



## Meeting Announcement

**GIS POLICY COMMITTEE MEETING**  
Friday, October 18, 2024 at 11:00am  
**SHIELDS-CARTER MEETING ROOM**  
1776 E. Washington Street, Urbana, IL

### COMMITTEE MEMBERS

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Abby Heckman – *Chair*  
Jake McCoy – *Vice Chair*  
James Sims

Christopher Walton    Mark Toalson  
Tim Cowan                M.C. Neal  
Joe Hackney

### AGENDA

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- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Public Participation**
- V. **Approval of Minutes**
  - A. *July 26, 2024*
- VI. **Financial Statements**
  - A. *FY2024 - 1/1/2024 through 09/30/2024*
- VII. **Business Items**
  - A. *Approval of the 2025 CCGISC Policy Committee Meeting Schedule*
  - B. *GIS Director's Report*



# GIS Policy Committee

1 **MINUTES – Subject to Review and Approval**

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.

**GIS Consortium**  
**FY2024 (01/01/2024-12/31/2024) Financial Report**  
**Fund 8850**

REVENUE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 09/30/2024	Actual % of Budget	Unrealized Balance
<b>Budgeted Local Government</b>					
Champaign County	\$338,525.00	\$338,525.00	\$177,200.00	52%	\$161,325.00
City of Champaign	\$83,081.00	\$83,081.00	\$0.00	0%	\$83,081.00
City of Urbana	\$41,431.00	\$41,431.00	\$40,274.00	97%	\$1,157.00
Douglas County	\$0.00	\$0.00	\$0.00	0%	\$0.00
Piatt County	\$0.00	\$0.00	\$0.00	0%	\$0.00
U-C Sanitary District	\$1,157.00	\$1,157.00	\$0.00	0%	\$1,157.00
University of Illinois	\$39,990.00	\$39,990.00	\$38,910.00	97%	\$1,080.00
Village of Mahomet	\$19,871.00	\$19,871.00	\$2,604.26	13%	\$17,266.74
Village of Rantoul	\$31,939.00	\$31,939.00	\$26,571.94	83%	\$5,367.06
Village of Savoy	\$19,813.00	\$19,813.00	\$17,787.07	90%	\$2,025.93
Village of St Joseph	\$10,022.00	\$10,022.00	\$10,021.50	100%	\$0.50
<b>Local Government Total</b>	<b>\$585,829.00</b>	<b>\$585,829.00</b>	<b>\$313,368.77</b>	<b>53%</b>	<b>\$272,460.23</b>
Local Government Reimbursement	\$18,003.00	\$18,003.00	\$18,003.00	100%	\$0.00
Charges for Services	\$62,500.00	\$62,500.00	\$64,293.02	103%	-\$1,793.02
Investment Interest	\$11,000.00	\$11,000.00	\$14,466.66	132%	-\$3,466.66
Maps & Data Sales	\$12,500.00	\$12,500.00	\$8,602.85	69%	\$3,897.15
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	0%	\$0.00
Interfund Transfers	\$60,500.00	\$60,500.00	\$0.00	0%	\$60,500.00
<b>REVENUE TOTAL</b>	<b>\$750,332.00</b>	<b>\$750,332.00</b>	<b>\$418,734.30</b>	<b>56%</b>	<b>\$331,597.70</b>
<b>EXPENDITURE</b>					
<b>Personnel</b>					
Salaries & Wages	\$419,154.00	\$418,654.00	\$282,436.41	67%	\$136,217.59
Fringe Benefits	\$129,475.00	\$129,975.00	\$66,500.16	51%	\$63,474.84
<b>Personnel Total</b>	<b>\$548,629.00</b>	<b>\$548,629.00</b>	<b>\$348,936.57</b>	<b>64%</b>	<b>\$199,692.43</b>
Commodities	\$11,200.00	\$11,200.00	\$955.55	9%	\$10,244.45
<b>Services</b>					
Audit	\$13,300.00	\$13,300.00	\$1,654.00	12%	\$11,646.00
Professional Services	\$2,500.00	\$2,500.00	\$0.00	0%	\$2,500.00
Job Required Travel	\$500.00	\$500.00	\$256.80	51%	\$243.20
Utilities	\$2,250.00	\$2,250.00	\$0.00	0%	\$2,250.00
Computer/InfoTech Services	\$8,750.00	\$8,750.00	\$0.00	0%	\$8,750.00
Telephone Service	\$1,000.00	\$800.00	\$641.27	80%	\$158.73
Equipment Maintenance	\$64,375.00	\$58,475.00	\$58,053.34	99%	\$421.66
Conferences & Training	\$3,000.00	\$2,900.00	\$0.00	0%	\$2,900.00
All Other Services	\$8,500.00	\$8,700.00	\$1,293.25	15%	\$7,406.75
<b>Services Total</b>	<b>\$104,175.00</b>	<b>\$98,175.00</b>	<b>\$61,898.66</b>	<b>63%</b>	<b>\$36,276.34</b>
Capital	\$33,000.00	\$39,000.00	\$0.00	0%	\$39,000.00
Transfer to County Fund	\$3,000.00	\$3,000.00	\$0.00	0%	\$3,000.00
Interdepartment Transfers	\$60,500.00	\$60,500.00	\$0.00	0%	\$60,500.00
<b>EXPENDITURE TOTAL</b>	<b>\$760,504.00</b>	<b>\$760,504.00</b>	<b>\$411,790.78</b>	<b>54%</b>	<b>\$348,713.22</b>



