

**MINUTES
SAGINAW AREA GIS AUTHORITY
EXECUTIVE COMMITTEE**

**July 13, 2005
(9:00 a.m.)**

**Saginaw County Road Commission
3020 Sheridan
Saginaw, Michigan 48601**

Members Present: Brian Kischnick, Chairman, Vice-Chair; Jim Lehman, Treasurer; Betsy Wietfeldt for Russ Taylor, Secretary; Johnathan Miller, Member; Terry Crevia, Member; Ken Bayne, Member; Larry King, Member.

Others Present: Dan Hoffman, GIS Authority; Bill Jeruski, GIS Authority; John Malzahn, Bridgeport Township.

1. Meeting was called to order by Chairman Kischnick at 9:00 a.m.
2. Roll Call was taken.
3. **Approval of Agenda:** Motion by **J. Lehman**, supported by **L. King**, to approve the agenda. **Motion Carried**
4. **Approval of Minutes:** Motion made by **L. King**, supported by **J. Lehman** to approve the Minutes of June 8, 2005. **Motion Carried.**
5. **Accounts Payable and Budget Review:**
Motion by **L. King**, supported by **T. Crevia**, to approve the following payments; \$32,479.02 to Saginaw County; \$90.48 for mileage reimbursement; \$755.92 external hard drives for the transfer of raw scans from the fly-over. **Motion Carried.**

Treasurer J. Lehman reported \$55,424.00 in the money market account and \$32,775.69 in the checking account.

6. **Discussion of Public/Quasi Public Agreements:**
J. Malzahn spoke, that after looking for the inter-governmental agreement, and the enhanced access policy via the web site, and another document which was sent by **D. Hoffman**, that some sort of clarification needs to take place as to which documents need to be signed when. Motion was made by **J. Miller** and supported by **L. King** to recommend to the full board that they approve attachment 1 (the enhanced access policy) to the quasi public agreement.

Chairman Kischnick reminded all that the Intergovernmental Agreements need to be signed by all member Boards and returned to **D. Hoffman** as soon as possible.

7. Staff Report

- a. **Arc View Training Update:** **D. Hoffman** stated that training was going good, the Road Commission, Saginaw County Staff, Zilwaukee and Blumfield still need to be trained. Saginaw County Road Commission have twelve (12) staff that will be in over the next week, and then he will move on to anyone in the County who wants to learn.
- b. **Orthophotography Update:** **D. Hoffman** stated that the raw scans are done and he will be mailing the hard drives to the company that did the photography to get the raw data. He reminds us all that this is just the raw scan, not the finished data. He stated that they are about two to three weeks behind in the project, but he is still looking for completion of the Ortho's by year end as stated in the contract. **D. Hoffman** did reiterate that the dates of completion were estimates, but he still feels they can get the job complete by year end.

D. Hoffman also gave **Chairman Kischnick** a grant application from the State of Michigan for recapture of some of the costs of the Ortho's. This application will be sent out to all members and put on the general membership agenda for approval and authority for **Chairman Kischnick** to enter into this grant application. This grant will enable the State, through the Michigan Center for Geographic Information (CGI), to give SAGA 10%-20% of the original \$107, 980 project cost, which equates out to about \$21,596.00. In return the Authority will have to give the CGI the finished Ortho project, which they will make available on their website, but at a non-color, lower resolution. **Chairman Kischnick** asked if CGI already has other Ortho's on the website, and **D. Hoffman** stated he did not think so. **D. Hoffman** stated that the grant funds are part of a joint federal and state venture to help local governments to keep their Ortho's updated. **D. Hoffman** will print samples of the raw scan material for the general meeting on July 18th, so the members can see some of the progress.

- c. **Membership Update:** no other municipalities have joined since the last meeting, but **D. Hoffman** expects one more (Village of Chesaning). Letters to non-member municipalities were sent out again on June 15, 2005, and feels that once we have some good data to present to the Saginaw News for some publicity, which will include what Municipalities are members and which are non members, that the remaining few non members may have a change of heart.

J. Miller also stated that based upon a Homeland Security need, that the Saginaw Intermediate School District was still interested in becoming a member, and that maybe he and **D. Hoffman** will pursue their membership.

8. Discussion of Goals and Objectives:

Chairman Kischnick stated that he felt the goals are and have always been to a) build a product; b) educate the members, so that we can in turn; c) grow the membership. If any member municipalities are having issues with the product, that maybe we all should take a look at the original set of services which were going to be covered by the \$1.00 per

parcel costs, and if enhancements are to be made, then the membership fees should be increased. **L. King** reiterated the same thing, that as a new Authority we are bound to have some growing pains, and the discussion will be on-going about services and expectations. **K. Bayne** stated that all the member municipalities were a part of the discussion at the very beginning, concerning what services are included as part of the base services, and we should not lose sight of that fact. Enhanced products can be built over time. **J. Lehman** stated that at some point enhancements could become part of the base services, but combining of resources need to take place, and in reality, more services means more money spent by the member municipalities.

9. **Other Business: J. Miller and D. Hoffman** stated that the County's hard drive card which stores the GIS data had gone down, and was patched together to keep it working until the City of Saginaw installs a server, which has been ordered. No maintenance is being done on the County Server, as it awaits the transfer of data to the City of Saginaw server. **K. Bayne** asked if the data was secure, and **J. Miller** stated that the data was backed up nightly, and has a safe subsystem back up, and that the data is also transferred nightly to an off site storage via tape back up. **J. Miller** stated that he could put some pressure on the City of Saginaw to get the server in and have the IT Department get it running quickly. In other business;

J. Malzahn presented that he was invited by the Governor to Lansing on June 29, 2005 to be part of a group discussion concerning intergovernmental agreements, and to discuss the progress that Saginaw County has made with various intergovernmental authorities such as the Storm Water Authority and the GIS Authority. Lansing was very interested with this concept and how well Saginaw County has made the intergovernmental authorities work. **J. Malzahn** also stated that there could be grant money available for some of the Saginaw County Authorities to become mentors to educate other municipalities on the use of the intergovernmental authorities. In other business;

10. **Next Regular Meeting:** July 18, 2005 at the MSU Extension Building.
11. **Next Executive Meeting:** August 10, 2005 at Thomas Township. This meeting will be held at the Public Safety Building, 8215 Shields Drive. Our new Conference Room in the old Board Room at our main office may not be completed by this date.
12. **Adjournment:** Motion by **L. King**, supported by **J. Malzahn** to adjourn the meeting at 10:00 a.m. Motion Carried.

K. Bayne suggested that the GIS Authority approach SVSU about developing and taking over the training portion of the GIS Authority. **D. Hoffman** also stated that SVSU has in the past showed interest in this avenue also, and that this would free up the GIS Staff.