



Meeting Announcement

GIS POLICY COMMITTEE MEETING
Friday, April 19, 2024 at 11:00am
SHIELDS-CARTER MEETING ROOM
1776 E. Washington Street, Urbana, IL

COMMITTEE MEMBERS

Abby Heckman – *Chair*
Jake McCoy – *Vice Chair*
James Sims

Christopher Walton Mark Toalson
Tim Cowan M.C. Neal
Joe Hackney

AGENDA

- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Public Participation**
- V. **Approval of Minutes**
 - A. *January 19, 2024*
- VI. **Financial Statements**
 - A. *FY2023 - 1/1/2023 through 12/31/2023 – final*
 - B. *FY2024 - 1/1/2024 through 03/31/2024*
- VII. **Business Items**
 - A. *Approval of Updates to CCGISC Rules and Procedures*
 - B. *Approval of GPS Base Station Agreements*
 - *CCGISC / University Cost Share Memorandum of Understanding*
 - *Base Station Intergovernmental Agreement*
 - C. *Semi-annual Review of the Closed Meeting Session Minutes*
 - D. *Discussion of County-wide 3-inch Ortho-imagery*
 - E. *Discussion of Third-Party Access & Rules of Engagement*
 - F. *GIS Director’s Report*



GIS Policy Committee

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

2 **DATE:** Friday, January 19, 2024
 3 **TIME:** 11:00 am
 4 **PLACE:** Brookens Administrative Center
 5 1776 E. Washington St.
 6 Urbana, Illinois
 7

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson	
Urbana	John Zeman	Tim Cowan
Rantoul	Jake McCoy	
Champaign County	Drew Ritzman	M.C. Neal
UIUC	Chad Kupferschmid	James Sims
Mahomet	Abby Heckman	
Savoy		Christopher Walton
St. Joseph		Joe Hackney

8 **Others:** None
 9 **CCGIS Staff:** Leanne Brehob-Riley (Director), Elisabeth Dillingham (Recording Secretary)

10
 11 **MINUTES**

12 I. Call to Order

13 Ms. Heckman called the meeting to order at 11:03 a.m.

14 II. Roll Call

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

16 III. Approval of Agenda

17 **MOTION** by Mr. McCoy to approve the agenda; seconded by Mr. Toalson. Upon voice vote,
 18 the **MOTION CARRIED** unanimously.

19 IV. Public Participation

20 There was no public participation.

21 V. Approval of Minutes

22 A. *October 20, 2023, Meeting*

23 **MOTION** by Mr. McCoy to approve the October 20, 2023, minutes as distributed; seconded
 24 by Mr. Kupferschmid. Upon voice vote, the **MOTION CARRIED** unanimously.

25 VI. Financial Statements

26 A. *FY2023 – 1/1/2022 through 12/31/2023-not final*

27 Ms. Brehob-Riley stated the 2023 financials are not final. She noted member revenues
28 are higher than the budgeted amounts because deferred revenue was realized for the
29 ortho-imagery acquisition project. She also noted membership fees from the County and
30 U of I are outstanding.

31
32 **MOTION** by Mr. Zeman to approve the Financial Statement; seconded by Mr. McCoy. Upon
33 voice vote, the **MOTION CARRIED** unanimously.

34 B. *Receive and Place on File-FY2022 CCGISC External Audit*

35 The FY2022 audit was presented by Ms. Brehob-Riley. The provided financial statements
36 include a Management Discussion & Analysis (MD&A) section. No findings were found.
37 The ending fund balance for FY2022 was \$549,320.

38
39 **MOTION** by Mr. McCoy to receive and place on file the FY2022 CCGISC External Audit;
40 seconded by Mr. Zeman. Upon roll call vote, the **MOTION CARRIED** unanimously, the
41 external audit was approved and placed on file.

42 VII. Business Items

43 A. *IDOT Data Request for Approval*

44 Ms. Brehob-Riley referenced the provided memo and stated IDOT provided CCGISC access
45 to its ROW documents for the initial parcel mapping project some 20 years ago.
46 Comments in favor of supplying the data to IDOT were made by Mr. Toalson and Mr.
47 Zeman.

48
49 **MOTION** by Mr. Toalson to approve the IDOT data; seconded by Mr. Ritzman. Upon roll call
50 vote, the **MOTION CARRIED** unanimously.

51 B. *GIS Director's Report*

52 1. Work Plan Status Report

53 The work plan and report document are provided for reference. Any changes are
54 noted in **bold** font.

55 2. Ortho-imagery

56 Ms. Brehob-Riley stated all deliverables were received. The TIF tiles and
57 compressed mosaics were provided to agencies via a download link or hard drive.
58 An email to download the supplemental deliverables, reports, and the
59 compressed jpeg image tiles will be forthcoming.

60
61 Ms. Brehob-Riley indicated the project went well overall. There were issues with
62 building lean and shadow elimination in the urbanized area. Additional
63 acquisition conditions and restrictions will be added to the RFP for the next ortho-
64 acquisition project.

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3. CCGIS Technical Representative Projects

CCGIS is currently working on two projects initiated at the last Technical Representatives meeting – the Property Land Use Code and Street Jurisdiction projects. Both these projects require member agency input and review. Ms. Brehob-Riley will provide updates to the Technical Representatives as necessary.

4. Vermilion County

Vermilion County NG-911 received approval for CCGISC to assist them with their Next Generation-911 (NG-911) responsibilities. As previously discussed, this will involve some work upfront, but once the initial work is complete, the on-going impact will be minimal.

5. Move to County Plaza

Ms. Brehob-Riley is not clear when the CCGISC offices will move to the County Plaza. However, she plans to tour the new space next week.

6. Recorder's Fee

The County contributes approximately half of the CCGISC member funding utilizing the GIS Recorder's fee as established by State Statute. The current GIS Recorder's fee is \$15.00, with \$1.00 going directly to the Recorder and \$14.00 going to the County's GIS Fund. Annual revenues are tied to the number of recorded documents which varies based on economic factors. To date, the outgoing expenditures in the GIS Fund are exceeding incoming revenues. The County plans to complete an internal cost analysis study to evaluate the existing \$15.00 fee. Study findings will be discussed/presented to the County Finance Committee in the next couple of months. Ms. Brehob-Riley will report back the outcome of the County Finance Committee discussions.

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

Seeing there was no other business, Ms. Heckman adjourned the meeting at 11:32 a.m.

