

# MEETING MINUTES

## COUNTY-CITY GIS COMMITTEE

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**Meeting Date and Time:**  
10-05-00 @ 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  
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 – City Planner

**Others Present:**

Klepper, Mike – Senior Consultant, ESRI  
Bowles, Scott – Spectrum Engineering

**Meeting Minutes By:**

Brad Stump & Chris Schweitzer

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### Items Discussed

1. *ESRI Visit – Mike Klepper*
    - 1.1. Chris introduced Mike Klepper, a Senior Consultant from ESRI. As most of the Committee members are already aware, we first met Mike during our software selection process. Mike has been our advocate for success from the first time we talked to him. At various times during our GIS project implementation, Mike has been able to provide us with support and help us find software solutions. Because he is impressed with our local successes in achieving such a high level of inter-governmental cooperation and teamwork, a Mike is spending the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> with us to find out more about how and why we do what we do in order to learn more about the secret to our success.
  2. *Landbase Delivery Area Status*
    - 2.1. Area 1 Status – As noted at the last meeting, the orthophoto corrections have been delivered. ASI is still compiling planimetric data corrections for Area 1. Per conversations with Mike Nicolls, we can still forward to ASI the additional Area 1 review that we are currently performing (buildings from a silo/grain bin perspective; water bodies from a compilation percentage standpoint; and road surfaces and roadways from a absolute and relative location perspective). Area 1 review took approximately 45 days.
    - 2.2. Area 2 Status – Area 2 review findings were sent to ASI 10-2-00 for their review and action as appropriate. The feature capture accuracy for Area 2 improved over the area 1 or some features and declined for others. Utility data was sent back to ASI for full re-compilation. Other data sets such as water bodies had many errors marked for recompilation however it was not deemed necessary by the GIS Committee to recompile the full data set in those cases. Chris did compile a significantly large number of driveway entrances and that fact has been passed on to ASI. Because we did some local re-compilation that would have normally been sent back to ASI, they appeared to indicate a potential willingness to work with us on some other requests that we made outside the bounds of the contract. Area 2 review took the full 60 days.
    - 2.3. Areas 1 & 2 Statistics – We can compile statistics for Area 1 and 2 indicating how many errors ASI has committed per feature class and the percentage of errors relative to the number of features in this class. This will allow us to check ASI's compliance with contract specifications, capture rates as stated in the project work plan and relative levels of improvement and/or decline in feature capture accuracy between delivery areas. Chris and Brad intend to have statistics compiled for Areas 1 and 2 before the next meeting.
    - 2.4. Area 3 Status – Area 3 data has been received and is loaded for review. Chad Depew from the City's Engineering Department has begun some limited review. Chris and Brad will join on review within the next few days. Because of the lower density of features, it is anticipated that Area 3 review will take approximately 30 days.
  3. *Cadastral Conversion Project Status*
    - 3.1. Chris and Brad noted that a draft Agreement from ASI (selected conversion vendor) was forthcoming. Mike Nichols (PM) noted on the phone that he had simply not had not worked on it until this last week.
    - 3.2. Brad noted that he had worked on the Inter-local agreement for the Cadastral project earlier today, and that Chris and he would bring a draft of the document to the group in two weeks.
  4. *City of Anderson Visit*
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- 4.1. Chris noted that he had spoken with two cities earlier in the week about visiting the County-City GIS to learn about various issues (organization, technology, etc). Chris noted that Mike and Scott should provide some background on the City of Anderson, as Mike is their Account rep and Scott is the power engineer for their electric utility. Mike and Scott both described where the City of Anderson was in their GIS project. The City has many difficult issues they are facing and would benefit by visiting our installation. Chris noted that the City of Anderson's City Engineer, City Planner, Water Dept Superintendent, and Power and Light data manager would be visiting October 23 @ 11:00 AM. Bruce recommend that decision makers from both sides be part of the discussion, as the project would HAVE to have community support if it were to work. The group concurred. Scott, Chris and Mike stated they would contact the Anderson group and strongly recommend they also bring decision makers if they are serious about implementing GIS successfully.
