

MINUTES
McLEAN COUNTY GIS MANAGEMENT COMMITTEE MEETING
Friday, March 18th, 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); Robin Weaver, Director of Public Works – Town of Normal (TON); Terri Joyce, GIS Specialist - City of Bloomington Township Assessor (COBTA) proxy for Mike Ireland, Assessor COBTA.

Members Absent

Tony Cannon, Executive Director - Emergency Telephone System Board (ETSB/911), Mike Ireland, Assessor COBTA.

Others Present

Justin Nettleton, GIS Technician - MC IT; Eric Guerts, Project Manager – MC Highway; Cassidy Killian, GIS Coordinator - TON; Josh Thompson, GIS Specialist - MC; Troy Olson – Engineering Technician – COB Engineering; Khalid Hasan, GIS Director - MCRPC; 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

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

4. Items of Business

A) FY 2012 Budget

Mr. Russell explained that the annual member contributions of \$18,490 each have been frozen and the reserves have been drawn down over the past two years to make up the differences. Our options include; continuing to use the reserves, reducing our service levels, or adjusting the annual budget contributions. Mr. Russell suggested considering an increase of 5 to 10% to the annual member contributions. Mr. Karch agreed that a 5% increase (\$925) would be more palatable and asked if there were any upcoming expenses that may significantly draw upon the reserves. Mr. Hasan replied that approximately \$33,500 were needed to pay for the vendor invoice for the GIS Plan work by Baker, and that hardware replacements had been on hold, subject to budget approval. Mr. Karch commended Mr. Hasan for working within our means and suggested a long term financial/capital investment plan be developed to ensure sustainability. Mr. Dick requested that leasing equipment be reconsidered to keep up with technology and spread out capital expenses. Ms. Weaver agreed that a 5% increase was reasonable and long term financial planning was a good idea. Mr. Karch motioned to approve the budget with a 5% increase in the member contributions and to develop a multi-year financial investment plan that considers cost-effective leasing of equipment. Ms. Weaver seconded the motion. The motion carried unanimously.

B) Finalizing the GIS Plan

1) Final Document

Mr. Hasan explained that the final deliverables are logically separated documents; An Executive Summary, Part 1 - Needs Assessment, Part 2 - Strategic Plan, Part 3 - Implementation Plan and Part 4 - 2011 Work Plan. Mr. Russell encouraged everyone to use these as a reference. Ms. Weaver motioned to approve the comprehensive GIS Plan deliverables and documents, Mr. Dick seconded and the motion carried unanimously.

2) Final Baker Invoice

Mr. Hasan explained that two out of six equal invoices plus a 10% retainer remains to be paid subject to management committee approval of Baker deliverables. Ms. Weaver asked Mr. Hasan if he was satisfied that the vendor has met the project requirements. Mr. Karch asked if the Technical Committee was satisfied that all deliverables have been met, and that once we sign off, unless a new contract is signed, the project is complete? Mr. Hasan replied in the affirmative to both these queries. Ms. Weaver motioned to approve payment for the final Baker invoice, Mr. Karch seconded and the motion carried unanimously.

C) Implementing the GIS Plan

1) IT Committee meeting dates

Mr. Hasan explained that January was proposed to be the first management committee meeting with the IT Directors and asked if the next scheduled April meeting could be the start of regular quarterly management meetings with the IT Directors? Mr. Thompson replied that since County IT is in the process of updating telephone systems, May would be better for Mr. Nelson, MC IT Director. Mr. Killian indicated that either April or May would work fine for Ms. Hite, the Town IT Director. Based on this discussion, the quarterly meeting schedule agreed upon was May, August, November and February. Mr. Dick asked if IT related items could be on the agenda for these meetings and Mr. Russell agreed.

2) Designating Departmental Liaisons

Mr. Karch suggested that each agency should email their lists to Mr. Hasan for compilation and this could be reviewed in the next management meeting. Mr. Guertz remarked that coordinating schedules for peer group meetings among department liaisons could be challenging. Ms. Weaver suggested MCRPC to set an initial date and time and work with all concerned to refine it. In response to a question by Mr. Dick, Mr. Hasan replied that he and/or Mr. Jackson will coordinate and facilitate the peer group meetings. Mr. Hasan further explained the role of departmental liaisons is to identify their department's business needs and priorities and establish communication with peers with similar responsibilities. MCRPC will be documenting common and divergent needs for technical and management committee's reference by publishing such on the McGIS intranet website. This will facilitate an institutionalized process for taking stakeholder needs into consideration and in developing coordinated annual work plans.

5. Information / Discussion Items

A. Hardware Re-fresh

Mr. Hasan explained that the leased storage and backup solution had expired and for other obsolete equipment replacement options were being evaluated.

B. ILGISA Spring Conference, RU Ready? April 19th-20th

Mr. Hasan announced the upcoming Illinois GIS Association (ILGISA) Spring Conference theme is "RU Ready? GIS in Action...in Disasters...in Preparation!" hosted at the I-Hotel in Urbana on April 19th-20th. Mr. Jackson added that both he and Mr. Hasan have been involved in the conference planning and that a special Manager's Breakfast was new this year. Mr. Nettleton expressed concerns on the rising conference costs and membership fees.

C. ESRI Conference, July 11-15th

Mr. Hasan reminded everyone of the upcoming ESRI Conference in San Diego, July 11-15th and offered the two complimentary seats available from ESRI under Consortium licenses. Mr. Nettleton indicated that both he and Mr. Thompson were planning to attend using two complimentary seats under the County's ESRI license, subject to final approval by County Auditor. Mr. Hasan explained that a complimentary seat only covers the conference fee, a value of \$1,395 for the week. Any member interested in utilizing these seats should contact MCRPC.

D. Other Discussion Items

No other discussion items.

6. Adjournment

The regular meeting adjourned at 11:10 a.m. The next scheduled meeting of this committee, pending items of business, is April 15th, 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