

Brian

*"Menominee – Where the best of Michigan begins"*

# MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10th Avenue  
Menominee, Michigan 49858-3000*

*Brian R. Bousley - County Administrator  
Sherry Smith - Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

## REMONUMENTATION COMMITTEE

DATE: Monday ~ December 20, 2010  
TIME: 4:00 P.M.  
PLACE: Courthouse Law Library (3<sup>rd</sup> floor)

### AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Previous Minutes – (12/18/2009)
4. Public Comment
5. Business
  - a. 2010 Work Progress Report
  - b. 2011 Grant Application – State Funding \$53,220 & possibly \$11,623.62 in carry over funds from FY 2009-10 (if board approves)
  - c. 2011 Work Areas
6. Correspondence – Guidelines for 2011 and Future Grants
7. Any other items members may wish to present
8. Public Comment
9. Adjournment

*Gary Eichhorn - Chairperson*

*Charlie Meintz - Vice Chairperson*

*Bernie Lang*

*James Furlong*

*Garry Anderson*

# REMONUMENTATION COMMITTEE

December 18, 2009

Courthouse Jury Room

4:30 PM

**Present:** Commissioner James Furlong, Dan Hass, Roger Freis, Peggy Schroud, Darryl Moilenan, Steve Wery

**Others:** Bill Lenca, Remonumentation Representative; Jeff Lenca; Sherry Smith, Administrative Assistant, Commissioner Dick Peterson, Mr. Tom Cheski

**Absent:** none

⌘ ⌘ ⌘ ⌘ ⌘ ⌘

**Approval of Agenda** - Moved by Peggy Schroud, seconded by Steve Wery to approve the agenda. Motion carried unanimously.

**Approval of Previous Minutes** - Moved by Dan Hass, seconded by Roger Freis to approve minutes from October 19, 2009. Motion carried unanimously.

**Public Comment** - none

**2010 Grant Application:** The 2010 Grant application is divided by State and County funds. \$52,652 was approved by the State and \$37,348 was appropriated by Menominee County through the budget process. Total project for 2010 is in the amount of \$90,000. Lenca updated the committee on this year's anticipated work. He anticipates 101 Research corners and 127 monumentation corners to be done. Lenca explained that this Grant year, the paperwork will be done the same as usual. We're not looking at two separate funds, we're using separate fund sources, but the grant shows as one grant year with all monies combined. Lenca also states, some of the county appropriated money was used in the 2009 grant year. Oct – Dec.

**Correspondence:** We received a letter from the State acknowledging the New Grant Administrator as being Gary Eichhorn. Once we have a new County Administrator on board, we'll send a new letter to appoint the County Administrator as Grant Administrator.

**Any Other Items:** Steve Wery said, The previous minutes have a recommendation to appoint Dick Peterson as the Grant Administrator. Furlong, yes but at the County Board meeting when this was discussed, Gary Eichhorn was appointed as the Remonumentation Grant Administrator. Steve also asked Lenca, "Is Gourley Township complete?" Lenca answers, not quite. There are a few holes yet to complete. Wery, In 2011, can we get Gourley complete? Lenca states we can probably work it into the next grant plan.

**Public Comment:** None

Moved by Peggy Schroud, seconded by Steve Wery to adjourn the meeting at 4:50 PM. Motion carried unanimously.



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
LANSING

ANDREW S. LEVIN  
ACTING DIRECTOR

November 18, 2010

**TO:** All County Grant Administrators  
All County Representatives/Surveyors

**FROM:** Keith E. Lambert, P.S., Director *KEI*  
Office of Land Survey & Remonumentation

**SUBJECT: 2011 Survey & Remonumentation Grant Recommendations**

The Office of Land Survey and Remonumentation has received notification that funding in the amount of \$5,300,000 has been approved for the 2011 grants (see attached).

The amounts offered to each county have been calculated based upon the original grant formula and may be found on our website under 2011 Recommended Grants.

The 2011 Grant Application, Instructions, and Request for Payment **will be on our website in the near future at:**

[www.michigan.gov/bcc](http://www.michigan.gov/bcc)  
Select Divisions on the left  
Select Office of Land Survey & Remonumentation

All 2011 Grant Applications must be received in our office **NO LATER THAN December 31, 2010** in order to be eligible for a 2011 grant. **Please Note:** The last business day for the State of Michigan is December 29.

Please send the **Grant Application** with an **original, ink signature** along with a **Request for Payment** form with an **original, ink signature** so that we may process 2011 start-up payments as soon as possible.

If you have any questions, please contact the Office of Land Survey and Remonumentation at (517) 241-6325, e-mail [johnstonn@michigan.gov](mailto:johnstonn@michigan.gov), or me at (517) 241-6322, e-mail [lambertk@michigan.gov](mailto:lambertk@michigan.gov).

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Department of Energy, Labor & Economic Growth  
Bureau of Construction Codes

2011 Recommended Survey & Remonumentation Program Grants

CONTRACT NUMBERS	COUNTY	City/State	2011 GRANT
BCC 11-01	ALCONA	Harrisville, MI	34,651
BCC 11-02	ALGER	Munising, MI	43,363
BCC 11-03	ALLEGAN	Allegan, MI	71,414
BCC 11-04	ALPENA	Alpena, MI	33,092
BCC 11-05	ANTRIM	Bellaire, MI	34,451
BCC 11-06	ARENAC	Standish, MI	21,289
BCC 11-07	BARAGA	L'Anse, MI	41,572
BCC 11-08	BARRY	Hastings, MI	47,443
BCC 11-09	BAY	Bay City, MI	83,822
BCC 11-10	BENZIE	Beulah, MI	30,794
BCC 11-11	BERRIEN	St. Joseph, MI	68,356
BCC 11-12	BRANCH	Coldwater, MI	34,341
BCC 11-13	CALHOUN	Marshall, MI	89,610
BCC 11-14	CASS	Cassopolis, MI	36,764
BCC 11-15	CHARLEVOIX	Charlevoix, MI	47,879
BCC 11-16	CHEBOYGAN	Cheboygan, MI	51,189
BCC 11-17	CHIPPEWA	Sault Ste. Marie, MI	92,999
BCC 11-18	CLARE	Harrison, MI	36,159
BCC 11-19	CLINTON	St. Johns, MI	43,842
BCC 11-20	CRAWFORD	Grayling, MI	29,661
BCC 11-21	DELTA	Escanaba, MI	75,813
BCC 11-22	DICKINSON	Iron Mountain, MI	41,526
BCC 11-23	EATON	Charlotte, MI	66,922
BCC 11-24	EMMET	Petoskey, MI	34,117
BCC 11-25	GENESEE	Flint, MI	112,757
BCC 11-26	GLADWIN	Gladwin, MI	35,806
BCC 11-27	GOGEBIC	Bessemer, MI	52,397
BCC 11-28	GR. TRAVERSE	Traverse City, MI	54,123
BCC 11-29	GRATIOT	Ithaca, MI	41,026
BCC 11-30	HILLSDALE	Hillsdale, MI	39,158
BCC 11-31	HOUGHTON	Houghton, MI	54,256
BCC 11-32	HURON	Bad Axe, MI	49,318
BCC 11-33	INGHAM	Mason, MI	88,319
BCC 11-34	IONIA	Ionia, MI	40,529
BCC 11-35	IOSCO	Tawas City, MI	32,264
BCC 11-36	IRON	Crystal Falls, MI	54,894
BCC 11-37	ISABELLA	Mt. Pleasant, MI	61,088
BCC 11-38	JACKSON	Jackson, MI	67,352
BCC 11-39	KALAMAZOO	Kalamazoo, MI	84,173
BCC 11-40	KALKASKA	Kalkaska, MI	30,506
BCC 11-41	KENT	Grand Rapids, MI	196,702
BCC 11-42	KEWEENAW	Mohawk, MI	24,533

