

Sherman Township, Osceola Co.

Resolution #20170214 Fee Structure

Resolution of the public body regarding the fee structure used for services for which fees are charged.

Be it resolved, that Sherman Township Board does hereby adopt the following fee schedule for establishing the proper fees charged for: a Freedom of Information Act request under Public Act 442 of 1976, Zoning Permits, Copies of the Master Plan or Zoning Ordinance, Rental of the Hall, and Payment of Employees and Officials, other than elected officials salary.

Fees related to FOIA and other Paper work:

- | | | |
|----|---|--|
| 1. | Duplication and printing | \$0.10 per page each side |
| 2. | Thumb drive or CD | exact cost of items |
| 3. | Mailing | exact postage plus exact packaging costs plus lowest form of delivery confirmation. |
| 4. | Hourly labor wage | After the first half hour, a rate not less then the hourly rate of the lowest paid employee who is qualified to do the work billed in 15 min increments. |
| 5. | Redacting - Contract work | Six (6) times the current State minimum wage when request requires contracting with someone such as a lawyer for redacting of protected items contained within FOIA requested materials. |
| 6. | Hall Staffing requestor viewing records | hourly wage to personally view records at the amount paid per hour to the lowest paid employee qualified to do the work calculated and billed in 15 minute increments starting with the first minute of the predetermined mutually agreed appointment time even if the person(s) coming to view the records is late. Viewing Assessment roll when BOR is in session is free. |
| 7. | Parcel Cards | Land owners may get a copy of their Own parcel card and two (2) other cards for FREE . Additional cards are \$2.00 per card. |

Fees related to Zoning:

- | | | |
|-----|--|-----------------------------------|
| 8. | Basic zoning permit | \$ 20.00 |
| 9. | Application for variance | \$100.00 |
| 10. | Request to amend ordinance | \$250.00 |
| 11. | Application for special use permit | \$250.00 |
| 12. | Construction or enlargement of communication tower | |
| | a – residential | \$125.00 |
| | b – commercial | \$500.00 |
| | c – commercial non profit 501(c)3 | \$250.00 |
| 13. | Mobile home park | \$500.00 |
| 14. | Commercial campground – trailer or tent | \$500.00 permanent infrastructure |
| 15. | Recreational trailer permit | \$ 10.00 annual fee |
| 16. | Mining, gravel pits and processing | \$500.00 |
| 17. | Junk yard and/or landfill | \$500.00 |
| 18. | Violation of zoning permit | \$200.00 |
| 19. | To call a special meeting of Planning Commission, ZBA, or petition to rezone property regardless of decision outcome | \$150.00 |
| 20. | Master Plan – copy of | \$ 20.00 black/white <u>only</u> |
| 21. | Zoning Ordinance – copy of | \$ 20.00 black/white <u>only</u> |

Note: copies of Master Plan and Zoning Ordinance can be found and viewed or printed from the TWP website which is part of the Osceola Co. Website. Web search type these words “Sherman Township Osceola County Michigan”

Fees related to Hall Rental:

22.	REFUNDABLE DEPOSIT all users	\$100.00
23.	0-25 people attending	\$25
24.	26-50 people attending	\$50
25.	51-75 people attending	\$75
26.	76 and over people attending	\$100
27.	Funeral dinner:	
	resident or burial in twp cemetery	FREE
	non resident not using our cemetery	see fees above
28.	Governmental use	FREE

Pay Scale for Officials and Employees:

29.	Assessor (in 2017 there are 837 parcels)	\$13.13 per parcel adjusted annually based on # of parcels (contract 5/1/2016 - 4/30/2019)
30.	Zoning Board of Appeals (ZBA)	\$65.60 per meeting
31.	Board of Review (includes training days)	\$65.60 per half day (\$131.21 full day)
32.	Per Diem (paid for various reasons including training for Board mem & Election workers)	\$32.80 per half day (\$65.60 full day)
33.	Election workers	\$11.73 per hour
34.	Election Chair	\$12.93 per hour
35.	Planning Commission Chair & Secretary	\$78.34 per month & per mtg any extra mtgs (Extra secretarial time voted per event pd @ sec. rate #36)
36.	Planning Commission Mem & Zoning Ad.	\$65.60 per month & per mtg any extra mtgs
37.	Secretarial	\$12.74 per hour
38.	Fire Board Representatives	\$65.60 per meeting
39.	Twp Road Committee	\$65.60 per meeting
40.	Deputies (Supervisor, Treasurer & Clerk)	\$39.35 monthly and \$12.74 per hour after 3 hours in any one month
41.	Custodian – inside cleaning type work	\$12.74 per hour
42.	Custodian – outside lawn/maintenance	\$14.14 lawn \$19.10 maintenance per hour
43.	Mileage – all employees and officials	\$0.54 per mile (changes annually per IRS rate - reviewed 1/10/17 and for 2017 held at 2016 rate)
44.	Extra Compensation (must be voted first)	\$65.60 per event/vote
45.	Compensation for hours on FOIA requests when billed to requestor	\$12.74 per hour

Fees related to the Cemetery:

46.	Cemetery Lots for 4 burial spots	Resident – \$100.00, Former Resident – \$1000.00, Non Resident – \$2500.00
47.	Sexton	\$112.35 per month (March through November)
48.	Grave Opening	\$350.00 full burial, \$75 cremation burial Off season burials decided individually by majority vote of Cemetery Board (Clerk, Supervisor & Treasurer) with input from Sexton. Full amt of costs to be paid by the family + \$500 to cover sexton monthly fee & sod repair. Military follows different rules - check with Clerk.
49.	Monument Foundation	\$0.30 per square inch – price may be higher with very large foundations.

This section has been reworded and is pending approval. All other changes have been voted.