

AGENDA

**MCLEAN COUNTY GIS MANAGEMENT  
COMMITTEE MEETING**

**FRIDAY, April 29th, 2005, 10:30 A.M.**

**MCLEAN COUNTY HIGHWAY DEPT**

**1. Call to Order**

**2. Attendance**

**3. Consent Agenda**

- A. Minutes of the March 18th, 2005 meeting of the GIS Management Committee
- B. February 2005 Financial Report

**4. Items of Business**

- A. Recorders fee
- B. GIS Director Position
- C. Purchase ArcSDE
- D. ESRI Conference 2005 attendees

**5. Information / Discussion Items**

- A. Cadastral Annotation Project / Cadastral Maintenance
- B. Map Book PDF Product
- C. Street Maintenance
- D. Intranet Map Server
- E. Other Discussion Items that May Arise

**6. Adjournment**

## MINUTES

### **MCLEAN COUNTY GIS MANAGEMENT COMMITTEE MEETING FRIDAY, March 18th, 2005, 10:30 A.M. MCLEAN COUNTY HIGHWAY DEPARTMENT**

#### **Members Present**

Paul Russell, Director - McLean County Regional Planning Commission; Doug Grovesteen, Director of Engineering - City of Bloomington; Mike Ireland, Assessor - City of Bloomington Township; Mike Hall, Director of Public Works - Town of Normal, Sarah Franks - McLean County E-911 (Proxy for Bill Gamblin); Juan Garcia, GIS Specialist - County of McLean (Proxy for Phil Dick)

#### **Members Absent**

Phil Dick, Director - McLean County Building and Zoning, Bill Gamblin, E911 Administrator - McLean County E-911

#### **Others Present**

Bill Jackson, GIS Coordinator/Programmer/Analyst - McLean County Regional Planning Commission; Nick Lindekugel, GIS Specialist - McLean County Regional Planning Commission; Steve Sochotsky, GIS Specialist - Town of Normal; Mark Hocking, Engineering Systems Supervisor - City of Bloomington, Troy Olson, GIS Specialist - City of Bloomington; Russ Warren - Farnsworth Group; Terri Joyce, Records Management - City of Bloomington Township, Leah Sweeney, GIS Technician - McLean County Assessors Office

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

The meeting commenced at 10:45 A.M.

#### **2. Attendance**

#### **3. Consent Agenda**

Approved as presented.

#### **4. Items of Business**

##### **A. Academic GIS Data Requests**

Mr. Jackson advised the Committee that a faculty member from ISU had requested fully addressed street centerline data at no cost. Mr. Hall described a recent meeting he, and Mr. Sochotsky, had with Chuck Scott, ISU Director of Facilities and other interested parties at ISU. The meeting was at the invitation of ISU to learn more about the regional GIS effort and

determine if it was feasible for them to become a partner in the regional GIS effort. Mr. Hall suggested that if ISU decided to become a GIS Consortium member that data requests of this nature would not be an issue. Mr. Jackson advised that an ISU Geography student had also recently contacted Regional Planning with a request for GIS data at no cost or shared cost for a class project. Mr. Hocking advised that a similar request had come before the this committee many years ago and that request was also denied. Ms. Sarah Franks moved to deny the data requests, Mr. Russell seconded, and the motion was carried.

## **5. Information / Discussion Items**

### **A. GIS Position Vacancy**

Mr. Russell advised that GIS committee members should have received a copy of the minutes of the January 21st executive session describing the topic of GIS program reassessment and the need to study staffing issues following the vacancy created by the resignation of David Mather, GIS Coordinator.

Mr. Ireland advised that a Subcommittee had been formed to outline all the components of what they would like to see in a new position, that of Director of Regional Geographic Information Systems. He described the duties of the new director to include project management and promotion of the Regional GIS to enable better understanding of “who we are, and how we work”, to users and nonusers alike; leaving the technical aspects of the GIS to technical staff members.

Mr. Ireland had circulated a job description to solicit input from GIS consortium members including; Juan Garcia, Sarah Franks, Kevin Kothe, and Steve Sochotsky. Mr. Ireland advised that model job descriptions from the URISA web site, information from the *URISA 2003 Salary Survey*, and committee member input was used to come up with some basis for what skills, background, education, and experience were desirable. Mr. Ireland presented the job description to the committee to open a discussion on where emphasis needed to be placed and to determine what the next step would be.

