

MINUTES
SAGINAW AREA GIS AUTHORITY
EXECUTIVE COMMITTEE
JANUARY 12, 2005
(9:00 a.m.)

Tittabawassee Township
Board Room
145 South Second Street
Freeland, Michigan

Members Present: Brian Kischnick, Chair; Rob Grose, Vice-Chair; Jim Lehman, Treasurer; Russ Taylor, Secretary; Johnathan Miller, Member; Terry Crevia, Member; Jeff Klopocic, Member; Ken Bayne, Member.

Others Present: Dan Hoffman, GIS Authority; Bill Jeruski, GIS Authority; Tim Inman, Spicer Group.

1. Meeting was called to order by Chairman Kischnick at 9:08 a.m.
 - a. **Approval of Agenda:** Motion by K. Bayne, supported by J. Lehman, to approve the agenda with the addition of 4.c. Data Collection Status, and 4.d. Website Update. **Motion Carried.**

2. **Review Budget**

J. Lehman presented the current budget information. He noted that all communities have paid their balance. He submitted bills for payment. Motion by K. Bayne, supported by R. Grose, to approve payment to the accountant Roberts, Boehler & Fisher in the amount of \$200.00. **Motion Carried.**

Motion by K. Bayne, supported by R. Grose, to approve payment to MSU Extension in the amount of \$3,641.00 for all of the software licenses. **Motion Carried.**

Motion by K. Bayne, supported by R. Grose, to approve the financial statement submitted by J. Lehman. **Motion Carried.**

3. **Membership Review**
 - a. **Membership Letters:** B. Kischnick stated that he thought that we should send a letter to non-profit organizations to let them know the GIS membership costs. J. Klopocic stated that he had been looking for samples from other GIS entities. He planned to have a draft of the letter for the next Executive Committee meeting.

4. **Technical Committee Report**
 - a. **RFP Status and Summary:** D. Hoffman gave a brief report on the status of the RFP. He stated that Kucera International was the selected vendor from Ohio. He indicated that this was the same company that did the original work for the County GIS, and that he had looked into their references from the City of Midland and Van Buren County. The adjusted cost of the proposed scope of work is

\$108,780.00. There was a great deal of discussion about the addition of more specific planimetric services to the contract. In response to D. Hoffman's request for a quote, Kucera submitted a price of \$72,430 to do the entire county.

Additional discussion occurred pertaining to FEMA's map modernization program and about the potential for SAGA to participate through the information collected through the aerial photography. Motion by K. Bayne, supported by R. Grose, to approve an agreement yet to be written for \$108,780.00 based upon the RFP descriptions, which includes the expanded area; and to direct D. Hoffman to negotiate and explore other alternatives for the planimetric work. **Motion Carried.**

Further discussion followed with regard to the need to send the eventual contract to the GIS attorney. It was generally agreed that the review by Bill Smith on behalf of the County would be sufficient. It was then motioned by R. Taylor, supported by R. Grose to ask J. Miller personally review the document with Bill Smith and D. Hoffman. **Motion Carried.**

- b. **License/Software Update:** D. Hoffman stated that the order is in for the software as noted by the approval of the payment to MSU Extension. There is no guaranteed delivery date, so once the software is received he will be contacting communities for its installation.
- c. **Data Collection Status:** J. Kloplic distributed a list of all the communities indicating the status of the data collection. There has been some hold up with those communities that rely upon the Master Appraiser software. He plans to hold a Beta test on January 24th that would only involve the member communities' staff.
- d. **Website Update:** J. Kloplic will distribute a request to all communities at the next regular meeting as to how frequently they want their data updated. The GIS staff will then email reminders to those communities on their requested schedule to instruct them to follow through the procedure for updating the information. K. Bayne was concerned about a possible timing disconnect between the Equalization Department's recording of land divisions and each assessor's data recording. After much discussion, it was decided that there should not be a problem.

5. Other Business

None

6. The meeting was adjourned at 10:47 a.m.

Future Meetings:

- **Regular Meeting: January 24, 2005 @ 9:00 a.m. at the MSU Extension Offices.**
- **Executive Committee: February 9, 2005 @ 9:00 a.m. at the Kochville Township Board Room at 5851 Mackinaw Road, Saginaw.**

Prepared by: R. Taylor, Thomas Township