



GIS Policy Committee

MINUTES – APPROVED AS DISTRIBUTED – 4/17/15

DATE: Friday, January 16, 2015
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	Sanford Hess (Vice-Chair)	
Rantoul	Pete Passarelli	
Champaign County	Deb Busey	
UIUC		Pam Voitik (Chair)
Mahomet	Kelly Pfeifer	
Savoy	Levi Kopmann	

Others: Chad Kupferschmid (UIUC Alternate)
CCGIS Staff: Leanne Brehob-Riley (Director), Brian Nolan (Recording Secretary)

MINUTES

I. Call to Order

Vice-Chair Hess, acting Chair in the absence of Chair Voitik, called the meeting to order at 11:00 a.m.

II. Roll Call

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

III. Approval of Agenda

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

IV. Approval of Minutes

A. *October 17, 2014 Regular Meeting*

MOTION by Ms. Busey to approve the minutes of the October 17, 2014 regular meeting as distributed; seconded by Mr. Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.

V. Financial Statements

A. *FY2014 – 12/1/13 through 12/31/14*

Ms. Riley reported that the financials presented at the meeting do not reflect the final financial statements for FY2014; there are still anticipated expenses such as payroll and benefits. It is expected that revenues will still be ahead of expenditures for FY2014. A deficit was anticipated in 2014 due to the 13-month budget year resulting from County’s fiscal year end change from November 30 to December 31; however, savings were seen due to the Consortium operating with 5 rather than 6 staff for a portion of the year.

Mr. Hess noted the revenue from Charges for Services was about half of the budgeted amount and wondered if the line item experienced a one-time dip in revenue or if the line item should be changed for the next fiscal year. Ms. Riley explained that Charges for Services fluctuate from year-to-year based on the amount of work the Consortium receives, but the amount can be revised in the future if the trend continues.

1 Mr. Hess asked why the unrealized balance and the year-to-date balance do not match in the Capital line
2 item and if there is an outstanding encumbrance. Ms. Riley explained the difference reflects an
3 encumbrance due to purchase of a new server. Mr. Toalson noted that member contributions were higher
4 than the budgeted amount and asked if this is due to the 13-month fiscal year. Ms. Riley explained that
5 previous year orthophotography assessments are kept in a deferred line item and those assessments were
6 transferred into budget revenues to pay for orthophotography in FY2014. Mr. Hess asked for the time of
7 year budgets are presented. Ms. Riley noted that yearly budgets are presented in July.
8

9 **MOTION** by Ms. Busey to receive and place on file the FY2014 financial statements; seconded by Ms. Pfeifer.
10 Upon vote, the **MOTION CARRIED** unanimously.
11

12 VI. Business Items

13 A. *Approval of Data Sale Fees*

14 Ms. Riley proposed 2 data sales modifications. CCGISC allows parcel polygons to be purchased for the entire
15 county or as a subset. Fulfilling subset requests is time consuming for staff members and does generate
16 sufficient revenues. To increase revenue and help encourage the purchase of the larger parcel sets, a
17 minimum purchase of \$20.00 is proposed. Additionally, CCGISC has generated compressed image mosaics
18 and tiles for much of the acquired orthophotography. Currently, the compressed imagery is not available
19 for purchase. Ms. Riley proposed to sell the compressed imagery at approximately one-half the purchase
20 price of the original non-compressed imagery for the equivalent area. Mr. Toalson noted that the
21 minimum \$20.00 for parcel data is necessary and improves staff efficiency. Mr. Kupferschmid asked if
22 CCGISC would charge the same for black and white versus color imagery. Ms. Riley said yes. Mr. Hess
23 asked if this price included printing. Ms. Riley confirmed and noted the CCGISC offers printing services for
24 an additional charge of \$1.50 per square foot. Mr. Kupferschmid noted that older, black and white imagery
25 should cost less than newer, color imagery. Ms. Riley noted that a sliding scale could be developed in
26 order to reflect black and white and color prices, along with older and newer images. Mr. Toalson asked
27 how often older images are requested. Ms. Riley noted occasionally. Mr. Kupferschmid asked if a cutoff
28 timeframe could be developed to offer older images for free. Mr. Hess explained that since staff is
29 involved, charges must be set in place. Ms. Busey noted that free imagery would have implications with the
30 Freedom of Information Act.
31

