

MONROE COUNTY BOARD OF COMMISSIONERS

Date to be heard: 3/27/2019

Item for Formal Meeting? [checked] (Ex: Routine items, continuing grants)

OR

Item for Work Session / Discussion [] (Ex: Public interest items, Ordinance changes, new grants and grants that add personnel)

Title of item to appear on the agenda: Monroe County Surveyor's Corner Documentation Service Purchase Program

All Grants must complete the following

Is this a grant request? Yes []

New Grant to the County? Yes []

Grant Type:

Reimbursement/Drawdown [] Up Front Payment [] County IS Pass Through []

Federal Agency: [] Federal Program: [] CFDA #: [] Federal Award Number and Year: [] Or other identifying number Pass Through Entity: []

Amount Received Federal: [] State: [] Local Match: [] Total Received: []

Contracts/Agreements/MOU- Interlocal/Ordinance/Resolution/Grant item:

Fund Name: Surveyor Corner Perpetuation Fund Number: 1202 Amount: []

Executive Summary:

The County Surveyor proposes to establish a Corner Document Service Purchase Program to supplement the in-house corner perpetuation efforts of his office, to promote collaboration with private surveyors, to enhance the preservation and protection of corners that are outside of the current in-house focus area, and to increase the accuracy of the county GIS. With the approval of the County Council, the County Surveyor has established a "Geodetic Coordinate" service line within the Surveyor Corner Perpetuation Fund. The attached ordinance and exhibits were created in collaboration with David Schilling, Monroe County Administrative Attorney.

Person Presenting: David Schilling Department: Surveyor

County Legal Review required prior to submission of this form for all contracts

Attorney who reviewed: []

Submitted by: Trohn Enright-Randolph Date: 3/20/2019

Ordinance 2019-10

An ordinance amending the Monroe County Code Chapter 266 by the addition of Section 18, which establishes the Monroe County Surveyor's Corner Documentation Service Purchase Program.

Whereas, the Monroe County Surveyor ("County Surveyor") is statutorily responsible for establishing, perpetuating, and maintaining a corner record book and index;

Whereas, pursuant to Indiana Code 36-2-12-11(d)(2), the County Surveyor may enter into the corner record book the findings submitted by private, professional surveyors, who check and reference corners, and who are registered under Indiana Code 25-21.5;

Whereas, in order to promote the submission of corner references by private, professional surveyors, the County Surveyor has proposed to implement a Corner Documentation Service Purchase Program ("Program") through which corner references, compliant with Indiana Code 36-2-12-11 and 865 IAC 1-12-30, could be purchased from private, professional surveyors with Indiana registrations in good standing, to supplement the corner perpetuation efforts of the County Surveyor;

Whereas, the County Surveyor has prepared the offer form, report forms, procedures, and purchase amounts necessary to implement the Program;

Whereas, payments for the purchased corner reference services purchased under the Program would be made from the Geodetic Coordinate Fund within the County Surveyor's Budget;

Whereas, the Board of Commissioners of the County of Monroe, Indiana ("Commissioners") may approve any procedure it considers appropriate for the purchase of services for Monroe County government (see Indiana Code 5-22-6-1);

Whereas, the Commissioners may adopt rules and establish policies regarding the purchase of services for Monroe County government (see Indiana Code 5-22-6-2);

Whereas, the Commissioners have adopted procedures, rules, and policies for the purchase of services and have codified those procedures, rules, and policies as Monroe County Code Chapter 266; and,

Whereas, the Commissioners have reviewed the Program, as proposed by the County Surveyor, including the offer form, report forms, procedures, and purchase amounts, and find that the establishment of the Program, as a service purchase method of Monroe County government, would promote the efficient and effective perpetuation of corner records, would serve the public interest, and should be added to Monroe County Code Chapter 266;

Now, therefore, be it ordained and decreed by the Commissioners as follows:

Section 1. The Monroe County Code Chapter 266 shall be, and hereby is, amended by the addition of Section 18, which Section shall read as follows:

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CHAPTER 266

. . . .

266-18. Monroe County Surveyor's Corner Documentation Service Purchase Program

(A) Program Establishment.

The Monroe County Surveyor's Corner Documentation Service Purchase Program is hereby established and the County Surveyor is hereby authorized to purchase corner documentation services, without additional approval from the County Commissioners, subject to the provisions of this Section.

