

Sherman Township, Osceola Co. Resolution #20240312 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 (including electronic pages) \$0.50 per page each side (FOIA per page max allowed under State statute)
2. Thumb drive or CD \$20 per item
3. Mailing Current Priority Mail rates
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 \$5.00 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
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) FREE
(non res & or not using our cemetery) see fees above
- 27. Governmental use FREE
- Pay Scale for Officials and Employees:**
- 28. Assessor (in 2020 there are 860 parcels) \$16.75 per parcel adjusted annually based on # of parcels (contract 5/1/2022 - 4/30/2025) 4/23 # is 883 P
- 29. Zoning Board of Appeals (ZBA) \$83.65 per meeting
- 30. Board of Review (includes training days) \$83.65 per half day (\$167.31 full day)
- 31. Per Diem (training all staff/board) \$41.83 per half day (\$83.65 full day)
- 32. Election workers \$14.96 per hour
- 33. Election Chair \$16.50 per hour
- 34. Election Training \$83.65 per half day (\$167.31 full day)
- 35. Election Creation of Test Deck etc. \$167.31 per election
- 36. Election Day Voter Registration Attendant \$99.89 per election **for voter reg hours 7AM-8PM**
- 37. Early Voting Voter Registration Attendant \$69.12 per 8 hour day (*when required*)
- 38. Planning Commission Chair & Secretary \$99.89 per month & per mtg any extra mtgs
(Extra secretarial time voted per event pd @ sec. rate #40)
- 39. Planning Commission Mem & Zoning Ad. \$83.65 per month & per mtg any extra mtgs
- 40. Secretarial \$16.35 per hour
- 41. Fire Board Representatives \$83.65 per meeting
- 42. Twp Road Committee \$83.65 per meeting
- 43. Deputies (Supervisor, Treasurer & Clerk) \$50.17 mo & \$19.44 /h after 3 hours in a month
- 44. Custodian – inside cleaning type work \$16.35 per hour
- 45. Custodian – outside lawn/maintenance \$18.04 lawn \$24.36 maintenance per hour
- 46. Mileage – all employees and officials \$0.67 per mile (changes annually per IRS rate)
- 47. Extra Compensation (must be voted first) \$83.65 per event/vote
- 48. Compensation FOIA time \$16.35 per hour
per month > 30 min, paid from first min on, < 30 min not considered part of regular duties
- 49. Twp Park Garbage Attendant \$2,541 annual (D J F \$28, M A \$105, M \$207, J J A \$511, S \$207, O N \$105)
- 50. Twp Flag Attendant \$36.78 per month
- 51. OCTA attendance (*any bd mem with form turned into clerk*) \$41.83 (½ day per diem) plus milage.
- Fees related to the Cemetery:**
- 52. Cemetery Lots per each burial spot Resident – \$50.00, Former Resident – \$400.00,
Non Resident – \$1,000.00
- 53. Sexton (*paid to*) \$143.24 per month salary (Mar – Nov)
Dig \$73 cremains \$423 full, winter \$220 extra or as voted.
\$0.33 or \$0.49 per sq in foundation based on charge.
\$82.50 each Spring & Fall Clean-up
\$27 burial attendant each burial full or cremains
- 54. Grave Opening (*fees for*) \$450.00 full burial, \$100 single, \$175 double
cremation burial
Off season burials decided individually by Twp Board & Sexton. Fee determined then based on known factors & allowing for contingencies.
Military - check with Clerk.
- 55. Monument Foundation (*fees for*) \$0.45 per sq in normal \$0.66 per sq in large –
price may be higher with very large foundations.
Foundation cap, ½ regular price per size
- 56. Setting, Re-setting Monuments (*paid to & fees for*) sm <= 24" \$25, med < 48" \$50, lg >= \$100.
- 57. Personal Equipment Rental Rates per half day \$40.