GIS Consortium
FY2023 (01/01/2023-12/31/2023) Financial Report
Fund 8850

REVENUE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 12/31/2023	Actual % of Budget	Unrealized Balance
Budgeted Local Government					
Champaign County	\$329,127.00	\$329,127.00	\$355,377.00	108%	- \$26,250.00
City of Champaign	\$81,049.00	\$81,049.00	\$90,520.50	112%	- \$9,471.50
City of Urbana	\$40,432.00	\$40,432.00	\$46,271.50	114%	- \$5,839.50
Douglas County	\$35,000.00	\$35,000.00	\$30,170.00	86%	\$4,830.00
Piatt County	\$40,000.00	\$40,000.00	\$32,840.00	82%	\$7,160.00
U-C Sanitary District	\$1,157.00	\$1,157.00	\$1,156.25	100%	\$0.75
University of Illinois	\$38,999.00	\$38,999.00	\$8,003.75	21%	\$30,995.25
Village of Mahomet	\$19,134.00	\$19,134.00	\$21,938.67	115%	- \$2,804.67
Village of Rantoul	\$26,267.00	\$26,267.00	\$29,547.69	112%	- \$3,280.69
Village of Savoy	\$19,155.00	\$19,155.00	\$21,989.86	115%	- \$2,834.86
Village of St Joseph	\$0.00	\$0.00	\$9,372.00	0%	- \$9,372.00
Local Government Total	\$630,320.00	\$630,320.00	\$647,187.22	103%	(\$16,867.22)
Local Government Reimbursement	\$22,866.00	\$22,866.00	\$18,003.00	79%	\$4,863.00
Charges for Services	\$60,500.00	\$60,500.00	\$63,721.88	105%	- \$3,221.88
Investment Interest	\$500.00	\$500.00	\$15,409.56	3082%	- \$14,909.56
Maps & Data Sales	\$13,000.00	\$13,000.00	\$6,994.81	54%	\$6,005.19
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	0%	\$0.00
Interfund Transfers	\$58,500.00	\$58,500.00	\$58,500.00	100%	\$0.00
REVENUE TOTAL	\$785,686.00	\$785,686.00	\$809,816.47	103%	(\$24,130.47)
EXPENDITURE					
Personnel					
Salaries & Wages	\$412,332.00	\$412,332.00	\$404,160.98	98%	\$8,171.02
Fringe Benefits	\$124,425.00	\$124,425.00	\$94,701.99	76%	\$29,723.01
Personnel Total	\$536,757.00	\$536,757.00	\$498,862.97	93%	\$37,894.03
Commodities	\$4,700.00	\$5,900.00	\$7,281.42	123%	- \$1,381.42
Services					
Audit	\$10,500.00	\$10,700.00	\$13,078.82	122%	- \$2,378.82
Professional Services	\$187,000.00	\$187,000.00	\$147,260.00	79%	\$39,740.00
Job Required Travel	\$500.00	\$500.00	\$427.72	86%	\$72.28
Utilities	\$2,250.00	\$3,060.00	\$2,325.87	76%	\$734.13
Computer/InfoTech Services	\$8,500.00	\$8,500.00	\$7,284.24	86%	\$1,215.76
Telephone Service	\$1,000.00	\$1,000.00	\$652.01	65%	\$347.99
Equipment Maintenance	\$63,375.00	\$67,315.00	\$62,166.86	92%	\$5,148.14
Conferences & Training	\$2,500.00	\$2,685.00	\$2,685.00	100%	\$0.00
All Other Services	\$9,800.00	\$10,060.00	\$7,274.33	72%	\$2,785.67
Services Total	\$285,425.00	\$290,820.00	\$243,154.85	84%	\$47,665.15
Capital	\$10,000.00	\$3,405.00	\$0.00	0%	\$3,405.00
Transfer to County Fund	\$3,000.00	\$3,000.00	\$0.00	0%	\$3,000.00
Interdepartment Transfers	\$58,500.00	\$58,500.00	\$58,500.00	100%	\$0.00
EXPENDITURE TOTAL	\$898,382.00	\$898,382.00	\$807,799.24	90%	\$90,582.76

850 FUND BALANCE - 01/01/2023**Balance**

FY2023 Beginning Fund Balance (unaudited)	\$646,583.12
Reserve for Aerial Photography	- \$96,389.06
10% Restricted Reserve	- \$89,778.26
Restricted Capital and Technology Reserve	- \$75,933.49
FY2023 Remaining Unreserved Fund Balance (unaudited)	\$384,482.31

GIS Consortium
FY2024 (01/01/2024-12/31/2024) Financial Report
Fund 8850

REVENUE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 03/31/2024	Actual % of Budget	Unrealized Balance
Budgeted Local Government					
Champaign County	\$338,525.00	\$338,525.00	\$0.00	0%	\$338,525.00
City of Champaign	\$83,081.00	\$83,081.00	\$0.00	0%	\$83,081.00
City of Urbana	\$41,431.00	\$41,431.00	\$0.00	0%	\$41,431.00
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	\$0.00	0%	\$1,157.00
University of Illinois	\$39,990.00	\$39,990.00	\$38,910.00	97%	\$1,080.00
Village of Mahomet	\$19,871.00	\$19,871.00	\$0.00	0%	\$19,871.00
Village of Rantoul	\$31,939.00	\$31,939.00	\$0.00	0%	\$31,939.00
Village of Savoy	\$19,813.00	\$19,813.00	\$0.00	0%	\$19,813.00
Village of St Joseph	\$10,022.00	\$10,022.00	\$0.00	0%	\$10,022.00
Local Government Total	\$585,829.00	\$585,829.00	\$38,910.00	7%	\$546,919.00
Local Government Reimbursement	\$18,003.00	\$18,003.00	\$0.00	0%	\$18,003.00
Charges for Services	\$62,500.00	\$62,500.00	\$0.00	0%	\$62,500.00
Investment Interest	\$11,000.00	\$11,000.00	\$5,110.30	46%	\$5,889.70
Maps & Data Sales	\$12,500.00	\$12,500.00	\$154.00	1%	\$12,346.00
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	0%	\$0.00
Interfund Transfers	\$60,500.00	\$60,500.00	\$0.00	0%	\$60,500.00
REVENUE TOTAL	\$750,332.00	\$750,332.00	\$44,174.30	6%	\$706,157.70
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 03/31/2024	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$419,154.00	\$419,154.00	\$77,823.42	19%	\$341,330.58
Fringe Benefits	\$129,475.00	\$129,475.00	\$20,967.98	16%	\$108,507.02
Personnel Total	\$548,629.00	\$548,629.00	\$98,791.40	18%	\$449,837.60
Commodities	\$11,200.00	\$11,200.00	\$160.82	1%	\$11,039.18
Services					
Audit	\$13,300.00	\$13,300.00	\$1,575.00	12%	\$11,725.00
Professional Services	\$2,500.00	\$2,500.00	\$0.00	0%	\$2,500.00
Job Required Travel	\$500.00	\$500.00	\$46.10	9%	\$453.90
Utilities	\$2,250.00	\$2,250.00	\$0.00	0%	\$2,250.00
Computer/InfoTech Services	\$8,750.00	\$8,750.00	\$0.00	0%	\$8,750.00
Telephone Service	\$1,000.00	\$800.00	\$167.99	21%	\$632.01
Equipment Maintenance	\$70,375.00	\$70,375.00	\$9,061.77	13%	\$61,313.23
Conferences & Training	\$3,000.00	\$3,000.00	\$0.00	0%	\$3,000.00
All Other Services	\$8,500.00	\$8,700.00	\$10.00	0%	\$8,690.00
Services Total	\$110,175.00	\$110,175.00	\$10,860.86	10%	\$99,314.14
Capital	\$27,000.00	\$27,000.00	\$0.00	0%	\$27,000.00
Transfer to County Fund	\$3,000.00	\$3,000.00	\$0.00	0%	\$3,000.00
Interdepartment Transfers	\$60,500.00	\$60,500.00	\$0.00	0%	\$60,500.00
EXPENDITURE TOTAL	\$760,504.00	\$760,504.00	\$109,813.08	14%	\$650,690.92



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

To: CCGISC Policy Committee
From: Leanne Brehob-Riley, GIS Director
Date: April 19, 2024
Re: CCGISC Policy Committee Rules and Procedures Document Updates

The Policy Committee adopted Rules and Procedures to enact procedural rules, by-laws, and policies that do not conflict with the terms outlined in the Intergovernmental Agreement (IGA) establishing the Consortium. To comply with the State of Illinois Paid Leave for All Workers Act ("PLAWA", 820 ILCS 192/1 et seq.) Champaign County requested CCGISC establish and adopt a Paid Leave Policy for PLAWA along with an associated Statement of Operational Needs. To fulfill this request, *Section 5.0 Benefits* and *Appendix A* were added to the CCGISC Rules and Procedures document. The additions were reviewed by legal counsel. The marked-up document is provided for your review.

