

AGENDA FOR THE MEETING
OF THE TIPTON COUNTY GIS BOARD



January 21, 2010
Covington City Hall
Lower Level Conference Room
200 W. Washington St.
Covington, TN 38019
12:00pm

- I. Lunch
- II. Establishment of a Quorum and Call to Order
- III. Elections of Chairman, Vice Chairman and Secretary
- IV. Approval of Minutes
- V. Welcome Tipton County Sheriff's Office
- VI. Bylaw Amendment
 - A. Adding Tipton County Sheriff's Office to Board
 - B. Adding Proxy Voting to Meetings
- VII. TCGIS Board Member Appointment Letters (3 year term) – Assessor, Covington, Munford, Poplar Grove
- VIII. Old Business
 - C. TCGIS Mapping Website Update
 - D. TCGIS Portal Website Update
 - E. TDOT/TNBMP Flyover Update
 - F. New Tipton County Government Website Update
 - G. 2010 Census Update
- IX. New Business
 - A. GIS Mapping Website Workshops Recap
 - B. TCGIS Involvement in Court Cases
 - C. Renew Sanborn Contract for Emergency Flyover
 - D. Parcel Updates Sent January 2009
 - E. TNGIC – April 7-8, Gatlinburg Convention Center
 - F. Quarterly Meeting & TCGIS Newsletters Status
- X. Other Business
- XI. Adjournment

MINUTES OF THE
TIPTON COUNTY GIS BOARD
REGULAR MEETING
January 21, 2010

PRESENT: Chad Gatlin Bruce Petty Mark Johnson Robert Simpson
Sherry Bennard David Braden Rickey Gray Greg Stimpson
William Veazey Richard Fortner

OTHERS PRESENT: Shawn Anderson (GIS Director)
David Gwinn (City of Covington)
Sandy Herring (City of Covington Public Works)
Will Carter (Assessor's Office)
Sammy Beasley (City of Covington Fire Dept)
Bob Beanblossom (Tipton County Sheriff's Office)

LUNCH

ELECTIONS OF CHAIRMAN, VICE CHAIRMAN AND SECRETARY

- Shawn Anderson presented a list of previous officers of the Tipton County GIS Board since 2000
- Shawn Anderson opened the floor for nominations:

Chairman – Greg Stimpson nominated Rickey Gray as Chariman but he declined. Rickey Gray nominated Robert Simpson as Chairman and was seconded by Bruce Petty. Bruce Petty offered to cease nominations and to accept Robert Simpson as Chairman by acclamation, seconded by William Veazey. Motions carried.

Vice Chairman – Greg Stimpson nominated Sherry Bennard as Vice Chairman and seconded by Bruce Petty. Bruce Petty offered to cease nominations and to accept Sherry Bennard as Vice Chairman by acclamation, seconded by Greg Stimpson. Motions Carried

Secretary – Chad Gatlin nominated Shawn Anderson for Secretary and was seconded by Bruce Petty. Nominations were closed with motion from Greg Stimpson and seconded by Robert Simpson. Motion to accept Shawn Anderson as Secretary passed.

APPROVAL OF MINUTES

- A motion was presented from William Veazey and seconded by Richard Fortner to approve minutes from October 2009 meeting with amendment to change in Old Business, Section H which reads “Will provided updates when the come” to “Updates will be provided as they come”. Motion passed.

WELCOME TIPTON COUNTY SHERIFF'S OFFICE

- The Board offered a welcome to Bob Beanblossom of the Tipton County Sheriff's Office. The Board made a motion in the October 2009 meeting to establish a committee to explore interest of the Sheriff's Office to join our Board and offer an invitation if needed. The Sheriff's Office accepted our invitation with the understanding that all data from their office will be made available to Board members only upon request. Maps will be made available to all Board members via GIS Portal or the government website depending on the level of crime data security. A motion was presented from Bruce Petty and seconded by David Braden to accept the Tipton County Sheriff's Office to the GIS Board with no fees. Motion passed. The acceptance letter is included within the minutes.

BYLAW AMENDMENTS

A. Adding Tipton County Sheriff's Office to the Board

Since the Board added the Tipton County Sheriff's Office a bylaw change was necessary. A motion was presented by William Veazey and seconded by Bruce Petty to change the twelve members to thirteen members in Article II, Section 1 and add the Tipton County Sheriff's Office on the list in Article II, Section 2. Motion passed.

