

MINUTES
McLEAN COUNTY GIS MANAGEMENT COMMITTEE MEETING
Friday, January 21st, 2011, 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); Cassidy Killian, GIS Coordinator - Town of Normal (TON) proxy for Robin Weaver, Director of Public Works - TON.

Members Absent

Tony Cannon, Executive Director - Emergency Telephone System Board (ETSB/911). Mr. Karch left the meeting at 11:25 am, leaving Mr. Olson as proxy.

Others Present

Michael Emanuel, Project Manager - Baker; Josh Thompson, GIS Specialist; Justin Nettleton, GIS Technician - MC IT; Eric Guerts, Project Manager - MC Highway; Matt Armstrong, Engineer Technician I - MC Highway; John Hendershott, Environmental Health Programs Supervisor - MC Health; Troy Olson, Engineering Technician, COB; Terri Joyce, GIS Specialist - COBTA; 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 10:34 a.m. after noting a quorum.

2. Attendance

Attendance was recorded by Mr. Jackson.

3. Consent Agenda

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

4. Items of Business

A) Finalizing the GIS Plan

1) Designating Department Liaisons

Mr. Emanuel encouraged members to work within their respective agencies to designate department liaisons and provide a list to Mr. Hasan, so that he may start organizing the peer groups. Mr. Emanuel added that the department liaisons are the persons who understand their departments' business operations and needs. Mr. Emanuel clarified that the IT Committee stands on its own and is best represented by the IT Directors in an answer to a question from Mr. Dick. Mr. Emanuel explained that some peer groups may be formed from a single department such as the County Health and Recorder and may need less frequent meetings. Other peer groups may span across agencies and meet as often as appropriate. Mr. Russell suggested this item be made a regular agenda topic until resolution.

2) IT Committee Meeting Dates

Mr. Emanuel advised that the IT Directors meet once per quarter with the GIS Management Committee because of the overlapping IT/GIS requirements and communication needs with management and technical committees for smoother GIS operations.

3) Avoiding & Resolving Conflicts

In light of the continuing management discussion on this topic Mr. Emanuel recommended a proactive approach within the framework of the interagency agreement to identify issues in a timely fashion and avoid conflicts as below:

“The final version of this GIS Plan should be reviewed by the executives and adopted by the member agencies as well as by the GIS Management Committee.

Proactively Identifying Issues and Avoiding Conflicts

The following procedure is recommended for proactively identifying issues that may arise, especially those that will impact multiple departments, agencies and users.

As a potential issue is identified, it may be raised by any member of the GIS Management Committee during the 'Information/Discussion Items' of the agenda. The GIS Management Committee may assign the issue to the appropriate group/committee (Peer Group, IT Committee, GIS Technical Committee, Focus Group) to review and provide recommendations for consideration and endorsement. If this does not resolve the issue, then the next step would be to involve the executives, first individually by contact from respective GIS Management Committee members, and then (if needed,) as a group to achieve consensus.

Every effort should be made by individual agencies or groups to recognize potential issues and identify them to either their GIS Management Committee or within their groups or committees. This documented process should be used prior to acting on any potentially divisive issues.”

Mr. Ireland commented that we went through this exercise before, one member of the GIS Management Committee (also an executive) requested an agenda item but another executive didn't want the Management Committee to have a discussion on the topic.

Mr. Ireland indicated he was not clear on how this addresses these types of issues. If someone goes off on their own, how may we persuade that player to turn around and be a part of a process. It's circular reasoning. Mr. Emanuel replied that such issues may be raised at this meeting and he has an outline of a process to work through them.

Mr. Russell commented that Mr. Emanuel is saying that just because something is not on the agenda doesn't mean it can't be raised.

Mr. Ireland further indicated that we have issues that need to be discussed for the sake of the greater group.

Mr. Emanuel agreed that such issues do need to be discussed and that is actually why it is a part of the open forum discussion. Also, it follows the interagency agreement, if it's not resolved by relevant committees it should go to the executives.

Mr. Emanuel had earlier asked Mr. Russell if the Consortium operated with a set of by-laws or just the intergovernmental agreement? The answer is that it is the intergovernmental agreement solely, hence these recommendations.

Mr. Karch agreed with the drafted approach and suggested incorporating it in the GIS Plan as a modification. Mr. Dick suggested adding 'to attempt' for achieving consensus.

Mr. Emanuel asked everyone to review the changes and provide additional feedback to Mr. Hasan within a week so that it can be put in the final plan.

4) Baker - Implementation Resources - Estimate (draft)

Mr. Emanuel referred to the Implementation Resources Estimate (Chapter 7) and apologized for the late distribution. He explained that in this draft, recommendations for implementation were organized by description of tasks and associated labor/costs. The estimates of labor were primarily for MCRPC and for some items that may require outside support. Mr. Dick asked if it included labor estimates for McLean County staff. Mr. Emanuel replied that there was only a time estimate for staff members for meetings. He asked the committee members to read the draft and

provide feedback. Mr. Russell suggested the feedback be submitted before next Friday so the final plan document may be compiled.

5. Information / Discussion Items

A. Aerial Imagery Acquisition

Mr. Olson reported that the City decided that a revised vendor cost estimate, based on a well defined contiguous urban area, was too high. Mr. Killian indicated that he had not discussed it with Ms. Weaver.

B. Other Discussion Items

Mr. Hasan reported on his presentations on McGIS resources available to the community in the past weeks to The Illinois Society of Professional Engineers Bloomington/Normal chapter, Leadership McLean County and Coldwell Bankers. In all cases the response was positive and he'll share some of the feedback with this group.

Mr. Hasan also reported on a round table discussion on the topic of 'Coordinate conversions, projections, current GPS surveying and historic NAD83 (87) data'. The discussion was led by Randel Nydegger P.L.S., Brad Shaffer P.L.S. of Lewis, Yockey & Brown, Inc. and Brian Myers P.L.S. of the Farnsworth Group. Mr. Nydegger is one of the original founding members of the GIS technical committee and summarized the issues arising from the historic datum and current GPS, HARN and GNSS surveying. Mr. Cassidy suggested similar meetings with relevant experts would be very beneficial to the technical committee.

Mr. Hasan announced that the GIS technical committee had approved the publication of FEMA flood plain data on the public IMS website subject to FEMA use constraints. Metadata downloaded from the FEMA website listed no constraints other than citation of FEMA as the primary source.

6. Adjournment

The regular meeting adjourned at 11:35 a.m. The next scheduled meeting of this committee, pending items of business, is February 18th, 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