

MEETING MINUTES

COUNTY-CITY GIS COMMITTEE

Meeting Date and Time:
08-17-00 @ 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
Damerell, Bruce – Technical Resource Coordinator
Rowe, Sally – Building Commissioner

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

City of Butler:
Schweitzer, Amy - Planner

Others Present:

Rothenhofer, Pat – DeKalb Co Data Processing Manager
Nicolls, Mike – ASI, Project Manager
Parks, Kent – ASI, Midwest Regional Manager
Armstrong, Jeff – ASI, Senior Vice President

Meeting Minutes By:
Brad Stump

Items Discussed

1. *Cadastral Conversion Project – initial project discussion with ASI representatives*
 - 1.1. In place of the regularly scheduled GIS Committee meeting, the Committee met with ASI representatives to discuss the upcoming cadastral conversion project. The meeting covered: 1) the cadastral conversion option in the current contract and the scope of services for that option; 2) the capture of easements and costs for this option since it was not part of the initial cadastral conversion scope of services; 3) the number of and location of cadastral control points available within DeKalb County including points w/ monumentation and coordinates as well as points with monumentation only; 4) the features normally captured by ASI during cadastral conversion projects and the features the Committee would most likely wish/need to be captured by ASI as part of our project.
 - 1.2. The current Landbase Project contract contains an option to perform parcel conversion as an addendum that the County and City can exercise. The scope of services of this contract addendum is not as comprehensive as is desired however it does specify the source document types to be delivered to ASI and some features to be captured as a minimum. The specific conversion method is not stated however it was the basis for the discussions between Scott Russell and the GIS Committee. Because of this and the price per parcel, Jeff Armstrong stated he believed that the quote was generated based on the hybrid methodology currently proposed by the GIS Committee.
 - 1.3. The capture of easements was listed as an item for further negotiations in the original scope of work. In order to assist ASI in providing good conversion cost estimates, the GIS Committee will provide ASI with their best estimates of the number and types of easements (i.e. metes and bounds vs. property line offsets). ASI will then return a number for conversion. In order to allow for differences between the estimated number of easements and the actual number, the Committee asked that explore the possibility of providing a cost-per-easement price, which we could then multiply by the total number of easements converted.
 - 1.4. The group also discussed the issue of cadastral conversion control points in DeKalb County. These points are part of the Public Land Survey System (PLSS) and are the basis for real estate legal descriptions. A higher number of points available to ASI will mean a corresponding increase in the accuracy of the parcel data location. The County does not have a strong history of PLSS point recovery/monumentation. Brad will get available PLSS data into the GIS system in an appropriate format showing the location of those points that have been recovered and monumented and also which points have GPS coordinates. Once the GIS Committee has forwarded this information on to them, ASI will review it to see which existing control points can be used for cadastral conversion and to identify areas where the County will need to establish additional control points. Mark Strong, as County Surveyor, stated that he will be willing have his office to go into the field to establish the necessary control points assuming time and weather permit. The Committee will need to discuss this more fully once we have received ASI's proposal on this issue.
 - 1.5. ASI provided a list of features typically captured during a cadastral conversion project. This is really the Committee's first discussion on this issue and the Committee will need to continue to discuss this matter with ASI's guidance. The pilot project may be a very important tool for use in determining what features the County and City will want captured and how those features will be captured/attributed. Further discussion is necessary after receipt of ASI's initial scope of work proposal.

- 1.6. ASI submitted a paper discussing ASI's Standard Acceptance Criteria for Cadastral/Facilities. The Committee members are encouraged to look at this document. To avoid potential problems further into the project, it is important that ASI and the Committee agree on acceptance criteria from the beginning.

Action Items

- Committee to deliver to ASI the following:
 - An estimated of the numbers and types of easements to be compiled
 - Information on the location and type of cadastral control points available throughout DeKalb County
- ASI to deliver to the Committee the following upon receipt of the above mentioned items:
 - Cost figures for the data capture of the easements
 - A map of the required cadastral control points and cost estimates to GPS any additional points for which we do not have coordinates.
 - An initial scope of services, timeline and cost proposal for review based on discussed method of compilation.
- Committee to discuss which cadastral features we want/need upon receipt of the proposed scope of services.
- Committee to work on Cadastral Inter-local agreements.
- City to begin working on Utility Conversion RFQ
- Chris, Brad and Chad Depew (Engineering Dept) to finalize any remaining QA/QC work on the first deliverable. QA/QC work on the second deliverable to begin as soon as items above have been completed.

Upcoming Meetings

- September 7, 2000 @ 1:00 - Second Floor Conference Room City Hall
- September 21, 2000 @ 1:00 - Second Floor Conference Room City Hall