

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

Jason Carviou – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
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### MENOMINEE COUNTY RESOLUTION 2019-13

#### Fee Schedule for Freedom of Information Act & Public Record Requests

BE IT RESOLVED, that the Menominee County Board does hereby adopt the following fee schedule for establishing the proper charge for public records under Public Act 442 of 1976, Freedom of Information Act. (MCL 15.234) For complete Menominee County FOIA procedures and guidelines, go to [www.menomineecounty.com / forms & documents](http://www.menomineecounty.com/forms&documents). Search under the Letter F, for FOIA.

#### 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
- Costs will vary - 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:

If copies are mailed, actual mailing costs will be added

Steven Gromala

Gerald Piche – Chairperson

William Cech – Vice Chairperson

Larry Phelps

Larry Johnson Jr.

Jan Hafeman

David Prestin

Bernie Lang

Larry Schei

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)

**II. Labor Fees**

Labor charges incurred to make copies or create other digital media; labor incurred to search for and locate public records; labor incurred to separate and delete exempt form non-exempt materials; calculated in 15 min. increments.

**III. Deposit**

If the anticipated charges for a request record will exceed \$50, a good faith deposit of one-half of the total anticipated charges shall be required. (If the requestor has an outstanding invoice for a prior request, that invoice must be paid prior to execution of another request.)

**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.

Motion by Commissioner Hafeman, supported by Commissioner Johnson Jr. to adopt above resolution at a regular meeting of the Menominee County Board of Commissioners, this 8<sup>th</sup> day of October, 2019.

Yeas: 9

Nays: 0



Gerald Piche, Chairperson  
Menominee County Board of Commissioners



Marc Kleiman  
Menominee County Clerk