

Minutes
Eagle Township Special Board Meeting
September 5, 2018
Eagle Twp. Hall - 14318 Michigan Street, Eagle, MI 48822

1. **Call to Order:** Meeting was called to order by Clerk Wirth, 5:31pm - Pledge of Allegiance.
2. **Present:** Clerk Starr Wirth, Trustee Dick Jones, Trustee Steve Smith, Treasurer Joe Smith, Supervisor Patti Schafer - absent.
3. **FOIA Policy and Public Summary:** Motion by Trustee S Smith, supported by Clerk Wirth to adopt the FOIA Procedures and Guidelines and to have it placed on the Township Website. Roll Call: Yes Votes: Trustee Jones, Trustee S. Smith, Clerk Wirth, Treasurer J. Smith. No votes: none. Supervisor Schafer-absent. Motion carried.
4. **Public Summary of FOIA Procedures and Guidelines:** Motion by Trustee S Smith, supported by Treasurer J. Smith to adopt the Public Summary of FOIA Procedures and Guidelines and to have it placed on the Township Website. Roll Call: Yes Votes: Trustee S. Smith, Clerk Wirth, Treasurer J. Smith, Trustee Jones. No votes: none. Supervisor Schafer-absent. Motion carried.
5. **Freedom of Information Act Request Detailed Cost Itemization:** Motion by Trustee S Smith, supported by Trustee Jones to adopt the Freedom of Information Act Request Detailed Cost Itemization and to have it placed on the Township Website. Roll Call: Yes Votes: Treasurer J. Smith, Trustee Jones, Trustee S. Smith, Clerk Wirth. No votes: none. Supervisor Schafer-absent. Motion carried.
6. **FOIA Request for Public Records:** Motion by Trustee S Smith, supported by Treasurer J. Smith to adopt the FOIA Request for Public Records and to have it placed on the Township Website. Roll Call: Yes Votes: Trustee Jones, Trustee S. Smith, Treasurer J. Smith, Clerk Wirth. No votes: none. Supervisor Schafer-absent. Motion carried.
7. **Notice to Extend Time for FOIA Request:** Motion by Trustee S Smith, supported by Treasurer J. Smith to adopt the Notice to Extend Time for FOIA Request and to have it placed on the Township Website. Roll Call: Yes Votes: Trustee S. Smith, Treasurer J. Smith, Trustee Jones, Clerk Wirth. No votes: none. Supervisor Schafer-absent. Motion carried.
8. **Notice of Denial of FOIA Request:** Motion by Trustee S Smith, supported by Treasurer J. Smith to adopt the Notice of Denial of FOIA Request and to have it placed on the Township Website. Roll Call: Yes Votes: Trustee Jones, Trustee S. Smith, Treasurer J. Smith, Clerk Wirth. No votes: none. Supervisor Schafer-absent. Motion carried.
9. **FOIA Appeal Form – To Appeal a Denial of Records:** Motion by Trustee S. Smith, supported by Treasurer J. Smith to adopt the FOIA Appeal Form – To Appeal a Denial of Records and to have it placed on the Township Website. Roll Call: Yes Votes: Clerk Wirth, Trustee Jones, Trustee S. Smith, Treasurer J. Smith. No votes: none. Supervisor Schafer-absent. Motion carried.

10. **FOIA Appeal Form –To Appeal an Excess Fee:** Motion by Trustee S. Smith, supported by Treasurer J. Smith to adopt the FOIA Appeal Form – To Appeal an Excess Fee and to have it placed on the Township Website. Roll Call: Yes Votes: Treasurer J. Smith, Trustee Jones, Trustee S. Smith, Clerk Wirth. No votes: none. Supervisor Schafer-absent. Motion carried.
11. **Schedule of Fees/Charges:** Motion by Trustee S Smith, supported by Trustee Jones to adopt the Schedule of Fees/Charges updated on September 5, 2018. Roll Call: Yes Votes: Trustee S. Smith, Treasurer J. Smith, Trustee Jones, Clerk Wirth. No votes: none. Supervisor Schafer-absent. Motion carried.
12. **Adjournment:** Motion by Trustee S Smith, supported by Clerk Wirth to adjourn the meeting at 5:48pm. Motion carried.

Starr Wirth, Clerk