

AGENDA

**MCLEAN COUNTY GIS MANAGEMENT
COMMITTEE MEETING
FRIDAY, September 19th, 2003, 10:30 A.M.**

MCLEAN COUNTY HIGHWAY DEPT

1. Call to Order

2. Attendance

3. Items of Business

A. Cadastral Maintenance - Sidwell Contract

4. Information / Discussion Items

A. Minutes of the August 22nd, 2003 meeting of the GIS Management Committee

B. July, 2003 Financial Report

C. New Hire - GIS Specialist

D. Recorders Fee Funding Options

E. Street Maintenance

F. Intranet Map Server

G. Digital Submittal of Plats

H. Addressing Subcommittee

I. GPS Acquisition Progress

J. Other Discussion Items that May Arise

5. Adjournment

6. Executive Session

MINUTES

MCLEAN COUNTY GIS MANAGEMENT COMMITTEE MEETING
FRIDAY, August 22nd, 2003, 2:30 P.M.
MCLEAN COUNTY LAW & JUSTICE CENTER

Members Present

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

Members Absent

Paul Russell, Director - McLean County Regional Planning Commission; Phil Dick, Director - McLean County Building and Zoning.

Others Present

David Mather, GIS Coordinator - McLean County Regional Planning Commission; Bill Jackson, GIS Programmer/Analyst - McLean County Regional Planning Commission; Stephen Sochotsky, GIS Specialist - Town of Normal; Kevin Kothe, Information Systems Engineer - City of Bloomington; Connie Clifford - Assessor's Office - McLean County; David Dodson, Intern - Town of Normal; Mark Hocking, Engineering Technician - City of Bloomington; Steve Hempen, Programmer - McLean County Information Services, Brian Davis - City of Bloomington Township; Mike Behary, Planner - McLean County Building and Zoning; J.R. Subert - Assessor's Office - McLean County; John Hendershott - McLean County Health Department; Russ Warren - Farnsworth Group.

1. Call to Order

The meeting commenced at 9:10 A.M.

2. Attendance

3. Items of Business

A. Cadastral Maintenance

1. Sidwell Contract

Mr. Mather briefly summarized the three items outlined in the Scope of Services submitted by Sidwell, including Annotation, Map Book Plotting Solution and GIS Services. The first two items are extras. The GIS Services portion of the contract would continue through the current contracts in place with the County and City of Bloomington Township. Mr. Mather restated the resolution of the previous committee meeting to continue with these current contracts until the turn of the year, when a new contract would be put in place. Mr. Mather related Sidwell's request for a letter of authorization to begin with the outlined services. Mr. Mather discussed the available funding sources to pay for the proposed services. Mr. Mather stated that there was sufficient funds available for the first two services. He stated that in all the Consortium had about \$90,000 potentially available for the effort, which included the \$50,000 being held by the county for plotting services not received in the previous Cadastral Development contract.

Mr. Mather stated that there was a need for the committee to authorize the expenditure of funds for the first two services. Mr. Hall inquired whether both assessors were in favor of the scope of services. Mr. Mather stated that he had not spoken personally with Mr. Kahman, but had heard from Mr. Dupree of Sidwell, that Mr. Kahman was ready to proceed. Mr. Hall stated that the committee could give conditional approval to spend these funds as long as the assessors offices were comfortable with the GIS Services proposed by Sidwell.

Mr. Drye stated that there was no time frame specified for completion of these services. Mr. Mather stated that some of the work load was estimated, and it would be difficult for Sidwell to put a firm date on completion, however, by word of mouth they have made it clear they want to get the annotation finished and the map book out by the end of the year, in keeping with their normal Sidwell book publishing schedule. Mr. Hall requested that the local governments be notified when Internet access to the parcel data was made available by Sidwell.

Mr. Drye stated that a “maximum not to exceed” must be specified. Mr. Mather stated that this would be difficult in the case of the annotation because the volume of work was estimated. The price could exceed or fall short of their estimate based on actual volume. The committee stated that that they would like the authorization letter to state that Sidwell was authorized to proceed and work up to the estimated amounts outlined in the scope of services, and give advanced notification if they expected the cost to exceed the estimates.

2. Status of Personnel Search

Mr. Mather stated that out of roughly 90 resumes received, six candidates had been selected for review. Five of the candidates were from out of state, and one is local. Mr. Mather stated that phone interviews would initially be set up, and personal interviews scheduled with the top candidates. The committee expressed concurrence with this approach.

B. Data Sharing Policy

1. Census Requests

Mr. Mather stated that the Census Bureau was asking for any and all GIS data layers we currently hold. He further stated that the technical committee had reviewed the request and was recommending that the consortium give the Census Bureau streets and corporate limits free of charge. Mr. Mather stated that the Census Bureau policy states that they will not disclose actual address ranges or specific addresses in data they receive. He stated that their main concern was not addresses, but positional accuracy of the street centerlines.

Mr. Mather stated that the Census Bureau would use our data to adjust their census lines and boundaries. Mr. Mather stated that sharing data electronically would eliminate the need for manual updates to the Census Bureau. The committee agreed that this would result in a significant benefit in time-savings to the local governments. Mr. Drye stated that he had no problem providing the streets and corporate limits to the Census Bureau at this time.

