



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
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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)

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 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.

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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.

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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.

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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.

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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.