



# BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor  
Mount Clemens, Michigan 48043  
586-469-5125 FAX 586-469-5993  
macombcountymi.gov/boardofcommissioners

## BUDGET COMMITTEE

TUESDAY, DECEMBER 14, 2010

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, as amended, to include items #6A and #6B
4. Approval of Minutes dated November 23, 2010 (previously distributed)
5. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
6. Recommendation from Technology and Communications Committee Meeting of 12-06-10 (mailed)  
Approve Purchase of Integrated Application Software Package for Senior Services Resource Advocacy Program and a Subsequent Annual Maintenance Cost
- 6A. Recommendation from Administrative Services Committee Meeting of 12-08-10 (mailed & attached)  
Funding for Account Clerk IV in Register of Deeds
- 6B. Recommendation from Planning and Economic Development Committee Meeting of 12-08-10 (mailed & attached)  
Request Extension of Temporary Assignment of Office Clerk to Business Counselor
7. ~~Authorize Purchasing Department to Obtain Sealed Bids for Resurfacing of Animal Shelter Floor~~ (mailed)  
(Removed from agenda)
8. Approve FY 2010 Budget Adjustment for Probate Court – Mental Division Re: Defense Attorney Fees (mailed)
9. Adoption of Pay Resolutions for Elected Officials for 2011 and 2012 (mailed)
10. 2010 Contingency Report Update (mailed)
11. New Business
12. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
13. Adjournment

### MACOMB COUNTY BOARD OF COMMISSIONERS

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Phillip A. DiMaria - District 3  
Toni Mocerri - District 4  
Susan L. Doherty - District 5

Sue Roeca - District 7  
David Flynn - District 8  
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Irene M. Kepler - District 21  
Frank Accavitti Jr. - District 22

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Michael A. Boyle - District 24  
Kathy D. Vosburg - District 25  
Jeffery S. Sprys - District 26

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE:  
AGENDA ITEM:

6

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve the purchase of an integrated application software package for the Senior Citizen Services' Resource Advocacy program with a total project cost not to exceed \$8,678.37, and a subsequent annual maintenance cost of \$1,416.00. Refer to Budget Committee for funding.

INTRODUCED BY: Commissioner Frank Accavitti, Chairperson-Technology and Communication Committee

COMMITTEE/MEETING DATE

TAC December 6, 2010 *Approved*  
Budget 12-14-10

**REQUESTED BY:** Senior Citizen Services

**REQUEST:** One (1) Integrated Advocacy Management Software Site License

**RECOMMENDATION AND COST:**

One	(1)	Integrated Advocacy Management Software Site License	\$	2,098.00	ea.
Seven	(7)	Microsoft Access Licenses 2010	\$	127.04	ea.
One	(1)	pc Anywhere	\$	178.58	ea.
Three	(3)	Microsoft MapPoint Licenses 2010	\$	182.17	ea.
		Customization cost	\$	1,800.00	ea.

**TRAINING COST:** On-site Group Training (7-10 hours)  
Plus traveling expenses \$1,750.00

**INSTALLATION COST:** Included

**MAINTENANCE COST:** \$1,416.00

**JUSTIFICATION:**

Resource Advocacy job responsibilities include assessing the needs of senior citizens, visiting homebound seniors and disabled adults to help them receive assistance through Social Security, Medicare, Medicaid, eyeglasses, tax preparation, hospital bills, housing, food, and prescription drugs, etc. Resource Advocates also assist with prevention of utility shut-offs through collaborations with DTE, Consumers Energy and phone companies. Last year, Resource Advocates assisted more than 10,000 clients who needed assistance with multiple services.

Currently, tracking and reporting of services provided is currently hand-written and processed manually. There is no computer program for input of data. Monthly statistical data is required by the Area Agency on Aging 1-B Grant and internally to the Board of Commissioners. It takes three Resource Advocates two to three days each month to complete the monthly reporting tasks.

The recommended software will automate the tracking and reporting of client services thereby allowing for efficient tracking and reporting of client services which will provide improved services to seniors. This software would allow the reporting task to be reduced to a few hours. This software will be used by the Resource Advocacy staff and volunteers.