2. Internet Requests/Graphics

Mr. Mather stated that there had been a request by a web developer representing a local business to modify graphics from street map PDF documents on the mcgis.org website to display bill board locations in the twin cities owned by the business.

The committee suggested two policies for this type of request, the first being that the requester pay a fee and the graphic contain the language “licensed to *licensee* by McLean County GIS.” The second policy suggested was that the requester pay no fee, but have the MCGIS logo clearly displayed with the language “used by permission of McLean County GIS.” In either case there would need to be an accompanying license agreement. Mr. Mather stated that he would draft a license agreement that captured the intent of the committee’s recommendations. The title would be “License Agreement to Use Street Map Graphics on the Internet.” Mr. Ireland made it clear that the policy they were recommending applied only to the street map and not our data.

Information / Discussion Items

A. Minutes

Received as presented.

B. February Financial Report

Received as presented.

C. Street Maintenance / Street Map

Mr. Jackson stated that he had been converting the street map project into the new ArcMap format. He stated that he was looking at new methods of generating the street map index and had been hand placing the street name annotation for the map document file. He further stated that he had received requests from the Normal Public Library for updated street maps. The committee recommended new street maps be provided. Mr. Mather stated that he also received occasional requests from the local post offices for street maps which he provides in exchange for free space on GIS Day. Mr. Mather informed the committee that frequent requests for a county road map were received and that the GIS committee should consider this as a future product.

D. Intranet Map Server

Mr. Jackson stated that he had made some improvements to the General Map Service and that it should be more stable. He also stated that the county zoning map had been placed on the IMS server on the County Map Service.

Mr. Hall and Mr. Ireland suggested that secure versions of both the zoning map, when it is finished and the street map be placed on the MCGIS website to help facilitate public requests for such information. The security settings on these PDF documents should prevent printing or modification. Mr. Hall suggested that links to these documents be coordinated with the websites of the local governments. Mr. Mather stated that he would also provide links to the Unit 5 Schools redistricting maps from the MCGIS website.

E. Digital Submittal of Plats

Mr. Mather stated that the technical committee had heard concerns from the Farnsworth Group regarding the digital submittal requirements codes the local governments were attempting to pass. Mr. Drye stated that the code would not go before the Bloomington City Council until October. Mr. Mather stated that the technical committee recommended the requirement for Annexation plats be reworded to request the Preliminary Plan, and if that is not available, the Annexation plat. Mr. Mather stated that the technical committee regarded the Preliminary plan

as more useful. Mr. Warren stated that the Annexation plat need not be drawn to scale, and as such may be of no value to the GIS. The Preliminary plan, however, would be surveyed. Mr. Drye stated that that change in the code could be incorporated before Council approval.

Mr. Mather stated that another concern that surfaced was the issue of Vertical Datums. The code currently calls for NAVD29 (North American Vertical Datum of 1929). The concern was that this requirement should be changed to NAVD88 since the outdated NAVD29 would not be possible for many engineering firms to provide. Mr. Drye stated his concern that the GIS data held by the consortium had been developed on NAVD29 and he did not want to see a mixing of datums. Mr. Warren explained that the NAVD29 datum had been replaced by NAVD88 and that most of the monuments had been converted to NAVD88. Mr. Hall raised the concern that the FEMA flood maps were based on the NAVD29 datum. Mr. Hall stated that this discussion raised the issue of planning and scheduling the next aerial photography acquisition. Mr. Mather stated that it would need to be flown either in 2005 or 2006. Mr. Drye stated that he and Mr. Hall would arrange a meeting to further discuss the digital submittal issues.

F. Addressing Subcommittee

Mr. Gamblin stated that he would convene a meeting of the addressing subcommittee to address upcoming issues. He stated that there had been recent changes in the law affecting what might be permissible to post on Internet regarding addressing. Mr. Gamblin also inquired about the data recently delivered by GRW and whether he should pay the invoice he had received. Mr. Mather stated that the data looked good so far and that he would pursue speaking with GDT to acquire data to attribute the street centerline data from GRW. It was agreed that Mr. Gamblin would not pay GRW until further investigation of the delivered data by the technical committee.

G. GPS Acquisition Progress

Mr. Gamblin stated that buying into broadband radio systems right now with new laws that will be going into affect is not advisable.

H. Other Discussion Items that May Arise

Mr. Gamblin informed the committee that anyone applying for federal grants would need to get a D-U-N-S number by October. This can be obtained at www.dnb.com or call 1-866-705-5711. Mr. Gamblin also informed the committee that application for grants was now being processed through the website grants.gov.

Mr. Sochotsky suggested that the committee look into increasing the recorders fee as a means of funding the GIS. He stated that a cost anaysis would need to be performed to increase the fee. He stated that many counties in Illinois had increased their recorders fees, and some up to \$15.00. He cited the need for more GIS staff at Regional Planning, suggesting this would be a good way to fund the staffing needs. Mr. Mather stated that this would be an excellent source of funding and it would be discussed at the next GIS Committee Meeting.

5. Adjournment

The next meeting of the GIS Committee will be held on September 19th, 10:30 A.M. at the McLean County Highway Department.

The meeting was adjourned at 10:30 A.M.

6. Executive Session

No executive session was held.

Respectfully Submitted,

David Mather
McLean County GIS Coordinator