



GIS Policy Committee

MINUTES – APPROVED AS DISTRIBUTED – 1/16/15

DATE: Friday, October 17, 2014
TIME: 11:00 am
PLACE: Jennifer K. Putman Meeting Room
 Brookens Administrative Center
 1776 E. Washington St.
 Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign		Mark Toalson
Urbana	Sanford Hess (Vice-Chair)	
Rantoul		Pete Passarelli
Champaign County	Deb Busey	
UIUC	Pam Voitik (Chair)	
Mahomet	Kelly Pfeifer	
Savoy	Levi Kopmann	

Others:

CCGIS Staff: Leanne Brehob-Riley (Director), Brian Nolan (Recording Secretary)

MINUTES

I. Call to Order

Ms. Voitik as Chair called the meeting to order at 11:01 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. Hess to approve the agenda as distributed; seconded by Ms. Busey. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

A. *July 25, 2014 Regular Meeting*

MOTION by Ms. Busey to approve the minutes of the July 25, 2014 regular meeting as distributed; seconded by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

V. Financial Statements

A. *FY2014 – 12/1/13 through 9/30/14*

Ms. Brehob Riley noted that revenues are ahead of expenditures. Negative amounts in the unrealized balance column reflect a shift in revenue from a deferred revenue source into the GIS budget for orthophotography services. Mr. Hess asked about the variance in billing entities. Ms. Riley explained that the GIS Consortium bills all entities at the same time at the end of July with the county government paying quarterly. Mr. Hess asked why charges for services appeared to be lower than average. Ms. Riley explained that charges for services are lower than anticipated but there has been service work that is not reflected in the current financials.

1 **MOTION** by Ms. Busey to receive and place on file the FY2014 financial statements; seconded by Mr. Hess. Upon
2 vote, the **MOTION CARRIED** unanimously.
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4 **VI. Business Items**

5 *A. Approval of 2015 Meeting Schedule*
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7 **MOTION** by Mr. Kopmann to approve the 2015 Meeting Schedule; seconded by Mr. Hess. Upon vote, the
8 **MOTION CARRIED** unanimously.
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10 *B. Approval of the Street Addressing Standards – Incorporated Areas*
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12 The GIS Consortium was tasked with developing a minimum set of addressing standards that can be utilized
13 by all addressing authorities within Champaign County. To develop the standards, the Consortium worked
14 closely with all member agencies, taking input from the technical member representatives as well as the
15 members who are responsible for addressing within each agency.
16

17 Mr. Hess asked what changes were made in addressing when the Consortium developed the new set of
18 standards. Ms. Riley explained that there were previously no addressing standards. The Consortium
19 created the standards in order to ensure public safety and correct addressing inconsistencies. Mr. Hess
20 asked how the Consortium plans to roll out the new standards and if any services will be provided to
21 agencies who are adopting the new set of standards. Ms. Riley explained that the Consortium hopes
22 METCAD will endorse the new standards which will encourage many of the smaller agencies to endorse the
23 new standards as well. It terms of editing existing data, jurisdictions will have the authority to decide if
24 they want to make corrections. Ms. Busey asked how these new standards will affect the Champaign
25 County Assessor's office and the addresses they utilize. Ms. Riley explained that this will not affect tax
26 payer billing addresses, but it will change property location addresses. Mr. Hess asked if there are
27 automated tools to utilize if entities have a large number of changes that need to be made. Ms. Riley
28 clarified that the Consortium has been processing member agencies data for a number of years utilizing
29 automated tools that identify addressing errors. Mr. Hess asked if the county handles unincorporated
30 areas. Ms. Riley confirmed that the county handles unincorporated addressing. Ms. Pfeifer noted that
31 Mahomet is trying to create unique and non-repeating street names across the county level.
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33 **MOTION** by Mr. Hess approve the Street Addressing Standards for Incorporated Areas; seconded by Ms. Pfeifer.
34 Upon vote, the **MOTION CARRIED** unanimously.
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36 *C. Approval of the Street Addressing Standards – Unincorporated Areas*
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38 **MOTION** by Ms. Busey approve the Street Addressing Standards for Unincorporated Areas; seconded by Mr. Hess.
39 Upon vote, the **MOTION CARRIED** unanimously.
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41 *D. GIS Director's Report*
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43 • FY2014 Work Plan Status Report

44 Ms. Riley explained that the Work Plan Status Report is provided for the committee members to review
45 with status updates found in bold.
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47 • Addressing Initiative

48 The addressing project is moving forward with all small towns, unincorporated areas, the Village of Savoy
49 and Mahomet imported into the centralized relational database. The Urbana address points are currently
50 being processed and will be imported soon followed by Rantoul and the City of Champaign. Modifications
51 to the back end of the web interface are ongoing in an effort to improve response time.
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53 • Orthophotography Acquisition
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An orthophotography review meeting was held on August 25, 2014 for technical member representatives to review the sample imagery and discuss color/tonal options. The distribution of the imagery will begin the week of October 20th.

VII. Adjournment

MOTION by Ms. Busey to adjourn the meeting; seconded by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously. Ms. Voitik adjourned the meeting at 11:24 a.m.