

MEETING MINUTES

COUNTY-CITY GIS COMMITTEE

Meeting Date and Time:
03-16-00 @ 1:00 p.m.

Meeting Type: Regular, Full Committee

Meeting Location:
Second Floor Conference Room, City Hall

Members Present:
DeKalb County:
Stump, Brad – GIS Coordinator
Strong, Mark – Surveyor
Reymann, Sarah – DeKalb County SWCD

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

City of Butler:
Schweitzer, Amy – City Planner

Others Present:
Leins, Dottie – County Assessor

Meeting Minutes By:
Brad Stump

Items Discussed

1. *Building Footprint Data Capture Discussion.*
 - 1.1. The Committee again discussed the possibility of the County capturing building footprints for its entire jurisdiction. County Assessor Dottie Leins was present for an explanation of the benefits and a demonstration of what could be some of the uses of this information. In addition to allowing attribute data to be assigned to structures, additional advantages include:
 - The ability to verify if all newly constructed or modified structures have been reported to the Assessor's Office in the intervening years between reassessments,
 - The ability to extract attribute data to determine comparable properties for tax assessment purposes, and
 - The ability to display which mobile homes are currently assessed as real property along with the land and which are assessed as personal property.
 - 1.2. The request for the transfer of funding will be formally presented to the County Council at their April 3rd meeting. The proposal was informally presented to the Council for discussion at their March 6th meeting and was generally well received. The Commissioners felt that the Council's position was positive enough that they did authorize Brad to give ASI the notice to proceed with capturing footprints and to prepare the contract addendum once the pilot project is satisfactorily addressed.
2. *Pilot Project.*
 - 2.1. Chris discussed last week's conference call between himself, Steve Bruns and Brad Stump on behalf of the Committee and Drew Ross, Tim Thomas and Rob O'Donnell on behalf of ASI. Chris stated that he came away with a very positive feeling after the call. ASI seemed responsive to the discussion. They will be furnishing corrected database design and features definition documents to the Committee for what we hope to be a final review and approval. Additionally, they will be re-submitting a single "file" from the Auburn area of the pilot project after making the necessary error corrections and requested changes. This will allow for a final review by the Committee to ensure that we are working from the same page as the ASI team. Chris also noted that Kent Park is meeting with some members of the Committee tomorrow morning and anybody is welcome to attend.
3. *County Connectivity Agreement Status*
 - 3.1. Chris and Brad have prepared a rough outline of the connectivity agreement. They intend to fill out the document based on the outline and to review the cost estimates for the various component parts of the system before they schedule a meeting with Scott Bowles and Bruce Damerell for a final review/revision. After Scott and Bruce have reviewed it, the Connectivity Agreement will be brought to the Committee, the County Commissioners and the Auburn Board of Works for their review and comment. Hopefully this document can be completed within the next 4– 6 weeks.
4. *Cadastral RFQ Status*
 - 4.1. Brad has completed a first draft of a proposed Cadastral RFQ. Chris is going to review it and make any recommended changes. Chris and Brad will then meet to discuss the document and make any final adjustments before bringing the document to the Committee for review. The Cadastral Agreement has not yet been addressed. Once the Cadastral RFQ is nearing completion, work will begin on the agreement.

5. *City of Auburn's Budget Timeline*

5.1. Chris has some good news with regards to the City of Auburn's timeline for expenditure of the bond money used to finance the GIS system (and other citywide improvements). It now appears that as long as the money is under contract and there is continual real progress made toward completing the project, there is no specific deadline by which the money must be spent. Initially it was believed that Auburn had a two- or three-year window in which the money would have to be spent or Auburn would risk losing it. While the lack of a deadline means that the pressure is off to push this project through as quickly as reasonably possible, we cannot take this as an excuse to slow the project down too much. We must still continue to complete this project in as timely a manner as is consistent with the available funding and with the need to maintain a high level of accuracy.

6. *City Sexual Oriented Business Ordinance Discussion*

6.1. Chris demonstrated how the City was using the GIS system and some old AutoCAD data to do a site location study for their proposed Sexually Oriented Business Ordinance. The basic concept is that S.O.B.s need to be buffered from some types of surrounding properties such as residential uses, churches, schools, etc. in order to reduce or eliminate the negative secondary effects of their presence. The buffers must not be so restrictive as to create the effect of exclusionary zoning. This requires that buffers of varying distances from varying types of uses and/or zonings be mapped out to indicate what areas would be permissible for a S.O.B. The timesavings from the electronic buffer mapping versus manual mapping is several orders of magnitude. The GIS software can very easily generate and/or change buffers in a matter of minutes as opposed to several hours for manual changes. This is a great way to demonstrate the benefits of the system early on in its development.

Action Items

- Committee to work on Connectivity Agreement
- Committee to work on Implementation Plan, Cadastral Agreement, and Cadastral RFQ
- City to begin working on Utility Conversion RFQ
- County to prepare timeline and costs for Council

Upcoming Meetings

- April 6, 2000 @ 1:00 - Second Floor Conference Room City Hall
- April 20, 2000 @ 1:00 - Second Floor Conference Room City Hall