

# MEETING MINUTES

## DEKALB COUNTY/CITY OF AUBURN GIS COMMITTEE

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**Meeting Date and Time:**  
11-4-99 @ 1:00 p.m.

**Meeting Type:** Regular, Full Committee

**Meeting Location:**  
Second Floor Conference Room, City Hall

**Members Present:**

*DeKalb County:*  
Strong, Mark – County Surveyor  
Damerall, Bruce – Technical Resource Coordinator, Data Processing  
Stump, Brad – Building Commissioner, Plan Commission  
Coak, Mary - Deputy Assessor

*City of Auburn:*  
Schweitzer, Chris – GIS/MIS Manager  
Bruns, Steve - City Engineer  
Bowles, Scott – ITMP Project Manager, Spectrum Engineering Corp  
Lochner, Dave – WPC Superintendent

*City of Butler:*  
Schweitzer, Amy – City Planner

**Others Present:**

**Meeting Minutes By:**  
Chris Schweitzer

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### Items Discussed

- County GIS Coordinator Update.* Brad provided an update for the County GIS Coordinator position. The job description is finished at this point. The County will publish a job advertisement in the Auburn Evening Star and will also post the opening to the Internet. Resumes should be received by the end of November and interviews should be held in the first two weeks of December. Brad asked that Chris be given the opportunity, as Auburn GIS/MIS Manager, to sit in on the interview process and ask questions of the candidates since the County and City GIS coordinators will need to work closely together.
- County-City of Butler Agreement Update.* Brad and Amy provided an update of the Butler-County Inter-local agreement. Amy and Brad have met several times to work on the Butler City - DeKalb County agreements. They will be meeting with the Butler City and DeKalb County Attorneys on November 16 to work out the final details and resolve any remaining areas of concern. The City of Auburn was to forward the Butler agreement to the Auburn attorney for approval and insurance it in no way voided or compromised the Auburn-DeKalb agreements.
- Landbase Conversion Update.* Chris noted that he had forwarded a note to ASI regarding pilot project. A memo was sent explaining that the Committee understood the pilot to be smaller than the contract stipulated, but that the Committee had the right to determine, upon delivery and review, if the pilot's size served its intended purpose. Therefore the Committee reserved the right to require additional geographic areas for pilot review. The Committee concurred.

The Committee agreed that Drew (project manager for ASI) had slipped on many areas of the project (project schedule, info for airport data collection, miscellaneous info, etc). The group noted that the quality of work and the performance of other ASI members was superb, but the timeliness of Drew's action was poor. The group noted that Drew owed the County a large map depicting monument locations that was sent to ASI early in the project. Drew also owed the County quote info for compilation of airport area. Brad and Chris were to forward a punch list for Drew.

- Connectivity Update.* The County noted a desire for fixed costs, as it would be easier to administer and more understandable. The County also noted that this agreement would likely have legal and emotional issues due to the location of the county's data storage (City Hall). Bruce also noted a concern about "connect" licenses required by SQL Server and SDE.
- Cadastral Conversion/Agreement Update.* The group agreed to continue to shoot for January as a date to begin the selection process. Intentions are to begin conversion sometime late 2<sup>nd</sup> or early third quarter.

### 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
- County and City to finalize landbase Database design with ESRI and ASI

### Upcoming Meetings

- November 18, 1999 @ 1:00 in Commissioners Court, Court House

- November 19, 1999 8 am to 5 pm in City Council Chambers and Courthouse – GIS Day Open House