CONTRACT NUMBERS	COUNTY	City/State	2011 GRANT
BCC 11-43	LAKE	Baldwin, MI	30,174
BCC 11-44	LAPEER	Lapeer, MI	49,099
BCC 11-45	LEELANAU	Leland, MI	27,128
BCC 11-46	LENAWEE	Adrian, MI	58,584
BCC 11-47	LIVINGSTON	Howell, MI	70,705
BCC 11-48	LUCE	Newberry, MI	41,042
BCC 11-49	MACKINAC	St. Ignace, MI	58,966
BCC 11-50	MACOMB	Mt. Clemens, MI	198,301
BCC 11-51	MANISTEE	Manistee, MI	32,513
BCC 11-52	MARQUETTE	Marquette, MI	101,650
BCC 11-53	MASON	Ludington, MI	31,348
BCC 11-54	MECOSTA	Big Rapids, MI	37,938
BCC 11-55	MENOMINEE	Menominee, MI	53,220
BCC 11-56	MIDLAND	Midland, MI	45,598
BCC 11-57	MISSAUKEE	Lake City, MI	30,339
BCC 11-58	MONROE	Monroe, MI	53,343
BCC 11-59	MONTCALM	Stanton, MI	85,078
BCC 11-60	MONTMORENCY	Atlanta, MI	28,715
BCC 11-61	MUSKEGON	Muskegon, MI	71,716
BCC 11-62	NEWAYGO	White Cloud, MI	73,927
BCC 11-63	OAKLAND	Pontiac, MI	326,937
BCC 11-64	OCEANA	Hart, MI	33,435
BCC 11-65	OGE MAW	West Branch, MI	33,180
BCC 11-66	ONTONAGON	Ontonagon, MI	59,397
BCC 11-67	OSCEOLA	Reed City, MI	40,010
BCC 11-68	OSCODA	Owosso, MI	27,819
BCC 11-69	OTSEGO	Gaylord, MI	31,919
BCC 11-70	OTTAWA	West Olive, MI	97,045
BCC 11-71	PRESQUE ISLE	Rogers City, MI	33,935
BCC 11-72	ROSCOMMON	Roscommon, MI	42,890
BCC 11-73	SAGINAW	Saginaw, MI	76,071
BCC 11-74	ST. CLAIR	Smiths Creek, MI	69,712
BCC 11-75	ST. JOSEPH	Centreville, MI	44,590
BCC 11-76	SANILAC	Sandusky, MI	54,134
BCC 11-77	SCHOOLCRAFT	Manistiquet, MI	54,423
BCC 11-78	SHIAWASSEE	Owosso, MI	65,958
BCC 11-79	TUSCOLA	Caro, MI	54,165
BCC 11-80	VAN BUREN	Paw Paw, MI	86,113
BCC 11-81	WASHTENAW	Ann Arbor, MI	105,222
BCC 11-82	WAYNE	Detroit, MI	439,050
BCC 11-83	WEXFORD	Cadillac, MI	34,341
<b>Total</b>			<b>\$ 5,300,000</b>

Department of Energy, Labor & Economic Growth  
 Bureau of Construction Codes  
**Office of Land Survey and Remonumentation**  
 6546 Mercantile Way, P.O. Box 30704  
 Lansing, MI 48909  
 Telephone: 517-241-6321 Facsimile: 517-241-6301  
 E-mail: [bccolr@michigan.gov](mailto:bccolr@michigan.gov)  
[www.michigan.gov/bcc](http://www.michigan.gov/bcc)

**2011 SURVEY AND REMONUMENTATION  
 GRANT APPLICATION**

**(MUST BE RECEIVED no later than 12-31-10)**

**APPLICANT (County): MENOMINEE**

**FEDERAL I.D. #: 38-6005907**

**Grant #: BCC-11-\_\_\_\_\_ Mail Code: \_\_\_\_\_**

**Application Received: \_\_\_\_\_**

**Reviewed by Analyst: \_\_\_\_\_**

**County Grant Administrator:**

Name: BRIAN BOUSLEY  
 Address: 839 TENTH AVENUE  
 City, State, Zip: MENOMINEE, MI 49858  
 Telephone: (906) 863-7779  
 Fax: (906) 863-8839  
 E-Mail: [ssmith@menomineeco.com](mailto:ssmith@menomineeco.com)

\_\_\_\_\_  
**Approved, Director  
 Office of Land Survey & Remonumentation:**

\_\_\_\_\_  
**Date**

**County Representative/Surveyor:**

Name: WILLIAM LENCA  
 Address: W6631 W. 38<sup>TH</sup>, 1.25 ROAD  
 City, State, Zip: MENOMINEE, MI 49858  
 Telephone: (906) 864-2364  
 Fax: (906) 864-2364  
 E-Mail: [blenca@new.rr.com](mailto:blenca@new.rr.com)

**Grantee Address for Payments:**

Name: MENOMINEE COUNTY TREASURER  
 Address: 839 TENTH AVENUE  
 City, State, Zip: MENOMINEE, MI 49858

**2011 Grant Requested**

**If Expedited Amount is included, County must have an approved Expedited County Plan.**

Item 1 2011 State Grant	Item 2 Local Contributions	Item 3 Expedited Amount	Item 4 Reimbursement for Expedited Expenditures (≤ 50% of Item 1)	Item 5 2011 Total Annual Project Budget (1 + 2 +3 - 4 = 5)
\$53,220.00	\$11,623.62	0.00	0.00	\$64,843.62

**I certify the information in this grant application is correct to the best of my knowledge, and the county has the capability to perform the work specified through one or more licensed professional surveyors.**

\_\_\_\_\_  
**Signature of County Grant Administrator (Must be Original)**

\_\_\_\_\_  
**Date**

**Item A - RESEARCH/MONUMENTATION  
(CONTRACTUAL SURVEY SERVICES)**

**NOTE: THE TOTAL OF ALL CONTRACTUAL SERVICES (ITEMS A, B, AND C)  
85% OF THE TOTAL GRANT SHALL BE DEDICATED TO CONTRACTUAL SURVEY SERVICES**

Column A	Column B	Column C	Column D	Column E = (A+B+D)	Column F	Column G
Number of New Physical Corners	Number of Physical Prior Year Carry-Over Corners	Number of Common Corners	Number of Physical Walk-in Corners to be Completed by Others	TOTAL PHYSICAL CORNERS TO BE COMPLETED	PERCENTAGE OF TOTAL BUDGET	TOTAL RESEARCH/MONUMENTATION EXPENDITURES
94	0	12	0	94	93.5%	\$ 60,503.62

Itemize ALL PLSS corners by corner code, town and range. Provide rationale for any unusual situation anticipated, and attach additional pages as necessary. (SEE ATTACHED SHEETS)

