

AGENDA

**MCLEAN COUNTY GIS MANAGEMENT
COMMITTEE MEETING
FRIDAY, November 21st, 2003, 10:30 A.M.**

MCLEAN COUNTY HIGHWAY DEPT

1. Call to Order

2. Attendance

3. Items of Business

A. Recorders Fee Increase Cost Justification Study

4. Information / Discussion Items

A. Minutes of the October 17th, 2003 meeting of the GIS Management Committee

B. September, 2003 Financial Report

C. Cadastral Maintenance - Sidwell Contract

D. Status of GIS Benefits Presentation

E. Street Maintenance

F. Intranet Map Server

G. Digital Submittal of Plats

H. Addressing Subcommittee

I. Other Discussion Items that May Arise

5. Adjournment

6. Executive Session

MINUTES

MCLEAN COUNTY GIS MANAGEMENT COMMITTEE MEETING FRIDAY, October 17th, 2003, 10:30 A.M. MCLEAN COUNTY HIGHWAY DEPARTMENT

Members Present

Mike Hall, Director of Public Works - Town of Normal; Bill Gamblin, E911 Administrator - McLean County E-911; Phil Dick, Director - McLean County Building and Zoning; Mike Ireland, Assessor - City of Bloomington Township; Paul Russell, Director - McLean County Regional Planning Commission.

Members Absent

George Drye, Director of Engineering and Water - City of Bloomington.

Others Present

David Mather, GIS Coordinator - McLean County Regional Planning Commission; Bill Jackson, GIS Programmer/Analyst - McLean County Regional Planning Commission; Leanne Brehob-Riley - McLean County Regional Planning Commission; J.R. Subbert - McLean County Assessor's Office - McLean County; Steve Hempin - McLean County IT Department; Sara Franks - McLean County E-911; Troy Olson, GIS Specialist - City of Bloomington; Ken Emmons, City Planner - City of Bloomington; Russ Warren - Farnsworth Group; Steve Sochotsky, GIS Specialist - Town of Normal; David Dobson, GIS Technician - Town of Normal.

1. Call to Order

The meeting commenced at 10:30 A.M.

2. Attendance

3. Items of Business

A. Program Funding Options

Mr. Russell stated that the County's recorder fee had provided more revenue than anticipated. The GIS operating budget assumed an annual fee generation of approximately \$76,000, however, the fee is generating closer to a \$100,000. He went on to state the major contributors contribute \$18,490 per year while the McLean County Regional Planning Commission (MCRPC) contributes the GIS Coordinator's salary from IDOT funds. Mr. Russell estimated that approximately \$300,000 per year is needed to support the regional GIS program. As a funding option Mr. Russell introduced the idea of raising the McLean County recorder's fee from \$3 to any where from \$8 to \$12. The revenue generated from the fee increase should provide enough funds to support the GIS program and could result in the substantial reduction or elimination of the \$18,490 annual contributions from each of the consortium members. Mr. Mather reminded

the committee that the revenue generated from the designated dollar to the County Recorder's office does not have to be used by the Recorder for GIS purposes; the use of those funds are at the discretion of the Recorder. Mr. Mather then stated that an increase in the recorder's fee increase would require the approval of the County Board.

Mr. Mather distributed an updated map illustrating the recorder's fee for each county within the state. The committee members compared this updated map to the same map created in May 2003 and noted a number of fee increases in counties around the state. Mr. Mather credited the increase in recorder's fees over the last six months to counties taking advantage of the State legislation that allocates all but a dollar of the fee to County-wide GIS programs.

The question was raised as to whether or not the County Board would support an increase to the recorder's fee. Mr. Dick answered by stating that currently few GIS services are provided to the different County departments; therefore, support within the County to raise the recorder's fee may not exist until GIS deliverables and services are obtained by the various County departments. Mr. Dick continued by stating that a perception exists within the County that a large amount of money has been spent on the GIS without much return. Mr. Dick recognized that when GIS efforts began, the County was technologically behind in term of personnel and equipment. He stated that although the County has and continues to work to bring themselves "up-to-speed" they remain significantly behind the GIS implementation efforts of the City of Bloomington and the Town of Normal.

Mr. Hall, Mr. Ireland, Mr. Dick, and Mr. Russell led a discussion on the acceptability of funding the regional GIS program solely from the revenue created by an increase in the recorder's fee. Mr. Hall began by suggesting that the County may view the funding of the GIS program through an increase in the recorder's fee while simultaneously waiving the fees of the other major contributors as an unfair burden. He continued by stating that convincing the County to fund the GIS program solely through an increase in the recorder's fee may be a large hurdle for the Committee to overcome when presenting the idea to the County Board. Mr. Dick agreed. Mr. Dick added that he believes the County will want the consortium members to pay their share and that their share should not necessarily come out of an increase in the recorder's fee. Mr. Ireland stated that the various local governments have always had to bear some costs of the other local governments. For example, the County does not pay the City of Bloomington Township to assess property taxes however, a large portion of the tax revenue collected by the County originates from properties within the City of Bloomington. Mr. Ireland then stated that which agency owes another agency money for which services is not the issue, the issue is that the major contributors to the GIS program agreed to fund a portion of the program because no other funding option was available. The state created legislation to provide a funding option for county-wide GIS programs and other counties appear to be taking advantage of the option. Mr. Russell acknowledged that different philosophies exist as to how revenue created from an increase in the recorder's fee should be spent. The committee found itself in agreement in terms of recognizing the need to increase the recorder's fee in order to generate more revenue for GIS efforts. Mr. Dick then reiterated his earlier statements that support for a recorder's fee increase does not currently exist within the County and he does not believe this is the correct time to approach the County Board with such a funding option.

