

**Resolution of Adoption**  
**Village of Baroda, Berrien County, Michigan**  
**A Resolution Adopting Policies and Procedures for the Public**  
**Inspection and Copying of Assessing Records**  
**Resolution 2015 – 2016 #5**

At a regular meeting of the Baroda Village Council held at the Village Hall, 9091 First Street, Baroda, Michigan, on the 6th day of July, 2015.

Present: Bob Getz, Ed Rath, Milt Sluder, Steve Jasper, Larry Nye, Mona Himmelein

Absent: Don Turney

The following resolution was presented by Council member Trustee Rath and supported by Council member Trustee Jasper:

**WHEREAS**, The Village of Baroda, requests to approve the policy and procedure for the public inspection and copying of assessing records per State of Michigan State Tax Commission requirements,

**WHEREAS**, a copy of the resolution is to be posted on public bulletin board.

**WHEREAS**, policy and procedure for the public inspection and copying of assessing records is as follows:

1. Requests for public inspection and copying of public records may be made verbally and/or in writing.
2. Said requests may be directed to the Village Assessor or otherwise authorized individual for said assessing records.
3. Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA Coordinator and shall be subject to the statutory requirements of FOIA.
4. If a verbal request is made, the responding Village official and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
5. The responding Village official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
6. The responding Village official and/or authorized individual shall be responsible for the production of the requested copies.
7. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Village Council.
8. If the request is for inspection of public record, the responding township official and/or authorized individual shall respond in a timely manner, not to exceed 5 business days,

from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.

9. The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be the Baroda Township Municipal Building.
10. The responding Village official and/or authorized individual shall allow such inspection between the hours of 8:00 a.m. and 4:00 p.m. Monday through Thursday, unless mutually agreed to by the responding Village official and/or authorized individual and the requesting part.

**NOW, THEREFORE, BE IT RESOLVED**, that Baroda Village Council does hereby adopt Resolution 2015-2016 #5, policy and procedure for the public inspection and copying of assessing records.

After discussion, the following roll call vote on the foregoing resolution was then taken, and was as follows:

	<u>YEA</u>	<u>NAY</u>	<u>ABSENT</u>
Robert Getz	<u>X</u>	___	___
G. Larry Nye	<u>X</u>	___	___
Mona Himmelein	<u>X</u>	___	___
Steve Jasper	<u>X</u>	___	___
Edwin Rath	<u>X</u>	___	___
Milton Sluder	<u>X</u>	___	___
Don Turney	___	___	<u>X</u>

Whereupon, Robert Getz, the Village President, declared the resolution unanimously adopted.

\_\_\_\_\_  
Robert Getz, Village President

\_\_\_\_\_  
Tina Boehm, Village Clerk

#### CERTIFICATION

I, Tina Boehm, certify this is a true and complete copy of a resolution of the Village Council of the Village of Baroda, Michigan, adopted at a regular meeting held on the 6th day of July, 2015.

Dated: \_\_\_\_\_, 2015

\_\_\_\_\_  
Tina Boehm, Village Clerk