



# CHARLEVOIX COUNTY

## GIS IMPLEMENTATION COMMITTEE

Charlevoix County Building  
301 State St.  
Charlevoix, MI 49720

**Chairperson**  
Donald Smith

**Vice-Chairperson**  
Ken Doty

**Secretary**  
Christopher Blough

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### August 14, 2002 Meeting Minutes

#### Call to Order

The fifth meeting of the GIS Implementation Committee was called to order at 1:30 pm at the Charlevoix County Building's Pine Lake Room.

#### Standing Members In Attendance

Ken Doty (Building Official & Chair), Carla Spencer (Equalization Director), Chris Blough (GIS Coordinator), Bob Bradley (CCE 911 Director)

Absent: Don Smith (County Commissioner), Larry Sullivan (Planning Director), Scott Kendzierski (NW Michigan Health Agency), Jim Vanek (Road Commission Engineer)

#### Alternate Members In Attendance

Kelly Martin (Charlevoix Conservation District) and Viet Doan (NWMCOG)- both members were voting members for this meeting and a quorum was present with six members in attendance.

Absent: Todd Sorenson (Township Representative)

#### Invited Guests

Special Guest: Holly Patenge (Charlevoix County Equalization Department)

#### Business Conducted/Agenda Items

##### A. Approval of the 6/12/02 Meeting Minutes

The members in attendance reviewed the minutes. Spencer noted item #8 on page three of the minutes referring to the formation of a subcommittee for reviewing the newest version of MapInfo 7.0 had not occurred since the previous meeting. Blough indicated this item was placed on the 8/14/02 agenda under Old Business since it was not acted on since the previous meeting. Martin motioned to approve the minutes as presented with Bradley seconding. The motion passed without objection.

##### B. Review & Approval of Agenda Items

The members reviewed the agenda with no additions or deletions being noted. Martin motioned to approve the agenda as presented with Bradley seconding. The motion passed without objection.

C. GIS Department Staff Report

Blough reviewed the activities within the GIS Department since the previous GIS Implementation Committee meeting. The staff report was handed out to all members at the meeting and each item briefly reviewed during his report. Additional addendums to the staff report included the proposed FY 2003 GIS Department Budget and a set of materials distributed to local units of government in Charlevoix County describing the upcoming introductory GIS training offered in cooperation with the Learning Center of Northern Michigan. All township supervisors in Charlevoix County received a direct mailing with an introductory letter from the GIS Coordinator enclosed with the course descriptions.

Spencer motioned to receive Blough's report with Martin seconding the motion. The motion passed unanimously.

D. Public Comment

No members of the public were in attendance and therefore the Chair moved to the next item on the agenda.

E. Old Business Items

1. The committee members reviewed the Address Reference Map series revisions prepared by the Equalization/GIS Departments since the June meeting. Blough summarized the different purposes the maps were to initially serve for County operations. The series would assist the County Road Commission post road address number signs at public road intersections, it would serve as a CCE-911 reference for locating addresses on the address-geocoded road centerline file indicated on the Master Street Address Guide (MSAG) maintained by Equalization, the series could also serve as a set of road certification maps the Road Commission would submit to the State, and the official address reference map series maintained by Equalization as required by the Charlevoix County's Uniform Address Numbering Ordinance. Blough introduced Holly Patenge, an employee of the County's Equalization Department responsible for maintaining the MSAG. Patenge related her attempts to properly denote address numbers at intersections and noted several areas in the County where assigned addresses were not conforming to the County's address-number reference grid. Blough stated that the County must determine if it will reassign these numbers in conformance with the address grid system or if it will maintain the system as it was assigned. Spencer described several situations involving the reassignment of numbers and related the degree of public confusion and frustration resulting from adjustments to the numbering system. She indicated reassigning numbers was not to become a routine activity for the County unless clearly necessary. As a general rule, the address numbering will be maintained in areas not in alignment with the master address grid but in accordance with the MSAG unless there are major problems as a result.

2. MapInfo Software Release 7.0: Equalization, GIS, and Planning are the three primary users of this software package. Blough suggested a meeting be set during the month of September and scheduled with Sullivan present as well. This meeting would explore the new features of MapInfo and introduce them to the Committee members.

#### F. New Business Items

1. Blough reviewed the proposed FY 2003 budget provided to the Committee members at the beginning of the meeting. He noted two new line items for employee training and per diems. The training funds would be used for County staff instruction and methods to use and apply GIS applications. The per diem line item was set in response to the Board of Commissioner's resolution 02-029 passed on 5/23/02. These funds would be used for night meetings and contracted assistance from the County's local government units per the Board approved hourly rate. He also noted the proposed acquisition of the GPS unit for both the GIS Department and a separate GPS unit for the County Road Commission using a 50/50 cost share with that agency.
2. Blough referenced the outline indicating the GIS Department's future priorities included within the GIS Coordinator staff report on page 4 identified under the heading "Future GIS Development Priorities". He indicated an increased number of IT support requests were being received from County employees. These support requests were competing for his time to manage his assigned responsibilities. He proposed a new IT-support arrangement designed to reduce the number calls related to server/network problems. The IT support arrangement was to be discussed at the GIS Department budget review with the Board of Commissioners.
3. Blough reviewed the GIS Department web content area and detailed plans for County staff and members of the County's data sharing agreement to access data from the web. In the future, Blough hopes to establish a data download area where only authorized users logging into the system will be able to access the data. This will ultimately allow the data to become more accessible and easier to distribute.
4. Blough reviewed the status of the Community Center web project and recommended a second series of training courses involving the conversion of forms and documents for public download. This would include a brief introduction to the Adobe Acrobat 5.0 software necessary for the conversion process. Local government unit web training would be planned for late September.

5. Blough referred to the Introduction to GIS Course series offered in cooperation with the Learning Center of Northern Michigan. Several members indicated that the location of the training site was not clearly indicated as being in Gaylord (at the University Center) with most believing the location would be Petoskey (the location of the Learning Center offices). Blough noted that he would contact the registered students and clarify the training location.

G. Next Meeting Date

The next GIS Implementation Committee meeting is scheduled for **October 16, 2002, at 1:30 pm** in the Charlevoix County Building's Pine Lake Room.

Spencer motioned to adjourn the meeting with Martin seconding. Motion was carried unanimously at 3:25 pm.