REGIS Advisory Committee
Tuesday July 19th, 2022
9:30 a.m.
Virtual Meeting-Zoom

1.   Call To Order and Introductions, if needed

P. Gerndt called the meeting of the REGIS Advisory Committee to order at 9:35 a.m. Introductions were made.

Members Present:
    Jonathan Seyferth – Gaines Twp.
    Peggy Sattler – Byron Twp.
    Rachell Nagorsen – City of Walker
    Rick Sprague – Kent County Road Commission (KCRC)
    Sarah Steffens – City of Hudsonville
    Jim Vanderwest – City of Grandville
    Charlie Sundblad – City of Grandville
    Tyler Hoezee – City of Grandville
    Paul Gerndt – City of Wyoming
    Travis Mabry – City of Walker
    Brian Bigorowski – City of East Grand Rapids
    Doug LaFave – City of East Grand Rapids
    Jim Kirkwood – City of Kentwood
    Rachel Nagorsen - City of Walker
    Brian Hilbrands - Cascade Twp
    Brain Bigorowski – City of East Grand Rapids
    Sarah Steffens – City of Hudsonville
    Ralph Breken – City of Lowell

Others Present:
    Jason Moore - GVMC
    Jing Han - GVMC
    Steven Musch - GVMC
    Mike Zonyk - GVMC
    Gayle McCrath – GVMC
    Brodey Hill – Kent County

Meeting Opened

a. Paul Gerndt opened the meeting at 9:35 a.m.

Approval of the January 18th Meeting Minutes
MOTION – To Approve the Meeting Minutes of January 18, 2022. MOVE – Sprague. SUPPORT – Sundbald. MOTION CARRIED

2. **Meeting Opened**

    a. Paul Gerndt opened the meeting at 9:35 a.m.

3. **Approval of the January 18th Meeting Minutes**
MOTION – To Approve the Meeting Minutes of January 18, 2022. MOVE – Sprague. SUPPORT – Sundbald. MOTION CARRIED

4. **Update on Usage of Service Hours**

Paul Gerndt commented that many communities still have hours on the table. Jason Moore reviewed the table, which is updated weekly. He reminded the group that it is getting towards the end of the fiscal year (September 30th), and the service hours are use it or lose it. REGIS has already contacted members that have gone over their hours.
Jason reviewed the proposed service hour schedule for the next fiscal year (10/1/2022 – 9/30/2023). He reminded the group that the new 2020 census figures are in use and per the equity structure put in place in 2016, dues are based on the census population figures and the equalization reports. Service hours are then based upon the dues.
Hours based on % of dues
Percentage allocation: 0.40%
2022--2023 Hours for

MEMBER	CURRENT DUES	FYI 22-23
Ada Township	29,138.28	117
Alpine Township	22,881.39	92
Byron Township	50,648.03	203
Cascade Township	40,919.87	164
City of Cedar Springs	6,040.89	24
City of E Grand Rapids	21,718.39	87
City of Grandville	30,404.91	122
City of Hudsonville	13,922.49	56
City of Kentwood	92,921.02	372
City of Lowell	8,039.12	32
City of Rockford	12,359.80	49
City of Walker	45,246.94	181
City of Wyoming	134,909.41	540
Gaines Township	47,461.20	190
Grand Rapids Township	37,003.85	148
ITP	11,355.00	45
KCRC	45,742.00	183
Plainfield Twp	67,805.23	271
Sparta Village	8,397.74	34
TOTAL	726,915.56	2,908

5. **Project Spotlights**

   a. **Gaines Township Master Plan Survey**
   Steven Musch worked with Dan Wells to develop this survey to get more public participation in the Master Plan process. In addition to input through in-person meetings, citizens are able to give input online. Using current zoning maps, people are able to pin locations and indicate changes they would like to see. The system uses Survey 1-2-3 and includes descriptions of zoning types and uses. On the back end, this gives a lot of data to review and analyze. In the future, this type of project should be pretty easy to set up for other members.

   Jonathan Seyferth said the public has expressed satisfaction in being able to participate online. This will also mitigate criticism of not reaching out to enough of the public. We are really thankful for the help.

