



GIS Policy Committee

4
5 **MINUTES – APPROVED AS AMENDED – 4/15/16**

6 **DATE:** Friday, October 16, 2015
 7 **TIME:** 11:00 am
 8 **PLACE:** Lyle Shields Meeting Room
 9 Brookens Administrative Center
 10 1776 E. Washington St.
 11 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

13 **Others:** None
 14 **CCGIS Staff:** Leanne Brehob-Riley (Director), Brian Nolan (Recording Secretary)

15 **MINUTES**

16 **I. Call to Order**

17 Ms. Voitik as Chair called the meeting to order at 11:06 a.m.

18 **II. Roll Call**

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

20 **III. Approval of Agenda**

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

22 **IV. Approval of Minutes**

23 *A. July 17, 2015 Regular Meeting*

24 **MOTION** by Ms. Busey to approve the minutes of the July 17, 2015 regular meeting as distributed; seconded by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

25 **V. Financial Statements**

26 *A. FY2015 – 1/1/15 through 9/30/15*

27 Ms. Riley reported that revenues are exceeding expenditures. Mr. Hess asked for an explanation in regards to CCGISC charges for services, and asked if more can be done to increase revenues. Ms. Riley reported that she anticipates an additional \$10,000 to \$15,000 to be received for CCGISC charges for services by the end of the fiscal year. The charges for services line item varies from year to year due the fluctuation in active contracts. Ms. Voitik noted that Eweek Staff Announcements on the University of Illinois campus can be utilized to remind university departments of the services CCGISC can provide.

28 Mr. Hess noted that having a list of services that CCGISC provides would be helpful in efforts to increase community outreach. Ms. Voitik confirmed.

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2 Mr. Toalson asked for an explanation regarding the budgeted amount of \$62,500 for Charges for Services.
3 Ms. Riley explained that it is an estimated amount based on historical fluctuations in work contracts with
4 an additional amount added for unknown contracts that may arise during the fiscal year. Ms. Riley noted
5 that budget amount for Technical Services was reduced for FY2016.
6

7 Ms. Busey asked if there are any additional small counties that would benefit from CCGISC services in the
8 same way that Piatt County utilizes CCGISC services. Ms. Riley noted that Vermillion County could benefit
9 from CCGISC services and additional outreach is needed to determine what services can be provided. Ms.
10 Busey noted that CCGISC could provide higher quality services to smaller counties in the area and
11 additional outreach should be utilized to determine which counties would benefit most. Ms. Riley
12 confirmed and noted that additional outreach for smaller counties will be pursued.
13

14 **MOTION** by Mr. Toalson to receive and place on file the financial statements of FY2015 – 1/1/15 through 9/30/15;
15 seconded by Ms. Busey. Upon vote, the **MOTION CARRIED** unanimously.
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17 VI. Business Items

18 A. *Approval of 2016 Meeting Schedule*

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20 Ms. Riley noted that 2016 CCGISC Policy Meetings will continue to be held quarterly on the third Friday of
21 January, April, July and October.
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23 **MOTION** by Mr. Hess to approve the 2016 Meeting Schedule; seconded by Mr. Toalson. Upon vote, the **MOTION**
24 **CARRIED** unanimously.
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26 B. *Approval to Provide GIS Recorder's Fee Cost-Study Memo and Report to County Board*

27
28 Ms. Riley reported that the review of the GIS Recorder's fee was completed by Bellwether, LLC and justifies
29 an increase from \$10 to \$15. Based on the average of the last three years of recorded documents, this will
30 result in an overall net increase of \$121,450 to the GIS Fund. Ms. Riley noted that historically, 62% of the
31 CCGISC membership fees are contributed by the County and this support is needed to maintain the current
32 level of services that CCGISC provides. The \$5 increase will help ensure the stability of the County's
33 membership contributions. The fee will be reviewed by the County every three years.
34

35 Mr. Toalson asked if a review of the increase in three years should be included in the provided memo. Ms.
36 Busey noted that the County's financial policies include a review of the fee every three years.
37

38 **MOTION** by Mr. Toalson to approve and provide the GIS Recorder's Fee Cost-Study Memo and Report to County
39 Board; seconded by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.
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41 C. *GIS Director's Report*

42 • Addressing Initiative

43
44 Ms. Riley reported that she presented the addressing initiative to the METCAD Policy Board to inform
45 other jurisdictions about the addressing initiatives that have occurred. Ms. Riley encouraged non-
46 member addressing agencies to use the addressing interface. Ms. Busey noted that she plans to ask
47 Ms. Riley to make the same presentation to the County Board at some point in the future in order to
48 provide County Board members with accurate information in regards to addressing updates.
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51 Ms. Riley noted the next step in the addressing initiative will be to send a letter to all addressing
52 jurisdictions in the County in order promote County-wide addressing efforts.
53

54 • Website Updates

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2 Ms. Riley reported that the CCGISC website has been updated to include an overview of CCGISC's
3 data and services, a list of CCGISC's products and how to purchase products, an updated FAQ section,
4 and an automated data request process.
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6 Ms. Busey asked if the website meets ADA compliance requirements. Ms. Riley confirmed and noted
7 that the website has been evaluated. She further explained that the website will be resubmitted for a
8 final review and will be tested by individuals with disabilities to ensure accessibility.
9

10 • Mock Tornado Drill

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12 Ms. Riley reported that CCGISC participated in a mock tornado event at the EOC and noted that the
13 EOC is in need of a large format printer. Mr. Hess wanted to know what type of printer would benefit
14 the EOC. Ms. Riley explained that a plotter would be ideal; however, an 11x17 printer would suffice.
15 Ms. Busey noted that at this time, there is no budget for a printer.
16

17 Mr. Hess asked what role CCGISC took in the mock tornado event. Ms. Riley explained that CCGISC
18 mapped the tornado's path, collected all addresses that were affected and provided demographics
19 and property types associated with those addresses. Additionally, the damage assessment reports
20 were entered into the CCGISC database and the distribution of damage was visualized.
21

22 Mr. Toalson asked if CCGISC has any agreements to provide emergency services like those provided in
23 the mock tornado drill. Ms. Riley explained that CCGISC does not have any agreement for emergency
24 services and noted that members from other agencies should be trained. In preparation for the mock
25 tornado drill, Ms. Riley noted that step by step instructions for emergency services were compiled,
26 but still need to be refined. Mr. Toalson recommends that CCGISC take the lead on planning these
27 services.
28

29 • Technology Plan

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31 Ms. Riley noted that work will begin on developing a long term technology plan. There is a need to
32 establish a long-term direction and understand associated costs for the CCGISC infrastructure.
33 Member agency representatives with IT skills will be asked to assist with the development of the
34 plan.
35

36 • Data Hosting Fee to CUUATS

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38 Ms. Riley reported that a generalized agreement will be made with CUUATS that explains how they
39 will be billed for data hosting. CUUATS will be invoiced at the end of June 2016 for the current CCGISC
40 fiscal year.
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42 **VII. Adjournment**

43 **MOTION** by Mr. Toalson to adjourn the meeting; seconded by Mr. Hess. Upon vote, the **MOTION CARRIED**
44 unanimously. Chair Voitik adjourned the meeting at 11:41 p.m.