



# GIS Policy Committee

1 **MINUTES – Approved as Distributed**

2 **DATE:** Friday, July 26, 2024  
 3 **TIME:** 11:00 am  
 4 **PLACE:** Brookens Administrative Center  
 5 1776 E. Washington St.  
 6 Urbana, Illinois  
 7

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson	
Urbana	Tim Cowan	
Rantoul	Jake McCoy	
Champaign County	M.C. Neal	
UIUC		James Sims
Mahomet	Abby Heckman	
Savoy	Caitlin Kelly	Christopher Walton
St. Joseph	Joe Hackney	

8 **Others:** None

9 **CCGIS Staff:** Leanne Brehob-Riley (Director), Elisabeth Dillingham (Recording Secretary)

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11 **MINUTES**

12 I. Call to Order

13 Ms. Heckman called the meeting to order at 11:05 a.m.

14 II. Roll Call

15 Roll call was taken by written record and a quorum was declared present.

16 III. Approval of Agenda

17 **MOTION** by Mr. McCoy to approve the agenda; seconded by Mr. Neal. Upon voice vote,  
 18 the **MOTION CARRIED** unanimously.

19 IV. Public Participation

20 There was no public participation.

21 V. Approval of Minutes

22 A. April 19, 2024, Meeting

23 **MOTION** by Mr. Toalson to approve the April 19, 2024, minutes as distributed; seconded  
 24 by McCoy. Upon voice vote, the **MOTION CARRIED** unanimously.

25 VI. Financial Statements

26 A. FY2024 – 1/1/2024 through 06/30/2024

27 Ms. Brehob-Riley stated this is the time of the year where expenditures exceed revenues.  
28 Membership contributions are collected until the end of July or early August. She noted  
29 there are approximately \$40,000 collected for charges for services that have not yet been  
30 posted to the financials. Per projections, revenues are on track this year to exceed  
31 expenditures.

32 Mr. Toalson inquired about the service contracts. Ms. Brehob-Riley stated the revenue is  
33 from a variety of contracts.

34 **MOTION** by Mr. Cowan to approve the Financial Statement; seconded by Mr. Toalson.  
35 Upon voice vote, the **MOTION CARRIED** unanimously.

36 VII. Business Items

37 A. Approval CCGISC Digital Data Policy Updates and Additions

38 Ms. Brehob-Riley referenced the provided packet and reminded the Committee the  
39 CCGISC Digital Data Policy was updated to define and establish Member Agents and to  
40 reference the proposed Rules of Engagement. Updates were provided in the meeting  
41 packet and handout. The provided materials include a marked-up version of the Digital  
42 Data Policy as well as the proposed Rules of Engagement with a brief explanation of each  
43 rule. Two members of the CCGISC staff were present to help answer questions regarding  
44 the proposed rules.

45 There were no questions. Mr. Cowan, Hackney, and McCoy were all pleased with the  
46 presented documents.

47 **MOTION** by Mr. Neal to approve the CCGISC Digital Data Updates and Additions;  
48 seconded by Mr. Cowan. Upon roll call vote, the **MOTION CARRIED** unanimously.

49 B. Presentation of the FY2025 Budget for Approval

- 50 - FY 2025 Capital and Technology Plan
- 51 - FY 2025 Work Plan and Report

52 The Capital and Technology Plan anticipates the hardware and technology / maintenance  
53 fees for the next year five-years. For fiscal year 2025, it is proposed \$58,500 be  
54 transferred to the Capital and Technology budget from the operating budget and \$20,000  
55 be transferred from the unreserved fund balance to the Capital and Technology reserved  
56 fund balance.

57 In the Work Plan and Report, the annual orthophotography assessment is unchanged. A  
58 membership increase of 3.5% is requested for FY2025, this is 0.5% higher than anticipated  
59 in the FY2024 fiscal projections. This will help cover increases to health insurance, the  
60 52% increase in external audit fees, and an overall 4.0% salary increase.

61 Approval of this Budget and Work plan does not mean approval of future projected  
62 increases; however, annual increases are needed to continue current operations without  
63 the need to incur sporadic large increases.

64 **MOTION** by Mr. Toalson to approve the FY2025 Budget; seconded by Mr. McCoy.  
65 Upon roll call vote, the **MOTION CARRIED** unanimously.

66 C. GIS Director's Report

67 1. *Work Plan Status Report*

68 The work plan and report document are provided for reference. Any changes are noted  
69 in **bold** font.

70 2. *Base Station*

71 Ms. Brehob-Riley received the necessary signatures for the Base Station IGA earlier this  
72 week. Both agreements (IGA and MOU with the University) have been routed to the  
73 County for signature. Once signed, the MOU will be forwarded to the University. A fully  
74 executed copy of both agreements will be provided to the participating agencies once the  
75 MOU is received back from the University.

76 3. *Property Land Use Code Project*

77 An email with the necessary information to utilize the Land Use layers was provide to the  
78 project contact of each agency. A reference guide with additional details guidance will be  
79 provided in the coming weeks.

80 4. *Roadway Jurisdictions*

81 Ms. Brehob-Riley thanked those that reviewed the Road Maintenance and Ownership  
82 layers. The data was updated accordingly. CCGISC will continue to make updates as  
83 provided by the member agencies. The corresponding GIS layers will be made available  
84 in CCGISV soon.

85 Ms. Brehob-Riley noted member agencies have expressed interest in developing a snow  
86 route jurisdiction layer. This will be discussed at the next Technical Representatives  
87 meeting.

88 5. *Technical Representatives Meeting*

89 Ms. Brehob-Riley plans to move forward with scheduling a Technical Representatives  
90 meeting in the coming weeks.

91 6. *Recorders Fee*

92 The County plans to propose a \$10 increase to the GIS recorders fee during the 2025  
93 budget approval process. The goal is to implement any approved fee increase on January  
94 1, 2025.

95 Mr. Toalson asked how the County plans to use the increase. Ms. Brehob-Riley stated all  
96 the funding except for one dollar will go into the GIS fund. The number of recorded  
97 documents has decreased over the last few years. As a result, a portion of the GIS Fund  
98 balance has been used by the County to pay its CCGISC membership assessments. The  
99 increase is necessary to recover lost funds in the GIS Fund and sustain an adequate fund  
100 balance going forward.

101 7. *Move to County Plaza*

102 Pending elevator repairs have delayed the move to the County Plaza until after the first  
103 of the year.

104 **MOTION** to accept and place the GIS Director's Report on file was made by Mr. Cowan  
105 and seconded by Mr. Toalson. Upon voice vote, the **MOTION CARRIED** unanimously.

106 Seeing there was no other business, Ms. Heckman adjourned the meeting at 11:21 a.m.