



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

2 **DATE:** Friday, April 19, 2024  
 3 **TIME:** 11:00 am  
 4 **PLACE:** Brookens Administrative Center  
 5 1776 E. Washington St.  
 6 Urbana, Illinois

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

7 **Others:** Steve Summers, County Executive  
 8 **CCGIS Staff:** Leanne Brehob-Riley (Director), Mary Ward (Recording Secretary)

9 **MINUTES**

10 ***I. Call to Order***

11 Ms. Heckman called the meeting to order at 11:02 a.m.

12 ***II. Roll Call***

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

14 ***III. Approval of Agenda***

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

17 ***IV. Public Participation***

18 There was no public participation.

19 ***V. Approval of Minutes***

20 A. January 19, 2024 Meeting

21 **MOTION** by Mr. Kupferschmid to approve the January 19, 2024, minutes as distributed;  
 22 seconded by Mr. McCoy. Upon voice vote, the **MOTION CARRIED** unanimously.

23 **VI. Financial Statements**

24 A. FY2023 – 1/1/2022 through 12/31/2023- final

25 Ms. Brehob-Riley stated the 2023 financials are now final. She noted member revenues  
26 ended up slightly higher than expenditures. The U of I payments were received after the close  
27 of FY2023 so their contributions are reflected in the FY2024 financials.

28 STEVE SUMMERS JOINED THE MEETING.

29 B. FY2024 – 1/1/2024 through 03/31/2024

30 CHRISTOPHER WALTON JOINED THE MEETING.

31 This is the time of year when expenditures exceed revenues as membership contributions are  
32 not collected until July. Map and data sales are closer to \$3,000. Revenue collected via PayPal  
33 has yet to be posted.

34 **MOTION** by Mr. Walton to receive and place on file the FY2023 final financial statement and  
35 the FY2024 1/1 through 3/31 financial statement; seconded by Mr. Kupferschmid. Upon voice  
36 vote, the **MOTION CARRIED** unanimously.

37 **VII. Business Items**

38 A. Approval of Updates to CCGISC Rules and Procedures

39 The County requested CCGISC establish and adopt a Paid Leave Policy for the Paid Leave for  
40 All Workers Act (PLAWA) and an associated Statement of Operational Needs. These have  
41 been added to the CCGISC Rules and Procedure document and reviewed by County legal.

42 **MOTION** by Mr. Cowan to approve the updates to the CCGISC Rules and Procedures;  
43 seconded by Mr. Neal. Upon roll call vote, the **MOTION CARRIED** unanimously.

44 B. Approval of GPS Base Station Agreements

45 1. *CCGISC / University Cost Share Memorandum of Understanding*

46 This is an agreement between the University and Consortium. It essentially extends the  
47 previous five-year agreement through October of 2029. The University reduced the  
48 requested cost share to \$2,408 annually.

49 2. *Base Station Intergovernmental Agreement*

50 This is an agreement between each of the participating agencies and the Consortium. It  
51 allows CCGISC to collect the funds needed to pay the University. Approval allows the Director  
52 to forward the IGA on to the individual agencies. Once all the agencies return and sign the  
53 IGA, the Cost Share Agreement with the University will be executed. The IGA has already  
54 been reviewed by each agency - Ms. Brehob-Riley does not anticipate any issues with the  
55 approval process.

56 Mr. Toalson questioned the fee as it had gone down. It is a reduction of approximately \$2,200  
57 from the previous five-year agreement. Ms. Brehob-Riley explained the reduction is due to  
58 several factors. The University is now picking up one-sixth of the cost and only charging for  
59 the cost of the equipment that needs to be replaced. In addition, the agencies agreed when  
60 the radio receiver hits end of life it will not be replaced; access will be limited to a cellular

61 connection. The question was asked if the IGA needs full board approval. That is a decision  
62 for each agency, but the understanding was it would require board approval.

63 **MOTION** by Mr. Toalson to approve both the CCGISC/University Cost Share Memorandum of  
64 Understanding and the Base Station Intergovernmental Agreement; seconded by Mr. Cowan.  
65 Upon roll call vote, the **MOTION CARRIED** unanimously.

66 C. Semi-annual Review of the Closed Meeting Session Minutes

67 Ms. Brehob-Riley stated that to date, there had only been one closed session meeting and  
68 that was to discuss staff salaries. Per County guidelines, these minutes are to remain closed  
69 for 10 years or until such time the staff are no longer employed. Because staff members are  
70 still employed, the Director requests the Committee accept the State's Attorney's  
71 recommendation and keep the closed session minutes closed.

72 **MOTION** by Mr. McCoy to accept the recommendation to keep the closed session minutes  
73 closed; seconded by Mr. Walton. Upon voice vote, the **MOTION CARRIED** unanimously.

