GIS Policy Committee

MINUTES – Approved as Distributed January 21, 2022

DATE: Friday, October 15, 2021
TIME: 11:00 am
PLACE: Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign		Mark Toalson
Urbana	Sanford Hess	
Rantoul	Jake McCoy	
Champaign County	Tim Breen	M.C. Neal
UIUC	Chad Kupferschmid	James Sims
Mahomet		Kelly Pfeifer
Savoy	Christopher Walton	

Others: None
CCGISC Staff: Leanne Brehob-Riley (Director), Mary Ward (Recording Secretary)

MINUTES

I. Call to Order

Mr. Walton called the meeting to order at 11:02 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. Hess to approve the agenda as distributed; second by Mr. McCoy. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

A. *July 16, 2021 Meeting*

MOTION by Mr. McCoy to approve the July 16, 2021 minutes as distributed; second by Mr. Breen. Upon vote, the **MOTION CARRIED** unanimously.

V. Financial Statements

A. *CCGISC Financial Statements - 1/1/2021 through 9/30/2021*

Ms. Brehob-Riley briefly reviewed the financial statements. Membership contributions have been received from everyone except Champaign and the University. Charges for Services and Map and Data sales are lower this year, but the financial outlook is still good. Mr. Hess asked if this was related to the pandemic. Ms. Brehob-Riley stated that is possible but explained data sales tend to vary from year to year. There may be an increase towards the end of the year once the contours are finalized.

MOTION by Mr. Hess to receive and place on file the financial statement; seconded by Mr. McCoy. Upon vote, the **MOTION CARRIED** unanimously.

VI.   Business Items

   A.   *Approval of the FY2022 CCGISC Policy Committee Meeting Schedule*

   MOTION by Mr. Kupferschmid to approve the CCGISC Policy Committee Meeting Schedule for FY2022; second by Mr.Hess. Upon vote, the **MOTION CARRIED** unanimously.

   B.   *Semi-Annual Review of Closed Meeting Session Minutes*

   MOTION by Mr. Hess and second by Mr. Breen to keep the closed session minutes confidential. Upon vote the **MOTION CARRIED** unanimously.

   C.   *Discussion of CCGISC Policy Committee Rules and Procedures for Approval*

   Ms. Brehob-Riley has updated the document to include language regarding technical representatives, general conduct of the Policy Committee and pay for performance. These were items that had been discussed previously. The document has been reviewed by County legal. Mr. Hess requested that in the future, for documents like this, that the committee receive a red-line version so they can tell what has changed.

   Mr. Hess had a question about the Technical Representative section, specifically 3.0 (d) Attend at least one informal meeting per year. Discussion followed and the final wording agreed upon for section 3.0 (d) was: The technical representatives will meet once annually or as necessary.

   Pay for Performance was also discussed regarding the one-time bonus and if this section of the policy would need to be updated frequently. An explanation was given as to how the bonus worked.

   MOTION by Mr. Hess to approve the CCGISC Policy Committee Rules and Procedures as amended; second by Mr. McCoy. Upon vote, the **MOTION CARRIED** unanimously.

   D.   *Approval of CCGISC/County Lease Agreement*

   MOTION by Mr. McCoy to approve the CCGISC/County Lease Agreement; second by Mr. Kupferschmid.

   Mr. Breen stated that based on prior discussion, the County representative should abstain from voting since the agreement is with the County.

   A roll call vote was taken, and the **MOTION CARRIED** unanimously.

   E.   *GIS Director's Report*

      1.   **Work Plan Status Report**

      The work plan status report has been provided and changes are in bold.

      2.   **Redistricting**

      The Consortium's role in the County Redistricting project is complete and are in discussions to assist the Urbana School District with their school board redistricting efforts.

      3.   **Upgrades**

      The next planned upgrade is ArcGIS Enterprise Server and Portal to 10.9.1. If possible, the upgrade will occur prior to year-end. Impacts will be investigated and provided to the Technical Representatives before moving forward with the upgrade.

4. **Contour/Building Footprint Project**

   There continues to be problems with this project. The contours have been received and published to the Enterprise Geodatabase. Member agency apps have also been updated and a review app was provided for members to identify problem areas. However, there are issues with the classification of depression contours. Each agency is asked to review the depression areas and report back any issues. Once the project is finalized all deliverables will be provided to each member agency.

5. **Sanitary Sewer/Innovyze Project**

   The model is complete. The next step is to work with UCSD and test pushing data updates to the model.

6. **DEVNET – County Tax System**

   DevNet is planning to complete the requested data imports in November. Staff continues to work on the parcel genealogy corrections. Once the corrections are complete – hopefully sometime next year - the data will be provided to DevNet for import.

7. **Easement Mapping**

   Starting in 2022, CCGISC hopes to begin mapping easements the year in which they are received. This is reliant on if FIDLAR, the vendor used by the Recorder's Office, completes the set-up of a requested subscription to directly push recorded to a director located on the County's network.

8. **Failover and Cloud Storage**

   No updates. A meeting is scheduled with the IT Director in early November.

9. **Projects and Contracts**

   We will likely complete some additional NG-911 work for Douglas County. The NG-911 project has established a good working relationship with Douglas County. This has led to some preliminary parcel maintenance discussions.

   The County Zoning department is working to make the County Zoning layer available on-line through the CCGISC Interactive Public Map. The on-line data will not be considered the official County Zoning Map but should provide a much-needed reference for agencies and individuals.

VII. **Adjournment**

   Seeing there was no other business, Mr. Walton adjourned the meeting at 11:25 a.m.