Request

Approval and adoption of the CCGISC Policy Committee Rules and Procedures document as updated.

Champaign County GIS Consortium

Rules and Procedures



Champaign County GIS Consortium

Adopted: October 2021

Updated: April 2024

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1.0 Introduction

The Champaign County GIS Consortium, referenced herein as "CCGIS", is a joint venture created from an intergovernmental agreement. The Intergovernmental Agreement Providing for the Creation of the Champaign County Geographical Information System Consortium, referenced herein as "IGA", provides the Champaign County Geographical Information System Consortium Policy Committee, referenced herein as "Policy Committee", the authority to adopt and enact procedural rules/by-laws that do not conflict with the terms outlined in the IGA. The following rules and procedures shall be adopted by the Policy Committee.

2.0 Policy Committee

Per the IGA, the Policy Committee shall be comprised of one (1) representative to be designated by the Chancellor of the University and by the Chief Administrative Officer of the other Members. The designation shall be made in writing and sent to the Chancellor and the Chief Administrative Officer of the other Members. These shall be voting representatives.

2.1 Meetings

2.1.1 Regular Meetings

The Policy Committee shall meet at least quarterly, typically on the third Friday of January, April, July, and October. A meeting schedule of the subsequent year that includes dates, times, location, and designated officers (see section 1.2) shall be approved by the Policy Committee on or before the final meeting of the current year.

2.1.2 Special Meetings

Other meetings may be called at the request of the Policy Committee Chair or any two (2) of the voting Policy Committee members.

2.1.3 Remote Attendance – Normal Rules

Meetings shall be conducted in accordance with all applicable law, including but not limited to the Open Meetings Act, 5 ILCS 120/1 et seq. Attendance by audio or video conference may be allowed when permitted by Section 7 of the Open Meetings Act (5 ILCS 120/7, "Attendance by a means other than physical presence"), subject to all applicable requirements of said Section, including any modification or interpretation of said Section provided by gubernatorial executive order, legal opinion of the Attorney General, or other authority of law.

2.1.4 Meeting Rules

- a. The business of the Policy Committee shall be conducted in conformity with these Rules.
- b. Except as otherwise required by these Rules or by statute, the conduct of all Policy Committee meetings shall be governed by *Roberts Rules of Order Newly Revised* typically using the following general procedures.
 - i. Attendance taken using a sign-in sheet; all those in attendance by means of physical presence must sign the provided sheet, and any in attendance by a means other than physical presence shall be noted by roll call and recorded on the sign-in sheet.
 - ii. Voting done viva voce (by the voice) shall be the standard unless a roll call is required or deemed necessary.
 - iii. Financial Statements, including external audits, require a motion to **be received and placed on file**.

- c. Time for public participation shall be provided on the Policy Committee agenda for members of the public to be heard as follows:
 - i. Time allotted to an individual for public participation shall be limited to five (5) minutes.
 - ii. The total time allotted for public participation shall not exceed 30 (thirty) minutes.
 - iii. Committee members shall not engage in dialogue with members of the public during public participation.
 - iv. No Committee member shall be permitted to address the Committee during the time reserved for public participation.

2.2 Officers

The Policy Committee shall elect a Chair and Vice-Chair from the among the voting members every two (2) years. The nominated Chair and Vice-Chair are designated via a rotation schedule established and approved by the Policy Committee. Every two (2) years the nominated Chair and Vice-Chair are officially elected with the approval of the regular meeting schedule (see section 1.1.1).

The rotation schedule is as follows:

	<u>Vice Chair</u>	<u>Chair</u>
Champaign County	2018-2019	2020-2021
Savoy	2020-2021	2022-2023
Mahomet	2022-2023	2024-2025
Rantoul	2024-2025	2026-2027
UIUC	2026-2027	2028-2029
Urbana	2028-2029	2030-2031
Champaign	2030-2031	2032-2033
Champaign County	2032-2033	2034-2035
Savoy	2034-2035	2036-2037
Mahomet	2036-2037	2038-2039
Rantoul	2038-2039	2040-2041

Each term is two years beginning on January 1 and ending on December 31

Figure 1. Policy Committee Chair and Vice-Chair Rotation

3.0 Technical Representatives

Each member agency shall designate a Technical Representative. The designation shall be made in writing and sent to the CCGISC Director. The duties and responsibilities of the Technical Representatives include, but are not limited to, the following:

- a. Act as their agency's primary point of contact for technical matters to CCGISC staff.
- b. Relay technical updates and/or information supplied by the CCGISC Director to the Members and their respective agencies.
- c. Provide technical and operational input as requested by CCGISC staff or direct CCGISC staff to appropriate contacts within their agency.
- d. Attend at least one informal meeting per year.

4.0 Salary Administration

The Policy Committee follows the Salary Administration policies set forth by the Lead Agency. These include, but are not limited to, establishing pay grades and pay ranges, designating positions to specific pay ranges, and recommending annual salary adjustments. However, to retain and reward valuable employees who meet certain criteria on annual performance evaluations, the Policy Committee established Pay for Performance guidelines which, at their discretion, may be funded as part of the annual budgetary approval process. Pay for Performance adjustments are in addition to the recommended salary increase by the Lead Agency.

4.1 Pay for Performance

4.1.1 Guidelines

- a. The CCGISC Director conducts annual performance evaluations for the CCGISC staff members following guidelines set forth by the Lead Agency.
- b. The Lead Agency is responsible for the annual evaluation of the CCGISC Director.
- c. Employees who are not at the maximum of their respective salary ranges may be eligible for up to a 1.25% salary increase. This increase shall not exceed the maximum of their respective salary ranges. Salary increases are based on the results of the employee's annual performance evaluation.
- d. Employees who are at the maximum of their respective salary ranges, or who will reach the maximum because of their evaluation, may be eligible for a one-time bonus of up to \$650.00. One-time bonuses are based on the results of the employee's annual performance evaluation.

4.1.2 Recommendation

The CCGISC Director shall provide the Policy Committee with an annual Pay for Performance recommendation as part of the annual budgetary process. This recommendation shall consider, at a minimum, the following items:

- a. Reasonableness in relation to the recommended pay increase by the Lead Agency considering the Consumer Price Index (CPI) and/or the annual Cost of Living Adjustment (COLA).
- b. Available appropriations to sustain the increase per 3-year financial projections.

5.0 Benefits

The Policy Committee follows the Benefit policies set forth by the Lead Agency. These include, but are not limited to, establishing paid time-off, retirement benefits, and health and life insurance benefits. However, Champaign County, as the Lead Agency for CCGISC, requested the Policy Committee to establish a separate Paid Leave Policy for the implementation of the Paid Leave for All Workers Act (“PLAWA”, 820 ILCS 192/1 et seq.).

5.1 Paid Leave Policy for the Paid Leave for All Workers Act (PLAWA)

The established Paid Leave Policy for PLAWA along with the related Statement of Operational needs is attached as Appendix A.

Appendices

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Appendix A – Paid Leave for All Workers & Operational Statement

Paid Leave Policy for the Paid Leave for All Workers Act

1. Purpose & Application

- a. This policy describes the implementation of the Paid Leave for All Workers Act (“PLAWA”, “the Act”, 820 ILCS 192/1 et seq.) by the Champaign County GIS Consortium (CCGISC).
- b. This policy does not affect the validity or change the terms of any collective bargaining agreement (“CBA”) applicable to any of the CCGISC employees. See 820 ILCS 192/15(n). All aspects of leave for employees covered by a CBA shall continue to be governed by their CBA, not this policy.
- c. This policy does not provide any benefit to any person who does not meet the definition of “employee” under the Act and applicable law.
- d. This policy addresses only vacation leave and personal leave, applying the Act, and does not make any changes whatsoever to any other forms of leave.
- e. This policy is not exhaustive of all scenarios and does not restate the Act, nor related regulations, in their entirety. This policy shall be construed to give harmonious effect to the Act and all other applicable laws and policies, with the intent to allow employees to use their (already provided) paid leave in a reasonable manner which does not significantly impact the employer’s operational needs and ensures the provision of needs and services critical to the health, safety, or welfare of the people of Illinois.

