



## Meeting Announcement

### GIS POLICY COMMITTEE MEETING

Friday, January 20, 2023 at 11:00am

**JENNIFER PUTMAN MEETING ROOM**

1776 E. Washington Street, Urbana, IL

### COMMITTEE MEMBERS

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Christopher Walton – *Chair*

Kelly Pfeifer – *Vice Chair*

James Sims

Jake McCoy

Sanford Hess

Mark Toalson

M.C. Neal

### AGENDA

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- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Public Participation**
- V. **Approval of Minutes**
  - A. *October 21, 2022*
- VI. **Financial Statements**
  - A. *FY2022 - 1/1/2022 through 12/31/2022 – NOT FINAL*
- VII. **Business Items**
  - A. *Approval to Award Ortho-Imagery Acquisition Contract*
  - B. *GIS Director's Report*



## GIS Policy Committee

### **MINUTES – Subject to Review and Approval**

**DATE:** Friday, October 21, 2022  
**TIME:** 11:00 am  
**PLACE:** Brookens Administrative Center  
 1776 E. Washington St.  
 Urbana, Illinois

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

**Others:** Darlene Kloeppel (County Executive), Joe Hackney (Village of St. Joseph)  
**CCGIS Staff:** Leanne Brehob-Riley (Director), Mary Ward (Recording Secretary)

### **MINUTES**

#### **I. Call to Order**

Acting Chairperson Dennis Donaldson 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; Ms. Pfeifer asked if the motion could be amended to change the year in item VII. A. to 2023. Mr. Hess made the motion to approve the agenda as amended; second by Mr. Neal. Upon voice vote, the **AMENDED MOTION CARRIED** unanimously.

#### **IV. Public Participation**

Darlene Kloeppel – spoke on the Mahomet Aquifer Mapping project that was awarded ARPA funds. The mapping will be starting in November. This is an elaborate project. They will be flying helicopters over the rural parts of the county. They are not allowed to fly over buildings; they will be mapped in a different way. They will map the entire county. There will be a media kick-off on November 21<sup>st</sup>.

V. Approval of Minutes

A. *July 15, 2022 Meeting*

**MOTION** by Ms. Pfeifer to approve the July 15, 2022 minutes as distributed; second by Mr. Hess. Upon voice vote, the **MOTION CARRIED** unanimously.

VI. Financial Statements

A. *FY 2022 – 1/1/2022 through 09/30/2022*

New financial statements were handed out due to issues between the general ledger and journal entries. Most were resolved however an additional \$1,560 shall be posted to the investment interest line once the correction is made by the Auditor's Office. Membership assessments were not yet received from the U of I and Mahomet. Ms. Brehob-Riley reminded the committee the year-end expenditures will exceed revenue to pay for the Mapping Technician overlap due to a pending retirement.

B. *Receive and Place on File – FY2021 CCGISC External Audit*

The FY2021 audit was presented. It included a Management Discussion & Analysis (MD&A) section. There were no findings in the audit. The ending fund balance for FY2021 was \$468,874.

Mr. Hess had a question about the pension balance being counted as a liability. He thought that was with IMRF. Ms. Brehob-Riley stated the county-wide financial statements always included the net pension liability/asset. However, the Intergovernmental Agreement creating the CCGISC does not address how this liability/asset should be handled in the event of a lead agency change or the dissolution of CCGISC. The County is aware this needs to be addressed.

**OMNIBUS MOTION** by Mr. Hess to receive and place on file the financial statement and FY2021 audit; seconded by Ms. Pfeifer. Upon roll call vote, the **MOTION CARRIED** unanimously. The statement and audit have been placed on file.

VII. Business Items

A. *Approval of the 2023 CCISC Policy Committee Meeting Schedule*

All meetings are scheduled for the third Friday of the month. There are no holiday conflicts for the coming year.

**MOTION** by Ms. Pfeifer to approve the 2023 meeting schedule as presented; seconded by Mr. McCoy.

Upon voice vote, the **MOTION CARRIED** unanimously.

