

Village of Freeport

RESOLUTION

Date: 7/09/18

Village of Freeport, duly registered and existing under the Laws of State of Michigan, and having its address at 200 State Street Freeport, MI 49325 (hereinafter referred to as the "Village of Freeport"), after having reviewed all documents and understood all terms and conditions applicable to the Village of Freeport UNANIMOUSLY RESOLVE AS FOLLOWS:

Sec. 1 Village Council members will have their minutes turned in for each of their committees, by the Friday before the Village Council meetings on the second Monday of each month. Minutes will be turned in in the following ways:

- Email (the gmail accounts)
- Hand written and left on Clerk's desk
- Typed by self and left on Clerk's desk

Sec. 2) Minutes that are turned in after said Friday will not be accepted. Other reasons as to why minutes will not be accepted:

- If minutes are turned in through wrong email accounts

Sec. 3) Council minutes must be turned in by either the 1st chair of committee or 2nd chair of the committee. This helps enforce that the minutes were taken and recorded by the actual committee.

- **Exception:** minutes that are hand written and left on Clerk's desk will be typed by Clerk, and then the original will be stapled to what is typed. This way, in case there is an issue, the original can always be there to refer too. That way the original is still turned in by the committee just typed by the Clerk.

Sec. 4) This ordinance becomes effective July 25th, 2018.

Council voting "Aye" 4

Council voting "Nay" 1

Council absent:

Theresa Faunce



Bill Andrews
Village President

CERTIFICATION: The undersigned, being the Clerk of the Village of Freeport does hereby certify that this is a true and correct copy of the Ordinance duly adopted by the Village of Freeport on the 10th day of July 2018.



Shawna Hill
Village Clerk

Village of Freeport

RESOLUTION

Date: 4/09/18

Village of Freeport, duly registered and existing under the Laws of State of Michigan, and having its address at 200 State Street Freeport, MI 49325 (hereinafter referred to as the “Village of Freeport”), after having reviewed all documents and understood all terms and conditions applicable to the Village of Freeport UNANIMOUSLY RESOLVE AS FOLLOWS:

Sec. 1) Village Council members will have use their new email accounts, Google mail (gmail), so that all the information can pass from the council members we have now to the ones of the future. Therefore this is insuring that the information will not get lost. **NO OTHER EMAIL ACCOUNTS MAY BE USED.** The email account will be controlled by the Village Clerk in the following ways:

- Email will be created by Village Clerk
- Passwords will be controlled by Village Clerk so when one resigns the passwords can be changed and the information will still be kept and safe.

Sec. 2) Village Council will use these accounts for **ALL** of their communication in-between any of the committees. Emails that are received may be organized into folder on the email account but are NOT to be deleted. Email use:


- Information for their upcoming meetings.
- Question for their committee
- Communication with Clerk, Treasurer, Zoning and other committees

Sec. 3) This ordinance becomes effective April 24th, 2018.

Council voting “Aye” 5

Council voting “Nay” 0

Council absent:
Theresa Faunce



Bill Andrews
Village President

CERTIFICATION: The undersigned, being the Clerk of the Village of Freeport does hereby certify that this is a true and correct copy of the Ordinance duly adopted by the Village of Freeport on the 9th day of April 2018.



Shawna Hill
Village Clerk