(B) Offer Form, Purchase Price Amounts, and Purchase Limitation

(1) The County Surveyor may purchase the corner documentation services, for the corresponding purchase prices, listed on the Corner Documentation Services Offer Form ("Offer Form"), which is attached hereto, and incorporated herein, as "Exhibit A." The approved purchase amounts are intended to reflect the reasonable costs associated with preparing the documentation and are not intended to reflect all of the costs necessary to perpetuate a corner in accordance with 865 IAC 1-12-30, including, for example, field work and drafting.

(2) The terms, conditions, and standards set forth in the Offer Form are approved service purchase procedures and policies of Monroe County government. Payment for services under the Program shall be made from the Geodetic Coordinate Fund within in the County Surveyor's Budget and shall be limited to the appropriated and available amounts within that fund.

(C) Reporting Forms

The Monroe County Surveyor has prepared Monument Record and Geodetic Coordinate reporting forms to be completed and

submitted by the offeror. Those reporting forms are attached hereto and incorporated herein, respectively, as "Exhibit B" and "Exhibit C."

(D) Minor changes to Forms

Minor or cosmetic changes to the forms incorporated in this Chapter may be made by the County Surveyor, without County Commissioner approval. Minor or cosmetic changes shall be changes that do not amend the purchase prices, the corner documentation standards, or the types of services listed for purchase on the incorporated forms. Changes relating to format or to specific Program administration procedures (e.g., procedures for receiving, evaluating, and processing offers and documentation) shall be deemed minor changes.

Section 3. This ordinance shall take effect upon adoption.

SO APPROVED AND ORDAINED by the Commissioners this 27 day of March, 2019.

AYE VOTES

NAY VOTES



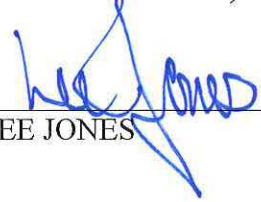
JULIE THOMAS, President

JULIE THOMAS, President

NOT PRESENT

AMANDA BARGE, Vice President

AMANDA BARGE, Vice President



LEE JONES

LEE JONES

ATTEST: 

CATHERINE SMITH, Auditor



Office of the Monroe County Surveyor
Trohn Enright-Randolph

surveyoroffice@co.monroe.in.us
Health Services Building
119 West 7th Street
Bloomington, IN 47404
Phone: (812) 349-2570

Corner Documentation Services Offer Form

The undersigned private, professional surveyor with Indiana registration in good standing (Offeror) offers to sell to the Monroe County Surveyor documentation services for the following corners subject to following terms, conditions, and procedures.

Monroe County Surveyor's Corner Documentation Service Purchase Program- Fee Schedule

Service:	Fee
Documenting the perpetuation and history of a section corner, quarter section corner, or center quarter corner with a Monroe County Monument Record Form when a	
<ul style="list-style-type: none"> • stone monument is found at a corner that is classified as Unknown or Referenced. 	\$400
<ul style="list-style-type: none"> • monument (other than a stone) is found at a corner that is classified as Unknown or Referenced. 	\$375
<ul style="list-style-type: none"> • monument is set at a corner that is classified as Unknown or Referenced. 	\$350
<ul style="list-style-type: none"> • monument is found or set at a corner that is classified as Perpetuated, but the Offeror, the County Surveyor, the County Surveyor's staff professional surveyor, and the Surveyor Review Board all agree that the monument currently classified as Perpetuated was accepted in error and is better represented by the monument documented on the submitted Monroe County Monument Record Form. 	\$300
<ul style="list-style-type: none"> • monument is set at a corner that is classified as Perpetuated, but the monument on file has been destroyed. 	\$250
<ul style="list-style-type: none"> • monument is found at a corner that is classified as Perpetuated, but the County Surveyor does not have survey grade coordinates on file. 	\$200
Documenting the coordinates of a section corner, quarter section corner, or center quarter corner with a Monroe County PLSS Geodetic Coordinate Form when a monument classified as Perpetuated, Unknown, or Referenced is found or set that does not have survey grade coordinates on file.	
<ul style="list-style-type: none"> • For the first monument. 	\$100
<ul style="list-style-type: none"> • For each additional monument referenced to the same recorded boundary survey. 	\$50

Offeror: please complete this form and return to the County Surveyor at the address listed above.

