



## MetroGIS Policy Board Minutes: 2003-2005



**Policy Board Members:**

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Patrice Bataglia,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Antoinette Johns,  
TIES

Randy Johnson,  
Hennepin County

Gary Schiff,  
City of Minneapolis  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Bob Vogel,  
Scott County

Roger Williams,  
Metropolitan Council

**Coordinating Committee**

Jane Harper,  
Chairperson  
Washington County

Dave Drealan,  
Vice-Chairperson  
Carver County

**Staff Coordinator**

Randall Johnson,  
Metropolitan Council

**Wednesday, January 29, 2003**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

- |  |               |                    |
|--|---------------|--------------------|
| <b>1. Call to Order</b>  |               |                    |
| <b>2. Introduce New Members</b> ( <i>Carver, Dakota, Scott and Washington Counties</i> )   |               |                    |
| <b>3. Accept Agenda</b>  |               |                    |
| <b>4. Accept Meeting Summary</b>   |               | <b><u>Page</u></b> |
| a) October 22, 2002  | <i>action</i> | <b>1</b>           |
| <b>5. GIS Technology Demonstration:</b><br><i>Carver and Washington Counties' Use Of GIS-Based Applications To Address Emergency Management Preparedness Needs</i> |               |                    |
| <b>6. Action and Discussion Items</b>  |               |                    |
| a) 2002 Accomplishments and Annual Report Preparations   | <i>action</i> | <b>10</b>          |
| b) 2003 Budget and Major Program Objectives  | <i>action</i> | <b>19</b>          |
| c) Update on County Data Producer Workgroup Activities   |               | <b>31</b>          |
| d) Support of Collaborative Emergency Response Resolution - National States Geographic Information Council (NSGIC)   | <i>action</i> | <b>36</b>          |
| e) Support to Reauthorize the MN Governor's Council on GI  | <i>action</i> | <b>47</b>          |
| f) Performance Measures Report   |               | <b>52</b>          |
| <b>7. Information Sharing</b>  |               | <b>54</b>          |
| a) Testimonials to the Benefits of MetroGIS  |               |                    |
| b) Progress on Priority Business Information Needs   |               |                    |
| c) Enhancements to MetroGIS DataFinder Café & Coordination with MN GeoIntegrator Project   |               |                    |
| d) Expansion of Coordinating Committee Membership and New Officers   |               |                    |
| e) 11/19 Participant Appreciation Event Summary  |               |                    |
| f) 12/18 Presentation of URISA ESIG Award to Metropolitan Council  |               |                    |
| g) Federal Service Mark Approved – MetroGIS DataFinder   |               |                    |
| h) State Geospatial Data Initiatives Update  |               |                    |
| i) Federal Geospatial Data Initiatives Update  |               |                    |
| j) Conferences Presented At  |               |                    |
| k) Outreach Efforts – Other than Conferences   |               |                    |
| l) December 18, 2002 Coordinating Committee Meeting Minutes  |               |                    |
| <b>8. Next Meeting</b>   |               |                    |
| April 30, 2003 ( <i>Election of Officers</i> )   |               |                    |
| <b>9. Adjourn</b>  |               |                    |

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*"Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable."*

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**January 29, 2003**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:30 p.m.

Members Present: Terry Schneider (AMM-City of Minnetonka), Jim Kordiak (Anoka County), Patrice Bataglia (Dakota County), Gary Delaney (Carver County), Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Lee Whitcraft for Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Ann Beckman for Roger Williams (Metropolitan Council).

Members Absent: Randy Johnson (Hennepin County) and Gary Schiff (AMM-City of Minneapolis)

Coordinating Committee Members Present: David Arbeit, Bill Brown, David Claypool, Will Craig, Dave Drealan (Vice-Chair), Rick Gelbmann, Jane Harper (Chair), Randy Knippel, and Ron Wencl.

Support Staff: Randall Johnson and Steve Fester.

Visitors: David Brandt (Washington County) and Peter Henschel (Carver County).

**2. INTRODUCE NEW MEMBERS**

Four new members were appointed to the Policy Board in January: Patrice Bataglia (Dakota County), Gary Delaney (Carver County), Bob Vogel (Scott County), and Dennis Hegberg (Washington County). Chairperson Reinhardt invited each of the members and staff to introduce themselves.

**3. ACCEPT AGENDA**

Member Fiskness moved and Member Bataglia seconded to accept the agenda, as submitted. Motion carried, ayes all.

**4. MEETING SUMMARY**

Member Kordiak moved and Member Fiskness seconded to approve the summary of the October 2002 meeting as submitted. Motion carried, ayes all.

**5. GIS TECHNOLOGY DEMONSTRATION**

David Brandt (Washington County) and Peter Henschel (Carver County) demonstrated how their respective organizations are using the ALOHA and CATS emergency management applications and how GIS is being used to support them. In addition, Peter Henschel demonstrated an application developed by Carver County that automates preparation of mailing labels from the county's parcel data and David Brandt demonstrated a product called GeoNotify, which uses GIS technology to identify targeted households and automates phone/mail contacts for evacuation/notification of the affected parties.

Member Kordiak asked if someone in Carver County, other than GIS staff, is trained to use the emergency response applications on weekends and evenings when the GIS staff are not present. Mr. Henschel noted that although the GIS staff installed and supports these applications, the county's risk management and emergency response personnel actually operate them on a daily basis. Carver County's emphasis is on building applications that are intuitive and easy to use by emergency personnel in the field who do not have expertise with GIS technology. Staff Coordinator Johnson commented that this philosophy of easy to use applications by non-GIS specialists would also be proposed as a guiding principal for MetroGIS's efforts to develop collaborative solutions to common GIS application needs.

Member Fiskness asked about the relationship between MetroGIS's regional common information need solutions and proposed 2003 work to address commonly needed geodata applications. Johnson commented that the regional data solutions "normalize" data across the seven-county area, which is necessary to support commonly needed applications usable by stakeholders throughout the seven county area.

Will Craig commented that the GeoNotify application appears to use the Census Bureau's population data as a source and questioned whether it could be configured to run on "daytime" population, which is more accurately derived from employment data. Mr. Brandt acknowledged that the current configuration used by Washington County is in fact "night-time" or population-based data but that the application could be configured to use "day-time" population data. Craig commented that MetroGIS's "socioeconomic characteristics of areas" information need may be able to help address this "daytime" population data need.

## **6. ACTION AND DISCUSSION ITEMS**

### **a) 2002 Accomplishments and Annual Report Preparations**

Coordinating Committee Chair Harper summarized several of MetroGIS's major accomplishments in 2002, including regional data solutions, enhancement of DataFinder, shared best practices, and their effects to minimize duplication of effort, improve decision making support, and improve organizational efficiencies. Chairperson Reinhardt commented that she is pleased with the national recognition that MetroGIS is receiving for its efforts.

Harper also invited Board members to comment on proposed themes for the 2002 Annual Report. In response, the Board suggested that a central theme of the Annual Report should be cost savings that are being realized due the existence of MetroGIS. Staff Coordinator Johnson commented that the proposed outsourcing contract with Jeanne Landkamer, who has produced the annual report the past four years, has not yet been approved, and that if it is not, the interview style of report that has produced in the past may not be possible.

### **b) 2003 Budget and Major Program Objectives**

Coordinating Committee Chair Harper summarized the proposed workplan for 2003 as recommended by the Coordinating Committee on December 18. The Staff Coordinator commented that following the Committee's action, funding for proposed outsourcing to accomplish some of the proposed tasks had been suspended by the Metropolitan Council in accordance with a directive from the Governor. To maintain momentum that has been established, Board members concurred that the proposed work plan should be accepted and that, if need be, modifications could be made once the status of the proposed outsource contracts is determined.

Member Fiskness asked whether the possible loss in funding would impede MetroGIS's ability to continue to make progress to address common user needs. Coordinating Committee member Gelbmann commented that DataFinder's support is not currently at risk, nor is the staff support needed to develop solutions to common information needs but that funds to enhance DataFinder's capabilities may not be available in the near term via the Council. Gelbmann noted that MetroGIS's ability to leverage resources from multiple sources will be more important than ever to accomplish solutions that require out-of-pocket expenses for hardware, software and system design. He also commented that he would advocate for a solution with Council management to accomplish the annual report because it is an important vehicle to connect the MetroGIS community with possible federal resources.

**Motion:** Member Kordiak moved and Member Whitcraft seconded that the Policy Board:

- 1) Approve the attached 2003 MetroGIS major program objectives, as recommended by the Coordinating Committee on December 18, 2002, subject to any funding changes that may be imposed by the incoming administration.

- 2) Accept the detailed 2003 MetroGIS budget document, as recommended by the Coordinating Committee on December 18, 2002 and attached to the agenda materials, subject to any changes that may be imposed by the incoming administration.

Motion carried, ayes all.

**c) Update on County Data Producer Workgroup Activities**

Dave Drealan, Coordinating Committee member and Chair of the County Data Producer Workgroup, summarized the activities of the workgroup and its makeup. He commented that the workgroup had been previously directed by the Board to: 1) recommend a collaborative solution among the counties for distribution of parcel data to non-government interests, 2) recommend a collaborative means for distribution of other county-produced data to non-government interests, and 3) provide policy direction concerning addressing common geodata application needs of the MetroGIS community.

He explained that the Workgroup has concentrated on the first task thus far and outlined for Board comment a strategy for evaluating market interest in a proposal to distribute parcel data to non-government interests consistent with the guidelines endorsed by the Policy Board at its October 2002 meeting. Key components of the current proposal were noted as follows:

- There would be no further work to evaluate the current policy to treat non-profits the same as for-profits until the for-profit policies are in place.
- A fee of \$0.05/parcel has been agreed upon to test market interest with the understanding that the product is the 25-attribute version of the regional parcel dataset that is currently available to government interests and that access to subsets of the regional dataset is permitted. The later two circumstances were not part of the first offering of the dataset for \$0.05/parcel.
- A common license and procedures have been agreed upon and the workgroup members are investigating the acceptability of a “shrink wrap” concept with their respective administrations.

There was some discussion about licensing requirements and what might happen if license conditions are breached. Following a comment from Bill Brown, Hennepin County’s representative to the workgroup, that the data become stale and that users will want to keep their relationships with the counties intact to be able to obtain updates, Board members concurred with the workgroup that few problems are expected with licensing requirements.

Member Fiskness commented that, as a representative of watershed districts - a class of organization that relies heavily on consultants to carry out their planning and administration - he strongly supports continuation of the current Third Party Agent policy that grants free access to parcel data to consultants working on behalf of government interests. Staff confirmed this practice is proposed to continue.

The workgroup was thanked for its efforts and encouraged to bring its recommendations to the Board as quickly as practical.

**d) Support of Collaborative Emergency Response Resolution - National States Geographic Information Council (NSGIC)**

Coordinating Committee Chair Craig summarized the purpose of the resolution and the Coordinating Committee’s recommendation that MetroGIS support it. Craig also noted that as Minnesota’s representative to the National States Geographic Information Council (NSGIC) he is responsible for bringing this recommendation before MetroGIS and that the Minnesota Governor’s Council on Geographic Information had endorsed it.

Member Bataglia commented that the Metropolitan 911 Board had recently passed a similar resolution and that she believes it is an appropriate action for the MetroGIS Policy Board.

**Motion:** Member Bataglia moved and Member Fiskness seconded that the Policy Board endorse the “Declaration of Interdependence” resolution sponsored by the National States Geographic Information Council (NSGIC) and authorize its chair to add her signature on behalf of MetroGIS to the list of those entities that have acted in support of the resolution. Motion carried, ayes all.

**e) Support to Reauthorize the MN Governor’s Council on Geographic Information (GCGI)**

Coordinating Committee Arbeit commented that the GCGI is the only entity that is currently attempting to coordinate GIS-related activity at the state level in Minnesota similar to the coordination function that MetroGIS is serving in the Twin Cities area. He commented that the GCGI is authorized by Executive Order and that the current authorization expires April 16<sup>th</sup>. The purpose of the proposed resolution is to inform the new administration that MetroGIS supports reauthorization of the GCGI and its efforts to coordinate GIS activity. Arbeit noted that endorsement by MetroGIS is very important to the GCGI, given MetroGIS’s presence as a leading GIS collaborative in the state and in the country. He also commented that even with a small budget, most believe the GCGI’s efforts are extremely valuable and worthwhile.

Board members asked for clarification of the GCGI’s budget and what is likely to happen if MN Planning, the state planning agency that currently supports the GCGI, is eliminated. Arbeit commented that the budget is comprised of about ½ FTE or about \$20,000/year. He acknowledged there is a strong likelihood that MN Planning will be eliminated but that the Land Management Information Center (LMIC), the entity that provides support to the GCGI, would probably be transferred to the Department of Administration.

Coordinating Committee member Wencil, representing the USGS, commented that the GCGI is recognized by federal agencies as the entity in Minnesota responsible for coordinating GIS activities.

Board members encouraged Mr. Arbeit to develop an information packet that clearly conveys the purpose and benefits of the GCGI, in particular, beyond the Metro Area.

**Motion:** Member Schneider moved and Member Delaney seconded that the Policy Board:

- 1) Endorse the resolution included in the agenda materials calling for the Governor to reauthorize the Minnesota Governor’s Council on Geographic Information.
- 2) Authorize its chair to sign a letter of support on behalf of the MetroGIS Policy Board for submission to the Pawlenty Administration.

Motion carried, ayes all.

**f) Performance Measures Report**

Kathie Doty, with Richardson, Richter & Associates, Inc. and a member of the MetroGIS staff support team, summarized that MetroGIS established a performance measurement program in 2002 to ensure that MetroGIS’s activities and policies are responsive and consistent with stakeholder needs. She also commented that accountability is more critical in the current climate and that this measures reporting program is an effective means to demonstrate the benefits of MetroGIS’s efforts.

Ms. Doty then summarized the findings for each of the measures contained in the report included with the agenda materials. Member Schneider predicted that the current average of 1000 data downloads/month should increase dramatically when applications are involved.

Member Bataglia asked for clarification as to the source of the data distributed via DataFinder. This comment led to a general discussion of MetroGIS’s philosophy that all data should be maintained as close to the source as possible and that DataFinder was designed to provide the producers with flexibility to submit their data to MetroGIS on an agreed upon schedule or serve it locally to users via a remote link via DataFinder.

Ms. Doty commented that in addition to continuing to monitor performance via the measures cited, she encouraged the Board to consider setting targets for each measure once it is comfortable with the measures. Staff asked if the Board would like a presentation at each meeting or once a year? Board members requested a presentation once a year with recommendations for any suggested modifications in policy or procedures and a summary of activity as a component of the Information Sharing agenda item for the other meetings.

#### **7. INFORMATION ITEMS**

Chairperson Reinhardt reported to the members that she and staff had presented to the Metropolitan Council the Exemplary Systems in Government Award received from URISA, and also asked the members to review on their own the other information sharing items written about in the agenda packet.

Member Fiskness commented that the Minnesota Association of Watershed Districts had recently met and that he had responded to questions about MetroGIS for approximately 30 minutes. He noted that the association would most likely invite MetroGIS to present at its conference on December 6, 2003.

Chairperson Reinhardt commented that MetroGIS has been invited to make a presentation to the Transportation Advisory Board (TAB) on February 19.

#### **8. NEXT MEETING**

Chairperson Reinhardt reminded the Board members that the election of officers will be held at the next meeting, which is scheduled for April 30, 2003.

#### **9. ADJOURN**

The meeting concluded at 8:30 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**Policy Board Members:**

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Patrice Bataglia,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Antoinette Johns,  
TIES

Randy Johnson,  
Hennepin County

Gary Schiff,  
City of Minneapolis  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Bob Vogel,  
Scott County

Tony Pistilli,  
Metropolitan Council

**Coordinating Committee**

Jane Harper,  
Chairperson  
Washington County

Dave Drealan,  
Vice-Chairperson  
Carver County

**Staff Coordinator**

Randall Johnson,  
Metropolitan Council

**Wednesday, April 30, 2003**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

- |   |                    |
|---|--------------------|
| <b>1. Call to Order &amp; Introduce New Metropolitan Council Member</b>         |                    |
| <b>2. Accept Agenda</b>   |                    |
| <b>3. Accept Meeting Summary</b>  | <b><u>Page</u></b> |
| a) January 29, 2003   | <b>action 1</b>    |
| <b>4. GIS Technology Demonstration:</b>   | <b>6</b>           |
| <i>Metropolitan Mosquito Control District's Benefits from MetroGIS</i>          |                    |
| <b>5. Action and Discussion Items</b>   |                    |
| a) Election of Officers   | <b>action 9</b>    |
| b) 2003 Budget and Work Programming Update                                      | <b>12</b>          |
| c) Best Practices Policy Endorsement --<br>ISO Geospatial Data Theme Categories | <b>action 17</b>   |
| d) Meeting Schedule   | <b>action 23</b>   |
| e) Major Projects - Progress Reports & Discussion                               | <b>25</b>          |
| • Collaborative Parcel Distribution Strategy – Non-Government Access            |                    |
| • Emergency Management Workgroup  |                    |
| • Regional Mailing Label Application  |                    |
| • Priority Common Information Needs Solutions                                   |                    |
| • Enhancements to MetroGIS DataFinder / Coordination with MN GeoIntegrator      |                    |
| • Supplemental Revenue Proposal "Corporate Sponsorships" Investigated           |                    |
| <b>6. Information Sharing</b>   | <b>32</b>          |
| a) Performance Measures Report: <i>January – February 2003</i>                  |                    |
| b) MetroGIS Continues to Receive National Attention                             |                    |
| c) Related State Geospatial Data Initiatives Update                             |                    |
| d) Related Federal/National Geospatial Data Initiatives Update                  |                    |
| e) Outreach Activities  |                    |
| f) April 9th Coordinating Committee Meeting Minutes                             |                    |
| <b>7. Next Meeting</b>  |                    |
| July 30, 2003   |                    |
| <b>8. Adjourn</b>   |                    |

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"Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable."

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**April 30, 2003**

**1. CALL TO ORDER & INTRODUCE NEW MEMBER**

Vice Chairperson Kordiak called the meeting to order at 6:30 p.m.

Members Present: Terry Schneider (AMM-City of Minnetonka), Jim Kordiak (Anoka County), Gary Delaney (Carver County), Janice Rettman for Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Dick Carlstrom for Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Patrice Bataglia (Dakota County), Dennis Hegberg (Washington County), Randy Johnson (Hennepin County) and Gary Schiff (AMM-City of Minneapolis)

Coordinating Committee Members Present: David Arbeit, Bill Brown, David Claypool, Will Craig, Dave Drealan (Vice-Chair), Rick Gelbmann, Jane Harper (Chair), Brad Henry, Randy Knippel, and Ron Wencl.

Support Staff: Randall Johnson, Steve Fester, and Mark Kotz.

Visitors: Ann Beckman (Policy Board Alternate - Metropolitan Council), Gary Criter (Minneapolis), and Jeff Matson (CURA)

Vice Chair Kordiak introduced Council Member Pistilli, recently appointed to represent the Metropolitan Council on the Policy Board and invited each of the members and staff to introduce themselves.

**2. ACCEPT AGENDA**

Member Delaney moved and Member Fiskness seconded to accept the agenda, as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member Fiskness moved and Member Vogel seconded to approve the summary of the January 29, 2003 meeting as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Nancy Read, Technical Lead for the Metropolitan Mosquito Control District (MMCD), shared how the District uses GIS and how it has greatly improved its efficiency as a result of the existence of MetroGIS. Prior to MetroGIS, Ms Read explained that the MMCD relied upon its field staff to update its 2600 field maps by hand with colored pencils and light tables over the winter months. At best 1/5<sup>th</sup> of these maps could be updated. Since the arrival of MetroGIS's regional data solutions for parcel and street centerline data, streamlined data licensing, and one-stop access via DataFinder over the Internet, plus access to orthoimagery acquired by the Metropolitan Council, the MMCD now is able to update all 2600 field maps in approximately one week by one person. In addition to greatly improving staff efficiencies, the data sharing fostered by MetroGIS has also saved the District over \$10,000, thus far, in data purchase expenses.

Use of GIS technology by the MMCD permits storage of significantly more data for each of the 70,000+/- wetlands mapped by the District, in a readily retrieval format, which are also available for use by other interests. Access to the regional street centerline and jurisdictional boundaries datasets also make it possible to quickly address-match and map a variety of incident data, e.g., location of victims of mosquito-borne disease, as well as improve efficiencies for reporting to the Department of Agriculture. Ms Read commented that a new goal of the District is to be able to associate their wetlands data with real-time meteorological data (rainfall) to quickly identify changes in wetland water level – a primary factor

for hatching of dormant larvae. This is important because they only have 24 hours after a rainfall to eradicate the larvae before they hatch - the most effective option to control mosquitoes. She encouraged MetroGIS to investigate whether real-time weather data might be a prospective candidate for a regional collaboration and, if so, the MMCD would be very interested in participating. She further noted that the MMCD has been investigating the services provided by Meteorologix, a national firm with offices in the Twin Cities, that is a leader in the weather data industry. She also encouraged MetroGIS to investigate the possibility of a regional program to acquire and sustain compatible Digital Elevation Map (DEM) data for the entire metro area.

Ms. Read concluded her comments with two statements. First, the MMCD is willing to share their wetlands database and is currently participating in the MetroGIS Hydrology Information Needs Workgroup to see how these data might be integrated into a region lakes and wetlands solution. Second, she thanked MetroGIS for fostering an environment where knowledge sharing among disparate interests is now common place, further noting that for small organizations, such as the MMCD, the ability to learn from others and to leverage public investment is very important.

In response to a question from Vice Chair Kordiak, Ms. Read explained that access to 2-foot or better elevation data, gained through a DEM, improves the MMCD's ability to distinguish primary wetland/depression habitat ideal for mosquito breeding. This led to a comment by David Claypool about Legislation introduced this year to fund a 22-county pilot project that would investigate options for a statewide DEM, as well as leverage significant funding from FEMA. Although the project was well received by legislators and the huge payback was well understood, the pilot was not selected for funding this year.

Member Delaney asked Ms. Read if the MMCD would be open to training and providing oversight to employees of local government to supplement the MMCD field staff. She noted the proposal has merit and is worth looking into.

Member Vogel noted that a DEM had just completed for all or part of Scott County and he encouraged Ms. Read to contact him about possibly obtaining access.

Board members thanked Ms. Read for her presentation.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Election of Officers**

Vice Chairperson Kordiak commented that both he and Chairperson Reinhardt, who could not attend this meeting, would be willing to continue to serve as officers if the members so desire.

Member Schneider moved and Member Fiskness seconded to elect Member Reinhardt by acclamation to serve as Chair of the Policy Board. Motion carried, ayes all.

Member Delaney moved and Member Vogel seconded to reelect Member Kordiak to serve as Vice Chair of the Policy Board. Motion carried, ayes all.

### **b) 2003 Budget and Work Planning Update**

Staff Coordinator Johnson summarized the effects of the recent budget cuts that were incurred as part of the Metropolitan Council's efforts to comply with a directive from the new administration. He noted that work on identifying regional solutions should not be substantially affected and that a pending partnership with the MN Land Management Information Center (LMIC) holds promise to accomplish desired improvements DataFinder Café that MetroGIS can no longer adequately fund on its own. He summarized a couple of medium-priority activities that were postponed to achieve the budget targets for 2003. Johnson concluded his remarks by stating that negotiations will begin soon on 3<sup>rd</sup> generation data sharing agreements with the counties. Funding connected with these agreements comprises a substantial portion

of the non-staff funds that have, in the past, been available to MetroGIS to improve access to and quality of data commonly needed by the MetroGIS community.

**c) Best Practices Policy Endorsement – ISO Geospatial Data Theme Categories**

Coordinating Committee Chair Harper introduced the Coordinating Committee’s recommendation that the Policy Board endorse the proposed ISO Geospatial Data Theme Categories as a best practice for the MetroGIS community. She commented that MetroGIS stakeholders who have not developed data catalogs will be able to take advantage of this well thought-out scheme that, if used widely, could make data discovery easier by having a similar look and feel to the cataloging scheme. She concluded her introductory comments by stating that she looks to MetroGIS for leadership in areas of common needs such as this and that she will promote use of this scheme in Washington County’s data catalogue to save time and effort.

Mark Kotz, MetroGIS Technical Support Staff, then explained that MetroGIS and LMIC had collaboratively derived the proposed categories from the national/international standard, but had maintained consistency with the standard with the modifications made to address local needs; that the primary use for the MetroGIS community would be the data catalogue associated with MetroGIS DataFinder; that endorsement as a best practice by the Policy Board would involve sharing the data categorization scheme for voluntary implementation by any stakeholder who wished to use it for their internal needs; and how stakeholder interests might use this categorization scheme to address their own needs, using a library metaphor.

Members Schneider and Rettman commented that more user-friendly descriptors, understandable by non-technical individuals, should be provided for the “cadastral” and “elevation and derived products” categories. Board members agreed.

**Motion:** Member Schneider moved and Member Fiskness seconded that the Policy Board endorse the table of International Standards Organization (ISO)-based themes, dated June 6, 2002, for categorizing geospatial data and related metadata and promote them for use by the MetroGIS community, with the understanding that the Coordinating Committee will provide a layperson's description for the “cadastral” and “elevation and derived products” categories. Motion carried, ayes all.

The Board concurred that the modified version need not come back to Board prior to promoting its use among MetroGIS stakeholders.

**d) Meeting Schedule**

Vice Chair Kordiak summarized the survey information provided in the agenda materials. After some discussion, the members concluded that the current 6:30 p.m. start time is the best fit considering several factors, including avoiding, to the extent possible, traveling in rush hour traffic.

The previously scheduled July 30<sup>th</sup> and October 29<sup>th</sup> meeting dates also were not changed.

**e) Major Project - Progress Reports and Discussion**

Several members of the Coordinating Committee summarized information about eight projects/workgroup activities that was provided in the agenda material.

Comments from members that resulted in further direction or discussion were as follows:

- Member Rettman inquired whether the workgroup that is pursuing a regional mailing label application had thought about the pros and cons of offering access to organizations that do not currently have access to the regional parcel dataset. Dave Drealan, who chairs the workgroup, noted that the workgroup’s goal is to figure out whether the application can be provided to government organizations before it takes on a broader initiative and, if so, then seek further direction from the Board at that time.

- Board members were supportive of the Emergency Management workgroup's goal to build relationships between emergency management and GIS personnel to enable GIS personnel to better understand the data, analysis, mapping, etc. needs of emergency managers and to convey to emergency managers that significant resources are already in place. There was also concurrence with the workgroup's objective to seek out recognition of the value of the GIS technology by senior emergency managers within the key state organizations, as well as their promotion of these resources as a valuable asset among emergency managers at the local level.

Member Schneider commented that a current high priority of the MN Cities Insurance Trust is risk management, noting that funding might be available for workgroup activities consistent with the risk management objectives of the Trust.

- Following an update by Coordinating Committee Chair Harper on regional data solutions in progress, Board members acknowledged that given the number of new members, a summary of the functions and philosophies that comprise MetroGIS's core efforts would be desirable. It was decided that a short presentation would be made at a Board meeting, possibly the July meeting, and that if the members wanted additional detail that a workshop could be considered.

#### **6. INFORMATION ITEMS**

Vice Chairperson Kordiak asked the members to review, on their own, the other information sharing items written about in the agenda packet.

#### **7. NEXT MEETING**

The next meeting is scheduled for July 30, 2003.

