



GIS Policy Committee

MINUTES – Approved as Distributed July 21, 2023

DATE: Friday, May 5, 2023
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	Kyle Williams	M.C. Neal
UIUC		Chad Kupferschmid, James Sims
Mahomet	Kelly Pfeifer	
Savoy	Dennis Donaldson	Christopher Walton
St. Joseph	Joe Hackney	

Others:

CCGIS Staff: Leanne Brehob-Riley (Director), Mary Ward (Recording Secretary)

MINUTES

- I. Call to Order
Dennis Donaldson called the meeting to order at 11:12 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; second by Ms. Pfeifer. Upon voice vote, the **MOTION CARRIED** unanimously.
- IV. Public Participation
There was no public participation.
- V. Approval of Minutes
 - A. *January 20, 2023 Meeting*
MOTION by Ms. Pfeifer to approve the January 20, 2023 minutes as distributed; second by Mr. Hess. Upon voice vote, the **MOTION CARRIED** unanimously.

VI. Financial Statements

A. *FY 2022 – 1/1/2022 through 12/31/2022 – Not Final*

Ms. Brehob-Riley reminded the Committee the FY2022 financials are not final, but she is not anticipating any additional changes. The unrealized revenue is primarily the result of ortho-imagery assessments moved to deferred revenue. The City of Champaign paid the FY2021 & FY2022 membership assessments in FY2022.

MOTION by Ms. Pfeifer to receive and place on file the financial statement; seconded by Mr. McCoy. Upon voice vote, the **MOTION CARRIED** unanimously. The financial statement has been placed on file.

B. *FY 2023 – 1/1/2023 through 03/31/2023*

Ms. Brehob-Riley stated membership assessments are not collected until the end of July. This is the time of year when expenditures exceed revenue. She also mentioned approximately \$3,600 in Map and Data sales and \$12,000 in Charges for Services are not yet posted.

Mr. Hess asked about the expense in the Equipment Maintenance Line. Ms. Brehob-Riley explained ESRI software expenses are paid early in the year per the maintenance fee cycle schedule.

MOTION by Ms. Pfeifer and seconded by Mr. Hess to approve the financial statement. Upon roll call vote, the **MOTION CARRIED** unanimously.

VII. Business Items

A. *Approval of CCGISC Data Policy Changes*

The Data Policy updates reflect procedures as practiced. Data categories were redefined and updated to Custodial Data, Repository Data, Production Data and Hosted Data. Most of the language changes revolved around these updates. In addition, changes were made to the UIUC Student Data Request Procedures and Data Order Form; the Data Repository Agreement was removed.

Upon approval, Mr. Hess suggested CCGISC communicate the policy changes and highlights to the member agencies to ensure the policy is not unintentionally broken by agency staff. Ms. Brehob-Riley said she would put something together.

There was also a question about the FOIA guidance. FOIA requests for Consortium data should be directed to CCGISC staff.

The **MOTION** to approve the amended CCGISC Data Policy changes was made by Mr. Hess and seconded by Ms. Pfeifer. Upon roll call vote, the **MOTION CARRIED** unanimously.

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

The only closed meeting was on July 19, 2013 to discuss staff salaries. Per guidelines outlined in County Board Resolution 7969, these minutes are to remain closed for 10 years or until such time the staff are no longer employed.

The **MOTION** to keep the closed session minutes closed was made by Ms. Pfeifer and seconded by Mr. Hess. Upon roll call vote, the **MOTION CARRIED** unanimously.

C. *GIS Director's Report*

1. **Work Plan Status Report**

The work plan was updated to reflect the 2023 initiatives.

2. **Contour/Building Footprint Project**

Ms. Brehob-Riley provided the members with hard drives. The drives contain a readme file along with 1TB of project data.

3. **Ortho-imagery**

The acquisition phase is complete. Most of the County was flown prior to April. The raw imagery should be delivered in the coming weeks. Ms. Brehob-Riley noted Kory Allred and his Parkland students went above and beyond to capture the control points.

4. **Property Use Codes**

A meeting request was sent last week. An email will be going out this afternoon announcing the date and time.

5. **Offsite VM Backups**

The virtual servers are now being backed up off-site. County is working on replication and hope this may be done this year.

6. **Sanitary Sewer**

Urbana has decided to maintain their sanitary sewer layers in-house. As such, CCGISC will now make spatial "quality control" edits to the system wide data for UCSD.

MOTION to accept and place on file the Director's Report was made by Ms. Pfeifer and seconded by Mr. McCoy. Upon voice vote, the **MOTION CARRIED** unanimously.

Mr. Hess asked about the status of St. Joseph. Ms. Brehob-Riley stated the St. Joseph is an official member.

Seeing there was no other business, Mr. Donaldson adjourned the meeting at 11:38 a.m.