B. *Approval of Extending CCGISC Membership to the Village of St. Joseph*

Ms. Brehob-Riley stated that the CCGISC staff has the capacity to support an additional member. The additional revenue will help off-set anticipated future costs like rent, health insurance, and personnel increases. A unanimous vote at the Policy Committee level requires all agencies to approve and fully execute the IGA as amended.

Mr. Hess issued a welcome to St. Joseph and asked a couple of questions. First, he asked if St. Joseph will be updating their own addresses or if it was something the Consortium will continue to do. Ms. Brehob-Riley explained that St. Joseph has access to the Addressing website they and have already been making some edits. Mr. Hess then asked if they had anyone on staff with GIS knowledge. Mr. Hackney, Village of St. Joseph Administrator, said not at this time but they have a good relationship with their engineers who are familiar with this platform. He also noted the staff are very excited about being able to modernize operations and learn GIS.

**MOTION** by Mr. Hess and seconded by Ms. Pfeifer to accept the Village of St. Joseph as a member of the CCGISC Consortium. Discussion followed as to if the motion needs to include whether membership begins when the IGA is fully executed or now. Mr. Hess amended the motion to add that membership begins when the IGA is fully executed.

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

*C. Discussion of Assessment Office Property Codes and Joint Request for Maintenance*

Ms. Brehob-Riley provided some background stating that prior to the migration to the new tax system (DEVNET), the assessment office maintained a Property **Code** field. Currently, this field is referenced on the public map and in Portal applications but is no longer actively maintained. The County and Township assessors now use a more generalized code as required by the State of Illinois. The Assessment office is working to implement a Property **Type** field. Ms. Brehob-Riley provided the committee members a list of property types as identified by the assessment office.

A discussion ensued. Ultimately it was determined the property types were inconsistent and too specific. Several of the agencies voiced their preference to assign and maintain a property use code for parcels within their own jurisdictions. Ms. Brehob-Riley thought it may be feasible for CCGISC to develop a service/application that would allow the agencies to do this assuming all jurisdictions agreed on a single set of codes. It was made clear these codes would have to be maintained outside of the tax system.

Ms. Brehob-Riley stated she would discuss this possibility with staff in more detail and follow-up with the member agencies.

*D. GIS Director's Report*

**1. Work Plan Status Report**

A revised copy was provided. Updates to the Work Plan Status Report are denoted in bold font.

**2. Ortho Acquisition**

The RFP will be forwarded to the technical representatives for review next week with a tentative release date of early November. The RFP requests bids for both 6-inch and 3-inch county-wide acquisition options.

Ms. Brehob-Riley then made the Committee aware the State plans to acquire 6-inch resolution ortho-imagery for all counties except Cook and DuPage. Woolpert

128 was awarded this contract. The acquisition will start in the spring and may extend  
129 into fall/winter and into the following spring depending on weather. According  
130 to Woolpert, changes/additions cannot be incorporated into the 6-inch  
131 acquisition i.e., building lean removal, tile delivery structure, coordinate system,  
132 etc. However, Woolpert is offering buy-up options. Their estimate for 3-inch  
133 resolution ortho-imagery is \$215-\$220 per square mile which is approximately  
134 \$241,000 for Champaign County.

135  
136 The 6-inch resolution imagery from the State's project will eventually be made  
137 available through the IL Geospatial Data Clearinghouse.

138  
139 Mr. Hess asked about the 6-inch vs 3-inch. Because the RFP requests costs for  
140 both 6-inch and 3-inch, the member agency will then have to determine how to  
141 proceed forward once the bids are received. Mr. Hess believed we were on the  
142 right path moving forward with the RFP.

143  
144 **3. Contour/Building Footprint Project**

145 Staff is currently processing the latest delivery and believe all is finally correct.  
146 We should know more in the next week or so. If all looks good, the Enterprise  
147 Geodatabase and map services will be updated accordingly.

148  
149 Seeing there was no other business, Mr. Donaldson adjourned the meeting at 11:50 a.m.