B. Adding Proxy Voting to Meetings

Shawn Anderson presented to the Board an option to allow proxy voting at the quarterly meetings. If a member can not make a meeting they could have the option to fill out a form and appoint a designee for just that meeting who would have the same power as the original member. A motion was presented by Robert Simpson and seconded by Bruce Petty to add a section to Article VI, Section 3 whereas:

“To accommodate schedules and ensure regular business continuity, a quorum can be established by means of proxy votes. Proxy votes will require written or e-mail notification prior to the meeting. Members voting as proxy will notify membership at the beginning of the meeting. Upon a simple majority approval of the present membership, proxy votes will be allowed. Members are limited to one (1) proxy voting per calendar year. Attendance is preferred, showing a commitment to the advancement of GIS in Tipton County.”

Motion passed with one exception (Greg Stimpson).

A form was presented by Shawn Anderson which outlined information needed to assign a proxy. A motion was presented by Robert Simpson and seconded by Bruce Petty to accept the proxy form with a change from “at least three (3) days prior to” to “before”. Motion passed. Shawn Anderson will put the form on the GIS webpage, GIS Portal and send via email. A copy of the form is included within the minutes.

**TCGIS BOARD MEMBER APPOINTMENT LETTERS (3 YEAR TERM) –
ASSESSOR, COVINGTON, MUNFORD AND POPLAR GROVE**

- Shawn Anderson reminded the Board of re-appointment letters. Letters from the Assessor's Office and City of Munford have been received. A sample letter is included with the minutes.

OLD BUSINESS

A. TCGIS Mapping Website Update

Shawn Anderson reported on website usage. There was a dramatic decrease of page views and visits in December. The new mapping website was initiated which is not tracked by the statistic service. Numbers should return to normal in February once the old site is removed. There is a copy of the comparison report included with the minutes.

B. TCGIS Portal Website and Data Update

Shawn Anderson stated a new password was assigned to the site. The password is included within the minutes.

C. TDOT/TNBMP Flyover Update

All Board members have copies of the new TDOT aerials with the exception of Atoka. It is also on the new mapping website. We should expect our next aerial flyover sometime in February 2012.

D. New Tipton County Government Website Update

The new Tipton County Government Website is up and running. It was released the first week of January 2010. Board members were encouraged to check it out when they had a chance (www.tiptonco.com)

E. 2010 Census Update

All projects requested from the 2010 Census has been completed including the LUCA census address list, Boundary Annexation Survey update, Census Tract and Block Boundary updates and the New Construction list of residential structures since March 2009. Census 2010 should have everything they need to get an accurate count in Tipton County.

NEW BUSINESS

A. GIS Mapping Website Workshops Recap

There were 4 classes offered by the Tipton County GIS Department the first two weeks of January 2010. We had 65 students and everything went well. The next class will probably be offered sometime in March 2010.

B. TCGIS Involvement in Court Cases

Shawn Anderson told the Board he was offered a subpoena last November 2009 for a court case. He spent over 26.5 hours of county time at the Justice Complex. Discussion was held over policy and billing. A motion was presented by Robert Simpson and seconded by Bruce Petty to consult the county attorney on how to handle billing and future cases. Motion passed.

C. Renew Sanborn Contract for Emergency Flyover

Shawn Anderson presented a new contract from Sanborn Mapping Company to renew our current contract for an emergency flyover in case of a natural disaster. The only difference was the pricing for years 1 to 3. Shawn Anderson recommended to the Board to send contract to County Executive Jeff Huffman for his signature. A motion was presented by Robert Simpson and seconded by William Veazey to send contract to County Executive Huffman for his signature. Motion passed.

D. Parcel Updates Sent January 2010

Shawn Anderson has sent out parcel updates to existing customers. We have 8 customers on the parcel update program which they receive 3 updates per year.

E. TNGIC – April 7-8, Gatlinburg Convention Center

Shawn Anderson reminded all members of the upcoming TNGIC state conference in April 2010. A flyer is included within the minutes.

F. Quarterly Meeting & TCGIS Newsletters Status

Every year we evaluate our meeting status and newsletters. The Board agreed to continue our endeavors.

OTHER BUSINESS

- None
- Greg Stimpson made a motion to close the meeting and was seconded by William Veazey, motion passed.