**Column A Corner List:**

Estimated Cost Per Column A Corner: \$ 644.00

**Column B Corner List:**

Estimated Cost Per Column B Corner: \$ \_\_\_\_\_

**Column C Corner List (typically incur no cost. If costs are incurred, please itemize and provide rationale):**

**Column D Corner List:**

	<u>Number</u>	<u>Cost per Corner</u>
Walk-in Corners	_____	\$ _____
DNR Corners	_____	\$ _____
USFS Corners	_____	\$ _____
MDOT Corners	_____	\$ _____
County Road Commission Corners	_____	\$ _____
County Drain Commission Corners	_____	\$ _____
Replaced Due to Construction	_____	\$ _____
Revisit/Redo	_____	\$ _____

<b>Monumentation Supplies:</b>			
Number of Markers: 100 x \$ 25.00 ea = \$ 2,500.00	PERCENTAGE OF TOTAL BUDGET	TOTAL MONUMENTATION SUPPLY EXPENDITURES	
Number of Caps : 50 x \$ 6.00 ea = \$ 300.00			
Provide Description of Standard County Marker/Caps used (include multiple markers if applicable): Standard County Marker is a Berntsen 4' Alum. Rod/3-1/4" Alum Cap. Standard Cap is a Berntsen HDR14 3-1/4" Alum. cap with magnet.	4%	\$ 2,800.00	
<b>Peer Group:</b>			
Estimated Number of members: 3 @ \$ 45.00 ea = \$ 135.00	PERCENTAGE OF TOTAL BUDGET	TOTAL PEER GROUP EXPENDITURES	
Estimated Number of meetings: 2 @ \$ 270.00 ea = \$ 540.00	1%	\$ 540.00	
<b>TOTAL ITEM A</b> (Research/Monumentation + Monumentation Supplies + Peer Group)	5%	\$ 64,843.62	
<b>Item B - COORDINATES TO BE ESTABLISHED FOR PLSS CORNERS (CONTRACTUAL SURVEY SERVICES)</b>			
Number of Coordinates to be Set	PERCENTAGE OF TOTAL BUDGET	TOTAL COORDINATE EXPENDITURES	
	%	\$	
Itemize each corner. town and range, and describe/provide rationale for any unusual situation anticipated. Attach additional pages as necessary.			
Estimated Cost per Coordinate: \$ _____			
<b>Item C – NGS CONTROL STATION RECOVERY (CONTRACTUAL SURVEY SERVICES)</b>			
Number of Stations and PID Number Listing	Cost per Recovery	PERCENTAGE OF TOTAL BUDGET	TOTAL RECOVERY EXPENDITURES
		%	\$
<b>TOTAL CONTRACTUAL SURVEY SERVICES</b> (Item A + Item B + Item C)		%	\$ 63,843.62

**Item D – ADMINISTRATION**  
**NOTE: ITEM D 15% OF THE TOTAL GRANT MAY BE ALLOWED FOR ADMINISTRATION**

Identify by name and estimate number of hours, rate of pay/fringe benefits/contract amount, and description of duties (excluding the Grant Administrator and County Representative/Surveyor) for the following. Attach additional pages as necessary.	PERCENTAGE OF TOTAL BUDGET	TOTAL ADMINISTRATIVE EXPENDITURES
Grant Administrator (Includes all duties as defined by County Plan)	0.5%	\$ 250.00
County Representative/Surveyor (Includes all duties as defined by County Plan)	1.0%	\$ 750.00
Additional Staff (Delegated duties)	%	\$

<b>TOTAL STAFF EXPENDITURES</b>	<b>1.5%</b>	<b>\$ 1,000.00</b>
---------------------------------	-------------	--------------------

Administration Supplies/Indirect Costs:	PERCENTAGE OF TOTAL BUDGET	TOTAL SUPPLIES EXPENDITURES
_____ \$ _____		
_____ \$ _____		
_____ \$ _____	%	\$
_____ \$ _____		

<b>TOTAL ADMINISTRATION EXPENDITURES</b>	<b>1.5%</b>	<b>\$ 1,000.00</b>
--	-------------	--------------------

<b>TOTAL ANNUAL BUDGET</b>		Total Must Equal Item 5, Page 1
<b>(Sum of all "Total Annual Budget" amounts in far right column):</b>		
Research/Monumentation	\$ 60,503.62	<b>\$ 64,843.62</b>
Monumentation Supplies	\$ 2,800.00	
Peer Group	\$ 540.00	
Coordinates to be Established	\$ _____	
NGS Stations to be Recovered	\$ _____	
Administration	\$ 1,000.00	

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**ATTACHMENT "A"**

**APPLICATION FOR A SURVEY & REMONUMENTATION GRANT  
GRANT YEAR 2011**

**CORNERS TO BE MONUMENTED – 74 CORNERS**

<b>T36N-R24W</b>	<b>T36N-R24W</b>	<b>T38N-R28W</b>	<b>T38N-R28W</b>	<b>T34N-R28W</b>
001(G/H01)	E01	002(A11/12)	J07	002(I/J03)
002(G2/3)	E02	003(A9/10)	J09	003(I03/04)
005(E6/7)	E06	005(E12/13)	J11	004(G04/05)
006(D/E07)		006(E11/12)	K01	005(E04/05)
007(D/E09)		007(A/B9)	K02	006(C04/05)
008(C/D11)		008(C8/9)	K04	B03
009(C11/12)		009(D/E7)	K06	C02
010(A/B13)		010(C5/6)	K07	C03
B01		011(B/C5)	K08	C04
B03		A10	K09	D03
B05		A11	K10	E02
B07		B09	L03	E03
B09		B11	L05	E04
C01		C04	L07	F03
C02		C05	L09	G02
C03		C09		G03
C04		C10		G04
C05		D05		H03
C06		D09		I02
C07		F03		I03
C08		G04		
C09		G06		
C10		G12		
D01		H05		
D03		I04		
D05		I12		
D07		J01		
D09		J05		

