

**Ionia County Board of Commissioners
Committee-of-the-Whole**

March 19, 2019 - 3:00 p.m.

**Ionia County Administrative Building (old District Court Building)
Board of Commissioners room 3rd floor, 101 W. Main St.**

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of Agenda
 - A. Consideration of additional items
- V. Public Comment
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business
 - A.
- VII. New Business
 - A. Departmental Reports
 - 1. Central Dispatch
 - 2. Emergency Management
 - 3. Register of Deeds
 - B. West Michigan Regional Planning Commission – Dave Bee, Director
- VIII. Reports of Officers, Board and Standing Committees
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Closed Session
- XI. Adjournment

Ionia County Board of Commissioners
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Central Dispatch Report – March 19, 2019

Here are the latest happenings at Ionia County Central Dispatch. Unfortunately due to several conflicting meetings, I will be unable to attend the Committee of the Whole meeting.

MICHIGAN STATE POLICE RENT PROJECT:

A few weeks ago, County Administrator Stephanie Fox and the State of MI facilities folks came to a tentative agreement on the rental document allowing the Ionia Detachment of the Lakeview MSP post to move into half of the Central Dispatch building. Even though the final document has not been through the multitude of signatories at the state level; everything is in place. It is anticipated the detachment will officially move into the new quarters sometime in April.

With that; the project has become the central project for the administrative side of the dispatch operation to vacate half of the building and ready the new quarters and offices that our operation will move into. A considerable portion of our working weeks for Office Manager Vanessa Booth and me have been devoted to this move; balancing our regular work duties with sorting, assembling, relocating etc. The closer to the 'must be out' date the more our work lives revolve around making this happen. The other members of our administrative team, Supervisors Kevin Booth and Mike Ketchum have had to balance their necessary work responsibilities with their much needed help in making this relocation event happen on time. If not physically moving, painting or assembling; the four of us have been planning and plotting the final details of making the most efficient use of our side of the building along with planning how efficiently we can make this happen with the resources available.

Building Grounds and Maintenance employee Mike Eikey has been a super hero in assisting us with our endeavors. Mike has been responsible in constructing a separation wall in the garage area of our building to allow us access to our backroom radio room while separating the remainder of the area for MSP use. Mike has also been very, very busy tearing apart no longer needed work stations and hauling away for storage everything in our building that had to be removed. He has also fixed major wall and ceiling issues for painting. Mike literally removed a garage full of items that had ended up in our building for storage. Old desks, filing cabinets, office cube partitions, you name it, that must be removed from this building – he handled and removed to other locations. I have to commend Mike for an outstanding job and a tremendous asset to us. We never could have done this without him.

Vanessa Booth has painted the office areas she and I relocated to, along with our new meeting area, hallways etc. She has also spend countless hours sorting through years and years of records; separating out what must be retained from what could be shred according to our official retention schedule. We ended up with an assortment of boxes full of documents and piles of loose papers to be shred. This pile was three foot plus high and ten feet long. It kind of reminded me of a face cord of wood.

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Central Dispatch Report – March 19, 2019

Kevin and Mike have had to balance covering the dispatch floor and other supervisory duties with hauling, lifting and working on getting our entire operation onto our side of the building. Both of them spend a full day and a half setting up and assembling new office desk equipment in the new offices (I even got to help them!). This came at a very critical time for our move timeline. We were basically at a standstill in further vacating the MSP side of the building until Vanessa and I could be completely out of our office and work areas. After they had the office stations set up Vanessa and I could make our final move. Once our two work areas were vacant; we could concentrate on getting the remainder of the MSP side of the building empty.

As of this report; the area of our building MSP will be occupying is completely empty and ready for them with the exception of the conference room. We are hosted a Computer Aided Dispatch system (CAD) vendor demonstration on March 14th and the Sheriff's Office has reserved this room for a FOIA training they are sponsoring on March 19th. After these commitments, Building Grounds and Maintenance will remove the remainder of the tables and chairs and Central Dispatch will have officially vacated that portion of the building.

On our side, a number of items remain to be completed and/or installed. The area we are reconfiguring into a small meeting room is in the process of having walls and ceilings patched (Mike Eikey). Once the plaster work is finished Vanessa will paint the room. Once painted, Kevin, Mike and I will put the conference tables together.

We are reconfiguring our small breakroom near the dispatch floor by adding cupboards, a stove and refrigerator. Additional electrical outlets are also being installed to accommodate the final setup. The last item to complete our setup will be to procure an outdoor storage shed for the items we formerly stored in the garage (snow blower & gas and other items that can be stored in a non-climate controlled environment. I expect the meeting room to be painted and meeting tables installed by March 21 or 22 if not before. The breakroom reconfiguration and additional wiring should be complete by early April.

We have been working for the past month + to get where we are as of this report. The last two and a half weeks have basically involved a majority of our administrative team work time getting this project completed. The heavy lifting, construction, disassembly and other miscellaneous tasks fell upon Mike Eikey. Without Mike we would be two to three weeks behind if not more.

We are now getting back to our normal work responsibilities and the remaining items to complete involve less of our time now. We look forward to mid-April when this project is complete.

