

# MEETING MINUTES

## DEKALB COUNTY/CITY OF AUBURN GIS COMMITTEE

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**Meeting Date and Time:**  
07-14-99 @ 1:00 p.m.

**Meeting Type:** Working, Partial Committee

**Meeting Location:**  
Commissioners Court

**Members Present:**

*DeKalb County:*

Damerall, Bruce – Technical Resource Coordinator, Data Processing  
Stump, Brad – Building Commissioner, Plan Commission

*City of Auburn:*

Schweitzer, Chris – GIS/MIS Manager

**Others Present:**

Klepper, Mike - Senior Consultant, ESRI

**Meeting Minutes By:**

Chris Schweitzer

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### Items Discussed

This special meeting was conducted to further the Committee's efforts of proper planning for GIS software implementation. Mike Klepper of ESRI visiting.

1. *QA/QC of Land Base Contract.* The group discussed the plan for QA/QC of the Land Base Contract, including the Pilot slated to be delivered in August. Mike Klepper and the Group concluded that a single seat of ArcInfo be delivered and ESRI @ St. Charles train those performing QA/QC the commands required (topology checking, image viewing, and database compilation). Formal training at St. Charles would occur in November or December. The County and City noted the desire to perform QA/QC on a single seat on a single workstation until the City's LAN is complete (then physical location of the database will be a moot issue). Mike Klepper noted the importance/value of training more than on individual as technology transfer would occur much faster and skills increase more rapidly among multi-users than among a single user. The City noted that it planned to send two individuals in December or November. The County had not yet decided what individual it planned to do the QA/QC nor the individual (s) it planned to send to formal training. Mike Klepper further noted that a County or City employee with "fire in their belly" should be trained. He cautioned us against hiring and training outside "pros" when we might already have capable people with more of an interest in the organization. The group concurred. As another side note, the Committee discussed the location of the formal ArcInfo training. Training would be available in both East Lansing MI and St. Charles MO. Mike Klepper noted that it might prove beneficial for the group to make the effort to come to St. Charles, as it was an ESRI facility (East Lansing was a University Lab) and that all ESRI facilities would be available to us, and we could get more done because of it.
2. *"Killer Application".* Mike Klepper shared the need for the County and City to create a tangible benefit early on. After discussion, Mike noted the apparent importance of addresses in the City and County. He recommended that we speak with a consultant for the City of Cincinnati (CAGIS) Richard Allen. Mike described Mr. Allen as THE address guru. Richard Allen's cell phone number: (513)218-2101. Mike also recommend the City and County speak with the director of CAGIS Barbara Quinn.
3. *Review of Implementation Plan Draft.* Chris shared a preliminary outline of the City-County Implementation Plan with Mike. Mike noted that a missing piece - an important piece - was that of tangible specific application workflows. He noted that it is true that GIS reduces duplication, increases access, and makes great maps, but the true power of GIS is solving specific problems. Mike further stated that ALL applications did not have to be identified, but rather a few "KEY" applications should be identified and then work hard at making sure they are successful. Success perpetuates success. Chris noted that the GIS initiative in the County and City had been application drive - the data needed was the data used by departments to fulfill their jobs. However, the details of specific applications had not been fully addressed, likely because of the overwhelming logistics of implementing a GIS project. However, the Committee did realize the need, and thanks to Mike Klepper's review would come back to the forefront of the County-City GIS Committee's efforts.

### Action Items

1. Committee to define specific needs for software
2. Other on-going items:
  - Presentation
  - Cadastral Inter-Local Agreement
  - Cadastral RFO
  - Implementation Planning

### Upcoming Meetings

- July 15, 1999 @ Commissioners Court
- August 5, 1999 @ Commissioners Court
- August 19, 1999 @ Commissioners Court