5. *City of South Bend, St Joseph County Visit*
  - 5.1. Chris noted that a second city had contacted us – South Bend. They too want to visit to learn about our installation and ask both technical and organizational strategic planning issues. A visit date had not yet been set.
6. *GIS Day*
  - 6.1. Chris noted that, like last year, the County-City GIS Committee would be participating in GIS Day on November 15, 2000. Chris also noted that the Committee educated over 100 adults and children at a local school and in an Open house format. Chris stated that Butler Elementary had confirmed their participation in GIS day and would have 75 4<sup>th</sup> grade children ready to learn about geography and GIS. He noted that the group also had plans to host another open house, specifically targeting county and city employees as well as the general public.
7. *Works in Progress*
  - 7.1. Website
    - 7.1.1. Chris and Brad noted, with Areas 1 and 2 review complete, that they would be dedicating a great deal of time to the website in order to further education on that front.
  - 7.2. Data Inventory
    - 7.2.1. Brad noted that the data inventory is still being compiled, and like the website, will be getting more attention in the next several weeks.
  - 7.3. ArcGIS Beta 2 and Current software issues
    - 7.3.1. Chris noted that we had received ArcGIS beta 2. The group was reviewing and playing with this new software. He noted it is a major release, with some great new functionality that continues to change GIS.
  - 7.4. FEMA Mapping project
    - 7.4.1. Brad noted that FEMA is updating local flood maps and, as an option, can use our existing landbase as a basemap. Doing so would 1) be MUCH MORE accurate than a FIRM using the proposed Digital Ortho Quarter Quads (DOQQs) as a basemap; 2) be in a GIS format we are able to use in our system and 3) make local floodplain location determinations more accurate by eliminating the need to compare the digital image from the GIS with a paper FIRM because the digital FIRM (DFIRM) becomes the official FIRM. The group concurred that the committee should forward info to FEMA as needed.
8. *DeKalb County Board of Aviation Commissioners*
  - 8.1. Chris and Brad discussed a recent request from the DeKalb County Board of Aviation Commissioner's engineering firm for digital orthophotos. Chris noted that Dave Wolff, City Purchasing Agent and Board of Aviation Commissioners member, requested some data. Conversations with the project engineer revealed that an upcoming presentation on behalf of the board would benefit from using digital orthophotos in conjunction with a proposed Airport Plan. The group discussed the issue of releasing data for use by non-government agencies. Discussion yielded consensus that data should be freely shared and distributed, as long as two primary concerns were addressed: 1) that the recipient of the data would use it in an ethical manner (i.e. would not use it to make themselves a profit, unless they pay for the data); and 2) that the recipient would reciprocate the gesture, by agreeing to turnover any other relevant data not currently obtained by the County-City GIS. Members noted that while they did not want all the administrative overhead of tracking and administering legal agreements, they felt that a standard "license agreement" to use the data with the above stipulations could be delivered with ALL datasets in a standard readme.txt file. All agreed that this issue would define itself over the next several months and the group would address the issue.

While discussing the issue, Mike Klepper noted that we should ask for certain data for the airport, including the DeKalb County Airport FAR Part 77 Control Surfaces and Noise Contours. All agreed. Chris pulled up email and made the request on behalf of the committee. (NOTE: 24 hours later, the engineering company delivered the Control surfaces in .dwg format...this sharing thing is pretty neat!!!).

#### **Action Items**

- Committee to complete work on first draft of Cadastral Inter-local agreements and distribute to Committee Members.
- City to begin working on Utility Conversion RFQ
- Chris, Brad and Chad Depew to complete a secondary QA/QC review on selected data from the first deliverable.

#### **Upcoming Meetings**

- October 19, 2000 @ 1:00 - Second Floor Conference Room City Hall
- November 2, 2000 @ 1:00 - Second Floor Conference Room City Hall