



# GIS Policy Committee

**MINUTES – APPROVED AS DISTRIBUTED APRIL 20, 2018**

5 **DATE:** Friday, January 19, 2018  
 6 **TIME:** 11:00 am  
 7 **PLACE:** Jennifer K. Putman Meeting Room  
 8 Brookens Administrative Center  
 9 1776 E. Washington St.  
 10 Urbana, Illinois

Consortium Agencies	Member	Present	Absent
Champaign		Mark Toalson (Vice Chair)	
Urbana		Sanford Hess (Chair)	
Rantoul		Greg Hazel	
Champaign County		Andy Rhodes	
UIUC		Chad Kupferschmid	
Mahomet		Kelly Pfeifer	
Savoy		Gary Zinn	

12 **Others:** Jake Maloy (Rantoul Public Works)  
 13 **CCGIS Staff:** Leanne Brehob-Riley (Director), Tammy Asplund (Recording Secretary)

## MINUTES

### I. Call to Order

Mr. Toalson called the meeting to order at 10:59 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. Hazel to approve the agenda as distributed; second by Mr. Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.

### IV. Approval of Minutes

#### A. October 20, 2017 Regular Meeting

Ms. Brehob-Riley stated she made a correction to the minutes, per Mr. Hess' request. According to Ms. Brehob-Riley, the word "Conference" was added to Page 3, line 13.

**MOTION** by Mr. Hazel to approve the August 10, 2017 minutes as amended; second by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

### V. Financial Statements

#### A. FY2017– 1/1/17 through 12/31/17 (not final)

Ms. Riley noted all member revenue has been collection with the exception of the fourth quarter Champaign County payment. Ms. Brehob-Riley noted the payment will be recognized as 2017 revenue.

1 **MOTION** by Mr. Hazel to put these reports on record; seconded by Mr. Rhodes. Upon vote, the  
2 **MOTION CARRIED** unanimously.

3  
4 *B. Receive and Place on File – FY2016 CCGISC External Audit*

5 Ms. Riley noted it was a new auditing firm this year. She reported there were no findings in this audit.

6  
7 **MOTION** by Mr. Hess to accept and put these reports on file; seconded by Mr. Kupferschmid. Upon vote, the  
8 **MOTION CARRIED** unanimously.

9  
10 **VI. Business Items**

11 *A. CCGISC/County Lease Agreement for Approval*

12 Ms. Brehob-Riley reviewed the changes made resulting from the City of Champaign’s legal counsel review of  
13 the document.

14  
15 **MOTION** by Mr. Hess to approve the Lease as presented; second by Mr. Hazel. Upon vote, the **MOTION CARRIED**  
16 unanimously.

17  
18 *B. Updated 3-year Fiscal Projections*

19 Ms. Brehob-Riley stated health insurance premium increases were significantly lower than expected. She  
20 provided revised 3-year projections for reference only.

21  
22  
23 *C. CCGISC Director’s Report*

24  
25 • Work Plan Status Report

26 Ms. Brehob-Riley stated any status changes are indicated with bold font and the provided report is the  
27 final report for 2017. She also noted the implementation of Azure will not begin until the third quarter  
28 of 2018.

29  
30 • Parcel Genealogy

31 Ms. Brehob-Riley stated the Assessment Office tracks parcel history in third-party software. CCGISC  
32 created a web-based interface to distribute the parcel history information to member agencies. Mr.  
33 Hess volunteered to Beta-test the parcel history.

34  
35 • Parcel Fabric

36 Ms. Brehob-Riley noted the migration to the Parcel Fabric will take place over the next few months.  
37 Ms. Brehob-Riley explained the data from the Parcel Fabric database will be pushed nightly to the  
38 CCGISV database. This will allow the data to be viewed in the same format everyone is accustomed to.

39  
40 • U.S. Census – LUCA Project

41 Ms. Brehob-Riley discussed the 2020 census. The LUCA, Local Update of Census Addresses, review  
42 process should start in February. According to Ms. Brehob-Riley, addresses for construction projects  
43 slated for completion by April 2020 need to be entered into the Addressing Interface by the member  
44 agencies no later than February 10, 2018.

45  
46 • Sanitary Sewer

47 CCGISC created quality control and import scripts for the UCSD sanitary system-wide GIS features. She  
48 anticipates emailing details to all entities soon.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

- Community Outreach  
Ms. Brehob-Riley stated Dan Stebbins, Assessor for Douglas County, is interested in moving parcel maintenance to the CCGISC in 2019. She noted doing business with Piatt County for the past eleven or twelve years provides a good reference for the CCGISC.

Ms. Brehob-Riley explained the Village of Tolono hired an engineering firm from Danville to update its sanitary and water systems. Tolono is also interested in developing a GIS. According to Ms. Brehob-Riley, the engineering firm contacted her to ask what it will cost for Tolono to become a member. She noted she has had no direct conversations with anyone from Tolono.

The Committee discussed the existing IGA requirements for membership. The Committee determined it would be beneficial to amend the IGA to allow smaller municipalities to join. Ms. Brehob-Riley noted the Committee also needs to consider changes to Section 15 - Disposition of Consortium Assets Upon Dissolution. Ms. Brehob-Riley committed to work with the State’s Attorney’s Office to review the IGA, and to review the funding formula used to establish initial membership.

The Committee agreed the fee to join (as a voting member) should be 3 years of the annual dues, spread over five years. Ms. Brehob-Riley will convey this information to Tolono and relay its response to this Committee.

**VII. Adjournment**

Mr. Toalson adjourned the meeting at 12:14 p.m.