

MINUTES
McLEAN COUNTY GIS MANAGEMENT MEETING
Friday, October 25th, 2013, 10:30 a.m.
City of Bloomington Public Works
Engineering Division Room 345,
Government Center

Members Present

Vasu Pinnamaraju, Executive Director McLean County Regional Planning (MCRPC); Phil Dick, Director - McLean County (MC) Building & Zoning (B&Z); Jim Karch, Director of Public Works - City of Bloomington (COB); Terri Joyce, Chief Deputy Assessor – City of Bloomington Township Assessor (COBT); Robin Weaver, Director of Public Works Town of Normal (TON); Lisa Martin, Addressing Technician – McLean County Emergency Telephone System Board (ETSB/911) proxy for Tony Cannon, Executive Director ETSB.

Members Absent

Others Present

Cassidy Killian, GIS Coordinator – TON IT; Justin Nettleton, GIS Specialist - MC IT, Troy Olson, Engineering Technician – COB Engineering; Khalid Hasan, Director of Regional GIS – MCRPC; Bill Jackson, GIS Coordinator - MCRPC.

1. Call to Order

Ms. Pinnamaraju 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

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

4. Items of Business

RFP for Digital Base Mapping Update

Mr. Hasan distributed cost summary and reference checks for RFP responders. He noted several choices including no oblique imagery for the City of Bloomington and the fire hydrant update cost being paid by COB Water department rather than by the COB Public Works Department. Ms. Weaver asked if the cost breakdown summary could be reduced to only the final choices. Mr. Hasan replied in the affirmative.

Mr. Hasan continued that an email discussion regarding respective approval processes had occurred earlier in the week and asked if there was any further discussion.

Mr. Dick requested that MCRPC provide a memorandum stating MCRPC's administration of the contract with the selected firm and respective share of each contributor similar to the memorandum

for 2006 base mapping update project. Mr. Karch and Ms. Weaver concurred that such would be beneficial for their respective councils.

Mr. Dick advised that the County administration had discussed possible amendment of the intergovernmental agreement with MCRPC, after this project, to increase annual participant contribution amounts to cover future aerial imagery capture or other joint projects. Mr. Dick added that he had learned that any amendment to the MCRPC's unified work program budget would have to go through a potentially lengthy review and approval process by IDOT.

Ms. Weaver commented that this may be a problem since each member would not be paying the same amount since each member may require a different scope, level of service or products. For example the County may settle for 8-inch resolution imagery and the City and the Town want 6-inch or better imagery.

Mr. Karch added that including this will also not work for the City due to a restrictive purchasing policy. If the cost is under \$25k the manager, with a council memo, has authority to sign-off. Anything over 25k would have to go to council. Ms. Weaver indicated the Town of Normal had a similar policy with the cut-off at \$20k.

Mr. Dick asked if the City and the Town had a policy on off-shore sub-contractors. Ms. Weaver replied that the Town did not have such a policy. This was confirmed by Mr. Killian who had posed this question to his legal department. Mr. Karch indicated the City of Bloomington also did not have a policy on this subject.

Some discussion occurred regarding comparative costs between the vendor proposals. Mr. Hasan commented that each vendor appears to have a business model built around a niche product, like oblique imagery or ortho photography. This made a direct one-to-one comparison slightly tricky.

Mr. Dick made a motion to approve awarding the contract to Sanborn subject to MCRPC providing a memorandum with cost breakdowns as discussed for each government's administrative approval. Mr. Karch seconded and the motion carried unanimously.

An additional motion was made by Mr. Karch to give authority to MCRPC to begin negotiations with the selected vendor with final approval subject to governmental approvals. Ms. Weaver seconded and the motion carried unanimously.

5. Information / Discussion Items

A. GIS Day 2013

Mr. Hasan passed around a tentative agenda for GIS Day 2013 and reported that the GIS technical committee members made the usual inquiries to people who have collaborated with us in the past for a GIS day activity including IWU, ISU, Heartland, and the local governments. Heartland will not be participating this year, but we have a plan with ISU to stagger our events in an effort to increase participation. The technical group's consensus is to house the event at Uptown Station in the Town of Normal on the 19th or 21st of November. McGIS would have an open house to offer GIS demos and interact with the public and government employees. Ms. Weaver agreed that Uptown Station is a great location with a training room available with 10 workstations. Mr. Karch liked the location. Mr. Nettleton added that it is within easy walking distance for ISU students who may be further motivated to attend through event participation course credits.

Mr. Hasan continued that there would be no formal GIS Day proclamation this year but cake and refreshments will be provided. He also noted that the open ended format works well due to its flexibility.

Ms. Pinnamaraju asked if we are training our intergovernmental customers on web tools or GIS analysis. Mr. Hasan replied that some users require GIS assistance but others may have become advanced users. They may need some assistance intermittently and we provide that on a regular basis. We point some people towards existing GIS resources that they may not be familiar with. We also have samples of how the local governments are using GIS.

In the past few years our focus has been outreach and we will continue to offer free training to companies both large and small, realtors, appraisers, local governments as well as individual citizens. Ms. Weaver commented that we need to be more aggressive about offering training. Mr. Karch reported that he demonstrated the GIS website to home builders and developers. They were very impressed with the resource and many of them noted that this was their first encounter with this.

Mr. Karch asked Mr. Hasan what methods are used to contact people to offer training. Mr. Hasan replied that they send E-Mails to a contact list created from member contributions and MCRPC contacts. They also follow up by phone calls.

Ms. Pinnamaraju added that as MCRPC develops an agency wide Public Participation Plan, we expect to broaden our reach for GIS.

After additional discussion it was agreed that GIS Day 2013 will be held at the Town of Normal Uptown Station on Thursday November 21st from 10:30-1:30 PM.

B. Other Discussion items that May Arise

Ms. Pinnamaraju opened a discussion on GIS data policy. She commented that data development is a resource intensive process and the latest national trends are to share data generously, and allow citizens to provide feedback/missing data – the phenomena is called crowd sourcing. Ms. Pinnamaraju added that she is aware of the extensive discussions on data sharing within the consortium and currently there is a restrictive policy in place.

Mr. Hasan commented that 15 years worth of discussion and consensus on this topic is distilled and consolidated into a one page data stewardship & policy document. This document lists the policies agreed upon. Our current data sharing ranges from very restrictive private data sets that are maintained by individual consortium members, to data sharing agreements that are very project specific to datasets that are free to all

An example of non-authoritative “crowd sourced” data is the Greenways data layer. With different definitions of greenways layer that vary for each member’s needs. Ms. Weaver added that if the public were to ignore metadata they would probably try to use it for comparative analysis and the result would be confusion.

Mr. Hasan explained that metadata is provided for all our data layers so that users may know the origin, accuracy, restrictions, and currentness of the data, to help them decide whether it's suitable for a given purpose. With all this in place, there were instances of users taking the data out of context.

Ms. Pinnamaraju suggested that people may take the building footprints layer and develop 3-D models using Google Sketch-up but we would have to determine whether the byproduct is useful to us or not.

Mr. Karch concluded that there has been a lot of discussion on this topic over the years and that if we need to reopen this discussion we need to create that opportunity. He asked Mr. Hasan if he would send out the existing data stewardship policy and tasked the technical committee to provide their recommendations to the management at a later meeting.

6. Adjournment

The meeting adjourned at 11:15 a.m. The next meeting of the GIS management committee is scheduled for November 18th 2013 subject to any pending items of business.

7. Executive Session

No executive session was required.

Respectfully Submitted,
Bill Jackson,
GIS Coordinator, MCRPC