

AGENDA

**MCLEAN COUNTY GIS COMMITTEE MEETING  
FRIDAY, MARCH 16, 2001, 10:30 A.M.**

**MCLEAN COUNTY HIGHWAY DEPARTMENT**

**1. Review of Minutes from Feb. 16, 2001 meeting of the McLean County GIS**

**2. Financial Report**

**3. Status Report on Major Projects**

Aerial Photography  
Cadastral Mapping  
E911 Addressing  
Intranet Map Server

**4. Intergovernmental Agreement for Countywide GIS Development and Maintenance**

**5. Specific GIS Applications**

System-wide Needs  
Individual Local Government Needs

**6. Priority Tasks**

**7. Other Items of Business That May Arise**

## MINUTES

### **MCLEAN COUNTY GIS COMMITTEE MEETING FRIDAY, FEBRUARY 16, 2001, 10:30 A.M. MCLEAN COUNTY HIGHWAY DEPARTMENT**

#### **Members Present**

George Drye, Director of Engineering and Water - City of Bloomington; Bill Gamblin, E911 Administrator - McLean County E-911; Mike Hall, Director of Public Works - Town of Normal; Michael Ireland, Assessor - City of Bloomington Township; Paul Russell, Director - McLean County Regional Planning Commission

#### **Members Absent**

Robert Kahman, County Assessor - McLean County; John Mitchell, County Engineer - McLean County Highway Department.

#### **Others Present**

Bayo Adanri, Town Planner - Town of Normal; Steve Bland - City of Bloomington; Ken Emmons, Building Safety - City of Bloomington; Kevin Kothe, Information Systems Engineer - City of Bloomington; David Mather, GIS Coordinator - McLean County Regional Planning Commission; Randy Nydegger, GIS Specialist - Town of Normal; Troy Olson, GIS Specialist - McLean County Regional Planning Commission; Linda Shriver - Bloomington Board of Elections; Steve Sochotsky, GIS Specialist - Town of Normal; Char Stanford - Bloomington Board of Elections; Jeff Tracy - McLean County; Buddy Wallace - McLean County.

#### **1. Call to Order**

The meeting commenced at 10:32 a.m.

#### **2. Administrative Matters**

##### **a. Review of the Minutes from the January 19, 2001 meeting of the GIS Committee**

No changes to the minutes were noted, minutes were approved.

##### **b. Financial Report**

Mr. Russell noted that there was an update to the budget. New budget sheets were handed out. Mr. Russell stated the liabilities against the balance of \$1,929.50 include \$7,400 for ArcInfo maintenance which is several months overdue. Mr. Russell stated that the maintenance fee will be paid this month, with the committee's account to be shown as a deficit balance.

#### **3. Status Report on Major Projects**

### **a. Aerial Photography**

Mr. Mather stated that we have received bids from CLT for aerial photography and that only one of those bids fell within our proposed budget range. He reported that the GIS technical committee and others listened to a presentation from GRW Aerial Surveys on Feb. 15th and that the firm said they seemed quite capable of meeting our technical specifications for orthophotography.

Mr. Russell stated that we need to move forward with the project as soon as possible in order for the flight to get under way this spring. (A copy of the Intergovernmental Agreement with the proposed amendment for aerial photography update was distributed at the committee meeting.) Mr. Russell explained the amendment stating that certain items will be deleted from the original contract and reallocated towards aerial mapping, with some additional costs to be incurred. Item "G" of the Intergovernmental Agreement sets forth which items will be deleted and how these aerial photography costs will be distributed to the various parties. Mr. Ireland stated that he was not prepared to reallocate money at this time until some higher priority projects are addressed.

Mr. Ireland stated that applications which utilize the GIS data obtained thus far need to be developed, and that would benefit both the local governments in general, and each of the local governments specifically.

Mr. Mather and Mr. Olson stated that the possible addition of an applications developer to the GIS staff could help address this issue.

Mr. Russell said the next major step the GIS Committee needs to take is to establish some clear priorities regarding specific GIS applications that need to be developed for each local government, and to recommend staff allocations for these projects. Some issues were raised regarding whether applications should be done in-house by GIS staff or contracted out. Mr. Nydegger stated that contracting application development might be risky.