2. Provision of Leave

- a. As of the effective date of the Act (January 1, 2024), this employer was already providing paid leave (in the forms of vacation leave and personal leave) to its eligible employees in an amount more generous than required by the Act. This policy permits and shall be construed and implemented in a manner that credits vacation leave and personal leave as leave provided under the Act. Nothing in this policy shall be construed to increase the accrual or amount of paid leave already provided.

3. Use of Paid Leave (Time Off Requests)

- a. Vacation leave and personal leave may be taken for any reason of the employee’s choosing, and the employer will not require the employee to provide the employer a reason for those forms of leave, nor require documentation or certification as proof or in support of those forms of leave. Nothing in this policy shall be construed to limit the employer’s ability to lawfully inquire regarding other forms of leave (e.g., sick, FMLA), nor limit the employer’s ability to make other inquiry as necessary to administer this policy, other policies, and all other lawful obligations of the employer.
- b. An employee shall be allowed to use vacation and/or personal leave before using any other leave benefits provided by this employer or State law and shall be allowed to use any other leave benefits provided by this employer before using vacation and/or personal leave, provided such use is consistent with applicable law.

- c. Employees requesting to use vacation or personal leave must provide notice to the employer as follows:
 - i. If use of paid vacation or personal leave is foreseeable, the employee must provide at least 7 calendar days' notice to the employer before the date the leave is to begin.
 - ii. If use of paid vacation or personal leave is not foreseeable, the employee shall provide notice as soon as is practicable after the employee is aware of the necessity of the leave.
 - iii. The default procedure for employees to provide notice is for the employee to communicate their request to their supervisor, seeking approval, with follow-up communication to the staff member who handles payroll for CCGISC and notation of approved leave on all relevant office calendars or schedules.
 - iv. Employees subject to this policy shall be notified of any change to this policy's notification requirements within 5 calendar days of the change.
- d. This policy adopts the CCGISC Statement of Operational Needs, attached hereto and incorporated by reference herein, which may be amended from time to time.
- e. The Act prohibits an employer from requiring, as a condition of providing paid leave under the Act, that the employee search for or find a replacement worker to cover the hours during which the employee takes leave; however, operational needs may be considered as a factor when determining whether granting the request for leave during a particular time period would significantly impact the Champaign County GIS Consortium operations due to this Office's size and/or impact this Office's provision of needs and services critical to the health, safety, or welfare of the people of Illinois. See 56 Ill. Admin. Code 200.310.
- f. Vacation and personal leave requests (still) require supervisor approval and may be denied by the employer in a manner consistent with the Act, the administrative rules applicable to the Act, and applicable law. Denials shall be memorialized in writing.

Champaign County GIS Consortium

Statement of Operational Needs

The Champaign County GIS Consortium (CCGISC) includes in its core operations providing critical services necessary to the health, safety, and welfare of the people of Illinois through the orderly and efficient administration, maintenance, analysis, and distribution of spatial and tabular data that provide a base for a variety of services offered by both governmental and non-governmental agencies. Core operations include, but are not limited to, maintenance and administration of County-wide GIS data (*parcels, addresses, tax districts, annexations, streets, etc.*); distribution of GIS layers, tabular data, and services to a variety of departments in various organizations such as Champaign County, Piatt County, METCAD, CCGISC Member Agencies, Principal Data Clients, non-governmental organizations, etc.; administration of local and server-side software necessary to carry out the CCGISC operations; financial (*invoicing & payments*) and audit responsibilities.

Timely accomplishment of core operations requires a minimum number of employees and may separately require employees with certain expertise, or a subset of employees, depending on the nature, quality, and quantity of the tasks to be completed.

The exact number and composition of employees necessary in a future period is not readily predictable, as the needs will rise and fall based on the time of the year and factors outside the control of the Champaign County GIS Consortium, including, but not limited to, hardware, software, or other issues which may disrupt services as well as other unanticipated mission critical issues or tasks.

While this statement is intended to be comprehensive, it cannot reasonably predict every possible situation and/or emergency. In addition to the circumstances stated above, the limited circumstances in which paid leave may be denied in order to meet core operational needs shall also include emergencies, unique or unusual circumstances, and special events. An employee's request to use paid leave may be denied in order to meet core operational needs even if those circumstances are not specifically stated above; however, denial of a request to use paid leave (esp. for leave subject to the Paid Leave for All Workers Act) must comply with state, federal, and local laws.



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

To: CCGISC Policy Committee
From: Leanne Brehob-Riley, GIS Director
Date: April 19, 2024
Re: GPS Base Station Cost Share MOU and Intergovernmental Agreement

What is a GPS Base Station & Benefits of a Centralized GPS Base Station

A GPS base station is a relatively expensive GPS receiver that is placed on a known location. The base station gathers signals from satellites, then transmits corrections (*errors between the calculated location of the base station and the actual location of the base station*) to roving GPS units.

Utilizing a centralized GPS base station provides a cost benefit and resource sharing opportunity for local agencies. Without it, agencies would be required to subscribe to a virtual reference station or maintain their own receivers to act as base stations.

GPS Base Station Cost Share MOU & Intergovernmental Agreement (IGA)

The GPS Base Station Cost Share Memorandum of Understanding (MOU) is a 5-year extension of the existing agreement between CCGISC and the University of Illinois. As with the current agreement, the University agrees to operate and maintain a National CORS GPS base station consistent with the National Geodetic Survey (NGS) standards in a continuous and reliable manner, including the procurement of all required equipment, software, and internet connectivity. This is done in exchange for an annual fee of \$2,408.67 for the duration of the agreement from October 2024 through October 2029. This is an annual reduction of \$2,216.33 from the previous 5-year agreement. All other edits from previous agreement in red or green font.

While CCGISC enters the MOU with the University, CCGISC receives funding for the agreement from the participating agencies with include the City of Champaign, City of Urbana, Urbana Champaign Sanitary District, the Village of Savoy, and the Village of Rantoul. Funds are received through a second agreement, the GPS Base Intergovernmental Agreement (IGA), which requires the participating agencies to pay one-fifth of the annual fee each year based on the terms and conditions outlined in the GPS Base Station Cost Share MOU.

There is some risk associated with the MOU between CCGISC and the University because the University claims Sovereign Immunity. However, the University is entering into the agreement in a spirit of cooperation and goodwill, and there have not been any issues with the University's operation or maintenance of the base station.

It is my recommendation that the Policy Committee approve the base station agreements.

COST SHARE MEMORANDUM OF UNDERSTANDING

2024-2028

This Agreement by and between the CHAMPAIGN COUNTY GIS CONSORTIUM (hereinafter "CCGISC"), and THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS, a body corporate and politic of the State of Illinois (hereinafter "University"), made and entered into in consideration of the mutual promises contained in this Agreement (hereinafter referred to as MOU), and in a spirit of cooperation and goodwill.

WITNESSETH:

PROJECT SCOPE:

This MOU concerns cost sharing for the provision of a Global Positioning System (GPS) base station for the mutual benefit of the parties. This shall be a high accuracy GPS base station and operated as Part of the National Oceanic Atmospheric Administration (NOAA), National Geodesic Survey, and National Continuously Operating Reference Station (CORS).

