

MINUTES
SAGINAW AREA GIS AUTHORITY
EXECUTIVE COMMITTEE

April 2, 2007
(9:00 a.m.)

James Township Board Room
6060 Swan Creek Road
Saginaw, MI

Members Present: Brian Kischnick, Chairman, Bridget Smith, Russ Taylor, Secretary; John Malzahn, Member, Bill Miller; Member, Jonathan Miller, Member; Jeff Kloplic, Member; Jerry Wienecke, Member; Ken Bayne, Member.

Others Present: Dan Hoffman and Bill Jeruski, GIS Authority.

1. Chairman Kischnick called the meeting to order at 9:00 a.m.

2. **Roll Call was taken. A quorum was present.**

3. **Approval of Agenda:**

Motion by Taylor, supported by Wienecke, to approve the agenda as presented. **Motion Carried.**

4. **Approval of Minutes:**

Motion by Malzahn, supported by J. Miller, to approve the minutes from the February 5, 2007 meeting. **Motion Carried.**

5. **Accounts Payable and Budget Review:**

Hoffman presented the updated budget summary from Treasurer Moore in his absence. The only outstanding bill needing approval was Hoffman's stipend. Motion by J. Miller, supported by Bayne, to approve payment of Hoffman's stipend. **Motion Carried.**

6. **Discussion of SAGA Website maintenance issues:**

Kloplic explained that the demands on the City staff's time to maintain and operate the website are becoming burdensome such that they are not able to complete the work that they need to do for the City. Danielle has been spending approximately 50% of her time on SAGA Website issues. Dan Sherman has been spending 20% of his time on similar matters. The last changeover that was completed due to the changes in the Equalizer software resulted in a massive amount of time being spent on the changeover. As a result, in the future, additional work will have to be prepared as a proposal that would be charged separately at the rate of \$65/hour. Hoffman is now receiving all of the email questions, instead of Danielle. Kloplic also noted that the Authority is going to need its own server as the website is taking too much storage away from the City's server due to

the amount of data being stored. J. Miller added that the Authority would need a disk array for adequate and efficient data storage. The server is estimated to cost between \$7,000 and \$10,000. The disk array will likely be around \$6,000. A proposal will be prepared for the next Executive committee meeting for consideration.

7. Discussion of posting delinquent taxes:

This topic was covered extensively at the last Executive Committee meeting; however, the question was posed as to the possibility of simply noting that delinquent taxes are paid or unpaid. This seemed to be a possibility, so Hoffman will communicate with Kloplic about preparing a proposal.

8. Discuss the staggered terms of SAGA Board members:

Malzahn prepared a list of all the member communities with three year staggered terms based upon previous Committee discussions. He also prepared a template resolution for each community to use when their three year appointment term needs to be renewed. Motion by Bayne, supported by J. Miller, to approve the proposed three year staggered term list presented by Malzahn. **Motion Carried.**

9. Other Business:

Tax Maps: Hoffman requested permission to buy paper for printing tax maps for member communities. Presently, communities are charged \$10/page for the maps. Discussion ensued about the fact that the fee really does not cover the actual costs. Motion by Malzahn, supported by J. Miller, to authorize the purchase of map paper for up to \$300 and to revise the printing fees to more accurately reflect the actual printing costs. **Motion Carried.**

10. Adjournment:

Motion by Bayne, supported by Wieneke, to adjourn the meeting at 9:57 a.m. **Motion Carried.**

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- **Next Executive Committee Meeting** – April 16, 2007 at 9:00 a.m. at MSU Extension.
 - **Next Regular Meeting** – June 4, 2007 at 9:00 a.m. at Thomas Township Public Safety Building.

Submitted by: Russ Taylor, Secretary