Mr. Russell asked whether anyone had any specific questions or comments on the job description. Mr. Hall asked how the compensation and benefits for the new position compared to the GIS Coordinator position. Mr. Russell responded that the lower end of the new position is \$5000 over the maximum of the previous position. Mr. Ireland indicated that the salary range went up to the median range for a Director/Manager type position of around \$60K .

Mr. Hall asked what the significance of the County relationship with MCRPC was and why it was necessary to comply with their salary structure? Mr. Russell indicated that the MCRPC executive committee had adopted the County’s compensation plan. Mr. Ireland indicated that the work on the GIS Director job description brought up another issue, that of organizational structure, and his view was that the GIS should either move out of the Regional Planning Commission or that the GIS Director position be on the same plane as Executive Director of Regional Planning. Further, he thought it important that the GIS Management Committee meet every month into the foreseeable future.

Mr. Ireland advised that he had talked with Mr. Mike Sweeney, Chairman of the McLean County Board, and had discussed the history of the GIS and the County Recorder’s fee funding issue. Mr. Ireland advised that Mr. Sweeney asked why the GIS was not it’s own entity, and appeared willing to reopen the discussion of the Recorder’s fee issue with Mr. John Zuenik,

County Administrator. Mr. Ireland suggested that, should the County become more open to discussion, it would be appropriate for the GIS policy group to meet with Mr. Zuenik to see where he was willing to go on the subject.

Mr. Hall suggested that creating a truly enterprise GIS would provide justification for its own funding source and for raising the Recorder's Fee. Mr. Russell advised that he was not opposed to an independent GIS organization if the committee felt there were clear benefits to be derived; though he thought the local governments would be resistant to creation of a new entity. Mr. Russell inquired as to the likely nature of a new and independent GIS organization. Mr. Ireland stated that at this point know one knows; that he was checking the lay of the land from the county's perspective and that there appeared to be some openness to approach it. Mr. Hall indicated that the enterprise solution may be more palatable considering the County's present funding situation. Further, if the GIS were to be set up as an enterprise fund or entity, that it should have entity feedback since it is now supported by local governmental entities. Further, it may be an easier sell if it had a true policy or advisory committee rather than the current management committee.

Mr. Ireland stated that we need a vision of what we think we would like to become, and then see how that fits from a funding basis. The GIS is going to evolve somehow. Mr. Garcia suggested that since we are going to buy an ArcSDE server and implement enterprise GIS, that technically we are at that point, and that the management needs to be looked at as well. Mr. Ireland stated that the intent of the effort was to create a job description to fill a position currently available. Mr. Russell stated that it was his understanding that this would be considered a new position with new duties, not to refill a current position vacancy. Mr. Jackson asked whether the job announcement was not placing the cart before the horse since the GIS structural changes had not yet been implemented. Mr. Ireland answered that it was not a job announcement, rather a job description. Further, he advised that they could not hire someone under the old job description when that's not what the persons intended duties will be nor the direction they would like to go. Mr. Jackson suggested that increasing ESRI maintenance costs absorbed within the GIS budget may make it difficult to fill the position. Mr. Ireland indicated that since there is a vacancy in a salary schedule that we should be close to the amount necessary right now. Further, the alternative is entities pulling out and doing their own thing. He suggested that the business model needs to be changed for the betterment of the GIS in the enterprise sense. Mr. Russell suggested it would be good to have a discussion on what the advantages are to changing structure. "What is it that the new organization can do that the old one cannot".

Mr. Ireland stated that first, in his opinion, this person who would fill this position, could fill this position, in the current org structure and we could just go on. There are some ideas afloat but its not in this document (job description). The intent of the job description is for a person to promote the GIS and spend more time on projects than what has happened in the past. Ms. Franks suggested that the money has to be found; the GIS is going to grow or implode, that the current GIS staff at the Regional Planning Commission are doing a great job but are overwhelmed and need more help.

Mr. Jackson stated that the previous GIS Coordinator, David Mather, did a lot of work to promote the GIS, though not at the level suggested in the job description. Mr. Ireland stated that the GIS staff at the Regional Planning Commission are doing more than they have been asked to do, and no one says otherwise. The idea is recognize the budget shortfall, that part of the job of the proposed GIS Director, will be securing funding for their own position. Mr. Garcia stressed that more project management is needed citing the ArcSDE implementation as an example. He

also liked Mr. Ireland's idea to bring in more people; promoting the use of GIS in the community. Mr. Jackson advised that when the public ArcIMS is implemented interest in the GIS will increase significantly and that he would like to see the cadastral updates in place before that happens. Mr. Ireland said that Peoria started their GIS 5 years after us and already have a public IMS site and that we could have had a public ArcIMS site running four years ago. The present GIS staff are so busy with other tasks that there has not been anyone directing these other projects. Mr. Russell suggested that we are really looking at two positions; one addressing project management and public relations, and the other providing technical assistance and helping customers.