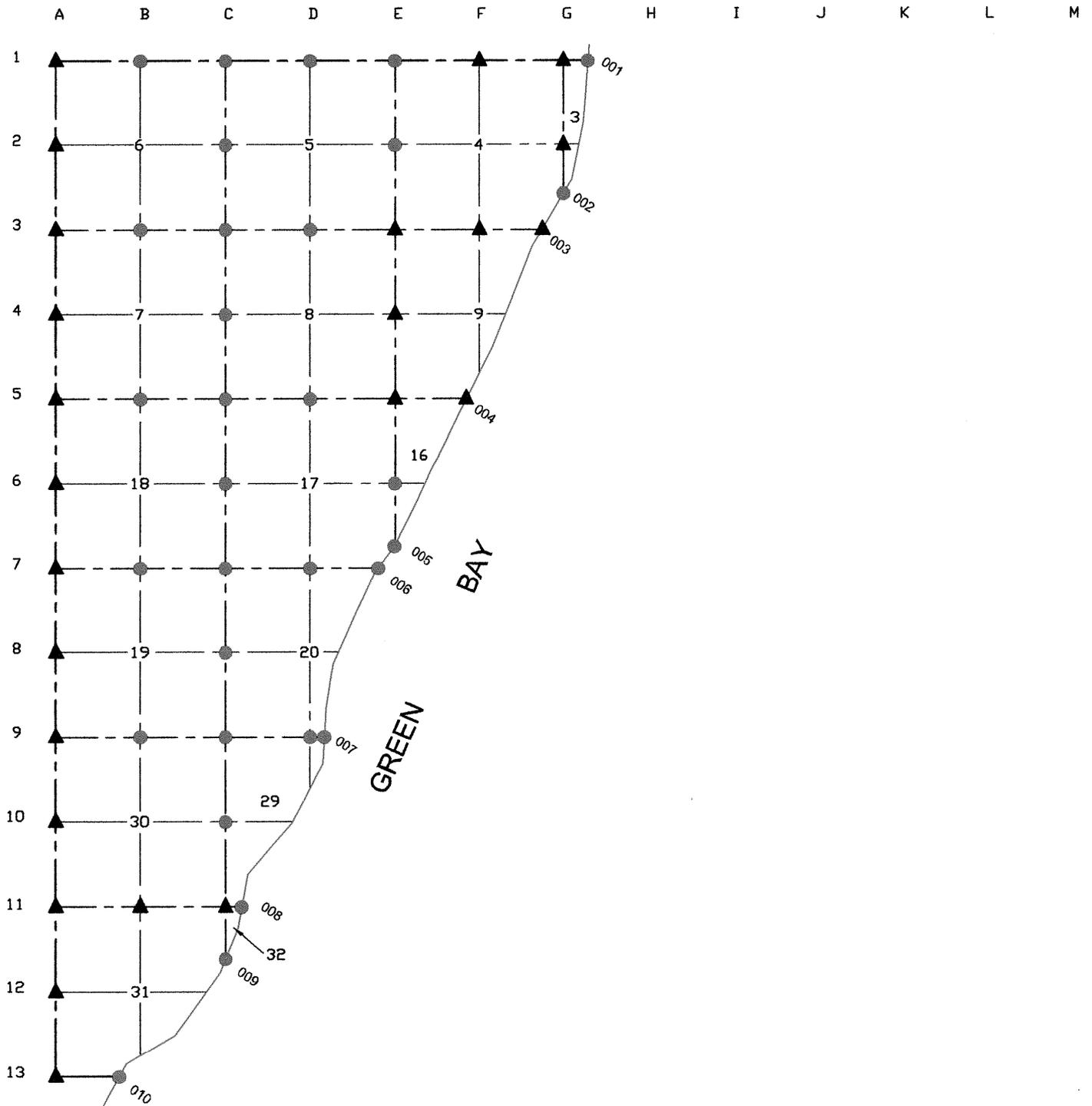


# ATTACHMENT "C"

## TOWNSHIP 36 NORTH - RANGE 24 WEST

### 2011 REMON PROJECT

- ▲ - INDICATES PEER APPROVED CORNER. (24)
- - INDICATES CORNER TO BE MONUMENTED IN 2011 PROJECT. (31)

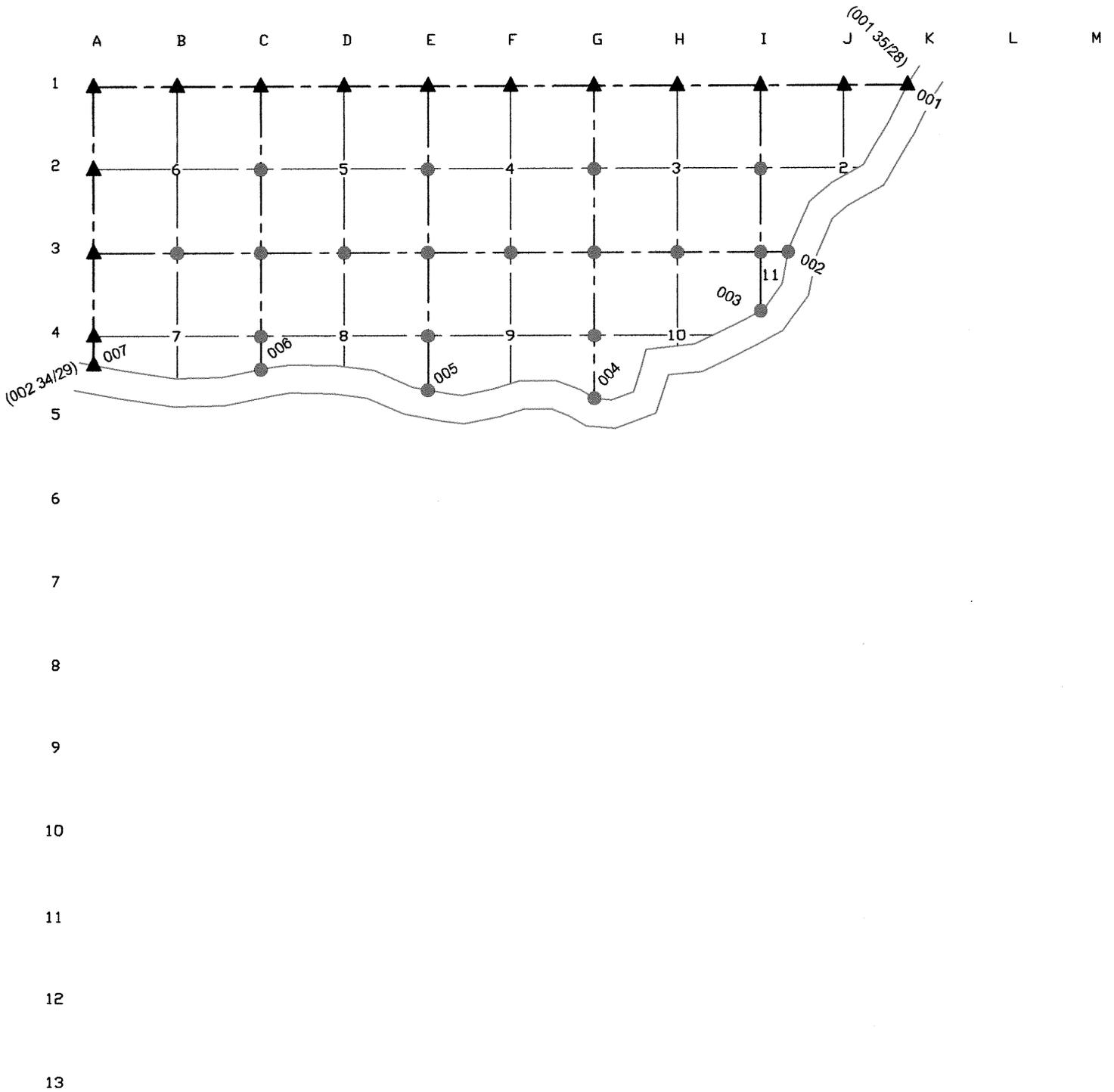


# ATTACHMENT "D"

## TOWNSHIP 34 NORTH - RANGE 28 WEST

### 2011 REMON PROJECT

- ▲ - INDICATES PEER APPROVED CORNER. (15)
- - INDICATES CORNER TO BE MONUMENTED IN 2011 PROJECT. (20)





JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
LANSING

ANDREW S. LEVIN  
ACTING DIRECTOR

## INFORMATION MEMORANDUM NO. 16

November 18, 2010

TO: County Grant Administrators & County Representatives/Surveyors

FROM: Keith E. Lambert, P.S., Director *KEL*  
Office of Land Survey & Remonumentation

RE: **2011 and Future Grants**

The attached information has been developed to promote a uniform program awareness based upon applicable program statutes, rules, model county plan, and grant agreement, program advice from the Office of the Attorney General, performance audit of the Bureau of Construction Codes conducted by the Office of the Auditor General, and department personnel involved with the Remonumentation Program.

Please review the program clarifications for each of the topics provided and share this information with all contract surveyors.

All information contained herein will be posted on the Survey and Remonumentation website and updated when necessary to coincide with the annual grant process.

If you have any questions regarding this documentation, please contact our office at (517) 241-6321, fax (517) 241-6301, or e-mail [bccinfo@michigan.gov](mailto:bccinfo@michigan.gov).