# **RECYCLABLE PAPER**

6A

RESOLUTION NO. \_\_\_\_\_ FULL BOARD MEETING DATE: \_\_\_\_\_  
AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: APPROVE SHIFTING THE FUNDING SOURCE FOR 50% OF THE ANNUAL SALARY, FRINGE BENEFITS AND ASSOCIATED COSTS OF A REGISTER OF DEEDS ACCOUNT CLERK IV, FROM THE REGISTER OF DEEDS REMONUMENTATION PROGRAM TO THE REGISTER OF DEEDS AUTOMATION FUND, AT AN ANNUAL COST NOT TO EXCEED \$19,218.50 AND SHIFTING THE FUNDING SOURCE FOR ANNUAL SUPPLIES, POSTAGE, PRINTING, MAINTENANCE AGREEMENTS, AND TELEPHONE SERVICE AS LISTED IN THE ATTACHED DOCUMENTATION, AT A CURRENT COST OF \$2,680.00 FROM THE REMONUMENTATION PROGRAM TO THE AUTOMATION FUND. FUNDS ARE AVAILABLE IN THE MACOMB COUNTY REGISTER OF DEEDS AUTOMATION FUND, WHICH IS FUNDED THROUGH RECORDING FEES AND BY STATE LAW IS REQUIRED TO BE USED SOLELY TO IMPROVE THE REGISTER OF DEEDS OFFICE.

BACKGROUND:

This resolution shifts costs from one non-general fund Register of Deeds account to another non-general fund Register of Deeds account. It is necessary because the State of Michigan is putting more restrictions on the use of the Michigan Land Survey & Remonumentation Grant Program.

On March 27, 2003, the Board of Commissioners approved funding 50% of an Account Clerk III position by the Remonumentation Program and 50% by the Register of Deeds Automation Fund. A request for reclassification of this position from an Account Clerk III to an Account Clerk IV was made and approved by the Board of Commissioners on March 22, 2007. On November 18, 2010 the county was notified by the Michigan Office of Land Survey & Remonumentation that the Remonumentation Program would no longer cover the 50% cost of this position. This resolution shifts the funding of 50% of the Account Clerk IV position to the Automation Fund so that the Automation Fund will be paying 100% of this position. The county general fund has not paid for this position since March 27, 2003 and will still not pay for this position.

Macomb County Register of Deeds Automation Tech Fund: Org Key 270-23601  
Michigan Land Survey & Remonumentation Grant Program: Macomb County Org Key 250-80401.

INTRODUCED BY: COMMISSIONER KATHY VOSBURG, CHAIRPERSON  
ADMINISTRATIVE SERVICES COMMITTEE

COMMITTEE/MEETING DATE: 12-08-10 APPROVED

*Budget 12-14-10*



Todd Schmitz  
Deputy Clerk

# Carmella Sabaugh

Macomb County  
Clerk/Register of Deeds

Betty A. Oleksik  
Deputy Register of Deeds

REMONUMENTATION PROGRAM  
MARTIN C. DUNN, SURVEYOR REPRESENTATIVE  
OFFICE: 586-469-7916 • CELLULAR: 810-217-7275

Currently, specific Salary & Wage/Fringe Benefits for Macomb County Register of Deeds employee, Michelle A. Johnson are compensated in the following manner:

270-23601: 50% paid by the Macomb County Register of Deeds Automation Tech Fund  
250-80401: 50% paid by the Macomb County Other Special Revenue-Deed Remonumentation which is funded through a Grant from the State of Michigan, Office of Land Survey & Remonumentation

In addition, the Operating Expenses listed below will no longer be reimbursed by the State of Michigan, Office of Land Survey & Remonumentation, Grant Program.

Due to the redistribution of grant fund line item percentages and the elimination of certain expenditures covered by the Office of Land Survey & Remonumentation, it is essential to apportion these necessary expenses to maintain the Macomb County Remonumentation Program.

We are requesting that the remaining 50% of the Sal & Wage Base Pay, Sal & Wage COLA, FICA-OASDI, FICA-Medicare, and Worker's Compensation for Michelle A. Johnson be allocated to the Macomb County Register of Deeds Automation Tech Fund 270-23601 for the 2011 budget and forward. The line item amounts (IFAS Budget to Actual Report 2009 and estimated 2010) to be absorbed are:

70200 Sal & Wage Base Pay	\$17,653.31
70207 Sal & Wage COLA	\$ 178.61
71510 FICA OASDI	\$ 1,106.39
71515 FICA Medicare	\$ 258.75
71560 Worker's Compensation	\$ 21.44
<b>ANNUAL TOTAL:</b>	<b>\$19,218.50*</b>

Additionally, we are requesting the following estimated operating expenditures also be allocated to the Macomb County Register of Deeds Automation Tech Fund 270-23601 for the 2011 budget and forward:

