

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting
Friday, June 12, 2015
Vevay Township Hall – 11:00 a.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees Douglas Shaw & Bruce Walker

Members Absent: None

Staff Present: Deputy Clerk Brett Linsley

The meeting was called to order by Supervisor Ramey at 11:00 a.m. followed by the Pledge of Allegiance.

Set/Amend Agenda. None.

Public Comment. None.

Revised Motion for Newly Appointed Board of Review Member. A needed correction has been found from the June 8th Board of Trustees meeting. When the Board appointed resident Richard Lacasse to the Board of Review, the motion was made to appoint him through December 31, 2015 instead of December 31, 2016. A revised motion will be needed.

MOTION Walker, seconded Sherwood, to appoint Richard Lacasse to the Board of Review for a partial term beginning immediately with a corrected end date of December 31, 2016.

Ayes: Ramey, Sherwood, Shaw, Walker & Kean

Nays: None

Review of Proposed Freedom of Information Act (FOIA) Policy for Adoption. In November of 2010, the Board appointed Clerk Kean as the Township's FOIA Coordinator. This decision was based on the Clerk's statutory record keeping duties and consequent access to documents that citizens may request through FOIA. Clerk Kean – outlined major features of the new FOIA legislation. Many changes are substantial and create a considerably heavier work load for the FOIA coordinator. The Township's legal counsel has compiled information on the new legislation and crafted several documents, including a FOIA Policy, a "Procedures and Guidelines" document with attachments, and a Public Summary. These documents will keep the Township in compliance with the new law. The Township's website must contain the necessary FOIA documents. Although the State of Michigan has not yet completed its fee worksheet with descriptions of the six statutory fee components, the Township's Legal Counsel has recommended that the Township use the worksheet when it becomes available, no later than July 1st. Legal experts are anticipating that there will be several judicial proceedings in response to the new legislation that could require the FOIA Procedures and Guidelines to be amended. If passed as recommended by Legal Counsel, the proposed motion allows amendment changes without additional Board approval.

Treasurer Sherwood – asked if the proposed policy was customized for the Township from a generic policy? Clerk Kean – explained that the Michigan Townships Association drafted a policy that Legal Counsel revised to fit the Township’s specific needs.

Trustee Walker – asked Clerk Kean several questions about FOIA procedures under the new legislation. He (Walker) suggested adding the words “Vevay Township” to the mailing address found on the front page of the “Procedures & Guidelines” document. Additionally, he (Walker) requested that the Attorney clarify/review there are no contradictions between item D1 on page 8 and item 2b on page 9.

Motion Walker, seconded Kean, to adopt the following Freedom of Information Act (FOIA) Policy and attached Procedure and Guidelines that may be subject to amendment as necessary, effective immediately:

Vevay Township is a “public body,” as defined in Section 2 of the Michigan Freedom of Information Act (FOIA), MCL 15.232. It is the policy of Vevay Township to comply with the FOIA. The Clerk is the public body’s FOIA Coordinator and is delegated the authority and responsibility to establish written procedures and guidelines, a written public summary of the procedures and guidelines, and a detailed itemization of fees form in compliance with the FOIA, as amended effective July 1, 2015 (2014 PA 563); provided, however, that the procedures and guidelines shall not provide for fee appeals to the board.

Roll Call Vote

Ayes: Sherwood, Ramey, Kean, Walker & Shaw

Nays: None

Other Business. Deputy Clerk Linsley – briefly updated the Board on the new website.

Adjournment. The meeting was adjourned at 11:45 a.m.

JoAnne Kean, Clerk