74 D. Discussion of County-wide 3-inch Ortho-imagery

75 As requested, a cost estimate associated to obtaining county-wide 3-inch ortho-imagery was  
76 included in the packet. Based on the 2023 acquisition responses the cost would be  
77 approximately \$205,000. Estimates were also provided for costs associated to moving  
78 forward with a 3-inch project in both 2026 and 2029.

79 Brief discussion followed with agencies stating they would not be interested in moving  
80 forward with 3-inch acquisition.

81 E. Discussion of Third-Party Access & Rules of Engagement

82 Ms. Brehob-Riley said that agencies are utilizing third party consultants in a more  
83 comprehensive manner rather than a project-by-project basis. The Consortium currently  
84 does not have policies in place to support this model or allow third party access to CCGISC  
85 data or infrastructure. There are risks associated to such access. Primary concerns include  
86 consumption of publicly shared services, database overloads, data policy violations, and  
87 County network security.

88 Ms. Brehob-Riley proposed that Consortium staff work with County IT and legal counsel to  
89 draft a "Rules of Engagement" document in an effort to protect the interests of the  
90 Consortium and County while allowing a reasonable level of access. She then proposed the  
91 possibility of holding a special meeting prior to the July CCGISC Policy Committee meeting to  
92 review the draft rules and obtain additional direction in attempt to have the document ready  
93 for approval in July.

94 Discussion followed. Mr. Toalson asked if there would be restrictions on what third party  
95 consultants could do with the data. Ms. Brehob-Riley stated they would, at a minimum, be  
96 subject to the same restrictions as the member agencies. There would need to be additional  
97 rules if they are given access to CCGISC infrastructure which is hosted on the County network.  
98 Concerns were also expressed about possible bandwidth issues. Mr. Cowan supports doing  
99 this in a structured way to provide the necessary security.

100 Mr. Walton stated that he doesn't like the idea of letting third parties into the GIS  
101 data/infrastructure. He has concerns about third-party Denial of Service attacks and  
102 adversarial actions in cyberspace. He does understand that there are projects where a third-

103 party will need access to the data. He also floated the idea that instead of hiring consultants  
104 for some projects that those funds could be diverted to the CCGISC to hire a part-time or  
105 temporary person to do that work and that person could work on multiple projects. At a  
106 minimum, rules of engagement and third-party standards are necessary.

107 Mr. Cowan agreed the Consortium needs rules of engagement and third-party standards. Mr.  
108 McCoy stated Rantoul is struggling to fill their GIS position and they are using a consultant  
109 along with the assistance of CCGISC staff. Mr. Walton asked the committee member if they  
110 want to invest in consultants or the Consortium. Mr. Neal echoed Mr. Walton's view but  
111 acknowledged there is also a need for consultants with limited access and permissions. He  
112 continued stating there may be times where there is a short-term or limited need to hire  
113 temporary or "visiting" staff to help the Consortium complete projects for the member  
114 agencies.

115 The consensus is to explore both options and move forward with working on rules of  
116 engagement.

## 117 F. GIS Director's Report

### 118 1. *Work Plan Status Report*

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

### 121 2. *CCGISC Technical Representative Projects*

122 CCGISC is currently working on two projects initiated at the last Technical Representatives  
123 meeting – the Property Code/Land Use project and Road Jurisdiction project. The Road  
124 Jurisdiction project is focused on developing jurisdiction layers for ownership and street  
125 maintenance. The Property Code project should be wrapped up in the next month or so. A  
126 review app for the Roadway Jurisdiction project was provided to the Technical  
127 Representatives for review.

### 128 3. *Recorders Fee*

129 County findings related to the internal cost-study analysis to evaluate the existing \$15 GIS  
130 Recorders fee will be presented to the County Finance Committee in May.

131 Mr. Toalson asked if there is a recommendation. Ms. Brehob-Riley believes they are asking  
132 for a \$6 increase from \$15 to \$21. \$20 would go to the GIS Fund and \$1 to the Recorder.

### 133 4. *Other Items*

134 Ms. Brehob-Riley asked if the members were still interested in a presentation by Pictometry  
135 to discuss the benefits of oblique imagery and their other product offerings. Mr. Toalson  
136 stated the City of Champaign usually acquires imagery from Pictometry on the years when  
137 the Consortium does not acquire county-wide ortho-imagery. He continued stating that this  
138 year the cost quoted by Pictometry for the City of Champaign was approximately \$30,000.  
139 Next year, they are offering 1-inch imagery. It was determined Ms. Brehob-Riley will schedule  
140 a presentation with Pictometry.

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

143 Seeing there was no other business, Ms. Heckman adjourned the meeting at 11:41 a.m.