72624 Supplies-Office	\$ 100.00
72901 Postage & Delivery	\$ 200.00
90101 Supplies-Printing	\$ 100.00
93101 Equip Maint Agreements	\$ 1,800.00
96103 Inter Serv-Telephone	\$ 480.00
<b>ANNUAL TOTAL:</b>	<b>\$ 2,680.00**</b>

**GRAND TOTAL:** \$21,898.50

Please find attached Information Memorandum No. 16 from Keith E. Lambert, Director of the Office of Land Survey & Remonumentation, as well as, the Macomb County IFAS Budget to Actual Report by Org Key 250-80401 (Year 2009) to support the resolution to approve the allocation of specific expenditures to the Macomb County Register of Deeds Automation Tech Fund in order to maintain the Macomb County Remonumentation Program.

\*Annual Total may fluctuate slightly due to increase/decrease in Sal/Fringe costs

\*\*Annual Total may fluctuate slightly due to increase/decrease in Operating costs

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Register of Deeds  
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registerdeeds@macombcountymi.gov



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

*Providing for Michigan's Safety in the Built Environment*

BUREAU OF CONSTRUCTION CODES  
P.O. BOX 30704 • LANSING, MICHIGAN 48909  
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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**  
[www.michigan.gov/bcc](http://www.michigan.gov/bcc)

## 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 guidellnes 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.

## 2011 and Future Grants

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November 18, 2010

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).



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	34,461
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	89,810
BCC 11-14	CASS	Cassopolis, MI	36,764
BCC 11-15	CHARLEVOIX	Charlevoix, MI	47,879
BCC 11-16	CHEBOYGAN	Cheboygan, MI	61,189
BCC 11-17	CHIPPewa	Sault Ste. Marie, MI	82,999
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	GENESEEE	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	30,606
BCC 11-41	KENT	Grand Rapids, MI	186,702
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	58,986
BCC 11-50	MACOMB	Mt. Clemens, MI	198,301
BCC 11-51	MANISTEE	Manistee, MI	32,613
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	OKLAND	Pontiac, MI	326,937
BCC 11-64	OCEANA	Hart, MI	33,435
BCC 11-65	OGEMAW	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	Manistiquie, 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>

Report: OL80YTD

Fund 260 Other Special Revenue  
 Key: 25080401 Other Spec Rev-Deed Remonument  
 Y/E: DEC

**Macomb County, Michigan**  
 Budget to Actual Report By Org Key  
 YTD THRU 12/31/2009

Fiscal Year: 2009  
 Fiscal Period: 12

Object	Description	Adopted Budget	Final Budget	Encumbered	2009 Actual	Variance	% Utilized
<b>Revenue Accounts</b>							
57001	STATE-GRANTS	260,661.00	260,661.00	0.00	260,661.00	0.00	100.00 %
	<b>Total State Revenue</b>	<u>260,661.00</u>	<u>260,661.00</u>	<u>0.00</u>	<u>260,661.00</u>	<u>0.00</u>	100.00 %
	<b>Total Revenue Accounts</b>	<u>260,661.00</u>	<u>260,661.00</u>	<u>0.00</u>	<u>260,661.00</u>	<u>0.00</u>	100.00 %
<b>Expense Accounts</b>							
70200	SAL & WAGE - BASE PAY	18,000.00	17,653.31	0.00	17,853.31	0.00	100.00 %
70207	SAL & WAGE - COLA	260.00	178.61	0.00	178.61	0.00	100.00 %
70214	SAL & WAGE - LONGEVITY	360.00	0.00	0.00	0.00	0.00	100.00 %
	<b>Total Salaries and Wages</b>	<u>18,620.00</u>	<u>17,831.92</u>	<u>0.00</u>	<u>17,831.92</u>	<u>0.00</u>	100.00 %
71510	FICA - OASDI	1,139.00	1,106.39	0.00	1,106.39	0.00	100.00 %
71515	FICA - MEDICARE	257.00	256.75	0.00	256.75	0.00	100.00 %
71560	WORKER'S COMPENSATION	42.00	21.44	0.00	21.44	0.00	100.00 %
	<b>Total Fringe Benefits</b>	<u>1,438.00</u>	<u>1,386.58</u>	<u>0.00</u>	<u>1,386.58</u>	<u>0.00</u>	100.00 %
72624	SUPPLIES - OFFICE	665.50	0.00	0.00	0.00	0.00	100.00 %
72637	SUPPLIES - PROGRAM	0.00	654.97	0.00	654.97	0.00	100.00 %
72601	POSTAGE & DELIVERY	874.00	271.17	0.00	271.17	0.00	100.00 %
90101	PRINTING & REPRODUCTION	0.00	0.00	0.00	0.00	0.00	100.00 %
90500	RECORD COPYING	1,235.00	1,186.00	0.00	1,186.00	0.00	100.00 %
93099	REPAIRS & MAINT - EQUIP OTHER	0.00	0.00	0.00	0.00	0.00	100.00 %
93101	EQUIP MAINT AGREEMENTS	1,560.00	1,638.00	0.00	1,638.00	0.00	100.00 %
	<b>Total Operating Expenses</b>	<u>4,334.50</u>	<u>3,750.14</u>	<u>0.00</u>	<u>3,750.14</u>	<u>0.00</u>	100.00 %
80142	CS - PROFESSIONAL	40,875.00	40,875.00	0.00	40,875.00	0.00	100.00 %
80168	CS - HIGH ACCURACY NETWORK	800.00	959.88	0.00	959.88	0.00	100.00 %
80169	CS - CORNERS RESEARCH	33,800.00	34,019.00	0.00	34,019.00	0.00	100.00 %
80170	CS - CORNERS MONUMENTATION	113,707.50	114,364.50	0.00	114,364.50	0.00	100.00 %

