



FOIA Public Record Request Form

Meridian Township

5151 Marsh Rd., Okemos, MI 48864
 t) 517.853.4300 f) 517.853.4096
www.meridian.mi.us

FOR TOWNSHIP STAFF ONLY:

Name (Please Print or Type) Phone
 Firm/Organization Fax
 Street Email
 City State Zip

Request No.: _____ Date Received: _____ Request received via: Email Fax Letter In person
 (If Request was via Email: Date delivered to junk/spam folder: _____ Date discovered in junk/spam folder: _____)

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above

Deliver on digital media provided by the township: _____

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

A valid FOIA request must contain the requestor's: (1) complete name; (2) address written in compliance with United State Postal Service Standards; and (3) telephone number or e-mail address. Corporate entities who request records under the FOIA must provide this information for a company's agent. A request that does not contain this information may be denied as invalid.

There may be a good faith deposit required for your FOIA request. A FOIA request is considered "abandoned" if a good-faith deposit is not received within 48 days after the good-faith deposit is requested. If the good-faith deposit is not paid within that period, the requestor is obligated to file a new FOIA request to obtain the requested records.

Consent to Non-Statutory Extension of Township's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).

Requestor's Signature	Date
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Records Located on Website

If the township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public records in the specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Township Website

I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature	Date
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Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1. Labor to copy/duplicate
- 2. Labor to locate
- 3a. Labor to redact
- 3b. Contract labor to redact
- 6b. Labor to copy/duplicate records already on township's website

Requestor's Signature	Date
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Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: Affidavit Received Eligible for Discount Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:	Date:
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Requestor's Signature:	
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Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the township.

Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:	Date:
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Requestor's Signature:	
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From: [Alena Stricklin](#)
To: [Robin Faust](#)
Cc: [Deborah Guthrie](#)
Subject: RE: Parcel 33 02 02 24 377 012 810 Grand River & Parcel 33 02 02 24 377 015 734 West Grand River
Date: Tuesday, May 3, 2022 9:00:07 AM
Attachments: [image003.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[Meridian Township FOIA Request Application.pdf](#)

This message was sent securely using Zix®

Good Morning!

Here you go!

Thank you!

Alena Stricklin
Escrow Support Specialist

3676 Clarkston Rd, Ste. A
Clarkston, MI 48348
Direct: 248-913-2355
Fax: 248-856-3153
Alena@legacyclosings.com



IMPORTANT REMINDERS:

- Clients should contact Legacy Title directly for wire instructions by using a verified Legacy Title phone number.
- Legacy Title will accept certified funds up to \$15,000.
- Please schedule closings 48 hours in advance.

We hope to have provided superior customer service to you today, and would value any feedback you would like to provide! Please [click here](#) to share your experience.

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You are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message

New Agent Orders: orders@legacyclosings.com
New Lender Orders: lenderorders@legacyclosings.com
Mortgage Packages: packages@legacyclosings.com
Post-Closing Packages & Documents: signeddocs@legacyclosings.com

From: Robin Faust <faust@meridian.mi.us>
Sent: Tuesday, May 3, 2022 8:07 AM
To: Alena Stricklin <alena@legacyclosings.com>
Cc: Deborah Guthrie <guthrie@meridian.mi.us>
Subject: RE: Parcel 33 02 02 24 377 012 810 Grand River & Parcel 33 02 02 24 377 015 734 West Grand River

Ms. Stricklin

I have reviewed your email and I am not sure what you are requesting for the two properties mentioned. Would you please fill out the attached Township's FOIA Application form for each property and explain what it is you are looking for

Once received, I will get your requests immediately processed

Questions, give me a call

Thank you

Robin

Robin Faust, Deputy Clerk

Clerk's Office

faust@meridian.mi.us

W 517.853.4328 | F 517.853.4000

5151 Marsh Road, Okemos MI 48864

meridian.mi.us

To check your voter registration status, request an absent voter ballot or to track your ballot, please visit www.michigan.gov/vote

From: Alena Stricklin <alena@legacyclosings.com>
Sent: Monday, May 2, 2022 5:04 PM
To: Deborah Guthrie <guthrie@meridian.mi.us>
Cc: Robin Faust <faust@meridian.mi.us>
Subject: RE: Parcel 33 02 02 24 377 012 810 Grand River & Parcel 33 02 02 24 377 015 734 West Grand River

This message was sent securely using Zix[®]

Good Afternoon!

