



GIS Policy Committee

MINUTES – Subject to Review and Approval

DATE: Friday, October 21, 2022
TIME: 11:00 am
PLACE: Brookens Administrative Center
 1776 E. Washington St.
 Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Colleen Kilian	Mark Toalson
Urbana	Sanford Hess	
Rantoul	Jake McCoy	
Champaign County	M.C. Neal	
UIUC	Chad Kupferschmid	James Sims
Mahomet	Kelly Pfeifer	
Savoy	Dennis Donaldson	Christopher Walton

Others: Darlene Kloeppe (County Executive), Joe Hackney (Village of St. Joseph)
CCGIS Staff: Leanne Brehob-Riley (Director), Mary Ward (Recording Secretary)

MINUTES

I. Call to Order

Acting Chairperson Dennis Donaldson called the meeting to order at 11:02 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; Ms. Pfeifer asked if the motion could be amended to change the year in item VII. A. to 2023. Mr. Hess made the motion to approve the agenda as amended; second by Mr. Neal. Upon voice vote, the **AMENDED MOTION CARRIED** unanimously.

IV. Public Participation

Darlene Kloeppe – spoke on the Mahomet Aquifer Mapping project that was awarded ARPA funds. The mapping will be starting in November. This is an elaborate project. They will be flying helicopters over the rural parts of the county. They are not allowed to fly over buildings; they will be mapped in a different way. They will map the entire county. There will be a media kick-off on November 21st.

36 V. Approval of Minutes
37 A. *July 15, 2022 Meeting*
38 **MOTION** by Ms. Pfeifer to approve the July 15, 2022 minutes as distributed; second by
39 Mr. Hess. Upon voice vote, the **MOTION CARRIED** unanimously.
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41 VI. Financial Statements
42 A. *FY 2022 – 1/1/2022 through 09/30/2022*
43 New financial statements were handed out due to issues between the general ledger and
44 journal entries. Most were resolved however an additional \$1,560 shall be posted to the
45 investment interest line once the correction is made by the Auditor’s Office. Membership
46 assessments were not yet received from the U of I and Mahomet. Ms. Brehob-Riley
47 reminded the committee the year-end expenditures will exceed revenue to pay for the
48 Mapping Technician overlap due to a pending retirement.
49

50 B. *Receive and Place on File – FY2021 CCGISC External Audit*
51 The FY2021 audit was presented. It included a Management Discussion & Analysis
52 (MD&A) section. There were no findings in the audit. The ending fund balance for FY2021
53 was \$468,874.
54

55 Mr. Hess had a question about the pension balance being counted as a liability. He
56 thought that was with IMRF. Ms. Brehob-Riley stated the county-wide financial
57 statements always included the net pension liability/asset. However, the
58 Intergovernmental Agreement creating the CCGISC does not address how this
59 liability/asset should be handled in the event of a lead agency change or the dissolution
60 of CCGISC. The County is aware this needs to be addressed.
61

62 **OMNIBUS MOTION** by Mr. Hess to receive and place on file the financial statement and
63 FY2021 audit; seconded by Ms. Pfeifer. Upon roll call vote, the **MOTION CARRIED**
64 unanimously. The statement and audit have been placed on file.
65

66 VII. Business Items
67 A. *Approval of the 2023 CCISC Policy Committee Meeting Schedule*
68 All meetings are scheduled for the third Friday of the month. There are no holiday
69 conflicts for the coming year.
70

71 **MOTION** by Ms. Pfeifer to approve the 2023 meeting schedule as presented; seconded
72 by Mr. McCoy.
73

74 Upon voice vote, the **MOTION CARRIED** unanimously.
75

76 B. *Approval of Extending CCGISC Membership to the Village of St. Joseph*
77 Ms. Brehob-Riley stated that the CCGISC staff has the capacity to support an additional
78 member. The additional revenue will help off-set anticipated future costs like rent, health
79 insurance, and personnel increases. A unanimous vote at the Policy Committee level
80 requires all agencies to approve and fully execute the IGA as amended.

