

# MEETING MINUTES

## DEKALB COUNTY/CITY OF AUBURN GIS COMMITTEE

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**Meeting Date and Time:**  
09-16-99 @ 1:00 p.m.

**Meeting Type:** Regular, Full Committee

**Meeting Location:**  
2<sup>nd</sup> Floor Conference Room, City Hall

**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

*City of Auburn:*  
Schweitzer, Chris – GIS/MIS Manager  
Bruns, Steve - City Engineer

**Others Present:**  
DeKalb County Deputy Assessor

**Meeting Minutes By:**  
Chris Schweitzer

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### Items Discussed

1. *Landbase Contract Update.* Chris and Brad noted that they and ASI held a conference call to discuss the first draft of the database design, and that minor changes were being made.
2. *Agreements Update.* Chris noted that the Committee was still working on the connectivity and Cadastral agreements.
3. *GIS Day Update.* Chris noted that the Committee was working with the Soil and Water Conservation District in organizing a GIS Day event.
4. *GPS.* Chris noted that Steve and he met with a Leica representative (Leica is a leader in GPS equipment) to discuss needs and solutions. Steve and Chris indicated that both a base station (establishes known reference point) and rover station (collects data) would need to be acquired to collect survey-accurate data. It has been unanimous that the City and County procure survey-quality equipment; as to capture only sub-meter equipment would taint the basemap we have captured at +/- 1'. The Leica systems are interchangeable (base station can be used as a rover, and vice/versa). Steve and Mark noted that, while the County and City could share equipment, it was likely the County and City would require more than a single unit. Chris noted that the improved satellite tracking ability of the Leica equipment made it possible to capture data while under heavy canopy - and the systems would not allow rovers to gather inaccurate data.

The Committee noted that procurement of the equipment could happen at any time, but that use of productive data collection could not occur until the GIS software was in place. It is likely that GPS equipment would not be procured until spring 2000.

Steve and Mark noted that the range of the units was about a six mile radius, and that a network of established GPS points should be located around the county so that a base station could provide full county-wide coverage by occupying the network's points.

5. *County GIS Coordinator.* The Committee had a long discussion about the procurement of the County GIS Coordinator. Issues addressed include:
  - *Required Characteristics.* Ability to learn; Knowledge of government organization and information exchange; Rooted in County, or desire to locate and remain.
  - *Items to be working on.* Job description; Job ads and notices - place in local communities, publications, internet, etc. Procurement timeline and plan - receive Commissioners blessing.
  - *Travel Incentive.* It was mentioned that the County may want to consider offering travel stipends for potential interviewees.

Brad noted that he was still considering applying for the position, but if he did apply and was selected, the Plan Commission should have ample time to also procure a new Plan Commission Director. Mark noted that the Commissioners did not necessarily have to hire the GIS Coordinator on January 1, 2000, but could wait a few weeks or a month until a Director was hired. The Committee noted that Brad had been filling both shoes (while unfair to Brad) quite well to date. The Committee concurred that the County should begin advertising immediately.

**Action Items**

- Committee to work on Connectivity Agreement
- County to prepare for procurement of GIS Coordinator
- County to prepare timeline and costs for Council
- Committee to continue working on Implementation Plan and Cadastral Agreement
- Committee to work on GIS Day events
- County and City to finalize landbase Database design with ESRI and ASI

**Upcoming Meetings**

- October 7, 1999 @ 1:00 in Commissioners Court, Court House
- October 21, 1999 @ 1:00 in Commissioners Court, Court House
- November 4, 1999 @ 1:00 in Commissioner Court, Court House
- November 18, 1999 @ 1:00 in Commissioners Court, Court House
- November 19, 1999 8 am to 4 pm in City Council Chambers and Courthouse – GIS Day Open House