GIS Consortium  
FY2022 (01/01/2022-12/31/2022) Financial Report  
Fund 8850

REVENUE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 12/31/2022	Actual % of Budget	Unrealized Balance
<b>Budgeted Local Government</b>					
Champaign County	\$321,486.00	\$321,486.00	\$245,083.25	76%	\$76,402.75
City of Champaign	\$75,186.00	\$85,200.00	\$158,720.05	186%	- \$73,520.05
City of Urbana	\$42,765.00	\$45,019.00	\$45,017.61	100%	\$1.39
Douglas County	\$0.00	\$0.00	\$0.00	0%	\$0.00
Piatt County	\$0.00	\$0.00	\$0.00	0%	\$0.00
U-C Sanitary District	\$1,157.00	\$1,157.00	\$1,156.25	100%	\$0.75
University of Illinois	\$38,151.00	\$40,220.00	\$2,068.81	5%	\$38,151.19
Village of Mahomet	\$18,100.00	\$18,100.00	\$16,474.83	91%	\$1,625.17
Village of Rantoul	\$26,651.00	\$26,651.00	\$23,753.70	89%	\$2,897.30
Village of Savoy	\$18,787.00	\$19,598.00	\$18,744.37	96%	\$853.63
<b>Local Government Total</b>	<b>\$542,283.00</b>	<b>\$557,431.00</b>	<b>\$511,018.87</b>	<b>92%</b>	<b>\$46,412.13</b>
Local Government Reimbursement	\$23,008.00	\$23,008.00	\$22,866.00	99%	\$142.00
Charges for Services	\$55,000.00	\$55,000.00	\$62,538.42	114%	- \$7,538.42
Investment Interest	\$500.00	\$500.00	\$6,914.76	1383%	- \$6,414.76
Maps & Data Sales	\$12,500.00	\$12,500.00	\$8,500.14	68%	\$3,999.86
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	0%	\$0.00
Interfund Transfers	\$57,500.00	\$57,500.00	\$0.00	0%	\$57,500.00
<b>REVENUE TOTAL</b>	<b>\$690,791.00</b>	<b>\$705,939.00</b>	<b>\$611,838.19</b>	<b>87%</b>	<b>\$94,100.81</b>
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 12/31/2022	Actual % of Budget	Unencumbered Balance
<b>Personnel</b>					
Salaries & Wages	\$395,343.00	\$395,343.00	\$389,142.88	98%	\$6,200.12
Fringe Benefits	\$131,952.00	\$131,952.00	\$100,631.86	76%	\$31,320.14
<b>Personnel Total</b>	<b>\$527,295.00</b>	<b>\$527,295.00</b>	<b>\$489,774.74</b>	<b>93%</b>	<b>\$37,520.26</b>
Commodities	\$24,050.00	\$23,850.00	\$9,708.75	41%	\$14,141.25
<b>Services</b>					
Audit	\$10,500.00	\$12,290.00	\$7,565.00	62%	\$4,725.00
Professional Services	\$2,000.00	\$29,900.00	\$27,900.00	93%	\$2,000.00
Job Required Travel	\$500.00	\$500.00	\$125.63	25%	\$374.37
Utilities	\$2,250.00	\$2,900.00	\$2,383.82	82%	\$516.18
Computer/InfoTech Services	\$26,250.00	\$16,250.00	\$0.00	0%	\$16,250.00
Telephone Service	\$1,000.00	\$1,000.00	\$807.43	81%	\$192.57
Equipment Maintenance	\$47,125.00	\$57,125.00	\$53,293.59	93%	\$3,831.41
Conferences & Training	\$3,000.00	\$2,550.00	\$375.00	15%	\$2,175.00
All Other Services	\$10,000.00	\$14,975.00	\$12,102.06	81%	\$2,872.94
<b>Services Total</b>	<b>\$102,625.00</b>	<b>\$137,490.00</b>	<b>\$104,552.53</b>	<b>76%</b>	<b>\$32,937.47</b>
Capital	\$0.00	\$0.00	\$0.00	0%	\$0.00
Transfer to County Fund	\$3,250.00	\$3,250.00	\$0.00	0%	\$3,250.00
Interdepartment Transfers	\$57,500.00	\$57,500.00	\$0.00	0%	\$57,500.00
<b>EXPENDITURE TOTAL</b>	<b>\$714,720.00</b>	<b>\$749,385.00</b>	<b>\$604,036.02</b>	<b>81%</b>	<b>\$145,348.98</b>