Mr. Russell stated that we would be getting quotes from the aerial photography contractor that include several options. Options to be received are to include costs for flying the county buffer zone as well as the county and urban area, additional costs for developing the buffer zone, and costs without flying the buffer zone. Mr. Kothe stated that it would be more cost effective to fly the buffer zone while the rest of the county is being flown, even if it was not developed at this point, rather than pay for a later flight solely for the buffer zone. Mr. Hall stated that while we are not yet fully utilizing the GIS data we have for application development, we need to continue to update our photography at least every five years as a matter of maintenance.

### **b. Cadastral Mapping**

Mr. Olson informed the committee that the next delivery from Akanda is expected March 2nd. The delivery will include 6,400 parcels on the North and West sides of Bloomington. The data we have received to date is being maintained through updates from the Bloomington Township Assessors office. An update of our current database should be available to the participants by March 2nd. Our current database consists of 17,000 parcels and should be over 20,000 by the next delivery date.

### **c. E911 Addressing**

Mr. Gamblin stated that E-911 had reached an agreement with Verizon, and would do the rest of the addressing in-house. Extra staff have been hired to expedite the process.

### **c. Intranet Map Server**

Mr. Mather said we expect the fiber to be installed in May.

### **4. Draft Agreement for Countywide GIS Development and Maintenance**

Mr. Russell stated that this agreement was drafted to address the evolving nature of the regional GIS. It proposes bringing in a programmer/analyst to the GIS staff to help with application development. The GIS should benefit through additional participants by decreasing cost to individual participants while increasing funding. The Agreement provides that all five current full participants would be equal partners. Other levels of participation include subscriptions, one time purchases, and Internet use by the general public. Mr. Russell summarized the basic points covered in the agreement, including the provision for collection of two-thirds of document recording fees collected by the McLean County Recorders Office. Since all policy members had not had the opportunity to review the document in depth, it was decided to be voted on next GIS committee meeting. It was voted by the members present, however, that the Draft Agreement appeared to present no major concerns.

### **5. Five Year Financial Plan for GIS**

Mr. Mather handed out a proposed five year budget plan. The plan shows expenditures, revenues, and potential revenues. The five year budget includes the cost for one additional staff member. Mr. Russell noted that this was an update of an earlier version and that the 5 year plan would be updated each year as part of the annual budgeting process.

### **6. Billing Cycle**

Concern was expressed by Mr. Ireland, Mr. Gamblin and Mr. Hall that they need to be billed as soon as possible. Mr. Mather requested the fiscal cycles of the local governments to expedite the billing process. The need for MCRPC to begin billing all participants according to their billing cycle was discussed. The members agreed to be billed once immediately for a full year (Jan. - Dec. 2001), and once again in June 2001 to finish covering the MCRPC fiscal year 2002 (July 1, 2001-June30,2002). In June 2002 and every year thereafter, the governments will be billed for a full year to cover the July-June fiscal cycle of MCRPC. (See attached Sheet entitled *Local Government Billing Schedule for MCRPC GIS Operations*)

### **7. Other Funding Needs**

Mr. Nydegger had to leave early and agreed to give Mr. Russell a written report on the status of the GPS equipment project. Mr. Hall announced that Mr. Nydegger was accepting a new position at Winnebago County, and leaving the Town of Normal on the 23rd of February. Mr. Hall also introduced Mr. Steve Sochotsky as the replacement GIS Specialist for the Town of Normal. Mr. Sochotsky introduced himself and briefed the committee on his background, including work in planning in Louisiana, CAD/GIS for the Town of Normal, and GIS Coordinator for the city of Bossier, LA.

### **8. Priority Tasks**

Mr. Mather mentioned that our top priorities are:

1. GPS/Aerial Photography
2. Cadastral Project
3. ArcIMS
4. Intranet/Internet
5. GIS data backups

**7. Other Items of Business That May Arise**

**8. Next Meeting**

The next meeting of the GIS Committee will be held on Friday, March 16, 2001, at 10:30 a.m. at the McLean County Highway Department.

**9. Adjournment**

The meeting was adjourned at 12:35 p.m.

Respectfully Submitted,

David Mather,

MCRPC GIS Coordinator