Mr. Hall referred to the recent GIS Financial Statement and asked why the previous months \$217,000 budgeted amount went down to \$188,000, and why the reduction for salaries and indirect. Mr. Russell acknowledged that the amounts did not look right and that he would investigate.

Mr. Jackson informed the members at a later date that the statement for a different period had been reported by mistake. Mr. Jackson also provided copies of the correct statement.

Mr. Grovesteen asked what was meant by a ceiling on the amount on the Recorders fee. Mr. Russell answered that the amount of funds Regional Planning could receive for GIS from the Recorders Fee was limited by decision of the executive committee. Mr. Grovesteen asked who made up the executive committee. Mr. Russell advised that it was the executive committee of the Regional Planning Commission and the ceiling was well in excess of the budgeted Recorder's fee.

Mr. Grovesteen asked if the excess calculated was based on the GIS and whether the GIS was getting it's two dollars per recording? Mr. Russell stated that the GIS receives the two dollars up to the ceiling level and that any amount in excess is not lost.

After some further discussion Mr. Hall indicated that the position should be filled regardless of the discussion about the Recorder's Fee.

Mr. Russell suggested several changes to the GIS Director job description including broadening of the academic degree requirements and eliminating references to supervision of specific staff positions.

### **C. Intranet Map Server**

Mr. Jackson advised that stability problems with the IMS had been identified and corrected. He stated that he regretted the problems had occurred the week he was out of the office and that he was in contact with Mr. Lindekugel during this time to guide him through the processes required to bring the map services back up.

Mr. Garcia suggested the need to train another person on the IMS setup so that someone would be available to fix any problems. Mr. Ireland agreed that this was a good idea to have another person trained as a backup. Mr. Jackson provided an update on what it would cost to have a public IMS hosted off-site.

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

#### **City of Bloomington GPS Acquisition**

Mr. Hocking provided an update on Bloomington's efforts to acquire GPS base station equipment. He advised that it was their intent to share the base station with other GIS members but that best practices would need to be defined prior to making it available.

### **Aerial Photography Update**

Mr. Jackson advised the committee that Mr. Don Lumen of the Illinois State Geological Survey had contacted him about a state wide aerial survey in Spring 2005 of 0.5 meter B/W Orthophotos. The intent of the project is to make the photography available at no charge to local governments. Mr. Jackson indicated that he had sent email with project details to members of the GIS technical committee. Mr. Jackson also advised that Mr. Lumen was trying to solicit funds for an archival aerial photograph project. Film based photography is available from 1940 for the entire County and Mr. Lumen is seeking approximately \$16,000 in funding to scan the film to digital format. Mr. Jackson advised that the digital product would not be orthorectified or even georeferenced. Mr. Hall and Mr. Sochotsky asked that details of this project be emailed to them.

### **Logan County GIS**

Mr. Warren advised that he had been in contact with officials from Logan County that are seeking assistance with their GIS through an intergovernmental agreement. Further, they are seeking to participate in our next aerial survey in an effort to reduce costs.

Mr. Russell advised that he had a meeting with Logan County officials a week earlier regarding possible assistance in preparing a comprehensive plan, but the assistance did not include GIS at present. Mr. Warren offered to touch base with them to determine what direction they would like to take and he would provide an update to Mr. Jackson.

### **ESRI Users Conference**

Mr. Jackson advised that three seats may be available for the ESRI Users Conference in July and that members should start thinking about who they would like to attend.

### **New GIS Member**

Mr. Garcia introduced Leah Sweeney recently hired as a GIS Specialist in the County Assessor's Office.

### **New Meeting Schedule**

Ms. Franks proposed that the GIS Management Committee start meeting every month rather than every other month. Mr. Ireland and Mr. Russell agreed.

## **6. Adjournment**

The next regularly scheduled meeting of the GIS Committee, pending items of business, is April 22nd, 10:30 A.M. at the McLean County Highway Department.

The meeting was adjourned at 12:28 A.M.

Respectfully Submitted,

Bill Jackson  
McLean County GIS Coordinator/Programmer/Analyst