## ***GIS Policy Committee***

### ***Proposed*** Meeting Schedule for 2025

#### ***Unless otherwise indicated***

Meetings will be held at 11:00 A.M.  
Shields-Carter Meeting Room, Brookens Administrative Center  
1776 E. Washington St.  
Urbana, Illinois

#### **ANY OTHER CHANGES WILL BE ANNOUNCED**

Friday, January 24, 2025

Friday, April 25, 2025

Friday, July 18, 2025

Friday, October 17, 2025

Chair: **Village of Mahomet**

Vice-Chair: **Village of Rantoul**



Champaign County  
 City of Champaign  
 City of Urbana  
 University of Illinois  
 Village of Rantoul  
 Village of Mahomet  
 Village of Savoy  
 Village of St. Joseph

## 2024 Work Plan Status Report – Quarter 3

Task	Status
<b>2024 Initiatives</b>	
<b>Create Metadata</b>	
1 Manual population of layer specific information in CCGISV, CCGISR, ccgisHistoric; document metadata workflows related to template script and on-going maintenance	anticipated completion 2024
<b>CCGIS Website</b>	
2 Overhaul CCGISC website; implement responsive design	anticipated completion 2025
<b>Addressing Website</b>	
3 Correct issues (identify tool, handle UIUC building code duplicate addresses) & cosmetic updates (render correctly in different browsers)	<b>anticipated completion quarter 1 or 2 of 2025</b>
<b>Address Schema Changes</b>	
4 Remove Address Number Suffix from Main Address Table i.e. 102A Main Street. Main Address to be 102 Main Street	<b>anticipated completion quarter 4 of 2024/quarter 1 of 2025</b>
<b>Devnet Quality Control Script</b>	
5 Create Devnet Quality Control Script that checks for data entry inconsistencies; this impacts the Consortium as entry errors may create problems for views. It is also to limit the distribution of bad data. <i>Examples:</i> Document numbers, dates, etc.	<b>anticipated completion quarter 1 or 2 of 2025</b>
<b>Street Centerline Split Ranges &amp; Road Jurisdiction</b>	
6 Discussion and possible implementation of split range streets and various roadway jurisdiction layers	jurisdiction layers under agency review
<b>Property Land Use Code</b>	
7 Develop Property Land Use Code Classification system & update workflow ( <i>added subsequent to 2024 Work Plan &amp; Report</i> )	<b>complete</b>
<b>Parcel Genealogy Review/Updates</b>	
8 Update/Correct Genealogy Entry Issues	found additional date errors; updating prior to export to DevNet
<b>ROW Document Search</b>	
9 Locate ROW documents (1980 & prior) and add to TaxParcel ROW layer	<b>located 1928-1975 (towns, City of Champaign); currently working on County; mapping located docs as time allows; total project timeline 2-3 years</b>
<b>ArcGIS Enterprise Upgrade</b>	
8 Upgrade ArcGIS Enterprise	<b>mid to late 2025</b>
<b>Ongoing Tasks</b>	
<b>Drainage District Project</b>	
1 Map drainage districts - county-wide	all available drainage district rolls mapped; 45 could not be located or did not contain necessary legal descriptions
2 Reconcile Drainage Districts and Subdistricts with appropriate county offices	<b>Tools and app developed for soon to be hired County Drainage Coordinator.</b>
<b>2024 Contracts/ Service Tasks</b>	
A. Piatt County	on going - general GIS tasks
B. Village of Mahomet	on going - general GIS tasks
C. City of Champaign	on going - general GIS tasks
D. Urbana Champaign Sanitary District	on going - general GIS tasks
E. METCAD	on going - general GIS tasks
F. Douglas County	on going - general GIS tasks
E. City of Urbana	on going - general GIS tasks
G. Vermilion County 911	on going - general GIS tasks

*Status updates found in **bold***