**850 FUND BALANCE - 01/01/2022****Balance**

<b>FY2022 Beginning Fund Balance (unaudited)</b>	<b>\$532,881.81</b>
Reserve for Aerial Photography	- \$58,765.31
10% Restricted Reserve	- \$60,782.75
Restricted Capital and Technology Reserve	- \$94,073.61
<b>FY2022 Remaining Unreserved Fund Balance (unaudited)</b>	<b>\$319,260.14</b>



Champaign County  
City of Champaign  
City of Urbana  
University of Illinois  
Village of Rantoul  
Village of Mahomet  
Village of Savoy

To: CCGISC Policy Committee  
From: Leanne Brehob-Riley, GIS Director  
Date: January 20, 2023  
Re: 2023 Orthophotography Contract Award Recommendation

### Request

Approval to award the orthophotography contract to Kucera International, Inc. (Kucera) and the authority to execute the contract based upon the information provided below.

### Background - Orthophotography Request for Proposal (RFP)

On November 15, 2022, an RFP was issued for the acquisition of orthophotography for Champaign, Piatt, and Douglas counties in the spring of 2023. The RFP requested bids for 3-inch and 6-inch county wide resolution options. The available budget to acquire orthophotography for Champaign County is \$100,000. The joint capture of the three counties by a single vendor result in an overall reduction of acquisition costs.

### Recommendation - Orthophotography Contract Award

The CCGISC Technical Representatives recommend moving forward with **6-inch** capture and awarding the ortho-acquisition contract to Kucera of Willoughby, Ohio for a total amount of \$147,260; \$84,250 will be the responsibility of the Consortium, \$32,840 the responsibility of Piatt County, and \$30,170 the responsibility of Douglas County.

### Orthophotography Proposal Summary & Recommendation Rationale

Two responses to the RFP were received; a summary of the provided bids is listed below:

Project Costs				
Entity	Ayres		Kucera	
	6-inch	3-inch	6-inch	3-inch
Champaign - Option 1: Base Cost	\$ 76,824.00	\$ 183,912.00	\$ 73,990.00	\$ 163,080.00
Piatt - Option 1: Base Cost	\$ 32,934.00	\$ 78,842.00	\$ 32,840.00	\$ 72,480.00
Douglas - Option 1: Base Cost	\$ 27,522.00	\$ 65,886.00	\$ 30,170.00	\$ 66,440.00
<b>Total Base Cost for Champaign/Piatt/Douglas</b>	<b>\$ 137,280.00</b>	<b>\$ 328,640.00</b>	<b>\$ 137,000.00</b>	<b>\$ 302,000.00</b>
Champaign - Option 2: Building Lean Reduction Area	\$ 4,160.00	\$ 4,160.00	\$ 1,620.00	\$ 3,240.00
Champaign - Option 3: Building Lean Elimination Points*	\$ 9,360.00	\$ 12,480.00	\$ 8,100.00	\$ 17,820.00
Champaign - Option 4: Building Lean Reduction/Elimination*	\$ 12,480.00	\$ 16,640.00	\$ 10,260.00	\$ 22,140.00
<b>TOTAL - Champaign County (Base + Option 4)</b>	<b>\$ 89,304.00</b>	<b>\$ 200,552.00</b>	<b>\$ 84,250.00</b>	<b>\$ 185,220.00</b>
<b>TOTAL - Piatt County (Base)</b>	<b>\$ 32,934.00</b>	<b>\$ 78,842.00</b>	<b>\$ 32,840.00</b>	<b>\$ 72,480.00</b>
<b>TOTAL - Douglas County (Base)</b>	<b>\$ 27,522.00</b>	<b>\$ 65,886.00</b>	<b>\$ 30,170.00</b>	<b>\$ 66,440.00</b>
<b>TOTAL PROJECT COSTS:</b>	<b>\$ 149,760.00</b>	<b>\$ 345,280.00</b>	<b>\$ 147,260.00</b>	<b>\$ 324,140.00</b>



This project includes the acquisition of county-wide 4-band, 6-inch resolution ortho-imagery. The Technical Representatives recommended obtaining imagery that incorporates building lean reduction and elimination techniques in densely developed areas with buildings greater than 5 stories as was done 2020. The reduction/elimination of building lean for tall structures throughout the County and in densely developed areas will limit the obstruction of ground features caused by building lean.

