



GIS Policy Committee

MINUTES – APPROVED AS AMENDED – 7/17/15

DATE: Friday, April 17, 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: Nicole Barbiaux (Rantoul Proxy)
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 11:03 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. Toalson to approve the agenda as distributed; seconded by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

A. January 16, 2015 Regular Meeting

Mr. Hess noted that line 15 on page 2 should read, “does **not** generate sufficient revenue.”

MOTION by Ms. Busey to approve the minutes of the January 16, 2015 regular meeting as amended; seconded by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

V. Financial Statements

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

Ms. Riley provided the committee with an updated handout of final financial statements for FY2014. Adjustments included ESRI maintenance costs and expenditures that should have occurred in FY2014 but will be accrued to FY2015.

Mr. Hess asked about the difference between the budgeted and unrealized balance in the Transfer to General County Fund line item on the FY2014 financials. Ms. Riley explained that the unrealized balance is

1 an expenditure that will be accrued to FY2015 due a late payment made to the County for administrative
2 services.

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4 **B. FY2015 – 1/1/15 through 3/31/15**

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6 Ms. Riley noted that expenditures currently exceed revenues. This is because membership fees are not
7 requested until July.
8

9 **VI. Business Items**

10 **A. Approval of Data Download Subscription Agreement**

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12 Ms. Riley presented the CCGISC Interactive Public Web Site and its functions that are available to
13 subscribers. Additionally, Ms. Riley provided the committee with a draft of the Annual Data Download
14 Subscription Agreement for the web site. Legal counsel recommended the removal of the first two
15 sentences in the termination section.

16
17 Mr. Hess asked about the data subscribers will have access to when using the web site. Ms. Riley noted
18 that users will only have access to vector data that are available for sale. Subscribers will not have access
19 to data such imagery, addresses, or county tabular data, this information would need to be purchased
20 separately.

21
22 Mr. Toalson asked if a Principal Data Client (PDC) would choose to utilize the data download subscription as
23 an alternative option. Ms. Riley noted the data available to subscribers is limited and a PDC needs access to
24 all CCGISC data.

25
26 Ms. Voitik asked if a mechanism is in place to review who utilizes the subscription fee service and how
27 much they have spent before and after taking part in the subscription. Ms. Riley noted that all data sales
28 are tracked in a database and such a review is possible. Ms. Riley suggested that such a review can occur at
29 the end of each fiscal year to determine if it is necessary to adjust the subscription fee structure.
30

31 **MOTION** by Mr. Hess to approval the Data Download Subscription Agreement as amended by the legal counsel;
32 seconded by Mr. Toalson. Upon vote, the **MOTION CARRIED** unanimously.

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34 **B. GIS Director's Report**

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36 • Addressing Initiative

37 All address data has been imported into the relational database and a training session on the Addressing
38 Interface has been scheduled. Once the primary address contact for an entity completes the training, the
39 Interface can be used for data entry. An Addressing Interface reference manual will be posted to the
40 CCGISC website. Initial training must be completed by an entity in order to utilize the Interface.

41
42 CCGISC and the Champaign County Clerk will work together to reconcile differences between their
43 respective databases. The first step is to reconcile street name differences. Additionally, CCGISC will work
44 with the Champaign County Assessor to update the property location addresses.
45

46 • University of Illinois License Agreement

47 CCGISC and the University of Illinois are working together to streamline the process of providing CCGISC
48 data to University staff, faculty and students. The University of Illinois Library is willing to host a CCGISC
49 data download site. Ms. Riley is developing a user agreement form that will provide users with liability and
50 use constraints. The form will also provide the library with user information that can be used to generate
51 metrics.

52 • ArcReader to ArcGIS Online Migration

53 Ms. Riley noted that ArcReader is a software application used to provide users access to GIS data.
54 ArcReader is an old software product that is no longer updated by ESRI. CCGISC is working to develop web-

1 based ArcGIS Online applications to replace the ArcReader software. CCGISC will launch their first ArcGIS
2 Online application within the next week.

3
4 • ADA Compliance

5 CCGISC has made website updates in order to be in compliance with web content accessibility guidelines
6 (WCAG 2.0 AA) with more improvements to follow.

7
8 • Tax Map Books

9 The 38th edition (*RY2014 with RY2015 subdivisions*) Tax Map Books are complete and ready for distribution.

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11 **VII. Adjournment**

12 **MOTION** by Mr. Hess to adjourn the meeting; seconded by Mr. Toalson. Upon vote, the **MOTION CARRIED**
13 unanimously. Chair Voitik adjourned the meeting at 11:27 a.m.