

MEETING MINUTES

DEKALB COUNTY/CITY OF AUBURN GIS COMMITTEE

Meeting Date and Time:
06-03-99 @ 1:00 p.m.

Meeting Type: Regular, Full Committee

Meeting Location:
Commissioners Court

Members Present:

DeKalb County:
Damerall, Bruce – Technical Resource Coordinator, Data Processing
Appleman, Chad – Soil and Water Conservation Service
Strong, Mark – County Surveyor
Stump, Brad – Building Commissioner, Plan Commission

City of Auburn:
Bruns, Steve – City Civil Engineer
Schweitzer, Chris – Planner, Dept of Building, Planning, and Development

Others Present:

Meeting Minutes By:
Chris Schweitzer

Items Discussed

1. *Systems Architecture Design for GIS.* Bruce recapped the visit (Chris and Bruce attended the two-day class @ ESRI facility in St Charles, Missouri on June 1st and 2nd. The class was centered around network and client/server design issues associated with GIS implementation. The class covered: GIS software solutions; network communications; GIS product architecture; GIS user needs; system sizing; system implementation. Both Bruce and Chris agreed an extremely valuable class. On the trip home, Chris and Bruce formulated possible product implementations, and would provide as baseline for system design and software selection. The City and County do not have many difficult network challenges due to the installation of fiber across much of the City of Auburn.
2. *Minutes.* Chris explained intentions of compiling full set of minutes and distributing in effort to keep everyone informed and provide method to keep organized.
3. *Grants.* Brad explained that he had checked on the status of the City's and County's applications for the Building Indiana Fund. Brad reported that the state had awarded "Union Township GIS Project" \$5,000, and that "Union Township" referenced the County and City project. It was a mystery how and why "Union Township" was used. An award letter would be sent soon, and the County and City would deal with this scenario at that time. It was also noted Huntington County had received \$100,000 for their project - conjecture as to why included Schneider Engineering's (project manager and data conversion company for Huntington) strong lobby efforts in Indy, stronger representation, the political unknown. Oh well, we have a wonderful project and the County and City will shine in the end. Chris and Brad noted that the Committee will be seeking other grants available.
4. *Software Selection Project.* Discussion at a previous Meeting indicated that ESRI was likely the right software solution for the install. It was questioned whether we should waste time with Intergraph if the group was comfortable with making a selection with the formal interview (many previous discussions and interview with Intergraph had taken place over the last 2 years). Steve recommended that the group not cancel the Intergraph interview, as it would be the fair and professional action to take, as well as mitigate possible criticism. The group agreed completely, and it was noted that holding the interview would help solidify or reopen the selection question.
5. *Timeline for Subsequent Data Conversion Efforts.* The group's next huge challenge is to properly plan a timeline for conversion efforts. The group agreed the cadastral conversion was the most important conversion project and that piece should come online as soon as comfortably possible and needs to be successful. The group was to develop a proposed timeline based on funding, availability of QA-QC resources, establishment of maintenance resources and planned workflows.
6. *Waterloo, Garrett, Butler Participation.* The group discussed intentions of local communities. Mark Strong noted caution about seeking participation to the point where it interferes with our initial success. The group concurred. Caution to be taken and relationship mature and defined as a comfortable pace.
7. *Presentation.* The group reconfirmed the need for a second benchmark presentation for decision-makers and leaders, as well as for all interested parties. The presentation should be developed and held in July.
8. *User Conference.* Chris explained the availability of the ESRI user conference in July. A good opportunity to network with other local government users, understand future product plans, attend technical and user workshops, attend user presentations. Chris noted that attendance would be premature for users, as they had not been exposed to software, and their first exposure should likely come at formal training. However, user conference a great opportunity for those

responsible for leadership to gain an understanding of the vision. Key people during implementation would benefit greatly.

Action Items

1. Brad to speak with surrounding City's about participation and associated costs.
2. Brad to develop paper for County Commissioners/County Council regarding GIS Coordinator.
3. Chris and Brad to provide 3 ring notebooks for County-City GIS Committee Meeting Minutes, and Chris to deliver full sets of minutes.
4. Group to develop conversion timeline for discussion purposes.
5. Group to draft benchmark presentation for July
6. Group to draft Cadastral and Services Agreements for discussion.

Upcoming Meetings

- 06-16-99 Software Interview with Intergraph Corporation @ 1:00 @ Electric Dept.
- 06-17-99 Regular Meeting @ Commissioners Court @ 1:00