81 Mr. Hess issued a welcome to St. Joseph and asked a couple of questions. First, he asked
82 if St. Joseph will be updating their own addresses or if it was something the Consortium
83 will continue to do. Ms. Brehob-Riley explained that St. Joseph has access to the
84 Addressing website they and have already been making some edits. Mr. Hess then asked
85 if they had anyone on staff with GIS knowledge. Mr. Hackney, Village of St. Joseph
86 Administrator, said not at this time but they have a good relationship with their engineers
87 who are familiar with this platform. He also noted the staff are very excited about being
88 able to modernize operations and learn GIS.

89
90 **MOTION** by Mr. Hess and seconded by Ms. Pfeifer to accept the Village of St. Joseph as a
91 member of the CCGISC Consortium. Discussion followed as to if the motion needs to
92 include whether membership begins when the IGA is fully executed or now. Mr. Hess
93 amended the motion to add that membership begins when the IGA is fully executed.

94
95 Upon roll call vote, the **MOTION PASSED** unanimously.

96
97 C. *Discussion of Assessment Office Property Codes and Joint Request for Maintenance*

98 Ms. Brehob-Riley provided some background stating that prior to the migration to the
99 new tax system (DEVNET), the assessment office maintained a Property **Code** field.
100 Currently, this field is referenced on the public map and in Portal applications but is no
101 longer actively maintained. The County and Township assessors now use a more
102 generalized code as required by the State of Illinois. The Assessment office is working to
103 implement a Property **Type** field. Ms. Brehob-Riley provided the committee members a
104 list of property types as identified by the assessment office.

105
106 A discussion ensued. Ultimately it was determined the property types were inconsistent
107 and too specific. Several of the agencies voiced their preference to assign and maintain
108 a property use code for parcels within their own jurisdictions. Ms. Brehob-Riley thought
109 it may be feasible for CCGISC to develop a service/application that would allow the
110 agencies to do this assuming all jurisdictions agreed on a single set of codes. It was made
111 clear these codes would have to be maintained outside of the tax system.

112
113 Ms. Brehob-Riley stated she would discuss this possibility with staff in more detail and
114 follow-up with the member agencies.

115
116 D. *GIS Director's Report*

117 **1. Work Plan Status Report**

118 A revised copy was provided. Updates to the Work Plan Status Report are
119 denoted in bold font.

120
121 **2. Ortho Acquisition**

122 The RFP will be forwarded to the technical representatives for review next week
123 with a tentative release date of early November. The RFP requests bids for both
124 6-inch and 3-inch county-wide acquisition options.

125
126 Ms. Brehob-Riley then made the Committee aware the State plans to acquire 6-
127 inch resolution ortho-imagery for all counties except Cook and DuPage. Woolpert

128 was awarded this contract. The acquisition will start in the spring and may extend
129 into fall/winter and into the following spring depending on weather. According
130 to Woolpert, changes/additions cannot be incorporated into the 6-inch
131 acquisition i.e., building lean removal, tile delivery structure, coordinate system,
132 etc. However, Woolpert is offering buy-up options. Their estimate for 3-inch
133 resolution ortho-imagery is \$215-\$220 per square mile which is approximately
134 \$241,000 for Champaign County.

135
136 The 6-inch resolution imagery from the State's project will eventually be made
137 available through the IL Geospatial Data Clearinghouse.

138
139 Mr. Hess asked about the 6-inch vs 3-inch. Because the RFP requests costs for
140 both 6-inch and 3-inch, the member agency will then have to determine how to
141 proceed forward once the bids are received. Mr. Hess believed we were on the
142 right path moving forward with the RFP.

143
144 **3. Contour/Building Footprint Project**
145 Staff is currently processing the latest delivery and believe all is finally correct.
146 We should know more in the next week or so. If all looks good, the Enterprise
147 Geodatabase and map services will be updated accordingly.

148
149 Seeing there was no other business, Mr. Donaldson adjourned the meeting at 11:50 a.m.