I need to request a FOIA for the two addresses above I count get off website gave me an error?

Thank you!

Alena Stricklin
Escrow Support Specialist

3676 Clarkston Rd, Ste. A
Clarkston, MI 48348
Direct: 248-913-2355
Fax: 248-856-3153
Alena@legacyclosings.com



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New Agent Orders: orders@legacyclosings.com

New Lender Orders: lenderorders@legacyclosings.com

Mortgage Packages: packages@legacyclosings.com

Post-Closing Packages & Documents: signeddocs@legacyclosings.com

From: Alena Stricklin

Sent: Monday, May 2, 2022 4:59 PM

To: 'Phil Deschaine' <deschaine@meridian.mi.us>

Subject: RE: Parcel 33 02 02 24 377 012 810 Grand River & Parcel 33 02 02 24 377 015 734 West Grand River

Alena Stricklin
Escrow Support Specialist

3676 Clarkston Rd, Ste. A
Clarkston, MI 48348
Direct: 248-913-2355
Fax: 248-856-3153
Alena@legacyclosings.com



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From: Alena Stricklin

Sent: Monday, May 2, 2022 4:59 PM

To: Phil Deschaine <deschaine@meridian.mi.us>

Cc: muliett@meridiain.mi.us

Subject: Parcel 33 02 02 24 377 012 810 Grand River & Parcel 33 02 02 24 377 015 734 West Grand River

Good Afternoon!

I am looking to check all the specials on the taxes for both addresses above? Do any need a payoff to

close?

Are there any invoices? Does trash bill in taxes?

When does next water bill go out?

Thnak you!

Alena Stricklin
Escrow Support Specialist

3676 Clarkston Rd, Ste. A
Clarkston, MI 48348
Direct: 248-913-2355
Fax: 248-856-3153
Alena@legacyclosings.com



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From: [Stephaney Guild](#)
To: [Robin Faust](#)
Subject: RE: request
Date: Monday, May 9, 2022 1:32:31 PM

Hi Robin,

Business personal property tax due: \$182.70

Utility billing due 5/13/2022: \$2,765.26. If unpaid, balance will increase to \$2,903.53 on May 14.

No outside special assessments

No other open invoices (building, code, etc)

Since this one is associated with 810 Grand River 33-02-02-24-351-012 on most inquiries I've had about the parcel at 734 Grand River:

2021 property tax went delinquent to Ingham County. I do not have an updated balance due – that can be determined by contacting the Ingham County Treasurer

Water/Sewer utility is not associated with this parcel

There is an outstanding special assessment with a payoff of \$27,460.04. This does not include the unpaid 2021 installment which was attached to the 2021 winter taxes.

No other open invoices

Please let me know if you need anything else

- Steph

From: Robin Faust <faust@meridian.mi.us>
Sent: Monday, May 9, 2022 1:25 PM
To: Stephaney Guild <guild@meridian.mi.us>
Subject: request

734 W Grand River Parcel 33 02 02 24 377 015

Please let me know if there are any funds due on this property such as tax, water, sewer, etc

THANKS

robin

Robin Faust, Deputy Clerk

Clerk's Office

faust@meridian.mi.us

W 517.853.4328 | F 517.853.4000

5151 Marsh Road, Okemos MI 48864

meridian.mi.us

To check your voter registration status, request an absent voter ballot or to track your ballot, please visit

From: [Tavis Millerov](#)
To: [Robin Faust](#)
Subject: RE: 2022-63 FOIA Request
Date: Tuesday, May 3, 2022 9:28:34 AM
Attachments: [image005.png](#)
[image001.png](#)

I have nothing for this request.

Tavis Millerov

Fire Marshal

millerov@meridian.mi.us

W 517.853.4720 | C 517.281.5864

5000 Okemos Road | Okemos, MI 48864

meridian.mi.us

From: Robin Faust <faust@meridian.mi.us>

Sent: Tuesday, May 3, 2022 9:26 AM

To: Deborah Budzynski <budzynski@meridian.mi.us>; Tavis Millerov <millerov@meridian.mi.us>

Cc: Deborah Guthrie <guthrie@meridian.mi.us>

Subject: 2022-63 FOIA Request

Please respond by 05.09.2022

THANKS

r

Robin Faust, Deputy Clerk

Clerk's Office

faust@meridian.mi.us

W 517.853.4328 | F 517.853.4000

5151 Marsh Road, Okemos MI 48864

meridian.mi.us

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