

AGENDA

**MCLEAN COUNTY GIS MANAGEMENT
COMMITTEE MEETING
FRIDAY, January 16th, 2004, 10:30 A.M.**

MCLEAN COUNTY HIGHWAY DEPT

1. Call to Order

2. Attendance

3. Items of Business

None

4. Information / Discussion Items

- A. Minutes of the November 21st, 2003 meeting of the GIS Management Committee
- B. October & November, 2003 Financial Reports
- C. Status of Recorders Fee Increase Cost Justification Study
- D. Cadastral Maintenance / Map Book
- E. Street Maintenance
- F. Intranet Map Server
- G. Digital Submittal of Plats
- H. GPS Cost Estimates
- I. GIS Benefits Presentation Update
- J. Other Discussion Items that May Arise

5. Adjournment

6. Executive Session

MINUTES

MCLEAN COUNTY GIS MANAGEMENT COMMITTEE MEETING FRIDAY, January 16, 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; George Drye, Director of Engineering and Water - City of Bloomington.

Members Absent

Others Present

David Mather, GIS Coordinator - McLean County Regional Planning Commission; Bill Jackson, GIS Programmer/Analyst - McLean County Regional Planning Commission; Leanne Brehob-Riley, GIS Specialist - 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 Mark Hocking, Engineering Technician - City of Bloomington; Kevin Kothe, Information Systems Engineer - City of Bloomington; Mike Behary, County Planner - McLean County Building & Zoning; Bayo Adanri, Town Planner - Town of Normal.

1. Call to Order

The meeting commenced at 10:35 A.M.

2. Attendance

3. Items of Business

A. Recorders Fee Increase Cost Justification Study

Mr. Russell briefly summarized the recorder's fee increase discussion that took place during the previous management meeting. He restated the conclusion that GIS education should occur prior to requesting an increase in the recorder's fee from the County Board. He continued by restating the conclusion that part of the education process would occur in the form of a Power Point presentation to be developed by the GIS Technical Committee. He then reported that the proposed recorder's fee increase had been discussed with the McLean County Regional Planning

Commission's (MCRPC) Executive Committee. Mr. Russell stated that Mr. Zeunik, the County Administrator, was not present at the meeting, but had been notified of its proceedings. Mr. Russell was subsequently informed by Terry Lindberg, the Assistant County Administrator, that a cost justification study would need to occur before a formal request for an increase in the recorder's fee could be made to the County Board. Mr. Russell then provided the Management Committee members with two options for funding the study. The first option involved requesting the needed funds from the County Board, while the second involved authorizing consortium funds to pay for the study. From a series of contacts made to consulting firms prior to this meeting, it was estimated that a recorder's fee increase justification study would cost between two and five thousand dollars. The consulting firm Maximus estimated the cost of such a study to be close to the lower end of the range. Maximus has recently completed recorder's fee increase cost justification studies for several other Illinois counties. A motion to proceed with Mazimus and allocate 2,500 dollars towards a cost justification study was unanimously approved.

Information / Discussion Items

A. Minutes

Received as presented.

B. Financial Report

Received as presented.

C. Cadastral Maintenance / Map Book

Mr. Mather stated that the annotation modifications to MCRPC's contract with Sidwell as discussed and approved in the previous management meeting have been made. A letter of intent was composed and forwarded to Sidwell; however formal approval by MCRPC is still needed. Mr. Mather went on to state that the County Board recently approved their GIS maintenance contract with Sidwell.

D. Status of GIS Benefits Presentation

Mr. Mather stated that several of the Technical Committee members have provided him with material to incorporate into the GIS benefits presentation. He then requested additional information from E-911 and the City of Bloomington Township. Mr. Mather anticipated the presentation to be complete in approximately two weeks.

E. Street Maintenance

Mr. Jackson stated that he is continuing to receive updated streets from E-911, the Town of Normal, and the City of Bloomington. He is waiting to finalize the latest street centerline layer until the City of Bloomington is able to incorporate streets from several of its newer subdivisions. The City of Bloomington is currently waiting for final plat approval for those subdivisions. Mr. Jackson then stated that he is working on the creation of a map index application. Once the application is completed it will be made available to the various government entities. He anticipates he will complete the latest street centerline layer and the map index application by the end of December.