A few of the Technical Representatives expressed interest in 3-inch ortho-acquisition, however this is not supported with the current budget. Should 3-inch capture be of interest in future years, additional funds would be required.

As mentioned at the October 21, 2022 Policy Committee meeting, the State of Illinois is acquiring 6-inch ortho-imagery for all counties except DuPage and Cook. This was discussed with the CCGISC Technical Representatives and representatives from both Piatt and Douglas. Their recommendation was to move forward with the 2023 acquisition as planned. The State flight could take a year and a half to complete, the removal of building lean is not an option, and the agencies would ultimately have to accept the final deliverable “as is”.

The criteria used to rate the responses included Project Cost, Delivery Timeframe, Project Approach, Project Specifications, and References. Because the proposals did not contain significant variations with project approach, project specifications, or delivery timeframe and CCGISC has successfully worked with both vendors on past ortho-acquisition projects (most recently Kucera in 2017 and Ayres in 2020), the Technical Representatives recommended the vendor with the overall lowest bid.

The overall ranking of the proposals is found in the table below.

<b>2023 Ortho-acquisition Proposal Rankings</b>		
<i>1 to 3; 1 = first choice; 2 = second choice</i>		
<b>low value recommended</b>		
	<b>Ayres</b>	<b>Kucera</b>
Douglas County	2	1
Piatt County	1	2
Champaign County	2	1
City of Champaign	2	1
City of Urbana	2	1
Village of Rantoul	2	1
Village of Mahomet	2	1
Village of Savoy	2	1
UICU	2	1
<b>TOTAL:</b>	<b>17</b>	<b>10</b>



Champaign County  
City of Champaign  
City of Urbana  
University of Illinois  
Village of Rantoul  
Village of Mahomet  
Village of Savoy

## 2022 Work Plan Status Report – Quarter 4

Task		Status
<b>2022 Improvement Tasks (Short-term)</b>		
<b>Upgrade Webserver</b>		
1	Upgrade Scripts to Python 3.0	complete
<b>CCGIS Website</b>		
2	Overhaul CCGISC website; implement responsive design	anticipated completion 2023
<b>Upgrade Enterprise Geodatabase</b>		
3	Upgrade ArcGIS Enterprise Geodatabases	complete
<b>Update Tax Map Book Web Tool</b>		
4	Update Tax Map Book Web Tool - introduce more functionality and update interface	on hold; reevaluating
<b>Long-term Technology Plan Objectives</b>		
5	Work with County IT to Implement long-term Technology Plan Objectives - off site VM backups and failover	continued from 2021: Implemented nightly SQL back-ups and ESRI Server and Portal backups to OneDrive
<b>Parcel Genealogy Review/Updates</b>		
6	Update/Correct Genealogy Entry Issues	anticipated completion 2023
<b>Create Metadata</b>		
7	Create metadata for layers and tables, etc.	work will occur as time allows; anticipated completion 2023
<b>2022 Work Plan Tasks</b>		
<b>Map Drainage Districts and Subdistricts</b>		
1	Map drainage districts - county-wide	all available drainage district rolls mapped; 45 could not be located or did not contain necessary legal descriptions
<b>Map Drainage District Tiles</b>		
2	Utilize Circuit Clerk documents to map original location of drainage tiles	<b>Not a current priority</b>
<b>Reconcile Drainage Districts and Sub-districts</b>		
3	Reconcile Drainage Districts and Subdistricts with appropriate county offices	to begin in 2022/2023; dependent upon staff time of the County Clerk's office
<b>2022 Contracts/ Service Tasks</b>		
A.	Piatt County	on going - general GIS tasks
B.	Village of Mahomet	on going - general GIS tasks
C.	City of Champaign	on going - general GIS tasks
D.	Urbana Champaign Sanitary District	on going - general GIS tasks
E.	METCAD	on going - general GIS tasks
F.	Douglas County	on going - general GIS tasks

Status updates found in **bold**