KEL:NJ

cc: Irvin J. Poke, AIA, Director, Bureau of Construction Codes  
Beth Aben, Deputy Director, Bureau of Construction Codes

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## **2011 and Future Grants**

Department of Energy, Labor & Economic Growth  
Bureau of Construction Codes  
**Office of Land Survey and Remonumentation**  
6546 Mercantile Way, P.O. Box 30704  
Lansing, Michigan 48909

[www.michigan.gov/bcc](http://www.michigan.gov/bcc)

Department of Energy, Labor & Economic Growth  
Bureau of Construction Codes  
**Office of Land Survey and Remonumentation**  
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## 2011 and Future Grants

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Department of Energy, Labor & Economic Growth  
Bureau of Construction Codes  
**Office of Land Survey and Remonumentation**  
www.michigan.gov/bcc

## 2011 and Future Grants

### Guiding Principles

1. **The State Survey and Remonumentation Act**, 1990 PA 345, MCL 54.261 *et seq.*, was enacted to allow for the perpetuation of the original Public Land Survey System (PLSS) corners established and monumented by the Federal Government.
  - a. The original Public Land Survey System corners established and monumented by the federal surveys are held to be without error as the proper corners and true positions.
    - i. According to the Act of February 11, 1805 in Title 43 of the United States Code, the corners originally established and monumented by the Surveyor General are unchangeable. All the corners marked in the public land surveys shall be established as the proper corners of sections or subdivision of sections which they were intended to designate. After these corners are fixed in the field by the original surveyor, they are not subject to change on discovery of errors after private rights have intervened.
    - ii. The 2009 BLM Manual of Survey Instructions reiterates these facts in accordance with federal law:
      - 1) Chapter 1-29. *“That the boundaries and subdivision of the public lands as surveyed under the approved instructions by the duly appointed surveyors, the physical evidence of which survey consists of monuments established upon the ground, and the record evidence of which consists of field notes and plats duly approved by the authorities constituted by law, are unchangeable after the passing of title by the United States.”*
      - 2) Chapter 3-4. *By law, (1) the corners marked in public land surveys shall be established as the proper corners of sections or of the subdivisions of the sections which they were intended to designate; (2) the boundary lines actually run and marked shall be and remain the proper boundary lines of the sections or subdivisions for which they were intended, and the lengths of these lines as returned shall be held as the true length thereof; and (3) the contents of each section or subdivision of section returned shall be held and considered as containing the exact quantity expressed (Rev. Stat. 2396; 43 U.S.C. 752).”*
  - b. All original PLSS corners, including closing corners, established and monumented by the federal surveys shall be restored and perpetuated through the Remonumentation Program.

- c. It is the paramount concern for surveyors completing retracement work to restore a corner to its original position through diligent and impartial judgment.
2. **BLM Manual of Survey Instructions** and all applicable federal and state laws shall be followed when completing work for the State Survey and Remonumentation Program.
    - a. While the Program directs that monumentation surveyors be contracted to perpetuate the original PLSS corners and that county peer groups be established to act as advisors for the ratification of these corners, it does not grant the authority to waive requirements associated with federal and state law.

Administrative Rule 54.206(2) and the annual grant agreement requires that the Grantee comply with all applicable federal, state and local laws and ordinances in performance of the annual contracts.

- b. The BLM Manual of Survey Instructions addresses its use as an advisory document when the Federal government does not maintain an interest in the lands being surveyed. Chapter 1-6 of the 2009 Manual, however, specifies that when enacted or adopted by a local authority, the principles, practices, procedures and policies outlined therein become "*...explicitly applicable to the boundaries of non-Federal land...*"

The BLM Manual of Survey Instructions has been adopted by both the State Survey and Remonumentation Act and the Land Corner Recordation Act and should be followed explicitly when recovering, restoring and filing corner records within the State of Michigan.

- i. 1990 PA 345, MCL 54.268(2)(a) requires the completion of the program "*...under the guidelines of the manual of instructions for the survey of the public lands of the United States, 1973, prepared by the bureau of land management of the department of interior, technical bulletin 6, or subsequent editions.*"
- ii. 1970 PA 74, the Land Corner Recordation Act, requires that the surveyor completing the Land Corner Recordation Certificate (LCRC) complete the document to certify that the work completed was done "*...in conformance with regulations and rules therefore as required in the current manual of survey instructions of the United States Department of the Interior, Bureau of Land Management or by a decree of a Court of Law...*"

### **Program Administration**

The State, in partnership with each County, is responsible for ensuring the contractual work complies with minimum program requirements, using the State Survey and Remonumentation Fund appropriately, and resolving non-compliant work issues.

Effective January 1, 2011, any work submitted by a county that does not meet program specifications will not be eligible for reimbursement, including any work performed for maintenance or compliance issues. All costs and liability for non-compliant work remains the responsibility of the county and/or contracted surveyor.

1. **Contract/Monumentation Surveyor:** Contract/monumentation surveyors must complete all work according to program requirements as mandated by federal and state law and other applicable rules, guidelines, manuals, instructions, etc., and are liable for all corners and records filed for the program.

Contract/monumentation surveyors are prohibited from charging administrative costs to the program for overseeing subcontractors or purchasing supplies.

2. **County Grant Administrator:** The County Grant Administrator is appointed by the County Board of Commissioners to represent the county's interest in regard to the program. This position is responsible for communicating with the Office of Land Survey and Remonumentation (OLSR) concerning all administrative and financial issues regarding the grant.

Grant Administrator duties include:

- a. Compiling and submitting the yearly grant application by December 31<sup>st</sup> of the year preceding the grant year.
- b. Compiling and submitting the yearly Completion Report by February 28 or 29 of the year following the grant.
- c. Selecting the monumentation surveyors using Qualifications-Based Selection (QBS), which provides for maximum open and free competition involving the use of the State Survey and Remonumentation Fund.
- d. Negotiation of contractual surveyor costs.
  - 1) Determines fee structure based upon scope of work.
  - 2) Negotiations take place after firms/professionals are selected.
  - 3) Surrounding county monumentation contracts may be considered for negotiations.
  - 4) Surveyors/firms which contract with the county cannot negotiate fees on behalf of the county.
- e. Overseeing the county representative/surveyor and monumentation surveyors, holding them accountable for fulfilling their contractual agreements with the county by meeting program requirements.

3. **County Plan Completion:** The County is responsible for determining the number of corners established and monumented in the original public land surveys.

Beginning with the 2012 grant application, all counties will report their overall completion status using the PLSS notes and maps to determine the number of original corners established and monumented by the Federal Government.

4. **County Representative/Surveyor:** The County Representative is the elected County Surveyor or the professional surveyor appointed by the County Board of Commissioners in a county that does not have a county surveyor. The County Representative/Surveyor is responsible for communicating with the OLSR concerning survey/technical related issues regarding the peer group, research/monumentation, and establishing state plane coordinates. When the correspondence is specific to surveyor activities, we may correspond directly with the County Representative/Surveyor and provide a copy to the County Grant Administrator.

Effective with the 2011 grant program, the County Representative/Surveyor is no longer required to sign the Grant Application, Progress, and Completion Reports, since the contracting authority rests with the County Grant Administrator.

We encourage the County Representative/Surveyor to correspond with other agencies, departments, etc., regarding any construction projects which may temporarily remove PLSS corners during the course of the project, i.e., Michigan Department of Transportation, county road commissions, county drain commissioners, public works departments, utility companies, etc.