Ionia County Committee of The Whole

03/19/2019

Emergency Management Report

- 1) Countywide School Safety Board.
 - a. Board has been formed and has meet twice.
 - b. Purpose is to standardize part s of the schools EOP's
 - c. Provide Fresh eyes on security matters
- 2) ALICE
 - a. Continues to take place in schools and business's
 - b. The Right Door all staff
 - c. Herbrucks, will be training 800 staff.
 - d. Sheriff's office added two new instructors
 - e. Collective agency effort doing this training
- 3) Portland Flood/Belding Ice Storm
 - a. Response phase complete
 - b. Governors Declaration
 - c. 211 Service used during incidents
 - d. Recovery phase in progress
- 4) RACES Radio Room Move
 - a. They have moved from the dispatch room
 - b. Will operate temporarily from dispatch mechanical room.
 - c. Will be pursuing funding to make move complete to the courthouse.
- 5) Internship Requested
 - a. Have a person wanting to do an internship for collage course
 - b. Could assist with developing/completing the mitigation plan.
- 6) Online Class Registration Service
 - a. Working on setting one up

- b. Will make it easier to track class registrations
- c. Used for CPR ALICE, Hunters Safety, Boaters Safety, etc.

7) Projects

- a. Working on 2017 HSGP funded projects
- b. 2018 HSGP funds will be made available in June
- c. New Fiduciary will be fully onboard by May

8) Training

- a. Will be looking for PIO training for Local Officials
- b. Will be hosting a MICIMS class in the near future.

Respectfully,

Sgt. William S. Hoskins

Ionia County Sheriff's Office

Emergency Management Division.

IONIA COUNTY REGISTER OF DEEDS

2018 ANNUAL REPORT

<u>INSTRUMENTS</u>	<u>NO. RECORDED</u>	<u>FEEES</u>
<u>RECORDED INSTRUMENTS</u>		
Includes all Deeds, Probate, Patents, Rights of Way, Easements, Surveys, Powers of Attorney, Death Certificates, Oil & Gas Leases; Mortgages, including Tax Liens, Discharges, Judgments, Lis Pendens, Fixture Filings, And Land Corner Recordation Certificates	11,090	239,754.00
Plats	0	0.00
<u>MISCELLANEOUS</u>		
Copies		75,042.00
Funds on deposit in escrow		1,527.00
Misc fax fees, etc		85.00
<u>MAPPING & DESCRIPTION</u>		
Searches		60.00
Tract Index Use		13,611.00
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FEE TOTALS		\$330,079.00
TRANSFER TAX – COUNTY		223,279.10
MSSR - COUNTY		567.78
AUTOMATION FUND		55,445.00
AUTOMATION FUND INTEREST		1,730.90
TOTAL COUNTY REVENUE FOR 2018		\$611,101.78
TAX CERTIFICATE FEES COLLECTED FOR TREASURER		\$8,555.00
MSSR FEES SENT TO STATE		\$ 37,284.22
STATE TRANSFER TAX SENT TO STATE		\$1,452,090.00
TOTAL GENERATED REVENUE		\$2,109,031.00

Respectfully submitted,

Diane M. Adams

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Register of Deeds

March 19, 2019

The attached 2018 Annual Report reflects all monies taken in and distributed by the Ionia County Register of Deeds Office for the year 2018.

Staffing levels in the office are working well with a full-time Chief Deputy, a full-time Deputy, and the part-time County Abstractor.

Our Abstractor continues to verify each transfer document (deeds, land contracts, etc.) to be sure the description matches what is on our tax roll. If the description is determined to be correct, the tax parcel number is added to the document. This procedure often identifies errors in legal descriptions, in our tax parcel information, or mapping. The document submitter is given the option of correcting the document and resubmitting for recording. Most submitters are grateful that erroneous documents are not being recorded since it is costly to correct errors after recordation.

Since implementation of e-recording in May of 2015, it has become a popular method of recording documents. Electronic payments have surpassed cash and checks by over \$868,000 this year. Funds for the day's e-recordings are received through ACH to the County's bank account by the next morning. All deed documents are routed electronically to our Abstractor for parcel number verification. Documents requiring tax certification are electronically routed to the Treasurer, and then back to our office for recording.

Our ultimate long-term goal is to have every document on file back to 1833 available on the computer index. We have accomplished the scanning and uploading of all deed documents, with backfile indexing being done each day by our Deputy Register.

The legislation for a flat fee was enacted as PA 224 of 2016, and took effect on October 1, 2016. The flat fee is \$30 per document, regardless of how many pages it contains. This amount was based on surveys of document totals and revenue statewide. It has streamlined both recording and preparation of closing statements, and is less confusing for the public than the old per-page rate. Comparing our document and fee totals to 2016, I notice an increase in revenue for that line item.

County transfer tax revenue is nearly \$28,000 over last year. Treasurer's tax certification fees indicate an increase of transfer documents needing tax certification by nearly 100 over last year.

For the first time, our Total Generated Revenue exceeds \$2,000,000.

Respectfully submitted,

Diane M. Adams

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Register of Deeds