

**WEXFORD JOINT PLANNING COMMISSION,  
COUNTY OF WEXFORD, MICHIGAN**

Minutes of a \_\_\_\_\_ meeting of the Wexford Joint Planning Commission, held in the Wexford County Road Commission offices, Boon, Michigan, on the \_\_\_ day of December 19, 2016 at 6:30pm Local Time.

PRESENT: Members: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members: \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**RESOLUTION**

**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 Wexford Joint Planning Commission desires to implement the provisions of the Act to the extent it is applicable to the Wexford Joint Planning Commission; and

WHEREAS, the Wexford Joint Planning Commission agreement and ordinance, and the Joint Zoning Ordinance delegates authority to the Wexford Joint Planning Commission to set fees and costs for services; 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 Wexford Joint Planning Commission to adopt procedures and guidelines and prepare, utilize and make available a summary of the procedures and guidelines to aid the Township in implementing the Act and persons requesting Wexford Joint Planning Commission records pursuant to the Act.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. ***FOIA Coordinator.*** Unless the Wexford Joint Planning Commission appoints another person, the Planner/Zoning Administrator, as a duty additional to the other duties of the office, shall be the Wexford Joint Planning Commission FOIA Coordinator. In the event the Planning/Zoning Administrator is unavailable, the Wexford Joint Planning Commission Chair 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 in the Wexford Joint Planning Commission office of record (the “Procedures”), are hereby adopted by the Wexford Joint Planning Commission. 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 Wexford Joint Planning Commission. 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.

YEAS: Members: \_\_\_\_\_  
\_\_\_\_\_

NAYS: Members: \_\_\_\_\_

ABSTAIN: Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
\_\_\_\_\_, Secretary  
Wexford Joint Planning Commission

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, the duly qualified and acting Secretary of the Wexford Joint Planning Commission (the "Commission"), do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Wexford Joint Planning Commission at a regular meeting held on the 19<sup>th</sup> day of December, 2016, the original of which is on file in the Commission's office of record. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
\_\_\_\_\_, Secretary  
Wexford Joint Planning Commission