

EXCERPTS OF MINUTES

At a regular meeting of the Township Board of Port Sheldon Township, Ottawa County, Michigan, held at the Township Hall at 16201 Port Sheldon Street, West Olive, Ottawa County, Michigan, on the 14 day of May, 2015, at 6:00 p.m., local time.

PRESENT: Kathy Van Voorst, Esther Van Slooten, Gerald Smith, Bill Monhollon and Howard Baumann Jr.

ABSENT: None

After certain other matters of business were concluded, the Supervisor stated the next order of business was the consideration of Freedom of Information Act ("FOIA") Procedures and Guidelines and the Public Summary. After discussion, the following Resolution was offered by Monhollon and supported by Smith:

RESOLUTION NO. 2015-10

**A RESOLUTION TO ADOPT PORT SHELDON TOWNSHIP
FOIA PROCEDURES AND GUIDELINES AND
THE PUBLIC SUMMARY**

WHEREAS, Public Act 563 of 2014 (the "Act"), which amends the FOIA, Public Act 442 of 1976, is effective as of July 1, 2015; and

WHEREAS, the Act will require public bodies to establish specific written procedures and guidelines for FOIA requests; and

WHEREAS, the Township Board has determined to adopt the FOIA Procedures and Guidelines and the Public Summary, attached as Exhibit A, to comply with the requirements of the Act and to provide the public with a written set of procedures governing FOIA requests made to the Township;

NOW, THEREFORE, the Township Board of Trustees resolves that:

1. The Port Sheldon Township FOIA Procedures and Guidelines and the Public Summary, attached as Exhibit A, are adopted to be effective July 1, 2015.

2. The Township officials are authorized and directed to make the Port Sheldon FOIA Procedures and Guidelines and the Public Summary available to the public at the Township offices and on the Township's website as provided in the Act.

3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded, and any existing policy or guidelines regarding FOIA requests are superseded under this Resolution.

YES: Kathy Van Voorst, Esther Van Slooten, Gerald Smith, Bill Monhollon and Howard Baumann Jr.

NO: None

RESOLUTION DECLARED ADOPTED.

Dated: May 14, 2015

Kathy Van Voorst, Clerk
Port Sheldon Township

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of Port Sheldon Township, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the _____ day of _____, 2015. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Kathy Van Voorst, Clerk
Port Sheldon Township