

MINUTES OF THE MUNICIPAL SERVICES COMMITTEE MEETING HELD ON AUGUST 2, 2007 AT 7:30 AM IN THE SECOND FLOOR CONFERENCE ROOM OF VILLAGE HALL, 1200 WILMETTE AVENUE, WILMETTE, ILLINOIS 60091

Members Present: Trustee Mari Terman, Chairperson
Trustee Alan Swanson
Trustee Karen Spillers

Members Absent: None

Staff Present: Brigitte Mayerhofer, P.E., Director of Engineering Services
Jorge Cruz, P.E., Assistant Director of Engineering
Donna Jakubowski, Director of Public Works
Peter Skiles, Information Services Director
Maureen Barry, Assistant Village Manager

Guests: Tom Thomey, Municipal GIS Partners, Inc.

Chairperson Terman called the meeting to order at 7:31 a.m.

1. Approval of minutes of the July 19, 2007 meeting.

Motion by: Trustee Spillers
Second: Trustee Swanson
Discussion: Correction noted in approved minutes
Action: Approved by unanimous voice vote.

2. Geographic Information System (GIS)-- discussion

- Chair Terman opened the discussion about GIS by asking staff to articulate why this computer technology is so valuable.
- Mr. Skiles began by describing the handout materials he provided at the meeting, including a piece on how local governments benefit from GIS. He indicated GIS is a way to store, analyze and present layers of a data in a geographic or map form.
- Mr. Thomey stated he believed the members of the consortium would say their investment in GIS has been worthwhile. A brief discussion on the difference between GIS and automated mapping used by many larger cities ensued. Trustee Swanson suggested that even Chicago might say they have a full GIS in place, when in fact they just use automated mapping.
- Mr. Thomey stated another significant benefit of GIS is for historical reference. When people retire or leave, knowledge is lost. GIS can organize and permanently store large volumes of data.
- Trustee Swanson stated that mapping accuracy is a concern and another benefit of GIS is that mapping changes could be made more quickly.
- Ms. Mayerhofer said the data is also more than utility lines on a map. Behind each utility is a database of information that is currently tracked manually. Information like water main break locations, sewer repairs, sewer lining locations, etc., can be

electronically tracked, updated and mapped using GIS. This is an extremely valuable tool when planning capital projects.

- There was concurrence that each department currently keeps its own records and may or may not update them. A significant benefit of GIS is to eliminate redundancy and provide a single coordinated location for this data.
- Trustee Spillers asked if staff will have the time to input and update the information in GIS. Mr. Skiles stated that MGP's role is to perform the updates to the data layers. Mr. Thomey stated that many GIS programs fail because the information is not updated on a regular basis.
- Trustee Swanson asked how utility data is mapped using GIS. Mr. Thomey indicated that utility atlases are stretched to match an underlying digital ortho map so the two images mirror one another. The utilities are then plotted on the base map.
- Ms. Jakubowski stated the ability to make changes quickly is a significant improvement, because currently it takes up to a year to have changes made.
- Trustee Spillers asked how GIS could help Community Development and the permitting process. Mr. Skiles stated that MUNIS is compatible with GIS, including permit tracking and complaint tracking information.
- Chair Terman asked if developers and architects will be tracked in GIS, to which Mr. Skiles indicated they would be.
- Trustee Spillers asked how residents could use GIS. Mr. Thomey described a program called "Mapoffice" which can be accessed by the public. The Village would control which information was made available to the public. Zoning information, garbage pick up days, links to various County sites and school districts are all examples of information that could benefit residents.
- Ms. Breems also stated that addresses for notification purposes will be much easier to gather with GIS. This is currently a time consuming manual process.
- Chair Terman asked what the Village is going to get for the investment in GIS. Mr. Skiles stated the first year is more hardware and equipment that will be replaced with aerial photography in future years. There is also manpower to begin building the data layers.
- Trustee Swanson asked what the savings in mapping will be to the Village, to which Ms. Mayerhofer stated \$9,000. Trustee Swanson indicated this was a true cost savings, but other cost related benefits will be difficult to quantify.
- A discussion about how the Village performs utility locates took place and it was determined that GIS could potentially increase staff's productivity in this area. The Committee briefly discussed how GIS might improve the permitting process, especially if permittees use GIS data that is presumably more accurate than what they are using.
- Chair Terman asked about privacy issues, to which Mr. Thomey stated that the public will not have access to ownership or utility information. IT is the consortium's decision to not make sensitive information available to the public. Ms. Barry asked how the information is controlled, to which Mr. Thomey stated there are controls placed on what is made public. Select data will be able to be viewed, but not changed or manipulated.

- The group discussed how GIS would be shared by staff. Most departments would have the GIS program and one or two staff persons that will be trained to extract information from GIS. Most of the updating, however, will be performed by MGP.
- Mr. Skiles indicated the Village will have to set priorities on the order that information is added to GIS.
- Chair Terman asked if the Village would have the same MGP staff assigned to Wilmette, to which Mr. Thomey stated yes, absent any turnover.
- Trustee Swanson stated he envisions GIS as more of a staff tool than a public tool.
- Mr. Thomey suggested that virtually everything that happens in Wilmette is map related.
- A discussion ensued regarding private utilities like Nicor, ComEd, etc. Trustee Swanson thought this information would be helpful in emergency situations.
- Trustee Spillers asked if GIS would help improve the goals of BDAG which are to streamline the permitting process. Mr. Thomey said GIS will not solve all of the permitting issues, but it may make zoning information more readily available.
- A discussion ensued about the difference between parcel data versus lot lines. Mr. Thomey stated GIS has a parcel layer, but does not build in lot lines. Trustee Swanson stated that a more accurate survey is necessary if there is a property line dispute.
- Trustee Swanson stated it would help if staff tried to quantify the benefits of GIS.
- Ms. Jakubowski stated the time savings through GIS will be offset by additional staff time during the first few years of implementation because staff will be involved in the quality control process. Chair Terman asked that this information be included in the report.
- The Committee asked that staff articulate the public safety benefits of GIS as well.
- Ms. Barry indicated that in her experience GIS will revolutionize the way business is done in Wilmette. Ms. Breems stated it hurts the Village's credibility when poor or inaccurate data is presented to the public and GIS will change that.
- Mr. Skiles indicated a more detailed report on the benefits of GIS will be provided to the Committee in September or October.

3. Old Business / Pending Matters

- The Committee briefly discussed the follow up information provided by the architects for the **Village Yard facility improvements**.
- The Committee requested more information on the extra cost for the site plan reconfiguration from the July 26, 2007 packet (Attachment #1, Item #4) and more information on the marginal expense in the Design Service fees, proposed to be provided under the Illinois Clean Energy Community Foundation grant, to achieve silver LEED certification at \$100,000 and gold LEED certification at \$135,000 compared to just certified at \$51,500.
- There was also a discussion on what would happen if the level of certification being sought is not obtained.
- Ms. Jakubowski will follow up with the consultant team.

Motion to adjourn.

Motion by: Trustee Spillers
Second: Trustee Swanson
Action: Approved by unanimous voice vote.

No tentative date was set for the next meeting.

The meeting adjourned at 9:16 a.m.

Minutes respectfully submitted by Brigitte Mayerhofer