

**MINUTES**  
**SAGINAW AREA GIS AUTHORITY**  
**SPECIAL EXECUTIVE MEETING**  
**April 10, 2013**  
**(8:00am)**  
**City of Saginaw Technical Services Dept.**

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**Members Present:** Rob Grose, Chairman; Russ Taylor Vice Chairman/Secretary; Johnathan Miller, Member; Marc McGill, Member; Dan Sherman, Member; Jim Loiacano, Member.

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

**Meeting called to order at 8:15am by Chairman Grose.**

**Roll call was taken.**

Those in attendance announced themselves in roundtable fashion.

**Approval of Agenda:**

Motion by Loiacano with support by Miller to approve agenda.

**Motion carried.**

**Approval of Minutes from March 7, 2013:**

Motion by Miller with support by Sherman to accept the minutes as written.

**Motion carried.**

**Discuss SAGA Website Re-Development Options and RFP Draft:**

Hoffman initially reported that the RFP for this project was a straightforward document and that he expected to get a response from three or four vendors only.

Sherman stated that the City of Saginaw wanted to bid on the RFP. This is a reversal of their previous position of not wanting to renew the web maintenance portion of their SAGA contract once the current contract runs out September 30. Sherman explained that upon further review with Jeff Klopocic it was determined that current City staff levels, workload and growing expertise would allow City Technical Services to facilitate updating and providing technical support for a new SAGA website.

Miller asked what the procedure would be for a member to bid on its own RFP.

Sherman offered that the City could remove itself from the voting process.

Sherman stated that the City would be interested in having two contracts, one to cover the web redevelopment work and one to cover a continuation of in kind services (Hoffman's office space, servers, plotter access etc).

McGill asked, in light of the recent declaration by the City that it could not continue web services due to staffing concerns, and the reversal of that position today, how long they would be able to guarantee into the future that they will have sufficient staff to fulfill any contracts with SAGA. Sherman said City Technical Services is currently working under a two year budget projection which would keep staffing at its current level at least that long.

Grose pointed out that one of the original issues with the City contract was that over time it had become cost prohibitive for SAGA. The current contract is for \$43,000 a year. A new contract would need to be considerably lower.

Taylor pointed out that SAGA would need a guaranteed timeline and assurances that the City would be able to maintain this schedule.

Hoffman stated that SAGA would need to obtain a full cost quote of web re-development from the City. He said that SAGA would need a Content Manager option to allow Jeruski and himself to maintain the site. He said SAGA would also be looking to have Sherman available in a support capacity. Hoffman also stated that the contract would need to allow him to maintain his office space at the City.

Grose asked if the Executive Committee favored renewing a contract with the City or putting the re-development out for bid. Miller commented that the new City of Saginaw site developed by City Technical Services is very impressive. Taylor and Grose both commented that in staying with the City SAGA would be working within an established relationship.

Miller stated that the City would need to submit a statement of work before the Executive Committee could make a decision to contract with them for the services being discussed.

Hoffman reiterated that two separate contracts would be required:

1. Web Re-development: IMS/Design (whole package).
2. Office Space/In Kind Services.

Hoffman also stated the City would need to submit timelines for what SAGA expects and what the City can provide.

Grose asked when the City could have their proposal submitted. Sherman said two weeks.

It was stated that an outside company had submitted a tentative estimate of \$18,000 for the re-development work. Grose stressed to Sherman that a new City contract would need to be considerably less than the current \$43,000 contract. Sherman acknowledged the concern.

Sherman discussed server virtualization and that this would be the direction the City would be moving in with the SAGA's information.

Hoffman told the Committee that Saginaw County Equalization Director Jim Totten had agreed in principle to create a Sequel Server database to house the county BS&A data with the intent to facilitate a streamlined linking of parcel data to SAGAGIS. Once implemented Hoffman and Jeruski would be able to upload dot Net and Pervasive data as needed. It was reported that Totten was inclined toward the project assuming Equalization would incur no cost or lost staff time.

Grose asked if SAGA had budgeted for any of the impending costs associated with the web re-development. Hoffman stated that they had not. Grose explained that SAGA did however have the required projected funds available in their fund balance. Taylor said SAGA would need to draw up an amended budget to allocate the money.

**Discuss Ken Bayne's Executive Committee Status:**

Grose stated that in SAGA meeting minutes from October 2, 2006 it was stated in regard to Executive Committee membership: "...that appointment was for the person and not the community." Grose stated that this practice would be in violation of the SAGA by-laws. He further said that the by-laws state a member must be from a member community.

Grose told the Committee that he had discussed these provisions with Bayne at length and that Mr. Bayne was okay with no longer being on the Executive Committee.

It was reported that Jim Loiacano of Kochville Township has now been approved as a new member on the Executive Committee.

Marc McGill of Tittabawassee Township has also joined the Executive Committee as a new member.

**Discuss Possible SVSU Intern:**

Grose told the Committee that Saginaw Valley State University has become involved in GIS crime mapping. Assistant Professor Andrew Miller has been instrumental in carrying out this work and has indicated he would be interested in providing student interns to SAGA in return for data and a quasi-SAGA membership.

Hoffman said that he has spoken with Professor Miller about undertaking a free internship program for SVSU students. Hoffman indicated the Committee should consider whether or not SAGA would want to set up a formal agreement with SVSU wherein SAGA would provide GIS data and SVSU would enhance the data.

**Adjournment:**

Meeting adjourned at 9:10am.

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

*Minutes prepared by Bill Jeruski*