Laketown Township
4338 Beeline Road
Allegan County
Holland, MI 49423

EXCERPTS OF MINUTES

At a regular meeting of the Board of Trustees of the Township of Laketown, Allegan County, Michigan held at the Township Hall at 4338 Beeline Road, Holland, Michigan, on the 10th day of August, 2022 at 7:00 p.m. local time.

PRESENT: Howell, Dewey and Sall

ABSENT: Johnson and Delaney

After certain other matters of business were concluded, the Supervisor stated that the next order of business was the consideration of a resolution regarding establishing a policy for the public inspection of assessor's records. After discussion, the following resolution was offered by Sall and supported by Dewey.

RESOLUTION 2022-13
Public Inspection of Assessor's Records Policy Resolution

WHEREAS, Public Act 660 of 2018 requires the Township have a published policy under which the Assessor's office is reasonably accessible to the public, and

WHEREAS the following policy meets the requirements of Public Act 660 of 2018:

1. Inquiries and requests for records will be accepted in person, in writing via email (office@laketowntwp.org), or via telephone (616) 335-3050. Said inquiries and requests should be directed to the Assessor, Heather Jahr. The Assessor will respond within seven (7) business days to supply requested information or schedule an in-person meeting.
2. Contact information for staff is posted at the Township Hall and on the Township website.
3. Any requests made pursuant to Michigan's Freedom of Information Act (FOIA) shall be made to the FOIA coordinator in writing and shall be subject to the statutory requirements of FOIA. The Township Manager is the FOIA coordinator.
4. The Township Hall is open Monday through Friday from 7:30am to 5:00pm for record inspection or copies. These hours are also posted at the Township Hall and on the Township website (www.laketowntwp.org).
5. Assessing records shall not be removed from the location provided for inspection. Original records shall not be marked, defaced, destroyed, or otherwise altered.
6. This policy shall become effective on August 11, 2022.

NOW THEREFORE, BE IT RESOLVED that the aforementioned Assessor's Office Public Inspection Policy is hereby approved

YES: Howell, Dewey and Sall
NO: none

RESOLUTION DECLARED ADOPTED.

Dated: August 10, 2022

Michelle Sall, Clerk

CERTIFICATE

I, the undersigned, the Clerk of the Township of Laketown, Allegan County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting on the 10th day of August, 2022. I do further certify that the public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

MASall

Michelle Sall, Clerk