Article 1. DEFINITIONS

- A) "University" shall mean The Board of Trustees of the University of Illinois, together with its subsidiary corporation and entities and their respective successors.
- B) "CCGISC" shall mean the Champaign County Geographical Information System (GIS) Consortium.
- C) "GPS" shall mean Global Positioning System.
- D) "CORS" shall mean Continuously Operating Reference Station, as defined by the National Geodesic Survey, of the National Oceanic and Atmospheric Administration.
- E) "National CORS Station" shall mean a CORS Station that meets the requirements of a National CORS Network Station, as defined by the National Geodesic Survey, of the National Oceanic and Atmospheric Administration.

Article 2. SCOPE OF MOU

- A) The University shall operate and maintain a GPS National CORS station upon the roof of the Florida Avenue Residence Hall, or another location mutually agreeable to the University and the CCGISC, consistent with NGS requirements in a continuous and reliable manner, including the procurement of all required equipment, software and internet connectivity.
- B) The University shall operate this system with due diligence and commence repairs as quickly as possible with due regard to University business practices. The University shall notify CCGISC of any operational or maintenance issues with this system which causes the system to be inoperable or off-line. Should CCGISC become aware of any operational issues which cause the system to function improperly, CCGISC shall contact the primary authorized University representative in accordance with Article 5 of this MOU to notify the University of any such Operational Issues. In the event the primary authorized University representative cannot be contacted, CCGISC shall notify the secondary authorized University representative in accordance with Article 5 of this MOU. Both the primary and secondary authorized University representatives shall have physical access to the GPS equipment.
- C) This MOU shall remain in effect for five years. At the conclusion of five years, this MOU may be extended or modified as agreed by the CCGISC and the University.

Article 3. INFORMATION REQUIREMENTS

The University shall cooperate with and share all cost and technical data relative to the operation and maintenance of this GPS CORS station. The University will provide information to the CCGISC for review and comment as to proposed plans for any major changes to the system. Such information shall be provided to the CCGISC within sufficient time such that the CCGISC may provide meaningful comment prior to the time of implementation.

Article 4. COST SHARE DEFINITION

- A) The University shall provide the operation, maintenance, software, and internet connectivity.
- B) The University shall install a new Alloy GNSS Receiver and Zephyr 3 Geodetic Antenna, see annual maintenance/replacement cost allocation item D below.
- C) The University and CCGISC agree to allow existing R5 radio to remain in operation until the equipment expires and can be retired. This MOU does not include a cost allocation for maintenance or replacement of the R5.
- D) Upon receipt of an invoice from the University, the CCGISC shall provide an annual payment to the University in the amount of \$2,408.67 on October 1, 2024 and each year thereafter of the MOU.
- E) In recognition of the University's financial investment in this project to date, the annual costs associated with performing the services in paragraph A. of this Article and the interest costs to finance this project, the University shall not be subject to any special assessment or other charges for the acquisition of equipment as herein defined.

Article 5. AUTHORIZED UNIVERSITY REPRESENTATIVE

The University designates the Utility Distribution Group, within Facilities and Services, to act on behalf of the University as the designated Authorized University Representative in connection with all duties and obligations of the University pursuant to this MOU. Whenever, under the provision of this MOU, the University is required to take some action at the request of the CCGISC, such request shall be provided by the CCGISC to the authorized representative.

Article 6. AUTHORIZED CCGISC REPRESENTATIVE

The CCGISC designates its CHAMPAIGN COUNTY GIS CONSORTIUM DIRECTOR to act on behalf of the CCGISC as the designated Authorized Representative in connection with all duties and obligations of the CCGISC pursuant to this MOU. Whenever under the provisions of this MOU, the CCGISC is required to take some action at the request of the University; such request shall be provided by the University to the authorized representative.

Article 7. VIOLATION OF MOU

If any of the parties fail or neglect to comply with any or all of the provisions of this MOU (unless otherwise directed by valid order of a court of competent jurisdiction, or unless compliance with any provision herein is prohibited or adjudged unlawful by a valid order of a court of competent jurisdiction), a party may apply to a court of competent jurisdiction to seek compliance with any term or provision of this MOU and/or any damages caused by the noncompliance with any term or provision of this MOU. In addition, following notification in accordance with Article 8 of this MOU, the University may terminate this MOU immediately for failure to pay any amount due in violation of this MOU. CCGISC is not obligated to make payment to the University as required by Article 4 of the MOU should the University fail to resolve operational or maintenance issues with the GPS base station which causes the system to be inoperable or off-line for more than 45 consecutive days unless such system inoperability is due to conditions beyond the University's control, including but not limited to, Acts of God, Government restrictions, labor troubles, wars, insurrections, and /or any other cause beyond the reasonable control of the University.

Article 8. NOTIFICATION OF VIOLATION

A party shall notify immediately another party to this MOU if it believes that a violation of this MOU has occurred or of potential deviations from any legal enactments or regulations relating to the use of the GPS Base Station and shall respond in writing within 15 business days after receipt of such notice, unless a shorter time is provided for herein.

Article 9. AVAILABILITY OF FUNDS, CONSTITUTIONAL AND STATUTORY LIMITATION AND REPRESENTATIONS

- A) All commitments by the University are subject to the availability of funds which may be lawfully applied thereto.
- B) All commitments by the University are subject to constitutional and statutory limitations and restrictions binding on the University.
- C) Neither this MOU, nor any obligation hereunder shall create any debt, indebtedness, liability or obligation of the State of Illinois within the meaning of any applicable statutory or constitutional restriction or limitation pertaining to debt or other evidence of indebtedness, and the State shall not be liable hereon nor shall this MOU, or any obligation of the University hereunder, create any liability or indebtedness of the University under any such statutory or constitutional restriction or limitation prior to the time when any payment hereunder, or any renewal hereof, becomes actually due and payable, and then only for an amount which is not in excess of funds in the hands of the University at the time when any such payment becomes actually due and payable, and which may under any such statutory or constitutional restriction or limitation be specifically and properly applied to the payment of the same.
- D) Each of the Parties hereby, as applicable to each, represents and covenants that each has the power and authority to enter into this MOU, has duly authorized the execution and delivery of this MOU, and that neither this MOU nor anything contained herein contravenes or constitutes a default under any other agreement, instrument or indenture or any other requirement of law as the same respectively concern each such Party.
- E) Sovereign Immunity. The University has voluntarily entered into this MOU. The University, as an instrumentality of the State of Illinois, maintains its position that it has sovereign immunity and is not subject to the jurisdiction of the Circuit Court or to the local government processes, rules, regulations, and ordinances. Local government may dispute the University's assertion of sovereign immunity. This MOU shall not be deemed nor construed as a waiver by any party of its position on the issues of sovereign immunity and jurisdiction.

Article 10. ASSIGNMENT

This MOU shall not be assignable without the express consent of the parties hereto, such consent to be evidenced by an ordinance, resolution or other appropriate action that fully recites the terms and conditions, if any, upon which such consent is given.

Article 11. DELIVERY OF NOTICES

Any notices required or permitted hereunder shall be in writing and shall be delivered via certified mail addressed to the Parties as follows, unless otherwise indicated in the future.

