



# GIS Policy Committee

## MINUTES – APPROVED AS DISTRIBUTED ON APRIL 26, 2019

**DATE:** Friday, January 18, 2019  
**TIME:** 11:00 am  
**PLACE:** Lyle Shields Meeting Room  
 Brookens Administrative Center  
 1776 E. Washington St.  
 Urbana, Illinois

Consortium Agencies	Member	Present	Absent
Champaign		Mark Toalson (Chair)	
Urbana		Brad Bennett (proxy)	
Rantoul		Greg Hazel	
Champaign County		Andy Rhodes (Vice-Chair)	
UIUC		Chad Kupferschmid	
Mahomet		Ken Buchanan (proxy)	
Savoy			Levi Kopmann

**Others:**

**CCGIS Staff:** Leanne Brehob-Riley (Director), Darlene Kloepfel (County Executive), Tammy Asplund (Recording Secretary)

### MINUTES

**I. Call to Order**

Chair Toalson 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 Kupferschmid to approve the agenda as distributed; second by Bennett. Upon vote, the **MOTION CARRIED** unanimously.

Hazel entered the meeting at 11:06 a.m.

**IV. Approval of Minutes**

A. *October 26, 2018 Meeting*

**MOTION** by Rhodes to approve the October 26, 2018 minutes; second by Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.

**V. Financial Statements**

A. *FY2018 – 1/1/2018 through 12/31/2019 (not final)*

Brehob-Riley stated this is not the final FY2018 statement as there are still revenues to be posted. Revenues will end up ahead of expenditures.

**MOTION** by Rhodes to accept and place the statement on file; seconded by Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.

*B. Receive and place on file – FY2017 CCGISC External Audit*

According to Brehob-Riley, the audit is complete and there are no findings. there is a note stating management has omitted the Management’s Discussion and Analysis. This Committee agreed not to spend the resources that would be required to complete this analysis, as it does not affect the external auditor’s opinion on the basic financial statement.

**MOTION** by Bennett to accept and place the external audit on file; seconded by Hazel. Upon vote, the **MOTION CARRIED** unanimously.

**VI. Business Items**

*A. Approval of 2019 Revised Meeting Schedule*

The April meeting was originally scheduled for April 19<sup>th</sup> which is a County holiday. Brehob-Riley proposed an alternate date of Friday, April 26, 2019.

**MOTION** by Hazel to move the meeting to Friday, April 26, 2019; seconded by Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.

*B. Approval of Amendments to CCGISC Intergovernmental Agreement*

Brehob-Riley reviewed the changes, based on direction provided at the April meeting. She stated the revisions provide additional payment flexibility and would require annual installments and the buy-in fee must be paid within 5 years. According to Brehob-Riley, the next step is to forward the IGA to each member agency for review and approval. In response to a question by Rhodes, Brehob-Riley responded Tolono has not shown any additional interest in becoming a member. Brehob-Riley noted there may be a future opportunity with St. Joseph.

**MOTION** by Rhodes to accept the proposed amendments; seconded by Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.

*C. Approval of Budgetary Changes to Accommodate LiDAR Acquisition*

Brehob-Riley stated the second sentence in paragraph on bottom of page should read, “As a result, assessments”, NOT “increases.” She noted the original budget did not consider any revenue or expenditures associated to the Lidar project. Approval of budgetary changes are needed to account for the incoming and outgoing funds.

**MOTION** by Kupferschmid to approve the budgetary changes; seconded by Buchanan. Upon vote, the **MOTION CARRIED** unanimously.

*D. Approval of Principal Data Client Agreement for non-governmental Organizations*

Brehob-Riley commented that Carle Foundation Hospital expressed interest in becoming a Principal Data Client. She noted the existing PDC agreements are intergovernmental agreements, so she worked with the State’s Attorney’s office to develop an agreement that would be appropriate for non-governmental agencies. The State’s Attorney agreed that a license agreement (rather than a contract) makes the most sense and allows control of the annual fee and provides flexibility to GIS Staff. Brehob-Riley stated the terms and conditions follow those found in the existing license and PDC agreement

**MOTION** by Rhodes to approve the agreement; seconded by Bennett. Upon vote, the **MOTION CARRIED** unanimously.

*E. GIS Director's Report*

Brehob-Riley reviewed the Work Plan Status Report and noted changes to task status are indicated with **bold** font. She said this year has been busy with the parcel fabric migration, loss of an employee, LUCA, Sanitary Sewer and assisting the City of Urbana with Lucity (work order system). She also noted that the last few months of the year will be working to implement Microsoft Azure and ArcGIS Portal, delaying some work plan tasks.

Contract Updates:

Brehob-Riley will be working with the State's Attorney's Office to review and potentially revise several contracts and agreements by the April 2019 meeting.

Sanitary Sewer:

According to Brehob-Riley, agencies involved in this project have started to provide edits. She stated the new QC geodatabases will be provided sometime next week.

Lidar

Brehob-Riley stated the 3DEP proposal was accepted by the USGS and the next step involves the development of a Task Order. She explained that to proceed, final estimations will be determined, and an agreement put in place. Due to the federal governmental shut-down, no progress has been made.

METCAD

Brehob-Riley stated the State is implementing Next Generation 9-1-1. The current system will end in July 2020. Brehob-Riley noted the state has offered a \$25,000 GIS Expenses grant to counties, due in early February. According to Brehob-Riley, the state has published a document regarding formatting; like NINA standards. Brehob-Riley stated this is being coordinated through the State Police.

Community Outreach:

Brehob-Riley commented that Douglas County decided to stay with Sidwell in 2019. She noted that Sidwell was just purchased by Harris Local Government.

**VII. Adjournment**

**MOTION** to adjourn by Kupferschmid; seconded by Rhodes. Upon vote, the **MOTION CARRIED** unanimously. Chair Toalson adjourned the meeting at 11:41 a.m.