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

STANLEY "SKIP" PRUSS
DIRECTOR

INFORMATION MEMORANDUM NO. 14

October 22, 2009

TO: All County Grant Administrators & County Representatives/Surveyors

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

RE: Peer Group Meeting Minutes

During our reviews of the 2008 Completion Reports we have noticed discrepancies concerning the function of the peer group in certain counties. In these instances, it has become necessary for us to request copies of the peer group meeting minutes to clarify whether these counties are following the proper procedures for ratifying corners according to the county plans. These requests have caused a ripple effect and delayed the process of closing out grants and authorizing payment for all counties, not just the ones requiring clarification.

In our continuing effort to streamline our review process and provide for more efficient payment processing, effective immediately, for the 2009 grant program and future programs, please provide copies of all peer group meeting minutes when submitting either a progress or completion report. Additionally, we require each peer group members' employer or the firm they are representing be noted in the meeting minutes or in separate documentation.

As a reminder, please note that adjoining counties are required to coordinate their efforts when county line corners are being monumented/remonumented. Counties may wish to hold joint peer group meetings when considering these corners for ratification.

If you have any questions, please contact our office at (517) 241-6321, or e-mail bccolsr@michigan.gov.

Providing for Michigan's Safety in the Built Environment

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