

AGENDA

**MCLEAN COUNTY GIS MANAGEMENT
COMMITTEE MEETING**

FRIDAY, March 18th, 2005, 10:30 A.M.

MCLEAN COUNTY HIGHWAY DEPT

1. Call to Order

2. Attendance

3. Consent Agenda

- A. Minutes of the January 21st, 2004 meeting of the GIS Management Committee
- B. November, December 2004, January 2005 Financial Report

4. Items of Business

- A. Academic GIS Data Requests

5. Information / Discussion Items

- A. GIS Position Vacancy
- B. Cadastral Annotation Project / Cadastral Maintenance
- C. Street Maintenance
- D. Intranet Map Server
- E. City of Bloomington GPS initiative
- F. Aerial Photography 2006
- G. Other Discussion Items that May Arise

6. Adjournment

7. Executive Session

MINUTES

MCLEAN COUNTY GIS MANAGEMENT COMMITTEE MEETING FRIDAY, January 21st, 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; Bill Gamblin, E911 Administrator - McLean County E-911.

Members Absent

Phil Dick, Director - McLean County Building and Zoning

Others Present

Bill Jackson, GIS Coordinator/Programmer/Analyst - McLean County Regional Planning Commission; Nick Lindekugel, GIS Specialist - McLean County Regional Planning Commission; Sarah Franks - McLean County E-911; Steve Sochotsky, GIS Specialist - Town of Normal; Juan Garcia, GIS Specialist - County of McLean; Kevin Kothe, Design Engineer- City of Bloomington; Mark Hocking, Engineering Systems Supervisor - City of Bloomington, Troy Olson, GIS Specialist - City of Bloomington; Russ Warren - Farnsworth Group; Chad Rotz - Town of Normal, Terri Joyce, Records Management - City of Bloomington Township, Steve Hempin - McLean County IT Department;

1. Call to Order

The meeting commenced at 10:45 A.M.

2. Attendance

3. Consent Agenda

Mr. Jackson informed the Committee that the November financial report distributed with the agenda was for the incorrect month and he passed out the current report. Mr. Ireland asked why the balance of the updated report, specifically, why the balance had gone down and not up. Mr. Russell explained that the difference may be due to the recorder's fee not having been entered and that RPC would check it. A motion was made, seconded, and carried to approve.

4. Items of Business

A. GIS Position Vacancy

Mr. Russell announced that David Mather had accepted a position as Geospatial Data Library Administrator for the State of Oregon and that it was necessary to discuss staffing needs. Mr. Russell suggested, that since this is a personnel related item, that it be discussed in executive session following the meeting. The motion was made, seconded and carried to discuss the topic in executive session.

B. Increase in ESRI Maintenance fees

Mr. Russell advised that the ESRI software Subscription and Maintenance costs have increased from an initial amount of \$8700 to the present amount of \$23,000 over the life of the GIS Consortium. Mr Jackson advised that these increases are primarily due to new software acquisitions made over time, and to a lesser extent, to increased amounts for specific software licenses. Further, the fee had always been absorbed within the GIS budget but that it may be necessary to increase the current consortium entity cost share amount to cover these costs. Mr. Jackson advised that by using MCRPC as the primary point of contact with ESRI reduces the software maintenance costs by approximately 33%. This is because some software licenses are considered as less expensive secondary vs primary licenses. Additionally, certain expensive software extensions could be pooled for use by all consortium members. Mr. Russell indicated that no action was required at this time.

5. Information / Discussion Items

A. Cadastral Maintenance / Map Book

Mr. Jackson advised that he had contacted Sidwell staff to determine the status of the cadastral update process and that a trip to Sidwell was being considered. He also said he had requested that Sidwell make shapefiles available, at whatever stage in the update process, so that the ArcIMS server could be updated. Mr. Ireland suggested using the Sidwell website as a source for parcel information while we are waiting for the GIS updates and that other consortium members should be allowed access to the Sidwell website.