The question was then raised as to how to gain the needed support within the County to pursue an increase of the recorder's fee. Responses by the Committee members included creating a presentation that demonstrates County applicable GIS applications; educating various departments of the advantages associated with the use of GIS; and distributing a list of the GIS benefits the County departments have already realized. Mr. Hall stated that the goal of the GIS program should be to create basic services that are relied upon to complete everyday tasks. Near the end of the discussion Mr. Dick agreed with Mr. Hall stating the best way to gain support from the County is to implement GIS applications.

Throughout the discussion Mr. Mather along with several others expressed the idea that the development of applications can be a costly and time-consuming process. If the support of the County is depends on full application implementation then we are facing a catch-22. Mr. Dick went on to express an analogy that the GIS program thus far has supplied the County with a bus and now the County needs a bus driver. Mr. Dick anticipates that the GIS person the County plans to hire before the beginning of the year will act as the bus driver and assist in developing County support through GIS education and application implementation.

The Committee members ended by agreeing to pursue developing a Power Point demonstration to illustrate current and future GIS applications and benefits, and to discuss the funding options with various County decision makers, along with the MCRPC's Executive Committee prior to pursuing and increase in the recorders fee.

Information / Discussion Items

A. Minutes

Received as presented.

B. Financial Report

Received as presented.

C. Cadastral Maintenance - Sidwell Contract

Mr. Russell stated that there was some additional annotation preparation work that needed to be done to the cadastral data prior to creation of the map book. Mr. Mather stated that the amount would be in the neighborhood of \$12,000 to \$15,000. Mr. Mather stated that the reason this is needed is that the cadastral data itself is being converted to a new GIS file format - coverage to geodatabase. The conversion process leaves annotation text overlapping parcel lines. Mr. Mather stated that Sidwell would develop custom software for the GIS consortium to resize the text and move it so it is not overlapping parcel lines. This process must be done before missing annotation is added in. Mr. Mather stated that this was not in the previous scope of services that had been authorized, and that Sidwell required another authorization letter to begin this formatting phase. Mr. Olson stated that the software that was developed by Sidwell for the project would become the property of the GIS consortium. Mr. Russell stated that these funds would come from the recorders fee reserves. Mr. Ireland stated that it was not practical to let a

million dollar investment fall apart for a \$12,000 expense. The committee was in agreement that this work needed to be done.

Mr. Russell inquired whether the City of Bloomington Township and the County had signed modified contracts with Sidwell to begin GIS maintenance of the parcels. There was some confusion as to whether the governments were supposed to contact Sidwell about this or vice versa. Mr. Mather stated that he would contact Sidwell about getting these contracts signed.

D. Street Maintenance

Mr. Jackson stated that he had recently received updated streets from E-911 and the Town of Normal and that he was currently working on the latest street map. He anticipated being finished within a month.

E. Intranet Map Server

Mr. Jackson stated that the IMS server had recently been relocated up to the server room in the Law and Justice center. The old server had been moved back to Regional Planning for development and testing work. Mr. Hall inquired whether the county zoning data was on the IMS server. Mr. Jackson stated that it had been posted. Mr. Mather asked whether this update had been posted in the updates section of the server. Mr. Jackson stated that he had not yet added this to the list of recent updates. Mr. Gamblin suggested that Mr. Jackson email department heads anytime there were significant updates to the IMS server.

Mr. Kothe stated that the JULIE locate, water billing and permit applications at the City of Bloomington were equipped with a "map it" button that would access the IMS server and show the address of a property of interest. Mr. Dick stated that he would like to see a demonstration of this application. It was suggested that screen-shots of these applications could be brought to show the committee.

F. Digital Submittal of Plats

Mr. Kothe stated that Mr. Drye had approved changing the vertical datum requirements from NAVD29 to NAVD88.

G. Addressing Subcommittee

Ms. Franks stated that the addressing subcommittee had met and determined that email was more appropriate for most of the small matters they handled than a formal meeting. If there were major issues to discuss, the addressing subcommittee would convene after the GIS technical committee meeting. Mr. Franks stated that all the members in the group had a very good working relationship and that things were going very well.

H. Other Discussion Items that May Arise

Mr. Mather introduced and welcomed Ms. Leanne Brehob-Riley as the new GIS specialist on staff at the Regional Planning Commission.

5. Adjournment

The next meeting of the GIS Committee will be held on November 21st, 10:30 A.M. at the McLean County Highway Department.

The meeting was adjourned at 11:55 A.M.

6. Executive Session

No executive session was held.

Respectfully Submitted,

David Mather
McLean County GIS Coordinator