

MINUTES
McLEAN COUNTY GIS MANAGEMENT COMMITTEE MEETING
Friday, December 17th, 2010, 10:30 a.m.
Government Center Room 404

Members Present

Paul Russell, Executive Director - McLean County Regional Planning Commission (MCRPC); Jim Karch, Director of Public Works - City of Bloomington (COB); Phil Dick, Director - McLean County (MC) Building & Zoning (B&Z); Mike Ireland, Assessor - City of Bloomington Township (COBT); Robin Weaver, Director of Public Works - Town of Normal (TON).

Members Absent

Tony Cannon, Executive Director - Emergency Telephone System Board (ETSB/911)

Others Present

Craig Nelson, Director; Justin Nettleton, GIS Technician - MC IT; Eric Guerts, Project Manager - MC Highway; John Hendershott, Environmental Health Programs Supervisor - MC Health; Josh Thompson, GIS Specialist; David Johnston, GIS Technician - MC Supervisor of Assessments; Troy Olson, Engineering Technician, COB; Cassidy Killian, GIS Coordinator -TON; Khalid Hasan, GIS Director; Bill Jackson, GIS Coordinator - MCRPC.

1. Call to Order

Mr. Russell called the meeting to order at 10:35 a.m. after noting a quorum.

2. Attendance

Attendance was recorded by Mr. Jackson.

3. Consent Agenda

Mr. Karch motioned to approve the consent agenda as presented, Ms. Weaver seconded and the motion carried unanimously.

4. Items of Business

Finalizing the GIS Plan

1) Resolving Conflicts

Mr. Hasan explained that at the last meeting Mr. Karch requested that this topic be included as an item of business and that the technical committee had a conversation on this topic yesterday. He requested if Mr. Ireland could summarize the discussions.

Mr. Ireland suggested that the discussion was more about avoiding conflicts. An example discussed was which agency is responsible for placing corporate lines on the map and if it is being done consistently across jurisdictions? Another example is if someone in COBTA office decides to shift parcel lines to match the aerial photography simply to make the map look better, it has nothing to do with whether the line is correct or incorrect. We just did something that affects everybody without proper justification or verification.

Since electronic data is available to everyone, including the public, there is the potential for anyone in the group to make changes improperly. We can end up in conflict if someone makes a bad decision based on incorrect GIS data. We need to acknowledge that this is critical, changes effect us, collectively as McGIS. The key question is who has any authority to help agencies prevent conflicts and how are we addressing these kinds of issues?

Mr. Karch responded that this was his goal, by requesting this as an action item, to modify the GIS Plan to meet such needs so we can work through any issues constructively. We need to have clarity of expectations and determine what happens if those expectations are not met. The technical people doing the day to day work may know better what those expectations should be. Mr. Dick and Ms. Weaver discussed if a change process can be devised for such issues.

Mr. Dick asked if the GIS plan addresses how any issues are handled? Mr. Hasan replied from an operational and technical perspective we address this by documenting guidelines for mutual roles and responsibilities and developing consistent standards and procedures. Mr. Hasan also quoted from 'Executive Update' section in the 'GIS Governance and Coordination Initiatives': "*The executive update should occur at least once a year by the individual members of the GIS Management Committee to their respective decision makers as applicable, possibly more often if there are identified issues.*" Mr. Hasan added though that we do not address this from a policy and management perspective for enforcement or compliance.

After some more discussions Mr. Russell and Mr. Hasan were tasked with revising the GIS Plan document to address this concern specifically and providing the changes to the GIS management committee by email for review.

2) 2011 Agency GIS Work Plans

Mr. Hasan distributed drafts he had prepared from inputs provided by COBTA and ETSB using the standardized workplan template. Additionally, he continues work with all agencies on their respective workplans. Mr. Hasan indicated that he will distribute these through email after consistent formatting and filling some missing details.

Mr. Russell asked if it was realistic to think the workplans could be incorporated into the GIS Plan. Mr. Hasan replied that this was his goal and he will share these internally first through email for collective review before submission to Baker.

Mr. Ireland asked who is responsible for implementing the plan? Mr. Hasan replied that each agency is responsible for their own plans. Mr. Ireland asked if it was OK for the agencies to choose not to complete the workplans? Mr. Russell responded that the workplans were a planning and budgeting guide for each agency. If the workplans are not implemented, we have to assume there is a good reason for that.

Mr. Hasan elaborated further that this template quickly summarizes each agency's needs and available human and financial resources, with detailed worksheets for technological investments.

Mr. Hasan also reminded everyone of the GIS Plan gantt chart, which identifies a number of actions to be taken by January 2011, including appointing department liaisons and several other tasks including meeting schedulings.

3) Scheduling Baker's next Visit

Mr. Hasan explained that Baker has been on hold since September for the agency workplans and we plan to invite him to our January 2011 meeting to discuss the workplans and finalize the overall plan.

5. Information / Discussion Items

A. Aerial Imagery Acquisition

Mr. Olson reported that a cost estimate was requested for just the City and the Town. Shelley Silch (USGS) relayed the vendor cost of \$125,000 based on acquisition for the entire county. Mr. Olson has resubmitted a well defined contiguous urban area to see if it would reduce the cost.

B. ArcGIS 10.0 Migration Plans

Mr. Hasan recommended that ArcGIS 10.0 migration be planned carefully since once databases are upgraded they would not be backwards compatible. He encouraged the technical staff to communicate with each other on the details so that our data can still flow back and forth to all.

C. Other Discussion Items

There were no other items for discussion.

6. Adjournment

The regular meeting adjourned at 11:25 a.m. The next scheduled meeting of this committee, pending items of business, is January 21st, 10:30 a.m. in Room 404 at the Government Center.

7. Executive Session

No executive session was required.

Respectfully Submitted,

Bill Jackson,
GIS Coordinator, MCRPC