



GIS Policy Committee

MINUTES – Approved as Presented April 22, 2022

DATE: Friday, January 21, 2022
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	M.C. Neal	
UIUC	Chad Kupferschmid	James Sims
Mahomet	Kelly Pfeifer	
Savoy	Christopher Walton	

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

MINUTES

- I. Call to Order
 Mr. Walton called the meeting to order at 11:00 a.m.
- II. Roll Call
 Roll call was taken by written record and a quorum was declared present.
- III. Approval of Agenda
MOTION by Ms. Pfeifer to approve the agenda as distributed; second by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.
- IV. Approval of Minutes
 - A. *October 15, 2021 Meeting*
MOTION by Mr. Toalson to approve the October 15, 2021 minutes as distributed; second by Mr. Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.
- V. Financial Statements
 - A. *FY2021 Financial Statement - 1/1/2021 through 12/31/2021 (not final)*
MOTION by Mr. McCoy to receive and place on file the financial statement; seconded by Mr. Hess.

 Mr. Hess had a question about the professional services line. Ms. Brehob-Riley stated ASI has not yet been paid for the contour project. They will be paid once the data is fully corrected.

 Upon roll call vote, the **MOTION CARRIED** unanimously.

VI. Business Items

A. *Approval of Douglas County Intergovernmental Agreement for GIS Services*

Ms. Brehob-Riley gave a brief overview of the agreement. Douglas County would like to shift its cadastral maintenance and related GIS services to the Consortium. The agreement mimics the Piatt County contract with cost share fees and staff rates calculated in the same manner. This should bring in an additional \$6,000 to \$10,000 annually. The contract will provide an on-going stable source of revenue.

MOTION by Mr. Toalson to approve the Douglas County Intergovernmental Agreement for GIS Services; second by Mr. Hess.

Mr. Toalson asked how many parcels there were in Douglas County. Ms. Brehob-Riley stated the number of parcels were similar to Piatt County. Mr. Hess expressed his appreciation for the work to secure the contract. This is what was talked about several years ago as a way this Consortium can grow and provide more value to the wider area. It speaks to the quality of the work the team has done.

Upon roll call vote, the **MOTION CARRIED** unanimously.

B. *Update of Management's Discussion and Analysis for future CCGISC Audits*

Ms. Brehob-Riley spoke with the Chief Deputy Auditor about moving forward with an MD&A for future audits. He echoed the statement made by the external Auditor, the financial statements are not impacted by its absence. However, going forward Ms. Brehob-Riley will work with the Deputy Auditor to develop an MD&A. With the ERP transition and the need for the County to finalize the FY2020 audit as soon as possible, the first MD&A will be issued with the FY2021 audit.

C. *GIS Director's Report*

1. **Work Plan Status Report**

The work plan status report has been provided and changes are in bold. We had hoped to update the CCGISC website during the past year; will try to get this done in 2022.

2. **Redistricting**

Staff assisted the County Clerk with the necessary election code updates. This included geocoding voter addresses, updating existing codes, and working with their vendor. This was a demanding project with a short timeframe.

3. **Upgrades**

The ArcGIS Enterprise upgrade to 10.9.1 for both Server and Portal was done over the Martin Luther King holiday weekend. It was successful, but problematic. There was some confusion because the software signaled the Portal upgrade was complete, yet the software was not responding correctly. As a result, the 6 to 7-hour upgrade was rolled back and restarted. With the second attempt it became clear that while the software signaled its completion, the software had not completed its full installation cycle.

After the ArcGIS Enterprise upgrade, we upgraded the parcel fabric to take advantage of some more advanced editing tools. This was also a problematic upgrade.

4. Contour/Building Footprint Project

As you are all aware, this project has been wrought with issues. The two main ones being assignment of depression contours and bad values in the DTM/DEM files. Based on a spot check of files, it appears the DTM/DEM file issues may have been resolved. We are still waiting on ASI to re-supply corrected contours files.

Mr. Toalson had a question about the web update mentioned previously. Will that be done internally or outsourced? Ms. Brehob-Riley stated the plan is to complete this internally using the County's site as a template.

5. Drainage Districts

The CCGISC interns mapped all the certified drainage rolls found in the County Clerk's office. In the coming months we plan to work with the County Clerk and the Circuit Clerk to locate the remaining rolls. Once all the rolls are located and mapped, the next step will for the County Clerk/Circuit Clerk to resolve the fallout between mapped districts and tax system.

6. Failover and Cloud Storage

Met with M.C. to discuss off-site backups and failover options. CCGISC needs to be better positioned to combat a disaster. The short-term plan is to push VM backups to a CCGISC server that will be placed at the Courthouse. This will provide some peace of mind. It is hoped IT will have the time to set this up in the coming months.

Mr. Hess expressed the need to have back-ups offsite as soon as possible.

Mr. Toalson had a couple of questions about where the Douglas County data will be hosted and if there are plans to edge-match Douglas to Champaign County. Ms. Brehob-Riley responded, stating the Douglas County data will be hosted on the CCGISC SQL box and staff will likely move forward with edge-matching the cadastral base like what was done for Piatt County.

VII. Adjournment

Seeing there was no other business, Mr. Walton adjourned the meeting at 11:20 a.m.