County Representative duties include:

- a. Overseeing all monumentation work performed to ensure its compliance with Program requirements as mandated by federal and state law and other applicable rules, guidelines, manuals, instructions, etc.
- b. Appointing the peer group members.
- c. Planning and chairing all peer group meetings.
- d. Creating and maintaining a filing system for all dossiers.
- e. Providing the required work program for the yearly grant application, including:
  - 1) Analysis of county's level of completion expected by December 31 of the current grant year.
  - 2) Synopsis of the work completed by December 31 of the grant year.
  - 3) Proposed work program for the following year.
- f. Establishing the requirements and procedures for:
  - 1) Corner restoration, rehabilitation and remonumentation, including:

- a) Researching the history of corners.
- b) Field reconnaissance and corner recovery.
- c) Reporting.
- d) Marker placement.

2) Geodetic control stations recovery, including:

- a) Researching the history of corners.
- b) Field reconnaissance and corner recovery reporting.

3) Perpetual monument maintenance of all PLSS corners and geodetic control stations.

5. **Court Cases:** We are currently aware of the following three decisions involving corners perpetuated through the Remonumentation Program. Please be mindful that the courts have the jurisdiction for resolving property line disputes and it is not within the program's purview to determine property rights. Copies are available on our website:

- a. *Greenview v Pettis, Court of Appeals Docket No. 279109*
- b. *Morelli v Tudor, Court of Appeals Docket No. 263814*
- c. *Schmidt v Heppinstall, Court of Appeals Docket No. 285071*

6. **Delegation of Duties:** If a county wishes to assign or delegate any of its duties, it must have prior written consent from the Department of Energy, Labor and Economic Growth (DELEG). If a surveyor is performing the functions of the Grant Administrator and County Representative/Surveyor, the surveyor and his/her firm are prohibited from entering into an additional remonumentation contract with the county.

7. **Grant Changes:** Any changes to the approved grant agreement must be requested in writing and approved by the OLSR prior to work being performed. The request must specify reasons for the modification, and a copy of the approved request must accompany the completion report.

8. **Grant Formula:** We have evaluated the current grant formula and determined that crediting Category III money to counties who contribute local funds significantly decreases the Category II money distribution to all counties. In order to facilitate an equitable distribution of Category II money, which is based upon the area of each county, local contributions will no longer be listed in the 2011 and future grant applications. Beginning with the 2013 grant program, Category III credits will be exhausted and no longer be included in the grant formula.

9. **Ineligible Expenditures:** Please see Appendix A in your approved County Plan for eligible items. Any expenditure which cannot qualify as a research/monumentation, peer group, setting of coordinates or recovery of control station cost will need to be identified with justification provided for consideration by our office.

The following expenditures will not be reimbursed from the Survey and Remonumentation Program fund:

- a. Attorney/legal fees incurred by the county.
- b. BLM Manuals.
- c. Beverages and food.
- d. Business cards.
- e. Carsonite posts, concrete, monument boxes/covers, tree signs, and witness tags.
- f. County or consultant/contractor insurance fees.
- g. Equipment, equipment rental, maintenance fees, warranty fees including:
  - 1) Computers, plotters, printers, scanners, software.
  - 2) Continuously Operating Reference Stations (CORS) and related items.
  - 3) Survey equipment, e.g., ground penetrating radar, jackhammers, safety equipment.
  - 4) Vehicles, four wheelers.
- h. Grant application preparation expenses, e.g., salary/wages, printing, and postage/shipping.
- i. Internet and telephone services.
- j. Legislative lobbying, bill analysis/development.
- k. Membership dues, license fees, continuing education.
- l. Office rent and storage expenses, e.g., LCRC binders, dossier scanning, file cabinets, fire-proof safes, and concrete vaults.
- m. Seminars, conferences, annual meetings.

**10. Submittal Dates:**

- a. **Applications:** 1990 PA 345 prohibits the approval of any grant application not received by December 31 of the preceding grant year. The Department will no longer grant appeals for counties that fail to submit their application by the deadline, and the county will not be eligible for a grant for the applicable grant year.
- b. **Completion Reports:** Completion reports and all required documentation need to be submitted by the date specified in the annual grant agreement.

**11. Work Submitted for Previous Grant Years:**

- a. **Noncompliance:** Work submitted which does not meet minimum program requirements is the responsibility of the county and/or contracted surveyor. Final payments and future grants may not be authorized until program compliance requests have been resolved.

- b. **Reimbursement:** When the OLSR encounters work submitted that is not in compliance with program requirements, expenditures will not be reimbursed. Any discrepancies the county/contractual surveyor discovers due to additional/new evidence being revealed will be eligible for nominal reimbursement.

### Grant Application and Agreement

Costs incurred to compile and submit the yearly grant applications are not eligible for reimbursement, including, but not limited to, salary/wages, printing, postage/shipping.

Research and Monumentation are combined on the Grant Application, Work Progress, and Completion Reports effective for the 2011 grant program. Since all research needs to be updated for the year in which the corners are monumented, the research date should be the current grant year or the previous grant year if the corners were not completed and a narrative was provided with that year's Completion Report. Contractors should continue to break down all work on their invoices by Town-Range, Corner Code and work category (Research/Monumentation, Setting of Coordinates, and Control Station Recoveries).

1. **Administrative Services:** A maximum of **10 percent** of the total grant includes the following:
  - a. County Grant Administrator and any county personnel assigned to the program.
  - b. County Representative/Surveyor Fees.
  - c. General office supplies, such as ink, paper and postage.
  - d. County indirect costs/overhead fees.

An itemized accounting for the County Grant Administrator and all non-contractual staff working on the program shall be provided, including:

- i. Name and title of person.
  - ii. Description of duties/functions/tasks performed for the program.
  - iii. Hourly rate of pay, include supporting documentation from appropriate county office.
  - iv. Estimate of hours to be billed to the program, broken down by work category.
  - v. Estimate of fringe benefits charged to the program.
2. **Contractual Survey Services:** A minimum of **90 percent** of the grant shall be dedicated to Contractual Survey Services, which includes the following:
  - a. Corner Restoration, Setting of Coordinates, Control Station Recoveries
    - i. List all PLSS corners planned to be restored, rehabilitated and remonumented during the coming grant year, sorted by town-range and corner code.

- ii. List all PLSS corners for which coordinates are to be established, sorted by town-range and corner code.
  - iii. List all geodetic control stations to be recovered.
- b. Peer Group.
- c. Monumentation Supplies (recording fees and monumentation-specific supplies, such as monuments and markers).
3. **Itemized Expenditure Estimates:** The following information shall be itemized and submitted as part of the Grant Application. Note: The OLSR may request additional information when necessary to verify proposed expenses.
- a. Itemized corner/coordinate listing for each proposed monumentation surveyor, including:
    - i. Cost/Corner for Research/Monumentation.
    - ii. Cost/Corner for Setting of Coordinate.
  - b. Itemized accounting of each proposed Peer Group Member, including:
    - i. Estimated number of Peer Group Meetings to be held.
    - ii. Estimate of fees/rate to be paid to each Peer Group Member.

### **Work Program**

A minimum of **90 percent** of the grant shall be dedicated to contractual survey services. A maximum of **10 percent** of the grant may be used for administration/indirect costs.

The County is responsible for overseeing their monumentation surveyors and reviewing the work they complete. The year's work program shall be reviewed by the county for compliance with the program's requirements prior to submitting documents and reports to the OLSR for filing.