#### **8. ADJOURN**

Member Schneider moved and member Fiskness seconded to adjourn at 8:15 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



## Policy Board Members:

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Patrice Bataglia,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Antoinette Johns,  
TIES

Randy Johnson,  
Hennepin County

Gary Schiff,  
City of Minneapolis  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Bob Vogel,  
Scott County

Tony Pistilli,  
Metropolitan Council

## Coordinating Committee

Jane Harper,  
Chairperson  
Washington County

Dave Drealan,  
Vice-Chairperson  
Carver County

## Staff Coordinator

Randall Johnson,  
Metropolitan Council

**Wednesday, July 30, 2003**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

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| <b>1. Call to Order</b>  |                            |
| <b>2. Accept Agenda</b>  |                            |
| <b>3. Accept Meeting Summary</b>   |                            |
| a) April 30, 2003  | action 1                   |
| <b>4. Overview of MetroGIS</b>   | 5                          |
| <i>Vision, Functions, Agreements, Benefits, and Accomplishments</i>            |                            |
| <b>5. GIS Technology Demonstration:</b>  | 11                         |
| <i>Community GIS also known as Public Participation GIS</i>                    |                            |
| <b>6. Action/Discussion Items</b>  |                            |
| a) Highway and Road Networks Solution - Partnership with Mn/DOT                | action 13                  |
| b) Geospatial Data Theme Categories - Modifications Directed by the Board      | action 14                  |
| c) Planned Land Use Solution - Modifications to Roles and Responsibilities     | action 18                  |
| <b>7. Major Activity Update</b>  | 23                         |
| a) Regional Mailing Label Application  |                            |
| b) Enhancements to MetroGIS DataFinder / Coordination with MN GeoIntegrator    |                            |
| c) Collaborative Parcel Data Distribution Strategy – Non-Government Access     |                            |
| d) Data Sharing Initiative With Utilities                                      |                            |
| e) Talks with Collar Counties Proposed to Foster Sharing Data                  |                            |
| f) Priority Common Information Need Solutions                                  |                            |
| • <i>Emergency Management Workgroup</i>  |                            |
| • <i>Existing Land Use Workgroup</i>   |                            |
| • <i>Lakes and Wetlands Workgroup</i>  |                            |
| • <i>Socioeconomic Characteristics of Areas Workgroup</i>                      |                            |
| <b>8. Information Sharing</b>  | (Distributed via Internet) |
| a) Cost Saving Measures Instituted   |                            |
| b) 2002 Annual Report and Promotional Brochure                                 |                            |
| c) New Coordinating Committee Members - Assoc. of Metro Municipalities and DNR |                            |
| d) Outreach Activities   |                            |
| e) Related State Geospatial Data Initiatives Update                            |                            |
| f) Related Federal/National Geospatial Data Initiatives Update                 |                            |
| g) June 18th Coordinating Committee Meeting Minutes                            |                            |
| <b>9. Next Meeting</b>   |                            |
| October 29, 2003   |                            |
| <b>10. Adjourn</b>   |                            |

### Mission Statement

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**April 30, 2003**

**1. CALL TO ORDER & INTRODUCE NEW MEMBER**

Vice Chairperson Kordiak called the meeting to order at 6:30 p.m.

Members Present: Terry Schneider (AMM-City of Minnetonka), Jim Kordiak (Anoka County), Gary Delaney (Carver County), Janice Rettman for Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Dick Carlstrom for Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Patrice Bataglia (Dakota County), Dennis Hegberg (Washington County), Randy Johnson (Hennepin County) and Gary Schiff (AMM-City of Minneapolis)

Coordinating Committee Members Present: David Arbeit, Bill Brown, David Claypool, Will Craig, Dave Drealan (Vice-Chair), Rick Gelbmann, Jane Harper (Chair), Brad Henry, Randy Knippel, Nancy Read, and Ron Wencil.

Support Staff: Randall Johnson, Steve Fester, and Mark Kotz.

Visitors: Ann Beckman (Policy Board Alternate - Metropolitan Council), Gary Criter (Minneapolis), and Jeff Matson (CURA)

Vice Chair Kordiak introduced Council Member Pistilli, recently appointed to represent the Metropolitan Council on the Policy Board and invited each of the members and staff to introduce themselves.

**2. ACCEPT AGENDA**

Member Delaney moved and Member Fiskness seconded to accept the agenda, as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member Fiskness moved and Member Vogel seconded to approve the summary of the January 29, 2003 meeting as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Nancy Read, Technical Leader for the Metropolitan Mosquito Control District (MMCD), shared how the District uses GIS and how it has greatly improved its efficiency as a result of the existence of MetroGIS. Prior to MetroGIS, Ms. Read explained that the MMCD relied upon its field staff to update its 2600 field maps by hand with colored pencils and light tables over the winter months. At best 1/5<sup>th</sup> of these maps could be updated. Since the arrival of MetroGIS's regional data solutions for parcel and street centerline data, streamlined data licensing, and one-stop access via DataFinder over the Internet, plus access to orthoimagery acquired by the Metropolitan Council, the MMCD now is able to print updates of all 2600 field maps in approximately week. In addition to greatly improving staff efficiencies, the data sharing fostered by MetroGIS has also saved the District over \$10,000, thus far, in data purchase expenses.

Use of GIS technology by the MMCD permits storage of significantly more data in a readily retrievable format about each of the 70,000+/- wetlands mapped by the District; data which are available for use by other interests. Access to the regional street centerline, and jurisdictional boundaries databases also make it possible to quickly address-match and map a variety of incident data, e.g., location of victims of mosquito borne disease, as well as, improve efficiencies for reporting to the Department of Agriculture. Ms. Read commented that the District would like to be able to associate their wetlands data with real-time meteorological data (rainfall) to quickly identify changes in wetland water level – a primary factor for

hatching of dormant mosquito eggs. This is important because they only have a few days after a rainfall to control the mosquitoes in the larval stage (before they emerge as adults), the most effective of the options to control mosquitoes. She encouraged MetroGIS to investigate whether real-time weather data might be a prospective candidate for a regional collaboration and, if so, the MMCD would be very interested in participating and further noted that the MMCD has been investigating the services provided by Meteorologix, a national firm with offices in the Twin Cities that is a leader in the weather data industry. She also encouraged MetroGIS to investigate the possibility of a regional program to acquire and sustain compatible Digital Elevation Map (DEM) data for the entire metro area both for its own use and for improving accuracy of orthophotography.

Ms. Read concluded her comments with two statements. First, the MMCD is willing to share their wetlands database and is currently participating on the MetroGIS Hydrology Information Needs Workgroup to see how these data might be integrated into a region lakes and wetlands solution. Second, she thanked MetroGIS for fostering an environment where knowledge sharing among disparate interests is now common place, further noting that for small organizations, such as the MMCD, the ability to learn from others and to leverage public investment is very important.

In response to a question from Vice Chair Kordiak, Ms. Read explained that access to 2-foot or better elevation data, gained through a DEM, improves the MMCD's ability to distinguish primary wetland/depression habitat ideal for mosquito breeding and landscape features preferred by adult mosquitoes. This comment led to a comment by David Claypool about Legislation introduced this year to fund a 22-county pilot project that would investigate options for a statewide DEM, as well as, leverage significant funding from FEMA. Although, the project was well received by legislators and the huge pay back was well understood, the pilot was not selected for funding this year.

Member Delaney asked Ms. Read if the MMCD would be open to training and providing oversight to employees of local government to supplement the MMCD field staff. She noted the proposal has merit and is worth looking into.

Member Vogel commented a DEM had just completed for all or part of Scott County and he encouraged Ms. Read to contact him about possibility obtaining access.

Board members thanked Ms. Read for her presentation.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Election of Officers**

Vice Chairperson Kordiak commented that both he and Chairperson Reinhardt, who could not attend this meeting, would be willing to continue to serve as officers if the members so desire.

Member Schneider moved and Member Fiskness seconded to elect Member Reinhardt by acclamation to serve as Chair of the Policy Board. Motion carried, ayes all.

Member Delaney moved and Member Vogel seconded to reelect Member Kordiak to serve as Vice Chair of the Policy Board. Motion carried, ayes all.

### **b) 2003 Budget and Work Planning Update**

Staff Coordinator Johnson summarized the effects of the recent budget cuts that were incurred as part of the Metropolitan Council's efforts to comply with a directive from the new administration. He noted that work on identifying regional solutions should not be substantially affected and that a pending partnership with the MN Land Management Information Center (LMIC) holds promise to accomplish desired improvements DataFinder Café that MetroGIS can no longer adequately fund on its own. He summarized a couple of medium-priority activities that were postponed to achieve the budget targets for 2003. Johnson concluded his remarks by stating that negotiations will begin soon on 3<sup>rd</sup> generation data sharing agreements with the counties. Funding connected with these agreements comprises a substantial portion

of the non-staff funds that have, in the past, been available to MetroGIS to improve access to and quality of data commonly needed by the MetroGIS community.

**c) Best Practices Policy Endorsement – ISO Geospatial Data Theme Categories**

Coordinating Committee Chair Harper introduced the Coordinating Committee’s recommendation that the Policy Board endorse the proposed ISO Geospatial Data Theme Categories as a best practice for the MetroGIS community. She commented that MetroGIS stakeholders who have not developed data catalogs will be able to take advantage of this well thought-out scheme that, if used widely, could make data discovery easier by having a similar look and feel to the cataloging scheme. She concluded her introductory comments by stating that she looks to MetroGIS for leadership in areas of common needs such as this and that she will promote use of this scheme in Washington County’s data catalogue to save time and effort.

Mark Kotz, MetroGIS Technical Support Staff, then explained that MetroGIS and LMIC had collaboratively derived the proposed categories from the national/international standard, and had maintained consistency with the standard with the modifications made to address local needs; that the primary use for the MetroGIS community would be the data catalogue associated with MetroGIS DataFinder; that endorsement as a best practice by the Policy Board would involve sharing the data categorization scheme for voluntary implementation by any stakeholder who wished to use it for their internal needs; and how stakeholder interests might use this categorization scheme to address their own needs, using a library metaphor.

Members Schneider and Rettman commented that more user-friendly descriptors, understandable by non-technical individuals, should be provided for the “cadastral” and “elevation and derived products” categories. Board members agreed.

**Motion:** Member Schneider moved and Member Fiskness seconded that the Policy Board endorse the table of International Standards Organization (ISO)-based themes, dated June 6, 2002, for categorizing geospatial data and related metadata and promote them for use by the MetroGIS community, with the understanding that the Coordinating Committee will provide a layperson’s description for the “cadastral” and “elevation and derived products” categories. Motion carried, ayes all.

The Board concurred that the modified version need not come back to Board prior to promoting its use among MetroGIS stakeholders.

**d) Meeting Schedule**

Vice Chair Kordiak summarized the survey information provided in the agenda materials. After some discussion, the members concluded that the current 6:30 p.m. start time is the best fit considering several factors, including avoiding, to the extent possible, traveling in rush hour traffic.

The previously scheduled July 30<sup>th</sup> and October 29<sup>th</sup> meeting dates also were not changed.

**e) Major Project - Progress Reports and Discussion**

Several members of the Coordinating Committee summarized information about eight projects/workgroup activities that was provided in the agenda material.

Comments from members that resulted in further direction or discussion were as follows:

- Member Rettman inquired whether the workgroup that is pursuing a regional mailing label application had thought about the pros and cons of offering access to organizations that do not currently have access to the regional parcel dataset. Dave Drealan, who chairs the workgroup, noted that the workgroup’s goal is to figure out whether the application can be provided to government organizations before it takes on a broader initiative and, if so, then seek further direction from the Board at that time.

- Board members were supportive of the Emergency Management workgroup's goal to build relationships between emergency management and GIS personnel to enable GIS personnel to better understand the data, analysis, mapping, etc. needs of emergency managers and to convey to emergency managers that significant resources are already in place. There was also concurrence with the workgroup's objective to seek out recognition of the value of the GIS technology by senior emergency managers within the key state organizations, as well as their promotion of these resources as a valuable asset among emergency managers at the local level.

Member Schneider commented that a current high priority of the MN Cities Insurance Trust is risk management, noting that funding might be available for workgroup activities consistent with the risk management objectives of the Trust.

- Following an update by Coordinating Committee Chair Harper on regional data solutions in progress, Board members acknowledged that given the number of new members, a summary of the functions and philosophies that comprise MetroGIS's core efforts would be desirable. It was decided that a short presentation would be made at a Board meeting, possibly the July meeting, and that if the members wanted additional detail that a workshop could be considered.

#### **6. INFORMATION ITEMS**

Vice Chairperson Kordiak asked the members to review, on their own, the other information sharing items written about in the agenda packet.

#### **7. NEXT MEETING**

The next meeting is scheduled for July 30, 2003.

#### **8. ADJOURN**

Member Schneider moved and member Fiskness seconded to adjourn at 8:15 p.m. Motion carried, ayes all.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Overview of MetroGIS:  
*Vision, Core Functions, Agreements, Results, and Benefits*

**DATE:** July 7, 2003  
*(For the Jul 30<sup>th</sup> meeting)*

### **INTRODUCTION**

The Policy Board, at its April 30<sup>th</sup> meeting, asked staff to prepare a short presentation for the July meeting to summarize MetroGIS's core functions and its underlying philosophies. This request came during the Major Projects Update at the April Board meeting. Several members agreed that a better understanding of the philosophies that underpin MetroGIS's core functions was desired to help them fully grasp the importance of the projects/activities currently in progress.

### **PRESENTATION TOPICS**

Topics that will be briefly touched on are as follows:

- Reasons why MetroGIS came into existence
- The vision statement, which has been in effect and unchanged since February 1996
- Guiding principles
- Stakeholder community
- Organizational structure
- Priority functions / services
- Results and benefits
- Budget and resources

If you would like any other topics covered in the presentation, please contact the Staff Coordinator.

### **SUPPLEMENTAL REFERENCE MATERIALS**

In addition to a copy of the presentation slides that will be handed out at the meeting for future reference, the following supplemental reference materials are attached for the Board's information:

- One-page summary of MetroGIS's objectives
- Roles and responsibilities balance sheet
- Listing of endorsed regional datasets
- Listing of endorsed standards/best practices
- One-page summary of MetroGIS DataFinder's features

### **RECOMMENDATION**

No action requested.

# MetroGIS

Cooperation, Coordination, Sharing Geographic Data



## SUMMARY STATEMENT

### Introduction

MetroGIS is an award-winning, regional geographic information systems initiative. Its core stakeholders are the over 300 local and regional government organizations that serve the seven county Minneapolis-St. Paul Metropolitan Area, with partners in state and federal government, academic institutions, nonprofit organizations and businesses. Through MetroGIS's efforts, regional solutions to common geospatial program needs are identified and resources are leveraged to implement widely supported solutions, which promote and facilitate widespread sharing of geospatial data.

### Mission

The mission statement for MetroGIS is "to provide an ongoing, stakeholder-governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable". The desired outcomes of MetroGIS's efforts include:

- Improved participant operations
- Reduced costs
- Improved support of cross-jurisdictional decision-making

Through these outcomes, the ultimate goal of the MetroGIS initiative is to sustain GIS collaboration with within the Minneapolis - St. Paul Metropolitan Area to measurably improve effectiveness in achieving livable community goals, enhance the quality of life of the area's residents, and improve the region's economic competitiveness.

### Major Functions

- Support a "forum" to foster coordination through knowledge sharing and use of best practices.
- Facilitate effective long-term solutions to priority common information needs - *regional datasets*.
- Support an efficient mechanism for Internet-based data discovery and retrieval - *MetroGIS DataFinder*.

### Distinguishing Characteristics

- Forum to foster collaboration on a breadth of common geospatial program needs - *more than just data*.
- Unincorporated organization - *no mandate or legal standing*.
- Can not own data, receive, or spend funds- *rely on stakeholders*.
- Elected officials comprise the Policy Board - *unprecedented*.
- Consensus-based decisions on matters fundamental to success.
- Voluntary compliance with endorsed policies/procedures.
- Refining and testing the NSDI Area Integrator concept.

### For more information:

- MetroGIS Staff Coordinator:  
Randall Johnson - 651-602-1638, [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us)
- General email contact: [metrogis\\_contacts@metc.state.mn.us](mailto:metrogis_contacts@metc.state.mn.us)
- General information website: [www.metrogis.org](http://www.metrogis.org)
- MetroGIS DataFinder (Node of National Geospatial Data Clearinghouse): [www.datafinder.org](http://www.datafinder.org)

# MetroGIS

## Roles and Responsibilities

### Balance Sheet

Function Performed	Custodian / Steward <sup>(1) (2)</sup> <i>Accepted Role On behalf of the Community</i>	
<b>1. General Collaboration and Coordination</b>  <i>Staffing and funding to support forums and workgroups to define common needs and collaborative solutions, perform satisfaction monitoring, foster use of endorsed best practices, fund partnership agreements, support decision-making processes, etc</i>	Metropolitan Council	
<b>2. MetroGIS DataFinder</b>  <i>Staffing and funding to support Internet-Based Tool for Search and Discovery of Commonly Needed Geospatial Data for MetroGIS community</i>	Metropolitan Council	
<b>3. Regional Data Solutions</b>  <i>Staffing and funding to develop, maintain, and document Regional Data Solutions to Priority Common Information Needs as of July 2003:</i>	<b>Primary Producer</b>	<b>Regional Producer/Aggregator</b>
<b>a. Addressable Street Centerlines</b>	The Metropolitan Council via a contract with The Lawrence Group (TLG)	Metropolitan Council
<b>b. Census Geography</b> (aligned with parcel and street centerlines) 1990 and 2000 Datasets	The Metropolitan Council via a contract with The Lawrence Group (TLG)	Metropolitan Council
<b>c. Jurisdictional Boundaries</b> (aligned with parcels and street centerlines) <i>Cities and counties</i> <i>School districts (policy pending)</i> <i>Watershed Districts (policy pending)</i>	Counties	Metropolitan Council
<b>d. Land Cover</b>	20+ diverse government, academic, and private sector entities	Mn DNR
<b>e. Parcels</b>	Counties	Metropolitan Council
<b>f. Planned Land Use</b>	Cities	Metropolitan Council
<i>(Custodial Policies Pending)</i> <b>Emergency Management</b> <b>Existing Land Use</b> <b>Highway and Road Networks</b> <b>Hydrology - Lakes and Wetlands</b> <b>Land Regulations</b> <b>Rights to Property</b> <b>Socioeconomic Characteristics of Areas</b>		

(1) For links to the listings of specific roles and responsibilities for each endorsed regional dataset go to [www.metrogis.org/data/index.shtml](http://www.metrogis.org/data/index.shtml).

(2) Since 1997, the seven counties have agreed to share their parcel data with other government and academic entities that serve the Metro Area as a component of Data Sharing Agreements executed with the Metropolitan Council. For more information see [www.metrogis.org/about/history/sharing.sh](http://www.metrogis.org/about/history/sharing.sh)



## MetroGIS Endorsed Regional Datasets

### Introduction

A central focus of MetroGIS's work is to identify common information needs of its stakeholder community who serve the Minneapolis/St. Paul Metropolitan Area and facilitate long-term support of regional solutions to meet these common information needs. Elements of the National Spatial Data Infrastructure (NDSI) vision<sup>1</sup>, such as the area integrator, framework themes, framework functions, and skylines concepts, are embedded in the philosophy that underlies MetroGIS's "endorsed" regional solutions.

### What is Meant by "Endorsed"?

The MetroGIS Policy Board provides a political "reality check" when it endorses desired specifications for geospatial data commonly needed by the MetroGIS data-user community at the conclusion of a broadly participatory and replicable process. These commonly needed data are referred to as "regional data". Another component of the Policy Board's endorsement action involves roles and responsibilities for primary and regional custodians of these data and any related agreements with specified organizations to carry out the desired tasks. In addition, endorsement of a regional dataset involves guidelines for access, content, and distribution of the dataset. For more information about MetroGIS's regional datasets, please see <http://www.metrogis.org/data/index.shtml>.

### What Endorsed Regional Data Solutions Are Currently Available? (as of May 2003)

- 1990 Census Boundaries
- 2000 Census Boundaries
- Addressable Street Centerlines
- County/Minor Civil Division (MCD) Boundaries
- Land Cover
- Parcels
- Planned Land Use

### What are the Benefits of Regional Data Solutions?

- Regional endorsed solutions work together. Their interoperability saves substantial time and effort for setup prior to use.
- Standardized capture and reporting of endorsed data permits easy "apples-to-apples" comparisons regionwide.
- Builds trust in the data as the go-to source and over time higher quality data at less cost is the result.
- Use of endorsed data focuses debate on issues and not competing data sources.
- Leverage resources or share costs of enhancements to data which are important to the community.
- Accessible free via Internet for as many solutions as possible.

For more information see <http://www.metrogis.org/data/about/index.shtml>

<sup>1</sup> A comprehensive explanation of the National Spatial Data Infrastructure (NDSI) is provided in the NDSI Framework Handbook, which can be viewed at <http://www.fgdc.gov/framework/frameworkintroguide>.



## **MetroGIS Data Standards/Guidelines and Best Practices**

### *To Improve Ease of Sharing Commonly Needed Data*

#### **Introduction**

The MetroGIS Policy Board has endorsed the following GIS-related data standards and guidelines and encourages the MetroGIS community to incorporate them into their daily GIS procedures as "best practices" so that commonly produced data, by multiple interests, can be more easily shared.

The following pages contain descriptions of each best practice listed below, including information about when it was adopted or endorsed, where to obtain related information, and a contact person. These best practices are in addition to standards and guidelines that may be included in each specific data theme adopted by MetroGIS (listed in a companion summary document).

#### **Best Practices**

- Thematic Data Categories
- Metadata Guidelines
- Metro-Wide Coordinate System
- National Standard for Spatial Data Accuracy (NSSDA)

#### **Data Content Standards**

- Address Guidelines and Issues for Working with Address Data
- County and Minor Civil Division Coding Exchange Standards
- Minnesota Land Cover Classification System (MLCCS)
- Regional Planned Land Use Coding Scheme and Dataset
- Unique Parcel ID Guidelines



# MetroGIS DataFinder<sup>SM</sup>



<http://www.datafinder.org>

DataFinder is a website designed primarily to expedite sharing of GIS data among local and regional government organizations that serve the Minneapolis-St. Paul Metropolitan Area (Twin Cities) of Minnesota. The website has a suite of tools specifically designed for discovering and downloading geographic data.

- DataFinder is available as a data discovery and distribution option for any organization that produces GIS data pertaining to the Twin Cities and wishes to share it with others.
- Metadata are provided in FGDC-compatible format. DataFinder is a National Spatial Data Infrastructure (NSDI) Clearinghouse node, so metadata are searchable via any affiliated Clearinghouse search engine.
- DataFinder uses Minnesota Geospatial Data Theme Categories based on ISO 95115 (official state, federal and international categories).
- Data are downloadable via FTP or by creating custom bundles using DataFinder Café.
- MetroGIS-endorsed regional data solutions are quickly identifiable.
- Map services are available for direct use of data in GIS software or web applications. DataFinder offers OGC-compliant Web Mapping Services (WMS) and ArcIMS map services. By using map services, the most recent data available on DataFinder can be accessed without having to download, maintain and store the data on a local system.

## Website Features



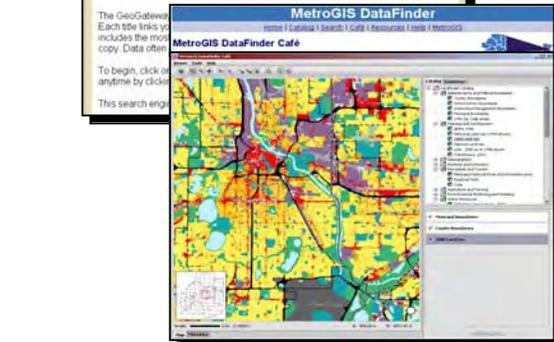
### **DataFinder Catalog**

The catalog provides a list of available datasets by theme categories. Each item in the catalog links to a standardized metadata record that allows the user to evaluate the dataset for their use. Many of the datasets can be downloaded in their entirety via an FTP link in the metadata record.



### **DataFinder Search**

The search tool allows a search of metadata by keyword and/or location. DataFinder is a registered NSDI Clearinghouse node.



### **DataFinder Café**

The Café enables users to browse GIS data and interactively clip datasets to user-defined areas for download. Users may download the data in one of several common GIS data formats offered by Café.



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*Community GIS also known as Public Participation GIS*

**DATE:** July 7, 2003  
*(For the Jul 30<sup>th</sup> meeting)*

### **INTRODUCTION**

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each Board meeting. For the Policy Board's July meeting, the Coordinating Committee invited Jeff Matson to talk about Community GIS activities in the Twin Cities Metropolitan Area and how these efforts are benefiting from MetroGIS's efforts.

Jeff Matson received a Master of GIScience degree from the University of Minnesota in 1999. Since October 2000, he has been the Project Coordinator of the Minneapolis Neighborhood Information System (MNIS), a GIS support and capacity building effort sponsored in part by the University of Minnesota in partnership with the City of Minneapolis. Prior to his current position at the University of Minnesota's Center for Urban and Regional Affairs, he worked with GIS at the Metropolitan Area Research Corporation.

### **COMMUNITY GIS – WHAT IS IT?**

Community GIS, also referred to as Public Participation GIS (PPGIS), is a rapidly expanding application area that seeks to use GIS as a tool in supporting local decision-making. This presentation will highlight the current state of community GIS, with a focus on the Twin Cities region. Minneapolis and St. Paul community groups have been involved in GIS efforts for some time and other communities in the Metro are becoming interested in the applications of GIS. Examples of GIS projects from Minneapolis neighborhoods and Eureka Township (Dakota County) will be presented, and larger issues affecting PPGIS (barriers to access, data issues, partnerships, the role of local governments) will be touched on.

### **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

(Refer to the listing on the next page.)

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

### **Past Demonstrations**

- Jan. 1997: Benefits from GIS in general and uses being made all classes of stakeholders represented on the Policy Board.
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Nov. 1998: Orthoimagery and its Uses
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Jul. 1999: Presentation to U.S. House of Representatives Subcommittee on June 9th
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 2000: DataFinder and Metropolitan Council's Internet-based Existing Land Use Application
- Oct. 2000: North Metro I-35W Corridor Coalition Socio-Demographic Data Initiative
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Apr. 2001: LMIC's MetroViewer (EPPLviewer) using datasets made available via MetroGIS' efforts
- Jul. 2001: MetroGIS capabilities current and proposed for data discovery and acquisition via the Internet
- Oct. 2001: TIES - How school districts have benefited from the presence of MetroGIS.
- Jan. 2002: Paul Olson shared his experience as a GIS professional responding to the World Trade Center tragedy at Ground Zero.
- Apr. 2002: Each of the seven counties summarized their respective GIS programs
- Jul. 2002: Rollout of DataFinder Café, MetroGIS's state-of-the-art data distribution tool
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jan. 2003: Carver and Washington Counties' use of GIS for Emergency Management
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Highway and Road Networks Solution – Partnership with MnDOT

**DATE:** July 9, 2003  
(For the Jul 30<sup>th</sup> meeting)

## **INTRODUCTION**

The Coordinating Committee seeks Policy Board ratification of its conclusion that MetroGIS should partner with Mn/DOT to refine their Highway and Road Networks standard, ensuring that it addresses related local government needs.

The Policy Board's formal endorsement will not be sought until the Coordinating Committee is comfortable that all aspects of the proposed standard are consistent with the needs of the MetroGIS community. Examples of pending modifications and refinements include: defining core attributes, resolving data inconsistencies, and developing a data management and collection system for elements more important to local governments than to Mn/DOT.

Representatives from the Highway and Road Networks Workgroup and Mn/DOT will be present to answer any questions the Policy Board may have.

