

“Menominee County – Where the Best of Michigan Begins”

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
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RESOLUTION – 2021-04

FREEDOM OF INFORMATION ACT & PUBLIC RECORDS REQUESTS FEE SCHEDULE

WHEREAS, the Freedom of Information Act permits a public body to charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record (MCL 15.234); and

WHEREAS, the Freedom of Information Act requires that the fee schedule be established, made publicly available, and follows the procedures and guidelines established by the Act (MCL 15.234)

NOW THEREFORE, BE IT RESOLVED THAT: The Menominee County Board of Commissioners hereby establishes the following fee schedule for public record requested pursuant to the Freedom of Information Act:

I. Duplication

A. Photo Copies and Electronic Copies of Documents:

- \$.10 per page - letter sized copy (8 1/2 x 11)
- \$.10 per page - legal sized copy (8 1/2 x 14)
- \$.20 per page - ledger sized copy (11 x 17)

B. Telefaxed/Scanned Copies:

- \$1.00 plus .10 per page for incoming & outgoing faxes/scans

C. Certified Copies:

- \$1.00 per page plus department specific fees for certification

D. Recording Fees:

- \$3.00 per CD

E. Equalization GIS/Database/Land Division Fees:

- \$ 2.00 per page – color copy of GIS map (8 ½ X 11)
- \$1600 per County - Electronic Database BS&A via email
- \$100 per unit - Electronic Database BS&A via email
- \$1500 GIS Shapefile (County) Electronic Database via email
- Variable Cost - GIS Shapefile (Individual units)
- \$30 per land division split or combination (*for each new parcel created for Municipalities opting out of Resolution 2019-12*)
- \$250 per land division split or combination application (non-refundable) Dec. 15 - Nov. 1
- \$300 per land division split or combination application (non-refundable) Nov. 2 - Dec. 15

F. Mailing Fees:

- Actual cost to mail public records in the manner requested by the Requestor

G. Subscription Fees: (Subscriptions are Valid for Up To 6 Months)

- \$.10 per page – letter size copy (8 1/2 x 11)
- \$.10 per page - legal sized copy (8 1/2 x 14)
- \$.20 per page - ledger sized copy (11 x 17)

H. Treasurer Fees:

- \$.50 per parcel – Tax Record Requests

II. Labor Fees

Labor shall be charged at the hourly wage of the lowest paid employee capable of: searching for, locating, and examining public records; separating exempt and non-exempt information; duplication and publication, including making paper copies, making digital copies, or transferring digital public records on non-paper physical media or through the internet or other electronic means.

Labor shall be calculated in 15-minute increments with all partial increments being rounded down.

III. Deposit & Outstanding Balances

If the anticipated charges for a request record will exceed \$50, a good faith deposit of one-half of the total anticipated fee shall be required.

If the Requestor has an outstanding balance on a previous public records request, a good faith deposit of 100% of the total anticipated fee shall be required.

When a deposit is required, the County shall not begin processing the public records request until the deposit is received. If the deposit is not received with 45 days from receipt of the notice by the Requestor, the request shall be considered abandoned.

IV. Waiver of Fees

If an individual submits an affidavit stating that he or she is receiving public assistance or is able to state facts showing inability to pay fees because of indigence, a copy of a public record shall be furnished without charge for the first \$20 of the fee for each request.

BE IT FURTHER RESOLVED THAT: A copy of this Resolution be made available to the public on the County’s website.

BE IT FURTHER RESOLVED THAT: This Resolution shall repeal and replace any other resolution that has the same effect.

Roll call vote: AYES: 9 NAYS: 0

RESOLUTION DECLARED ADOPTED.




Larry Phelps, County Board Chairman

 1/27/2021
Date

STATE OF MICHIGAN)
) ss.
COUNTY OF MENOMINEE)

I hereby certify that the foregoing is a true and complete copy of **Resolution 2021-04** adopted by the County Board of Commissioners at a regular meeting held on **January 26, 2021**, and I further certify that the public notice of such meeting was given as provided by law.



Marc Kleiman, Menominee County Clerk