Upon acceptance of the offer, or any portion of the offer, the County Surveyor will provide corner specific Monument Record Forms and/or Geodetic Coordinate Forms (Forms) in Word format to the Offeror. The Forms shall state the current corner classification and coordinate status for each corner to be documented, along with written notice to proceed. Completed forms must be returned to the County Surveyor within one hundred and eighty (180) weekdays of the County Surveyor's notice to proceed. Forms shall be filled out completely and returned digitally to the County Surveyor. Within fifteen (15) working days of receipt of a completed form, the County Surveyor and the County Surveyor's staff professional surveyor shall review the Forms for compliance with the terms of purchase. The County Surveyor shall identify, in writing, any form deficiencies. Forms deemed non-compliant or incomplete shall be returned to the Offeror for correction or completion. Revised forms shall be returned to the County Surveyor within fifteen (15) working days of receipt. The Offeror shall invoice the County Surveyor for each approved Form in accordance with the fee schedule and shall provide a current W-9.

Offeror Name	Indiana PS #
Phone #	Date Click here to enter a date.
Email Address	
Firm Name	
Mailing Address	
Documentation services offered for the following corners (provide Corner IDs):	



Office of the Monroe County Surveyor
Trohn Enright-Randolph

surveyorsoffice@co.monroe.in.us
Health Services Building
119 West 7th Street
Bloomington, IN 47404
Phone: (812) 349-2570

Corner Documentation Services Offer Form

It is further agreed that:

- Acceptance of the Offer is contingent upon the availability of sufficient appropriated funds.
- The Offeror shall follow all procedures for Section Corner Perpetuation in accordance with the provisions of 865 IAC 1-12-30.
- Corner ID shall be based upon the Monroe County Corner Record Index Guide as identified on the [Monroe County Survey Utility](#) webmap. Care should be taken when working in Township 10 North – Range 1 East as Corner IDs follow a non-standard naming convention.
- New monuments shall be a 5/8-inch rebar with cap, 4-1/2-inch mag spike in a washer, Harrison Monument, INDOT Section Corner Monument, or other monument acceptable to the County Surveyor. New monuments placed in paved surfaces shall be 0.1' below grade. Harrison Monuments will be provided by the County Surveyor upon request at no charge.
- Excepting corners documented with a Geodetic Coordinate form, a Monroe County “PROTECT NEARBY SURVEY MARKER” sign shall be set when practicable at each documented corner. When appropriate, the sign should be attached to a steel post. Signs, 5-foot steel t-posts, and sign brackets will be provided by the County Surveyor upon request at no charge.
- Field work (geodetic coordinate collection, witness monument ties, photos) shall have been performed within four (4) years of Form submittal.
- Documentation prepared by government employees as part of their governmental employment may be received as donation, but may not be purchased under this program.
- All forms shall contain a reference to a recorded boundary survey certified by the Offeror. Said recorded boundary survey must identify and accept the certified corner and shall have been recorded within three (3) years of Form submittal.
- All Forms shall contain Geodetic Coordinates for the monument.
- Geodetic Coordinates shall be based upon the Indiana Geospatial Coordinate System (InGCS) for Monroe County, or Indiana State Plane Coordinates West Zone, NAD83(2011) Epoch 2010.0000, Geoid model G2012BU7, or the latest reference datum used by NGS OPUS. Detailed metadata supporting the method of establishing the geodetic coordinates shall be provided. Distances shall be provided in US Survey Feet.
- The Offeror shall furnish all services, labor, transportation, materials, equipment, and other related expenses necessary to conduct and complete the work unless otherwise noted herein.
- The Offeror is considered an independent contractor, not an employee or agent of the County and agrees to protect, indemnify, and hold harmless Monroe County, its agents, employees, and assigns, from any and all causes of action, claims, demands, suits, liability or expense by reason of loss or damage to any property, or bodily injury to any person as a direct or indirect result of his/her operations or in connection with any action or omission of his/hers or those employed by him/her.
- The Offeror understands and agrees that acceptance of payment for services rendered under this application shall not imply that Monroe County places any sanction on the corner position, and that the liability for authenticity, accuracy, and acceptability of the corner position lies entirely with the Offeror.
- All Forms submitted pursuant to the Program shall be deemed public records of Monroe County, Indiana. However, only information that has been purchased by the County Surveyor shall be placed into the Certified Monument Records.

Office Use Only

Corner ID	Acceptance of Offer (if no, provide reasons for denial)	Form Provided	Fee Range (min-max)
	<input type="checkbox"/> Yes <input type="checkbox"/> No,		
	<input type="checkbox"/> Yes <input type="checkbox"/> No,		
	<input type="checkbox"/> Yes <input type="checkbox"/> No,		
	<input type="checkbox"/> Yes <input type="checkbox"/> No,		
	<input type="checkbox"/> Yes <input type="checkbox"/> No,		
County Surveyor Name		County Surveyor Signature	Date Click here to enter a date.

