

Meeting Agenda/Minutes

# Senate File 295 Implementation Advisory Panel GIS Subcommittee

DATE: FRIDAY FEBRUARY 19, 2016  
TIME: 10:00 A.M. – 10:55 AM

LOCATION: ISAC CONFERENCE ROOM A, WEST DES MOINES, IA

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|---------------------|--|---|--|
| <b>FACILITATORS</b> | Lucas Beenken / Julie Roisen                                 |   |  |
| <b>ATTENDEES</b>    | Kay Arvidson – IDR<br>Property Tax Division                  | Chris Jones – Thompson<br>Reuters - phone                 | Julie Riesselman – Tyler<br>Technologies               |
|                     | Dave Bader – Thompson<br>Reuters - phone                     | Kelsi Jurick – Polk County<br>Assessor’s Office - phone   | Rodney Ross – Cerro Gordo<br>County IT                 |
|                     | Lucas Beenken - ISAC   | Ryan LaFrenz – Polk County<br>Auditor’s Office            | Roland Simmons – IDR Property<br>Tax Division          |
|                     | Mark Berkenpas – IDR<br>Property Tax Division                | Jeff Lewis – Schneider Corp<br>- phone                    | Amy Vermillion – Poweshiek<br>County Assessor’s Office |
|                     | Mark Castensen – Linn<br>County Assessor’s Office -<br>phone | Lori Marchese – IDR<br>Property Tax Division              | Mark Warren – Muscatine Area<br>GIS                    |
|                     | Susan Chambers – IDR<br>Property Tax Division                | Dale McCrea - Muscatine<br>County Assessor                | Patrick Wilke-Brown –<br>Iowa OCIO/State GeoTec        |
|                     | BJ Covington- IDR<br>Property Tax Division                   | Darina Petkova – IDR<br>Internal Services Division        | Mark Williams – Iowa OCIO                              |
|                     | Melanie Ewalt – Marshall<br>County GIS - phone               | Julie Roisen – IDR Property<br>Tax Division Administrator |  |

| <b>Agenda topics</b>  | <b>Notes:</b>   |
|---|---|
| Introductions   | <ul style="list-style-type: none"> <li>Meeting opened at 10:00 AM with introductions of attendees.</li> </ul>   |
| 2015/2016 Assessor’s Permanent File/GIS<br>Test File Presentation | <ul style="list-style-type: none"> <li>Poweshiek County sent a test GIS file which was reviewed and discussed. The most recent Data Elements file from the auditor was joined with a shape file.</li> <li>Vermillion will join IDR staff to discuss this with Assessors at ISAC Spring School.</li> </ul>   |
| Test File Instructions  | <ul style="list-style-type: none"> <li>Instructions were reviewed. Counties will use a join field of their choosing.</li> <li>Suggestions include:               <ul style="list-style-type: none"> <li>- adding instructions on how to acquire the most recent Data Elements file from the LocalGovExchange portal if needed.</li> <li>- Streamline the instructions for the GIS component.</li> <li>- Address how to handle leading zeros in CSV file.</li> <li>- Using underscores instead of spaces in a CSV file.</li> </ul> </li> <li>Include a technical discussion at the next meeting about ways to retrieve Data Elements data from the LocalGovExchange portal.</li> <li>Testing will be discussed at ISAC Spring School, with ICIT and with Assessors. Testing is to be completed by all counties by</li> </ul> |

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|---------------------------------|--|
|                                 | <p>April 15.</p> <ul style="list-style-type: none"> <li>IDR will send revised instructions to County GIS contacts.</li> </ul>  |
| ISAC GIS Repository             | <ul style="list-style-type: none"> <li>Wilke-Brown will coordinate a conversation with ICIT at ISAC Spring School to discuss continued collaboration using the GIS Repository.</li> </ul>                        |
| Next Meeting Date               | <ul style="list-style-type: none"> <li>April 1, 2016 10:00 – 11:00, ISAC offices, Conference Room A. This meeting date was set by the ISAC Working Group which followed the GIS Subcommittee meeting.</li> </ul> |
| Meeting adjourned at 10:55 A.M. |  |

| #  | ACTION ITEMS  | RESPONSIBLE                     | DUE DATE                     |
|----|---|---------------------------------|------------------------------|
| 1. | Send instructions to county GIS contacts.   | IDR Staff                       | Prior to ISAC Spring School  |
| 2. | Discuss GIS Repository collaboration with ICIT.                                   | Wilke-Brown                     | At ISAC Spring School        |
| 3. | Discuss Assessor's Permanent BPTC File test with Assessors at ISAC Spring School. | Vermillion,<br>IDR Staff        | At ISAC Spring School        |
| 4. | Discuss access to Data Elements File through LocalGovExchange portal.             | GIS Subcommittee<br>and Vendors | Agenda Item for next meeting |