



GIS Policy Committee

MINUTES – Approved As Distributed January 19, 2024

DATE: Friday, October 20, 2023
TIME: 11:00 am
PLACE: Brookens Administrative Center
 1776 E. Washington St.
 Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson	
Urbana	Vince Gustafson	Tim Cowan
Rantoul	Jake McCoy	
Champaign County	M.C. Neal	
UIUC		James Sims
Mahomet	Abby Heckman	
Savoy	Roland White	Christopher Walton
St. Joseph	Joe Hackney	

Others Present- CCGISC Staff: Leanne Brehob-Riley (Director), Steve Summers (County Executive), Elisabeth Dillingham (Recording Secretary)

MINUTES

I. Call to Order

Mr. White called the meeting to order at 11:00 a.m. All in attendance introduced themselves.

II. Roll Call

Roll call was taken by written record and a quorum was declared present.

III. Approval of Agenda

MOTION by Mr. Toalson to approve the agenda; seconded by Ms. Heckman. Upon voice vote, the **MOTION CARRIED** unanimously.

IV. Public Participation

There was no public participation.

V. Approval of Minutes

A. *July 21, 2023, Meeting*

MOTION by Ms. Heckman to approve the July 21, 2023, minutes as distributed; seconded by Mr. Hackney. Upon voice vote, the **MOTION CARRIED** unanimously.

30 VI. Financial Statements

31 A. *FY 2023 – 1/1/2022 through 09/30/2023*

32 Ms. Brehob-Riley presented the 2023 financials. She noted the member revenue is higher
33 than the budgeted amounts because the deferred revenue for the ortho-imagery
34 acquisition was realized in the budget year.

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

38 VII. Business Items

39 A. *Approval of the 2023 CCGISC Policy Committee Meeting Schedule*

40 All meetings scheduled for the third Friday of the month. It was noted 2023 is the start of
41 a new 2-year term for CCGISC Policy Committee chair and vice-chair. Per the established
42 rotation schedule, Mahomet will hold the chair position in 2024 and 2025 with Rantoul
43 as the vice-chair. Rantoul will then transfer to the chair position in 2026.

44 B. *Approval of the City of Urbana Intergovernmental Agreement for GIS*

45 Details outlined in the provided memo. Ms. Brehob-Riley reiterated, the agreement
46 formalizes a previous arrangement with Urbana as such there is not an anticipated impact
47 from a financial or workload perspective.

48 Mr. Toalson inquired as to what the arrangement entailed.

49 Ms. Brehob-Riley explained County IT hosts the Urbana GIS Server. County IT is responsible
50 for handling the management of the server, whereas CCGIS staff manages the ArcGIS
51 Enterprise Software.

52 Mr. White asked if there was a set number of hours CCGISC provides to the member
53 agencies.

54 Ms. Brehob-Riley stated there is not a set number of hours the Consortium staff provides
55 annually. CCGISC typically does not charge member agencies for general technical support
56 and/or GIS guidance. However, CCGISC does charge for GIS project work specific to an
57 individual agency. The CCGISC staff hourly rates are lower for member agencies. A formal
58 agreement makes it easier for CCGISC staff to engage in project work for the member
59 agencies.

60 Mr. White asked if all projects had to come before the board.

61 Ms. Brehob-Riley explained she can approve projects up to 5,000 to 10,000 dollars.

62 Mr. Gustafson stated this process helps with procurement.

63 **MOTION** to approve the City of Urbana Intergovernmental Agreement made by Mr. McCoy
64 and seconded by Ms. Hackney. Upon roll call vote, the **MOTION CARRIED** with one
65 member abstaining.

