



GIS Policy Committee

MINUTES – APPROVED AS DISTRIBUTED 1/17/14

DATE: Friday, July 19, 2013
TIME: 11:00 am
PLACE: Lyle Shields Meeting Room
 Brookens Administrative Center
 1776 E. Washington St.
 Urbana, Illinois

| Consortium Member Agencies | Present | Absent |
|----------------------------|------------------------|--------|
| Champaign | Mark Toalson | |
| Urbana | Bill Gray (Vice-Chair) | |
| Rantoul | Pete Passarelli | |
| Champaign County | Deb Busey | |
| UIUC | Pam Voitik (Chair) | |
| Mahomet | Mell Smigielski | |
| Savoy | Levi Kopmann | |

Others:

CCGIS Staff: Leanne Brehob-Riley (Director), Beth Brunk (Recording Secretary)

MINUTES

I. Call to Order

Ms. Voitik as Chair called the meeting to order at 11:03 a.m.

II. Roll Call

Roll call was taken by written record and a quorum was declared present.

III. Approval of Agenda

MOTION by Mr. Gray to approve the agenda as distributed; seconded by Ms. Busey. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

A. April 19, 2013 Regular Meeting

MOTION by Mr. Toalson to approve the minutes of April 19, 2013 as distributed; seconded by Mr. Passarelli. Upon vote, the **MOTION CARRIED** unanimously.

V. Financial Statements

A. FY2013 – 12/1/12 through 6/30/13

Ms. Brehob-Riley noted that invoices would be sent out soon to the Consortium member agencies for the FY13-14 membership contributions which will be a substantial increase to revenue. Most of the contract money from local government Principal Data Clients was received in July and will be reflected on next month's statement.

Mr. Toalson clarified that the City of Champaign's revenue line represented its local contract with CCGISC, base station and Consortium membership fees. Fiscal year 2014 for CCGISC will be a 13-month year (12/1/13-12/31/14) to mirror the lead agency, Champaign County, in their transition to a calendar fiscal year in FY2015.

MOTION by Ms. Busey to receive the FY2013 12/1/12-6/30/13 financial reports and place them on file; seconded by Mr. Gray. Upon vote, the **MOTION CARRIED** unanimously.

B. Audit from CliftonLarsonAllen – 7/1/12 – 11/30/12

An audit from the firm of Clifton Larson Allen was completed for the five-month period from 7/1/12-11/30/12, before the County took over as lead agency. There were no findings in the audit.

MOTION by Ms. Busey to receive the Champaign County GIS Consortium audit for the five month period ending 11/30/12 and place it on file; seconded by Mr. Gray. Upon vote, the **MOTION CARRIED** unanimously.

New Business

A. Closed Session

MOTION by Ms. Busey to enter into closed session at 11:12 a.m. pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of specific employees of the Champaign County GIS Consortium and that the following individuals will remain present: the recording secretary and the GIS Director; seconded by Mr. Toalson.

Upon roll call vote:

Yes (7) - Busey, Gray, Kopmann, Smigielski, Passarelli, Toalson, Voitik

The **MOTION CARRIED** unanimously.

The meeting resumed in open session at 11:37 a.m.

B. Approval of FY2014 Budget and Work Plan

The work tasks were recommended by the GIS Technical Committee at their 7/8/13 meeting. A membership fee increase is not requested for FY2014. However due to 13-month budget, the expenditures will exceed the revenue. The shortfall will be covered by the Fund balance during this transition. The Work Plan contained 3-year projections with modest membership increases of 2.5% in FY2015 and 2.5% in FY2016. Both Options A and B assume a 2% increase in employee salaries and 6% increase in employee benefits in FY2015 and FY2016. A vote today by the Committee will only affect FY2014 budget decisions – FY2015 and FY2016 are illustrative projections.

MOTION by Ms. Busey to approve Option B FY2014 Budget; seconded by Mr. Kopmann. Upon vote, the **MOTION CARRIED** unanimously.

C. Approval of Revised CCGISC Intergovernmental Agreement (IGA)

Proposed changes to Sections 5(j) and 5 (k) were outlined by Ms. Brehob-Riley. The language will clarify the role of the Technical Groups. These changes have been vetted by the legal departments from the member agencies. Mr. Gray affirmed that the Policy Committee members select their primary agency representative in the Technical Advisory Groups. The GIS Director will present the recommendations from the Technical Groups to the Policy Committee. Once all the IGA changes have been finalized, then the approval process can begin at the respective governing bodies of the member agencies.

MOTION by Mr. Toalson to approve the revised CCGISC Intergovernmental Agreement with changes as noted; seconded by Mr. Gray. Upon vote, the **MOTION CARRIED** unanimously.

VI. Old Business

A. GIS Director's Report

1. FY2013 Work Plan Status Report

Ms. Brehob-Riley outlined the current tasks and status updates of the FY2013 Work Plan. The changes from the last meeting were highlighted in bold.

2. New Employee

Eric Hansen has joined the CCGISC staff as a Business System Analyst as of July 1st.

3. Image Extension Software Purchase

The Consortium has purchased Image Extension software with the recommendation from the Technical Committee. This will allow for more efficient management of images which will reduce server space and staff time. In addition to the purchase price of the software, there will be an additional \$2,500 annual maintenance fee to ESRI which was included in the FY2014 budget.

4. Orthophotography

The Consortium is scheduled to acquire orthophotography in 2014 for a total expense of \$82,500. Ms. Brehob-Riley is researching a Pictometry product with more detailed view of buildings using oblique imagery. This is more expensive than traditional orthophotography and would entail additional financial support from other groups. The Technical representatives are examining the benefits to see if it is an option worth pursuing for the Consortium.

5. Base Station

The Base Station Intergovernmental Agreement between the University and the Consortium has been received. Ms. Brehob-Riley will have that IGA executed once she has received all the signatures for the Base Station IGAs between the Consortium and the participating member agencies – Urbana, Savoy, Champaign and the County.

VII. Adjournment

MOTION by Mr. Toalson to adjourn the meeting; seconded by Ms. Busey. Upon vote, the **MOTION CARRIED** unanimously. Ms. Voitik adjourned the meeting at 12:00 p.m.