F. Intranet Map Server

Mr. Jackson stated that he updated the county tax data including the tax entity map layers on the ArcIMS server. Mr. Jackson went on to explain that the ArcIMS parcel map server supports a parcel identification number (PIN)/address search. This search application is available to all the consortium members with access to the ArcIMS parcel map server.

G. Digital Submittal of Plats

The City of Bloomington's City Council approved the requested code alterations for the digital submittal of plats. The Town of Normal will likely follow suit once the item can be placed on their Council's agenda. The County requests digital submittals of plats from contractors in a specific format and does not have plans to formally pursue any changes to the existing procedure.

H. Addressing Subcommittee

The addressing subcommittee did not have any items to report. It was decided by the Management Committee members to remove this discussion item from future meeting agendas.

I. Other Discussion Items that May Arise

Mr. Dick asked for clarification in regards to the parcel map book. Mr. Mather responded by stating that Sidwell is responsible for the development of a parcel map book prototype. Once the prototype is approved, each of the Consortium entities can determine whether or not they would like digital, paper, or both digital and paper copies of the map book. If paper copies are preferred as Mr. Dick stated they would be for various County departments, then copies of the map book can be printed by and purchased from Sidwell. Mr. Mather stated that the initial printing costs quoted by Sidwell will likely be higher than the cost of leasing the Sidwell map book. Consortium members do have the option of finding a company other than Sidwell to print the map book. Once the process of developing a map book prototype is underway, further discussion of the map book generation will occur.

Also discussed was that the need for professionals including Realtors, surveyors, lenders, and engineers to obtain copies of the parcel map book. Currently many of these professionals lease the Sidwell map book, but once the digital parcel data is updated and a new map book prototype is generated and finalized the professionals who want a digital copy will need to purchase it from the Planning Commission.

Mr. Hall then discussed a 2006-2007 aerial photography reflight. He suggested that the consortium members begin building the cost of a reflight into their budgets. Mr. Ireland then stated that reflight specifications should also begin to be addressed. A discussion involving the details and aspects of a reflight ensued. The discussion addressed new technologies, prices estimates, frequency of reflights obtaining planimetric data versus frequency of reflights not collecting planimetric data, coverage area, and funding. No specific decisions were made, however the Committee acknowledged the need to begin researching the issues.

Mr. Gamblin raised some concerns with Voice-over Internet Protocol (IP) and is worried that a switch by users from traditional phones to Voice-over IPs may become an issue with the E-911 addressing. Mr. Gamblin explained that the phone company does not install a phone line until the address of person requesting the phone line is verified. If the Voice-over IP supplier does not

follow the same protocol as the phone company then the possibility of false addresses and unknown building/home locations may occur within the E-911 system.

The status of the acquisition of a global positioning system (GPS) was raised by a meeting attendee. Mr. Gamblin responded by stating that locations of tower sites and the transition in GPS technology from broad to narrow-band width were responsible for the postponement of the acquisition of a county-wide GPS. Mr. Gamblin continued, stating that he is currently pursuing information on narrow-band GPS and he believes he may have a couple of tower site location possibilities. Mr. Hall then requested some updated cost estimates. Mr. Gamblin stated that he should have price estimates along with GPS acquisition specifics at the next management committee meeting.

Mr. Hocking of the City of Bloomington addressed the Committee and requested their approval for entry into a Memorandum of Understanding with the United States Geologic Survey (USGS). This memorandum does not commit any consortium funds; it simply enables Mr. Hocking to continue further discussion with the USGS in regards to an aerial photography cost share program. The committee approved entry into a Memorandum of Understanding with the USGS.

5. Adjournment

The next meeting of the GIS Committee will be held on January 16th, 10:30 A.M. at the McLean County Highway Department.

The meeting was adjourned at 11:10 A.M.

6. Executive Session

No executive session was held.

Respectfully Submitted,

David Mather
McLean County GIS Coordinator