32 Ms. Riley suggested to offer imagery from 2008 and after at one-half the purchase price of the original non-
33 compressed imagery for the equivalent area as originally proposed. Ms. Riley then proposed to offer
34 individual tiles that are older than 2008 at \$0.75/tile or approximately one-third the price of the original
35 non-compressed imagery for the equivalent area. Mr. Toalson asked if a \$20.00 minimum purchase for all
36 data purchases could be imposed. Ms. Riley confirmed.
37

38 **MOTION** by Mr. Toalson to approval the data sale fees along with fee revisions as discussed; seconded by
39 Mr. Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.
40

41 B. *Approval of GIS Data Subscription Fee*

42 Ms. Riley explained that she would like to minimize the staff time needed to fulfill data sales
43 requests/purchases. She proposed offering an annual subscription service that would allow subscribers to
44 download many of the vector layers currently available for purchase from the public web map. She
45 proposed setting the subscription fee at \$250 per year. Subscribers would have access to an additional
46 window on the public web map that would allow them to choose the layers they desire and download the
47 information immediately. A similar site was previously developed; therefore, there is little development
48 time that would need to be spent on the project.
49

50 Mr. Toalson asked if this subscription would include vector data only. Ms. Riley confirmed. Mr. Hess asked
51 how subscribers would pay for their subscription. Ms. Riley explained that subscribers could pay with a
52 check or credit card through PayPal. Mr. Hess asked if subscribers would have to pay for a subscription as
53 well as each item they wish to download. Ms. Riley explained that the subscription is an annual fee that
54 allows subscribers unlimited access to the available data layers. Subscriptions will not be required for
55 customers who wish to make one-time purchases, but CCGISC hopes to encourage the subscription model.

1 Mr. Hess asked if \$250 is fair price. Ms. Riley explained that she conducted an analysis of data sales since
2 2002 and noted that average price per purchase is around \$86 and many customers are purchasing
3 multiple times throughout the year. Mr. Hess worried that CCGISC would lose revenue by offering the
4 subscription for a lower price than individual purchases. Ms. Riley explained that should CCGISC lose
5 revenue, the subscription fee can be adjusted accordingly.
6

7 **MOTION** by Mr. Hess to accept and place on file the approval of GIS Subscription Fee. Upon vote, the **MOTION**
8 **CARRIED** unanimously.
9

10 C. *GIS Director's Report*

11 • FY2014 Work Plan Status Report

12 Ms. Riley explained that the Work Plan Status Report is provided for the committee members to review
13 with status updates found in bold.
14

15 • Addressing Initiative

16 Ms. Riley noted the addressing standards approved at the October meeting are working to be presented
17 to each addressing authority within the County. While nothing formal has been scheduled, it has been
18 decided that getting the new information out and talking with each addressing authority is an initiative
19 worth pursuing.
20

21 The web interface was extensively tested in regards to addressing, and issues were experienced with
22 speed and response times. The CCGISC programmer is working to correct these issues. After offsite testing
23 is conducted and confirmed to be operational, final addressing will be imported for Urbana, Champaign
24 and Rantoul.
25

26 Mr. Toalson asked if all addressing entities in the County will use the application. Ms. Riley explained
27 Champaign, Urbana and Rantoul will utilize the application. Mr. Toalson asked if there are any incentives
28 for entities to use the application. Ms. Riley noted that METCAD is the best leverage CCGISC can utilize to
29 encourage its use.
30

31 • Orthophotography Acquisition

32 GeoTIFFs were delivered to each agency. Some errors were found in the first delivery and a second
33 delivery provided corrections in mid-December.
34

35 **MOTION** by Ms. Busey to receive and place on file the GIS Director's Report; seconded by Mr. Toalson. Upon vote,
36 the **MOTION CARRIED** unanimously.
37

38 **VII. Adjournment**

39 **MOTION** by Mr. Toalson to adjourn the meeting; seconded by Ms. Busey. Upon vote, the **MOTION CARRIED**
40 unanimously. Vice-Chair Hess adjourned the meeting at 11:32 a.m.
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