Report: GL80YTD

Fund 260 Other Special Revenue  
 Key: 25080401 Other Spec Rev-Deed Remonument  
 YE: DEC

**Macomb County, Michigan**  
 Budget to Actual Report By Org Key  
 YTD THRU 12/31/2009

Fiscal Year: 2009  
 Fiscal Period: 12

Object	Description	Adopted Budget	Final Budget	Encumbered	2009 Actual	Variance	% Utilized
80171	CS - CORING PAVE/SET BOX	9,000.00	11,700.00	0.00	11,700.00	0.00	100.00 %
80198	CS - PEER REVIEW	7,776.00	5,832.00	0.00	5,832.00	0.00	100.00 %
80199	CS - OTHER	29,660.00	29,416.50	0.00	29,416.50	0.00	100.00 %
	<b>Total Contract Services</b>	<u>235,818.50</u>	<u>237,168.88</u>	<u>0.00</u>	<u>237,168.88</u>	<u>0.00</u>	<u>100.00 %</u>
98103	INTER SERV-TELEPHONE	650.00	525.48	0.00	525.48	0.00	100.00 %
	<b>Total Internal Service Costs</b>	<u>650.00</u>	<u>525.48</u>	<u>0.00</u>	<u>525.48</u>	<u>0.00</u>	<u>100.00 %</u>
97702	CAPITAL EXP - FURN & EQUIP	0.00	0.00	0.00	0.00	0.00	100.00 %
97703	CAPITAL EXP - COMPUTER EQUIP	0.00	0.00	0.00	0.00	0.00	100.00 %
	<b>Total Capital Outlay</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00 %</u>
	<b>Total Expense Accounts</b>	<u>260,661.00</u>	<u>260,661.00</u>	<u>0.00</u>	<u>260,661.00</u>	<u>0.00</u>	<u>100.00 %</u>
	<b>Revenue</b>	260,661.00	260,661.00	0.00	260,661.00	0.00	
	<b>Expenses</b>	260,661.00	260,661.00	0.00	260,661.00	0.00	
	<b>Net</b>	0.00	0.00	0.00	0.00	0.00	

# **RECYCLABLE PAPER**

6B

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE:  
AGENDA ITEM:

MACOMB COUNTY, MICHIGAN

**RESOLUTION TO:** Approve the request to extend the temporary reclassification of Susan Bates from Account Clerk IV to Business Counselor through 2011. Partial funding is available from the SBTDC. Forward to Budget Committee.

**INTRODUCED BY:** Commissioners James Carabelli and Edward Bruley, Co-Chairs

**DESCRIPTION:**

See Attached Memorandum

COMMITTEE/MEETING DATE

PED 12/8/2010

Budget 12-14-10

*Approved*



# PLANNING & ECONOMIC DEVELOPMENT

1 S. Main St., 7th Floor  
Mount Clemens, Michigan 48043  
586-469-5285 Fax 586-469-6787  
www.macombcountymi.gov/planning


Stephen N. Cassin, AICP  
Executive Director

Donald Morandini  
Deputy Director

December 1, 2010

## MEMORANDUM

**TO:** Chairmen Bruley and Carabelli

**FROM:** Stephen N. Cassin, Executive Director 

**RE:** Extension of Temporary Classification of Account Clerk  
to Business Counselor

In August 2008, Ms. Susan Bates was temporarily reclassified from an Account Clerk IV to a Business Counselor. This move was made possible by a \$25,000 grant from the Michigan SBTDC, which resulted in a \$16,263 savings to the County's general fund.