   Jason Moore added this can be applied to lots of different local government projects.

   b. **City of East Grand Rapids Water Service Material Inventory**
   Jason Moore displayed the East Grand Rapids project to show visually lead vs other materials in their water system.

   Doug LaFave stated they are working on enhancing distributor systems and transparency for the public. This system does that through both maps and spreadsheets.

   Jason Moore stated it started in ArcMap and is visible on E-REGIS type of maps, so every user can zoom in and get a visual. It is a really good idea that others may want to add at some point. We are also able to cross reference it to PASER ratings. Please reach out to Jason if you are interested in this type of project for your community.

   c. **Fire Department Service Area Analysis (Dutton & Cuttlerville Fire Departments)**
   This project updated the 2020 census figures for the Dutton / Cuttlerville Fire Department to analyze response times / drive times. We were able to create different layers including zoning, property classes, estimate population, etc. and create a map. The update of the population figures was difficult as the census boundaries don't follow the service area blocks.

   Jonathan Seyferth said it was a really good project and thanked the staff for their help.
   d. **New Layers added to Theme Manager**
     - **The Rapid: Bus Stops & Routes**

Updated bus stops and new routes for The Rapid

- **United States Congressional districts, Michigan House / Senate districts and Kent County Commissioner Districts**
Updated United Stated Congressional districts, Michigan House / Senate districts and Kent County Commissioner Districts (KCC 2023)

6. **REGIS Data enter Software Upgrades – Progress Update**
Overall Goal: Microsoft Server Operating Systems 2012R2 to 2019
   a. Domain Controller and File Share Servers – **Completed November/December**

   b. Citrix – **Completed January 2022**

   c. ESRI Software – ArcMap 10.6 to ArcMap 10.81 – **Completed January 2022**

   d. **** Updated Mailing Label Tool**
   We are working on an optional tool to remove vacant parcels, but it has to be used with caution. Hopefully this will help create mailing labels while weeding out vacant properties. The caution is, the tool is only as good as the data that goes into it. Accurate / current assessor data is crucial.

   It is also possible to create another layer for vacant properties to cross reference.

   e. **ESRI Software – ArcGIS Server 10.6.1 to ArcGIS Server 10.8.1 (in progress)**
   We are building a new server parallel and migrating everything over with the help of consultants. The goal is for all of this to be seamless for users

   f. **Microsoft SQL Server (in progress)**
   Again, we are building a parallel server. It will affect the editing environment and Jason will communicate with everyone as needed. We are taking time to make sure it is done right.

7. **ArcMap User Directory (I) drive cleanup discussion**

Jing Han explained that there are currently 650 gigabytes on the ArcMap User directory (I) drive. Many of these files haven't been used since 2006. The user folder has many users who are not currently valid.

Paul Gerndt referred to record retention policies and is not sure how that applies to REGIS.

Travis Mabry asked what the danger is of keeping those files, as from an engineering point of view, he would like everything preserved indefinitely.

Jason Moore explained that the information would be archived, not deleted.

Paul Gerndt said there is no danger, but rather an economic impact and could affect time in a recovery scenario, making it take much longer.

It was agreed to discuss the topic in the Tech committee and develop a plan.

8. **Round Table**

    a. **Detroit News Article**
        Jason reviewed the Detroit News article which featured REGIS and its involvement with the MIC.

    b. **Presentation at IMAGIN Conference – 6/6/22**
        Jason presented at IMAGIN and highlighted the REGIS system.

    c. **Upcoming Presentation at Michigan Municipal Executives (MME) Summer Workshop – 7/20/22**
        Tomorrow Jason will be presenting at the MME along with Doug LaFave.

    d. **Service Area Meetings 2023**
        Hopefully service area meetings (Clerks', etc.) will resume in 2023. These meetings were put on pause due to Covid.

    e. **REGIS Technical Committee Update – Look Ahead**
        We anticipate a REGIS Technical Committee meeting to be scheduled late 2022.

    f. **Internet Upgrade**
        Jason Moore explained that TDS is pulling back, and we have to replace our internet with 1-2-3 Net. It should end up being cheaper and faster.

9. **Adjourn – 10:35 a.m.**