

## GENESEE COUNTY G.I.S. STEERING SUB-COMMITTEE

Minutes of meeting held on

Friday, February 21, 2003

1:30 p.m.

Meeting started at approximately 1:30 p.m.

Members present: Jim Gerth-Drain Commission, Frank Ricica-Health Department, Mike Ortiz-Equalization Department, Ted Hammon-Board of Commissioner, Dan Harrell-Board Coordinator, Joe Heimbach-MIS

- A. Action on by-laws was postponed until draft of by-laws was available for review.
- B. It was the consensus of the committee that standard meeting times and date would be the second Monday of each month @ 1:30 pm in the Equalization Department.  
  
The next meeting will be March 10, 2003 @ 1:30 pm
- C. Appointment of a committee chairperson will be held until after the adoption of by-laws by the committee.
- D. Each department representative in attendance gave the status of GIS development within their respective departments.
- E. Next meeting will be held April 14, 2003 @ 1:30 pm in the Equalization Department.

Meeting adjourned at approximately 3:00 pm

GENESEE COUNTY GIS STEERING SUBCOMMITTEE  
Minutes of the March 10, 2003

Meeting started at approximately 1:35p.m.

Members Present: Jim Gerth, Frank Ricica, Mike Oritz, Ted Hammon, Joe Heimbach, John Daly, Lee Gonzales, Tom Goergen

Others Present: Pete Apgar, Dan Harrell

A. Bylaws

Members reviewed the bylaws presented. The following changes were recommended:

Article III. (e) - Change Award to recommend.

Article III. (g) - Change Hire or appoint to Recommend.

Article III. (h) - Change to Recommend additional GIS staff as needed, and/or contractual services and formulate transition.

Article III. (j) – Change to Provide system planning and budget recommendations for core GIS staff and enterprise assets and resources.

Article IV. Change six to eight.

Motion by Daly support by Gonzales to adopt the bylaws as corrected.

Motion Carried Unanimously.

B. Election of officers

Motion by Goergen; support by Hammon to nominate Mike Ortiz as Chairperson.

No other nominations were made.

Motion Carried unanimously.

Motion by Gerth; Support by Gonzales to nominate Tom Goergen as Vice Chairperson.

No other nominations were made.

Motion Carried unanimously.

### C. Priority List for Army Corps of Engineers

Mr. Goergen explained the Corps of Engineers' Planning Assistance to States Program. He stated that he has been emailing the Corps and asking when their budget was approved. He stated that 2 weeks ago they said that their budget was signed and they would like a list of priorities from Genesee County so a scope of services could be prepared. Discussion ensued regarding how to establish priorities and costs.

After considerable discussion it was recommended that the following list would be sent to the Corps to facilitate the creation of a scope of services and determination of cost.

1. Road Centerlines with Address link to centerlines
2. Zoning
3. Land Use
4. Hydrology
5. Floodplain

Meeting was adjourned at approximately 3:10 pm

March 10, 2003 minutes

GENESEE COUNTY GIS STEERING SUBCOMMITTEE  
Minutes of the April 14, 2003

Meeting started at approximately 1:35p.m.

Members Present: Jim Gerth, Frank Ricica, Mike Oritz, Joe Heimbach, Tom Goergen

Others Present: Dan Harrell  
Phil Stair  
Robert Slattery

1. Minutes

Motion by Mr. Gerth, Support by Mr. Goergen to approve the minutes as written.

Motion Carried Unanimously.

2. Agenda Items for Discussion:

A. Army Corps – Update

Mr. Goergen stated that he had sent the Corps the prioritize list and had tried to contact them, however, he was unable to talk to them prior to our meeting.

B. GIS Working group establishment: Mr. Daly (via letter) requested that the committee establish the technical staff working group to assist resolving technical issues. The committee members suggested that each department identify who from their department should be on this committee. The possibility of providing on site training to county staff was also discussed.

C. Local unit participation: Mr. Goergen stated that a number of local units have expressed an interest in receiving GIS information from the county departments. Since the county depends on them to provide information, we should try to identify and recommend a method to incorporate access to the county's system. Discussion ensued. It was suggested that since we are not at a stage in which to allow access that in the future we should recommended a method to provide access.

