

STATE OF MICHIGAN
COUNTY OF MASON

EXCERPTS FROM MINUTES OF MAY 28, 2015 MEETING OF
BOARD OF COUNTY ROAD COMMISSIONERS FOR
MASON COUNTY, MICHIGAN
HELD ON THE 28TH DAY OF MAY 2015

RESOLUTION ADOPTING FREEDOM OF INFORMATION ACT
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”), the Board of County Road Commissioners for Mason County, Michigan (the “Board”) desires to implement the provisions of the Act to the extent it is applicable to the Mason County Road Commission (the “Road Commission”); and

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. **FOIA Coordinator.** Unless the Board appoints another person, the Road Commission Finance Manager, as a duty additional to the duties of the office of Road Commission Finance Manager, shall be the Road Commission FOIA Coordinator. In the event

the Road Commission Finance Manager is unavailable, the Road Commission Manager or the Road Commission Finance Manager's designee may serve as FOIA Coordinator. Further, the FOIA Coordinator is authorized to appoint temporary designees as deemed necessary to respond to requests in accordance with the Act.

2. ***FOIA Procedures and Guidelines.*** The Freedom of Information Act Procedures and Guidelines, in the form on file with the Road Commission Clerk (the "Procedures"), are hereby adopted by the Board. 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 the Procedures (the "Summary") is hereby adopted by the Board. 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.

Members voting in favor of the passage and adoption of said Resolution:

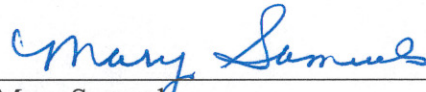
Yeas: Schwass, Matiash and Robidoux.

Members voting against the passage and adoption of said Resolution:

Yeas: None

Members absent or abstaining: None

RESOLUTION DECLARED ADOPTED.

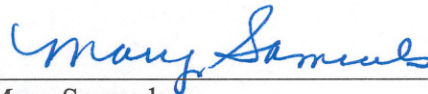


Mary Samuels
Clerk and Secretary

CERTIFICATION

The undersigned does hereby CERTIFY that I was present at a regular meeting of the Board of County Road Commissioners for Mason County, Michigan, held on the 28th day of May, 2015, and that I kept the minutes of said regular meeting and the above Resolution is a true, accurate and correct copy of the Resolution adopted by the Board of County Road Commissioners for Mason County, Michigan, at said regular meeting.

Dated: May 28, 2015



Mary Samuels
Clerk and Secretary