

MINUTES

McLEAN COUNTY GIS MANAGEMENT MEETING

Friday, April 19th, 2013, 10:30 a.m.

City of Bloomington Public Works Engineering Division Room 345, Government Center

Members Present

Jim Karch, Director of Public Works - City of Bloomington (COB); Justin Nettleton, GIS Specialist - McLean County (MC) Information Technology (IT) proxy for Phil Dick, Director - McLean County MC Building & Zoning (B&Z); Terri Joyce, Chief Deputy Assessor – City of Bloomington Township Assessor (COBTA); Paul Russell, Executive Director McLean County Regional Planning Commission (MCRPC).

Members Absent

Tony Cannon, Executive Director - ETSB/911; Robin Weaver, Director of Public Works – TON.

Others Present

John Hendershott, Environmental Health Programs Supervisor – MC Health Dept.; David Johnston, GIS Technician – MC; Bill Jackson, GIS Coordinator - MCRPC; Khalid Hasan, Director of Regional GIS – MCRPC; Steve Scudder, Assessor-elect – COBTA.

1. Call to Order

Mr. Russell called the meeting to order at 10:33 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, Mr. Nettleton seconded and the motion carried unanimously.

4. Items of Business

FY 2014 Budget

Mr. Russell distributed a copy of the previous FY 2013 budget for comparison with proposed FY 2014 budget. The local government share has increased 5% (\$1019) to partially offset the trends of decreasing revenues based on total recorded documents. Mr. Russell reported that this contribution has been approved by the MCRPC Executive Committee. Mr. Karch motioned to approve the proposed FY 2014 budget, Ms. Martin seconded and the motion carried unanimously.

Mr. Russell added that the Executive Committee expressed concerns that the GIS system was not being used to its full capabilities. The Executive Committee would like to see more awareness, utilization and applications at the staff and departmental level. They would also like to see examples of how this technology is being utilized in other organizations.

Mr. Karch agreed that we can do more to capitalize on the great foundation we have built over the years in the regional GIS.

5. Information / Discussion Items

A. Digital Submissions (Focus Group Task)

Mr. Hasan reported that the technical personnel at Normal and Bloomington have taken the initiative and committed the staff resources needed to create some of the GIS layers (e.g. TIF) for their respective areas of responsibility.

The decision to implement any new informal or formal requirements for digital submissions in the manuals of practice/uniform codes at this point is up to the individual agencies. Mr. Karch added that knowing the various government workflows/process is important and recommended the technical committee continue to update the management committee with their insights.

B. Other Discussion items that May Arise

RFP for Basemap Updates

Mr. Hasan provided an update on the RFP draft in progress and explained that along with the usual aerial photography the technical committee is seeking feedback from its user base for additional data refresh needs.

The current comprehensive GIS plan contains a master data dictionary listing 300 data needs, 169 of them did not even exist in 2010 at the time of last update. The technical committee is contacting users in each organization to review and refresh this list since this will form an appendix to the RFP document.

Mr. Hasan commented on quantifying the potential cost of not having such data for daily operations compared to the cost of acquisition. He also suggested management consider the resources we need to allocate for keeping any existing or future data up to date and usable as stale data loses its usefulness and value.

RFP COB Road Sign Inventory

Mr. Karch reported on a recent RFP floated by COB for a road sign inventory refresh. Mr. Hasan suggested that other agencies may have similar needs and the local agencies could easily utilize a common data standard/template with some communication efforts between the technical group and public work/highway liaisons. Mr. Nettleton added that the sign inventory used by the County Highway is also out of date. Mr. Karch suggested the Town of Normal (no representative present) may have similar needs and that he was in favor of tasking the technical committee to work on this item as a way to reduce costs and increase efficiencies through greater technical and possible financial cooperation among local government agencies.

6. Adjournment

The meeting adjourned at 10:47 a.m. The next meeting of the GIS management committee and IT Directors is scheduled for May 17th 2013.

7. Executive Session

No executive session was required.

Respectfully Submitted,
Bill Jackson,
GIS Coordinator, MCRPC