Primary Authorized University Contact:

Frank Colacicco
Associate Director, Utilities Distribution
Facilities and Services University of Illinois
1501 South Oak Street Champaign, IL 61820
217-300-3017 direct
frankc10@illinois.edu

Secondary Authorized University Contact:

Chad Kupferschmid, Facilities Information Resources Coordinator
Facilities and Services, University of Illinois
1501 S. Oak Street, Champaign IL 61820
217-244-0407 direct
cakupfer@illinois.edu

Copy to:

Bruce Walden, Sr. Director Real Estate Planning & Services
506 South Wright, Suite 208
Urbana, IL 61801
217-244-8496 direct

Anthony Spurlock
Associate Director, Budget Resources Planning, Utilities & Energy
Facilities and Services University of Illinois
1501 South Oak Street Champaign, IL 61820
217-265-4533 direct
spurlock@illinois.edu

CCGISC:

Leanne Brehob-Riley, Champaign County GIS Consortium Director
1776 E. Washington St, Urbana, IL 61802
217.819.3555 office
217.819.4050 direct
lbrehob-riley@co.champaign.il.us

Copy to:

CCGISC Chairperson
Chair, Champaign County GIS Consortium Policy Committee
Champaign County GIS Consortium
1776 E. Washington St. Urbana, IL 61802

Steve Summers, Champaign County Executive
1776 E. Washington Street Urbana, IL 61802
ssummers@co.champaign.il.us

Provided, however, that in the case of an emergency, notices may be given verbally to any agent of the above names. Notice shall be deemed given three days after date of mailing.

Article 12. AMENDMENT

This MOU shall be subject to amendment by the mutual written agreement of the Parties. Any article or separate agreement incorporated herein by reference that contains a provision providing for termination of the provisions of such article or separate agreement may be terminated in accordance with the terms of such provisions.

In witness to their agreement, the Parties have executed this document this

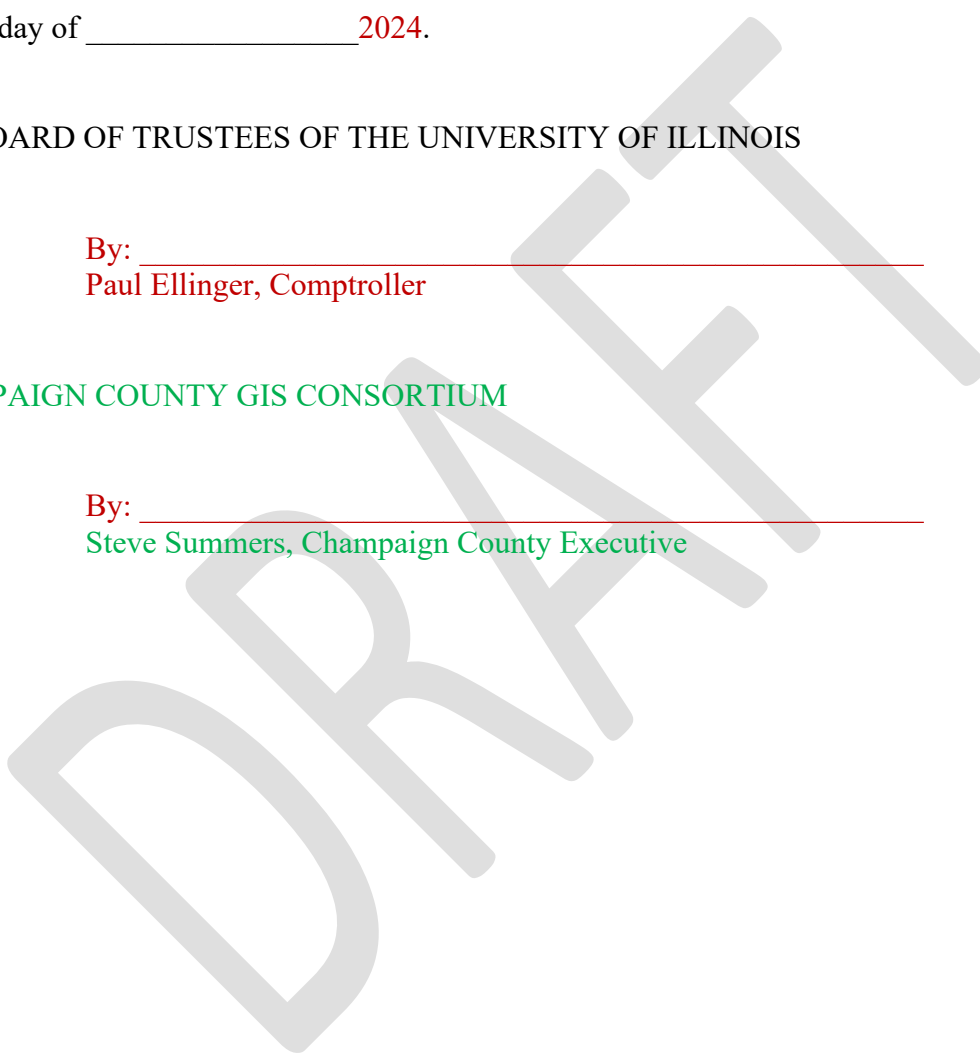
_____ day of _____ 2024.

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS

By: _____
Paul Ellinger, Comptroller

CHAMPAIGN COUNTY GIS CONSORTIUM

By: _____
Steve Summers, Champaign County Executive



**BASE STATION INTERGOVERNMENTAL AGREEMENT
BETWEEN URBANA-CHAMPAIGN SANITARY DISTRICT, CITY OF CHAMPAIGN, CITY OF URBANA,
VILLAGE OF SAVOY, VILLAGE OF RANTOUL AND THE CHAMPAIGN COUNTY GIS CONSORTIUM**

THIS AGREEMENT by and between **Urbana-Champaign Sanitary District** whose office is located at 1100 E University Avenue, Urbana, IL 61802, the **City of Champaign**, whose office is located at 102 N Neil Street, Champaign, IL 61820, the **City of Urbana**, whose office is located at 706 S. Glover Avenue, Urbana, IL 61802, the **Village of Savoy**, whose office is located at 611 North Dunlap, Savoy, IL 61874, and the **Village of Rantoul**, whose office is located at 333 S. Tanner Street, Rantoul, IL 61866 (hereinafter referred to collectively as "Participants") and the **Champaign County GIS Consortium**, whose office is located at 1776 E. Washington Street, Urbana, IL 61802 (hereinafter referred to as "CCGISC"), is made and entered into in consideration of the mutual promises contained in this Agreement and, in a spirit of cooperation and goodwill.

This Agreement concerns annual payments for a five-year period by each of the respective Participants to CCGISC in order for CCGISC to meet its financial obligations to the Board of Trustees of the University of Illinois (hereinafter referred to as "University") as set forth in the *Cost Share Memorandum of Understanding* between CCGISC and the University (hereinafter referred to as "Memorandum"), attached hereto as Appendix A and incorporated herein.

Each of the Participants individually agrees to pay the sum of four-hundred eighty-one dollars and seventy-four cents (\$481.74) to the CCGISC by September 30th of each and every year of the agreement term, commencing September 30, 2024 and continuing through September 30, 2028. The annual payments equate to one-fifth of the cost incurred under the Memorandum.

In consideration for the aforesaid respective payments, the Participants shall be entitled to use the GPS base station correction signal generated as part of the GPS Survey Base Station.

Each of the Participants individually and specifically acknowledges this Agreement is predicated on the Memorandum between the CCGISC and the Board of Trustees of the University of Illinois, and that any default or breach on the part of the University may result in CCGISC's inability to meet its obligations under this Agreement.

Each of the Participants individually and specifically acknowledges that CCGISC's obligations to the University are to be satisfied through the payments made by each of the individual Participants party to this Agreement among the Participants and CCGISC, said payments which will in turn be used to satisfy CCGISC's financial obligations under the Memorandum. Each of the Participants individually and specifically acknowledges that the failure or breach of any of the Participants to meet its respective obligations under this Agreement may result in CCGISC's inability to meet its corresponding obligations under the Memorandum, and that such failure may result in termination of the Memorandum.

