

AGENDA

**MCLEAN COUNTY GIS MANAGEMENT  
COMMITTEE MEETING  
FRIDAY, April 25th, 2003, 10:30 A.M.**

**MCLEAN COUNTY HIGHWAY DEPARTMENT**

**1. Call to Order**

**2. Attendance**

**3. Items of Business**

None

**4. Information / Discussion Items**

- A. Minutes of the Mar. 21st, 2003 meeting of the GIS Management Committee
- B. February, 2003 Financial Report
- C. Cadastral Maintenance
- D. Street Maintenance
- E. Intranet Map Server
- F. Digital Submittal of Plats
- G. Addressing Subcommittee
- H. GPS Acquisition Progress
- I. Bill 698 Update
- J. Other Discussion Items that May Arise

**5. Adjournment**

**6. Executive Session**

## MINUTES

### **MCLEAN COUNTY GIS MANAGEMENT COMMITTEE MEETING**

**FRIDAY, Mar. 21st, 2003, 10:30 A.M.**

### **MCLEAN COUNTY HIGHWAY DEPARTMENT**

#### **Members Present**

Paul Russell, Director - McLean County Regional Planning Commission; Mike Hall, Director of Public Works - Town of Normal; Phil Dick, Director of Building and Zoning - McLean County; Mike Ireland, Assessor - City of Bloomington Township.

#### **Members Absent**

George Drye, Director of Engineering and Water - City of Bloomington; Bill Gamblin, E911 Administrator - McLean County E-911.

#### **Others Present**

David Mather, GIS Coordinator - McLean County Regional Planning Commission; Troy Olson, GIS Specialist - City of Bloomington Engineering; Bill Jackson, GIS Programmer/Analyst - McLean County Regional Planning Commission; Stephen Sochotsky, GIS Specialist - Town of Normal; Mike Behary, County Planner - McLean County; Kevin Kothe, Information Systems Engineer - City of Bloomington; J. R. Subbert - Assessor's Office - McLean County; Matt Hughes, GIS Specialist - McLean County Regional Planning Commission; Russ Warren - Farnsworth Group; John Hendershott - McLean County Health Dept.; Sarah Franks, Addressing Technician - McLean County E-911; Mark Hocking, Engineering Technician - City of Bloomington.

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

The meeting commenced at 10:30 a.m.

#### **2. Attendance**

#### **3. Items of Business**

##### **A. Cadastral Maintenance**

Mr. Mather stated that an additional staff person is needed for cadastral maintenance. Further, he advised that the technical committee was already convinced and the management committee is becoming increasingly convinced of the need to hire someone. Mr. Hughes advised that he has documentation to support the need for another hire.

Mr. Mather advised that one possible solution to fund an additional staff person was to increase the Recorder's fee for GIS. Additionally, Mr. Ireland has money allocated to help with map book preparation for printing in the Fall. This money could be used to hire an intern or fill a part-time position. Mr. Mather suggested that Mr. Ireland's money could be used as a starting point, then increase Recorder's fee so that a full time person could be hired. Mr. Mather indicated that other

counties currently charge between \$3-\$12 in recorder's fee for GIS. Mr. Mather told the committee that at the previous County Work Group meeting he had suggested to Ruth Weber increasing the fee. However, he reports that Ms. Weber was reluctant to pursue this since her office would not see any benefit from the increase in the fee. Mr. Mather suggested that an increase of just \$2-\$3 over the current \$3 fee could fund an additional staff person and an increase to \$6 would additionally allow the County to hire a GIS staff person.

Mr. Mather advised that Mr. Kahman currently budgets approximately \$100,000 toward Sidwell maintenance each year and to avoid losing the funds would prefer to redirect them either back to Sidwell for GIS cadastral maintenance, or as Mr. Mather suggests, contracting with Akanda or funding a new hire. Mr. Mather indicated that Mr. Hughes is currently doing cadastral maintenance for the county and rural townships in addition to a large portion of the Town of Normal and is confident he could maintain either the urban area of Bloomington/Normal or the county but cannot maintain both. Mr. Hughes advised that maintenance in general is dependent upon the quality of data received from the local governments.

Mr. Mather indicated that whether another person is hired or a contractor is used for cadastral maintenance, we need an 8 month solution to meet the map book requirements.

Mr. Mather stated that the county had received grant money used to hire another GIS person. However the grant was designed for application development and assistance with mapping requests and not for cadastral maintenance.

Mr. Ireland indicated that he was more concerned with getting the cartographic details of the cadastral map presentation worked out, such as dimensioning, in order to convince the county to drop Sidwell by a set cutoff date.

Mr. Mather indicated that \$80,000 would be required to fund another GIS staff person for cadastral maintenance. Mr. Mather argued that increase in the recorder's fee should be pursued and he asked the committee members if they had any ideas on how to make this happen. Mr. Dick suggested that the intergovernmental agreement already provides for cost sharing for the cadastral maintenance.

Mr. Hughes questioned whether a change in GIS files formats i.e. Coverage to geodatabase, could be requested in the middle of a maintenance contract. Mr. Ireland suggested that the contract could be based on time and materials as was the cadastral backlog contract with Akanda. Mr. Kothe indicated that the larger problem was with the annotation as opposed to line work. Mr. Mather advised that the parcel backlog cost \$10,000 for City of Bloomington and City of Bloomington Township or around \$19-\$20 per parcel.

