



Draft Date  
05/29/15

EXCERPTS OF MINUTES

At a meeting of the Township Board of Casco Township, Allegan County, Michigan, held at the Township Hall at 7104 - 107<sup>th</sup> Avenue, South Haven, Allegan County, Michigan, on the 22 day of June, 2015, at 8:38 p.m., local time.

PRESENT: Allan Overhiser, Judy Graff, Lu Wenzig,  
Joshua Jessup, Cheri Brenner

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 Allan Overhiser and supported by Judy Graff:

**A RESOLUTION TO ADOPT CASCO TOWNSHIP  
FOIA PROCEDURES AND GUIDELINES AND  
THE PUBLIC SUMMARY 2016**

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 as follows:

1. The Casco Township FOIA Procedures and Guidelines and the Public Summary, both attached as Exhibit A, are adopted to be effective July 1, 2015.
2. The Township officials are authorized and directed to make the Casco Township 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.

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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 All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded, and any existing policy or guidelines regarding FOIA requests are superseded under this Resolution.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: Allan Overhiser, Josiah Jessup,  
Lu Winfrey, Judy Graff, Cheryl Brenner  
NO: NONE

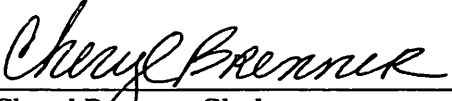
RESOLUTION DECLARED ADOPTED.

Dated: 6/22/, 2015

Cheryl Brenner  
Cheryl Brenner, Clerk  
Casco Township

**CERTIFICATE**

I, the undersigned, the duly qualified and acting Township Clerk of Casco Township, Allegan County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a meeting of the Township Board held on the 22<sup>nd</sup> day of June, 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.

  
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Cheryl Brenner, Clerk  
Casco Township