



# GIS Policy Committee

**MINUTES – Approved as Distributed October 21, 2022**

**DATE:** Friday, July 15, 2022  
**TIME:** 11:00 am  
**PLACE:** Brookens Administrative Center  
 1776 E. Washington St.  
 Urbana, Illinois

| Consortium Member Agencies | Present            | Absent       |
|----------------------------|--------------------|--------------|
| Champaign                  | Mark Toalson       |              |
| Urbana                     | John Zeman         | Sanford Hess |
| Rantoul                    | Jake McCoy         |              |
| Champaign County           | M.C. Neal          |              |
| UIUC                       | 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 11:06 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; second by Mr. McCoy. Upon vote, the **MOTION CARRIED** unanimously.
  
- IV. Public Participation  
 There was no public participation.
  
- V. Approval of Minutes
  - A. April 22, 2022 Meeting  

**MOTION** by Mr. Toalson to approve the April 22, 2022 minutes as distributed; second by Mr. Zeman. Upon voice vote, the **MOTION CARRIED** unanimously.
  
- VI. Financial Statements

A. *FY 2021 – 1/1/2021 through 12/31/2021 (final)*

The FY2021 financials are now final. The financials reflect the movement of the ortho-imagery assessments to deferred revenues. Several 2021 assessments/invoices were uncollected prior to the close of FY2021. All payments since collected but funds will be reflected in the FY2022 financials. As a result, the FY2021 and FY2022 financial statements will appear skewed, no long-term impact on the fund balance. The ending fund balance for FY2021 is \$474,115.

Mr. Toalson had a question about the investment interest being much less than budgeted. Ms. Brehob-Riley believes there were a few years when the County benefited from a high yield money market account. This is no longer the case. The investment interest budget line was reduced in the FY2022 budget.

B. *FY2022 – 01/01/2022 through 06/30/2022*

FY2022 financial statement was presented. The Committee was reminded this is the time of year when expenditures exceed revenues. In FY2022, the year-end expenditures are anticipated to be greater than revenues. This is due to the budgeted overlap of the Mapping Technician position for training purposes because of a pending retirement.

**MOTION** by Ms. Pfeifer to receive and place on file the financial statements; seconded by Mr. McCoy. Upon roll call vote, the **MOTION CARRIED** unanimously. The statements have been placed on file.

VII. Business Items

A. *Presentation of the FY2023 Budget for Approval*

- FY2023 Capital and Technology Plan
- FY 2023 Work Plan and Report

The FY2023 Capital and Technology Plan was discussed. The plan anticipates the hardware and technology/maintenance fees for the next five years. It is proposed \$58,500 be moved from the Operational department to the Capital and Technology department. Anticipated capital and technology expenditures as outlined in the plan can be funded for the next five years with the payback period at 4.87 years.

The FY2023 Work Plan and Report was discussed. The presented initiatives were reviewed by the Technical Representatives at a recent meeting. The membership and orthophotography assessments were adjusted to reflect the population redistribution per the 2020 Decennial Census. The total ortho-imagery assessment is unchanged. As expected from the FY2022 three-year projections, the proposed membership fee increase is 2.5%. This increase will help to cover ERP system costs, increases in health insurance and IT support as well as an overall 5% salary increase as recommended by County Administration. The three-year projections include a 3.5% increase for 2023 and 3.0% increase for 2024. The Consortium will experience a deficient budget without those increases. Future factors that may impact the projections include 1) the possibility of membership by Village of St. Joseph which would require a unanimous vote by the CCGISC Policy Committee members and 2) possible rental increases resulting from the anticipated 2024 relocation to the County Plaza building.

**MOTION** by Ms. Pfeifer to approve the FY2023 Budget as presented; seconded by Mr. Toalson.

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

*B. GIS Director's Report*

**1. Work Plan Status Report**

Updates to the Work Plan Status Report are denoted in bold font.

**2. Office Relocation**

The County has purchased the County Plaza Building. Once the remodel of the building is complete, CCGISC is slated to move to the third floor.

**3. Mapping Technician**

A new Mapping Technician was hired and will start August 1. There are five months of overlap with the existing Mapping Technician who is retiring on January 3.

**4. Technical Representative Meeting**

A Technical Representative meeting was held last month. A few items were discussed that may require project specific meetings including sanitary sewer and street centerline changes in addition to the design and development of road jurisdiction layers.

**5. Contour/Building Footprint Project**

There are still issues. The project has been moved to the LiDAR team and hopefully we will have this finalized shortly.

**6. Ortho Acquisition**

2023 is an Ortho acquisition year. An RFP will be issued in October. The RFP will be provided to Technical Representatives for review prior to release. The plan is to request costs for 6-inch and 3-inch countywide ortho-imagery.

**7. Upgrades**

The Enterprise Geodatabases will be upgraded in the coming weeks. There should not be any impact to the member agencies. There are also some pending database reconfigurations to better support the Parcel Fabric and the Trace Network. Member agencies will be notified prior to any changes or upgrades.

**8. Off Site VM Backups**

This project is on hold due to faulty RAM. CCGISC will work with County IT to get this initiative moving forward.

Mr. Toalson had a question regarding the Ortho acquisition RFP. It was mentioned asking for 3-inch for the entire county, what would be the default resolution for urban areas? Would you be asking for 3-inch for that regardless? Ms. Brehob-Riley would prefer to a consistent resolution county-wide if possible. The possibility does exist to obtain mixed resolution as done in past years.

Per a discussion initiated by Mr. Walton, as in previous acquisition years CCGISC is to release the ortho-acquisition RFP once an opportunity for review is provided to the member agencies.

Seeing there was no other business, Mr. Walton adjourned the meeting at 11:27 a.m.