1. **Common Corners and County Lines:** Subsection F of Section III, Plan Objectives, of the County Plan provides that counties shall *"Coordinate with adjoining counties for the monumentation of all county line corners."*

Before a county's remonumentation program can be considered complete, there must be a consensus of the monumentation along county lines.

- a. Common corners shall be ratified and filed by all affected counties, and evidence of acceptance by all affected counties shall be provided with the report, i.e., LCRC and database records submitted by each county.

- b. Closing corners cannot be properly evaluated and remonumented unless the standard line has been completed. If closing corners were done prior to the standard line's completion, then those closing corners shall be revisited and verified.
2. **Corner Restoration, Rehabilitation and Remonumentation:** Complete all work in accordance with program requirements as guided by federal and state law and the BLM Manual of Survey Instructions. The surveyor completing and certifying the work is liable for the work.
  3. **Impracticable to Occupy, Inaccessible Location, Liable to Destruction, Unsafe Condition, etc.:** Corner locations which present inaccessible locations or unsafe conditions may allow for rehabilitation/restoration by witness corners or reference monuments. Please contact the OLSR with specific concerns. Monumenting positions in airport runways, state highways, and railroad rights-of-way may be impractical and warrant the use of other monumentation methods.
    - a. **Reference Monuments:**
      - i. Land Corner Recordation Act, 1970 PA 74, MCL 54.207 – *“If a corner record is required to be filed under this act, the surveyor shall monument the corner and each accessory to the corner, and leave the monument in such a physical condition that it remains as permanent a monument as is reasonably possible. If access to the corner location will create an unsafe condition, the surveyor may install at least 4 reference monuments interrelated and visible with the corner location and each other by angular and linear measurements.”*
      - ii. BLM Manual of Survey Instructions – 4-17. *“A reference monument is an accessory and is employed in situations where the site of a corner is such that a permanent monument with a cap cannot be established or where the monument would be liable to destruction.”*
    - b. **Witness Corner:**
      - i. BLM Manual of Survey Instructions – 4-16. *“A witness corner is a monumented point near a corner. It is established only in situations where it is impracticable to occupy the site of a corner with a monument or a mark. A witness corner is a witness to the true corner point. When the true point for a corner falls at an inaccessible place, such as upon a precipitous slope or cliff where the corner cannot be marked, a witness corner is established at some suitable point where the monument may be permanently constructed.”*

When special purpose monuments (Reference Monument, Witness Corner) are set, the following information should be contained on the LCRC:

- a. Rationale for placing the monument, e.g., reason corner is not accessible, impracticable or unsafe to occupy.
- b. Upon which line of survey the marker(s) is set, if applicable.
- c. Bearing and distance to water's edge or other obstructions, if applicable.
- d. Bearing and distance to corner position being witnessed/referenced.
- e. Bearing and distance to adjoining PLSS.
- f. Measured/calculated distances should reference their relationship to the original survey distances and any discrepancy should be discussed.

4. **In-Place Markers:** The County Plan requires "*An existing, in-place, non-ferrous marker shall be replaced with a standard county marker.*" It is understood, however, that there may be instances when a corner marker is left in place as a "substantial/superior" monument but does not fully comply with the current minimum statutory requirements. In these instances, all effort should be taken to bring the corner markers into compliance with the current minimum statutory requirements. Meeting these requirements may not require the replacement of the marker but, rather, the addition of items to validate the existing marker and bring it into compliance, i.e., reference monuments, witness corners, caps, items with magnetic fields, etc.

5. **Land Corner Recordation Certificate (LCRC):** The LCRC form was developed by the State Board of Professional Surveyors as required by the Land Corner Recordation Act, 1970 PA 74. An LCRC is required to be completed and filed for each corner completed for the program and include a full history, a report of all evidence recovered and used to verify/restore the original corner position, a description of the monument left in place, and not less than four accessories (witnesses).

If the surveyor does not follow the standards outlined in the Manual, the LCRC must reference the applicable portions of the Manual that were not followed, along with an explanation as to why the corner circumstances did not warrant following the Manual.

6. **Markers/Caps:** Each county shall adopt standardized markers and/or caps to be utilized when remonumentation is necessary within its boundaries and provide this information to the OLSR. Each marker/cap will be stamped or engraved to identify it and have a centering mark to define the precise location of the corner. The marker/cap will legibly show the license number of the monumentation surveyor responsible for its placement.

7. **Minimum Monument per 1970 PA 74:** The minimum standard specifications for corner markers are outlined in Section 10 of 1970 PA 74 and require that a marker be not less than 18 inches in length, ½ inch in diameter, possess a magnetic field, and be capped/marked with the license number of the surveyor responsible for its placement.

By definition, remonument "*...means to install a marker where (1) the existing marker does not meet minimum standards as specified...*" Additionally, Information Memorandum No. 9

includes advice rendered by the Office of the Attorney General addressing the minimum standards for monumentation within the confines of the Remonumentation Program.

8. **Monument Boxes:** 1970 PA 74 MCL 54.210 states, *"If a corner is located in a public roadway and the roadway is hard-surfaced at the corner...a monument...shall be visible or contained within a visible protected enclosure and shall comply with any requirements of the agency having jurisdiction over the roadway."*

The agency with jurisdiction over the roadway is responsible for any cost associated with the installation of the protected enclosure, and these costs are not reimbursable from the Remonumentation Program.

9. **Monument Preservation:** 1970 PA 74, MCL 54.210d states, *"A person who defaces, destroys, alters, or removes a corner monument or reference monument...shall be responsible for the costs of reestablishment and replacement of the monument and filing of the corner record by the surveyor...A corner monument or reference monument may be temporarily removed for construction purposes if the corner is properly witnessed by a surveyor before removal. The monument shall be reset, rewitnessed, and refiled by a surveyor within 30 days after the completion of construction. A corner monument or reference monument shall not be temporarily removed for more than 1 year. A person who knows that a corner monument or reference monument has been defaced, destroyed, altered, or removed shall report that fact to the county surveyor of the county in which the corner is located."*

Where corner markers are destroyed or subject to destruction, the person/entity placing the corner in harms way is responsible for the cost to restore and perpetuate the corner. All costs associated with the perpetuation of the corner in compliance with 1970 PA 74 are the responsibility of the person/entity placing the corner in harms way.

10. **Non-Program Corners:** Corner records submitted to the OLSR that were not established and monumented by the United States public land surveys are not eligible for reimbursement from the Remonumentation Program. We will accept new corner records for previously filed records which have compliance issues at no charge to the program.

The surveyor of record is responsible for the cost of correcting a filed LCRC where a corner position was erroneously established.

11. **Peer Group:** See the County Plan, Appendix B for additional information and detail regarding proper procedures for the ratification of corner positions.

Meeting expenditures incurred for peer group meetings held that do not comply with program standards will not be reimbursed.

- a. The sole responsibility of the Peer Group is to review all corner position documentation (survey dossier and proposed LCRC) presented for ratification and confirm the proper position for the PLSS corner.
- b. Meetings shall be held in conformance with the Open Meetings Act, 267 of 1976, MCL 15.261-275.
- c. The chairperson of the Peer Group shall be the County Representative/Surveyor, and the Peer Group can only convene when the chairperson is present.
- d. The Peer Group shall be made up of a minimum of three non-associated professional surveyors appointed by the County Representative.
- e. A monumentation surveyor cannot vote on his/her own corner(s) for ratification as a member of a Peer Group or other corners presented by his/her firm or family member.
- f. A monumentation surveyor shall not receive peer group compensation when they are presenting corners for ratification.
- g. Peer Group meetings and members should be held to a minimum to maximize corner monumentation activities.