B. Street Maintenance

Mr. Jackson advised that the wall sized street map with index was nearly complete and that the 8.5x11" map book and searchable 36x36" street map and PDF variants would soon follow. This includes the publicly accessible PDF products on the www.mcgis.org website. Mr. Jackson advised that some of the new, yet to be approved, annexed areas and planned streets will appear on the map. Additionally, a disclaimer, would now appear on the maps. Mr. Ireland expressed concern that the 36x36" streetmap search capability did not appear to be functional. Mr. Jackson said that he would look into why the code was not working properly. Discussion was initiated on how the streetmap could be more widely distributed including the possibility of a newspaper ad. Mr. Warren suggested that Tom Mercier of Bloomington Offset Process may be interested in using our map as a base for a map they produce for the Bloomington/Normal Visitors Bureau. This map is produced in runs of 1000 and is freely distributed to the public. Mr. Jackson suggested that perhaps a small fee could be received for every map published and that the GIS

Consortium logo appear on the maps. He indicated that the present \$15.00 charge for a wall sized streetmap just covered the plotting costs.

C. Intranet Map Server

Mr. Jackson indicated the Town of Normal started using Mozilla Firefox as their default browser and that some of the IMS functions were no longer functioning. Mr. Jackson advised that a fix was in the works and was confident the problems would soon be resolved. Also, as soon as cadastral updates were received from Sidwell he would post them to the IMS.

D. Other Discussion Items that May Arise

Lexington LiDAR project

Mr. Warren advised that a License Agreement was still required in order for the City of Bloomington and Town of Normal to acquire LiDAR data. Mr. Jackson indicated he would review the information and work with the entities to complete the License Agreement for the sections they are interested in acquiring.

6. Adjournment

The next regularly scheduled meeting of the GIS Committee, pending items of business, is February 18th, 10:30 A.M. at the McLean County Highway Department.

The meeting was adjourned at 11:28 A.M. with an executive session to follow.

7. Executive Session

Executive session was held to discuss personnel issues.

Respectfully Submitted,

Bill Jackson
McLean County GIS Coordinator/Programmer/Analyst

MINUTES

**EXECUTIVE SESSION OF THE McLEAN COUNTY GIS
MANAGEMENT COMMITTEE
FRIDAY, January 21st, 2005, 11:30 A.M.
McLEAN COUNTY HIGHWAY DEPARTMENT**

Members Present

Paul Russell, Doug Grovesteen, Mike Ireland, Mike Hall, Bill Gamblin, Juan Garcia (proxy for Phil Dick)

Members Absent

Phil Dick

Others Present

None

1. Call to Order

The meeting was called to order at 11:35 A.M.

2. Item of Business

Mr. Russell stated the purpose of the meeting was to discuss staffing needs following the vacancy created by the resignation of David Mather, GIS Coordinator. Mr. Russell noted that when a position vacancy such as this occurs it provides an opportunity to reassess the program and consider possible changes in direction. Specifically, he requested committee input as to whether the position should be filled, or if the Commission's level of GIS involvement should be scaled back, or if some other options should be considered.

The members expressed support for a renewed commitment to the program. Mr. Hall indicated substantial progress has been made over the years and we are now reaping the benefits, although the vast potential of GIS remains relatively untapped. He further indicated it would be counter productive to scale back operations at this time. The other members present expressed concurrence but acknowledged that some changes could benefit the program. Mr. Ireland noted more emphasis should be placed on project management and on promoting GIS to community leaders. Mr. Garcia expounded on the features and benefits of effective project management. Mr. Gamblin noted that greater efforts should be made to promote the benefits of GIS in order to expand the base of support for future endeavors.

After some further discussion, it was concluded that a new GIS Manager position should be created to focus on project management and on promoting the GIS program. It was further concluded that a detailed job description and salary range should be developed, funding for the new position should be included in next year's budget request, and the position should be widely advertised but available to local applicants. Mr. Ireland volunteered to organize a search committee with representation from consortium members to research the matter further and develop the job description. Progress would be reported at a later date for consideration by the committee.

3. Adjournment

The meeting was adjourned at 12:10 P.M.

Respectfully Submitted,

Paul E. Russell, AICP
Chairman