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67 C. *Approval of Updates to the CCGISC Digital Data Release Agreement*
68 The language updates remove unnecessarily restrictive language while maintaining the
69 intent of the agreement.
70 Mr. Toalson asked if there was anything specific driving the change.
71 Ms. Brehob-Riley stated she had a consultant who deemed the language unreasonable.
72 Ms. Brehob-Riley spoke with the State’s Attorney’s Office regarding proposed changes.
73 The State’s Attorney determined the changes do not alter the integrity/intent of the
74 agreement.
75 **MOTION** to approve the Agreement updates to the CCGISC Digital Data Release
76 Agreement by Mr. Mccoy and seconded by Mr. Toalson. Upon roll call vote, the **MOTION**
77 **CARRIED** unanimously.
78 D. *GIS Director’s Report*
79 1. **Work Plan Status Report**
80 The work plan and report document are provided for reference. Changes are
81 noted in bold font.
82 2. **Ortho-imagery**
83 The imagery TIF files were delivered. We are still waiting on all other deliverables
84 - reports, metadata, and compressed jpeg tiles. A review app was provided to all
85 stakeholders. The City of Champaign identified some building lean/shadow issues
86 in the building lean reduction/elimination area. These will be passed along to
87 Kucera.
88 Ms. Brehob-Riley stated it is her hope these areas will be resolved in short order
89 and data distribution can begin next week. The agencies will receive all the
90 Champaign County tiles in both TIF and JP2 format, a compressed mosaic of their
91 jurisdiction which includes the ETJ area, project reports, and metadata.
92 3. **Property/Land Use Codes**
93 As previously discussed, agencies are interested in moving forward with a
94 homegrown property/land use solution. A code system has been agreed upon.
95 CCGISC staff is working on a solution to be presented and reviewed by the
96 interested parties. We hope to have this ready for review prior to the end of the
97 year.
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4. Sanitary Sewer

The results of a schema comparison script were provided to each of the UCSD participating agencies. Through the years, agency fields, domain names, and even subtypes have been altered. Additional fields and domains can be added to agency data, as long as the agreed upon minimum schema requirements remain unchanged. When the minimum requirements do not match, data may be imported incorrectly or not at all. This could impact the system map and/or the sanitary sewer model resulting in serious decision-making implications.

Additionally, the results of the updated quality control (QC) results were recently emailed to the participating agencies. The email also provided an explanation of each QC check with an assigned priority. It is important items with a high priority are resolved ASAP.

5. Metadata

CCGIS staff successfully ran a metadata template script on CCGISV. The next step is for staff to manually populate the description fields and other relevant details for each of the layer and tables. This process will be started in the next couple of weeks and will continue as time allows until complete, with a goal of March or April in 2024.

6. Vermilion County

Discussions are underway regarding the possibility of assisting Vermilion County 9-1-1 with the Next Generation-911 (NG-911) initiative. We currently assist Douglas County and METCAD with NG-911. Adding Vermilion County would be advantageous as they border Champaign. While this would involve some upfront work, the on-going impact would be minimal. Ms. Brehob-Riley will keep the board updated as talks progress.

Mr. Toalson informed the board that Vermilion County is the backup agency for METCAD.

7. Recorders Fee

As many of you are aware, the County contributes about half of the CCGISC member funding utilizing the GIS Recorder's fee as established by State Statute. The existing GIS recorder's fee is \$15, with \$1 going directly to the Recorder and \$14 going into the County's GIS Fund. This fund is used to pay for the County's CCGISC assessments. To date, outgoing expenses exceed incoming revenues. The GIS Fund revenues are directly tied to the number of recorded documents. This varies based on economic conditions. The GIS Fund projections are not favorable. As a result, the County plans to complete an internal study to evaluate the existing \$15 fee.

Mr. Toalson asked if the State limits the fees we can collect. Ms. Brehob-Riley stated a cost study needs to support any fee increases - she is not familiar with a fee cap.

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8. Move to County Plaza

Details are very sketchy, however, the move to the County Plaza will likely occur sometime between June and November of 2024. This will be a large undertaking and it is likely to impact service levels. Ms. Brehob-Riley will keep the GIS Committee apprised of the situation as details unfold.

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

Seeing there was no other business, Mr. White adjourned the meeting at 11:28 a.m.