In 2009 the temporary reclassification was extended an additional year, made possible by a \$35,000 SBTDC grant.

At this time I am requesting the reclassification be extended through 2011 due to the fact that the SBTDC grant has continued its \$35,000 commitment.

Thank you for your consideration of this request.

## MACOMB COUNTY BOARD OF COMMISSIONERS

Paul Gieleghean  
District 19  
Chairman

Kathy Tocco  
District 20  
Vice Chair

Joan Flynn  
District 6  
Sergeant-at-Arms

Andrey Duzjy - District 1

Sue Rocca - District 7

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Robert Mijac - District 9

Brian Brdak - District 14

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Michael A. Boyle - District 24

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Kenneth J. Lampar Jr. - District 10

Keith Reangart - District 15

Irene M. Kepler - District 21

Kathy D. Vosburg - District 25

Susan L. Roberts - District 5

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U.S. SMALL BUSINESS ADMINISTRATION  
WASHINGTON, D.C. 20416

SEP 09 2010

Carol Lopucki, SBDC State Director  
Grand Valley State University, Siedman School of Business  
510 W. Fulton Avenue  
Grand Rapids, MI 49504

Re: 2011 Continuation of Funding

Dear Ms. Lopucki:

The US Small Business Administration received your application for continuation funding of the Michigan Small Business Development Center (SBDC) project. We will issue an award notice upon finalization of SBA's required review process. The cooperative agreement number applicable to this award will be 1-603001-Z-0023-11.

The new budget cycle will be for the period January 1, 2011, through December 31, 2011. You may continue to incur costs for normal business activities at a level of approximately \$3,634,126, pending approval of final budgets. This amount includes the approved supplemental funding of \$97,107.

Funding for the SBDC project is subject to the availability of funds and requirements of the Small Business Act. In the event that the SBA is operating under a Continuing Resolution (CR) when we issue the award notice, funding will only be available to the extent that it is provided to the SBA for this purpose by the Office of Management and Budget. The amount available under a CR will be limited to an amount less than the total anticipate award amount – prorated by the number of days in the CR period.

Should you have any question pertaining to this continuation letter, please feel free to contact me at (202) 205-6766. I will be happy to assist you in making this project successful.

Sincerely yours,

Antonio Doss  
Associate Administrator  
Office of Small Business Development Centers

Enclosures

Cc: Catherine A. Gase, Project Officer  
Marianne O'Brien Markowitz, SBA Regional Administrator  
Richard Temkin, District Director  
Erka Fischer, Program Manager  
OSBDC Grants File  
File



## PLANNING & ECONOMIC DEVELOPMENT


1 S. Main St., 7th Floor  
Mount Clemens, Michigan 48043  
586-469-5285 Fax 586-469-6787  
[www.macombcountymi.gov/planning](http://www.macombcountymi.gov/planning)

Stephen N. Cassin, AICP  
Executive Director

Donald Morandini  
Deputy Director

September 16, 2009

TO: Chairmen Bruley and Carabelli

FROM: Stephen N. Cassin, Executive Director 

RE: Extension of Temporary Classification of  
Account Clerk to Business Counselor

In August 2008, Ms. Susan Bates was temporarily reclassified from an Account Clerk II to a Business Counselor. This move was made possible by a \$25,000 grant from the Michigan SBTDC, which resulted in a \$16,263 savings to the County's general fund.

I am requesting that the temporary reclassification be extended for one year. This year the SBTDC has committed \$35,000 for this purpose, resulting in an additional savings to the County.

Thank you for your consideration of this request.

