



2655 Clark Road, Hartland, Michigan 48353
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FOIA FEES SCHEDULE

WILLIAM J. FOUNTAIN
Supervisor

LARRY N. CIOFU
Clerk

KATHLEEN A. HORNING
Treasurer

JOSEPH W. COLAIANNE
MATTHEW J. GERMANE
GLENN E. HARPER
JOSEPH M. PETRUCCI
Trustees

FOIA FEES

Fees shall be charged as allowed by The Michigan Freedom of Information Act and the Hartland Township FOIA Policy

ITEM	Description	Fee
Copies	Letter, Legal B/W	\$.07
	Ledger B/W	\$.12
	Letter, Legal Color	\$.10
	Ledger Color	\$.26
Envelopes	Standard #10	\$.11
	Manila	\$.16
CD-R Disks	Med. Grade, 700MB/80 Min, 52x	\$.72

POSTAGE/SHIPPING COSTS

The actual rates charged will be those rates charged by the service provider.

LABOR CHARGES

Labor charges will be calculated using the lowest rate for the individual capable of performing the necessary task. All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down.

Township Personnel	Hourly Labor Rate	Township Personnel	Hourly Labor Rate
Planning Director	\$35.76	Clerk	\$32.52
Planning Assistant II	\$26.00	Deputy Clerk	\$18.34
Planning Assistant I	\$17.63	Receptionist	\$20.35
Planning Specialist	\$24.47	Assessor	\$43.80
Enforcement Officer	\$19.38	Assistant Assessor	\$20.37
Public Works Director	\$38.49	Appraiser	\$28.58
Public Works Assistant	\$31.72	Treasurer	\$32.43
Township Manager	\$59.11	Deputy Treasurer	\$25.30
Project Coordinator	\$26.52	Cashier	\$13.25
Finance Director	\$41.12	Communications Director	\$25.73
Finance Clerk	\$24.83		

A public record search will be made and a copy of a public record will be furnished without charge for the first \$20 of the fee for each request to a person who is entitled to information under the FOIA and who submits an affidavit stating either that, at the time the request is submitted, the person is receiving public assistance or is unable to pay the cost because of indigency