## **COORDINATING COMMITTEE CONSIDERATION**

On June 18<sup>th</sup>, the Coordinating Committee considered this recommendation of the Highway and Road Networks Workgroup to partner with Mn/DOT. The Committee concurred that partnering to refine the scheme would be the most efficient way for MetroGIS to address this priority information need. Through the workgroup's efforts, Mn/DOT offered this partnership opportunity to test and refine the solution. Mn/DOT is interested in leveraging the unified voice that MetroGIS can garner for local government needs.

## **CORE CONCEPTS AND BENEFITS -- PROPOSED HIGHWAYS AND ROADS DATA CONTENT STANDARD**

Mn/DOT's Location Data Manager (LDM) project is based on Anchor Points, or unique road intersections; and Anchor Segments, which are the sections of road between Anchor Points. The key to making the LDM a truly sharable and scalable system is the ability to have multiple cartographic representations of each Anchor Segment. As long as a data producer uses the Anchor Point IDs assigned by Mn/DOT, they can have cartographic representations that are more or less accurate than other datasets. Attributes can be linked between datasets, encouraging the sharing of a wide variety of datasets that are developed at various scales and for various purposes. Mn/DOT's work has evolved from and has substantively influenced a proposed national standard and appears to be consistent with the MetroGIS's needs, but further testing and refinement are needed prior to implementation.

## **RECOMMENDATION**

That the Policy Board ratify the Coordinating Committee's conclusion that MetroGIS should accept a partnership invitation from Mn/DOT to jointly refine a Highway and Road Networks standard that Mn/DOT developed and ensure related local government needs are adequately addressed by the proposed standard.



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Geospatial Data Theme Categories

**DATE:** July 7, 2003  
(For the Jul 30<sup>th</sup> meeting)

### **INTRODUCTION**

The Coordinating Committee is seeking Policy Board ratification of changes it has made to the Geospatial Data Theme Categories names and definitions standard, as directed by the Policy Board at its April meeting.

### **PAST BOARD ACTION**

At its April 30<sup>th</sup> meeting, the Policy Board endorsed, as a best practice for the MetroGIS community, a standard for categorizing geospatial data themes, subject to making the names of two of the categories -- a) Cadastral and b) Elevation and Derived Products -- more meaningful to the layperson. The Policy Board authorized the changes to be put into effect immediately upon approval by the Coordinating Committee.

On June 18<sup>th</sup>, the Coordinating Committee unanimously approved modifications to the category names to address concerns raised by the Board as follows:

“Elevation and Derived Products” changed to “Elevation”. The “Derived Products” wording was the part that was problematic for the Policy Board. This wording was added by the FGDC to the ISO standard to make it clear that things like slope data belong in this category. “Derived data” was added to the definition instead.

“Cadastral” changed to “Land Ownership”. While the term “Cadastral” clearly describes this category, few people are familiar with this term. The term “Land Ownership” carries much more meaning. We also considered the terms “Parcel” and “Land Parcel”, but concluded that so many concepts and definitions for “Parcel” exist that this term would be problematic.

The modified version of the actual descriptions, dated June 18, 2003, is attached and is also posted at <http://www.metrogis.org/data/standards/index.shtml#datafinder>

### **RECOMMENDATION**

That the Policy Board ratify changes made to the Geospatial Data Theme Categories names and definitions by the Coordinating Committee as described herein and as previously directed by the Policy Board.

**DataFinder Theme Categories**  
**Derived from Minnesota Geospatial Data Categories**  
**Based on ISO 19115 Topical Category Definitions**

<b>Minnesota Category Name</b>	<b>Minnesota Definition</b>	<b>Data Finder ID</b>	<b>Keywords</b>	<b>ISO Code</b>	<b>ISO Topic Category Name</b>	<b>ISO Definition</b>	<b>FGDC Topic Category Name</b>
<b>AGRICULTURE AND FARMING</b>	Information related to the rearing of animals and/or cultivation of plants	010	agriculture, irrigation, aquaculture, plantations, herding, pests and diseases affecting crops and livestock	001	Farming	rearing of animals and/or cultivation of plants	Agriculture and Farming
<b>BIOLOGY AND ECOLOGY</b>	Flora and/or fauna in natural environments	020	wildlife, vegetation, biological sciences, ecology, wilderness, sealift, wetland ecology, habitat	002	Biota	flora and/or fauna in natural environment	Biologic & Ecologic Information
<b>ADMINISTRATIVE AND POLITICAL BOUNDARIES</b>	Information related to political and administrative boundaries and related non-boundary information	030	political and administrative boundaries, counties, cities and townships, voting districts and polling places, neighborhoods, zip codes	003	Boundaries	legal land descriptions	Administrative and Political Boundaries
<b>ATMOSPHERE AND CLIMATE</b>	Processes and phenomena of the atmosphere	040	cloud cover, weather, climate, atmospheric conditions, climate change, precipitation	004	Climatology, Meteorology, Atmosphere	processes and phenomena of the atmosphere	Atmospheric and Climatic Data
<b>BUSINESS AND ECONOMICS</b>	Economic activities, conditions and employment	050	production, labor, revenue, commerce, industry, tourism and ecotourism, forestry, fisheries, commercial or subsistence hunting, mineral exploration, oil exploration, gas exploration	005	Economy	economic activities, conditions and employment	Business & Economic Information
<b>ELEVATION AND DERIVED PRODUCTS</b>	Height above or below sea level	060	altitude, bathymetry, digital elevation models, slope, derived products	006	Elevation	height above or below sea level	Elevation & Derived Products
<b>ENVIRONMENTAL MONITORING AND MODELING</b>	Environmental resources, protection and conservation	070	environmental pollution, waste storage and treatment, environmental impact assessment, monitoring environmental risk, nature reserves, landscape, water quality	007	Environment	environmental resources, protection and conservation	Environmental Monitoring & Modeling
<b>GEOLOGY AND GEOPHYSICS</b>	Information pertaining to the sciences dealing with the composition, structure and origin of the earth's rocks	080	geophysical features and processes, geology, minerals, risks of earthquakes, volcanic activity, landslides, gravity information, soils, permafrost, hydrogeology (groundwater), erosion	008	Geoscientific Information	information pertaining to earth sciences	Geologic & Geophysical Information
<b>HUMAN HEALTH AND DISEASE</b>	Health related information including health services, human ecology, and safety	090	Disease, illness, health, hygiene, substance abuse, mental health, physical health, health care providers	009	Health	health, health services, human ecology, and safety	Human Health & Disease

<b>BASE MAPS, SCANNED MAPS AND CHARTS</b>	General base maps, place names	101	topographic maps, digital topographic maps, base cartographic reference features that span multiple theme categories, imagery, unclassified images, annotations, place names	010	Imagery, Base Maps, Earth Cover	base maps	Base Maps, Scanned Maps & Charts: 010 200
<b>LAND COVER</b>	Description and characteristics of the land's surface	102	land cover, vegetation, bare rock, pavement, grass, forest, urbanized				Earth Surface Characteristics & Land Cover: 010 201
<b>IMAGERY AND PHOTOGRAPHS</b>	Remotely sensed imagery and photographic data	103	Aerial photographs, unclassified satellite imagery				Imagery & Photographs: 010 202
<b>MILITARY</b>	Military bases, structures, activities	110	barracks, training grounds, military transportation, information collection	011	Intelligence, Military	military bases, structures, activities	
<b>WATER RESOURCES (INLAND)</b>	Inland water features, drainage systems and their characteristics	120	rivers and lakes, water utilization plans, dams, currents, floods, hydrographic charts, watersheds, wetland boundaries	012	Inland Waters	inland water features, drainage systems and their characteristics	Inland Water Resources & Characteristics
<b>GEODETIC NETWORKS AND CONTROL POINTS</b>	Earth positional information and services	130	geodetic networks, control points	013	Location	positional information and services	Geodetic Networks & Control Points
<b>OCEANS AND ESTUARIES</b>	Features and characteristics of salt water bodies (included for the sake of completeness)	140	tides, tidal waves, coastal information, reefs	014	Oceans	features and characteristics of salt water bodies	Ocean & Estuarine Resources & Characteristics
<b>CADASTRAL</b>	Data pertaining to interests in real property	151	cadastral surveys, land ownership, parcel boundaries, rights-of-way, easements, cadastral surveys, property taxation	015	Planning, Cadastre	information used for appropriate actions for future use of the land	Cadastral and Legal Land Descriptions
<b>PLANNING AND DEVELOPMENT</b>	Information derived from, or used in planning and development efforts	152	land use, zoning, development plans			Examples: land use maps, zoning maps, cadastral surveys, land ownership	

<b>CULTURAL</b>	Cultural, historical or archeological information	161	human settlement, historical sites	016	Society	<p>characteristics of society and cultures</p> <p>Examples: settlements, anthropology, archaeology, education, traditional beliefs, manners and customs, demographic data, recreational areas and activities, social impact assessments, crime and justice, census information</p>	Society, Cultural & Demographic Information: 016
<b>DEMOGRAPHICS</b>	Population characteristics	162	households, socio-economics, immigration, age, health, preferences, election results, student status				
<b>SOCIAL, JUSTICE AND EMERGENCY SERVICES</b>	Human services related to social, justice and emergency functions	163	human social services, emergency service provider districts, crime analysis, correctional facilities				
<b>RECREATION AND TOURISM</b>	Recreation & Tourism	164	Parks, recreational facilities, trail networks, access points				Tourism & Recreation: 016 202
<b>FACILITIES, BUILDINGS AND STRUCTURES</b>	Information related to details of man made structures	170	buildings, museums, churches, factories, housing, monuments, shops, towers, Building footprints, architectural and structural plans	017	Structure	man-made construction - - Examples: buildings, museums, churches, factories, housing, monuments, shops, towers	Facilities, Buildings & Structures
<b>TRANSPORTATION</b>	Means and aids for conveying persons and/or goods	180	roads, airports/airstrips, shipping routes, tunnels, nautical charts, vehicle or vessel location, aeronautical charts, railways	018	Transportation	means and aids for conveying persons and/or goods	Transportation Networks & Models
<b>UTILITIES AND COMMUNICATION</b>	Energy, water, waste water and communications infrastructure and services -- includes consumers, consumption and service areas	190	hydroelectricity, geothermal, solar and nuclear sources of energy, water purification and distribution, sewage collection and disposal, electricity and gas distribution, data communication, telecommunication, radio, communication networks	019	Utilities, Communication	energy, water and waste systems and communications infrastructure and services	Utility Distribution Networks



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Planned Land Use Solution – Modification of Roles and Responsibilities

**DATE:** July 9, 2003  
(For the Jul 30<sup>th</sup> meeting)

### **INTRODUCTION**

The Coordinating Committee seeks Policy Board ratification of two modifications it approved to the Policy Summary Statement for the Planned Land Use priority information need.

At its April meeting, the Policy Board authorized the Coordinating Committee to put into effect modifications to Board-adopted Regional Policy Statements (for priority information needs) if all of the affected parties agreed with the modifications.

### **COORDINATING COMMITTEE ACTION**

On June 18<sup>th</sup>, the Coordinating Committee approved a recommendation of the Technical Advisory Team to modify the Policy Summary Statement for the Regional Planned Land Use information need solution as follows:

1. Modify the custodial responsibilities to relax the specification calling for an annual realignment of the Regional Planned Land Use data with current county-produced parcel boundary data, due to the complexity of the task at the current time. (*See the background section.*)
2. Modify the regional data specifications to include a Rail Transit Way (RTW) code as an option under the broader Railway (RL) code to separate out Light Rail Transit from other forms of rail transit.

### **BACKGROUND**

In accordance with the responsibilities listed in the attached Regional Policy Statement, which was adopted by the Policy Board in April 2002, each quarterly update of the planned land use data has been completed on time and made available on DataFinder since August 2002 when the dataset was first released.

However, another of the endorsed custodial responsibilities calls for annual realigning of the planned land use data to coincide with current parcel boundary data produced by the counties. This has not been accomplished. Due to difficulties in defining the geography (boundaries) for land uses, such as road rights-of-way and water bodies, the desired annual realignment procedures have proved too difficult and time consuming to accomplish. It is believed that as the MetroGIS Rights to Property Information Need is worked on, and with potential related modifications that may be proposed for the Regional Parcel Dataset this fall as an outcome of the Regional Parcel Data User's Forum, the difficulties working with the current parcel geography will be lessened. Therefore, the Coordinating Committee unanimously concurred with its Technical Advisory Team that the annual realignment responsibility with parcel data should be postponed until the Rights to Property Priority Information need is addressed, or in two years time, whichever comes first, so that the geographic base (parcel boundaries) for the planned land use dataset does not become overly out-of-date.

The other change unanimously approved by the Coordinating Committee involved adding a Light Rail Transit code to distinguish it from other forms of rail transportation.

### **RECOMMENDATION**

That the Policy Board ratify the Coordinating Committee's decision to modify the regional policy statement for the Planned Land Use priority information need, as explained in this report.

## **REGIONAL PLANNED LAND USE BUSINESS INFORMATION NEED POLICY SUMMARY**

### **Planned Land Use – Regional Data Specifications**

#### **A. EXISTING LOCALLY ADOPTED DATASETS**

MetroGIS acknowledges that each of the 190 communities in the seven county, Twin Cities Metropolitan Area is required by Legislative mandate to adopt a comprehensive plan which contains a planned land use component. These locally adopted plans are the source for MetroGIS's regional planned land use dataset.

*Note: The regional coding scheme and resulting regional dataset are intended only to provide a means to compare, in a like manner, land use designations officially adopted by each community. They are in no way intended to replace or in any way affect locally adopted designations.*

#### **B. DESIRED REGIONAL PLANNED LAND USE DATASET AND SUPPLEMENTARY RELATIONAL DATABASES**

- 1) The Regional Planned Land Use dataset should be a metro-wide (7-county) dataset with high horizontal positional accuracy that aligns to the Regional Parcel dataset boundaries where coterminous on an annual basis;
- 2) The Regional Planned Land Use dataset will utilize the Regional Planned Land Use Coding Scheme as defined by the MetroGIS Community (Appendix A, Table 1: Regional Planned Land Use Coding Scheme).
- 3) The Regional Planned Land Use dataset will be made freely available in NAD83, UTM coordinate system, on a quarterly basis, with metadata, entity and attribute information (Appendix A, Table 2: Regional Planned Land Use dataset), and contact information.

### **Planned Land Use -- Custodian Roles and Responsibilities**

#### **A. PRIMARY PRODUCER**

Although cities and some counties produce this data, completed datasets from these organizations will not be "assembled" into a updated regional dataset. The master regional dataset will be updated by the Regional Custodian as changes to official land use plans are reviewed and accepted by the Metropolitan Council, in accordance with legislative mandate. Primary producers will be responsible to reviewing all land use designations for their community.

#### **B. PRIMARY PRODUCER RESPONSIBILITIES**

As primary producers of the information, each community will be responsible for properly recording planned land use changes by submitting a comprehensive plan addendum to the Metropolitan Council, serving in its role as Regional Custodian, for review and acceptance. Each community will also be responsible for reviewing all land use designations edits for their community in the Regional Land Use dataset.

### **C. REGION CUSTODIAN**

The Metropolitan Council has been identified by MetroGIS as the best candidate to carry out the roles and responsibilities associated with assembly and maintenance of the master regional Planned Land Use dataset and supplementary relational databases. The Metropolitan Council has accepted this designation on behalf of the MetroGIS community.

### **D. REGIONAL CUSTODIAN RESPONSIBILITIES**

The regional custodian shall be responsible for the following:

1. Compiling an internal working regional dataset based on available Planned Land Use data and defined Intensity of Use measures derived from communities' comprehensive plans, spatially based on county parcel boundaries. Adding regional attribution utilizing the Regional Planned Land Use Coding Scheme.
2. Updating the Planned Land Use data quarterly based on newly approved comprehensive amendments.
3. Annual aligning of the Regional Planned Land Use data with the Regional Parcel boundaries and supplemental sub-annual realignments of the Regional Planned Land Use boundaries to capture significant parcel realignments are goals that currently are not practical due to the significant amount of time and effort involved. Given these constraints, MetroGIS's consideration of options to accommodate this desired alignment responsibility is postponed until the Rights to Property Information need is addressed or two years time (July 1, 2005), whichever comes first, so that the geographic base for the planned land use dataset does not become overly obsolete.
4. Establishing and maintain a process to automate, to the extent practical, the compilation of a master regional dataset from the primary producers.
5. Creating a freely available Regional Planned Land Use dataset that dissolves out county parcel boundaries based on unique land use types by community on a quarterly basis.
6. Creating a freely available database file of any define "Intensity of Use" measures that relates to minor civil divisions (MCD) names and 5 digit MCD code in the Regional Planned Land Use dataset on a quarterly basis.
7. Intending to create a freely available tabular database file of the Planned Land Use data that relates to county parcel identification numbers (PINs) on a quarterly basis.
8. Intending to create a freely available tabular database file of any define "Intensity of Use" measures that relates to county parcel identification numbers (PINs) on a quarterly basis.
9. Creating metadata for all datasets and relational databases.
10. Providing for quarterly archives, backup, retrieval, and disaster recovery.
11. Providing for distribution of the Regional Planned land Use dataset and related relational databases.
12. Co-hosting, with MetroGIS, data users forums, on a schedule to be determined by MetroGIS to invite comments from the broad user community about ways to improve MetroGIS's Regional Planned Land Use dataset.

## Appendix A

Table 1:

### Regional Planned Land Use Coding Scheme

Generalized Planned Land Use Category	Regional generalized land use code	Regional land use code	Regional land use description
<i>Regional Planned Land Use dataset field names --&gt;</i>	FLU_LEV1	FLU_LEV2	FLU_DESC
Agricultural	AG	AGU	Agricultural, Undifferentiated
		FMSTD	Farmstead
		AGCRP	Cultivation
		AGOTH	Agricultural Support, Other
Rural	R	LLRES	Large Lot Residential & Other, Undifferentiated
		R	Rural Residential
Single-Family Residential	SRES	RESUS	Residential, Undifferentiated
		SEA	Seasonal/ Vacation
		SFD	Single Family, Detached
		SFDSFA	Single Family, Detached & Attached
		MHP	Manufactured Homes
Multi-Family Residential	MRES	RESUM	Residential, Undifferentiated
		SFA	Single Family, Attached
		SFAMF	Single Family, Attached & Multi-Family
		MF	Multi-Family Residential
Commercial	COM	RTL	Commercial, Retail or Undifferentiated
		NC	Neighborhood
		CC	Community
		RC	Regional
		HC	Highway / Convenience
		RUC	Rural
		MAR	Marina
		OFCS	Office Space
Industrial	IND	INDU	Industrial, Undifferentiated
		LI	Light Industrial
		HI	Heavy Industrial
		EXT	Extractive
		UTL	Utility
		WN	Water Navigation, Locks
Institutional	IN	INU	Institutional, Undifferentiated
		REL	Religious
		EDU	Education
		GOV	Government
		HEA	Health
Mixed Use	MU	UMU	Mixed Use, Undifferentiated
		ROT	Residential & Other
		IOT	Industrial & Other
		COT	Commercial & Other
Multiple Use	MTU	UMT	Multiple Use, Undifferentiated
		MROT	Residential & Other
		MIOT	Industrial & Other
		MCOT	Commercial & Other
Park & Recreation	PR	PRC	Community Park & Recreation
		GC	Golf Course
Open Space	OS	OSU	Open Space, Undifferentiated
		OSP	Open Space: Passive
		OSN	Open Space: Natural
		OSR	Open Space: Restrictive
Roadway	ROW	TOTH	Transportation (Other)
		VROW	Vehicular Right-of-Way
		PROW	Pedestrian Right-of-Way
Railway	RL	RLW	Railway Corridor
		RTW	Rail Transit Way
Airport	AP	APU	Airport
Vacant	V	VAC	Vacant Land
		NODATA	No Data
		NOCODE	UnCertain
Water	W	WAT	Open Water

Table2:

**Public Regional Planned Land Use Dataset**

Regional Planned Land Use Attribute	Regional Dataset Field Name	Field Description	Field Type	Field Width
Municipal code	MCD	Five digit municipality code	text/string	5
Municipal name	MCD_NAME	Municipality name (township abbreviated "Twp.")	text/string	60
Data Source	SOURCE	Type of Source Data (Domains: Digital or Paper)	text/string	8
Comprehensive plan acceptance	ACCEPTED	Describes completion status of community's Comprehensive Plan with Met. Council (Domains: Yes or No)	text/string	3
Comprehensive plan date	DATE	Comprehensive Plan date for community (Domains: 2010, 2015, or 2020)	text/string	4
Community's Land Use description	PLUSE_DESC	Community's original land use description (parathesis describe further land use defintions based on community comments or supplementary plan information)	text/string	60
Community's Land Use code	PLUSE	Community's original land use code (Descriptive codes may have been added during data population for processing ease)	text/string	6
Regional land use description	PLU_DESC	Regional land use description (description of Regional PLU_LEV2 code)	text/string	60
Regional land use code	PLU_LEV2	Regional land use code (detailed level of land use description)	text/string	6
Generalized regional land use code	PLU_LEV1	Regional generalized land use code (generalized level of land use description)	text/string	6
Generalized regional land use description	DESC	Regional land use description (description of Regional PLU_LEV1 code)	text/string	60



**TO:** Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Major Activity Update

**DATE:** July 9, 2003  
(For the July 30th Meeting)

**(1) REGIONAL MAILING LABEL APPLICATION**

Alison Slaats, MetroGIS DataFinder Manager, investigated the mailing label application developed by Carver County for possible use as a regional application running on top of the regional parcel dataset. She will also be looking into a mechanism to restrict access to only those organizations that have access to the regional parcel dataset. She will share her findings with the County Data Producers Workgroup on July 30<sup>th</sup>. Dave Drealan, Carver County Director of Planning and chair of the County Data Producers Workgroup, will be prepared to update the Board on this investigation at the July 30 Board meeting.

**(2) ENHANCEMENTS TO DATAFINDER CAFÉ / MN GEOINTEGRATOR PROJECT**

The MN Land Management Information Center (LMIC) has entered into a contract with Syncline, developer of MetroGIS DataFinder Café ([www.datafinder.org/cafe.asp](http://www.datafinder.org/cafe.asp)), to expand the Café's functionality statewide and, in so doing, partner with the MetroGIS community to develop additional desired functionality for DataFinder Café. LMIC was awarded a grant from the MN Office of Technology for this effort. In 2001, MetroGIS also received a National Spatial Data Infrastructure (NDSI) Web Mapping Services grant to implement functionality being explored through this joint project. MetroGIS's grant funds have been assigned to this collaborative effort. Staff will be prepared to update the Board on this project at the July 30 Board meeting.

**(3) COLLABORATIVE PARCEL DATA DISTRIBUTION STRATEGY - NON-GOVERNMENT ACCESS**

The County Data Producer Workgroup (of the Coordinating Committee) has made significant progress to reach agreement among all counties on a collaborative solution to distribute the same parcel data (parcels boundaries plus 25 normalized attributes) to non-government interests that is currently being distributed to government interests.

- A website for streamlined, one-stop orders has been built by the Metropolitan Council staff who support MetroGIS and is ready for operation once the licensing and fee policies are finalized.
- A common fee schedule has been accepted by the workgroup members. It is being shared for comment with several prospective purchasers of parcel data prior to seeking formal endorsement by the counties. Significant price reductions from the current \$0.05/parcel are proposed for subscriptions and volume purchases. Subsetting of the regional dataset will also be supported.
- The components of a common license document, including the shrink-wrap concept to streamline execution, have been agreed upon. Anoka County volunteered to coordinate drafting of the document. Approval from each of the counties is expected in July.

ESRI has expressed interest in a collaborative research project with the workgroup to help define the market and evaluate ways to sustain the interest of prospective purchasers. Dave Drealan, Director of Planning for Carver County and member of the MetroGIS Coordinating Committee, chairs this workgroup.

**(4) DATA SHARING INITIATIVE WITH UTILITIES EXPLORED**

Representatives from Xcel Energy, CenterPoint Energy Minnegasco, and the Minnesota Valley Electric Cooperative met on July 10<sup>th</sup> with Dave Drealan, Carver County Planning Director and Chair

of MetroGIS's County Data Producers Workgroup and the MetroGIS Staff Coordinator to explore the possibility of utilities accessing county parcel data, without fee, in return for sharing their utility facility locations aligned with the county-produced parcel data. Some government uses of the utility data include emergency management, right-of-way management. The utilities are interested in the parcel data to improve the mapping accuracy of their facilities and improve operations that rely upon addresses. All concluded that this exploratory meeting was fruitful and that the talks should continue.

**(5) TALKS WITH COLLAR COUNTIES PROPOSED TO FOSTER SHARING DATA**

The following article was submitted for publication in the summer issue of the GIS/LIS Newsletter:

“Policy makers, managers and GIS staff from counties surrounding the seven-county metropolitan area: do you have a need, from time to time, for data produced by metro area government organizations? If so, you are encouraged to participate in proposed talks to be hosted by MetroGIS. They will explore interest in establishing a mechanism to efficiently share parcel and related geospatial data produced by counties (and possibly other interests) among and between government entities surrounding and within the Twin Cities metropolitan area.

The MetroGIS Policy Board, comprised of twelve locally-elected officials representing 300 metro area cities, counties, watershed districts, school districts and regional government interests, has recognized a need to explore data sharing opportunities with government organizations located within the counties that adjoin the metro area. The proposed talks with collar county officials are an outgrowth of the Board's interest.

In August, Mr. Johnson will be contacting officials in the collar counties to extend an invitation to participate in the proposed talks. If you are interested in learning more about this opportunity, please contact Randall Johnson, MetroGIS Staff Coordinator, at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us) or at 651-602-1638.”

**(6) PRIORITY BUSINESS INFORMATION NEEDS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

**(a) Emergency Management Workgroup**

Randy Knippel, Dakota County's GIS Manager, and Rick Gelbmann, Metropolitan Council's GIS Manager, are co-chairing this workgroup. Several meetings have been held to define the scope of MetroGIS's effort and to begin to define the workgroup's relationship with the newly created Emergency Management Committee of the Governor's Council on Geographic Information. The participants thus far represent state, county and city interests.

- Workgroups will initially focus on 3 areas:
  - Data Coordination, standards and development
  - Build relationships with emergency management and response community
  - Build awareness in GIS community and coordinate efforts between metro and state.Some of these areas focus on short-term goals that the workgroup will seek to implement quickly such as implementing a rudimentary data availability region-wide. Long term goals need to be defined as the group matures.
- It is too early to define the relationship between the MetroGIS Workgroup and Governor's Council on Geographic Information (GCGI) Emergency Preparedness Committee. For now it is acceptable with the Workgroup to hold simultaneous meetings with GCGI Emergency Preparedness Committee. This will allow the workgroup to serve as a test-bed for how the 2 groups will function while allowing people to focus their energy on one group. Committee members from GCGI will need to meet and concur with this approach.
- Additional participants will be added to include emergency management representatives from various levels of government.
- Initial outreach efforts being pursued include:
  - Cross-link with DEM website,
  - Make a presentation at GIS/LIS Conference if space is available and

- Make information available at GGGI booth at GIS /LIS Conference.

**(b) Existing Land Use Workgroup:** The workgroup last met on July 16, 2003. The main focus was on formulating a series of pilot projects to determine what data model will work best for MetroGIS. Under consideration are the APA's Land-Based Classification Standard, enhancement of the MetroGIS planned Land Use coding scheme, and a "Built Environment" database. Current workgroup members represent: city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being facilitated by Metropolitan Council staff assigned to support MetroGIS activities.

**(c) Lakes, Wetlands, etc.:** The Governor's Council Hydrography Committee is currently drafting the State Hydrography I-Plan. The purpose of the Hydrography I-Plan is to identify the resources, processes, organizational structures and strategies needed to develop and maintain databases that describe and map hydrography features to support Minnesota's water resources management activities. This first version of the Hydrography I-Plan for Minnesota deals with two sets of surface water features: Watercourse and Basin; and Watershed. MetroGIS's workplan assumes the State's solution may serve as part of the metro regional hydrologic information need solution for those hydrography features. A recommendation to the GCGI from the Committee is expected late Summer 2003.

