

Meeting Agenda/Minutes

# Senate File 295 Implementation Advisory Panel GIS Subcommittee

DATE: FRIDAY MAY 20, 2016  
TIME: 10:10 A.M. – 11:05 AM

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

FACILITATORS	Lucas Beenken / Julie Roisen		
ATTENDEES	Kay Arvidson – IDR Property Tax Division	Sam Huffman - Solutions	Joel Rose - Solutions
	Dave Bader – Thompson Reuters - phone	Chris Jones – Thompson Reuters - phone	Rodney Ross – Cerro Gordo County IT
	Lucas Beenken - ISAC	Kelsi Jurick – Polk County Assessor’s Office	Doug Smith – Thompson Reuters - phone
	Carla Becker – Delaware County Auditor	Deb Kout - Solutions	Amy Vermillion – Poweshiek County Assessor
	Mark Castensen – Linn County Assessor’s Office - phone	Ryan LaFrenz – Polk County Auditor’s Office - phone	Mark Warren – Muscatine Area GIS - phone
	Susan Chambers – IDR Property Tax Division	Jeff Lewis – Schneider Corp	Patrick Wilke-Brown – Iowa OCIO/State GeoTec
	BJ Covington- IDR Property Tax Division	Mel Obbink - Sidwell	Jeanean Willems – Tyler - phone
	Micah Cutler – Hardin County IT/GIS	Janine Sulzner – Jones County Auditor - phone	Mark Williams – Iowa OCIO
	Melanie Ewalt – Marshall County GIS - phone	Julie Roisen – IDR Property Tax Division Administrator	

Agenda topics	Notes:
Introductions	<ul style="list-style-type: none"> <li>Meeting opened at 10:10 AM with introductions of attendees.</li> </ul>
BPTC Geospatial Test File Submissions	<ul style="list-style-type: none"> <li>98 counties submitted test files.</li> <li>Four counties do not have maps. Three will have maps in the summer of 2016; the other anticipates having maps in 2017.</li> <li>The AY 2016 Assessor’s Permanent BPTC File is a map file. It is due to IDR by October 15, 2016.</li> <li>The Assessor’s Permanent BPTC submission requires that the map include all polygons and points in order to be consumable by auditors.</li> </ul>
ESRI Bug Discovered	<ul style="list-style-type: none"> <li>Wilke-Brown discussed a bug discovered in the ESRI layer package. ESRI is aware of the bug, but could not replicate it. Wilke-Brown will report the bug and provide details on how it can be replicated.</li> <li>A means to avoid this issue has been incorporated in the instructions for the Assessor’s Permanent BPTC I File.</li> </ul>
Draft File Instructions	<ul style="list-style-type: none"> <li>A draft of revised instructions was distributed.</li> <li>Discussion followed and a best practice was suggested that the</li> </ul>

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	<p>Assessor's Permanent BPTC File can be submitted when the Unit Ids have been generated for the current AY.</p> <ul style="list-style-type: none"> <li>The LocalGovExchange portal will be open for AY 2016 Unit Ids in mid-July following the calculation and delivery of credit files for the AY 2015 BPTC.</li> </ul>
Next Meeting Date	<ul style="list-style-type: none"> <li>Thursday September 8, 2016 10:00, ISAC offices, Conference Room A.</li> </ul>
Meeting adjourned	<ul style="list-style-type: none"> <li>11:05 am</li> </ul>

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1.	Send bug report and replication information to ESRI.	Wilke-Brown	As soon as possible
2.	Distribute file instructions to assessors.	IDR Staff	After July 1 BPTC application deadline