



October/2020

GOVERNMENT

■ **Master Plan:** There is still time for the public to offer comments about the new Village Master Plan via SurveyMonkey®. Use the link on our website www.villageofgrasslake.com to add your thoughts about our community's future.

■ **Election Update:** Incumbent Village Council Trustees, Gina Lammers and Joel Grimm, each filed to run for re-election to 4-year terms in the upcoming November 3rd election. Three Villagers have filed as write-in candidates: Jane Fitzgerald filed for the 4-year term, and David Frazier and Nicholas Zinis filed for the unexpired term (2-years).

Friday, **October 23** is the filing deadline for write-in candidates; Township Clerk, Cathy Zenz issues the forms.

■ **Meet the Candidates** at the Events Park Pavilion on **October 22** from 5:30 to 7:30 pm.

■ The **Fall leaf pick up schedule** will be announced soon.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Village Council to meet on October 6th and on the 20th

EMPLOYMENT OPPORTUNITY

The Village of Grass Lake is accepting applications for the position of **Village Clerk**

Duties of the Clerk are to:

- Provide counter customer service for payment of taxes, utility bills, and general information;
- Administer the Accounts Payable software program submitting check disbursement authorizations to the Treasurer upon approval of Council;
- Record the minutes of Village Council meetings, Downtown Development Authority Board and prepare for publication legal notices of these respective boards: Village Council, Planning Commission, and Zoning Board of Appeals;
- Administer oaths and maintain the oath book;
- Serve as general accountant for reconciliation of general ledger;
- Serve as Building Inspection Department Coordinator for issuing building permits and coordinate inspections with licensed officials contracted by the Village;
- Keep the corporate seal and maintain all records and documents not entrusted to another officer;
- Update the website and Documents on Demand; and
- Other assigned duties given by the Village Manager.

This is a part-time position, for approximately 18-20 hours per week. Minimum requirements are high school graduate with 2 years of bookkeeping experience, proficient in Excel and Microsoft programs, professional demeanor and team player. Preferred requirements are Associates Degree, or BBA with accounting background, and working knowledge of BSA municipal software. Compensation is DOQ.

Resumes and applications should be sent to David Trent, Village Manager, P.O. Box 737, Grass Lake, MI 49240, via email at d.trent@villageofgrasslake.com, or can be dropped off at the Village Office located at 119 N. Lake Street. Application deadline is October 22. Interviews will be conducted the following week.

COMMUNITY

- Please submit your **2020 Census form** before October 31; this will benefit our community. It is easy to fill it out at www.2020census.gov.
- Expect to see some Trick or Treaters in the Village between 6-8 pm on **Halloween**, but no organized activities are anticipated this year.

Grass Lake express is produced by Village of Grass Lake staff as a community information resource and we welcome your feedback. Contact information, including emails, phone numbers, and office hours, is found on the website.

■ **Connect with the Village anytime at www.villageofgrasslake.com** ■