**MINUTES**

**SAGINAW AREA GIS AUTHORITY**

**Executive MEETING**

**January 9, 2023**

**(9:00am)**

**THOMAS TOWNSHIP BOARD ROOM**

**8215 Shields Drive**

**Saginaw, MI 48609**

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**Members Present**: Russ Taylor, Chairman; David Johnson, Vice-Chairman; Rob Grose, Treasurer; Mariah Kelly, Member; Alan Malesky, Member; Josh Brown, Member.

**Others Present:** Ken Berthiaume, Berthiaume & Company; Dan Hoffman and Bill Jeruski, GIS Authority.

**Meeting was called to order at 9:00am by Chairman Taylor.**

**Roll Call:**

A quorum was present.

**Approval of Agenda:**

*Motion by Grose with support by Malesky to accept agenda as presented.*

**Motion Carried.**

**Approval of Minutes from August 1, 2022:**

*Motion by Grose with support by Johnson to accept August 1, 2022 minutes as presented.*

**Motion Carried.**

**Accounts Payable and Budget Review:**

Grose presented the Treasurer’s Report. As of December 28, 2022, the SAGA Business Money Market Account stood at $275,036.59 and as of 09-23-2022 Business Checking Account at $336,473.14.

Hoffman asked for confirmation of the status of SAGA’s last quarterly payment of 2022 to Saginaw County.

Grose said he would investigate and report back to the board.

*Motion by Malesky with support by Johnson to accept the Accounts Payable and Budget Review as presented*.
**Motion Carried.**

**2022 Financial Audit:**

Ken Berthiaume, of Berthiaume and Company, reviewed the annual SAGA Financial Audit for the fiscal year ending September 30, 2022 before opening the floor for questions. Hard copies of the audit were available at the meeting.

Mr. Berthiaume stated that the audit went smoothly and that there were no problems.

He reported that the bookkeeping by Roberts, Boehler and Fisher was excellent as always.

*Motion by Grose with support by Brown to accept the Financial Audit as presented.*

**Motion Carried.**

**Extension of Contract with Berthiaume and Company:**

Discussion to have SAGA continue contracting for services with Berthiaume and Company for an additional three years.

*Motion by Grose with support by Johnson to recommend extending SAGA’s contract for audit services with Berthiaume and Company for an additional three years.*

**Motion Carried.**

**Staff Update:**

**Web Update:**

Jeruski reported that the FETCH Sales Search option will now allow users to create a downloadable .CSV file of the search results. The .CSV can then be imported into a spreadsheet for use. Grose stated that this new option was a great addition and very helpful for the assessors.

Jeruski also reported that he would soon be sending out a mailing to member community assessors asking whether or not they wished to have their tentative tax values displayed on FETCH. This display takes place annually from February 1 thru May 1. It was stated that moving the start date closer to March 1 is currently being considered.

Hoffman let the Executive Board know that new layers for Kochville Trail Heads and Trails, County Parcels, Updated Addresses, an Updated Road Commission Street Layer, as well as Richland, Tittabawassee and Saginaw Township Zoning have been added to FETCH.

It was stated that County Parcels are being updated on FETCH with increased frequency so as to keep pace with growth in Saginaw County’s real estate market as well as to provide more timely mapping data.

Hoffman explained that new Web Maps have been made available on the SAGA portal which include:

**Outfalls of Major Saginaw County Rivers for Emergency Management** (EM) - This map request was made by Lt. Przybylski (Saginaw County Sheriff’s Office/Emergency Management Division) following a Fall 2022 chemical spill into the Tittabawassee River which originated at Dow Diamond in the City of Midland. This interactive map can be used in the event of an emergency to pinpoint the location of spills, as well as anticipate the likely flow of spills occurring in Saginaw County’s waterways.

**Saginaw Township Vacant Parcel Sales** – This previously available interactive map was reported by Hoffman to now be under continuous update for timely accuracy.

**New Digital Elevation Model (DEM)** – A new DEM of the County was created for the Saginaw County Public Works Department after the old DEM file became corrupted. The DEM is used extensively by Public Works and its contractors.

It was reported that the following map projects have recently been produced for the membership:

At the request of Lt. Przybylski (Saginaw County Sheriff’s Office/Emergency Management Division) over fifty maps were created for their Emergency Management (EM) Hazard Mitigation Plan. It was reported that in the past much of this work had been done by Saginaw County Planning. Since the elimination of Planning as a County department the work has fallen to EM as assisted by SAGA.

Bridgeport Flood Maps and Zoning, Kochville Streets, Future Land Use and Zoning, and Village of St. Charles Parks.

County Commissioner Maps by township were produced for each individual municipality showing district boundaries. This work was requested by County Clerk Vanessa Guerra. The product was delivered in .pdf format to facilitate hard copy production.

Thomas Township Street Project maps were produced showing roads, adjacent parcels, and parcel ownership data. These maps were requested by Thomas Township to assist with project planning.

Cemetery map work is ongoing. Owen Cemetery in Thomas Township is complete and has been sent to Amalgam for inclusion on FETCH. Jeruski reported that parcel boundaries in the adjacent area have been adjusted in anticipation of this project.

Richland Cemetery is currently being mapped by Hoffman in conjunction with Richland Township.

**E-911 Update:**Hoffman stated that he recently completed worked with Kent County IT to create a new map service for Saginaw County 911. 911 is reporting the new service is working well and that they are pleased with the update.

**Homepage Domain Registration:**

Hoffman informed the board that SAGA had recently made a payment for a renewal of the SAGAGIS domain name. It was later determined that SAMSA, our webpage contractor, was administering the annual renewal of the domain name as part of our contract with them. A refund was issued to SAGA by the initial holder of the domain name. Going forward the domain will be registered annually by SAMSA on SAGA’s behalf.

**SAGA Credit Card:**

Hoffman let the board know that he was in the process of completing an application with First State Bank for a government entity credit card. Permission to do so had been previously agreed to by the board. The card will be used by SAGA staff for authorized purchases. The card will have a $10,000 limit. The monthly bill is to be received by the SAGA Treasurer for review and payment. Treasurer Grose signed the card application at the meeting.

**Other Business:**

Taylor inquired if the Authority should be looking into investing SAGA’s fund balance. He stated, to general agreement, that money market and CD rates have increased significantly lately. Grose agreed that it was worth investigating and said he would review investment options and report back.

**Adjournment:**

*Motion by Grose with support by Brown to adjourn.*

**Motion carried.**

Meeting adjourned at 9:44am.

***Next General Meeting*** – 9:00am, January 23, 2023,

at Saginaw Community Foundation Building

1 Tuscola Street, Saginaw, MI 48602

***Next Executive Meeting*** – 9:00am, April 3, 2023

at Thomas Township Board Room

8215 Shields Drive, Saginaw, MI 48609

*Minutes prepared by Bill Jeruski*