On April 9th, 2003, a meeting of individuals with diverse, multi-level government interests was held to discuss additional data that would supplement adopted State solutions. The meeting focused on the integration of regional wetland data from the Mosquito Control, Open Water features from the Metropolitan Council's 2000 Generalized Land Use, and the DNR's Public Waters Inventory (PWI) data. In theory, all parties favored the concept of integration and are currently investigating how such an operation will occur. This workgroup is being facilitated by Metropolitan Council staff assigned to support MetroGIS activities.

**(d) Socioeconomic Characteristics of Areas:** This Workgroup has met three times since April 7<sup>th</sup>. It will guide the drafting of a recommendation(s) to implement a regional solution for this priority common information need. The group began with the information needs statements identified in 1996. It has sorted, organized, and prioritized them. It is now evaluating existing or potential published data sources that could meet those needs to define priority needs. The group expects to complete its research by late summer and then begin work on drafting of a recommendation(s) to implement a regional solution(s) for this priority common information need. Will Craig, member of the Coordinating Committee, chairs this workgroup. Eleven other individuals, representing diverse professional and organizational perspectives, including non-profits, city, county, school district, metropolitan, academic, state, and private sector interests comprise the group. This workgroup is being facilitated by Metropolitan Council staff assigned to support MetroGIS activities.

The 2003 workplan adopted by the Coordinating Committee calls for a two-step process whereby: 1) this workgroup will investigate how data produced by the U.S. Census Bureau or other governmental bodies can be used to address the various components of this information need and then 2) this group or another will investigate more extensive data development options, including but not limited to, the iBlock concept developed by Excensus LLC.

## **(7) THIRD GENERATION DATA SHARING AGREEMENTS**

Negotiations have begun to extend the current GIS Data Sharing Agreements with each of the seven counties. Through these agreements all government and academic interests serving the Metro Area receive access, without fee, to county produced parcel data. The current second-generation agreements with each county expire December 31, 2003. The initial agreements with each of the seven counties went into effect in 1996-1997. Staff met with Chairperson Reinhardt on June 6<sup>th</sup> and July 7<sup>th</sup> to initiate the negotiations. A meeting between senior Metropolitan Council and MetroGIS leadership is proposed for early to mid August.



**TO:** Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Information Sharing

**DATE:** July 9, 2003  
(For the July 30th Meeting)

### **a) Cost Savings Measures Instituted**

A change in procedures to rely on the Internet as the principal means to distribute MetroGIS's annual report and agenda packets to the Coordinating Committee and Technical Advisory Team is estimated to result in an annual savings of at least \$4,000 in printing/copying and postage expenses. An additional savings of \$1,500+ in printing costs every other year is estimated as a result of a format change that is being tested for the annual report (see Item b below). In addition, snacks will no longer be provided for meetings less than 3 hours in length, saving at least \$130 annually.

Mailing of agenda packets to the Policy Board is proposed to continue, unless the Board directs otherwise. However, the one-page action sheet attached to each report, color separator pages between the reports, and raw numbers/charts for the quarterly report have been removed beginning with this packet. These changes will significantly reduce copying and postage for the Board packet. If the Board has any concerns with these actions, this item should be elevated to a discussion/action item at the July 30<sup>th</sup> meeting.

### **b) 2002 MetroGIS Annual Report**

With over 2000 individuals now on the contact list to be kept apprised of MetroGIS's efforts, several cost savings measures are being tested with the 2002 annual report. The new design utilizes an informational brochure "wrapper" that can be used for subsequent annual reports. The actual annual report for 2002 is presented on a one sheet, double-sided insert. While Board and Committee members will continue to receive a printed version, everyone else will be directed to the view/download the report from the MetroGIS website, as opposed to printing several thousand copies and mailing them. Less than half the number of printed copies will be produced than in the past, saving in excess of \$2000. Mailing expenses will initially be reduced by around 60 percent with continued reductions expected as email addresses are more readily available. Printed copies will be used primarily as handouts at conferences and forums. We will be asking for feedback as to whether or not these measures have negatively affected our ability to communicate with those on the mailing list.

### **c) New Coordinating Committee Members – AMM and DNR**

The Association of Metropolitan Municipalities (AMM) and the Department of Natural Resources (DNR) recently appointed the following individuals to represent their interests on the MetroGIS Coordinating Committee

- AMM - Karen Johnson, IT Manager for the City of St. Paul
- DNR – Robert Maki, GIS Manager at the Department of Natural Resources

They succeed Don Cheney from the City of St. Paul and Les Maki from the DNR.

**d) Presentations / Outreach / Studies (not mentioned elsewhere)**

The following activities occurred since the Policy Board last met.

- May 20<sup>th</sup> Community GIS Workshop Presentation - Minneapolis
- May 21<sup>st</sup> URISA-sponsored summit entitled *National Programs...Local Implementation* - Washington D.C.
- May 29<sup>th</sup> National Academy of Sciences Presentation - Washington D.C
- June 3<sup>rd</sup> Interview for Case Study by Gartner, Inc. (National IT Advisory Firm)
- July 11<sup>th</sup> Interview by PolicyLink – California-based Policy Research Group

May 20<sup>th</sup> Community GIS Conference: Will Craig presented on behalf of MetroGIS along with representatives from Minneapolis Neighborhood Information Systems, St Paul Community GIS Consortium, Powderhorn Park Neighborhood Association, Project 504, and Providence Plan (from Rhode Island). About 75 people attended, many from community-based groups such as neighborhood, housing, job and health care groups, as well as people from sponsoring organizations, the University, various foundations, government GIS data custodians (city, county and regional) and some private consultants. Discussion focused on community organizations' GIS needs and strategies. MetroGIS was mentioned frequently in the discussions as a model for a shared system of gathering, standardizing and accessing GIS data. The vast majority of attendees knew about and had used data from MetroGIS. The July 11<sup>th</sup> interview (see below) is an outgrowth of this conference.

GIS data access issues were important. Access to parcel data was a top concern voiced by attendees. Since most people were associated with private non-profit or informal community groups they are currently required to purchase a license to use parcel data for the same fee paid by private-for-profit organizations and private individuals. Similarly, access to The Lawrence Group Street Centerline data was also of interest to people.

May 21<sup>st</sup> URISA Summit: About 100 individuals, representing a variety of government, non-profit, academic, and for-profit interests, heard from managers of five federal geospatial data programs and then engaged in several small and large group activities over the day-long summit to foster improved communication and partnering among the local-state-federal organizations needed to accomplish the objectives of these programs:

- US Geological Survey's *The National Map*
- Office of Management and Budget & FGDC's *Geospatial One-Stop*
- US Census Bureau's *TIGER Enhancement*
- National Imagery and Mapping Agency's *133 Cities*
- Federal Emergency Management Agency's *First Responders*

The Staff Coordinator was invited to participate as a "peer among peers" to facilitate dialogue, given the success MetroGIS has had in securing the type of partnerships necessary to achieve the goals of these federal initiatives. The notion of looking to organizations and initiatives with a regional perspective was endorsed as a next step at the urging of the Staff Coordinator and William Dodge, former president of the National Association of Regional Councils.

National Academy of Sciences / National Research Council: On May 29th, Hennepin County Commissioner Randy Johnson was invited to speak on the subject of licensing of geospatial data and other methods of selling or exchanging it. Specifically, he was asked to comment on Hennepin County's practices and the role of MetroGIS to streamline access to commonly needed data. An update has been requested from Commissioner Johnson to share with the Policy Board.

The purpose statement for the National Research Council's Licensing study states ...."The expanding use of licensing by government to acquire or distribute spatial data and related services is profoundly affecting

the operation of government and its relations with the private sector and citizens. This study will (1) explore the experiences of federal, state, and local government agencies in licensing geographic data and services from and to the private sector using case studies such as the Landsat Program, (2) examine ways in which licensing of geographic data and services between government and the private sector serve agency missions and the interests of other stakeholders in government data sets, (3) identify arguments in favor and in opposition to spatial-data licensing arrangements, (4) dissect newly proposed license-based models that could meet, concurrently, the spatial-data needs of government, the commercial sector, scientists, educators, and citizens, (5) consider potential effects on spatial-data uses and spatial-technology developments of competing license/non-license approaches within the commercial sector, and (6) make recommendations to government agencies, policy-makers, and law-makers on actions that will balance the interests of all parties affected by licensing of spatial data and services to and from government.”

Gartner, Inc. Case Study: Greg Kreizman interviewed MetroGIS staff in June for a case study he is producing. Initial contact was made at a March forum hosted by the state to promote technology as a means to improve government efficiency. Gartner, Inc. is a national IT advisory firm that has among its clients, according to Mr. Kreizman, 40 of the 50 states and several of the larger local government units located in the Metro Area. He was impressed with the accomplishments, through MetroGIS, to address needs of numerous government interests with consensus-based regional (collaborative) solutions and asked if he could prepare a case study to share with his current and prospective clients. The final report is anticipated to be complete in July.

PolicyLink Investigation – PolicyLink is a California-based Policy Research Group, which is working with the Urban Coalition and Minneapolis Foundation to investigate collaborative GIS ventures in the Twin Cities. The Staff Coordinator was interviewed on July 11 as part of the investigation. A report, with recommendations, will follow this fall.

#### e) **State Geospatial Initiatives Update**

##### 1) **Emergency Preparedness**

The Governor’s Council on Geographic Information has added a committee on Emergency Preparedness. This committee, in fact, will be the MetroGIS Emergency Preparedness Committee, augmented with people representing the wider state interests. The committee will continue to be chaired by Randy Knippel, Dakota County, and Rick Gelbmann, Metropolitan Council. Gelbmann is a member of both MetroGIS Coordinating Committee and the GCGI, facilitating communication with both organizations.

##### 2) **Statewide Parcel Inventory Complete**

An inventory of digital parcel mapping across the state was completed recently. Some 33 counties have 75% or more of their parcels in digital format: this includes all of the Metro counties and the collar counties of Isanti, Rice, Sherburne, and Wright. Chisago and Goodhue are well underway, but no digital mapping is underway in LeSueur, Meeker, or Sibley. The inventory was developed for Mn/DOT by CURA at the University of Minnesota and ProWest & Associates. Inventory details are available at <http://rocky.dot.state.mn.us/SPMI/>.

##### 3) **New Statewide Orthoimagery Partnership**

The state recently completed an agreement with the U.S. Department of Agriculture’s Farm Services Agency (FSA) that will result in new digital orthophotography for all of Minnesota. The new agreement, coordinated by the Land Management Information Center and funded by the Department of Transportation, Pollution Control Agency, and the Department of Natural Resources, leverages \$250,000 in state funds to produce orthophotos costing almost \$2 million to produce. In return for the contribution, the state will receive copies of 1-meter, natural color digital images. Flights began in May and will continue through the summer in order to meet the FSA’s need for images during the growing season. When they become available this fall, LMIC plans to offer compressed image files for download at no charge and in other formats on request

for a modest service fee. For more about this program, see [www.lmic.state.mn.us/chouse/airphoto\\_usda.html](http://www.lmic.state.mn.us/chouse/airphoto_usda.html).

**4) Contract with Syncline to Expand DataFinder Café Statewide**

See Agenda Item 7b.

**5) GCGI's LRM Committee – Progress with Statewide Parcel Dataset**

The Land Records Modernization (LRM) Committee of the Governors Council on Geographic Information (GCGI) has received approval for the GCGI to submit Version 1 of a statewide parcel I-Plan to the National I-Team Coordinator. Version 1 will be submitted along with Version 1 of the vision statements for all seven NDSI Framework data themes (parcels or cadastral data being one of the seven), plus soils that will comprise the state's I-Plan (see item f1, below). The next step will be to define pilots and other activities needed to refine and implement the vision. This effort has its roots in a July 2001 request from the MetroGIS Policy Board that the GCGI provide leadership for a statewide parcel data solution that incorporates the solution endorsed by the Policy Board for the Metro Area. Several individuals on the LRM Committee are also active in MetroGIS's activities: David Arbeit, Will Craig, David Claypool, and Randall Johnson. Johnson participated on the Parcel Data Policy Vision workgroup. Johnson and Arbeit are also member of the workgroup assigned to consolidate all of the individual I-Plans into to a single document (see Item f(1) below).

**6) GCGI Guidebook - Making the Most of Geospatial Data Exchange: A Guide for Data Distribution**

On May 8<sup>th</sup>, Governor's Council on Geographic Information approved this guidebook for distribution. It should be available shortly on the GCGI's Internet site ([www.gis.state.mn.us/pdf/GeoDataExchange.pdf](http://www.gis.state.mn.us/pdf/GeoDataExchange.pdf)). The guide is designed to walk organizations, that have elected to share their data, through the decisions that are involved, in a step-by-step manner with examples and explanatory text. However, it is not just for organizations that have decided to share data; it is useful for everyone, including those from whom data has been formally requested even though they previously had no interest in sharing. The workgroup included two individuals active in MetroGIS's affairs: David Arbeit (LMIC's Executive Director) and Randall Johnson (MetroGIS Staff Coordinator). Fred Logman, Ramsey County's CIO, was also instrumental in the production of this guidebook.

**f) Federal/National Geospatial Initiatives Update**

- 1) I-Teams** - The Staff Coordinator and David Arbeit, with LMIC, are serving on a Minnesota Governor's Council Committee responsible for consolidating all of Minnesota's individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are in various stages of completion. A draft "wrapper" document has also been drafted and is under review by the I-Plan Coordinating Committee. The target is to consolidate all of the individual I-Plans into to a single document for submission to the federal Office of Management and Budget in September.
- 2) GeoSpatial One Stop** – This new web portal became operational on June 30 at [www.geodata.gov](http://www.geodata.gov). It is an application designed to facilitate communication and sharing of geographic data and resources to enhance government efficiency and improve citizen services improve access to data by simplifying and consolidating the search. Geospatial One-Stop is one of 24 e-government initiatives sponsored by the Federal Office of Management and Budget (OMB) to enhance government efficiency and to improve citizen services. MetroGIS DataFinder is the source for 25+ data themes for the Twin Cities.
- 3) American Community Survey – US Census Bureau Initiative**  
Hearings are underway on the American Community Survey, a data source that could have major implications for socioeconomic data. Will Craig, who chairs MetroGIS's socioeconomic workgroup would like to see the MetroGIS Board (and Metro Council) consider contacting Congressional members representing the Twin Cities to seek their support. In reality, only

Martin Sabo sits on any committee that will discuss this issue in the near term. Chairman Craig has been in direct contact with his staff about this.

- 4) **The National Map** -- On May 12<sup>th</sup>, data was served for The National Map (<http://nationalmap.usgs.gov/>) from MetroGIS DataFinder. The plan is for DataFinder to serve data pertaining to the Metro Area while LMIC, serving data through GeoIntegrator, would provide data access services for the remainder of the state. The project will remain in a pilot phase until an incompatibility between Microsoft Internet Explorer and DataFinder Café's use of 24-bit .png image format is resolved. This incompatibility prohibits layering of data, only the last layer drawn is visible. If the Netscape browser is used this problem is not encountered.

The National Map leadership is very supportive of the added value of MetroGIS's endorsed regional data solutions (area integrator concept) for the seven county area that nest with larger geographies. This concept has been embedded into the guiding principles for State's Cadastral (Land Ownership/Parcel) I-Plan. The Staff Coordinator is promoting this philosophy, via the involvement in the state's I-Planning process, in hopes it will find operational support among the RDCs, Metropolitan Transportation Planning Organizations, etc. throughout the state.

- g) **June 18<sup>th</sup> Coordinating Committee Meeting Minutes**

See [http://www.metrogis.org/teams/cc/index.shtml#agendas\\_minutes](http://www.metrogis.org/teams/cc/index.shtml#agendas_minutes).

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**July 30, 2003**

**1. CALL TO ORDER & INTRODUCE NEW MEMBER**

Chairperson Reinhardt called the meeting to order at 6:30 p.m.

Members Present: Terry Schneider (AMM-City of Minnetonka), Patrice Bataglia (Dakota County), Molly O'Rourke for Dennis Hegberg (Washington County), William Brown for Randy Johnson (Hennepin County), Gary Delaney (Carver County), Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Jim Kordiak (Anoka County) and Gary Schiff (AMM-City of Minneapolis)

Coordinating Committee Members Present: David Arbeit, Bill Brown, David Claypool, Will Craig, Dave Drealan (Vice-Chair), Rick Gelbmann, Jane Harper (Chair), Brad Henry, Randy Knippel, Nancy Read, and Ron Wencl.

Support Staff: Randall Johnson, Steve Fester, and Mark Kotz.

Visitors: Jeff Matson (Minneapolis Neighborhood Information System), Dan Falbo (ESRI), Jonette Kreideweis (Mn/DOT), Dan Ross (Mn/DOT), and Chet Harrison (CB Richard Ellis).

Chairperson Reinhardt asked everyone, including the visitors, to introduce themselves.

**2. ACCEPT AGENDA**

Member Schneider asked for Item 8a to be heard as an action item following agenda item 6c. Member Fiskness moved and Member Delaney seconded to accept the agenda, as modified. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member Schneider moved and Member Bataglia seconded to approve the summary of the April 30, 2003 meeting as submitted. Motion carried, ayes all.

**4. OVERVIEW OF METROGIS – VISION, FUNCTIONS, ACCOMPLISHMENTS, AND BENEFITS**

Staff Coordinator Johnson provided a brief overview of why MetroGIS was created; its vision, functions and accomplishments; and benefits that are being realized by the community as result of the these accomplishments.

Member Schneider encouraged staff to actively seek out ways to inform as many constituent groups as possible of the information provided in this presentation. It was agreed that as a first step the PowerPoint Presentation would be sent to each member of the Policy Board, Coordinating Committee, Technical Advisory Team, and county GIS user groups to share with co-workers and colleagues that may have an interest.

Member Bataglia asked if MetroGIS is aware of PSAPs (E911 Dispatching centers) and the current effort to integrate GIS into their business operations. Johnson noted that MetroGIS is aware of this initiative and at the Metropolitan 911 Board's request is cooperating in their efforts to learn more about GIS technology. Member Bataglia commented that the PSAPs generally feel they have been left behind. Staff asked Member Bataglia to raise this concern later in the meeting when the Board heard an update from the leadership of the Emergency Management Workgroup.

**5. GIS TECHNOLOGY DEMONSTRATION**

Will Craig, member of the Coordinating Committee, introduced Jeff Matson, director of the Minneapolis Neighborhood Information System (MNIS), noting that Public Participation or Community GIS is a national phenomenon but the Twin Cities is a leader in the movement.

Jeff began his presentation by noting that Minneapolis has a number of established and respected neighborhood/community groups that have extensive needs for geospatial data and that parcel level housing related data is at the core. He explained the goals of MNIS are to provide to these groups technical capacity, improve data, improve relationships, and improve networking among the neighborhoods. Mr. Matson noted that a substantive 3-year Department of Commerce grant had been received to help achieve these goals primarily through developing a website to improve access and assisting with the needed data improvements. In addition to the partnership with the Department of Commerce, other partners include the City of Minneapolis, and CURA at the U of M. The complete presentation is available at <http://www.metrogis.org/teams/pb/meetings/ppgis.pdf>. MNIS's website is at <http://www.npcr.org/MNIS>.

## **6. ACTION AND DISCUSSION ITEMS**

Chairperson Reinhardt explained that Policy Board "ratification" is sought for the following three action items. She noted that she had requested this action to ensure that the Policy Board was fully aware of the pending actions, which had been approved by the Coordinating Committee on June 18<sup>th</sup>. She emphasized that Board approval was not required but that she wanted to avoid any misunderstandings in the future should an issue arise.

### **a) Highway and Road Network Information Need Solution – Partnership with Mn/DOT**

Coordinating Committee Chair Harper summarized a proposed partnership with Mn/DOT as had been endorsed by the Coordinating Committee on June 18 for Policy Board ratification and then introduced Michael Dolbow, project manager, to provide a brief overview of the specifics of the proposed partnership. Dolbow summarized the efforts of a workgroup that made the recommendation to partner with Mn/DOT, noting that the roads and highways standard that Mn/DOT has been developing for three years has merit but needs refinement, and that both partners are looking forward to what the other can bring to the process. He then introduced Jonette Kreideweis with Mn/DOT who commented that the data content standard that Mn/DOT has developed thus far permits crash, traffic, and bridge data produced by many different Mn/DOT units to be used interchangeably. She stated that Mn/DOT is aware that road data produced by local government is often times superior to data produced by others and that use of this standard by all levels will greatly enhance data sharing.

Chairperson Reinhardt thanked Mn/DOT for their willingness to collaborate with MetroGIS and affirmed that this is an incredible opportunity for the MetroGIS community.

**Motion:** Member Fiskness moved and Member Delaney seconded to ratify the Coordinating Committee's conclusion that MetroGIS should accept a partnership invitation from Mn/DOT to jointly refine a Highway and Road Networks standard that Mn/DOT developed and ensure related local government needs are adequately addressed by the proposed standard. Motion carried, ayes all.

### **b) Geospatial Data Theme Categories – Modifications Directed by the Board**

Coordinating Committee Chair Harper introduced the two category name changes (elevation and land ownership) that had been made by the Coordinating Committee to the Data Theme Category Standard in response to direction received from the Policy Board when it adopted the categorization scheme at its April 30, 2003 meeting. Board ratification of these changes was requested.

**Motion:** Member Bataglia moved and Member Vogel seconded to ratify changes made to the Geospatial Data Theme Categories names and definitions by the Coordinating Committee as described herein and as previously directed by the Policy Board. Motion carried, ayes all.

### **c) Planned Land Use Information Need Solution – Modification of Roles and Responsibilities**

Coordinating Committee Chair Harper introduced two modifications made by the Coordinating Committee on June 18<sup>th</sup> to the Regional Planned Land Use Dataset roles and responsibilities and requested Policy Board ratification. She also summarized the purpose of the Regional Policy Statement which sets forth the agreed upon roles and responsibilities, noting that in prior direction, the Policy Board had authorized the Coordinating Committee to implement changes to Board-approved policy statements if all affected parties agreed, hence the request for Board ratification as opposed to approval.

Chairman Harper introduced Rick Gelbmann, member of the Coordinating Committee and representative of the regional custodian (Metropolitan Council) to explain the proposal accepted by the Coordinating Committee to postpone alignment of the Planned Land Use data with parcel boundary data until substantially less labor-intensive procedures can be implemented. It was noted that this topic will be scheduled for review beginning July 1, 2005, if not investigated earlier in connection with a related common information need. Gelbmann commented that the second change involved adding a category entitled "rail transit way" to the list of coding options.

Staff Coordinator Johnson emphasized that the regional dataset is a generalization of the actual land use plans adopted by the individual communities and that this action would in no way affect those plans. In other words, if a local community does not show rail transit ways in their locally adopted plan it will not show up in the regional dataset. He also clarified that the Planned (or Future) Land Use dataset is different and separate from the proposed Regional Existing Land Use dataset. Finally, Gelbmann clarified that the Metropolitan Council, in its role as regional custodian of the Planned Land Use dataset, will continue to update it on a quarterly basis; only realignment with parcel boundaries has been temporarily postponed.

**Motion:** Member Delaney moved and Member Fiskness seconded to ratify the Coordinating Committee's decision to modify the regional policy statement for the Planned Land Use priority information need, as explained in the staff report presented at the Policy Board meeting. Motion carried, ayes all.

#### **8a. Cost Savings Measures Implemented**

Member Schneider spoke on behalf of receiving the entire agenda electronically because he likes the ability to save and retrieve information at a later date should he want access. Other members who rely upon dialup Internet service noted that electronic access takes a great deal of time to download and that they would prefer to continue to receive the agenda packet via postal mail. Staff noted that multiple distribution formats could be supported and agreed to send a message to each Policy Board member to ask if they would prefer electronic access or continue to receive their agendas via postal mail. If staff does not receive a response, the default will be to continue to mail the paper packet.

### **7. MAJOR PROJECT UPDATES**

#### **a) Regional Mailing Label Application**

Dave Drealan, Chair of the County Data Producers Workgroup, explained that earlier today the workgroup had viewed a prototype regional mailing label application developed by Alison Slaats of the MetroGIS staff which clearly demonstrated such an application is technically feasible. He noted that there are some outstanding issues that need to be resolved before the application is deployed, such as reconciling possible impacts on revenues currently received by the counties for similar products. The group expects to offer a recommendation to the Policy Board at its October meeting.

#### **b) Enhancements to MetroGIS DataFinder / Cooperation with MN GeoIntegrator Project**

This item was not discussed.

#### **c) Collaborative Parcel Data Distribution Strategy – Non-Government Access**

Dave Drealan, Chair of the County Data Producers Workgroup, noted that a draft common license and a proposed fee schedule were being reviewed by each county. The workgroup is waiting for each of the seven county administrations to respond with comments and/or endorsements.

#### **d) Data Sharing Initiative with Utilities**

Dave Drealan, Chair of the County Data Producers Workgroup, summarized an exploratory meeting held on July 10<sup>th</sup> with representatives of Xcel Energy, CenterPoint Energy Minnegasco, and Minnesota Valley Electric Cooperative, noting that both sides (counties and utilities) see merit in further discussions. Next steps will include providing the utilities with a sample of the regional parcel dataset and, if there continues to be interest, setting up a forum for public sector representatives to identify data they may be interested in that are produced by the utilities.

Member Bataglia asked which county interests have been involved. Drealan explained that the initial discussions have been informal with an assumption that at a minimum the counties' right-of-way management and emergency management functions could take advantage of data produced by the

utilities. The plan is to investigate what data may be available and then invite a broad public community to participate in a more formal information discovery process if the decision is to move forward with the collaborative process.

**e) Talks with Collar Counties Proposed to Foster Sharing Data**

This item was not discussed.

**f) Priority Common Information Needs**

Chairperson Reinhardt encouraged the Board members to review the report Agenda Item 7 for information about each of the activities currently in progress. She then introduced Coordinating Committee members Knippel and Gelbmann to summarize their work with Emergency Management Workgroup:

Knippel and Gelbmann, co-chairs of MetroGIS's Emergency Management Workgroup summarized the three core initiatives of the workgroup and described how they are coordinating with a parallel MN Governor's Council on Geographic Information (GCGI) workgroup, which they also co-chair. *(Note: see the Agenda Item 7 staff report for the details.)*

Member Schneider commented that the 800-megahertz project possesses substantial resources and that the leaders of that group may be interested in these MetroGIS and GCGI efforts. Knippel commented that he would follow-up as part of their efforts to build relationships and awareness to avoid duplication of effort.

In response to a question from Chairperson Reinhardt, Gelbmann noted that Paul Olson, who presented to the Policy Board about how GIS was used to address the September 11<sup>th</sup> tragedy in New York City, has accepted an invitation to participate in this effort.

Member Bataglia commented that she is a member of the Metropolitan 911 Board and that the Board is aware of MetroGIS. She concurred that potential exists for further collaboration through facilitating PSAP/911 Board use of the technology. She stressed that they need more than the data, they need to better understand how GIS technology can be put to use to solve their information needs, particularly in times of crisis, and resources available to them to accomplish this end.

Member Delaney encouraged Knippel and Gelbmann to include as a workgroup member someone from the Carver County team that developed the online GIS capabilities currently in use by the Carver County public safety community.

**8. INFORMATION ITEMS**

Chairperson Reinhardt asked the members to review, on their own, the other information sharing items described in the agenda packet.

**9. NEXT MEETING**

The next meeting is scheduled for October 29, 2003.