**12. Property Controlling Corners/Conflicting Corner Positions:** Shall be identified on the same LCRC as the original PLSS corner. These corner positions may determine property rights over a remonumented original corner position.

Any surveyor who has set a corner different from the position being considered for ratification must be notified by the County Representative/Surveyor at least ten days prior to the peer group meeting, e.g., if there is a conflicting corner position, historic marker, or multiple positions for a corner. Documentation for the notification or peer group participation by the surveyor with a conflicting corner position shall be provided with the completion report.

**13. Property Rights and Title Issues:** The potential for property line discrepancies was brought to the attention of the Legislature prior to Act 345 being passed, and the Senate Fiscal Agency presented the following opposing argument, "*Property line disputes could result from changes in the location of monuments.*" Addressing these concerns, however, is not provided for in the Act.

Chapter 3-135 of the 2009 BLM Manual of Survey Instructions identifies the jurisdiction of these legal matters as being the duty of the local courts and interested property owners. In instances where discrepancies may arise, the remonumentation surveyor's sole responsibility is to report all facts and historical evidence pertaining to the discrepancies.

14. **Public Land Survey System (PLSS) Corner:** A PLSS corner is any corner actually established and monumented in an original survey or resurvey used as a basis of legal description for issuing a patent for the land to a private person from the United States government.
15. **Reconnaissance:** All record data and evidence related to established monuments, accessories, and calls to natural features shall be reviewed, located in the field, and used to evaluate and determine a corner's position.

In most instances it is advantageous to run a traverse line and locate all field evidence along the section lines between corners.

The field search should be made at a time of year when conditions are most suitable for accessing and locating the corner and uncovering evidence. An excavation report describing the extent and the location of the corner excavation shall be provided on the corner's LCRC or filed with the corner dossier.

16. **Research:** The following sources shall be thoroughly examined:

- a. Original United States public land survey records, including notes, plats, special instructions, patents, etc.
- b. County Records, including public survey records (LCRC's, PA 132 land surveys, subdivision plats, condominium subdivisions, etc.), county surveyor notes/plats/etc., road and drain commission surveys/notes, witness cards, maps, etc.
- c. Private practitioners surveys, notes, witness cards, maps, etc.
- d. Utility companies surveys, notes, witness cards, maps, etc.
- e. Parole evidence (property owner and resident interviews).
- f. Other sources providing evidence of the original corner position.

17. **Setting of Marker:** A corner marker shall be placed to identify each original PLSS corner. The marker shall be placed in such a position as to occupy the true corner location, and, when necessary, reference monuments shall also be placed. In instances where it is impracticable to occupy the site of a corner, witness corners shall be placed and identified accordingly.

18. **Standard and Closing Lines - Order of Work:** (County, Claim, Reservation, Township, etc.):

- a. It is not appropriate to restore a closing corner position prior to retracing the senior line, i.e., claim line, reservation line, standard line, township line, etc., closed upon and restoring the standard corner positions on either side of the closing corner. Generally, senior lines predate divisional lines and run corner to corner, with no deflections occurring at the closing corners. The later run divisional lines will terminate at the intersection of the senior lines.
- b. Proper retracement methods will aid in identifying true points of intersection and may require amended or conflicting corners be identified. Please refer to the BLM Manual of Surveying Instructions for additional guidance on the restoration of corners, specifically Closing Corners 7-41 thru 7-49 and Junior-Senior Corners 7-23 thru 7-31.

**19. Superseding Previous Corner Records:**

- a. The new LCRC should specifically state that it is superseding previously recorded document(s) and provide the recording information for the earlier document(s).
- b. The new LCRC should be completed in full and include all pertinent information required under Parts "A" "B" and "C."
- c. All reference to any nonexistent corner(s) should be removed from the LCRC.
- d. If new evidence is uncovered and the position of the corner is adjusted or the designation changed, then the new corner position shall be presented to the peer group for review and ratification and stamped with the most recent approval date.
- e. If the corner position or designation does not change, then the LCRC does not need to be presented to the peer group; however it does need to be stamped and dated with the original peer approval date.

**20. Walk-In Corners:** When a surveyor presents a corner to the Peer Group that is not part of the annual grant agreement, that corner may be ratified by the Peer Group and included the program.

**21. Water Corners:**

- a. It is not appropriate to remonument positions that fell in naturally occurring bodies of water at the time of the original surveys or currently fall in naturally occurring bodies of water. Whether the original surveyor noted a corner/post being set or not, these positions shall not be perpetuated as part of the remonumentation program. To do so would be in direct conflict with Michigan Riparian and Littoral Case Law and may introduce the surveyor to unnecessary liability.

- b. If the public land survey established and monumented corners at the margin of a naturally occurring body of water, those positions shall be perpetuated and included in the County's remonumentation program.
- c. It is not appropriate to monument lines or set witness posts beyond the meandered positions surveyed by the original public land surveys. If the original position surveyed is no longer accessible, a witness to the original corner shall be set. A witness post for an original meander corner shall be set landward in relation to the of the corner's original position.

### Work Progress / Completion Report

The following information must be submitted with a work progress or completion report.

1. **Account 245 Print-out or Equivalent Ledger of the Grant Account:** Provides a detailed history of all transactions posted to the Survey and Remonumentation account, **certified by the County Treasurer/Finance Controller** as required by the State of Michigan, Department of Treasury Letter No. 01-91 dated March 7, 1991, "State Survey and Remonumentation Fees." **NOTE:** The County Grant Administrator is responsible for identifying the expenditures, deposits, etc., on the 245 Report or may attach a separate narrative if the report does not clearly correlate to the budget line items and work program categories on the work progress or completion reports.
2. **Completion Narrative:** Shall accompany a Work Progress or Completion Report along with a copy of the OLSR approval of all requests for program modification made throughout the grant year.
3. **Itemized Invoices:** Includes all work performed by monumentation surveyors, peer group members, service contractors, supplies purchased, and all county costs charged to the program.

Invoices shall list each service provided by work program category (Research/Monumentation, Setting of Coordinates, or Control Stations Recovered), and identify each corner researched/monumented and/or state plane coordinate value established, by town/range.

4. **Itemized Payroll Print-Out:** The county shall provide an itemized payroll print-out, **certified by the County Treasurer/Finance Controller**, for all expenditures incurred by county employees for related administrative costs (see NOTE in 1. above)
5. **LCRC's and Database Records:**
  - a. Database records entered and submitted for each corner completed
  - b. Full-size LCRC copies

### County Plan Completion and Maintenance Program

The State Survey and Remonumentation Act, 1990 PA 345, MCL 54.274(2) provides: *"The commission shall not make a grant pursuant to section 12(1)(d) unless the applicant demonstrates to the commission that it has completed the monumentation or remonumentation of the county..."*

The county will need to substantiate that all original public land survey corners, including all corners associated with islands, claims, reservations, waterways, etc. that have been perpetuated by the county's program and subsequently filed with the OLSR prior to commencement of a perpetual monument maintenance program.

We are working to develop the forms and additional information necessary for this phase of the counties' monumentation programs and will provide additional information as it becomes available.

As noted previously, questions may be directed to the Office of Land Survey and Remonumentation at 517-241-6321 or by e-mail at [bccinfo@michigan.gov](mailto:bccinfo@michigan.gov).