

CHARTER TOWNSHIP OF BIG RAPIDS
COUNTY OF MECOSTA, MICHIGAN

Minutes of a Regular meeting of the Township Board of the Charter Township of Big Rapids, held in the Township Hall, Big Rapids, Michigan, on the 7th day of July, 2015 at 7 p.m. Local Time.

PRESENT: Members: William Stanek, Rene Fountain, Penny Currie, David Hamelund, Richard Jensen, James Toogood, and John Zimmerman.

ABSENT: Members: None.

The following preamble and resolution were offered by Member Dave Hamelund and supported by Member James Toogood:

RESOLUTION NO. 2015-3

**RESOLUTION ADOPTING FREEDOM OF INFORMATION ACT
PROCEDURES AND GUIDELINES AND SUMMARY THEREOF**

WHEREAS, the Michigan Freedom of Information Act, Act 442 of the Michigan Public Acts of 1976, as amended (“Act 442”), was recently amended by Act 563 of the Public Acts of Michigan of 2014, which is effective July 8, 2015 (“Act 563”), (collectively, Acts 442 and 563 are referred to as the “Act”), and the Township Board desires to implement the provisions of the Act to the extent it is applicable to the Township; and

WHEREAS, Section 3(3) of the Act permits a public body to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions; and

WHEREAS, Section 4 of the Act requires the Township to adopt procedures and guidelines and prepare, utilize and make available a summary of the procedures and guidelines to

aid the Township in implementing the Act and persons requesting Township records pursuant to the Act.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. ***FOIA Coordinator.*** Unless the Township Board appoints another person, the Township Clerk, as a duty additional to the duties of the office of Township Clerk, shall be the Township FOIA Coordinator. In the event the Township Clerk is unavailable, the Township Supervisor or the Township Supervisor's designee may serve as FOIA Coordinator. Further, the FOIA Coordinator is authorized to appoint temporary designees as deemed necessary to respond to requests in accordance with the Act.

2. ***FOIA Procedures and Guidelines.*** The Freedom of Information Act Procedures and Guidelines, in the form on file with the Township Clerk (the "Procedures"), are hereby adopted by the Township. The FOIA Coordinator is hereby authorized and directed to establish and publish on the Township's website such further policies or amendments to the Procedures as may be necessary or appropriate to implement the Act.

3. ***Summary of Procedures.*** The summary of the Procedures (the "Summary") is hereby adopted by the Township. The FOIA Coordinator is hereby authorized and directed to establish and publish on the Township's website the Summary and any necessary amendments as may be necessary or appropriate to implement the Act and Procedures.

4. ***Calculation of Fees.*** Fees for retrieving and copying public records and for otherwise responding to FOIA requests in the manner prescribed by the Act shall be calculated in accordance with the Procedures. The FOIA Coordinator is hereby authorized and directed to establish and publish such further procedures for the calculation of costs and fees as may be necessary or appropriate to implement the Act and Procedures.

5. All resolutions or parts of resolutions in conflict herewith are hereby rescinded.

YEAS: Members: William Stanek, Rene Fountain, Penny Currie, David Hamelund, Richard Jensen, James Toogood, and John Zimmerman.

NAYS: Members: None.

ABSTAIN: Members: None.

RESOLUTION DECLARED ADOPTED.



Rene Fountain, Township Clerk
Charter Township of Big Rapids

STATE OF MICHIGAN)
) ss.
COUNTY OF MECOSTA)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Big Rapids (the "Township"), do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township at a Regular meeting held on the 7th day of July, 2015, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 8th day of July, 2015.



Rene Fountain, Township Clerk
Charter Township of Big Rapids