**10. ADJOURN**

The meeting adjourned at 8:26 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**Policy Board Members:**

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Patrice Bataglia,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Antoinette Johns,  
TIES

Randy Johnson,  
Hennepin County

Gary Schiff,  
City of Minneapolis  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Bob Vogel,  
Scott County

Tony Pistilli,  
Metropolitan Council

**Coordinating Committee**

Jane Harper,  
Chairperson  
Washington County

Dave Drealan,  
Vice-Chairperson  
Carver County

**Staff Coordinator**

Randall Johnson,  
Metropolitan Council

**Wednesday, October 29, 2003**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

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| <b>1. Call to Order</b>  |                  |
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| <b>3. Accept Meeting Summary</b>   |                  |
| a) July 30, 2003   | <i>action</i> 1  |
| <b>4. GIS Technology Demonstration:</b>  | 6                |
| <i>GASB34 and GIS/MetroGIS: What is the connection?</i><br><i>(GASB34 means the Governmental Accounting Standards Board, statement #34)</i>          |                  |
| <b>5. Major Activity Update</b>  | 9                |
| a) Regional Mailing Label Application  |                  |
| b) Collaborative Parcel Data Distribution Strategy – Non-Government Access   |                  |
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| d) Enhancements to MetroGIS DataFinder / Coordination with MN GeoIntegrator  |                  |
| e) Priority Common Information Need Solutions  |                  |
| • <i>Emergency Management Workgroup</i>  |                  |
| • <i>Existing Land Use Workgroup</i>   |                  |
| • <i>Lakes and Wetlands Workgroup</i>  |                  |
| • <i>Socioeconomic Characteristics of Areas Workgroup</i>  |                  |
| • <i>Highway and Road Networks</i>   |                  |
| • <i>Parcels</i>   |                  |
| <b>6. Action/Discussion Items</b>  |                  |
| a) 2004 Meeting Schedule   | <i>action</i> 13 |
| b) Update Frequency Policy Change –<br>Municipal/County Jurisdictional Boundary Regional Dataset   | <i>action</i> 14 |
| c) 2004 Preliminary Budget and Agreement Principles  | <i>action</i> 17 |
| d) 2004 Major Program Objectives for MetroGIS  | <i>action</i> 25 |
| <b>7. Information Sharing</b>  | 27               |
| a) PolicyLink Recommendations to the Mpls. Foundation – <i>Towards a Regional Strategy for Sustaining Community Focused GIS in Twin Cities Metro</i> |                  |
| b) New Testimonial – SRF Consulting Group, Inc.  |                  |
| c) Definition Clarification – Planned Land Use Coding for Commuter Rail  |                  |
| d) Presentations / Outreach / Study Activities   |                  |
| e) Related State Geospatial Data Initiatives Update  |                  |
| f) Related Federal/National Geospatial Data Initiatives Update   |                  |
| g) September 17th Coordinating Committee Meeting Minutes   |                  |
| <b>8. Next Meeting</b>   |                  |
| January XX, 2004   |                  |
| <b>9. Adjourn</b>  |                  |

**Mission Statement**

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*



**TO:** MetroGIS Policy Board

**FROM:** Staff Support Team  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** July 30, 2003 Meeting Summary

**DATE:** October 16, 2003  
(For the Oct 29<sup>th</sup> meeting)

**RECOMMENDATION**

That the Policy Board approve the attached meeting summary for its July 30, 2003 meeting.

**Meeting Summary  
MetroGIS Policy Board  
Room 1A, Metropolitan Council's Mears Park Offices  
July 30, 2003**

**1. CALL TO ORDER & INTRODUCE NEW MEMBER**

Chairperson Reinhardt called the meeting to order at 6:30 p.m.

Members Present: Terry Schneider (AMM-City of Minnetonka), Patrice Bataglia (Dakota County), Molly O'Rourke for Dennis Hegberg (Washington County), William Brown for Randy Johnson (Hennepin County), Gary Delaney (Carver County), Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Jim Kordiak (Anoka County) and Gary Schiff (AMM-City of Minneapolis)

Coordinating Committee Members Present: David Arbeit, Bill Brown, David Claypool, Will Craig, Dave Drealan (Vice-Chair), Rick Gelbmann, Jane Harper (Chair), Brad Henry, Randy Knippel, Nancy Read, and Ron Wencl.

Support Staff: Randall Johnson, Steve Fester, and Mark Kotz.

Visitors: Jeff Matson (Minneapolis Neighborhood Information System), Dan Falbo (ESRI), Jonette Kreideweis (Mn/DOT), Dan Ross (Mn/DOT), and Chet Harrison (CB Richard Ellis).

Chairperson Reinhardt asked everyone, including the visitors, to introduce themselves.

**2. ACCEPT AGENDA**

Member Schneider asked for Item 8a to be heard as an action item following agenda item 6c. Member Fiskness moved and Member Delaney seconded to accept the agenda, as modified. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member Schneider moved and Member Bataglia seconded to approve the summary of the April 30, 2003 meeting as submitted. Motion carried, ayes all.

**4. OVERVIEW OF METROGIS – VISION, FUNCTIONS, ACCOMPLISHMENTS, AND BENEFITS**

Staff Coordinator Johnson provided a brief overview of why MetroGIS was created; its vision, functions and accomplishments; and benefits that are being realized by the community as result of the these accomplishments.

Member Schneider encouraged staff to actively seek out ways to inform as many constituent groups as possible of the information provided in this presentation. It was agreed that as a first step the PowerPoint Presentation would be sent to each member of the Policy Board, Coordinating Committee, Technical Advisory Team, and county GIS user groups to share with co-workers and colleagues that may have an interest.

Member Bataglia asked if MetroGIS is aware of PSAPs (E911 Dispatching centers) and the current effort to integrate GIS into their business operations. Johnson noted that MetroGIS is aware of this initiative and at the Metropolitan 911 Board's request is cooperating in their efforts to learn more about GIS technology. Member Bataglia commented that the PSAPs generally feel they have been left behind. Staff asked Member Bataglia to raise this concern later in the meeting when the Board heard an update from the leadership of the Emergency Management Workgroup.

**5. GIS TECHNOLOGY DEMONSTRATION**

Will Craig, member of the Coordinating Committee, introduced Jeff Matson, director of the Minneapolis Neighborhood Information System (MNIS), noting that Public Participation or Community GIS is a national phenomenon but the Twin Cities is a leader in the movement.

Jeff began his presentation by noting that Minneapolis has a number of established and respected neighborhood/community groups that have extensive needs for geospatial data and that parcel level housing related data is at the core. He explained the goals of MNIS are to provide to these groups technical capacity, improve data, improve relationships, and improve networking among the neighborhoods. Mr. Matson noted that a substantive 3-year Department of Commerce grant had been received to help achieve these goals primarily through developing a website to improve access and assisting with the needed data improvements. In addition to the partnership with the Department of Commerce, other partners include the City of Minneapolis, and CURA at the U of M. The complete presentation is available at <http://www.metrogis.org/teams/pb/meetings/ppgis.pdf>. MNIS's website is at <http://www.npcr.org/MNIS>.

## **6. ACTION AND DISCUSSION ITEMS**

Chairperson Reinhardt explained that Policy Board “ratification” is sought for the following three action items. She noted that she had requested this action to ensure that the Policy Board was fully aware of the pending actions, which had been approved by the Coordinating Committee on June 18<sup>th</sup>. She emphasized that Board approval was not required but that she wanted to avoid any misunderstandings in the future should an issue arise.

### **a) Highway and Road Network Information Need Solution – Partnership with Mn/DOT**

Coordinating Committee Chair Harper summarized a proposed partnership with Mn/DOT as had been endorsed by the Coordinating Committee on June 18 for Policy Board ratification and then introduced Michael Dolbow, project manager, to provide a brief overview of the specifics of the proposed partnership. Dolbow summarized the efforts of a workgroup that made the recommendation to partner with Mn/DOT, noting that the roads and highways standard that Mn/DOT has been developing for three years has merit but needs refinement, and that both partners are looking forward to what the other can bring to the process. He then introduced Jonette Kreideweis with Mn/DOT who commented that the data content standard that Mn/DOT has developed thus far permits crash, traffic, and bridge data produced by many different Mn/DOT units to be used interchangeably. She stated that Mn/DOT is aware that road data produced by local government is often times superior to data produced by others and that use of this standard by all levels will greatly enhance data sharing.

Chairperson Reinhardt thanked Mn/DOT for their willingness to collaborate with MetroGIS and affirmed that this is an incredible opportunity for the MetroGIS community.

**Motion:** Member Fiskness moved and Member Delaney seconded to ratify the Coordinating Committee’s conclusion that MetroGIS should accept a partnership invitation from Mn/DOT to jointly refine a Highway and Road Networks standard that Mn/DOT developed and ensure related local government needs are adequately addressed by the proposed standard. Motion carried, ayes all.

### **b) Geospatial Data Theme Categories – Modifications Directed by the Board**

Coordinating Committee Chair Harper introduced the two category name changes (elevation and land ownership) that had been made by the Coordinating Committee to the Data Theme Category Standard in response to direction received from the Policy Board when it adopted the categorization scheme at its April 30, 2003 meeting. Board ratification of these changes was requested.

**Motion:** Member Bataglia moved and Member Vogel seconded to ratify changes made to the Geospatial Data Theme Categories names and definitions by the Coordinating Committee as described herein and as previously directed by the Policy Board. Motion carried, ayes all.

### **c) Planned Land Use Information Need Solution – Modification of Roles and Responsibilities**

Coordinating Committee Chair Harper introduced two modifications made by the Coordinating Committee on June 18<sup>th</sup> to the Regional Planned Land Use Dataset roles and responsibilities and requested Policy Board ratification. She also summarized the purpose of the Regional Policy Statement which sets forth the agreed upon roles and responsibilities, noting that in prior direction, the Policy Board had authorized the Coordinating Committee to implement changes to Board-approved policy statements if all affected parties agreed, hence the request for Board ratification as opposed to approval.

Chairman Harper introduced Rick Gelbmann, member of the Coordinating Committee and representative of the regional custodian (Metropolitan Council) to explain the proposal accepted by the Coordinating Committee to postpone alignment of the Planned Land Use data with parcel boundary data until substantially less labor-intensive procedures can be implemented. It was noted that this topic will be scheduled for review beginning July 1, 2005, if not investigated earlier in connection with a related common information need. Gelbmann commented that the second change involved adding a category entitled "rail transit way" to the list of coding options.

Staff Coordinator Johnson emphasized that the regional dataset is a generalization of the actual land use plans adopted by the individual communities and that this action would in no way affect those plans. In other words, if a local community does not show rail transit ways in their locally adopted plan it will not show up in the regional dataset. He also clarified that the Planned (or Future) Land Use dataset is different and separate from the proposed Regional Existing Land Use dataset. Finally, Gelbmann clarified that the Metropolitan Council, in its role as regional custodian of the Planned Land Use dataset, will continue to update it on a quarterly basis; only realignment with parcel boundaries has been temporarily postponed.

**Motion:** Member Delaney moved and Member Fiskness seconded to ratify the Coordinating Committee's decision to modify the regional policy statement for the Planned Land Use priority information need, as explained in the staff report presented at the Policy Board meeting. Motion carried, ayes all.

#### **8a. Cost Savings Measures Implemented**

Member Schneider spoke on behalf of receiving the entire agenda electronically because he likes the ability to save and retrieve information at a later date should he want access. Other members who rely upon dialup Internet service noted that electronic access takes a great deal of time to download and that they would prefer to continue to receive the agenda packet via postal mail. Staff noted that multiple distribution formats could be supported and agreed to send a message to each Policy Board member to ask if they would prefer electronic access or continue to receive their agendas via postal mail. If staff does not receive a response, the default will be to continue to mail the paper packet.

### **7. MAJOR PROJECT UPDATES**

#### **a) Regional Mailing Label Application**

Dave Drealan, Chair of the County Data Producers Workgroup, explained that earlier today the workgroup had viewed a prototype regional mailing label application developed by Alison Slaats of the MetroGIS staff which clearly demonstrated such an application is technically feasible. He noted that there are some outstanding issues that need to be resolved before the application is deployed, such as reconciling possible impacts on revenues currently received by the counties for similar products. The group expects to offer a recommendation to the Policy Board at its October meeting.

#### **b) Enhancements to MetroGIS DataFinder / Cooperation with MN GeoIntegrator Project**

This item was not discussed.

#### **c) Collaborative Parcel Data Distribution Strategy – Non-Government Access**

Dave Drealan, Chair of the County Data Producers Workgroup, noted that a draft common license and a proposed fee schedule were being reviewed by each county. The workgroup is waiting for each of the seven county administrations to respond with comments and/or endorsements.

#### **d) Data Sharing Initiative with Utilities**

Dave Drealan, Chair of the County Data Producers Workgroup, summarized an exploratory meeting held on July 10<sup>th</sup> with representatives of Xcel Energy, CenterPoint Energy Minnegasco, and Minnesota Valley Electric Cooperative, noting that both sides (counties and utilities) see merit in further discussions. Next steps will include providing the utilities with a sample of the regional parcel dataset and, if there continues to be interest, setting up a forum for public sector representatives to identify data they may be interested in that are produced by the utilities.

Member Bataglia asked which county interests have been involved. Drealan explained that the initial discussions have been informal with an assumption that at a minimum the counties' right-of-way management and emergency management functions could take advantage of data produced by the

utilities. The plan is to investigate what data may be available and then invite a broad public community to participate in a more formal information discovery process if the decision is to move forward with the collaborative process.

**e) Talks with Collar Counties Proposed to Foster Sharing Data**

This item was not discussed.

**f) Priority Common Information Needs**

Chairperson Reinhardt encouraged the Board members to review the report Agenda Item 7 for information about each of the activities currently in progress. She then introduced Coordinating Committee members Knippel and Gelbmann to summarize their work with Emergency Management Workgroup:

Knippel and Gelbmann, co-chairs of MetroGIS's Emergency Management Workgroup summarized the three core initiatives of the workgroup and described how they are coordinating with a parallel MN Governor's Council on Geographic Information (GCGI) workgroup, which they also co-chair. *(Note: see the Agenda Item 7 staff report for the details.)*

Member Schneider commented that the 800-megahertz project possesses substantial resources and that the leaders of that group may be interested in these MetroGIS and GCGI efforts. Knippel commented that he would follow-up as part of their efforts to build relationships and awareness to avoid duplication of effort.

In response to a question from Chairperson Reinhardt, Gelbmann noted that Paul Olson, who presented to the Policy Board about how GIS was used to address the September 11<sup>th</sup> tragedy in New York City, has accepted an invitation to participate in this effort.

Member Bataglia commented that she is a member of the Metropolitan 911 Board and that the Board is aware of MetroGIS. She concurred that potential exists for further collaboration through facilitating PSAP/911 Board use of the technology. She stressed that they need more than the data, they need to better understand how GIS technology can be put to use to solve their information needs, particularly in times of crisis, and resources available to them to accomplish this end.

Member Delaney encouraged Knippel and Gelbmann to include as a workgroup member someone from the Carver County team that developed the online GIS capabilities currently in use by the Carver County public safety community.

**8. INFORMATION ITEMS**

Chairperson Reinhardt asked the members to review, on their own, the other information sharing items described in the agenda packet.

**9. NEXT MEETING**

The next meeting is scheduled for October 29, 2003.

**10. ADJOURN**

The meeting adjourned at 8:26 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*GASB 34 and GIS Technology: What is the Connection?*

**DATE:** October 16, 2003  
*(For the Oct 29<sup>th</sup> meeting)*

## **INTRODUCTION**

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each Board meeting. For the Policy Board's October meeting, the Coordinating Committee invited two of its members - Brad Henry with URS/BRW and Bob Cockriel with the City of Bloomington – to explain the importance of GIS technology to accomplishing the requirements of GASB 34 (*Governmental Accounting Standards Board, statement #34*), which apply to local units of government.

An abstract, which provides more background for this presentation, is attached.

## **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

(Refer to the listing on the next page.)

## **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

### **Past Demonstrations**

- Jan. 1997: Benefits from GIS in general and uses being made all classes of stakeholders represented on the Policy Board.
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Nov. 1998: Orthoimagery and its Uses
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Jul. 1999: Presentation to U.S. House of Representatives Subcommittee on June 9th
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 2000: DataFinder and Metropolitan Council's Internet-based Existing Land Use Application
- Oct. 2000: North Metro I-35W Corridor Coalition Socio-Demographic Data Initiative
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Apr. 2001: LMIC's MetroViewer (EPPLviewer) using datasets made available via MetroGIS' efforts
- Jul. 2001: MetroGIS capabilities current and proposed for data discovery and acquisition via the Internet
- Oct. 2001: TIES - How school districts have benefited from the presence of MetroGIS.
- Jan. 2002: Paul Olson shared his experience as a GIS professional responding to the World Trade Center tragedy at Ground Zero.
- Apr. 2002: Each of the seven counties summarized their respective GIS programs
- Jul. 2002: Rollout of DataFinder Café, MetroGIS's state-of-the-art data distribution tool
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jan. 2003: Carver and Washington Counties' use of GIS for Emergency Management
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jul. 2003: Minneapolis Neighborhood Information Network (MNIS) and its role in the area of Community GIS, also known as Public Participation GIS.

## **GASB 34 and GIS Technology: What is the Connection?**

MetroGIS Policy Board Presentation

October 2003

GASB 34<sup>1</sup> is an accounting mandate for Government infrastructure assets. One purpose of the mandate is to make 'encourage' stewardship of infrastructure by public officials. Observance of this mandate by an agency requires a team approach, including the Finance Director and the Engineer. Compliance is flexible between two methods, the depreciation and the modified methods. Finance Directors prefer the former method because it appears easier. Unfortunately it has little residual value to engineers. The modified method has more value to engineers, but appears harder because it has no clear-cut 'formula'. Therefore, GASB 34 appears to be a problem without a solution.

Enter GIS. GIS, in many organizations a solution without a problem, has a role in GASB 34. The modified method starts with an infrastructure inventory, which includes asset presence and value. That inventory is the first step in an asset management system. A robust GIS is a cornerstone of an effective asset management system.

The purpose of the presentation is to quickly explain GASB 34, and to point out to the Policy Board the very large value of the existing infrastructure (and its proper stewardship) within the boundaries of MetroGIS. This knowledge can help government put a value on the benefit of GIS. It can also help point MetroGIS to its next endorsed data set and possibly to its next initiative.

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<sup>1</sup> Governmental Accounting Standards Board, statement #34



**TO:** Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Major Activity Update

**DATE:** October 21, 2003  
(For the Oct 29th Meeting)

### A) REGIONAL MAILING LABEL APPLICATION

Based upon an application developed by Carver County, Alison Slaats, MetroGIS DataFinder Manager, developed a prototype regional mailing label, which runs on top of the regional parcel dataset. The County Data Producers Workgroup reported to the Policy Board on July 30<sup>th</sup> that it believes the application is technically feasible, though several inconsistencies among the respective county data components that comprise the regional parcel dataset were acknowledged and will need to be resolved to fully implement the application. Since July 30<sup>th</sup>, the Workgroup has concentrated on addressing concerns raised by some colleagues regarding potential effects on existing county revenue sources. As of the week of October 13<sup>th</sup> all of these concerns had been successfully addressed. Ms. Slaats has requested one final meeting with the Workgroup to clarify several remaining design matters prior to launching the application. Access to the application via the Internet will be limited to organizations that have current licenses to access the underlying parcel data. Dave Drealan, Carver County Planning Director, chairs this Workgroup.

### B) COLLABORATIVE PARCEL DATA DISTRIBUTION STRATEGY - NON-GOVERNMENT ACCESS

At its January 2003 meeting, the Policy Board endorsed the core outcomes for the counties to collaboratively distribute the same regional parcel data (parcels boundaries plus 25 normalized attributes) to non-government interests that is currently being distributed to government interests. The County Data Producer Workgroup (of the Coordinating Committee) has made substantial progress to reach agreement among all counties to accomplish these outcomes:

- **Support a one-stop, Internet-enabled data order capability.** *Status:* The website was completed in March 2003 by Metropolitan Council staff, who are part of the MetroGIS staff support team. Actual deployment is awaiting county approval of related license policies (below).
- **Implement a common fee schedule.** *Background:* From February to September 2003, the Workgroup worked on development of a prototype common fee schedule, led by Dakota County's GIS Coordinator, that is eventually intended to apply to all seven counties. It incorporates significant price reductions from the current \$0.05/parcel through subscriptions and volume purchases and accommodates subsetting of the regional dataset. *The group concluded at its September 17<sup>th</sup> meeting that each county does not have to implement exactly the same fee schedule, given the substantive amount of change that has already occurred, to accomplish the main objective of this project – greatly streamline the data access process.* *Status:* Anoka, Carver, and Scott Counties have adopted the fee schedule proposed by the Workgroup. Washington County has endorsed it but it will not go into effect until January 1, 2004. Ramsey County is rewriting its entire fee schedule, which includes this proposal thus far, with a target for implementation of January 1, 2004. Hennepin County will be considering in late October proposed modifications that would bring its current parcel data fee structure (\$.08/parcel for numerous attributes) closer to the that proposed by the workgroup.
- **Implement a common license document, including the shrink-wrap concept to streamline the process.** *Background:* The Anoka County GIS Coordinator and County Attorney volunteered to draft a prototype license document to accomplish the desired streamlining of the process through use of the "shrink-wrap" concept and facilitate review by the other six counties.

Status: Six counties have approved the proposed License. Negotiations are in progress with the seventh.

**C) INVESTIGATE DATA SHARING WITH UTILITIES**

Representatives from Xcel Energy, CenterPoint Energy Minnegasco, and the Minnesota Valley Electric Cooperative and the Chair of the County Data Producer Workgroup have mutually concluded there is merit to further investigating utilities accessing county parcel data, without fee, in return for sharing their utility facility locations aligned with the county-produced parcel data. It was agreed that the utility interests would each have an opportunity to evaluate the regional parcel dataset and then, if the data have value, both sides would further investigate how the data might be used on a longer-term basis. For instance, some government uses of the utility data include emergency management and right-of-way management. Some utility uses of parcel data include improving mapping accuracy of their facilities and improving operations that rely upon addresses. Delivery of a data sample to the utilities is expected to occur shortly.

**D) ENHANCEMENTS TO DATAFINDER CAFÉ / MN GEOINTEGRATOR PROJECT**

In June, the MN Land Management Information Center (LMIC) entered into a contract with a software development firm, financed in large part with an Office of Technology grant, to expand the functionality of MetroGIS DataFinder Café ([www.datafinder.org/cafe.asp](http://www.datafinder.org/cafe.asp)), and, in so doing, partner with the MetroGIS community to develop additional desired functionality for DataFinder Café and share long-term maintenance expenses. The Council, serving as MetroGIS's primary sponsor, has pledged a grant it received for a National Spatial Data Infrastructure (NDSI) Web Mapping Services project to implement functionality being explored through this joint project and its current SafeSoft license for the FME software that provides critical functionality for DataFinder Café – "on the fly" conversion among several GIS formats. The October 13<sup>th</sup> delivery date has been postponed due to problems on the vendor's end. Hopefully all of these issues will be resolved in the next few weeks.

**E) PRIORITY BUSINESS INFORMATION NEEDS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

**(1) Emergency Management Workgroup**

The combined MetroGIS Emergency Preparedness Workgroup and the Emergency Preparedness Committee of the Governor's Council on Geographic Information held its third meeting on September 4. Three subgroups have also been formed and are meeting separately to focus on the specific areas of:

- Data Coordination, standards and development
- Build relationships with emergency management and response community
- Build awareness in GIS community and coordinate efforts between metro and state.

Regional Program coordinator, Kim Ketterhagen, from the Minnesota Department of Public Safety, Division of Emergency Management, joined the group to discuss coordination of workgroup efforts with emergency managers. Several meeting and conference opportunities to make connections with the emergency management community were identified by Kim. Ron Wencil from the USGS also joined the workgroup to bring a national perspective on emergency preparedness issues. Coordination at all levels of government is key to effective preparation for emergencies.

Progress on short term goals include:

- A plan to assemble and access available emergency management data in the Metro area. This will be a first attempt at assembling emergency management data similar to the "stitching" together of parcel data that resulted in the MetroGIS Regional Parcel Dataset.
- A web-based form to help identify GIS professionals interested in using GIS in preparing for emergencies has been developed and was demonstrated at the GIS/LIS Conference October 8-10.
- A panel presentation was also made at the GIS/LIS Conference in St Paul.

Randy Knippel, Dakota County's GIS Manager, and Rick Gelbmann, Metropolitan Council's GIS Manager, are co-chairing this workgroup.

(2) **Existing Land Use Workgroup:**

The workgroup's main focus is to agree on the objectives for a series of pilot projects to determine what data model will work best for MetroGIS. Under consideration are the APA's Land-Based Classification Standard, enhancement of the MetroGIS Planned Land Use coding scheme, and a "Built Environment" database. Current workgroup members represent: city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being facilitated by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

(3) **Lakes, Wetlands, etc.:**

The Coordinating Committee, at its September 17<sup>th</sup> meeting, authorized creation of a work group to assess the applicability of currently proposed state-level standards by the Hydrology Committee of the Governor's Council on Geographic Information for potential MetroGIS solutions. This group will be responsible to develop needed strategies to accommodate any desired modifications and assure that any modification will integrate with State data.

The Coordinating Committee also authorized separating the substance of the hydrologic information need into 4 to 5 sub-components that can be provided to users in a more timely and efficient manner than is currently in place. It also authorized modification of MetroGIS's general website ([www.metrogis.org](http://www.metrogis.org)) to advertise for qualified organizations with a business need to step forward and facilitate the dialogue needed to address those priority information needs that thus far have not moved forward. This advertisement is to include a clear statement that no action will be taken to address these information needs until a willing and capable organization with a related business need assumes a leadership role.

(4) **Socioeconomic Characteristics of Areas:**

This Workgroup has to completed its work to sort, organize, and prioritize information needs identified early on in MetroGIS's effort, which involve socioeconomic information and identifying desired data characteristics for each priority information need. At its meeting on October 28, the group expects to complete its work to identify information needs for which existing data sources are insufficient, as well as, those which can be satisfied with existing data sources and decide how to seek feedback from the broader user community on its conclusions. Thereafter, the group will begin drafting a recommendation(s) to implement a regional solution(s) for those priority common information needs that can be met with existing data sources and proposed next steps to address those that require additional data, such as more extensive data development options, including but not limited to, the iBlock concept developed by Excensus LLC.

Will Craig, member of the Coordinating Committee, chairs this workgroup. Eleven other individuals, representing diverse professional and organizational perspectives, including non-profits, city, county, school district, metropolitan, academic, state, and private sector interests comprise the group. This workgroup is being facilitated by Metropolitan Council staff assigned to support MetroGIS activities.

(5) **Highway and Road Networks**

The Roads and Highways Technical Workgroup has reached agreement on the goals, expectations, and the partner roles among the four major participants (MnDOT, MetroGIS, Metropolitan Council and The Lawrence Group) regarding the collaborative project endorsed by the Policy Board on July 30 to address the Highway and Road Networks Information Need. The goal of this project is to fully implement MnDOT's Location Data Manager (LDM) project, which has the potential to create a truly scalable, sharable road network for the region and the state. A document that explains the agreed upon goals, expectations, and participant roles can be viewed at [http://www.metrogis.org/data/info\\_needs/highway\\_roads/vision.pdf](http://www.metrogis.org/data/info_needs/highway_roads/vision.pdf).

