

**MINUTES**  
**SAGINAW AREA GIS AUTHORITY**  
**EXECUTIVE COMMITTEE MEETING**  
**December 5, 2005**  
**(9:00 a.m.)**

**CITY OF SAGINAW GIS DEPARTMENT**  
**1435 SOUTH WASHINGTON**  
**SAGINAW, MICHIGAN 48601**

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**Members Present:** Brian Kischnick, Chairman; Rob Grose, Vice-Chairman; Russ Taylor, Secretary; Ken Bayne, Member; Jeff Kloplic, Member; Jerry Wieneke, Member; Johnathan Miller, Member.

**Others Present:** Dan Hoffman, SAGA; Bill Jeruski, SAGA.

1. The meeting was called to order by Chairman Kischnick at 8:00 a.m.
2. Roll Call was taken. A quorum was present
3. **Approval of Agenda:**  
Motion by Bayne, supported by Grose, to approve the agenda as proposed. **Motion Carried.**
4. **Accounts Payable and Budget Review:**  
There was no Treasurer report. Ken Berthune will be doing the audit. Hoffman has submitted nearly all of the paperwork for the audit. He will also contact SVSU about their membership. Bayne would like to have a list of the public sector fees paid above the membership fees. It was further pointed out that an investment policy needs to be adopted by the Authority. This should be put on the next agenda for review and approval.
5. **Centers for Regional Excellence Grant Update:**  
Grose reported that Bridget Smith from his office is finalizing the text for the grant submission. It is expected to be mailed on December 13<sup>th</sup>.
6. **Discuss Grant Writing Workshop Participation at SVSU:**  
Saginaw Future is holding a grant writing seminar on December 14<sup>th</sup> at SVSU from 9 a.m. to 4 p.m. in Curtis Hall. There is an opportunity for SAGA to set up a table to present some of the information available through the Authority. It was generally agreed that this would be a good option for encouraging more use and perhaps membership. Motion by Bayne, supported by Taylor, to direct Hoffman to set up a table at the Saginaw Future Grant Writing Workshop event. **Motion Carried.**
7. **Discuss ArcView Training Proposal:**  
Kloplic wanted to review his understanding of what was agreed upon at the last Board meeting with regard to the second phase of the ArcView training program. It was

agreed that the cost to the Authority for each class to be paid to the City would be \$260.00 and that there would be a minimum of four (4) and a maximum of six (6) people in each session. The Authority would be reimbursed at the rate of \$40.00/person. In those unusual cases where the minimum number of attendees could not be reached, a community would have the option of paying the additional cost between the number attending and the four minimum.

**8. Discuss Status and Policies of County Remonumentation Program:**

There was minimal discussion on this topic as it was felt that Mrs. Dodak should be asked to attend to thoroughly discuss the matter. Hoffman was asked to contact her about attending the next Executive meeting in February.

**9. Discuss Subdivision Submission Standards:**

The Committee discussed the need to have standards County-wide for digital data to be provided by developers as part of the submission of their projects that can then be easily transferred into the GIS. Klopceic provided some standards to Grose. He will try to prepare something for the Committee to consider at the next meeting.

**10. Other Business:**

The Authority is purchasing the computer that was budgeted this year for Jeruski. Hoffman also commented that Jeruski is finishing up the PA 116 mapping and that the Committee should be considering what other directions they want the staff to work on.

**11. Adjournment:**

The meeting was adjourned at 10:09 a.m.

**12. Next Regular Meeting – January 16, 2006 at 9:00 a.m. at MSU Extension.**

**13. Next Executive Meeting – February 6, 2005 at 9:00 a.m. at Saginaw Township Hall.**