

AGENDA

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

MCLEAN COUNTY HIGHWAY DEPT

1. Call to Order

2. Attendance

3. Items of Business

A. Program Funding Options

4. Information / Discussion Items

A. Minutes of the September 19th, 2003 meeting of the GIS Management Committee

B. August, 2003 Financial Report

C. Cadastral Maintenance - Sidwell Contract

D. Street Maintenance

E. Intranet Map Server

F. Digital Submittal of Plats

G. Addressing Subcommittee

H. Other Discussion Items that May Arise

5. Adjournment

6. Executive Session

MINUTES

MCLEAN COUNTY GIS MANAGEMENT COMMITTEE MEETING FRIDAY, September 19th, 2003, 2:30 P.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.

Members Absent

Paul Russell, Director - McLean County Regional Planning Commission; 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; Mark Hocking, Engineering Technician - City of Bloomington; Kevin Walters - McLean County Assessor's Office; Mike Behary, Planner - McLean County Building and Zoning; J.R. Subbert - McLean County Assessor's Office - McLean County; John Hendershott - McLean County Health Department; Sara Franks - McLean County E-911; Troy Olson, GIS Specialist - City of Bloomington; Ken Emmons, City Planner - City of Bloomington.

1. Call to Order

The meeting commenced at 10:30 A.M.

2. Attendance

3. Items of Business

A. Cadastral Maintenance - Sidwell Contract

Mr. Mather distributed and summarized a letter of authorization to be delivered to Sidwell. The letter reiterates the Scope of Services submitted by the Sidwell Company as understood by the GIS management committee and the letter authorizes Sidwell to proceed with said services. A maximum, not to exceed, clause was placed in the letter of authorization in order to limit Sidwell to the estimated costs for annotation at \$49,379, for the GIS Map Book Plotting Solution at \$26,490, and for GIS Services at \$15 per each platted parcel or \$19 for each non-platted parcel. If during the execution of the contract Sidwell finds costs will exceed estimated values, approval needs to be obtained prior to contract continuation.

Several questions were raised regarding what the cost of the GIS Map Book Plotting Solution includes. Mr. Mather stated that the cost covers the files, the development of programs, and the documents needed to produce a map book similar to the existing Sidwell books. He confirmed that printing costs are not included in the cost of the GIS Map Book Plotting Solution. Sidwell

did include a price list of printing costs outside of the Scope of Services - \$1.75 per 17.5 x 19 inch page or \$2.25 per 17.5 x 19 inch page with a background photo. Mr. Mather pointed out that currently Sidwell books are leased to the each of the entities within the County and each of these entities set aside funds to pay for the fee. With the completion of the GIS Map Book Solution the entities will no longer be paying a lease fee, and could use these funds to defray printing costs.

Questions regarding the funding of the Sidwell contract were addressed. Mr. Mather clarified that the funding of the GIS Services portion of the contract is the only part of the contract that will continue through current contracts already in place with McLean County and the City of Bloomington Township. The remaining two contract items, the annotation and the GIS map book plotting solution, will be funded by other sources previously approved by the committee.

Mr. Mather informed the attendees that the cadastral data had been submitted to Sidwell. He further stated that within the following week or so the aerial photography will be burned to a CD for delivery to Sidwell as well.

Information / Discussion Items

A. Minutes

Received as presented.

B. August Financial Report

Received as presented.

Mr. Mather notified the committee that due to timing issues in regards to the attainment of the recorder's fee, Mr. Russell decided to include a financial statement two months behind the current date. A representative from the County stated that bottle neck in the receipt of the recorder's fee has been identified and addressed.

C. New Hire - GIS Specialist

Mr. Mather informed the committee that Leanne Brehob-Riley has been hired as the new GIS Specialist. Ms. Brehob-Riley is from Illinois but, has been living in Wyoming for the past few years. Her duties will include coordinating data transfer and the cadastral side of the Sidwell contract.

D. Recorders Fee Funding Options

Mr. Mather distributed the latest legislation that effects the recorder's fee as it pertains to GIS. This legislation was enacted on July 22, 2003 as a public act. Two items of interest in the legislation addressed by Mr. Mather include a provision to defray the cost of providing electronic access to the counties GIS records and a provision to defray cost allowing access to records through the Internet. He informed the committee of several long term GIS goals - to implement ArcSDE, to development a public IMS server, and to update existing aerial photography and elevation data. In order to obtain these long term goals while keeping the intergovernmental agreement funding stable another source of funding is needed. Utilizing the provisions in the latest legislation and raising the recorder's fee would help alleviate future

funding issues. Mr. Mather went on to state that a number of counties within the State have increased their recorder's fee to cover GIS costs. Several counties now charge as much as \$15 while others charge between \$8 and \$12, McLean County currently charges a \$3 recorder's fee, \$2 of which are used for GIS purposes.

There was a request to provide the committee with a document stating what the recorder's fee is for each of the Illinois counties along with an itemized list as to how the counties are using the fee. Mr. Mather stated that he would forward via e-mail a copy of a map put together by the GIS Coordinator of the City of Danville that illustrates the recorder's fee for each of the Illinois counties. This map is current as of May 2003.

Mr. Mather explained that Illinois State legislation states a county board may increase the recorder's fee by ordinance if the increase is justified by an acceptable cost-study. The cost-study must illustrate that the current recorder's fee is not sufficient to cover the needs of the GIS.

It was suggested that a list of long term goals and costs of the GIS, as well as benefits to the County, would need to be compiled prior to any type of County Board presentation. Also stated was the idea that this may not be the best time to present such a request to the County Board. However, compiling the data for a future presentation was positively received.

Mr. Gamblin briefly discussed the possibility of Homeland Security grants for the future acquisition of updated aerial photographs.

E. Street Maintenance

Mr. Jackson stated that he was continuing the conversion process of the street map project from ArcView 3.2 to ArcMap. This conversion process involves the migration of the street centerline coverage to a geodatabase as well as a creation of a new annotation database. He also mentioned that the town of Normal provided him with street updates.

F. Intranet Map Server

Mr. Jackson stated that he had made recent updates to the street names and that there should not be any more problems locating certain street names when querying the Intranet Map Server. Mr. Jackson notified the group that the Intranet Map Server will be relocated from Mr. Ireland's office to the County's IT department located on the 7th floor of the Law and Justice building.

G. Digital Submittal of Plats

Mr. Mather asked Mr. Hall if he and Mr. Drye had met to discuss the vertical datum issue for digital submittals. The datum issue was first addressed to the committee at the previous meeting. Mr. Hall stated that he and Mr. Drye had not yet met to discuss the issue.

H. Addressing Subcommittee

Mr. Mather stated that Ms. Franks would soon be scheduling a subcommittee meeting. A meeting attendee praised the subcommittee on its work stating that the addressing errors and problems are being solved in a relatively short amount of time.

I. GPS Acquisition Progress

Mr. Mather asked the committee if they wanted to keep the GPS Acquisition Progress as an information/discussion item on the meeting agenda. Mr. Gamblin stated that the need to discuss the issues within committee meeting forum was not necessary. He further discussed possible legislation by Congress that may impact the purchase of a broadband unit.

J. Other Discussion Items that May Arise

No additional discussion items.

5. Adjournment

The next meeting of the GIS Committee will be held on October 17th, 10:30 A.M. at the McLean County Highway Department.

The meeting was adjourned at 11:15 A.M.

6. Executive Session

No executive session was held.

Respectfully Submitted,

David Mather
McLean County GIS Coordinator