(6) **Regional Parcel Dataset Review Forum**

On September 25th, MetroGIS hosted a review forum for users of the Regional Parcel Dataset. The purpose of the forum was to identify desired enhancements the regional parcel dataset that would more completely meet business needs of the user base. Fourteen licensed parcel data users participated and six county representatives served as observers to help staff clarify the specific intent of suggested enhancements to the current regional solution. Fifty-six mutually exclusive suggested enhancements were identified, of which 26 received “votes” for regional significance. The top two priority needs of local and regional government are to add: residential structure characteristics and addresses for all units on a property. A complete listing of the suggested enhancements, in order of priority, and a summary of the entire half-day forum can be viewed at <http://www.metrogis.org/data/datasets/parcels/index.shtml#enhance>.

A technical workgroup, comprised of GIS staff from each of the counties and staffed by Mark Kotz, who manages the area integrator functions for the regional parcel dataset, will evaluate each of the identified priorities to determine if the desired data can be acquired, options for initial acquisition, and which organization(s) is best suited for long term maintenance of the data. The results of the workgroup’s evaluation will be shared with the Coordinating Committee on December 17<sup>th</sup> and will establish the list of eligible data quality and/or access enhancement projects for 2004.



**To:** MetroGIS Policy Board

**From:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)

**Subject:** 2004 MetroGIS Policy Board Meeting Schedule

**Date:** October 16, 2003  
(For Oct 29th Meeting)

## INTRODUCTION

A suggested meeting schedule for 2004 is presented below for the Board's consideration. No Board meetings have been scheduled beyond October 29, 2003. The meetings would continue to be held quarterly at the Metropolitan Council's Mears Park Centre offices in downtown St. Paul, beginning at 6:30 p.m.

Note: a 5<sup>th</sup> Wednesday occurred in each of the four months selected for meetings in 2003 and was chosen to minimize conflicts with other standing meetings. The 5<sup>th</sup> day of the month option is not available in 2004. Prior to 2003, the Policy Board generally met on the third or fourth Wednesdays of the month.

## SUGGESTED 2004 MEETING SCHEDULE

<u>Suggested Meeting Date</u>	<u>Anticipated Major Topics</u>	<u>Possible GIS Demonstration</u>
Jan 28, 2004 <i>4th Wednesday</i>	<ul style="list-style-type: none"> <li>• 2004 workplan objectives and budget</li> <li>• Regional Solution Socioeconomic Data – Phase I</li> <li>• Proposed Enhancements to Regional Parcel Dataset</li> <li>• Partnership with the State to Improve Functionality Of DataFinder Café And Extend Statewide</li> </ul>	Improving Information Access Efficiencies Across Departments Using GIS technology - Scott County's Experience
Apr 28, 2004 <i>4th Wednesday</i>	<ul style="list-style-type: none"> <li>• Solution for Existing Land Use Information Need</li> <li>• Solution for Hydrology Information Need</li> <li>• Regional Geospatial Data Application Policy</li> <li>• Election of officers</li> </ul>	Small Area Socioeconomic Analysis – Importance to Local and Regional Government
Jul 28, 2004 <i>4th Wednesday</i>	<ul style="list-style-type: none"> <li>• Solutions for School and Watershed District Jurisdictional Boundary Information Needs</li> <li>• Solution for Highway and Road Network Information Need</li> </ul>	Summary of current County GIS program capabilities
Oct 27, 2004 <i>4th Wednesday</i>	<ul style="list-style-type: none"> <li>• Strategy to Identify Next Generation Priority Information Needs</li> <li>• Review Effectiveness of Pilot Distribution Policies/Mechanism for Regional Parcel Dataset (<i>Private Sector and Non-Profit Version</i>)</li> </ul>	??

## RECOMMENDATION

The MetroGIS Policy Board is respectfully requested to set its meeting schedule for 2004.



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Jane Harper, Washington County  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Regional Municipal/County Jurisdictional Boundary Dataset - Modifications to Policy

**DATE:** October 16, 2003  
(For the Oct 29th Meeting)

## INTRODUCTION

The Coordinating Committee requests Policy Board approval to modify the Regional Policy Statement governing the Regional Municipal/County Jurisdictional Boundary Dataset (attached). The modification would change the update frequency from a vague statement that was often interpreted as annually to coincide with the quarterly update schedule for the regional parcel dataset. The seven counties serve as the primary custodians for both the parcel and the jurisdictional boundary data. The primary and regional custodians for the Regional Municipal/County Jurisdictional Boundary Dataset proposed this modification.

*(Note. The language changes are illustrated in the attached Regional Policy Statement. The proposed new language is underlined and proposed language to be deleted is crossed out.)*

## COORDINATING COMMITTEE CONSIDERATION

On September 17<sup>th</sup>, the Coordinating unanimously endorsed the proposed change in update frequency policy and directed staff to forward the recommended change to the Policy Board for approval.

The Committee also approved several non-substantive, format-type modifications to the language of the statement to bring it into conformance with the style of the more recently approved statements. The attached statement includes these modifications. For comparison, the earlier version of the policy statement is posted on the MetroGIS web site at [http://www.metrogis.org/data/datasets/county\\_mcd/policy\\_summary.pdf](http://www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf). In April, the Policy Board granted authority to the Committee to modify adopted policy when the changes are unanimously approved by all affected and relevant parties, which was the case for these style-related language changes.

## RATIONALE

The policy summary for the Regional Municipal/County Jurisdictional Boundary Dataset was the first regional policy statement enacted by MetroGIS, dating back to 1997. At that time, a quarterly update cycle was identified by the user community as desirable but the Metropolitan Council, acting in its capacity as the regional custodian, was not sure it could support more than annual updates. Since that time, the update process has been streamlined and, consequently, the Council's GIS unit (regional custodian) and the GIS units of each of the seven counties (primary custodians) are comfortable with this proposal to submit and incorporate updates to the Regional Municipal/County Jurisdictional Boundary Dataset, at the time updates are made to the Regional Parcel Dataset, on a quarterly basis.

## RECOMMENDATION

That the Policy Board modify the Policy Statement for the Regional Municipal/County Jurisdictional Boundary Dataset to stipulate a quarterly update policy that coincides with the Regional Parcel Dataset update cycle, as stipulated in the attached version of the policy statement, dated October 29, 2003.

# REGIONAL MUNICIPAL & COUNTY JURISDICTIONAL BOUNDARIES PRIORITY BUSINESS INFORMATION NEED POLICY SUMMARY

## *Data Specifications*

### **A. Regional Dataset Specifications**

The Regional Municipal and County Jurisdictional Boundary Dataset shall comply with the following data specifications (October 24, 1997 action of the MetroGIS Coordinating Committee). *Note: Policy Board action was not sought for data specifications, only custodian roles. MetroGIS was still evolving its decision-making process):*

- The dataset should be metro-wide.
- The dataset should provide metadata, entity and attribute information, unique identifiers, official map names, and contact information for each county, city or township.
- The horizontal datum should be NAD83.
- The dataset(s) should be in a format that can be converted to as many other formats as possible.
- The precision accuracy of the jurisdictional boundaries must be derived from parcel layers, which are components of the MetroGIS endorsed regional parcel dataset and consistent with the positional accuracy requirements set forth in the policy statement for the regional parcel dataset, where the jurisdictional boundaries are coterminous with parcel boundaries.
- Use the U.S. Census Bureau's "FIPS" county and place name codes for MCDs (minor civil divisions) as standard MetroGIS codes for identifying counties, cities and townships and promote their use among MetroGIS stakeholders. *(Added via Policy Board action on July 28, 1999).*

### **B. Primary Data Capture Specifications**

- 1) The seven metro area counties each agreed, prior to Policy Board endorsement on January 26, 2000, to abide by the MCD (minor civil division) jurisdictional boundary guidelines developed by Washington County when serving in their role as primary custodians (see below) for the Regional Municipal and County Jurisdictional Boundary Dataset, with the understanding that these guidelines are intended to be improved and enhanced over time. See <http://www.co.washington.mn.us/mgmtsrvy/muniboun.htm> for the guidelines developed by Washington County.
- 2) The MetroGIS Policy Board agreed in its January 26, 2000 action that it is MetroGIS's responsibility to promote use of the guidelines developed by Washington County by each of the seven counties in their roles as primary producers of Municipal and County Jurisdictional Boundary data.

## *Roles and Responsibilities*

The following Custodian Roles and Responsibilities pertaining to MetroGIS's regional Municipal and County Jurisdictional Boundary Dataset are hereby endorsed by the MetroGIS Policy Board to govern management of the Regional Municipal and County Jurisdictional Boundaries Dataset. This action affects each of the seven metro area counties and the Metropolitan Council. Management representatives to the MetroGIS Coordinating Committee from each of these organizations endorsed this policy prior to Policy Board action.

### **A. Primary Custodian(s)**

Each of the individual seven metro area counties..

### **B. Primary Custodian Responsibilities**

The responsibilities of the *primary custodians* are as follows:

1. Make corrections to the primary dataset when changes in the boundaries occur.
2. Submit an updated dataset (municipal and county jurisdictional boundaries) for their entire jurisdiction to the regional custodian quarterly, on the same schedule as updates are submitted for the regional parcel dataset. If no changes have been made to the dataset that quarter, no update is necessary.
3. Assist the regional custodian maintain metadata for the dataset.
4. To the extent possible, use the relevant guidelines recommended by MetroGIS.

### **C. Region Custodian**

The Metropolitan Council

### **D. Regional Custodian Responsibilities**

The responsibilities of the *regional custodian* are as follows:

1. Compile a regional coverage of municipal and township boundaries from the primary sources.
2. Compile metadata from all primary sources into one set of metadata for the regional dataset and encourage creation, enhancement, and maintenance of standardized metadata from each of the primary custodians, in particular for the accuracy of the boundaries.
3. Re-compile the regional coverage on a quarterly basis from data provided by the primary custodians ~~when significant changes are made to the primary sources.~~
4. Encourage use of relevant data standards endorsed by MetroGIS for the primary data custodians.
5. Provide for data archive, backup, retrieval, and disaster recovery.
6. Facilitate resolution of matters involving intellectual property rights in terms of data distribution policies.



**TO:** Policy Board

**FROM:** MetroGIS Staff Support Team  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2004 Preliminary Budget and Agreement Principles

**DATE:** October 21, 2003  
(For the Oct 29<sup>th</sup> Meeting)

### **INTRODUCTION**

This report requests Policy Board consideration of two related topics:

- 1) Review and comment is requested concerning the proposed 2004 budget (attached) for MetroGIS.
- 2) Approval is requested for several principles (attached) that are proposed to guide allocation of the funds for data quality and access enhancement projects financed by MetroGIS.

### **BACKGROUND**

1. The proposed funding is adequate to accomplish the tasks presented in the proposed workplan (See Agenda Item 6d). The Metropolitan Council has accepted for public hearing, the proposed budget total, which calls for 3 FTE in staff support and \$86,000 in non-staff project funding. The hearing will occur in December. Refer to attached funding balance sheet and detailed budget documents for the specifics. This is the same level of support that was accepted by the Policy Board at its April 2003 meeting. Once the Council's budget is finalized in December, final action by the Policy Board on the proposed 2004 workplan (Item 6d) and the attached budget. These actions are currently anticipated to occur at the Board's January 2004 meeting.
2. The vast majority of the enhancement project funds proposed in MetroGIS's 2004 budget are expected to be used to address parcel-related information needs. Counties produce parcel data and are, therefore, expected to be involved in these enhancement projects. This project funding also affects the negotiations to extend current data sharing agreements with counties, which expire on December 31, 2003.

### **COORDINATING COMMITTEE CONSIDERATION**

On September 17<sup>th</sup>, the attached budget documents were shared with Coordinating Committee for comment. No changes were suggested. Subsequently, during negotiations with Chairperson Reinhardt and management representatives from the seven counties concerning the Next Generation Data Sharing Agreements, the need for principles upon which to base the allocation of MetroGIS's \$50,000 in proposed data quality and access enhancement funds was recognized. Board approval of the proposed principles is sought at this time to ensure the agreements are well grounded in principles acceptable to all relevant and affected parties and dominated by none – also a MetroGIS principle of long standing.

### **MAJOR 2004 BUDGET ALLOCATIONS**

In keeping with MetroGIS's three core functions (regional solutions to commonly needed data, an efficient mechanism to share data (DataFinder), and fostering knowledge sharing), the proposed allocation of funds is as follows (see the attached detailed budget for information about the proposed allocation of funds by activity):

1. \$50,000 for data quality and access enhancements important to the broad MetroGIS community. The projects will be defined through user forums (i.e. parcel forum on September 25<sup>th</sup> and Street Centerline Forum in Spring 2004). Board approval is sought for attached principles to guide allocation of these funds.
2. \$23,500 for outreach, fostering knowledge sharing, policy planning, and performance measures activities.
3. \$12,500 for software maintenance and enhancement of DataFinder functions.

### **MAJOR ASSUMPTIONS**

1. The Metropolitan Council will approve funding adequate to support MetroGIS's core functions.

2. An agreement will be in place with each of the seven counties prior to January 1, 2004 to maintain access without fee by government and academic interests to parcel data.
3. Agreed upon roles and responsibilities for support of MetroGIS-endorsed regional solutions, which have been accepted by qualified stakeholder organizations, will continue to be performed in accordance with expectations.
4. A partnership with LMIC is in place to share the expenses associated with supporting DataFinder.
5. Supplemental professional services (communications, performance measures, business strategies, etc.) can be retained within the amounts budgeted. RFP's are currently in progress.
6. The County Data Producer Workgroup will complete its work on the following tasks in 2003:
  - Regional mailing label application
  - Collaborative mechanism to distribute parcel data to non-government interests.

**RECOMMENDATION**

That the Policy Board:

- 1) Identify any issues or concerns with the proposed budget allocations for 2004.
- 2) Approve the principles presented in the attachment dated October 21, 2003 to guide allocation of funding for data quality and access enhancement projects.

## **Principles For Allocating MetroGIS's Data Quality and Access Enhancement Funds**

### **Introduction**

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g. counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles<sup>1</sup> that have governed MetroGIS's efforts for some time.

### **Data Quality and Access Enhancement Funding Principles**

The following principles are to be embedded in the annual MetroGIS budget, and be approved as part of the budget approval process. Currently the only such recipients of these enhancement project funds are the counties, though it is anticipated that other organizations will serve in similar capacities for regional data solutions that have not as yet been defined.

- 1) Receipt of these funds by a data producer is not a payment for data but rather for services performed of importance to the broad MetroGIS community.
- 2) Candidate enhancement projects are to be identified through forum of data users and producers, in a manner that is consistent with past, broadly participatory, MetroGIS processes.
- 3) The purpose of this funding is four-fold:
  - To recognize the importance to the MetroGIS community of participation by producers of data that are critical components to regional solutions (e.g. parcel data produced by the seven metro area counties). These funds are intended to a modest gesture of appreciation and not a payment for the data or cost to maintain it.
  - To assist data producers perform primary custodial responsibilities, which have been endorsed by the Policy Board, including extracting, documenting, manipulating, and delivering these data to the regional custodian. It is not the purpose of these funds to assist primary data producers develop data or perform on-going data maintenance that is needed to support their internal business functions.
  - To finance data quality and access enhancements, defined through MetroGIS's processes.
  - To assist data producers with costs associated with sharing of information about what was learned and the outcome of data enhancement projects in accordance with a MetroGIS core function to foster sharing of knowledge.
- 4) Data Producers have the option of pooling funds allocated to other Data Producers for purposes of conducting projects that will have mutual benefit to the producers and to data users.

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<sup>1</sup> The following principles governed MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

- a) No organization will be asked to perform a task for the collaborative that they do not have an internal need to perform.
- b) Build once, share many times (data and applications).
- c) Investments made by one government interest ought to be leverageable by other government interests.
- d) All relevant and affected interests participate, dominated by none.
- e) Widespread sharing of the data improves data quality and ultimately decision support.
- f) Cost recovery of data development expenses stifles sharing of commonly needed data.



## MetroGIS Preliminary Detailed Budget Allocations 2004-2005

	A	B	C	D
1	(Estimates do not include staff support costs. Projects supported entirely by staff-only expenses are not included.)			
2	See the adopted work plans for all proposed activities.)			
3				
4	<i>Several explanatory Notes, by cell, are provide following the table</i>			
5	<b>MetroGIS Coordination Function</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Authorized	Proposed
7				
8	<b>I. MISSION CRITICAL FUNCTION</b>			
9	<b>1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations</b>			
10	a) Support Teams, Committees and Board			
11	i. Copying, postage, local travel, room rental, etc.			
12	ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	\$67,500	\$15,000	\$15,000
13	b) Participant appreciation function	\$5,000	N/A	N/A
14	c) Outreach			
15	i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	\$3,000	\$3,000	\$500
16	ii. Communications Outsourcing/Supplemental Staff Support	N/A	\$2,500	\$2,000
17	iii. Copying, postage, local travel			
18	<b>2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders</b>			
19	a) Establish long-term partnerships with producer of data important to addressing priority common information needs (data and applications) of the MetroGIS community to collaboratively enhance the quality of commonly needed data and improve access consistent with broad stakeholder needs consistent with the internal business needs of the producer. Data sharing and maintenance agreements with the seven metro area counties for widespread access to parcel and related data along with the agreement with The Lawrence Group (TLG) for widespread access to street centerline data both have served as fundamental components of MetroGIS's regional solution strategy since early in the evolution of MetroGIS due to the importance of these data to the stakeholder community. As MetroGIS's efforts to address a broader range of priority information needs come into play, a principle-based scheme will be needed to determine how to allocate these funds among the variety of data producers that are anticipated will be involved.	\$75,000	\$50,000	\$50,000
20	<b>3. Provide a directory of data within the regional and a mechanism for search and retrieval of GIS data. (The goal is to provide a single access point with information on how to search for sources of data.)</b>			
21	a) Project Funds to enhance DataFinder functionality ( <i>Expand geographic search capability, develop applications/scripts, etc. to enhance &amp; improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software), etc.</i> \$15,000 NSDI Web Mapping Service Grant funding planned in 2003 for GML enhancement via partnership with LMIC for \$37,000 project. No other use can be made of these funds. <b>Assumes a partnership beginning Fall 2003 with LMIC to host DataFinder on state system and share cost of improvements and ongoing maintenance.</b>	\$10,000	\$12,750	\$10,000
22	b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	\$0	\$12,000	\$2,500

## MetroGIS Preliminary Detailed Budget Allocations 2004-2005

	A	B	C	D
5	<b>MetroGIS Coordination Function</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Authorized	Proposed
23	<b>4. Identify unmet GIS needs with regional significance and act on these needs</b>			
24	a) MetroGIS data users forums and Business Information Need Peer Review Forums	\$2,000	\$1,000	\$500
25	b) Participant satisfaction survey	\$1,500	\$0	\$1,500
26	c) Seed \$'s for regionally significant projects	(See I-2 and I-3)	(See I-2 and I-3)	(See I-2 and I-3)
27	d) Identify Second Generation Business Information Need Priorities			\$1,000
28	<b>5) Develop and endorse standards for GIS content, data documentation, and data management for regional data sets. (In addition to normal operating expenses covered as committee expenses).</b>	[Refer to III 1(a)]		[Refer to III 1(a)]
29	a) Negotiate agreements	(See I-2)	(See I-2)	(See I-2)
30	b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	(See II-3a)	(See II-3a)
31	<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$164,000</b>	<b>\$96,250</b>	<b>\$83,000</b>
32				
33	<b>II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL</b>			
34	<b>1. Maintain MetroGIS world wide web site (not DataFinder)</b>	\$380	\$0	\$0
35	<b>2. Promote collaborative funding of pilot projects that meet regional needs</b>	See I-2(a) and I-3(a)	See I-2(a) and I-3(a)	See I-2(a) and I-3(a)
36	<b>3. Fill gaps in metadata based on identified priorities</b>			
37	a) Promote/facilitate development and maintenance of metadata & posting with DataFinder (including education forums and one-on-one contact)	\$250	\$0	\$250
38	<b>4. Maintain liaison relationships with committees/organizations with similar objectives to MetroGIS (e.g., Governor's Council on GI, county GIS user groups, MACO, NACO). See 6b for NSDI/GDA expenses.</b>			
39	<b>5. Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities</b>			
40	a) Workshops for managers/policy makers to prepare for upcoming legislative session, training related to endorsed regional data solutions, etc.	NA	N/A	N/A
41	b) Assist County User Groups with special functions that promote the principles of MetroGIS	\$3,000	\$0	See II-5 (c)
42	c) Facilitate regionwide users groups/forums for knowledge sharing		\$2,500	\$2,000
43	<b>6. Advocate for MetroGIS needs and desires with state and federal policy makers</b>			
44	a) Pursue authorities (legislation)/policies necessary to achieve MetroGIS objectives (organizational/data access & privacy/long term financing/etc.) (Decision in 1998 to rely upon in-house legal staff/grants)	N/A		N/A
45	b) Participate in non-local Workshops/Activities			
46	i) GDA National Board of Trustees – Policy Board Chairperson Reinhardt and Staff Coordinator	\$6,500	\$0	\$0
47	ii) GDA Membership Dues (authorized by Board July 11, 2001)	\$250	\$250	\$0
48	iii) NSDI / I-Team etc. related activities not paid by host.		\$1,500	\$750
49	<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$10,380</b>	<b>\$4,250</b>	<b>\$3,000</b>
50				
51	<b>III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE</b>			

## MetroGIS Preliminary Detailed Budget Allocations 2004-2005

	A	B	C	D
5	<b>MetroGIS Coordination Function</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Authorized	Proposed
52	<b>1. Create and maintain datasets for MetroGIS based upon identified priorities (i.e., to address 13 priority information needs endorsed by the Policy Board 5/97 as having regional significance. (All expenses covered in I-4(a &amp; d). See work plans for specifics)</b>			
53	a) Develop regional data sets	See Assumption	See Assumption	See Assumption
54	<b><u>Business Plan Assumption:</u></b> MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures			
55	b) Maintenance of Regional Datasets	See Assumption	See Assumption	See Assumption
56	<b><u>Business Plan Assumption:</u></b> Maintained by org/partnership with business need			
57	<b>2. Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs</b>	See I-2(a) and I-3(a)	See I-2(a) and I-3(a)	See I-2(a) and I-3(a)
58	<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
59				
60	<b>IV. CASE BY CASE</b>			
61	<b>1. Develop master contracts for regional GIS projects, when appropriate</b>	[See I(1) and I(2)]	[See I(1) and I(2)]	[See I(1) and I(2)]
62	<b>2. Endorse standards for telecommunication protocol and networks (AKA: create guidelines for getting electronic access to the information that is being shared)</b>	\$0	\$0	\$0
63	<b>3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS</b>	(Staff function) See II(3) & (5)	(Staff function) See II(3) & (5)	(Staff function) See II(3) & (5)
64	<b>4. Undertake research to meet common regional GIS needs</b>	(See I-4)	(See I-4)	(See I-4)
65	a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures )	[See I(1)(a)(ii)]	[See I(1)(a)(ii)]	[See I(1)(a)(ii)]
66	b) TBD Project(s) identified in Participant Satisfaction Survey	[See I-4(b)]	[See I-4(b)]	[See I-4(b)]
67	<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
68				
69	<b>V. LOW PRIORITY</b>			
70	<b>1. Identify GIS training and continuing education needs and encourage participation</b>	(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)
71	<b>2. Provide a repository of GIS human resources information (centralized job posting/position descriptions)</b>	(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)
72	<b>3. Actively Market MetroGIS data and products. (Year 2000 ranking exercise when still in the midst of building functionality) (See Outreach Activities)</b>	(See I-1 and note)	(See I-1 and note)	(See I-1 and note)
73	<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
74				
75	<b>ADMINISTRATIVE</b>			
76	a) GIS/Professional Development Conferences	N/A	N/A	N/A
77	b) Register "MetroGIS" and "MetroGIS DataFinder" names with federal and state gov'ts	\$620	(Completed 2002)	(Completed 2002)
78	<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$620</b>	<b>\$0</b>	<b>\$0</b>
79				
80	<b>YEAR</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
81				
82	<b>METROPOLITAN COUNCIL</b>			
83	NON-STAFF - EXCEPT DATA/ACCESS ENHANCEMENTS	\$90,000	\$25,750	\$23,500
84	DATA QUALITY & ACCESS ENHANCEMENTS WITH REGIONAL SIGNIFICANCE [I-2(a)]	\$75,000	\$50,000	\$50,000
85	DATAFINDER ENHANCEMENTS/SUPPORT	\$10,000	\$24,750	\$12,500

**MetroGIS Preliminary Detailed Budget Allocations  
2004-2005**

	A	B	C	D
5	<b>MetroGIS Coordination Function</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)	Authorized	Authorized	Proposed
86	TOTAL NON-STAFF	\$175,000	\$100,500	\$86,000
87	STAFF (3.0 FTE Dedicated to MetroGIS 2003-2005 down from 3.25 in 2002)**	\$207,000	\$213,000	\$200,000
88	<b>SUBTOTAL</b>	<b>\$382,000</b>	<b>\$313,500</b>	<b>\$286,000</b>
89				
90	<b>OTHER FUNDING SOURCES</b>			
91	NSDI Web Services Grant (Total award \$18,700)	\$3,700	\$15,000	
92	LMIC Partnership - DataFinder Enhancement		\$22,000	TBD
93	12/31/01:	\$20,505	\$3,788	\$0
94	<b>GRAND TOTAL</b>			
95		<b>\$406,205</b>	<b>\$354,288</b>	<b>\$286,000</b>
96	Oct 1, 2003 salaries assumed			



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Jane Harper, Washington County  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2004 Major Program Objectives for MetroGIS

**DATE:** October 21, 2003  
(For the Oct 29<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee requests Policy Board comment on the attached one-page draft of major program objectives for MetroGIS in 2004. Final approval will be sought at the Board's January meeting, once the budget is finalized. This report is intended to be considered in conjunction with the report explaining the proposed budget (Agenda Item 6c).

The purpose of this preliminary review request is to make sure that all major program objectives desired by the Policy Board and related resource needs are identified and clearly understood by the Committee prior to finalizing the proposal.

### COORDINATING COMMITTEE CONSIDERATION

At its meeting on September 17<sup>th</sup>, the Coordinating Committee unanimously:

- ◆ Accepted the attached one-page summary of major program objectives for 2004 for Policy Board review and comment.
- ◆ Accepted a detailed workplan, which sets forth individual tasks necessary to achieve these proposed major program objectives. *The detailed work plan is available for review upon request.*
- ◆ Modified the purpose statement for the Technical Advisory Team, which advises the Committee, to reflect its evolution into primarily a knowledge sharing forum as opposed to a committee that recommends course of action for specified issues and opportunities. This action also recognized that special purpose workgroups have been the norm for some time and are satisfactorily advising the Committee on courses of action to address a variety of technical matters.

### MAJOR ASSUMPTIONS

1. The Metropolitan Council will approve funding adequate to support MetroGIS's core functions.
2. An agreement will be in place with each of the seven counties prior to January 1, 2004 to maintain access to parcel data, without fee, by government and academic interests.
3. Agreed upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
4. A partnership with LMIC is in place to share the expenses associated with supporting DataFinder.
5. Supplemental professional services (communications, performance measures, business strategies, etc.) can be retained within the amounts budgeted. RFP's are currently in progress.
6. The County Data Producer Workgroup will complete its work on the following tasks in 2003:
  - Regional mailing label application
  - Collaborative mechanism to distribute parcel data to non-government interests.

### RECOMMENDATION

That the Policy Board identify any additions or modifications it desires concerning the draft major program objectives for MetroGIS in 2004.