### MACOMB COUNTY BOARD OF COMMISSIONERS

Paul Gielegem  
District 19  
Chairman

Kathy Tocco  
District 20  
Vice Chair

Joan Flynn  
District 6  
Sergeant-at-Arms

Andrey Duzy - District 1  
Marvin E. Sauger - District 2  
Phillip A. DiMaria - District 3  
Toni Mocerri - District 4

Sue Rocca - District 7  
David Flynn - District 8  
Robert Mijac - District 9  
Kenneth J. Lampar Jr. - District 10

James L. Carabelli - District 12  
Don Brown - District 13  
Brian Brak - District 14  
Keith Rengert - District 15

Ed Bruley - District 17  
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Irene M. Kepler - District 21

William A. Crouchman - District 23  
Michael A. Boyle - District 24  
Kathy D. Vosburne - District 25



# PLANNING & ECONOMIC DEVELOPMENT

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Mount Clemens, Michigan 48043  
586-469-5285 Fax 586-469-6787  
www.macombcountymi.gov/planning

Stephen N. Cassin, AICP  
Executive Director

August 5, 2008

Donald Morandini  
Deputy Director

## PLANNING COMMISSION

### MEMORANDUM

Bill Peterson  
Chairman

TO: Don Brown, Chairperson and members of the  
Budget Committee

Dominic LaRosa  
Vice-Chairman

FROM: Stephen N. Cassin  
Executive Director

Deborah S. Obrecht  
Secretary

RE: Business Counselor Position

Louis J. Burdi  
Bernard B. Calka  
Dan G. Dirks  
Ann E. Klein  
Elmer J. Kuss  
Betty M. Slinde

We are requesting that current Account Clerk IV Susan Bates be assigned to a temporary Business Counselor position. The Michigan SBTDC has provided an additional \$25,000 for increased business counseling services. Ms. Bates' current annual salary is \$36,287. Her salary as a Business Counselor would be \$45,024. This increase (\$8,737) would be more than offset by the funding resulting in a savings of \$16,263 as shown below.

Current Account Clerk IV Salary  
\$36,287 General Fund Obligation

Current Business Counselor Salary  
\$45,024  
- \$25,000 grant  
\$20,024 General Fund Obligation

Because the \$25,000 is tied to a grant allocation, the funding agency cannot at this time guarantee the commitment to continue in subsequent years. We are currently developing a proposal for 2009.

In this regard, we ask that the temporary reassignment be re-evaluated no later than September 1, 2009.

## MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman  
District 23  
Chairman

Dana Casprouh-Peterson  
District 18  
Vice Chair

Leonard Haggerty  
District 21  
Sergeant-at-Arms

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Susan L. Doherty - District 5

Joan Flynn - District 6  
Sue Rocca - District 7  
David Flynn - District 8  
Robert Mijac - District 9  
Phyllis DeSaele - District 10

Ed Szepepanski - District 11  
Peter J. Lund - District 12  
Don Brown - District 13  
Brian Butak - District 14  
Keith Renger - District 15

Carey Torrice - District 16  
Ed Bruley - District 17  
Paul Gielegheim - District 19  
Kathy Toocco - District 20

Betty Slinde - District 22  
Sarah Roberts - District 24  
Kathy D. Vosburg - District 25  
Lynn Lyolek - District 26

# **RECYCLABLE PAPER**

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Increase the budget for defense attorney fees in the Mental Division of the Probate Court by \$30,000 for fiscal year 2010, as outlined in the attached correspondence from the Finance Department. Funding is available from contingency. A representative from the Court will be in attendance at the meeting to answer specific questions.

INTRODUCED BY: Commissioner Brian Brdak, Chair, Budget Committee

COMMITTEE/MEETING DATE: Budget Committee, 12-14-2010



## FINANCE DEPARTMENT

10 N. Main St., 12th Floor  
Mount Clemens, Michigan 48043  
586-469-5250 FAX 586-469-5847

Gilbert J. Chang  
Finance Director

John H. Foster  
Assistant Finance Director

Robert Grzanka, C.P.A.  
Internal Audit Manager

Stephen L. Smigiel, C.P.A.  
Accounting Manager

TO: John H. Foster  
Assistant Finance Director

FROM: Stephen L. Smigiel *Steve*  
Accounting Manager

DATE: December 7, 2010

SUBJECT: Budget Adjustment for Probate Court – Mental Attorney Fees

A recent analysis of the current year budget of the Mental Division of the Probate Court budget indicates a need for an additional \$30,000 in defense attorney fees. The current budget is \$150,000 and the projected need is \$180,000 for fiscal year 2010. The court has indicated that the increase is being driven by increased case load. Correspondence from the Court is attached. A representative from the court will be available at Budget Committee to address specific questions. Funding is available from contingency. A schedule of actual expenses for the past four years is presented below.