D. Mass Transportation Authority – this item was referred to next months' meeting.

E. Project calendar for GIS program development – information was presented on the implementation schedule included in the strategic plan.

5. Old Business - Mr. Goergen advised that the Planning Commission has submitted to the Board proposed fees under the Enhance Access Policy.

March 10, 2003 minutes

GENESEE COUNTY  
GIS STEERING SUBCOMMITTEE

MINUTES OF MAY 12, 2003

**Members Present:** Mike Ortiz, Chairperson  
John Daly  
Jim Gerth  
Tom Goergen  
Ted Hammon  
Joe Heimbach  
Frank Ricica

**Members Absent:** Lee Gonzales

**Others Present:** Pete Apgar  
Chapin Cook  
Dan Harrell  
Robert Slattery

The Genesee County GIS Steering Subcommittee meeting started at approximately 1:35p.m.

I. MINUTES

Action Taken: Motion by Mr. Gerth, supported by Mr. Goergen, to approve the minutes of the May 12, 2003, Genesee County GIS Steering Committee Meeting.

**Motion Carried Unanimously.**

II. AGENDA ITEMS FOR DISCUSSION:

A. Local Unit Participation: Mr. Ortiz stated that he continues to be contacted by local units asking if GIS information can be made available to them. Discussion ensued with a variety of options for allowing local units to receive GIS information i.e., none sale agreement, 2 tier cost approach, user fees. It was noted that the county cannot send information between departments so allowing access to local units may be premature. Our primary focus is to further the development of the county's GIS system. However, members should keep in mind there may be an advantage to provide local units with access to the county's GIS system. It may be valuable to survey the local units to determine what interest they have in GIS information and where they are in the development of there GIS system.

- B. Mass Transportation Authority: Mr. Daly stated that there are outside agencies who are developing systems like the Mass Transportation Authority and we could benefit from their work and we may assist them in the development. He questioned whether or not we should be a clearinghouse for GIS development in the area. Discussion ensued.
- C. Projected Calendar for GIS program development: Mr. Daly stated he was satisfied with the project calendar provided at the last meeting, however, he would like to see more current dates and milestones placed on the calendar with updates at our regular meetings.
- D. Standards: This will be discussed at the next meeting.

Mr. Daly requested that the GIS working group have its first meeting before we meet in June. Mr. Ortiz reminded members to send a memo designating from their departments who would be members of the working group.

Meeting Adjourned at 2:50 p.m.

GENESEE COUNTY  
GIS STEERING SUBCOMMITTEE

MINUTES OF JULY 14, 2003

**Members Present:** Mike Ortiz, Chairperson  
John Daly  
Jim Gerth  
Tom Goergen  
Joe Heimbach  
Frank Ricica

**Members Absent:** Lee Gonzales  
Ted Hammon

**Others Present:** Pete Apgar  
Tom Blair  
Dan Harrell  
Robert Slattery

The Genesee County GIS Steering Subcommittee meeting started at approximately 1:30p.m.

I. MINUTES

Action Taken: Motion by Mr. Daly, supported by Mr. Goergen, to approve the minutes of the May 12, 2003, Genesee County GIS Steering Committee Meeting.

**Motion Carried Unanimously.**

II. AGENDA ITEMS FOR DISCUSSION

A. Standards: Mr. Goergen stated that he printed a copy of the U. S. Geological Survey's National Mapping Standards as a starting point for Genesee County to establish its mapping standards for GIS. He stated that we did not need to reinvent the wheel and recommended that the USGS standards be referred to the GIS Working Group for evaluation and recommendation to the Steering Subcommittee for approval.



Action Taken: Motion by Mr. Daly, supported by Mr. Goergen, to refer to the GIS Working Group, the USGS National Mapping Standards, for review. Identify areas that should be adopted by the GIS Steering Subcommittee and report back to the Steering Committee at its August meeting on a timeline to review the standards.

