships that allow us to more readily ask questions. Everyone starts service in the elections realm with a different skill set and different perceptions about how elections operate. Close relationships that clerks build provide another support system and ensure that elections are uniform across our County and State. My legal skills have prepared me to effectively communicate complex election law to residents and to fulfill all legal requirements in the Clerk's Office. I look forward to the opportunity to work and grow with the City of Grand Haven.

Thank you,

A handwritten signature in black ink, appearing to read "Eric John Roberts". The signature is fluid and cursive, with a large initial "E" and "R".

Eric John Roberts, MMC