2006 – \$157,661  
2007 – \$163,375  
2008 – \$124,718  
2009 – \$174,789  
2010 - \$180,000 (Estimated)

### MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1  
Marvin E. Sauger - District 2  
Phillip A. DiMaria - District 3  
Toni Mocerri - District 4  
Susan L. Doherty - District 5

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Ed Szczepanski - District 11

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Frank Accavitti Jr. - District 22

Joan Flynn  
District 6  
Sergeant-At-Arms

William A. Crouchman - District 23  
Michael A. Boyle - District 24  
Kathy D. Vosburg - District 25  
Jeffery S. Sprys - District 26

**From:** John Brennan  
**To:** stephen.smigiel@macombcountymi.gov  
**Date:** 12/7/2010 11:32:16 AM  
**Subject:** Probate Court budget

Steve,

Per our conversation this morning, I am writing to request an additional \$30,000 be allocated to the mental division of the Probate Court. Unfortunately, there has been an increase in caseload at the court pertaining to filings which require the appointment of an attorney pursuant to statute. These expenditures are beyond our control to regulate and keep down.

Thank you for your time and assistance in this matter.

John Brennan

**From:** Karlene Vaught  
**To:** Stephen Smigiel  
**Date:** 12/7/2010 11:25:55 AM  
**Subject:** Re: Fwd: Over budgets in Defense Attorney

Steve....FYI....Karlene

>>> Debbie Lux-Roland 12/7/2010 10:32 AM >>>

Hi Karlene, I was out sick yesterday so here is your response.

1. There is an increase in mental commitment filings, so an increase in the mandated court appointed attorneys.

2. Judge George appointed a lot of Guardian ad litem on various matters so that money was also coming out of the att budget since the GAL budget was so small and ran out months ago.

Anticipate needing at least \$20,000-25,000 to get us out of the 2010 year. I am sitting on about \$8,000 and you have the \$2421.45 IFAS sheet previously submitted, so that drains \$10,000.00 right off the top. I am getting a breakdown from Kathy for the actual amounts for 2010 that were GAL appointments so we can better divide the 2011 year att and GAL object codes in the budget.

Just as I got to this point John Brennan called. He advised me that they are requesting \$30,000 from Brd of Comm. We discussed this issue and above e-mail content. I am having Kathy submit our outstanding IFAS statements for the at fees. Let me know if you need anything else. thank you

>>> Karlene Vaught 12/6/2010 11:01 AM >>>

Hi

The Defense Attorney budget needs to be increase for year 2010. Do you know how much more you will need? Here is a breakdown of what has been spent in the past:

Year 2006 - \$157,000  
Year 2007 - \$163,000  
Year 2008 - \$125,000  
Year 2009 - \$175,000

There is an increase in expenditures in year 2009 & continuing in year 2010. Why the increase?

The Budget Committee meets next week so if we want the budget increase on the agenda for December, we need a response by the end of the day today.

Thanks

Karlene Vaught, Accountant  
Macomb County Finance Department  
Phone: 586-469-6106  
Fax: 586-469-5847

Karlene Vaught, Accountant  
Macomb County Finance Department  
Phone: 586-469-6106  
Fax: 586-469-5847

# **RECYCLABLE PAPER**

**A RESOLUTION ESTABLISHING SALARIES AND COMPENSATION IN LIEU OF FEES FOR ELECTED COUNTY-WIDE OFFICIALS, PER DIEM RATES FOR COUNTY BOARDS AND COMMISSIONS AND PROVIDE FOR COUNTY SUPPLEMENTARY PAY BENEFITS FOR CIRCUIT COURT, PROBATE COURT AND CERTAIN DISTRICT COURT JUDGES, AND TO PROVIDE PAYMENT FOR SAME OUT OF THE GENERAL FUND.**

**WHEREAS**, by virtue of existing laws, the Macomb County Board of Commissioners is authorized and empowered to fix the annual salaries and other compensation in lieu of all statutory fees, of elected County officials, and to supplement the State salaries of Circuit Court, Probate Court and certain District Court Judges, and to provide fringe benefits for all of the foregoing:

**NOW, THEREFORE, BE IT RESOLVED BY THE MACOMB COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:**

A. To the extent authorized by law, the elected officials listed below are hereby granted for the calendar years 2011 and 2012 the following annual salaries:

	<u>2011</u>	<u>2012</u>
County Clerk/Register of Deeds	\$106,745	\$106,745
County Prosecuting Attorney	\$115,482	\$115,482
County Sheriff	\$106,913	\$106,913
County Treasurer	\$106,745	\$106,745
County Public Works Commissioner	\$111,540	\$111,540

B. All of the foregoing elected County officials, unless otherwise provided herein, are awarded and entitled to receive all fringe benefits granted to all non-union County employees, as legally constituted and authorized by law, including cost of living allowance (COLA) based on two thousand eighty hours (2,080) per annum; provided, that none of the fringe benefits shall exceed total compensation as currently provided by law.

