



# GIS Policy Committee

## MINUTES – Approved as Distributed October 20, 2023

**DATE:** Friday, July 21, 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	M.C. Neal	
UIUC	Chad Kupferschmid	James Sims
Mahomet	Abby Heckman	
Savoy	Christopher Walton	
St. Joseph	Joe Hackney	

**Others:**

**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 Mr. Hess to approve the agenda; second by Mr. McCoy. Upon voice vote, the **MOTION CARRIED** unanimously.
- IV. Public Participation  
There was no public participation.
- V. Approval of Minutes
  - A. *May 5, 2023 Meeting*  
**MOTION** by Mr. McCoy to approve the May 5, 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 – FINAL*

Ms. Brehob-Riley presented the 2022 financials. She reminded the committee that the unrealized balances are the result of the ortho-imagery assessments being moved to deferred revenue. Year-end revenues ended ahead of expenditures. This is primarily due to payment of 2021 City of Champaign assessments in 2022.

**MOTION** by Mr. Hess to receive and place on file the financial statement; seconded by Mr. McCoy. Upon roll call vote, the **MOTION CARRIED** unanimously. The financial statement has been approved and placed on file.

B. *FY 2023 – 1/1/2023 through 06/30/2023*

Ms. Brehob-Riley reminded the Committee member assessments are not collected until July, as such expenditures currently exceed revenue.

**MOTION** by Mr. Toalson and seconded by Mr. Hess to approve the financial statement. Upon voice vote, the **MOTION CARRIED** unanimously.

VII. Business Items

A. *Presentation of the FY2024 Budget for Approval*

- FY 2024 Capital and Technology Plan
- FY 2024 Work Plan and Report

The Capital and Technology plan anticipates the hardware and technology / maintenance fees for the next year five-years. For fiscal year 2024, it is proposed \$60,500 be transferred to the Capital and Technology budget from the operating budget and \$10,000 transferred from the unreserved fund balance to the Capital and Technology reserved fund balance.

In the Work Plan, the orthophotography assessments were adjusted to account for the membership of the Village of St. Joseph; the total ortho-assessment is unchanged. A membership fee increase of 3% is requested for FY2024, this is 0.5% lower than anticipated in the FY2023 fiscal projections. This will help cover increases in health insurance and audit fees as well as the 5% salary increase recommended by County Administration.

Ms. Brehob-Riley also mentioned the health insurance increase for FY2024 may be substantially higher than budgeted; the County is still in negotiations with the insurance carrier. This could result in larger future membership increases than anticipated in the projections.

**MOTION** by Mr. Hess to approve the budget; seconded by Mr. Neal. Upon roll call vote, the **MOTION CARRIED** unanimously.

B. *Approval of Pass-through Budgetary Adjustments*

As the memo states, approval is needed to accommodate the pass-through funds.

**MOTION** to approve the pass-through budgetary adjustments made by Mr. Hess and seconded by Mr. McCoy. Upon roll call vote, the **MOTION CARRIED** unanimously.

C. *GIS Director's Report*

**1. Work Plan Status Report**

The work plan and report document is provided for reference. Changes are noted in bold font.

**2. Ortho-imagery**

The project seems to be on track. The acquisition phase was completed in late March – early April.

**3. Property/Land Use Codes**

The Technical Representatives met to discuss the development of a countywide property/land use layer in late May. The representatives expressed interest in moving forward with such an initiative. It will require agencies to agree upon a coding system and be responsible for any updates within their respective jurisdictions. Proposed property / land use codes are currently under review.

Mr. Hess asked how the initial data would be loaded. The initial data will be populated with the current codes or its equivalent.

**4. Sanitary Sewer**

Updates to the import and quality control scripts are on-going. Staff are also working with the agencies to ensure the proprietary IDs are filled out for each feature in the various layers.

**5. Census Data**

Staff prepared the US Census Demographic and Housing Characteristics data for import in the Census Data Enterprise Geodatabase. This was a large undertaking as the data tables were not provided in a user-friendly format.

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

Seeing there was no other business, Mr. Walton adjourned the meeting at 11:14 a.m.