

**SCIO TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RES #2021-18
RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES, A WRITTEN
PUBLIC SUMMARY, AND DETAILED COST ITEMIZATION**

June 8, 2021

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County Michigan, held via Zoom on the 8th day of June, 2021 at 7:00pm.

Members Present: Hathaway, Palmer, Flintoft, Courteau, Jerome, Knol, Vogel.

Members Absent: None.

The following preamble and resolution were offered by Trustee Knol and supported by Trustee Courteau.

WHEREAS, the Township is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, MCL 15.231 as amended ("FOIA");

WHEREAS, in the performance of its function as trustees for the Township, it is necessary and appropriate for the Township Board to establish and adopt policies for the operation of the Township;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Township shall establish procedures and guidelines to implement the FOIA, shall create a written public summary regarding how to submit written requests to the Township, and explain in plain language how to understand the Township's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, Section 4(4) of the FOIA also requires that the Township's Procedures and Guidelines include the use of a standard form for detailed itemization of any fee amount in its responses to written request;

WHEREAS, in the interests of the health, safety, and welfare of the Township, the Township Board desires to approve Procedures and Guidelines, a Written Public Summary, and a Detailed Itemization, so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA;

NOW THEREFORE, the Township Board of Scio Township, Washtenaw County, resolves as follows:

1. The Township hereby adopts and approves the [Township Procedures and Guidelines](#)
2. The Township also adopts and approves the [Written Public Summary](#)
3. The Township also approves the Detailed Itemization Sheet (attached as Exhibit A to this resolution)
4. The Township shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the

Township's response to a written request (by including the website link to the documents in lieu of providing paper copies) and upon request by visitors to the Township.

5. The Township shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.
6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this resolution are hereby repealed to the extent of such conflict.

ROLL CALL VOTE

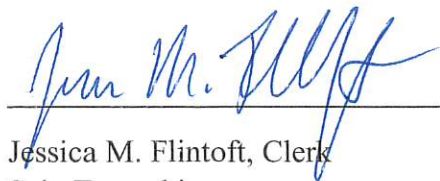
AYES: Hathaway, Palmer, Flintoft, Courteau, Jerome, Knol, Vogel.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

RESOLUTION DECLARED ADOPTED.

A handwritten signature in blue ink, appearing to read "Jessica M. Flintoft", is written over a horizontal line.

Jessica M. Flintoft, Clerk
Scio Township

DATED: June 8, 2021