

### Staff:

Michael Dalman, Clerk  
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Susan Dalman, Deputy Clerk  
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Susan Working, Administrative Assistant  
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Laurie Slater, Receptionist and Administrative Assistant  
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The Clerk is responsible for maintaining current and accurate registraton of voters and for supervising and conducting all Township, State, national, and school elections. The Clerk is also responsible for recording all actions, proceedings, resolutions and ordinances of the Township Board. The Clerk is responsible for preparing notices, agendas, and minutes of Board meetings and otherwise maintaining accurate records and files of Township preceedings and transactions.

The Clerk's staff also provides support for answering general telephone and walk in inquires and general clerical assistance to the Township Board, other boards and commissions, and administrative staff.

In addition, the Clerk's responsibilities which are largely set by State statute also include, but are not limited to:

- Cemeteries
- Freedom of Information Requests
- Going Out of Business Sales
- Industrial Facilities Tax Exemptions

- Licensing
- Serving as an officer and voting member of the Township Board of Trustees

The Clerk is located at the Township administration office, 353 North 120th Avenue, and can be contacted at (616) 396-2345 or by e-mail at [clerk@hct.holland.mi.us](mailto:clerk@hct.holland.mi.us) .

{slide=Clerk's Office Forms & Information}

- [Fireworks - Act 328 of 1931, as amended](#)
- [Fireworks Display Application](#)
- [Fireworks Display Application](#)
- [FOIA Guidelines](#)
- [FOIA Request Form](#)
- [Going Out of Business - Act 39 of 1961, as amended](#)
- [Going Out of Business License Application](#)
- [Going Out of Business Renewal License Application](#)
- [Industrial Facilities Tax Exemption Application](#)
- [Industrial Facilities Tax Exemption Guidelines](#)
- [Liquor License Application](#)
- [Liquor License Guidelines](#)
- [Liquor License Ordinance](#)
- [Nonprofit Gaming License Application](#)

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