

# MEETING MINUTES

## COUNTY-CITY GIS COMMITTEE

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**Meeting Date and Time:**  
08-03-00 @ 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  
Rowe, Sally – Building Commissioner

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

**Others Present:**

**Meeting Minutes By:**  
Brad Stump

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### Items Discussed

1. *Landbase Area 1 Delivery Status*
  - 1.1. Chris informed the Committee that review of the data for delivery area 1 was underway. Chad Depew, Brad and Chris were each responsible for reviewing various parts of the data. A spreadsheet was presented to the Committee showing the number of features per data type (i.e. buildings, contours, utilities, etc.), the approximate percentage of each data type reviewed and the numbers of errors per data type. Now that some database issues have been resolved, the review is progressing as we had expected it would. Chris and Brad expect to have the review nearly complete by the next meeting.
2. *Cadastral Conversion Vendor Selection*
  - 2.1. The Committee reviewed the status of the Cadastral Vendor selection process. At the last meeting, the Committee determined to delay a formal decision to allow more time for the planimetric data delivered by ASI to be checked locally. It was determined that ASI would be selected if the data met our expectations. While the data review is not complete, Chris and Brad feel enough review has been done to select ASI as our primary vendor and to inform both of the finalists of the result. Brad will make the announcement on Monday.
  - 2.2. The target date for our project kick-off meeting is Thursday, August 17<sup>th</sup> in place of our regular GIS Committee meeting. It will be held at 1:00 in the Second Floor Conference Room, City Hall. The Committee will meet with several of ASI's personnel to discuss the project and the steps needed for both sides to begin contract negotiations. ASI may also be asked to present some sample data and/or sample cadastral conversion project documents to the Committee.
3. *Cadastral Conversion Project Inter-Local Agreement*
  - 3.1. Chris noted that some preliminary work has been done on the Cadastral Conversion Project Inter-local Agreement. It was discussed that, unlike the timing on the Landbase Inter-local Agreement, this document should be approved prior to entering into a contract with the conversion vendor.
4. *Switch Installation Status*
  - 4.1. Chris informed the Committee that the second switch for the County had been delivered to the City and was being configured by the City's network consultant, Logical Network Solutions (formerly All-tech Data Systems). When the configuration is complete, Logical will coordinate with Bruce to install the switch and move the other switch to the 2<sup>nd</sup>-floor wiring closet.
5. *Other GIS Projects*
  - 5.1. Chris and Brad noted several other GIS and GIS-related projects on which they are working but that are not a priority at the moment as follows:
    - 5.1.1. GIS Committee meeting minutes. The goal is to eventually place the minutes on both the intranet and the Internet via the County-City GIS web page ([www.ci.auburn.in.us/county-city-gis](http://www.ci.auburn.in.us/county-city-gis)) so they are available to City and County employees and to the general public.
    - 5.1.2. Brad mentioned that the geographic data inventory is virtually complete on the County side with only one office still to be interviewed (Prosecutor). The Garrett and Butler Plan Directors have contributed information about their city departments. This inventory will probably be expanded to include Auburn offices so that a comprehensive list can be available for to aid in decision making by the Committee.
    - 5.1.3. Zoning Map. Chris is hoping to get a zoning map in place for the City of Auburn based on the AutoCAD-created parcel information for use until more accurate parcel information is available. This will give the

Department of Building, Planning and Development an opportunity to work with the data in a digital environment. They will hopefully not only get comfortable with using it but will also give feedback on ways that it can be improved.

- 5.1.4. Chris and Auburn Park's Superintendent Andy Jagoda are beginning a park inventory project to catalog the location of the Auburn city parks and the facilities available at each. The information will be able to serve as the beginning of a more comprehensive data inventory for the Parks Department.
- 5.1.5. Chris noted that the Department of Building, Planning and Development is having their summer intern enter some of the city addresses into the GIS database for those areas where they have photography (only delivery area #1 at the present time.) The address database will eventually include all of DeKalb County. There are some address database design issues that are still being addressed however this is very important information that will have many applications.

**Action Items**

- Committee to work on Cadastral Inter-local agreements.
- City to begin working on Utility Conversion RFQ
- Chris, Brad and Chad Depew (Engineering Dept) to continue QA/QC work on the first deliverable.

**Upcoming Meetings**

- August 17, 2000 @ 1:00 - Second Floor Conference Room City Hall
- September 7, 2000 @ 1:00 - Second Floor Conference Room City Hall