In the event any default, breach or failure to meet obligations incurred under this Agreement or the Memorandum identified herein occurs, the CCGISC and each of the Participants agree to meet and in good faith seek a resolution. However, in no event shall the CCGISC be liable or in any way responsible for any default, breach or failure to meet obligations caused by any acts or omissions on the part of the University or any of the Participants party to this Agreement.

Village of Savoy

By: _____
Christopher Walton, Village Manager date

Champaign County GIS Consortium

By: _____
Steve Summers, Chief Executive Officer date

DRAFT

APPENDIX A

DRAFT

COST SHARE MEMORANDUM OF UNDERSTANDING

2024-2028

This Agreement by and between the CHAMPAIGN COUNTY GIS CONSORTIUM (hereinafter "CCGISC"), and THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS, a body corporate and politic of the State of Illinois (hereinafter "University"), made and entered into in consideration of the mutual promises contained in this Agreement (hereinafter referred to as MOU), and in a spirit of cooperation and goodwill.

WITNESSETH:

PROJECT SCOPE:

This MOU concerns cost sharing for the provision of a Global Positioning System (GPS) base station for the mutual benefit of the parties. This shall be a high accuracy GPS base station and operated as Part of the National Oceanic Atmospheric Administration (NOAA), National Geodesic Survey, and National Continuously Operating Reference Station (CORS).

Article 1. DEFINITIONS

- A) "University" shall mean The Board of Trustees of the University of Illinois, together with its subsidiary corporation and entities and their respective successors.
- B) "CCGISC" shall mean the Champaign County Geographical Information System (GIS) Consortium.
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- E) "National CORS Station" shall mean a CORS Station that meets the requirements of a National CORS Network Station, as defined by the National Geodesic Survey, of the National Oceanic and Atmospheric Administration.

Article 2. SCOPE OF MOU

- A) The University shall operate and maintain a GPS National CORS station upon the roof of the Florida Avenue Residence Hall, or another location mutually agreeable to the University and the CCGISC, consistent with NGS requirements in a continuous and reliable manner, including the procurement of all required equipment, software and internet connectivity.
- B) The University shall operate this system with due diligence and commence repairs as quickly as possible with due regard to University business practices. The University shall notify CCGISC of any operational or maintenance issues with this system which causes the system to be inoperable or off-line. Should CCGISC become aware of any operational issues which cause the system to function improperly, CCGISC shall contact the primary authorized University representative in accordance with Article 5 of this MOU to notify the University of any such Operational Issues. In the event the primary authorized University representative cannot be contacted, CCGISC shall notify the secondary authorized University representative in accordance with Article 5 of this MOU. Both the primary and secondary authorized University representatives shall have physical access to the GPS equipment.
- C) This MOU shall remain in effect for five years. At the conclusion of five years, this MOU may be extended or modified as agreed by the CCGISC and the University.

Article 3. INFORMATION REQUIREMENTS

The University shall cooperate with and share all cost and technical data relative to the operation and maintenance of this GPS CORS station. The University will provide information to the CCGISC for review and comment as to proposed plans for any major changes to the system. Such information shall be provided to the CCGISC within sufficient time such that the CCGISC may provide meaningful comment prior to the time of implementation.

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- A) The University shall provide the operation, maintenance, software, and internet connectivity.
- B) The University shall install a new Alloy GNSS Receiver and Zephyr 3 Geodetic Antenna, see annual maintenance/replacement cost allocation item D below.
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- D) Upon receipt of an invoice from the University, the CCGISC shall provide an annual payment to the University in the amount of \$2,408.67 on October 1, 2024 and each year thereafter of the MOU.
- E) In recognition of the University's financial investment in this project to date, the annual costs associated with performing the services in paragraph A. of this Article and the interest costs to finance this project, the University shall not be subject to any special assessment or other charges for the acquisition of equipment as herein defined.

Article 5. AUTHORIZED UNIVERSITY REPRESENTATIVE

The University designates the Utility Distribution Group, within Facilities and Services, to act on behalf of the University as the designated Authorized University Representative in connection with all duties and obligations of the University pursuant to this MOU. Whenever, under the provision of this MOU, the University is required to take some action at the request of the CCGISC, such request shall be provided by the CCGISC to the authorized representative.

Article 6. AUTHORIZED CCGISC REPRESENTATIVE

The CCGISC designates its CHAMPAIGN COUNTY GIS CONSORTIUM DIRECTOR to act on behalf of the CCGISC as the designated Authorized Representative in connection with all duties and obligations of the CCGISC pursuant to this MOU. Whenever under the provisions of this MOU, the CCGISC is required to take some action at the request of the University; such request shall be provided by the University to the authorized representative.

Article 7. VIOLATION OF MOU

If any of the parties fail or neglect to comply with any or all of the provisions of this MOU (unless otherwise directed by valid order of a court of competent jurisdiction, or unless compliance with any provision herein is prohibited or adjudged unlawful by a valid order of a court of competent jurisdiction), a party may apply to a court of competent jurisdiction to seek compliance with any term or provision of this MOU and/or any damages caused by the noncompliance with any term or provision of this MOU. In addition, following notification in accordance with Article 8 of this MOU, the University may terminate this MOU immediately for failure to pay any amount due in violation of this MOU. CCGISC is not obligated to make payment to the University as required by Article 4 of the MOU should the University fail to resolve operational or maintenance issues with the GPS base station which causes the system to be inoperable or off-line for more than 45 consecutive days unless such system inoperability is due to conditions beyond the University's control, including but not limited to, Acts of God, Government restrictions, labor troubles, wars, insurrections, and /or any other cause beyond the reasonable control of the University.

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A party shall notify immediately another party to this MOU if it believes that a violation of this MOU has occurred or of potential deviations from any legal enactments or regulations relating to the use of the GPS Base Station and shall respond in writing within 15 business days after receipt of such notice, unless a shorter time is provided for herein.

Article 9. AVAILABILITY OF FUNDS, CONSTITUTIONAL AND STATUTORY LIMITATION AND REPRESENTATIONS

- A) All commitments by the University are subject to the availability of funds which may be lawfully applied thereto.
- B) All commitments by the University are subject to constitutional and statutory limitations and restrictions binding on the University.
- C) Neither this MOU, nor any obligation hereunder shall create any debt, indebtedness, liability or obligation of the State of Illinois within the meaning of any applicable statutory or constitutional restriction or limitation pertaining to debt or other evidence of indebtedness, and the State shall not be liable hereon nor shall this MOU, or any obligation of the University hereunder, create any liability or indebtedness of the University under any such statutory or constitutional restriction or limitation prior to the time when any payment hereunder, or any renewal hereof, becomes actually due and payable, and then only for an amount which is not in excess of funds in the hands of the University at the time when any such payment becomes actually due and payable, and which may under any such statutory or constitutional restriction or limitation be specifically and properly applied to the payment of the same.
- D) Each of the Parties hereby, as applicable to each, represents and covenants that each has the power and authority to enter into this MOU, has duly authorized the execution and delivery of this MOU, and that neither this MOU nor anything contained herein contravenes or constitutes a default under any other agreement, instrument or indenture or any other requirement of law as the same respectively concern each such Party.
- E) Sovereign Immunity. The University has voluntarily entered into this MOU. The University, as an instrumentality of the State of Illinois, maintains its position that it has sovereign immunity and is not subject to the jurisdiction of the Circuit Court or to the local government processes, rules, regulations, and ordinances. Local government may dispute the University's assertion of sovereign immunity. This MOU shall not be deemed nor construed as a waiver by any party of its position on the issues of sovereign immunity and jurisdiction.

