

VILLAGE OF ONEKAMA
COUNTY OF MANISTEE, MICHIGAN

Minutes of a regular meeting of the Village Council of the Village of Onkama, held in the Village Hall, Onkama, Michigan, on November 18, 2015 at 7:00 p.m. Local Time.

PRESENT: Members Drumm, Milasich, Miller, Bauer, Hendricks, Burger

ABSENT: Members Hudson

The following preamble and resolution were offered by Member Drumm and supported by Member Milasich.

RESOLUTION NO. 11-18-2015-3
RESOLUTION ADOPTING FOIA 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");

WHEREAS, the Village Council desires to implement the provisions of the Act to the extent it is applicable to the Village;

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 Village to adopt procedures and guidelines and prepare, utilize and make available a summary of the procedures and guidelines to aid the Village in implementing the Act and persons requesting Village records pursuant to the Act.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. *FOIA Coordinator.* The Village Clerk, as a duty additional to the duties of the office of Village Clerk, shall be the Village FOIA Coordinator. In the event the Village Clerk is unavailable, the Village Clerk's designee may serve as FOIA Coordinator.

2. *FOIA Procedures and Guidelines.* The FOIA Procedures and Guidelines, in the form on file with the Village Clerk (the "Procedures"), are hereby adopted by the Village. 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 FOIA Procedures and Guidelines (the "Summary") is hereby adopted by the Village. 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: Bauer, Milasich, Miller, Drumm, Berger, Hendricks
Nays: None
Absent: Hudson

RESOLUTION DECLARED ADOPTED.

Ruth Hudson, Village Clerk
Village of Onekama

STATE OF MICHIGAN)
) ss.
COUNTY OF MANISTEE)

I, the undersigned, the duly qualified and acting Clerk of the Village of Onekama do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Council of the Village of Onekama at a regular meeting held on the 18th day of November, 2015, the original of which is on file in my office. Public notice of said meeting was given in accordance with law.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of November, 2015.

Ruth Hudson, Village Clerk
Village of Onekama