**Motion Carried Unanimously**

- B. Working Group Update: Mr. Slattery stated that the working group met on July 9, 2003. The group reviewed a survey for the county's local units to identify the status of their GIS development. He stated that the group elected a chairperson (Mr. Slattery) and a secretary (Ms. Pobocik of the Planning Commission). The group also discussed the Road Commission's Enhanced Access Policy. Their next meeting will be July 28, at 2:30 at the Water and Waste Services' offices. Discussion ensued.
- C. Server Update: Mr. Heimbach stated that his staff has been meeting with Pete to evaluate if oracle can operate under the NT operating system. He stated that they are evaluating the cost of a new server vs. updating the old server. He stated that his staff would look further into the operating needs of the server and report back to the committee. Discussion ensued.
- D. GIS Coordinator: Mr. Gerth stated that he would like to see a person identified as a GIS coordinator. He stated that this would place responsibility to keep the GIS development moving and serve as the point person for requests for assistance as well as for information. Discussion ensued.

Action Taken: Motion by Mr. Daly, Support by Mr. Gerth, to make Mike Ortiz the temporary GIS Coordinator for Genesee County.

**Motion Carried Unanimously**

III. OLD BUSINESS

- A. Mr. Goergen reported that he had talked to the U. S. Army Corp of Engineers regarding planning funds for this year. He stated that the Corp's funding is being siphoned off for other projects. The Corp is hopeful that we will be funded next fiscal year.

Meeting Adjourned at 3:25 p.m.

GENESEE COUNTY  
GIS STEERING SUBCOMMITTEE

MINUTES OF August 11, 2003

**Members Present:** Mike Ortiz, Chairperson  
Jim Gerth  
Tom Goergen  
Joe Heimbach

**Members Absent:** Lee Gonzales  
Ted Hammon  
John Daly  
Frank Ricica

**Others Present:** Pete Apgar  
Tom Blair  
Christine Pobocik  
Robert Slattery

The Genesee County GIS Steering Subcommittee meeting started at approximately 1:30p.m.

I. MINUTES

Action Taken: Motion by Mr. Gerth, supported by Mr. Goergen, to approve the minutes of the July 14, 2003, Genesee County GIS Steering Committee Meeting.

**Motion Carried Unanimously.**

II. AGENDA ITEMS FOR DISCUSSION

A. Standards: Mr. Slattery stated that the Working Group was questioning how to proceed with the review. Mr. Goergen stated that he would attend the next working group meeting and explain what the steering committee is expecting.

B. Working Group Update: Mr. Slattery stated that the working group met on July 28, 2003. Along with the discussion on the GIS standards each member was

asked to bring to the next meeting August 25, 2003, a list of the databases and metadata they are presently using.

- C. Server Update: Mr. Heimbach stated that his staff has been meeting with Pete to evaluate if oracle can operate under the NT operating system. He stated that after evaluating the cost of a new server vs. updating the old server it was decided to update the old server since we can do it for around \$1000 and it would provide us with approximately 3 years of service. He stated that this should address the need for additional storage and server capacity.
- D. Local Unit Survey: Mr. Ortiz stated that this was a discussion item with Leadership and a letter would be sent under the Board Chair's name to the local units. It would be followed up by post card reminders and telephone reminders.
- E. SDE Software: Mr. Ortiz stated that as information on SDE was acquired a number of questions have arisen. He stated that staff is waiting to talk to ESRI to clarify how SDE fits with our GIS system.
- F. Leadership Meeting: Mr. Ortiz stated that at the leadership meeting on August 5, a number of items were discussed among them, the local unit survey, purchase of SDE, and the server/software updates. He also stated that he informed them that he would request \$20,000 in capital improvement funds to continue the development of the GIS system.

### III. OLD BUSINESS

- A. Mr. Goergen reported no change in the status of our U. S. Army Corp of Engineers request for planning funds for this year.

Meeting Adjourned at 3:10 p.m.

GENESEE COUNTY  
GIS STEERING SUBCOMMITTEE MINUTES

September 8, 2003

**Members Present:** Mike Ortiz, Chairperson  
Lee Gonzales  
Tom Goergen  
Joe Heimbach  
Frank Ricica

**Members Absent:** Jim Gerth  
Ted Hammon  
John Daly

**Others Present:** Pete Apgar  
Robert Slattery

The Genesee County GIS Steering Subcommittee meeting started at approximately 1:30p.m.

I. MINUTES

Action Taken: Motion by Mr. Heimbach, supported by Mr. Gonzales, to approve the minutes of the August 11, 2003, Genesee County GIS Steering Committee Meeting.

