

Senate File 295 Implementation Advisory Panel GIS Subcommittee

DATE: FRIDAY AUGUST 7, 2015
TIME: 10:00 A.M. – 11:00 A.M.

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

FACILITATORS	Lucas Beenken / Julie Roisen		
ATTENDEES	Kay Arvidson – IDR Property Tax Division	Ryan LaFrenz – Polk County Auditor’s Office	Solutions – Deb, Joel, Jeremy - phone
	Dave Bader – Thompson Reuters - phone	Jeff Lewis – Schneider Corp	Rodney Ross – Cerro Gordo County IT
	Carla Becker – Delaware County Auditor - phone	Dale McCrea - Muscatine County Assessor	Kim Veeder – Black Hawk County IT Director - phone
	Lucas Beenken - ISAC	Mel Obbink – Sidwell	Amy Vermillion – Poweshiek County Assessor’s Office
	Mark Castenson – Linn County Assessor’s Office - phone	Julie Riesselman Tyler Technologies	Mark Warren – Muscatine Area GIS
	Susan Chambers – IDR Property Tax Division	Julie Roisen – IDR Property Tax Division Administrator	Patrick Wilke-Brown – Iowa OCIO/State GeoTec
	Micah Cutler- Harding County GIS/ IT Director	Doug Smith – Thompson Reuters - phone	Jeanean Willems Tyler Technologies
	Kelsi Jurick – Polk County Assessor’s Office		

Agenda topics	Notes:
Opening Remarks / Introductions	<ul style="list-style-type: none"> Meeting opened at 10:00 A.M. am with introductions of attendees.
County Survey Results	<ul style="list-style-type: none"> 82 of 107 jurisdictions responded to the survey 75 of 82 can create a Shapefile 65 of 82 can create a Geodatabase file Discussion followed on which file type would be best.
File Type Decision	<ul style="list-style-type: none"> The most stable file choice for the long term and least likely to be corrupted is the XML Workspace Document (a Geodatabase file). Training will be needed to generate the document. Training options included written instructions and/or an instructional video by ICIT. Options for counties that could not provide a XML Workspace Document included a zip file or Shapefile. Counties that do not have ESRI will also need to be considered.
GIS ID	<ul style="list-style-type: none"> The GIS ID field connects the Data Elements file to the GIS file submission. Specifics for the GIS ID field were discussed but not decided at

Meeting Agenda/Minutes

	<p>this time. Options discussed included the Unique Parcel ID, the unit ID number, and the development of a new ID just for GIS records.</p>
GIS File Submission	<ul style="list-style-type: none"> • With the changes from HF 616, beginning July 1, 2016 there will be a 12 month lag between the receipt of applications for a BPTC and the delivery of the related Data Elements file to calculate the credit. • The group discussed various options for submission of GIS: <ol style="list-style-type: none"> 1) A registration GIS file when the assessor hands off the approved applications to the auditor (sometime after July 1) 2) A GIS file to accompany the Data Elements file (on or before the following June 30). • A genealogy report could possibly compare the two files or other technics could be used.
Next Agenda Items	<ul style="list-style-type: none"> • What would the assessor registration file look like? • What is the timing and workflow for this file? • Wilke-Brown volunteered to meet with IDR, to further define IDR needs from a GIS perspective, and report back to the Subcommittee at the next meeting.
Next Meeting Date	<ul style="list-style-type: none"> • September 25, 2015 from 10:00 – 11:00 at ISAC offices, in the B Conference Room. This meeting date was set by the ISAC Working Group which followed the GIS Subcommittee meeting.
Meeting adjourned at 11:00 A.M.	

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1.	Consider the configuration and timing of the GIS/ Assessor Registration File.	Subcommittee Members	Discuss at next meeting.
3.	Discuss the GIS needs for IDR to perform the required audit.	Wilke-Brown, Roisen, Chambers	Discuss prior to the next meeting.