## **MetroGIS Mission Statement** (Adopted February 1996)

“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”

### **Major 2004 MetroGIS Program Objectives**

- Make substantive progress toward comprehensive regional solutions for the following common priority information needs:
  - 1) Emergency management preparedness
  - 2) Existing land use
  - 3) Highways and roads
  - 4) Jurisdictional boundaries – school districts
  - 5) Jurisdictional boundaries – watershed districts
  - 6) Lakes and wetlands
  - 7) Socioeconomic characteristics of areas
- In partnership with the State of Minnesota, support MetroGIS DataFinder as part of the State’s geospatial data infrastructure and jointly pursue desired improvements important to the MetroGIS community.
- Implement strategies to achieve desired enhancements to the regional parcel dataset, regional street centerline dataset, and DataFinder, including investigating access by non-profits/community groups whose functions complement government functions.
- Identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS’s resources.
- Execute activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS efforts – user satisfaction with solutions and custodian conformance with expectations; document the benefits of MetroGIS’s efforts; and modify activities and policies as appropriate.
- Monitor market interest and satisfaction with the collaborative mechanism implemented in 2003 by the seven metro counties to collaboratively distribute parcel data to non-government interests via a common set of procedures and a centralized method to receive data requests and implement policy and procedure modifications as appropriate.
- Continue a strong emphasis on outreach activities with MetroGIS stakeholders and related efforts beyond the Metro Area.
- Maintain currency of [www.metrogis.org](http://www.metrogis.org) website for organizational information about MetroGIS.
- Maintain currency of [www.datafinder.org](http://www.datafinder.org) website for access to over 100 GIS data files.

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\*\*It is recognized that these objectives may need to be modified if funding is reduced in response to the state’s continuing revenue shortfalls.



**TO:** Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Information Sharing

**DATE:** October 22, 2003  
(For the Oct. 29th Meeting)

**a) PolicyLink Recommendations to the Minneapolis Foundation – Towards a Regional Strategy for Sustaining Community Focused GIS in Twin Cities Metro Area**

On May 20<sup>th</sup>, the Urban Coalition, The Powderhorn Park Neighborhood Association, Project 504, and the Minneapolis Foundation hosted a conference on “*Community GIS: Strategies For Enhancing Mapping Projects In The Twin Cities Region*”. Following the conference, PolicyLink conducted a series of interviews with organizations active in promoting use of GIS technology in the region to identify needs and opportunities for using GIS as a tool for community building and promoting regional equity. Two of the recommendations propose that: 1) the current MetroGIS-related data sharing agreements pertaining to the parcel and street centerline data should be expanded to make these data available to non-profits and community organizations via DataFinder and b) the feasibility of a regional web-based GIS application should be investigated. Both are currently among MetroGIS’s proposed 2004 work program activities, with the exception of access to the TLG Street Centerline dataset, which should be negotiated directly with The Lawrence Group (TLG). These recommendations are tentatively planned to be shared with the Coordinating Committee for direction on December 17<sup>th</sup> as to how MetroGIS should respond to recommendations that are within its purview.

**b) New MetroGIS Benefits Testimonial – SRF Consulting Group**

A 6<sup>th</sup> testimonial to the benefits of MetroGIS’s efforts has been received. The SRF Consulting Group, headquartered in Plymouth, was the subject. SRF provides a variety of transportation planning, community development, and related construction services to cities and counties in the metro area. The testimonial can be viewed at <http://www.metrogis.org/benefits/testimonials/srf.pdf>. According to Bob Diedrich, Senior GIS Specialist with SRF, “the regional datasets made available through MetroGIS, and the ease with which they can be acquired through DataFinder Café, create productivity gains and cost savings for SRF, which in turn means reduced costs for our clients”. A project for which they were hired by Carver and Scott Counties was cited as a recent success in large part due to MetroGIS’s efforts to support regional datasets and DataFinder, an Internet-based data discovery and distribution tool.

**c) Clarification – Planned Land Use Coding for Commuter Rail**

On July 30, 2003, the Board unanimously approved adding a “Rail Transit Way” code to the Regional Planned Land Use dataset but requested further definition of the new land use designation. The Board thought additional clarification was needed to distinguish passenger rail transit from other forms of freight rail transportation. The new “Rail Transit Way” designation is intended to include all railways used solely for passenger transportation: light rail transit and commuter rail. Commuter rail service occurring on functioning freight-service rail will retain the current “Rail Corridor” designation. As such, in response to the Board’s direction, the Regional Planned Land Use metadata has been modified to reflect the needed clarification. The metadata records now read as follows:

RLW: Railway Corridor - An area or strip of land occupied or intended to be occupied by freight-service rail or other similar use. Includes rail that may support passenger commuter rail.

RTW: Rail Transit Way – An area or strip of land occupied or intended to be occupied only by passenger rail or other similar uses. Includes light rail transit (LRT) and commuter rail.

**d) Presentations / Outreach / Studies (*not mentioned elsewhere*)**

The following activities occurred since the Policy Board last met. (*Note, due to budget cuts, no out-of-state travel is permitted and therefore staff was unable to attend the National URISA Conference held in mid-October.*)

- Macomb, Michigan Interest in DataFinder - August
- Metro 911 Board Project to Incorporate GIS Technology into PSAP Operations
- Scott County GIS Users Group – September 24<sup>th</sup>
- Regional Parcel Data Users Forum - September 25<sup>th</sup>
- GIS/LIS State Conference – October 8-10
- U of M Graduate Geography Seminar – October 20<sup>th</sup>
- Proposed DataFinder Education Forum - January 2004

Metro 911 Board Project to Incorporate GIS Technology into PSAP Operations

The Metro 911 Board has launched a project to integrate GIS technology into the day-to-day work of PSAPs (Public Safety Answering Points - dispatching facilities). MetroGIS and Metropolitan Council GIS staff assisted the Metro 911 Board develop a Request for Information to initiate the project. The Board wanted to insure that MetroGIS's efforts are not duplicated and that investments made by the MetroGIS community are leveraged to the maximum extent possible. In September, nine responses were received, several of them excellent, according to Pete Eggimann, Metro 911 Board staff and project manager. These responses provided adequate information for the Board to authorize the project. MetroGIS support staff have been subsequently invited to participate on the Board's mapping/GIS subcommittee tasked with fleshing out the operational specifications for the project. The first meeting was held on October 15<sup>th</sup>. The next meeting was to be held on October 27<sup>th</sup>.

As a result of the dialogue that has been established between MetroGIS and the Metro 911 Board, the Board has agreed to share two regional datasets (PSAP and Emergency Service Number Boundaries) with the MetroGIS community that it recently developed with the assistance of the Minnesota Land Management Information Center. Each addresses common needs identified in 1996 by the MetroGIS community. To view the metadata for these datasets, go to <http://www.datafinder.org/catalog.asp#Social,%20Justice%20and%20Emergency%20Services>. They also available via DataFinder.

GIS/LIS Conference

On October 8<sup>th</sup> Rick Gelbmann and Randy Knippel, co-chairs of MetroGIS's Emergency Management Information Need Workgroup, presented a half-day workshop at the State GIS/LIS Conference. They also presented a 1-1/2 hour educational session on October 10<sup>th</sup> at the same conference. They shared the objectives of their committee's work, the relationship with the Governor's Council on Geographic Information committee which they also co-chair, activities in progress, and the processes anticipated used to accomplish the planned objectives.

Scott County GIS Users Group

On September 24<sup>th</sup>, the Staff Coordinator presented an overview of MetroGIS's vision, functions, accomplishments, and challenges to the Scott County GIS Users Group. In accordance with direction received from the Policy Board following a similar presentation to the Board on July 30<sup>th</sup>, staff requested an opportunity to share this information with each of the user groups as their agendas permit. The Hennepin County User Group has requested a presentation at its January meeting. Following a presentation by the Scott County Recorder and members of the Scott County GIS Office, the Staff Coordinator invited them to consider presenting their successes in implementing a robust,

coordinated Internet mechanism for easy access to data produced by the Assessor, Recorder, and Surveyor offices.

#### Regional Parcel Data Users Forum

See the report for Agenda Item 5e(1).

#### U of M Graduate Geography Seminar

The Staff Coordinator presented an overview of MetroGIS's vision, functions, accomplishments, and challenges to a graduate level class at the U of M that is part of the Masters in GIS curriculum. Staff has been asked to make this presentation on four previous occasions.

#### Proposed DataFinder Educational Forum

A forum is tentatively scheduled for January 2004 to explain the services provided by DataFinder and its relationship with the state's GeoIntegrator project. LMIC has been asked to co-host this forum. The primary audience will be producers of data commonly used by other organizations. The purpose is to encourage posting of more metadata records by more producers on DataFinder. MetroGIS is obligated to host this event as a condition of grant funding received in 2001 to implement Web Mapping/Feature Service technology as a component of DataFinder. A partnership with LMIC was sought to achieve this objective.

#### Macomb County, Michigan Interest in DataFinder

At the suggestion of Syncline, the firm that assisted with the development of MetroGIS DataFinder Café, Macomb County, Michigan managers interviewed MetroGIS staff on August 28<sup>th</sup>. During the interview they agreed to share with us the information they received from their investigation of online GIS applications/WMS and data distribution options.

### **e) State Geospatial Initiatives Update**

#### **1) I-Teams / Minnesota Spatial Data Infrastructure (SDI)**

The Staff Coordinator and David Arbeit, with LMIC and a member of the Coordinating Committee, are serving on the Minnesota Spatial Data Infrastructure (SDI) Committee of the Governor's Council on Geographic Information. The Committee is responsible for consolidating all of Minnesota's individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for the 8 initial "framework" data themes are in various stages of completion. A "wrapper" document that provides context for the individual plans within a broader vision is under development by SDI Committee. The target is to consolidate all of the individual I-Plans into to a single document for submission to the federal Office of Management and Budget by year-end.

#### **2) Emergency Preparedness**

See the report for Agenda Item 5(b)1.

#### **3) Statewide Parcel Inventory Complete**

An inventory of digital parcel mapping across the state was recently completed. Some 33 counties have 75% or more of their parcels in digital format: this includes all of the Metro counties and the collar counties of Isanti, Rice, Sherburne, and Wright. Chisago and Goodhue are well underway, but no digital mapping is underway in LeSueur, Meeker, or Sibley. The inventory was developed for Mn/DOT by CURA at the University of Minnesota and ProWest & Associates. Inventory details are available at <http://rocky.dot.state.mn.us/SPMI/>.

#### **4) New Statewide Orthoimagery Partnership**

The state recently completed an agreement with the U.S. Department of Agriculture's Farm Services Agency (FSA) that will result in new digital orthophotography for all of Minnesota. The new agreement, coordinated by the Land Management Information Center and funded by the Department of Transportation, Pollution Control Agency, and the Department of Natural Resources, leverages \$250,000 in state funds to produce orthophotos costing almost \$2 million to produce. In return for the contribution, the state will receive copies of 1-meter, natural color

digital images. Flights began in May and continued through the summer in order to meet the FSA's need for images during the growing season. When they become available in late 2003, LMIC plans to offer compressed image files for download at no charge and in other formats on request for a modest service fee. For more about this program, see [www.lmic.state.mn.us/chouse/airphoto\\_usda.html](http://www.lmic.state.mn.us/chouse/airphoto_usda.html).

**f) Federal/National Geospatial Initiatives Update**

1) **I-Teams** - See item d1, above.

2) **3C's Task Force**

The Staff Coordinator participated on the URISA (Urban and Regional Information Systems Association) 3C's (Coordination, Cooperation and Collaboration) Task Force that hosted a summit in Washington D.C. on May 20<sup>th</sup>. The purpose was to facilitate and foster better understanding by local and state officials of several prominent federal programs that directly impact the geospatial community. The results of the May 20<sup>th</sup> Summit were summarized by the Task Force and presented at the October URISA Conference in Atlanta for further discussion. The results of the discussions at the URISA conference will be passed along when received. (MetroGIS staff did not attend the URISA Conference due to budget cuts.)

**g) News from the Private Sector:**

The Lawrence Group is proud to announce the launch of its NEW online mapping application. This application brings their King's Street Atlas online to atlas users. Jim Maxwell programmed this application using Arc IMS tools and completed it in approximately six months. If you purchase a 2004 King's Street Atlas you get one year's free access. This application is password protected and allows the user to search for addresses, streets, parks, lakes, golf courses, etc. There are many layers of additional information that can be turned on or turned off. This application also lets you identify features using symbols and text boxes. Map pages are fully printable. Visit their web site at: [www.kingscompanion.com](http://www.kingscompanion.com) for more information.

**g) SEPTEMBER 17<sup>TH</sup> COORDINATING COMMITTEE MEETING SUMMARY**

See [http://www.metrogis.org/teams/cc/index.shtml#agendas\\_minutes](http://www.metrogis.org/teams/cc/index.shtml#agendas_minutes)

**Meeting Summary  
MetroGIS Policy Board  
Room 1A, Metropolitan Council's Mears Park Offices  
October 29, 2003**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:30 p.m.

Members Present: Jim Kordiak (Anoka County), Patrice Bataglia (Dakota County), William Brown for Randy Johnson (Hennepin County), Bob Vogel (Scott County), Victoria Reinhardt (Ramsey County), Jane Harper for Dennis Hegberg (Washington County), Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Gary Delaney (Carver County), Terry Schneider (AMM- City of Minnetonka), and Gary Schiff (AMM-City of Minneapolis)

Coordinating Committee Members Present: Bob Cockriel, Will Craig, Dave Drealan, Rick Gelbmann, Randy Knippel, Brad Henry, Al Laumeyer

Support Staff: Randall Johnson, Trudy Richter, with Richardson, Richter and Associates, and Steve Fester.

**2. ACCEPT AGENDA**

Member Fiskness moved and Member Bataglia seconded to accept the agenda as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member Vogel moved and Member Johns seconded to approve the summary of the July 30, 2003 meeting as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION – GASB34 and GIS/MetroGIS - What is the Connection?**

The Staff Coordinator introduced Brad Henry (URS/BRW) and Bob Cockriel (City of Bloomington), both members of the Coordinating Committee. Henry commented that GASB34 requires all government organizations to identify the infrastructure they are responsible for, its worth, and what they are doing to maintain it, noting that GIS is a technology that can greatly help government not only respond to the GASB34 directive, but in particular, more efficiently manage these assets. By 2004, the rules call for all government units to be compliance. Henry noted that those units that do not comply will likely see their bond ratings drop.

Cockriel explained the substantial benefits that can be realized through implementation of asset management programs, noting that a 75-90 percent reduction in street maintenance expenses are possible. Henry stated that GIS technology can greatly contribute in three ways – collection and correction of data, collate/analyze data, and visualization of the reporting. He also stated that he believes GASB34 presents an opportunity to MetroGIS to pursue regional infrastructure datasets and encouraged the Board to consider adding “infrastructure” to MetroGIS’s list of priority information needs.

In response to a question from Chairperson Reinhardt, Cockriel commented that it may be possible to aggregate some utility location data, but that some are in proprietary systems and can not be shared.

There was some discussion following a comment by Commissioner Kordiak regarding the need for formal asset management programs when the information provided is common knowledge. The notion

that infrastructure needs to be maintained is clearly understood, but the fact that the number of assets is vast, and that much of it is underground, requires a structured systems approach to ensure nothing is overlooked and that repairs are made at optimum times in the various life cycles. (The PowerPoint slides presented to the Policy Board are posted at <http://www.metrogis.org/teams/pb/meetings/gasb.pdf>.)

## **5. MAJOR PROJECT UPDATE (See the agenda materials for more information)**

### **a) Regional Mailing Label Application**

The County Data Producer Workgroup is overseeing this project. Dave Drealan, who chairs the workgroup, reported that the goal is to launch this application by year-end. He commented that concerns that had been raised about possible interference with existing county revenues from mailing label sales had been addressed and that final modifications to the actual application are in process. He also reminded the Board members that the application will be available only to organizations that have obtained a license to access the regional parcel dataset, since this application runs on that data, and that any change to this policy must be approved by the counties who own the data.

Member Kordiak thanked the group for its work. He shared his belief that it is important to pursue methods to improve access as well as replace manual/labor-intensive processes, as will be case with this application, in order to greatly improve efficiencies. He also stated that he favors foregoing current modest revenues if the procedural change gets the data out to the user quickly and easily and improves staff efficiencies.

### **b) Collaborative Parcel Data Distribution Strategy**

The County Data Producer Workgroup is overseeing this project. Dave Drealan, who chairs the workgroup, reported that the group has agreed on how to address the topic of fees and that negotiations are in progress with the last county to reach agreement on a single license document. Once the license is finalized, the new procedures will be launched though a web portal that has been built by MetroGIS support staff. Regarding to the license, William Brown noted that Hennepin County is going through a reorganization and that the attorney assigned to this project is new to the proposal. A meeting is scheduled for the first week in November, at which he hopes agreement will be reached. The problem is that Hennepin County has a history of having to deal with lost data, which has resulted in a defensive position regarding the licensing documents.

Vice Chairman Kordiak commented that the Policy Board has been talking about this topic for over two years and that he hopes that any changes suggested by the Hennepin County will result in a better document.

Member Harper commented that Washington County recently was contacted by two private sector organizations that are interested in this data and that an ongoing relationship looks good once the proposed revised procedures are in place.

### **c) Data Sharing with Utilities**

The County Data Producer Workgroup is overseeing this project. Dave Drealan, who chairs the workgroup, reported that a sample of the regional parcel dataset will be delivered shortly to the three participating utility companies for their evaluation. If the utilities are interested in pursuing further talks, the counties will define data that utilities produce for which they have a business need.

### **d) Enhancements to MetroGIS DataFinder / Coordination with MN GeoIntegrator**

The Staff Coordinator summarized progress on a collaborative project with the MN Land Management Information Center (LMIC) to improve the functionality of DataFinder Café and migrate the physical hosting of Café to the State's system to enable sharing of hardware and annual software maintenance expenses.

### **e) Priority Common Information Needs**

**(1) Emergency Management:** Rick Gelbmann (Metropolitan Council) and Randy Knippel (Dakota County), co-chairs of the Emergency Management Workgroup, reported that their main emphasis since the last Policy Board meeting was to participate in the annual GIS/LIS Conference and speak to Metro Emergency Managers Association officials. They also informed the Policy Board that the Emergency Management Committee of the Governors Council on Geographic Information (GCGI) (Chaired by Gelbmann) and the MetroGIS Committee (Chaired by Knippel) have elected to pursue separate agendas, but in a coordinated fashion, as opposed to continue to meet jointly. The MetroGIS group will focus on building relationships between the GIS and emergency management communities, whereas, the GCGI group will focus on policy and standards matters.

Member Bataglia asked how the two groups intend to address the disparity between metro and greater Minnesota in terms of resources without slowing down progress in areas that have made the necessary commitments. Gelbmann commented that the emphasis in the metro is on action that can be taken now, ranging from assembling priority data into region-wide datasets that are easily accessible by the broad user community, to continuing to build relationships among the various affected interests. He emphasized that the goal is to leverage investments that have been made in data and then establish collaborative role expectations.

In response, Member Bataglia asked if cataloguing of existing, useful data and an evaluation of its suitability related to intended goals is part of the workgroup's plan. Knippel agreed to provide a listing of emergency management-related data resources that have been identified thus far and an indication as to whether each of these data sources meets or exceeds current information needs. The Staff Coordinator encouraged Knippel's group to use a [matrix](#) similar to that developed by the Socioeconomic Workgroup to document the prior information needs and suitability of existing data sources to address these needs.

**(2) Socioeconomic Characteristics of Areas** Will Craig, Chair of the Socioeconomic Information Needs Workgroup, informed the Policy Board of the workgroup's efforts to identify existing sources of data that meet or exceed the needs of the community relative to several priority information needs. He noted that this phase of the regional solution is nearly complete. Phase II work is expected to begin Winter 2004. The objective of that phase will be to identify non-traditional sources of data that can be pursued to address needs not met by existing traditional sources.

Two of the prospective US Census sources of data still require federal funding - The American Community Survey (ACS) and the Longitudinal Employer – Household Dynamics (LEHD) program. Craig noted that if these sources were available on an ongoing basis metro-wide, most if not all of the priority data needs identified by the MetroGIS community would be achievable. This comment led to a brief discussion about the shortcomings of existing data sources that would be overcome – update frequencies too slow, nighttime but not daytime population data, mapping resolution is too coarse – particularly for local government needs, in particular, economic and community development efforts.

With regard to the ACS and LEHD programs, Craig asked the Board if it would consider endorsing a resolution of support and requesting that its member organizations include it in their respective legislative agendas. He noted that the Bush Administration has included the ACS program in its budget proposal but congressional support is needed to fund the U.S. Census Bureau implementation of the program. This request spawned comments from Member Bataglia and Chairperson Reinhardt that additional information about the cost and benefits of the program will be needed to clarify the value of the program relative to other initiatives under consideration for inclusion in their counties' respective legislative agendas. Members Bataglia and Reinhardt noted that county government is generally very cautious about the programs for which they

lobby, given past experience that once programs important to local government are in place that some or all of the cost will be passed along to them.

Member Johns stated that the data enhancements related to the proposed ACS program are critical to effectively managing the Brooklyn Center and other school districts with significant minority populations. Better migration and poverty data are needed to ensure the funding formulas reflect reality of shifting populations with special service needs. (Special needs populations are increasingly migrating to the suburbs but the resources are not moving with them resulting in inadequate service capabilities from the suburban districts.) Transportation options are also lacking to access services.

**Direction Provided:** It was agreed that if the Coordinating Committee wishes to bring this matter to the Policy Board for action at the January meeting, that background information sufficient to justify the value of the program to local government should be circulated to Board members well in advance of the meeting for Board members to share with peers for comment before the Board considers the topic. In response to a comment by Member Johns, Chairperson Reinhardt requested her to identify funding sources affected by the subject data and to share this information with Craig to include in the background information and comment as to whether or not it is possible to determine whether better data might correlate to increased resources to address documented needs.

Due to lack of time, no other Information Needs Workgroup reports were received.

## **6. ACTION AND DISCUSSION ITEMS**

### **a) 2004 Meeting Schedule**

Chairperson Reinhardt summarized the schedule proposed in the agenda materials. No concerns were raised for the dates suggested: January 28, April 28, July 28, and October 27.

**Motion:** Member Fiskness moved and Member Harper seconded to approve the 2004 meeting schedule as proposed. Motion carried, ayes all.

### **b) Update Frequency Policy Change – Regional Municipal/County Jurisdictional Boundary Dataset**

The Staff Coordinator summarized the proposed update frequency change from once per year to quarterly, to be done at the same time that the regional parcel data is updated. He also noted that the change had been proposed by the staff who are responsible for the related duties for the primary producers (counties) and regional custodian (Metropolitan Council).

**Motion:** Member Johns moved and Member Pistilli seconded to approve the proposed changes to the regional policy statement concerning the update cycle for the Regional Municipal/County Jurisdictional Boundary Dataset as recommended by the Coordinating Committee. Motion carried, ayes all.

### **c) 2004 MetroGIS Budget and Agreement Principles**

The Staff Coordinator noted that the proposed 2004 budget materials included in the agenda materials show the same total amount as the Board requested in April and the major line items are also unchanged. Board approval will be sought in January, once the Metropolitan Council adopts its final budget for 2004. This information was provided at this time for comment to ensure nothing has been overlooked, and to provide a context for the proposed principles to guide negotiation of data sharing agreements. Staff explained that the line item for funding associated with these agreements is \$50,000. No comments were received on the budget materials

The Staff Coordinator introduced proposed principles to guide negotiations currently in progress to extend the existing GIS Data Sharing Agreement, noting that staff believed that agreed-upon principles would benefit current negotiations through fostering consensus on the objectives as well as provide for

long-term guidance. Chairperson Reinhardt offered modifications to the language included in the packet to improve clarity.

Comments from Members Fiskness and Pistilli led to a discussion about the value of MetroGIS's efforts to the user community as well as to the counties as primarily data producers. Fiskness emphasized the significant benefits that have been achieved by MetroGIS's emphasis on coordination and leveraging of investments and not adding another layer of government. Several of the county members noted that the funding allocated by the proposed agreements, although modest, is important because it recognizes that the Council, on behalf of the broader community, appreciates the importance of the counties' participation and the significance of the parcel data they produce. However, notwithstanding that the counties concur MetroGIS is greatly benefiting the community and understand that their participation is valued, several county members noted that the funding is also important because they believe they receive the least amount of direct benefit from MetroGIS's efforts, generally less than their cost to participate, and because of recent budget cutting that has reduced resources available to support unmandated programs, which include their internal GIS units, as well as those related custodial roles and responsibilities important to the MetroGIS community. Member Brown noted that he believes Hennepin County would be involved in MetroGIS' efforts regardless of whether the proposed funding is offered but cautioned that he is concerned that Hennepin County may not have the personnel to achieve the desired data enhancements that the funding associated with agreements is designed to address.

**Motion:** Member Kordiak moved and Member Johns seconded to adopt the principles as set forth in Attachment A. Motion carried ayes 4, nays 3.

The dissenting Members (Pistilli, Fiskness, and Brown) voted against for the motion for the following reasons: Pistilli did not like the proposed revision removing the phrase "These funds are intended to be a modest gesture of appreciation" from principle 3a as he believed this language helped clarify the intent, Fiskness preferred the matter to be tabled, Brown was not comfortable moving forward until he better understands what Hennepin County would be committing to if the principles were adopted.

Chairperson Reinhardt encouraged the dissenting Members to offer modifications that would address their concerns for action at the January meeting, noting they are to guide negotiations, will not be incorporated into any contracts, and can be modified at any time.

#### **d) 2004 Major Program Objectives**

Chairperson Reinhardt summarized the objectives presented in the agenda packet and explained that staff is not asking for approval at this time but rather feedback as to any items that should be modified or added. No comments were offered.

Staff noted that approval will be sought at the January meeting once the 2004 budget is final.

### **7. INFORMATION ITEMS**

Chairperson Reinhardt asked the members to review on their own the information items presented in the agenda packet. She called their attention in particular to 7a – PolicyLink Recommendations and 7b – SRF Testimonial, noting that the testimonial involves benefits to counties from MetroGIS's efforts.

### **8. NEXT MEETING**

January 28, 2004

### **9. ADJOURN**

The meeting concluded at 9:10 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator

## ATTACHMENT A

# Principles For Allocating MetroGIS's Data Quality and Access Enhancement Funds

### Introduction

The following principles are to serve as the basis for allocating the funding identified in the "Data Quality and Access Enhancement ...Projects" line item of the MetroGIS budget. The following principles do not apply to funds acquired through grants or sources other than the Metropolitan Council. Data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g. counties related to parcel data) are eligible for receive funds from this line item for eligible projects. There is no obligation on the part of the Council pay for projects that exceed the funds identified in this line item. Agreements that allocate funds from this line item must comply with the following principles, which supplement and expand upon, not supercede, the more general principles<sup>1</sup> that have governed MetroGIS's efforts for some time.

### Data Quality and Access Enhancement Funding Principles

The following principles are to be embedded in the annual MetroGIS budget, and be approved as part of the budget approval process. Currently the only such recipients of these enhancement project funds are the counties, though it is anticipated that other organizations will serve in similar capacities for regional data solutions that have not as yet been defined.

- 1) Receipt of these funds by a data producer is not a payment for data but rather for services performed of importance to the broad MetroGIS community.
- 2) Funding can also be for specific data enhancements, which are to be identified through a forum of data users and producers, in a manner that is consistent with past, broadly participatory, MetroGIS processes.
- 3) The purpose of this funding is four-fold:
  - a) To recognize the importance to the MetroGIS community of participation by producers of data that are critical components to regional solutions (e.g. parcel data produced by the seven metro area counties).
  - b) To assist data producers in performing primary custodial responsibilities, which have been endorsed by the Policy Board that exceed internal business functions, including extracting, documenting, manipulating, and delivering these data to the regional custodian.
  - c) To finance data quality and access enhancements, defined through MetroGIS's processes.
  - d) To assist data producers with costs associated with sharing of information about what was learned and the outcome of data enhancement projects in accordance with a MetroGIS core function to foster sharing of knowledge.
- 4) Data Producers have the option of pooling funds allocated to other Data Producers for purposes of conducting projects that will have mutual benefit to the producers and to data users.

