

VILLAGE OF LAWTON

FREEDOM OF INFORMATION ACT POLICY RESOLUTION

At a Regular Meeting of the of the Lawton Village Council ("Village Council") held on June 9,2015, the following Resolution was offered by Claasen and supported by Peterson.

WHEREAS, the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. (the "Act"), provides for public access to certain public records of public bodies and prescribes the powers and duties of certain public officers and public bodies; and

WHEREAS, it is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, and that the people shall be informed so that they may fully participate in the democratic process; and

WHEREAS, as a result of amendments to the Act, the Village Council must adopt procedures and guidelines and a written public summary thereof, effective as of July 1, 2015, in order to continue to charge costs and fees for the provision of copies.

NOW, THEREFORE, IT IS RESOLVED that the Village Council approves and adopts the Freedom of Information Procedures & Guidelines ("Procedures & Guidelines") attached as Exhibit A, effective as of July 1, 2015 and directs the Village Clerk to post the Procedures & Guidelines on the Village's website as a part of the Codified Ordinances of the Village, as of July 1, 2015 and to take all other steps required by law in order that the Village may continue to seek reimbursement for its costs in the provision of public records.

BE IT FURTHER RESOLVED that the Village Council hereby approves and adopts the Written Public Summary of the Procedures & Guidelines ("Summary") effective as of July 1, 2015 and directs the Village Clerk to post the Summary on the Village's website as of July 1, 2015.

BE IT FURTHER RESOLVED that as provided in the Procedures & Guidelines, the Village Council designates the Village Clerk as the Village's FOIA Coordinator and authorizes the FOIA Coordinator to designate other Village employees to act on her behalf in accepting and processing requests for the Village's public records and in approving a denial under Section 5 of the Act.

BE IT FURTHER RESOLVED that, effective as of July 1, 2015, the Village Council hereby adopts the following fees and charges:

- 1. Copy fees (8-1/2" x 11" and 8-1/2" x 14" paper per sheet) \$0.10
- 2. Copy fees (Other paper sizes) Actual total incremental cost per sheet
- 3. Non-paper physical media Actual and most reasonably economical cost

4. All other permitted fees and charges permitted by the Act as provided in the Procedures & Guidelines and as reflected in Attachment B (Freedom of Information Act Request Itemized Cost Worksheet) of the Procedures & Guidelines.

BE IT FURTHER RESOLVED that Section 31 of the Lawton Village Code be amended to add §31.04 Freedom of Information Act Procedures and Guidelines.

BE IT FURTHER RESOLVED that resolutions or portions of resolutions inconsistent with this Resolution are hereby rescinded to the extent of any such conflict.

AYES: Cornish, Reeves, Claasen, Hackenberg, Appleby, Lesman, and Peterson

NAYS: None.

RESOLUTION DECLARED ADOPTED _____.

CERTIFICATE

I, the undersigned, the duly qualified and acting Clerk of the Village of Lawton, Van Buren County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Lawton Village Council at a regular meeting of said Council held on the 9th day of June, 2015, at which meeting a quorum was present and voting. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1967, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Jennifer Robertson, Village Clerk