C. Where required or permitted by State statute, members of County boards and

commissions shall be paid a per diem of \$35.00, unless otherwise established by State statute.

D. **WHEREAS**, the statutes of the State of Michigan provide that the total annual salary, including cost of living allowance for a Circuit Court Judge, Probate Court Judge and District Court Judge, shall not exceed certain levels and/or percentages of the salary of a Justice of the Michigan Supreme Court, and the Macomb County Board of Commissioners has determined it wishes to pay an additional salary in addition to that paid by the State to said Judges at the amounts set forth in such statutes, which will entitle the County to be reimbursed from the State for said additional salary.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that in order to maintain the salaries of Circuit Court Judges, Probate Court Judges and District Court Judges in conformity with the statutes of the State of Michigan for the years 2011 and 2012:

1. Circuit Court Judges shall receive a total annualized salary not to exceed the maximum salaries based on the level or percentage of the salary of a Justice of the Michigan Supreme Court as set forth in MCLA 600.555. Further, it is the intent of the County of Macomb to contribute as an additional salary to the Circuit Court Judges, that amount as set forth in said statute which will entitle the County to reimbursement from the State.

2. Probate Court Judges shall receive a total annualized salary not to exceed the maximum salaries based on the level or percentage of the salary of a Justice of the Michigan Supreme Court as set forth in MCLA 600.821. Further, it is the intent of the County of Macomb to contribute as an additional salary to the Probate Court Judges, that amount as set forth in said statute which will entitle the County to reimbursement from the State.

3. District Court Judges shall receive a total annualized salary not to exceed the maximum salaries based on the level or percentage of the salary of a Justice of the Michigan Supreme Court as set forth in MCLA 600.8202. Further, it is the intent of the County of Macomb to contribute as an additional salary to the District Court Judges, that amount as set forth in said statute which will entitle the County to reimbursement from the State.

E. **BE IT FURTHER RESOLVED** that each of said Judges of the Circuit Court, Probate Court and District Court be and hereby are awarded and entitled to receive, with the exception of that benefit known as the cost of living allowance (COLA), all fringe benefits granted to all non-union County employees, as legally constituted and authorized by law, including, upon retirement, health care benefits to retired Judges who are members of either the Macomb County Employees Retirement System and/or the Michigan Judges Retirement System and who:

(1) Commenced his or her term of office prior to January 1, 2006 and have eight (8) or more years of actual County service, or

(2) Commenced his or her term of office on or after January 1, 2006 and have fifteen (15) or more years of actual County service.

F. **BE IT FURTHER RESOLVED** that the salary herein established for the County Sheriff is full compensation for overseeing the inmate food program as well as the performance of statutory duties and that the Sheriff shall receive the same fringe benefits as members of the Captains/Jail Administrator/Chief of Staff Collective Bargaining Unit.

G. **BE IT FURTHER RESOLVED**, except as otherwise mandated by law, that all fees and per diems collected by the County Clerk/Register of Deeds, the County

Prosecuting Attorney, the County Sheriff, the County Treasurer and the County Public Works Commissioner or their deputies or department employees be turned over to the County Treasurer for deposit in the general fund of the County of Macomb.

H. **BE IT FURTHER RESOLVED** that the foregoing salaries, compensation and other benefits are hereby approved for payment out of the general funds of the County of Macomb unless otherwise provided by law.

# **RECYCLABLE PAPER**

10

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: receive and file the 2010 Contingency Report Update.

INTRODUCED BY: Brian Brdak, Chairperson, Budget Committee

COMMITTEE/MEETING DATE: Budget Committee, Dec 14, 2010

**CONTINGENCY  
2010 ADOPTED BUDGET**

	DECREASES	INCREASES	BALANCE
<u>2010 ADOPTED BUDGET</u>			500,000
Board Approved Changes:			
Bd 04/29/10      Planning Dept-Environmental Assessment at Selfridge	(35,000)		
Bd 05/27/10      Risk Mgmt-Consultant to evaluate jail med svcs bids	(7,500)		
Bd 11/23/10      County Executive-transition allocation	(50,000)		
	(92,500)	0	(92,500)
<b>Available Budget</b>			<b>407,500</b>

December 2, 2010