

MINUTES
SAGINAW AREA GIS AUTHORITY
EXECUTIVE MEETING
February 4, 2013
(9:00am)
Thomas Township Hall
249 North Miller Road
Saginaw, MI 48609

Members Present: Rob Grose, Chairman; Russ Taylor, Vice Chairman/Secretary; Paul Moore, Treasurer; Johnathan Miller, Member; Jeff Kloplic, Member; Dan Sherman, Member .

Others Present: Ken Berthiaume, CPA; Dan Hoffman and Bill Jeruski, GIS Authority.

Meeting called to order at 9:05am by Chairman Grose.

Roll Call was taken.

A quorum was present.

Approval of Agenda:

Motion with support to approve the Agenda.

Motion Carried.

Approval of Minutes:

Motion by Moore with support by Sherman to accept the June 4, 2012 Minutes as presented.

Motion Carried.

2012 SAGA Audit – Ken Berthiaume & Company:

Operating expense were reported to have held steady since last year. Cash balance was reported to have increased approximatley \$51,000 for the year. \$20,000 of the increase was due to some 2013 membership fees being collected before the end of 2012. Also, there was a \$16,400 prior year grant receivable.

Investment in net assets as of September 30, 2012 was \$98,379.

The Authority has no long term debt.

Berthiaume recommended that member fees be slightly increased to cover yearly depreciation and allow saving toward the next aerial contract.

Motion by Moore with support to: Accept the Audit as Presented.

Motion Carried.

Discuss SAGA Contract for Services with City of Saginaw:

The SAGA contract with the City of Saginaw is up September 30, 2013. This is the ninth year of partnering with the City of Saginaw.

Klopcic told the Executive Members that after the current contract expires the City would no longer be able to maintain the SAGA website due to workload constraints. He said the City still valued its partnership with SAGA but maintained that many of the services spelled out in the current contract are no longer valid. He pointed out that the City is no longer involved in software support or training for the Authority. Klopcic did, however, state that the City is still currently providing office space for SAGA, plotter use, computer use and utilities. It was also indicated that the City was still interested in collecting and maintaining the SAGA database.

Under the current contract SAGA pays the City of Saginaw \$44, 323 for services.

Klopcic stated he was not in a position to conclude a new contract today but rather would take recommendations back to Darnell Earley and other City of Saginaw officials for consideration.

Klopcic stated that the City still wants to partner with SAGA and that they wish to have Hoffman remain in his current office space in the City Engineering building.

Klopcic suggested SAGA begin investigating a firm to redevelop and maintain the SAGA website. He did state that the City would still possibly be available to host the site if need be. He said the City would hand over all web development data connected to the site and would be willing to help in any way possible during this transition.

Klopcic indicated that membership in SAGA was an asset to the City not only as a partnering of talents but also by the fact through SAGA they are able to help mitigate computer related costs as well as help reduce the periodic cost of orthos.

Grose concurred with the assessment that the current SAGA website needs redeveloping. He said that Saginaw Township had just recently contracted with REVISE for \$7500 to redevelop the Saginaw Township website.

Miller asked that the City still continue its data collection role in maintaining the SAGA database. Sherman said the City was still currently fulfilling this function.

Hoffman suggested looking into BS&A as a means to simplify collection of SAGA data from the membership.

Miller suggested SAGA contract for a website content manager yet still have the City continue to collect and maintain the SAGA database. Klopccic said he liked this idea. Klopccic suggested the Executive Committee set up an exploratory committee to look at website options and offered to help with this process.

Miller suggested pursuing someone similar to the contractor producing Bay City's site with their integration of developers, integrators and designers.

Grose put forth that the exploratory committee consist of Miller, Hoffman, and Sherman. There were no objections. Being formed, the committee was asked to take a month to evaluate website options and report back to the Executive Members.

Motion by Moore with support by Taylor to: Set a Special Executive Meeting to Discuss Findings of Website Exploratory Committee, March 7, 2013 at 9am, at the Thomas Township Hall.

Motion Carried.

Discuss General Meeting Attendance:

Lack of a quorum at the last General Meeting has raised concern at the overall low average attendance of the General Meetings. Moore suggested that perhaps the low attendance at the January 28 meeting was due to the inclement winter weather (many area schools were closed due to icy roads). This admission aside, many members still expressed concern with the overall low attendance by the membership.

It was generally agreed more effort would be expended to boost attendance at the General Meetings. Ideas offered in this regard included: email notification and RSVPs for pending meetings, a periodic SAGA newsletter, and guest speakers/topics of interest, also a social media presence including facebook and twitter were put forth as a means to enhance overall interest in GIS matters and, by default, meeting attendance.

Hoffman said that in an effort to further maintain member participation a letter would be sent to all member communities asking them to reaffirm their trustees. A four year appointment time frame was discussed.

Other Business:

The question was posed as to what constituted membership in SAGA. In particular it was questioned whether or not an individual who was not a designated appointee of a SAGA member community could hold a position on a SAGA committee.

Hoffman reported that SAGA By-Laws state an individual must be a member or a designated trustee of a member community to be appointed to SAGA committees and boards.

Further investigation into the procedural allowance of non member, non trustee appointed individuals serving on SAGA committees/boards would be conducted and the findings reported to the Executive Board.

Adjournment:

Meeting adjourned at 9:55am.

Next Special Executive Meeting – 9:00am, March 7, 2013 at Thomas Township.

Next General Meeting – 9:00am, April 15, 2013 at MSU Extension.

Minutes prepared by Bill Jeruski