**MINUTES**

**SAGINAW AREA GIS AUTHORITY**

**EXECUTIVE MEETING**

**April 1, 2024**

**(9:00am)**

**Kochville Veteran’s Hall**

**3265 Kochville Road**

**Saginaw, MI 48604**

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**Members Present**: Russ Taylor, Chairman; Mariah Kelly, Member; Alan Malesky, Member; Justin Staley, Member; Chris Izworski, Member; Treena Chick, Member.

**Others Present:** Steve King, Kochville Township Manager; Dan Hoffman, GIS Authority; 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 Staley with support by Malesky to accept agenda as presented.*

**Motion Carried.**

**Approval of Minutes from January 2, 2024:**

*Motion by Malesky with support to accept January 2, 2024, minutes as presented.*

**Motion Carried.**

**Accounts Payable and Budget Review:**

Taylor presented the Treasurer’s Report as prepared by Treasurer Grose. As of March 28, 2024, the SAGA Business Money Market Account stood at $283,169.65 and as of January 8, 2024, Business Checking Account was at $300,336.27.

It was stated that nothing of concern was noted in the report.

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

**Staff Update:**

Jeruski reported that FETCH was now displaying 2024 tentative assessment values and would continue to do so until May 1. He note the display only includes those communities that had requested to have their tentative values displayed.

Jeruski let everyone know that the assessment rollover is fast approaching and that preparations would soon be underway to facilitate the annual rollover of the FETCH database. A target date for rollover, and updated display for FETCH, was given as approximately May 1. It was stated that notice would be given to all member assessors.

Hoffman reported that the following projects had been completed:

***Fetch Layers Updated*:** Parcels, Tittabawassee Zoning and FLU, Streets, Political Boundaries. Tittabawassee Utilities. Updated Photos and Sketches for Saginaw, Albee, James and Lakefield Townships.

***Web Maps Created*:** Vacant Parcel Sales for Saginaw Township.

***Other Maps Created*:** Tittabawassee Zoning and FLU. City of Frankenmuth Parcels, Kochville Zoning and DDA.

Tittabawassee Township’s West Side Cemetery map is now completed. Work is in progress to complete Tittabawassee Township’s Pine Grove Cemetery map.

Hoffman reported that he had created a countywide *Number of Homes Per Section Map* for Mid Michigan Waste Authority and Waste Management. The map is to be unutilized in their cost estimates and route logistics. He explained that they were very appreciative of SAGA’s help. The hope here is that this work will result in more accurate pricing for authority members who contract with Waste Management.

Hoffman also explained that he had created a map of downtown Saginaw for Saginaw County Emergency Management. The map will be used to facilitate planning for the upcoming Canadian Hockey League’s 2024 Memorial Cup Tournament which is to be held at the Dow Event Center May 24 thru June 2, 2024.

**E-911 Update:**Hoffman stated that he recently assisted in reverting 911 back to the previous GIS model to allow using streets primarily so call history is accessible. Motorola is being consulted as to how to correct the issue that was experienced with call history access. Izworski said work is ongoing and that the issue is expected to be resolved in the next few weeks.

**Request by Kochville to Add Parcel Documents to FETCH:**

Steve King, Kochville Township Manager, asked that the SAGA Executive Board consider his request to add parcel documents to FETCH. He explained he would like to see all documents associated with a given parcel available on FETCH for both internal and external use. He said this would help with access within municipal offices and between departments. It would also facilitate getting documents directly into the hands of residents and save staff time in fielding requests. FOIA requests were cited as an example of where this access would save time.

Hoffman explained that from a technical standpoint there should not be an issue in being able to put the information out on the web. However, he stated this was not an endorsement to do so.

Jeruski let everyone know that some of the documents being discussed for posting online had the potential for containing private information. This information could include social security numbers, bank information, private phone numbers, business contacts, etc. He indicated that any documents going online should be reviewed for sensitive information prior to posting. Responsibility for this review was not discussed.

Taylor asked specifically, what types of documents should be considered and how many total documents would this entail. He also inquired as to cost.

Hoffman stated our contractor had estimated approximately $2000 for this project. It was unclear if this would be a one-time or a recurring fee. Taylor asked Hoffman to verify pricing particulars.

The question was raised as to how the documents would be tied to the parcels. Jeruski explained that PINs (tax IDs) are retired at the time of parcel combinations and splits. As a result, any documents keyed using the retired PINs would become unconnected to the parcel layer unless they were re-keyed to the new PINs.

King suggested SAGA start slow on this project, perhaps using a limited selection of documents.

Taylor proposed that Kochville Township be used as a pilot project if it is determined SAGA will move forward with the project.

King was asked by Taylor to get a legal opinion on privacy issues etc. concerning placing documents online and report back to the Executive Board.

Izworski said that there is currently redaction software available on the market that could potentially be used to help eliminate some private information on the documents. It was stressed that this method would not, however, remove all potentially sensitive information.

Hoffman suggested the pilot project be password protected at first until such time as the membership felt comfortable with opening the project to the public.

Taylor expressed interest in moving forward with this project suggesting it would add value to the information FETCH was already displaying.

There was no disagreement among those in attendance with moving forward with further investigation as to the feasibility of the project.

**Other Business:**

Taylor asked King if he would be able to attend the April 15 SAGA General Meeting to answer questions concerning the FETCH documents access request. King said he would be in attendance.

**Adjournment:**

*Motion by Staley with support by Malesky to adjourn.*

**Motion carried.**

Meeting adjourned at 9:32 am.

***Next General Meeting*** – 9:00am, April 15, 2024,

Saginaw Community Foundation Building

1 Tuscola Street, Saginaw, MI 48602

***Next Executive Meeting*** – 9:00am, June 3, 2024

Saginaw Township Hall - Board Room

4908 Shattuck Road, Saginaw, MI 48603

*Minutes prepared by Bill Jeruski*