

MEETING MINUTES

COUNTY-CITY GIS COMMITTEE

Meeting Date and Time:
06-15-00 @ 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
Miles, Connie – County Commissioner
Rowe, Sally – Building Commissioner

City of Auburn:
Schweitzer, Chris – GIS/MIS Manager
Bruns, Steve – City Engineer
Berndt, Craig – Administrator, Dept. of Bldg., Planning & Development

City of Butler:
Schweitzer, Amy - Planner

Others Present:

Rothenhofer, Pat – DeKalb Co, Data Processing Manager (for Bruce Damerell)

Meeting Minutes By:
Brad Stump

Items Discussed

1. *Pilot Project Status Update*
 - 1.1. Chris informed the Committee that ASI has set the date for the first deliverable for June 26. QA/QC work will begin as soon as possible after the information is received. This should close out the pilot project.
2. *County Connectivity Status.*
 - 2.1. Chris and Brad informed the Committee that the County has given the City the word to go ahead with the installation of the additional switch. The fiber has been installed and the City is now waiting on the delivery of the switch itself. The City's network consultants have indicated that the switch should arrive around the middle of July.
3. *County – City of Garrett inter-local agreement status*
 - 3.1. As was mentioned at the June 8th meeting, Garrett City Plan Director Steve Bingham stated that the City of Garrett has had their attorney review the inter-local MOU and inter-local agreement #1B. Their attorney stated that, in his opinion, the agreements are a benefit to the City and he recommends that they be signed. Steve will present the documents to the Garrett Board of Works BOW at their June 20th meeting for their signature then he will forward them to Brad for the County Commissioners' signature.
4. *ArcIMS status and website development*
 - 4.1. Chris informed the Committee of the program made thus far in implementing the intranet website via ArcIMS. The website is under construction and can be reached via the Internet through the official City of Auburn Website at www.ci.auburn.in.us (under "county-city gis"). The site is still in its early stages so many of the links are currently inactive. As the project progresses, more data will be added to the website and the links will be activated when appropriate.
5. *GIS Presentation*
 - 5.1. Brad again reminded the members of our planned presentation to the County and City officials scheduled for June 22nd at 7:00 in the City of Auburn Council Chambers. He stressed that it was important for all Committee members to attend for support and to assist in any questions asked by their respective jurisdictions. Chris and Brad intend to showcase the data received thus far, demonstrate a few of the potential uses of the data (both existing planimetric data and future cadastral and utility data), and explain the timeline of the project and costs of the project (existing and projected), etc.
6. *Cadastral Project Statements of Qualifications (SOQs) Review*
 - 6.1. Chris and Brad discussed with the Committee the results of the telephone reference checks for ASI, The Schneider Corp and the Sidwell Company. Based on the results of the reference checks, the Committee made the decision to affirm its tentative decision to short list ASI and The Schneider Corp. for interviews. In order to give these firms time to make any necessary travel arrangements and to allow the committee more time to prepare. Because of the presentation scheduled for the 22nd (see #5 above) and the fact that Chris, Brad and Steve are leaving for the ESRI user conference in San Diego at 2:30 Friday Morning, it was decided to re-schedule the interviews to the Committee's regularly scheduled meeting on July 6th. Brad will contact the vendors and inform them of the decision on which firms are to be interviewed and the when the interviews are to be held.

Action Items

- Committee to interview vendors on July 6th.
- Committee to work on Cadastral Inter-local agreements.
- City to begin working on Utility Conversion RFQ
- Chris, Brad and Chad Depew (Engineering Dept) to do QA/QC work on the first deliverable when it arrives.

Upcoming Meetings

- June 22, 2000 @ 7:00 – Council Chambers, City Hall – presentation to Councils, Commissioners, Boards of Works, etc.
- July 6, 2000 @ 1:00 - Second Floor Conference Room City Hall
- July 20, 2000 @ 1:00 - Second Floor Conference Room City Hall