

**TOWNSHIP OF ODESSA**  
**COUNTY OF IONIA, MICHIGAN**

At a regular meeting of the Township Board of the Township of Odessa, Ionia County, Michigan, held in the Township Hall, in said Township, on the 1st day of June, 2015, at 7:00 p.m., local time.

PRESENT: Members: Dame, Petrovich, Bulling, Williams &  
ABSENT: Members: none. Kruisenga,

The following preamble and resolution were offered by Member Kruisenga and supported by Member Williams:

**RESOLUTION NO. \_\_\_\_\_**

**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 1, 2015 ("Act 563"), (collectively, Acts 442 and 563 are referred to as the "Act"), 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 Treasurer or the Township Treasurer'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 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 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.

AYES: Deane, Kohnbocker, Bulling, Williams & Knustings  
NAYS: none.

RESOLUTION DECLARED ADOPTED.

Lisa Williams  
Lisa Williams  
Township Clerk

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township of Odessa at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Lisa Williams  
Lisa Williams  
Township Clerk June 1, 2015.