



# GIS Policy Committee

**MINUTES – APPROVED AS DISTRIBUTED 7/18/14**

**DATE:** Friday, January 17, 2014  
**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:** Sanford Hess (Urbana), Trish Gale (Piatt County)  
**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 11:15 a.m.

**II. Roll Call**

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

**III. Approval of Agenda**

Ms. Voitik noted a correction on the agenda. Under Financial Statements, the fiscal year 2013 should read: 12/1/12 through 11/30/13.

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

**IV. Approval of Minutes**

*A. July 19, 2013 Regular Meeting*

**MOTION** by Mr. Gray to approve the minutes of July 19, 2013 open session as distributed; seconded by Ms. Busey. Upon vote, the **MOTION CARRIED** unanimously.

*B. July 19, 2013 Closed Session Meeting*

**MOTION** by Mr. Toalson to approve the minutes of July 19, 2013 closed session as distributed; seconded by Mr. Smigielski. Upon vote, the **MOTION CARRIED** unanimously.

## V. Financial Statements

### A. FY2013 – 12/1/12 through 11/30/13

Ms. Brehob-Riley noted that these statements are not final as transactions can be backdated until 1/31/14. The fund balance for the beginning of FY2014 is preliminarily at \$270,137.80 including the reserve for orthophotography and the 10% restricted reserve. Ms. Voitik inquired why the University paid twice. Ms. Brehob-Riley indicated that the University did not pay in the previous fiscal year.

**MOTION** by Ms. Busey to receive the FY2013 - 12/1/12-11/30/13 financial reports and place them on file; seconded by Mr. Gray. Upon vote, the **MOTION CARRIED** unanimously.

## VI. Business Items

### A. Approval of 2014 Meeting Schedule

**MOTION** by Mr. Toalson to approve the 2014 GIS Policy Committee Meeting Schedule as distributed; seconded by Ms. Busey. Upon vote, the **MOTION CARRIED** unanimously.

### B. Approval of the Revised CCGISC Intergovernmental Agreement (IGA)

**MOTION** by Ms. Busey to approve the revised CCGISC Intergovernmental Agreement; seconded by Mr. Toalson.

Ms. Voitik talked to the University's legal counsel to confirm that they had approved the latest version of the IGA. Ms. Voitik expresses a concern with the change to 5(j): "*The Consortium Director, with input from ~~such~~ the member agency representatives as the Director may elect to utilize, shall make recommendations to the Policy Committee concerning: . . .*" This change makes it seem like the Director can pick and choose from the member agencies. While the University legal counsel understands the reasoning, it should be noted that the intent is to work collegially among the entities.

Upon vote, the **MOTION CARRIED** unanimously.

### C. Approval to Award Ortho-Imagery Acquisition Contract

Ms. Brehob-Riley reported that six vendors responded to the Request for Proposal (RFP). The GIS Technical Committee recommended county-wide ortho-imagery at 6" resolution with Ayres & Associates at \$82,500. The cost of orthophotography has gone down so the Consortium is able to purchase 6" resolution for the whole county which will benefit the member agencies, emergency services and community development. Ms. Brehob-Riley explained that the Consortium purchases orthophotography every three years and will own the images.

**MOTION** by Mr. Smigielski to approve the award of the Ortho-Imagery Contract to Ayres & Associates for \$82,500; seconded by Mr. Gray. Upon vote, the **MOTION CARRIED** unanimously.

### D. GIS Director's Report

- FY2013 Work Plan Status Report

Ms. Brehob-Riley outlined the current tasks and status updates of the FY2014 Work Plan.

- Addressing Project

Ms. Brehob-Riley explained that there are two main phases of the addressing project; the first is approval of county-wide address standards. Once the standards are complete and approved by the CCGISC Policy Committee, it is hoped that the METCAD board will also approve the standards. Phase 2 of the project is the creation of an interactive web-based interface for all Consortium members to add new addresses. The Consortium will store the master address data for the whole county. The first version of the interface should be available at the end of the first quarter.

- Sanitary/Sewer Database  
Changes to the sanitary/sewer database were made to standardize the schema. The Consortium maintains the system-wide sanitary/sewer map for the Urbana-Champaign Sanitary District.

Ms. Voitik asked if the address standards will change individuals' addresses. Ms. Brehob-Riley replied that the decision will be left up to the communities.

## **VI. 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 11:31 a.m.