

PORTLAND TOWNSHIP

**RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,
A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION**

At a regular meeting of the Township Board of Portland Township (the "Township"), Ionia County, Michigan, held at the Township on the 10th day of June, 2015 at 7 p.m.

PRESENT: Christian Jensen, Julius Platte, Sue VanLente, Leanne Simon, Charlene Keilen

ABSENT: None

The following Resolution was offered by Leanne Simon and seconded by Julius Platte.

WHEREAS, the Township is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended ("FOIA");

WHEREAS, in the performance of its function as trustees for the Township, it is necessary and appropriate for the Township Board to establish and adopt policies for the operation of the Township;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Township shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Township and explaining how to understand the Township's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, Section 4(4) of the FOIA also requires that the Township's Procedures and Guidelines include the use of a standard form for detailed itemization of any fee amount in its responses to written request;

WHEREAS, in the interests of the health, safety and welfare of the Township, the Township Board desires to approve procedures and guidelines, a written public summary and a detailed itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Township Board of Portland Township, Ionia County, resolves as follows:

1. The Township hereby adopts and approves the Township Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.

2. The Township also adopts and approves the Written Public Summary (attached as Exhibit B to this Resolution).

3. The Township also approves the Detailed Itemization Sheet attached as Exhibit C to this Resolution. The Township also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of the Township and do not conflict with the FOIA.

4. The Township shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the Township's response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at the Township.

5. The Township shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.

6. All resolutions, motions, policies or any parts thereof, including any Freedom of Information Act policies that are in conflict with this resolution are hereby repealed to the extent of such conflict.

YEAS: 5

NAYS: 0

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF IONIA)

I, the undersigned, the duly qualified and acting Clerk of Portland Township, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a meeting held on the 10th day of June 2015, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

Charlene Keilen
Clerk, Portland Township

(Original has Signature)