

**ALPINE TOWNSHIP
KENT COUNTY, MICHIGAN
RESOLUTION NO. 15-16**

FREEDOM OF INFORMATION ACT POLICY RESOLUTION

At a Regular Meeting of the Alpine Township Board held on Monday, June 15, 2015, the following Resolution was offered by May and supported by Cordes.

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 Township Board 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 Township Board approves and adopts the Freedom of Information Procedures & Guidelines (“Procedures & Guidelines”) attached as Exhibit A, effective as of July 1, 2015, and directs the Township Clerk to post the Procedures & Guidelines on the Township’s website and to take all steps required by law in order that the Township may continue to seek reimbursement for its costs in the provision of public records.

BE IT FURTHER RESOLVED that the Township Board hereby approves and adopts the Written Public Summary of the Procedures & Guidelines (“Summary”) attached as Exhibit B effective as of July 1, 2015 and directs the Township Clerk to post the Summary on the Township’s website as of July 1, 2015.

BE IT FURTHER RESOLVED that as provided in the Procedures & Guidelines, the Township Board designates the Township Clerk as the Township’s FOIA Coordinator and authorizes the FOIA Coordinator to designate other Township employees to act on his or her behalf in accepting and processing requests for the Township’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 Township Board hereby adopts the following fees and charges:

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|---|---|
| 1. Copy fees
(8-1/2" x 11" and 8-1/2" x 14" paper) | \$0.10 per sheet |
| 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 the Township's current FOIA Policy dated May 5, 1997 shall remain in effect through June 30, 2015 but is hereby repealed and replaced in its entirety by the Procedures & Guidelines attached as Exhibit A, effective as of July 1, 2015.

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: Arends, Cordes, May, Schweitzer, Townsend, J. Wahlfield, and M. Wahlfield.
 NAYS: None.
 ABSENT: None.

RESOLUTION NO. 15-16 DECLARED ADOPTED.

 Jean Wahlfield, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Clerk of Alpine Township, Kent County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Alpine Township Board at a regular meeting of said Board held on the 15th 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.

 Jean Wahlfield, Township Clerk