



GIS Policy Committee

MINUTES – Approved as Distributed on April 25, 2024

DATE: Friday, October 18, 2024
TIME: 11:00 am
PLACE: Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson	
Urbana	Tim Cowan	
Rantoul	Jake McCoy	
Champaign County	M.C. Neal	
UIUC	Chad Kupferschmid	
Mahomet	Abby Heckman	
Savoy	Caitlin Kelly	
St. Joseph		Joe Hackney

Others: None

CCGIS Staff: Leanne Brehob-Riley (Director), Elisabeth Dillingham (Recording Secretary)

MINUTES

I. Call to Order

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

IV. Public Participation

There was no public participation.

V. Approval of Minutes

A. July 26, 2024, Meeting

MOTION by Ms. Kelly to approve the July 26, 2024, minutes as distributed; seconded by Cowan. Upon voice vote, the **MOTION CARRIED** unanimously.

VI. Financial Statements

A. FY2024 – 1/1/2024 through 09/30/2024

Ms. Brehob-Riley stated all membership/ortho assessments have been received except for the City of Champaign. She added, per projections, revenues are on track.

MOTION by Mr. Neal to approve the Financial Statement; seconded by Mr. McCoy. Upon voice vote, the **MOTION CARRIED** unanimously.

VII. Business Items

A. Approval of the 2025 CCGISC Policy Committee Schedule

Ms. Brehob-Riley presented the 2025 Policy Committee schedule. She noted the January and April 2025 meetings were moved to the fourth Friday of the month due to holiday conflicts.

The chair and vice-chair positions for 2025 will remain the same. In 2026/2027, the chair position will transfer to Rantoul with the University of Illinois as vice-chair. If necessary, the rotation schedule may be altered with approval by the CCGISC Policy Committee.

MOTION by Mr. Cowan to approve the 2025 CCGISC Policy Committee Schedule; seconded by Ms. Kelly. Upon roll call vote, the **MOTION CARRIED** unanimously.

B. GIS Director's Report

1. Work Plan Status Report

The work plan status report was updated. Any changes are noted in bold font.

Ms. Brehob-Riley noted significant progress with the Historic Right-of-Way Mapping project. Documents from 1928-1975 were located and scanned for the small towns, City of Champaign, and Champaign County.

Staff is currently mapping the historic rights-of-way documents for the County, once complete the other jurisdiction will be mapped as time allows.

2. Base Station

Ms. Brehob-Riley stated all contracts were fully executed and copies were emailed to the participating agencies. The contract is a 5-year term.

3. Address Schema and Website

As the result of a petition submitted by the Village of Mahomet to the U.S. Postal Service (USPS), the USPS is now associating *Mahomet* as a secondary USPS city for the 61875 and 61822 zip codes. This change requires updates to the address database and interface because currently a 1 to 1 relationship exists between city name and zip code. The goal is to have the changes made by December 1st, 2024.

Ms. Heckman then explained the USPS uses the term "Preferred Last Line" when a zip code is associated to more than one city. While 61822 and 61875 are officially Champaign and Seymour zip codes respectively, the USPS now recognizes Mahomet as a valid secondary USPS city name for both. Mahomet primarily initiated this change for economic development purposes.

It was then noted, the use of Mahomet as the USPS city name for these zip codes will be limited to properties inside Mahomet's corporate limits.

65 Mr. Toalson asked if the new corporate development is in the corporate limits.

66 Ms. Heckman replied in the affirmative.

67 **4. Property Land Use Code Project**

68 Ms. Brehob-Riley stated this project was successfully completed. A reference guide and
69 parcel change app were forwarded to the member agency land use contacts. The
70 reference guide provides directions for editing the land use layer via the parcel change
71 app or directly from published services. Because editing is limited to services published
72 to the CCGISC Portal either through the app or directly in ArcGIS Pro, editor users were
73 purchased for each member agency. The login in credentials were provided to the land
74 use contact.

75 Use of the provided resources is optional.

76 **5. Technical Representatives Meeting**

77 A Technical Representative meeting was held last week. A meeting summary will be
78 distributed soon.

79 Ms. Brehob-Riley noted the Technical Representatives requested a snow route
80 jurisdiction layer. This will be available for review once it is complete. The ownership and
81 roadway maintenance routes have been edited according to comments and will be
82 available in the Transportation feature data in the CCGISV dataset.

83 **6. CCGISC Historic**

84 The CCGISCHistoric database contains parcel information and corresponding tax
85 information back to 2008. CCGISC staff is working to better streamline the data to make
86 it more useable. Once complete, a reference guide will be created and made available on
87 the CCGISC website.

88 **7. Move to County Plaza**

89 The move to the County Plaza has been delayed and will likely occur between January and
90 April.

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

93
94 Seeing there was no other business, Ms. Heckman adjourned the meeting at 11:18 a.m.