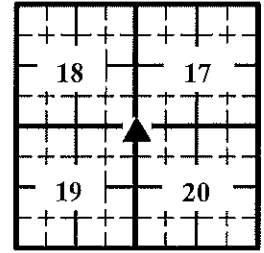
MONUMENT RECORD

Corner ID: CICr_E13

Section Corner

Sections 17, 18, 19 & 20- T07N-R01W, 2nd P.M.

Clear Creek Township, Monroe County, Indiana



EXISTING SURVEY HISTORY

Include as much detail and history of the corner as known at the time of perpetuation.

ORIGINAL GOVERNMENT SURVEY:

Year Surveyed: By:

Where filed or recorded:

Original monument:

Bearing Trees or Reference Monuments:

Species	Dia.	Bearing	Distance

Notes:

SUBSEQUENT CORNER RESTORATION:

Date Surveyed: By:

Where filed or recorded:

Original monument:

Bearing Trees or Reference Monuments:

Species	Dia.	Bearing	Distance

Notes:

SUBSEQUENT CORNER RESTORATION:

Date Surveyed: By:

Where filed or recorded:

Original monument:

Bearing Trees or Reference Monuments:

Species	Dia.	Bearing	Distance

Notes:

SUBSEQUENT CORNER RESTORATION:

Date Surveyed: By:

Where filed or recorded:

Original monument:

Bearing Trees or Reference Monuments:

Species	Dia.	Bearing	Distance

Notes:

ORIGINAL OR SUBSEQUENT SURVEY EVIDENCE FOUND: Include evidence found and weighed, search area or areas, search procedure, etc.

Date of Search: By: Monument Found: BTs or Reference Objects Found: Notes:

OTHER SURVEY HISTORY: Include details such as surveyor name, date, recording info, monument description, etc.

PERPETUATION RECORD

MONUMENT: Describe monument set or found (Include material type, scribing, distance above/below grade, dimensions.)

OTHER EVIDENCE: Describe corner location relative to nearby features and how to reach the corner location – note fences, roads, timber cutting lines, mow lines, clearings, plantings, streams, topo changes, etc.

THEORY OF LOCATION: Describe the theory of location for acceptance of this monument with reference to the recording information for the survey upon which this record is derived. Said recorded survey shall be certified by the same professional surveyor who certifies this document, shall identify and accept this monument, and shall have been recorded within (3) years of Form submittal.

MONUMENT PRESERVATION: Describe work done to preserve existing monument. Stone mounds should be placed around monuments when stones are readily available. Paint corner stones but not the scribing. A Monroe County "PROTECT NEARBY SURVEY MARKER" sign shall be attached to a steel post when practicable. Note location and relation of corner to sign.

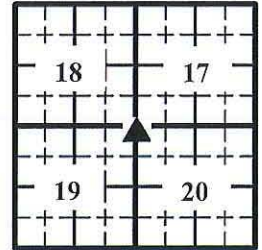
GEODETIC COORDINATES: Northing: , Easting:

MONUMENT RECORD

Corner ID: **CICr_E13**

Section Corner

Sections 17, 18, 19 & 20- T07N-R01W, 2nd P.M.
Clear Creek Township, Monroe County, Indiana



BASIS OF GEODETIC COORDINATES: Describe equipment, date, and personnel used to collect coordinates, datum, epoch, geoid and zone (e.g., Grid North System NAD83(2011)/Indiana West NAVD 88, Epoch 2010.0000, geoid12b_conus.db3, US Survey Feet, derived from GPS observations collected by Rachel Oser on December 13, 2018 utilizing a Javad Triumph LS Rover and a Javad Triumph 2 Base. Static observations were post-processed using the JAVAD GNSS Data Online Processing Service (DPOS). Distances obtained with GPS have not been adjusted to ground.)

WITNESS MONUMENT TIES: Describe at least three new BT's and/or witness objects established or work done to preserve existing evidence. The following procedures are provided for guidance. Please utilize professional judgment when choosing witness ties. All ties to BT's should be a magnetic nail and washer (state what kind) set in a hack mark at root crown (less than 12" above ground) perpendicular to center of tree unless otherwise noted. All monuments should be tied to at least three accessories with a minimum of 60° of separation. BTs should be healthy with a minimum DBH of 4". BT description should include tree species, diameter at 4.5' above ground, distance of nail above ground, and description of nail location (e.g., SE side of root). Note bearing from monument to the center of the BT, distance to the nail. Other survey monuments that were located in the vicinity and their relation to the monument may also be included.