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Associate Director, Utilities Distribution
Facilities and Services University of Illinois
1501 South Oak Street Champaign, IL 61820
217-300-3017 direct
frankc10@illinois.edu

Secondary Authorized University Contact:

Chad Kupferschmid, Facilities Information Resources Coordinator
Facilities and Services, University of Illinois
1501 S. Oak Street, Champaign IL 61820
217-244-0407 direct
cakupfer@illinois.edu

Copy to:

Bruce Walden, Sr. Director Real Estate Planning & Services
506 South Wright, Suite 208
Urbana, IL 61801
217-244-8496 direct

Anthony Spurlock
Associate Director, Budget Resources Planning, Utilities & Energy
Facilities and Services University of Illinois
1501 South Oak Street Champaign, IL 61820
217-265-4533 direct
spurlock@illinois.edu

CCGISC:

Leanne Brehob-Riley, Champaign County GIS Consortium Director
1776 E. Washington St, Urbana, IL 61802
217.819.3555 office
217.819.4050 direct
lbrehob-riley@co.champaign.il.us

Copy to:

CCGISC Chairperson
Chair, Champaign County GIS Consortium Policy Committee
Champaign County GIS Consortium
1776 E. Washington St. Urbana, IL 61802

Steve Summers, Champaign County Executive
1776 E. Washington Street Urbana, IL 61802
ssummers@co.champaign.il.us

Provided, however, that in the case of an emergency, notices may be given verbally to any agent of the above names. Notice shall be deemed given three days after date of mailing.

Article 12. AMENDMENT

This MOU shall be subject to amendment by the mutual written agreement of the Parties. Any article or separate agreement incorporated herein by reference that contains a provision providing for termination of the provisions of such article or separate agreement may be terminated in accordance with the terms of such provisions.

In witness to their agreement, the Parties have executed this document this

_____ day of _____ 2024.

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS

By: _____
Paul Ellinger, Comptroller

CHAMPAIGN COUNTY GIS CONSORTIUM

By: _____
Steve Summers, Champaign County Executive



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

To: CCGISC Policy Committee
 From: Leanne Brehob-Riley, GIS Director
 Date: April 19, 2024
 Re: 3-inch Ortho-Acquisition Cost Information

At the January CCGISC Policy Committee meeting, members were interested in understanding the costs associated with acquiring county-wide 3-inch ortho-imagery.

Based on the vendor proposals received from the 2023 ortho-acquisition project, the cost for county-wide 3-inch ortho-imagery is **estimated** at \$205,000. At the end of 2024, the total amount collected for the 2026 ortho-imagery acquisition project will be \$92,863, leaving a shortfall of \$112,137 – *see table below for details.*

Deferred Balance (2023)	\$ 29,363.00
2023 Assessments	\$ 31,750.00
2024 Assessments	\$ 31,750.00
Subtotal	\$ 92,863.00
2025 Assessments	\$ 112,137.00
Ending Balance	\$ 205,000.00

To meet this shortfall for the 2026 project, the 2025 ortho-imagery assessments would need to significantly increase. For future acquisition years, splitting the total estimated cost of \$205,000 over three (3) years results in an annual assessment that is a little more than double the current annual ortho-imagery assessment. Details provided in the following table.

CCGIS Member Agency	CURRENT Ortho-imagery Annual Assessment 6-inch Acquisition (2026)	ESTIMATED Ortho-imagery 2025 Assessment 3-inch Acquisition (2026)	ESTIMATED Ortho-imagery Annual Assessment 3-inch Acquisition (split over 3-years)
Champaign County	\$ 15,875.00	\$ 56,068.00	\$ 34,167.00
City of Champaign	\$ 5,933.00	\$ 20,955.00	\$ 12,769.00
City of Urbana	\$ 2,917.00	\$ 10,301.00	\$ 6,277.00
Village of Rantoul	\$ 1,349.00	\$ 4,765.00	\$ 2,904.00
Village of Mahomet	\$ 1,172.00	\$ 4,139.00	\$ 2,522.00
Village of Savoy	\$ 1,137.00	\$ 4,016.00	\$ 2,447.00
University of Illinois	\$ 2,896.00	\$ 10,229.00	\$ 6,233.00
Village of St Joseph	\$ 471.00	\$ 1,664.00	\$ 1,014.00
Totals	\$ 31,750.00	\$ 112,137.00	\$ 68,333.00



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

To: CCGISC Policy Committee
From: Leanne Brehob-Riley, GIS Director
Date: April 19, 2024
Re: Policies & Rules of Engagement for Third Party Access

Member agencies are entering into contractual agreements with third party consultants to act as their agency's GIS professional. Currently, the Consortium does not have any specific policies or "rules of engagement" to allow third parties direct access to CCGISC data and/or infrastructure. There are risks associated to such access. In addition, the County has concerns since the CCGISC infrastructure is hosted on its network.

Primary concerns are infrastructure load specifically related to the consumption of publicly shared services and database overloads, CCGISC data policy violations, network security, and the access and release of proprietary data. Negative ramifications resulting from these items could impact all the member agencies.

It is proposed CCGISC staff will work with County IT and legal counsel to draft policies and "rules of engagement" to be presented for approval at the July 19th CCGISC Policy Committee meeting. The policies and rules need to protect the interests of the Consortium, limit the risk to the County yet allow a *reasonable* level of access. Any adopted polices/rule would be incorporated into subsequent agreements between CCGISC, the member agency, and the consultant. Based on the level of risk, it seems reasonable to develop policies that include monetary penalties of violation.

Due to the aggressive timeframe, it may be necessary to hold a special CCGISC Policy Committee meeting in early to mid-June to receive additional input and direction.



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2024 Work Plan Status Report – Quarter 1

Task	Status
2024 Initiatives	
Create Metadata	
1 Manual population of layer specific information in CCGISV, CCGISR, ccgisHistoric; document metadata workflows related to template script and on-going maintenance	anticipated completion 2024
CCGIS Website	
2 Overhaul CCGISC website; implement responsive design	anticipated completion 2025
Addressing Website	
3 Correct issues (i identify tool, hanle UIUC building code duplicate addresses) & cosmetic updates (render correctly in different browsers)	anticipated completion quarter 1 of 2025
Address Schema Changes	
4 Remove Address Number Suffix from Main Address Table i.e. 102A Main Street. Main Address to be 102 Main Street	anticipated completion quarter 4 of 2024
Devnet Quality Control Script	
5 Create Devnet Quality Control Script that checks for data entry inconsistencies; this impacts the Consortium as entry errors may create problems for views. It is also to limit the distribution of bad data. <i>Examples:</i> Document numbers, dates, etc.	anticipated completion quarter 3 2024
Street Centerline Split Ranges & Road Jurisdiction	
6 Discussion and possible implementation of split range streets and various roadway jurisdiction layers	jurisdiction layers under agency review
Property Land Use Code	
7 Develop Property Land Use Code Classification system & update workflow <i>(added subsequent to 2024 Work Plan & Report)</i>	anticipated completion quarter 2 of 2024
Parcel Genealogy Review/Updates	
8 Update/Correct Genealogy Entry Issues	found additional date errors; updating prior to export to DevNet
ROW Document Search	
9 Locate ROW documents (1980 & prior) and add to TaxParcel ROW layer	complete a time allows; 2-3 years
ArcGIS Enterprise Upgrade	
8 Upgrade ArcGIS Enterprise	end of 2024; early 2025
Ongoing Tasks	
Drainage District Project	
1 Map drainage districts - county-wide	all available drainage district rolls mapped; 45 could not be located or did not contain necessary legal descriptions
2 Reconcile Drainage Districts and Subdistricts with appropriate county offices	dependent upon staff time of the County Clerk's office
2024 Contracts/ Service Tasks	
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
E. City of Urbana	on going - general GIS tasks
G. Vermilion County 911	on going - general GIS tasks

Status updates found in **bold**