



Village of Ahmeek
P. O. Box 239
Ahmeek, Michigan 49901
Incorporated 1909



Susan Gherna
President

Frank Spagnotti
President Pro Tempore
Trustee

Vacant
Clerk

Coreen Balbough
Treasurer

Michael Defina
Chief Administrative Officer
Grants Administrator
Real Estate Manager
Trustee

Dave Maki
Public Works Director
Trustee

Charlene Strzykowski
Trustee

NOTICE OF VACANCY-REQUEST FOR EXPRESSIONS OF INTEREST

The Village of Ahmeek currently has a vacancy for the position of Clerk. This vacancy will be filled by appointment by the Village Council and the appointee shall hold office until the next regular election. The position requires approximately twenty hours of work per month and salary is negotiable.

Under the General Law Village Act (Act 3 of 1895), the village clerk is a key administrative officer responsible for maintaining the village's official records and supporting the council's legislative functions. Core statutory duties include:

Recordkeeping and Records Management:

Keep the corporate seal and all documents, official bonds, papers, files, and records of the village that are not entrusted to another officer. Maintain an ordinance book and record or cause to be recorded all ordinances, resolutions, and motions of the council. Preserve official records in accordance with the Records Media Act (MCL 24.401–24.403), making certified reproductions when required. Attend and assist in council meetings, recording proceedings and resolutions. Serve as the official record keeper for the village's legislative actions.

License Administration: Countersign and register all licenses granted by the village.

Oath Administration: May administer oaths and affirmations when required.

Practical role in village governance: The clerk is the village's official archivist and legal record keeper. They ensure that all legislative actions, ordinances, and official documents are properly documented, stored, and accessible. This role supports transparency, legal compliance, and continuity in village operations. For more detail, see MCL 64.5 and the Michigan Municipal League's *Duties of Village Officials* section, which outlines the clerk's place alongside elected officials in the village's governance structure.

Interested Parties May Communicate Their Interest Via Email To AhmeekVillage@gmail.com. Include A Resume Or Summary Of Experience And Qualifications Related To This Position, As Well As Salary Requirements. Also Include A Contact Telephone Number And Email Address. Expressions Of Interest Shall Be Emailed No Later Than July 13th, 2026.