

MINUTES OF THE 2011 KALAMAZOO COUNTY

APPORTIONMENT COMMISSION

MARCH 15, 2011 @ 8:00 AM

Kalamazoo County Administration Building, Room 207-A

**PRESENT:** Mary Balkema – County Treasurer arrived 8:18 a.m.  
Thom Canny – Kalamazoo County Associate Corporate Counsel  
Jeff Fink – Kalamazoo County Prosecutor  
Al Heilman – Kalamazoo County Republican Party  
David Pawloski – Kalamazoo County Democratic Party  
Tim Snow – Kalamazoo County Clerk/Register

The meeting was called to order at 8:05 a.m. by Chairman Jeff Fink. Roll call was taken. There were also few members of the public present.

Item 3 – Approval of March 1, 2011 Minutes

Commissioner Al Heilman moved and it was duly seconded that the minutes of the March 1, 2011 meeting approved and distributed.

There being no discussion, the motion carried by a voice vote.

Item 4 – Public Comment

There was no public comment.

Item 5 – Rules of Procedure – Final Comments

Chairman Fink stated Vice Chairman Snow had emailed the Rules of Procedures to the Commission and wanted to know if there were any comments or changes.

Commissioner Al Heilman moved and it was duly seconded to approve the Rules of Procedures as presented.

There being no discussion, the motion carried by a voice vote.

Item 6 – Discussion - Webpage

Vice Chairman Snow stated the Apportionment Commission would have information available on the website: [www.kalcounty.com/apportionment](http://www.kalcounty.com/apportionment). Some discussion ensued.

## Item 7 -Discussion – Computer Program

Vice Chairman Snow reviewed the various software programs received. He stated Ms. Lisa Thompson, IS Director was here to answer any questions the Commission may have.

Chairman Fink indicated information was received from the following vendors:

Maptitude by Caliper

DistrictSolv by ArcBridge

Borderline by Moonshadow

AutoBound by Citygate GIS

Districting by ArcGIS

Chairman Fink inquired how long it would take to get the program up and running once the Commission made a decision on the vendor/program. Vice Chairman Snow indicated he didn't think it would take that long. Vice Chairman Snow stated he was waiting on information from the State on AutoBound because they were on the State's purchasing program. Chairman Fink inquired if Vice Chairman had spoken with any other counties to see what they were using and what they were saying about the programs they were using. Some discussion ensued. Vice Chairman inquired of Lisa Thompson & Lotta Jarnefelt if the programs looked or worked similar. Ms. Jarnefelt stated they basically all do the same, however, she stated there was an software add-on available for the current GIS software for no additional cost. She also stated the GIS Coordinator, Jason Enos, was available to manipulate the data. Chairman Fink inquired if it was possible for Commissioners to take the information and work on it on their personal machine. Ms. Jarnefelt stated the web based programs would be the best for this purpose. Mr. Jason Enos, GIS Coordinator stated none of these programs were stand alone programs. He stated GIS software was very difficult to use and not user friendly. Commission Heilman inquired if individual Commissioners would be available to access and use the program individually? Ms. Jarnefelt stated she could provide maps of the County. Discussion ensued on how to use the data to manipulate the numbers and how to divide the districts.

Chairman Fink inquired of the Commission when they wanted to make a decision on which vendor to go with. Vice Chairman Snow would bring a recommendation to the next meeting.

The Commission decided to work as a group on determining the districts.

## Item 8 – Meeting Dates

Chairman Fink stated the next meeting would be March 29 at 8 a.m. at which time the Commission would decide which software vendor to proceed with.

## Item 9 – Additional Business

Vice Chairman Snow stated the census information had to be distributed to the State by April 1, 2011 and he would find out on March 17 whether Michigan would be on the next distribution list.

Chairman Fink stated Vice Chairman Snow would be giving the Board of Commissioners an Apportionment update at today's Committee of the Whole meeting at 4 p.m.

#### Item 10 – Public Comment

Ms. Lisa Thompson inquired if any contracts needed to be brought to the Board of Commissioners for approval and Corporate Counsel Canny stated the Apportionment Commission is authorized to approve any contracts.

Commissioner Heilman moved and it was duly seconded that the Chair or Vice Chairman be authorized to sign the contract for software vendor.

There being no discussion, the motion carried by a voice vote.

Chairman Fink stated the Commission has not decided on a number of Board of Commissioners and would work together on the districts.

Ms. Jarnefelt stated she would provide maps of the last Commission as well as information based on 7 an 11 districts.

#### Item 11 - Adjourn

With no further business, Commissioner Heilman moved and it was duly seconded to adjourn the meeting.

The Commission adjourned at 8:45 a.m.

Respectfully submitted,

Dina Sutton, Secretary  
To Apportionment Commission