**Motion Carried Unanimously.**

II. AGENDA ITEMS FOR DISCUSSION

A. Standards: Mr. Slattery stated that Mr. Goergen attended the working group meeting and explained what the steering committee is expecting. He stated that the Working Group is proceeding with the review.

B. Working Group Update: Mr. Slattery stated that the working group met on August 25, 2003. Along with the discussion on the GIS standards, each member brought their list of databases and metadata they are presently using.

- C. Local Unit Survey: Mr. Ortiz stated that 16 local units have returned their survey. Of those returned 3 are not interested in a GIS system at this time and 3 units have a system. He stated that he would be sending post cards to those units who have not returned the survey.
- D. SDE Software: Mr. Ortiz stated that Mr. Goergen and Mr. Heimbach talked to ESRI to clarify how SDE fits with our GIS system. A number of our questions and concerns were answered and that we would be pursuing purchase of SDE.

### III. OLD BUSINESS

- A. Mr. Goergen reported no change in the status of our U. S. Army Corp of Engineers request for planning funds for this year.

Meeting Adjourned at 2:30 p.m.

TG/bo

GENESEE COUNTY  
GIS STEERING SUBCOMMITTEE MINUTES

December 8, 2003

**Members Present:** Mike Ortiz, Chairperson  
Jim Gerth  
Tom Goergen  
Ted Hammon  
Joe Heimbach

**Members Absent:** Frank Ricica  
Lee Gonzales  
John Daly

**Others Present:** Pete Apgar  
Robert Slattery  
Tom Blair  
Karen McIntosh  
Theresa Ingle  
Christine Pobcick  
Joel Lenz

The Genesee County GIS Steering Subcommittee meeting started at approximately 1:30p.m.

I. MINUTES

Action Taken: Motion by Mr. Goergen, supported by Mr. Hammon, to approve the minutes of the September 8, 2003, Genesee County GIS Steering Committee Meeting.

**Motion Carried Unanimously.**

II. AGENDA ITEMS FOR DISCUSSION

- A. Civic Sight Software Presentation: Mr. Lenz from the River's Edge GIS, LLC. Demonstrated his CivicSight 6.0 software.
- B. Standards: Mr. Slattery stated that the committee discussed the International feet or survey feet for scale reference on maps. The Steering Committee

recommended that the working committee make a recommendation to the Steering Committee; this is part of the need for Genesee County GIS standards.

- C. Server Update: Mr. Heimbach stated that they are testing the migration of data from oracle to the sequel server. Once the migration process is evaluated the server will be set up with SDE and ready for the uploading of data.

### III. OLD BUSINESS

- A. Mr. Goergen reported that it is his understanding that the U. S. Army Corp of Engineers budget has been approved and awaits the President's signature. He has requested the status of our project funds for this year.

### IV. NEW BUSINESS

Discussion ensued concerning the purchase of Civicsight 6.0.

Motion by Mr. Heimbach, support by Mr. Hammon, to discuss with the Purchasing Director, the purchase of Civicsight 6.0 as a sole source contract.

**Motion Carried Unanimously.**

Meeting Adjourned at 3:30 p.m.

TG/bo

## GENESEE COUNTY G.I.S. STEERING SUB-COMMITTEE

Minutes of meeting held on

Wednesday, January 15, 2003

1:30 p.m.

Meeting started at approximately 1:30 p.m.

- A. Discussion took place regarding the organization of the G.I.S. Steering Sub-Committee. John Daly from the Genesee County Road Commission suggested that this organization establish a set of by-laws by which this we would operate. It was the consensus by the group that this should be the first order of business. John said he would prepare some by-laws for discussion at the next meeting.
- B. Standard meeting times and dates were discussed with a suggestion that we meet the same day as Department Heads and L.A.M.P.S. It was requested that we meet at 7:30 am prior to these two meetings. Dan Harrell would ask these two groups if they would consider moving their times back by one hour to accommodate this request.
- C. Standards for use within the G.I.S. environment were discussed. Further discussion will take place at future meetings in regard to this issue.
- D. Joe Heimbach from MIS gave a brief overview on the central storage issues for this project.
- E. Tom Goergen from the Planning Commission gave an update on the project that he is currently working on with the Army Corps of Engineers as it relates to grants for G.I.S. development.

The meeting adjourned at approximately 3:30 p.m.