ID	Bearing	Distance	Description

Notes:

MONUMENT LOCATION SKETCH: Optional: Attach a sketch or aerial image. Monument sketch is not required for reimbursement.

PHOTO IDENTIFIED: Photograph close up photo of monument and a vicinity photo of the monument that includes the Monroe County "PROTECT NEARBY SURVEY MARKER" sign. Provide photo orientation and date. Additional photos may be included by clicking the "+" button at the end of the horizontal line.

Photo Date: *Click here to enter a date.*



Photo Orientation & Description:



Photo Orientation & Description:

FIELD PERSONNEL:

Field Date: By: Project #: Field Book: , page: Notes:

CERTIFICATION:

Professional Surveyor Name:

Indiana Professional Surveyor No.:

Firm Name:

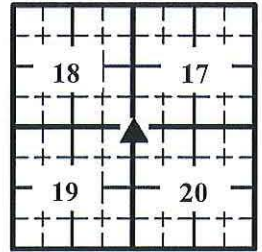
Date: *Click here to enter a date.*

MONUMENT RECORD

Corner ID: CICr_E13

Section Corner

Sections 17, 18, 19 & 20- T07N-R01W, 2nd P.M.
Clear Creek Township, Monroe County, Indiana



Signature:



Seal:

OFFICE USE ONLY

NOTICE TO PROCEED AND MONUMENT RECORD FORM ISSUED TO:

Offeror Name:				Firm Name:	
Phone:				Email:	
Corner Classification:			Corner Coordinate Status:		
Issue Date:	<i>Click here to enter a date.</i>	Form Due Date:	<i>Click here to enter a date.</i>	Form Receipt Date:	

COUNTY SURVEYOR APPROVAL:

<input type="checkbox"/> Yes, Signature: _____ Date: _____	
<input type="checkbox"/> No, reasons for denial	

SURVEYOR REVIEW BOARD APPROVAL:

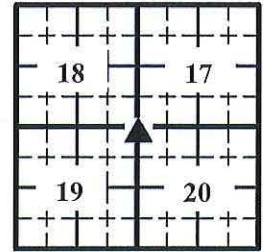
<input type="checkbox"/> Yes, Signature: _____ Date: _____	
<input type="checkbox"/> No, reasons for denial	

GEODETIC COORDINATE FORM

Corner ID: CICr_E13

Section Corner

Sections 17, 18, 19 & 20- T07N-R01W, 2nd P.M.
Clear Creek Township, Monroe County, Indiana



GEODETIC COORDINATES: Northing: _____, Easting: _____

BASIS OF GEODETIC COORDINATES: Describe equipment, date, and personnel used to collect coordinates, datum, epoch, geoid and zone (i.e. Grid North System NAD83(2011)/Indiana West NAVD 88, Epoch 2010.0000, geoid12b_conus.db3, US Survey Feet, derived from GPS observations collected by Rachel Oser on December 13, 2018 utilizing a Javad Triumph LS Rover and a Javad Triumph 2 Base. Static observations were post-processed using the JAVAD GNSS Data Online Processing Service (DPOS). Distances obtained with GPS have not been adjusted to ground.)

THEORY OF LOCATION: Describe the theory of location for acceptance of this monument with reference to the recording information for the survey upon which this record is derived. Said recorded survey shall be certified by the same professional surveyor who certifies this document, shall identify and accept this monument, and shall have been recorded within three (3) years of Form submittal.

NOTES:

CERTIFICATION:

Professional Surveyor Name:

Indiana Professional Surveyor No.:

Firm Name:

Date: *Click here to enter a date.*

Signature:



Seal:

OFFICE USE ONLY

NOTICE TO PROCEED AND GEODETIC COORDINATE FORM ISSUED TO:			
Offeror Name:		Firm Name:	
Phone:		Email:	
Corner Classification:		Corner Coordinate Status:	
Issue Date:	<i>Click here to enter a date.</i>	Form Due Date:	<i>Click here to enter a date.</i>
		Form Receipt Date:	

COUNTY SURVEYOR APPROVAL:	
<input type="checkbox"/> Yes, Signature: _____	Date: _____
<input type="checkbox"/> No, reasons for denial	
Seal:	