Mr. Hughes indicated that increased cooperation with the recorder's office and the county facilitated the cadastral maintenance. Further, he advised that he has been using Sidwell's website to help with county parcel changes and it was more difficult to perform a parcel search using the Recorder's web site. Mr. Hughes identified the problem associated with not assigning our own PIN numbers. Mr. Dick indicated that Mr. Kahman's office is supposed to assign PINs

and that Sidwell does that at present. Mr. Ireland said that his office uses a software package to track PIN numbers and that he thinks they gave a copy to the county Assessor's office.

Mr. Hall recommended that: 1) we accommodate increased costs for maintenance in the present budget; 2) that when next year's budget is prepared we talk with Mr Kahman about using the funds currently allocated to Sidwell for hiring additional staff. Mr. Russell advised that a draft budget was already prepared for next year and that it does not include what was being discussed. Mr. Russell asked how the committee would specifically implement, either a part-time person for the interim, or a full-time person to continue beyond January 1st, 2004.

Mr. Mather identified the need to quantify how much work needs to be done and which option is best. Mr. Mather stated that he would like to talk with Akanda to see if they would be willing to provide contractual services for the cadastral maintenance. Mr. Mather advised that the \$45,000 already allocated for map book creation could be redirected to pay for maintenance. Mr. Russell advised that using a combination of funding, a solution could be found. Mr. Mather identified another issue, that of creating and distributing digital PDF document as opposed to costly printing of paper maps. Mr. Kothe added that while offset printing was relatively cheap, large volumes may be required. Mr. Mather suggested the need for an assessment of how many offices would want a paper copy and the need for a list of people currently getting the paper product (Sidwell book). Mr. Ireland suggested that Sidwell may be able to provide the numbers.

Mr. Kothe suggested the need for a flow chart of the entire cadastral process in order to get a better idea of what we need to contract out. Mr. Russell advised Mr. Mather to prepare the flow chart. Mr. Mather advised he would contact Akanda or Sidwell to see if they are willing to do maintenance.

#### **4. Information / Discussion Items**

##### **A. Minutes**

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

##### **B. Financial Report**

No comments on the financial report.

##### **C. Street Maintenance / Street Map**

Mr Jackson advised that the streets were up-to-date. Additionally, the large format street index map, the 8.5"x11" map book, and the 36"x36" street map were complete, digital PDF documents prepared, and a number of the paper street index maps printed. Mr. Mather stated that the digital PDF versions the 36"x36" street map document would no longer be available on the website due to legal concerns. Mr. Kothe advised that the 36"x36" PDF was used by a lot of people and should be made available via the Intranet. Mr. Mather agreed that this could be made available on the IMS server.

##### **D. Aerial Photography Distribution**

Mr. Jackson advised that he had burned the remaining low flight DVD's and estimated another week would be required to produce labels for the disks and plastic cases pending work load.

### **E. Intranet Map Server**

Mr. Jackson informed the committee that the new IMS server had arrived and would be setup soon after the upcoming ILGISA conference was over. Mr. Jackson did not anticipate any significant downtime for the transition.

### **F. Digital Submittal of Plats**

Mr. Russell stated that there has been considerable progress on the subdivision code that is being developed between the local governments. The digital submittal ordinance will be submitted for approval once the code changes are finished.

### **G. Addressing Subcommittee**

Mr. Mather advised that he had placed a link on the MCGIS website for a road name database in an Excel file format. Mr. Mather asked Ms. Franks to ask Mr. Gamblin if we could let the engineering firms know about the website. Ms. Franks indicated she needed to contact the county attorney to discuss legal issues prior to the notification.

### **H. GPS Acquisition Progress**

Mr. Hall advised that a meeting need to be scheduled between himself, Steve Larkin (Hill radio), and Mr. Gamblin to discuss total costs for securing the available radio frequency. Previously, Mr. Hall and Mr. Gamblin agreed that it was in the best interest of the local governments to try to work together in a joint effort to obtain GPS capabilities.

### **I. Other Discussion Items that May Arise**

Mr Mather advised that the Illinois General Assembly Bill 698 regarding the Professional Land Surveyors Act. The language suggests that GIS type responsibilities, such as placing boundaries, could only be performed by professional land surveyors. There is a potential for making the day to day responsibilities of many local governments who use GIS a violation of this Act. Mr. Warren stated that this legislation would require the Planning Commission to have a professional land surveyor on staff to sign off on all GIS activities. Mr. Mather stated that the Illinois Representatives and Senators need to be made aware that this legislation is impractical and financially irresponsible. Mr. Mather further stated that he believed most people did not realize the ramifications of the language in the Bill. Mr. Kothe stated that the word "boundary" needs to be defined better. The term could be modified to "survey boundary." Mr. Mather stated that the Bill placed any type of measurement on the ground as the sole domain of a professional land surveyor. Mr. Dick suggested that the individuals on the GIS management committee write letters to the appropriate Senators and Representatives opposing this legislation. Mr. Ireland suggested a motion that Mr. Mather write a letter to represent the views of the committee. The motion carried. Mr. Ireland stated that Mr. Mather should list the names of all the committee members represented.

## **5. Adjournment**

The next meeting of the GIS Committee will be held on April 25th, 10:30 am at the McLean County Highway Department.

The meeting was adjourned at 11:52 a.m.

**6. Executive Session**

No items to discuss.

Respectfully Submitted,

David Mather,  
MCRPC GIS Coordinator