

Sherman Township, Osceola Co. Resolution #20200324 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 and fees, Copies of the Master Plan or Zoning Ordinance, Rental of the Hall, Purchase of Cemetery Plots and use fees, and Payment of Employees and Officials, other than Elected Officials salary. **A resident is defined for purposes of these fees as someone who is registered to vote (or could register to vote if they so choose because their legal address is within the twp) or pays property taxes to Sherman Township or is a minor dependent of someone who is a resident.**

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 than 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 (also called a ZBA hearing) \$150.00 (*this is not considered a special mtg*)
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. Citizen Request for special mtg PC, ZBA \$500.00
20. Petition to re-zone property \$150.00 (*fee kept by Twp regardless of decision*)
21. Master Plan OR Zoning Ordinance - **copy of** \$ 20.00 black/white only

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 **applies for funeral** \$100.00 (*deposit waived for Twp Board/Staff*)
23. Resident \$50
24. Non-Resident \$100

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| 25. | Plowing fee *if applicable* | \$ current per plow charge - this amount is non-negotiable and plowing may only be done by Board approved plow service at risk of forfeiting use of the hall and twp keeping deposit fee. |
| 26. | Funeral dinner (res or using twp cemetery)
(non res & or not using our cemetery) | FREE
see fees above |
| 27. | Governmental use | FREE |

Pay Scale for Officials and Employees:

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| 28. | Assessor (in 2020 there are 860 parcels) | \$13.66 per parcel adjusted annually based on # of parcels (contract 5/1/2019 - 4/30/2022) |
| 29. | Zoning Board of Appeals (ZBA) | \$68.22 per meeting |
| 30. | Board of Review (includes training days) | \$68.22 per half day (\$136.46 full day) |
| 31. | Per Diem (paid for various reasons including training – Board mem & Election workers) | \$34.11 per half day (\$68.22 full day) |
| 32. | Election workers (including weekend hours) | \$12.20 per hour |
| 33. | Election Chair | \$13.45 per hour |
| 34. | Election Creation of Test Deck etc. | \$136.46 per election |
| 35. | Election Day Voter Registration Attendant | \$81.47 per election for voter reg hours 7AM-8PM |
| 36. | Planning Commission Chair & Secretary | \$81.47 per month & per mtg any extra mtgs
(Extra secretarial time voted per event pd @ sec. rate #37) |
| 37. | Planning Commission Mem & Zoning Ad. | \$68.22 per month & per mtg any extra mtgs |
| 38. | Secretarial | \$13.33 per hour |
| 39. | Fire Board Representatives | \$68.22 per meeting |
| 40. | Twp Road Committee | \$68.22 per meeting |
| 41. | Deputies (Supervisor, Treasurer & Clerk) | \$40.92 monthly and \$13.33 per hour after 3 hours in any one month |
| 42. | Custodian – inside cleaning type work | \$13.33 per hour |
| 43. | Custodian – outside lawn/maintenance | \$14.71 lawn \$19.86 maintenance per hour |
| 44. | Mileage – all employees and officials | \$0.57.5 per mile (changes annually per IRS rate) |
| 45. | Extra Compensation (must be voted first) | \$68.22 per event/vote |
| 46. | Compensation for hours on FOIA requests when billed to requestor | \$13.33 per hour |
| 47. | Twp Park Garbage Attendant | \$50 per month (Mar – Nov) |
| 48. | Twp Flag Attendant | \$30 per month |

Fees related to the Cemetery:

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| 49. | Cemetery Lots per each burial spot | Resident – \$25.00, Former Resident – \$250.00,
Non Resident – \$625.00 |
| 50. | Sexton | \$116.83 per month salary (Mar – Nov)
\$50 dig each cremation burial
\$0.22 or \$0.33 per sq in foundation based on charge.
\$75 each Spring & Fall Clean-up
\$25 burial attendant each burial full or cremains |
| 51. | Grave Opening | \$400.00 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. |
| 52. | Monument Foundation | \$0.30 per square inch normal size \$0.45 per square inch large size – price may be higher with very large foundations. |