

DALLAS TOWNSHIP BOARD

**RESOLUTION ADOPTING FOIA FORMS AND POLICIES
RESOLUTION 2021-#4**

At a special meeting of the Dallas Township Board, 225 South Main Street, Fowler, Michigan in Clinton County, Michigan, held via telephone conference on July 22, 2021, at 3:30 PM.

PRESENT: **V.Feldpausch; T. Koenigsknecht; A. Schafer and S. Schafer**

ABSENT: **E. Marvel**

The following resolution, 2021-#4, was offered by S. Schafer and supported by T. Koenigsknecht.

WHEREAS, the Michigan Freedom of Information Act (“FOIA”), Act 442 of 1976, MCL 15.231 *et. seq.*, allows members of the public, among others, to request public records from the Township; and

WHEREAS, to facilitate requests under the FOIA, the Township desires to adopt modified forms and policies from the Michigan Townships Association (“MTA”) including a FOIA Written Procedures and Guidelines, a FOIA Written Public Summary, a FOIA Detailed Cost Itemization Form, and various voluntary forms intended to help the Township process FOIA requests and for individuals to make FOIA requests.

NOW, THEREFORE, BE IT RESOLVED by the Dallas Township Board, as follows:

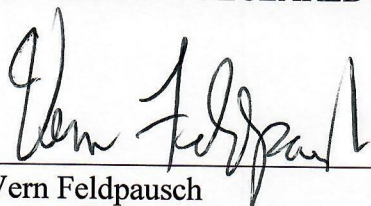
1. The Township Board expressly adopts the FOIA forms and policies attached to this resolution as **Exhibit 1** including: (1) a FOIA Written Procedures and Guidelines; (2) a FOIA Written Public Summary; (3) a FOIA Detailed Cost Itemization Form; and (4) various voluntary forms from MTA to process FOIA requests.
2. The Township Board directs that all forms and policies adopted above shall be publicly available and posted on the Township website as soon as reasonably possible.
3. All prior resolutions inconsistent herewith are hereby rescinded.

Yeas: **V. Feldpausch; T. Koenigsknecht; S. Schafer**

Nays: **A. Schafer**

Absent/Abstain:

RESOLUTION DECLARED ADOPTED



Vern Feldpausch
Dallas Township Supervisor

CERTIFICATION

I, the undersigned, the duly qualified and acting Clerk for the Dallas Township Board, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Dallas Township Board at a meeting held on July 22, 2021, and further certify that the above resolution was adopted at said meeting.



Therese Koenigsknecht, Dallas Township Clerk

EXHIBIT 1