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<sup>1</sup> The following principles governed MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

- a) No organization will be asked to perform a task for the collaborative that they do not have an internal need to perform.
- b) Build once, share many times (data and applications).
- c) Investments made by one government interest ought to be leverageable by other government interests.
- d) All relevant and affected interests participate, dominated by none.
- e) Widespread sharing of the data improves data quality and ultimately decision support.
- f) Cost recovery of data development expenses stifles sharing of commonly needed data.



**Policy Board Members:**

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Patrice Bataglia,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Antoinette Johns,  
TIES

Randy Johnson,  
Hennepin County

Gary Schiff,  
City of Minneapolis  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Bob Vogel,  
Scott County

Tony Pistilli,  
Metropolitan Council

**Coordinating Committee**

Jane Harper,  
Chairperson  
Washington County

Dave Drealan,  
Vice-Chairperson  
Carver County

**Staff Coordinator**

Randall Johnson,  
Metropolitan Council

**Wednesday, January 28, 2004**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

- |  |                    |
|--|--------------------|
| <b>1. Call to Order</b>  |                    |
| <b>2. Accept Agenda</b>  |                    |
| <b>3. Accept Meeting Summary</b>   | <b><u>Page</u></b> |
| a) October 29, 2003  | <b>action 1</b>    |
| <b>4. GIS Technology Demonstration:</b>  | <b>7</b>           |
| <i>Improving Information Access Efficiencies with GIS - Scott County's Story</i> |                    |
| <b>5. Action/Discussion Items</b>  |                    |
| a) 2003 Accomplishments and Annual Report  | <b>action 9</b>    |
| b) 2004 Budget   | <b>action 19</b>   |
| c) 2004 Major Program Objectives   | <b>action 25</b>   |
| d) 2003 Performance Measures Report and Recommendations                          | <b>action 34</b>   |
| e) Socioeconomic Information Need Regional Solution - Phase I                    | <b>action 37</b>   |
| f) GIS Data Sharing Agreements with Counties – Adoption Status                   | <b>47</b>          |
| <b>6. Major Activity Update</b>  | <b>48</b>          |
| a) Priority Common Information Need Solutions                                    |                    |
| b) Enhancements to MetroGIS DataFinder / Coordination with MN GeoIntegrator      |                    |
| c) Collaborative Parcel Data Distribution Strategy – Non-Government Access       |                    |
| d) Regional Mailing Label Application  |                    |
| e) Data Sharing Initiative With Utilities  |                    |
| <b>7. Information Sharing</b>  | <b>53</b>          |
| a) Professional Services Contracts – Communications and Business Planning        |                    |
| b) Gopher State One Call – Concern for Change in Fee Policy                      |                    |
| c) Regional Parcel Dataset- Procedural Clarifications                            |                    |
| d) “Looking for Data Stewardship” notice added to Website                        |                    |
| e) Outreach Activities   |                    |
| f) Related State Geospatial Data Initiatives Update                              |                    |
| g) Related Federal/National Geospatial Data Initiatives Update                   |                    |
| h) December 17th Coordinating Committee Meeting Minutes and 2004 Officers        |                    |
| <b>8. Next Meeting</b>   |                    |
| April 28, 2004 ( <i>election of officers</i> )                                   |                    |
| <b>9. Adjourn</b>  |                    |

### **Mission Statement**

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**October 29, 2003**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:30 p.m.

Members Present: Jim Kordiak (Anoka County), Patrice Bataglia (Dakota County), William Brown for Randy Johnson (Hennepin County), Bob Vogel (Scott County), Victoria Reinhardt (Ramsey County), Jane Harper for Dennis Hegberg (Washington County), Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Gary Delaney (Carver County), Terry Schneider (AMM- City of Minnetonka), and Gary Schiff (AMM-City of Minneapolis)

Coordinating Committee Members Present: Bob Cockriel, Will Craig, Dave Drealan, Rick Gelbmann, Randy Knippel, Brad Henry, Al Laumeyer

Support Staff: Randall Johnson, Trudy Richter, with Richardson, Richter and Associates, and Steve Fester.

**2. ACCEPT AGENDA**

Member Fiskness moved and Member Bataglia seconded to accept the agenda as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member Vogel moved and Member Johns seconded to approve the summary of the July 30, 2003 meeting as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION – GASB34 and GIS/MetroGIS - What is the Connection?**

The Staff Coordinator introduced Brad Henry (URS/BRW) and Bob Cockriel (City of Bloomington), both members of the Coordinating Committee. Henry commented that GASB34 requires all government organizations to identify the infrastructure they are responsible for, its worth, and what they are doing to maintain it, noting that GIS is a technology that can greatly help government not only respond to the GASB34 directive, but in particular, more efficiently manage these assets. By 2004, the rules call for all government units to be compliance. Henry noted that those units that do not comply will likely see their bond ratings drop.

Cockriel explained the substantial benefits that can be realized through implementation of asset management programs, noting that a 75-90 percent reduction in street maintenance expenses are possible. Henry stated that GIS technology can greatly contribute in three ways – collection and correction of data, collate/analyze data, and visualization of the reporting. He also stated that he believes GASB34 presents an opportunity to MetroGIS to pursue regional infrastructure datasets and encouraged the Board to consider adding “infrastructure” to MetroGIS’s list of priority information needs.

In response to a question from Chairperson Reinhardt, Cockriel commented that it may be possible to aggregate some utility location data, but that some are in proprietary systems and can not be shared.

There was some discussion following a comment by Commissioner Kordiak regarding the need for formal asset management programs when the information provided is common knowledge. The notion

that infrastructure needs to be maintained is clearly understood, but the fact that the number of assets is vast, and that much of it is underground, requires a structured systems approach to ensure nothing is overlooked and that repairs are made at optimum times in the various life cycles. (The PowerPoint slides presented to the Policy Board are posted at <http://www.metrogis.org/teams/pb/meetings/gasb.pdf>.)

## **5. MAJOR PROJECT UPDATE (See the agenda materials for more information)**

### **a) Regional Mailing Label Application**

The County Data Producer Workgroup is overseeing this project. Dave Drealan, who chairs the workgroup, reported that the goal is to launch this application by year-end. He commented that concerns that had been raised about possible interference with existing county revenues from mailing label sales had been addressed and that final modifications to the actual application are in process. He also reminded the Board members that the application will be available only to organizations that have obtained a license to access the regional parcel dataset, since this application runs on that data, and that any change to this policy must be approved by the counties who own the data.

Member Kordiak thanked the group for its work. He shared his belief that it is important to pursue methods to improve access as well as replace manual/labor-intensive processes, as will be case with this application, in order to greatly improve efficiencies. He also stated that he favors foregoing current modest revenues if the procedural change gets the data out to the user quickly and easily and improves staff efficiencies.

### **b) Collaborative Parcel Data Distribution Strategy**

The County Data Producer Workgroup is overseeing this project. Dave Drealan, who chairs the workgroup, reported that the group has agreed on how to address the topic of fees and that negotiations are in progress with the last county to reach agreement on a single license document. Once the license is finalized, the new procedures will be launched though a web portal that has been built by MetroGIS support staff. Regarding to the license, William Brown noted that Hennepin County is going through a reorganization and that the attorney assigned to this project is new to the proposal. A meeting is scheduled for the first week in November, at which he hopes agreement will be reached. The problem is that Hennepin County has a history of having to deal with lost data, which has resulted in a defensive position regarding the licensing documents.

Vice Chairman Kordiak commented that the Policy Board has been talking about this topic for over two years and that he hopes that any changes suggested by the Hennepin County will result in a better document.

Member Harper commented that Washington County recently was contacted by two private sector organizations that are interested in this data and that an ongoing relationship looks good once the proposed revised procedures are in place.

### **c) Data Sharing with Utilities**

The County Data Producer Workgroup is overseeing this project. Dave Drealan, who chairs the workgroup, reported that a sample of the regional parcel dataset will be delivered shortly to the three participating utility companies for their evaluation. If the utilities are interested in pursuing further talks, the counties will define data that utilities produce for which they have a business need.

### **d) Enhancements to MetroGIS DataFinder / Coordination with MN GeoIntegrator**

The Staff Coordinator summarized progress on a collaborative project with the MN Land Management Information Center (LMIC) to improve the functionality of DataFinder Café and migrate the physical hosting of Café to the State's system to enable sharing of hardware and annual software maintenance expenses.

### **e) Priority Common Information Needs**

**(1) Emergency Management:** Rick Gelbmann (Metropolitan Council) and Randy Knippel (Dakota County), co-chairs of the Emergency Management Workgroup, reported that their main emphasis since the last Policy Board meeting was to participate in the annual GIS/LIS Conference and speak to Metro Emergency Managers Association officials. They also informed the Policy Board that the Emergency Management Committee of the Governors Council on Geographic Information (GCGI) (Chaired by Gelbmann) and the MetroGIS Committee (Chaired by Knippel) have elected to pursue separate agendas, but in a coordinated fashion, as opposed to continue to meet jointly. The MetroGIS group will focus on building relationships between the GIS and emergency management communities, whereas, the GCGI group will focus on policy and standards matters.

Member Bataglia asked how the two groups intend to address the disparity between metro and greater Minnesota in terms of resources without slowing down progress in areas that have made the necessary commitments. Gelbmann commented that the emphasis in the metro is on action that can be taken now, ranging from assembling priority data into region-wide datasets that are easily accessible by the broad user community, to continuing to build relationships among the various affected interests. He emphasized that the goal is to leverage investments that have been made in data and then establish collaborative role expectations.

In response, Member Bataglia asked if cataloguing of existing, useful data and an evaluation of its suitability related to intended goals is part of the workgroup's plan. Knippel agreed to provide a listing of emergency management-related data resources that have been identified thus far and an indication as to whether each of these data sources meets or exceeds current information needs. The Staff Coordinator encouraged Knippel's group to use a [matrix](#) similar to that developed by the Socioeconomic Workgroup to document the prior information needs and suitability of existing data sources to address these needs.

**(2) Socioeconomic Characteristics of Areas** Will Craig, Chair of the Socioeconomic Information Needs Workgroup, informed the Policy Board of the workgroup's efforts to identify existing sources of data that meet or exceed the needs of the community relative to several priority information needs. He noted that this phase of the regional solution is nearly complete. Phase II work is expected to begin Winter 2004. The objective of that phase will be to identify non-traditional sources of data that can be pursued to address needs not met by existing traditional sources.

Two of the prospective US Census sources of data still require federal funding - The American Community Survey (ACS) and the Longitudinal Employer – Household Dynamics (LEHD) program. Craig noted that if these sources were available on an ongoing basis metro-wide, most if not all of the priority data needs identified by the MetroGIS community would be achievable. This comment led to a brief discussion about the shortcomings of existing data sources that would be overcome – update frequencies too slow, nighttime but not daytime population data, mapping resolution is too coarse – particularly for local government needs, in particular, economic and community development efforts.

With regard to the ACS and LEHD programs, Craig asked the Board if it would consider endorsing a resolution of support and requesting that its member organizations include it in their respective legislative agendas. He noted that the Bush Administration has included the ACS program in its budget proposal but congressional support is needed to fund the U.S. Census Bureau implementation of the program. This request spawned comments from Member Bataglia and Chairperson Reinhardt that additional information about the cost and benefits of the program will be needed to clarify the value of the program relative to other initiatives under consideration for inclusion in their counties' respective legislative agendas. Members Bataglia and Reinhardt noted that county government is generally very cautious about the programs for which they

lobby, given past experience that once programs important to local government are in place that some or all of the cost will be passed along to them.

Member Johns stated that the data enhancements related to the proposed ACS program are critical to effectively managing the Brooklyn Center and other school districts with significant minority populations. Better migration and poverty data are needed to ensure the funding formulas reflect reality of shifting populations with special service needs. (Special needs populations are increasingly migrating to the suburbs but the resources are not moving with them resulting in inadequate service capabilities from the suburban districts.) Transportation options are also lacking to access services.

**Direction Provided:** It was agreed that if the Coordinating Committee wishes to bring this matter to the Policy Board for action at the January meeting, that background information sufficient to justify the value of the program to local government should be circulated to Board members well in advance of the meeting for Board members to share with peers for comment before the Board considers the topic. In response to a comment by Member Johns, Chairperson Reinhardt requested her to identify funding sources affected by the subject data and to share this information with Craig to include in the background information and comment as to whether or not it is possible to determine whether better data might correlate to increased resources to address documented needs.

Due to lack of time, no other Information Needs Workgroup reports were received.

## **6. ACTION AND DISCUSSION ITEMS**

### **a) 2004 Meeting Schedule**

Chairperson Reinhardt summarized the schedule proposed in the agenda materials. No concerns were raised for the dates suggested: January 28, April 28, July 28, and October 27.

**Motion:** Member Fiskness moved and Member Harper seconded to approve the 2004 meeting schedule as proposed. Motion carried, ayes all.

### **b) Update Frequency Policy Change – Regional Municipal/County Jurisdictional Boundary Dataset**

The Staff Coordinator summarized the proposed update frequency change from once per year to quarterly, to be done at the same time that the regional parcel data is updated. He also noted that the change had been proposed by the staff who are responsible for the related duties for the primary producers (counties) and regional custodian (Metropolitan Council).

**Motion:** Member Johns moved and Member Pistilli seconded to approve the proposed changes to the regional policy statement concerning the update cycle for the Regional Municipal/County Jurisdictional Boundary Dataset as recommended by the Coordinating Committee. Motion carried, ayes all.

### **c) 2004 MetroGIS Budget and Agreement Principles**

The Staff Coordinator noted that the proposed 2004 budget materials included in the agenda materials show the same total amount as the Board requested in April and the major line items are also unchanged. Board approval will be sought in January, once the Metropolitan Council adopts its final budget for 2004. This information was provided at this time for comment to ensure nothing has been overlooked, and to provide a context for the proposed principles to guide negotiation of data sharing agreements. Staff explained that the line item for funding associated with these agreements is \$50,000. No comments were received on the budget materials

The Staff Coordinator introduced proposed principles to guide negotiations currently in progress to extend the existing GIS Data Sharing Agreement, noting that staff believed that agreed-upon principles would benefit current negotiations through fostering consensus on the objectives as well as provide for

long-term guidance. Chairperson Reinhardt offered modifications to the language included in the packet to improve clarity.

Comments from Members Fiskness and Pistilli led to a discussion about the value of MetroGIS's efforts to the user community as well as to the counties as primarily data producers. Fiskness emphasized the significant benefits that have been achieved by MetroGIS's emphasis on coordination and leveraging of investments and not adding another layer of government. Several of the county members noted that the funding allocated by the proposed agreements, although modest, is important because it recognizes that the Council, on behalf of the broader community, appreciates the importance of the counties' participation and the significance of the parcel data they produce. However, notwithstanding that the counties concur MetroGIS is greatly benefiting the community and understand that their participation is valued, several county members noted that the funding is also important because they believe they receive the least amount of direct benefit from MetroGIS's efforts, generally less than their cost to participate, and because of recent budget cutting that has reduced resources available to support unmandated programs, which include their internal GIS units, as well as those related custodial roles and responsibilities important to the MetroGIS community. Member Brown noted that he believes Hennepin County would be involved in MetroGIS' efforts regardless of whether the proposed funding is offered but cautioned that he is concerned that Hennepin County may not have the personnel to achieve the desired data enhancements that the funding associated with agreements is designed to address.

**Motion:** Member Kordiak moved and Member Johns seconded to adopt the principles as set forth in Attachment A. Motion carried ayes 4, nays 3.

The dissenting Members (Pistilli, Fiskness, and Brown) voted against for the motion for the following reasons: Pistilli did not like the proposed revision removing the phrase "These funds are intended to be a modest gesture of appreciation" from principle 3a as he believed this language helped clarify the intent, Fiskness preferred the matter to be tabled, Brown was not comfortable moving forward until he better understands what Hennepin County would be committing to if the principles were adopted.

Chairperson Reinhardt encouraged the dissenting Members to offer modifications that would address their concerns for action at the January meeting, noting they are to guide negotiations, will not be incorporated into any contracts, and can be modified at any time.

#### **d) 2004 Major Program Objectives**

Chairperson Reinhardt summarized the objectives presented in the agenda packet and explained that staff is not asking for approval at this time but rather feedback as to any items that should be modified or added. No comments were offered.

Staff noted that approval will be sought at the January meeting once the 2004 budget is final.

### **7. INFORMATION ITEMS**

Chairperson Reinhardt asked the members to review on their own the information items presented in the agenda packet. She called their attention in particular to 7a – PolicyLink Recommendations and 7b – SRF Testimonial, noting that the testimonial involves benefits to counties from MetroGIS's efforts.

### **8. NEXT MEETING**

January 28, 2004

### **9. ADJOURN**

The meeting concluded at 9:10 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator

## ATTACHMENT A

# Principles For Allocating MetroGIS's Data Quality and Access Enhancement Funds

### Introduction

The following principles are to serve as the basis for allocating the funding identified in the "Data Quality and Access Enhancement ...Projects" line item of the MetroGIS budget. The following principles do not apply to funds acquired through grants or sources other than the Metropolitan Council. Data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g. counties related to parcel data) are eligible for receive funds from this line item for eligible projects. There is no obligation on the part of the Council pay for projects that exceed the funds identified in this line item. Agreements that allocate funds from this line item must comply with the following principles, which supplement and expand upon, not supercede, the more general principles<sup>1</sup> that have governed MetroGIS's efforts for some time.

### Data Quality and Access Enhancement Funding Principles

The following principles are to be embedded in the annual MetroGIS budget, and be approved as part of the budget approval process. Currently the only such recipients of these enhancement project funds are the counties, though it is anticipated that other organizations will serve in similar capacities for regional data solutions that have not as yet been defined.

- 1) Receipt of these funds by a data producer is not a payment for data but rather for services performed of importance to the broad MetroGIS community.
- 2) Funding can also be for specific data enhancements, which are to be identified through a forum of data users and producers, in a manner that is consistent with past, broadly participatory, MetroGIS processes.
- 3) The purpose of this funding is four-fold:
  - a) To recognize the importance to the MetroGIS community of participation by producers of data that are critical components to regional solutions (e.g. parcel data produced by the seven metro area counties).
  - b) To assist data producers in performing primary custodial responsibilities, which have been endorsed by the Policy Board that exceed internal business functions, including extracting, documenting, manipulating, and delivering these data to the regional custodian.
  - c) To finance data quality and access enhancements, defined through MetroGIS's processes.
  - d) To assist data producers with costs associated with sharing of information about what was learned and the outcome of data enhancement projects in accordance with a MetroGIS core function to foster sharing of knowledge.
- 4) Data Producers have the option of pooling funds allocated to other Data Producers for purposes of conducting projects that will have mutual benefit to the producers and to data users.

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<sup>1</sup> The following principles governed MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

- a) No organization will be asked to perform a task for the collaborative that they do not have an internal need to perform.
- b) Build once, share many times (data and applications).
- c) Investments made by one government interest ought to be leverageable by other government interests.
- d) All relevant and affected interests participate, dominated by none.
- e) Widespread sharing of the data improves data quality and ultimately decision support.
- f) Cost recovery of data development expenses stifles sharing of commonly needed data.



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*Improving Information Access Efficiencies with GIS - Scott County's Story*

**DATE:** January 12, 2004  
*(For the Jan 28<sup>th</sup> meeting)*

### **INTRODUCTION**

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each Board meeting.

For the Policy Board's January 2004 meeting, the Coordinating Committee has invited Scott County to showcase how its interdepartmental coordinated use of GIS technology has improved:

- 1) Public access to a variety of data and records maintained by the county's Recorder, Assessor and Surveyor offices by making transparent the distinctions between these offices to the end user,
- 2) Internal coordination of information management and dissemination functions performed by the Recorder, Assessor and Surveyor offices, and
- 3) Efficiency of communication between these county offices and local units of government that serve the county.

### **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

(Refer to the listing on the next page.)

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

### Past Demonstrations

- Jan. 1997: Benefits from GIS in general and uses being made all classes of stakeholders represented on the Policy Board.
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Nov. 1998: Orthoimagery and its Uses
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Jul. 1999: Presentation to U.S. House of Representatives Subcommittee on June 9th
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 2000: DataFinder and Metropolitan Council's Internet-based Existing Land Use Application
- Oct. 2000: North Metro I-35W Corridor Coalition Socio-Demographic Data Initiative
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Apr. 2001: LMIC's MetroViewer (EPPLviewer) using datasets made available via MetroGIS' efforts
- Jul. 2001: MetroGIS capabilities current and proposed for data discovery and acquisition via the Internet
- Oct. 2001: TIES - How school districts have benefited from the presence of MetroGIS.
- Jan. 2002: Paul Olson shared his experience as a GIS professional responding to the World Trade Center tragedy at Ground Zero.
- Apr. 2002: Each of the seven counties summarized their respective GIS programs
- Jul. 2002: Rollout of DataFinder Café, MetroGIS's state-of-the-art data distribution tool
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jan. 2003: Carver and Washington Counties' use of GIS for Emergency Management
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jul. 2003: Minneapolis Neighborhood Information Network (MNIS) and its role in the area of Community GIS, also known as Public Participation GIS.
- Oct. 2003 GASB 34 and GIS Technology: The Connection?



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Jane Harper  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2003 MetroGIS Accomplishments and Annual Report

**DATE:** January 14, 2004  
(For the Jan 28<sup>th</sup> Meeting)

### **REQUEST**

A listing of the MetroGIS's major 2003 accomplishments is offered below for the Policy Board's information. A brief summary of the most significant highlights is presented in the attached "milestones" article, which will be printed on the backside of the Chair's letter, also attached, and inserted into the brochure that was printed last year. The brochure and insert will then be distributed to the nearly 2000 individuals on the MetroGIS contact list. Comment from the Policy Board is requested prior to printing and distributing these materials.

### **SIGNIFICANT 2003 ACCOMPLISHMENTS**

- ✓ Sustained adequate funding for MetroGIS from the Metropolitan Council following the transition to a new administration and significant funding cuts throughout the Council's programs.
- ✓ Reached an agreement-in-principle with LMIC to collaborate on enhancements to DataFinder Café and integrating Café into the State's geospatial infrastructure.
- ✓ Reached agreement on a five-year data sharing agreement with each of the counties that clarifies rules for Regional GIS Project funding, establishes parameters for custodial responsibility compensation, and achieves a single data licensure procedure. (See Agenda Item 5f.)
- ✓ Leveraged MetroGIS's collaborative effectiveness through a partnership with MnDOT concerning a regional highway and road network solution and participation in a Metro 911 Board initiative to integrate GIS technology into the day-to-day operations of the 27 Public Safety Answering Points (PSAPs) that serve the Metro Area.
- ✓ Created an Emergency Preparedness Workgroup, which is working closely with a similar newly formed Workgroup of the Governor's Council on Geographic Information.
- ✓ Completed Phase I of the Socioeconomic Information Need, resulting in an online listing of web-based resources.
- ✓ Prototyped MetroGIS's first regional geospatial application – mailing labels.
- ✓ Refined Performance Measures Reporting and added another testimonial to the benefits of MetroGIS's efforts.
- ✓ Initiated substantial outreach activity.

A detailed listing of the activities and accomplishments is also attached.

### **2003 ANNUAL REPORT**

Beginning last year, an annual report format change was introduced. The report is now comprised of a brochure "wrapper" that is intended to be used for at least two issues of the report. A double-sided, single page insert is used to summarize the major highlights of the immediate past year. The brochure that was used last year and will again be used this year can be viewed at [http://www.metrogis.org/about/annual\\_reports/03brochure.pdf](http://www.metrogis.org/about/annual_reports/03brochure.pdf).

The core theme for the 2003 annual report insert is the same as last year - how the existence of MetroGIS is making a difference. In particular, this past year MetroGIS's impacts were demonstrated not only through easier and quicker access to data needed, in the form needed, for a variety of stakeholders but equally as important by other organizations leveraging the collaborative processes fostered by MetroGIS and products of this collaboration. Jeanne Landkamer has again been retained to produce the MetroGIS 2003 Annual Report. She has produced MetroGIS's last five annual reports.

### **RECOMMENDATION**

That the Policy Board suggest any additions and/or modifications to the 2003 Milestone and Chair's letter pieces:

## **2003 MetroGIS Annual Report – Letter from the Chair**

*(Front side of a double-sided page to be printed and distributed as an insert in the MetroGIS communications brochure produced last year)*

While the terrible tragedy of 9/11/01 is more than two years behind us, we live with its aftermath and its lessons every day. One of the clearest lessons for government is the critical importance of geospatial data in planning for and responding to emergencies.

From its beginnings, MetroGIS has worked diligently and successfully to build an infrastructure of regional geospatial data, and a culture and tools for sharing the data. With our local and regional partners, we've built a Web-based catalog of datasets, now totaling 161, with regional data about topics as diverse as political boundaries, major shopping centers and soils. We've developed an innovative Web mapping service for viewing and distributing the data. Our DataFinder site is visited by more than 1,100 unique users monthly.

Just as importantly, participants in MetroGIS have created a culture of sharing both data and knowledge about how to develop and use the data. New relationships have formed among GIS managers and technicians, planners, surveyors, and a host of other government employees and policymakers. This has led to increased communication, better decisions, and increased efficiency through reduced duplication of effort and collaboration on common needs.

These relationships are valuable assets as MetroGIS and its state, federal and nonprofit partners work to better prepare for and respond to a variety of potential emergencies. In 2003, MetroGIS formed an Emergency Preparedness Work Group. The group's objectives are to develop applications for quick distribution of relevant data in times of emergency, and help educate emergency management professionals about the potential and importance of GIS data in emergency preparedness and response.

MetroGIS is working closely with the Governor's Council on Geographic Information, which formed a committee to do complementary work. That committee's focus is on state-level policy development and planning issues related to emergency preparedness.

We formed other strategic alliances in 2003 that are leveraging technology and sharing data and expertise to improve government services and reduce costs. Chief among these are partnerships with the Minnesota Department of Transportation to establish a "common geospatial data language" to describe road sections in the Twin Cities area, and with the Metropolitan 911 Board to integrate GIS technology into the day-to-day work of the seven-county metropolitan region's 27 emergency dispatching facilities.

These initiatives illustrate how, as MetroGIS matures, we are expanding our focus from gathering and creating data to developing applications to improve its usefulness. In 2003 we also developed a Web-based mailing label application, based on a prototype created by Carver County, that runs on top of the regional parcel dataset. In 2004, MetroGIS will convene users to determine what other common business applications should be explored for development at the regional level.

Though invisible to the average citizen, these efforts bear fruit each day across the region. With GIS data, quickly obtained, governments make better decisions about issues that make a difference in people's lives-- school closings, disease control, highway construction, crime prevention and others. MetroGIS's mission of data sharing makes government more efficient and effective. We can be proud of our work.

## ***2003 – A Year of Transition for MetroGIS***

From its beginnings, participants in MetroGIS have worked diligently and successfully to build an infrastructure of regional geospatial data and tools to distribute the data. In 2003, the focus began to shift more clearly to developing applications for using the data. MetroGIS formed partnerships that leveraged regionwide data infrastructure and data-sharing experience to help a variety of initiatives move forward.

### ***Major milestones in 2003***

**Preparing for emergencies** - MetroGIS and the Minnesota Governor's Council on Geographic Information undertook a major initiative to help the region and the state better prepare for and respond to emergency events. The MetroGIS Emergency Preparedness Workgroup has three primary tasks:

- 1) Organize and standardize existing relevant data, and develop applications for quick distribution of the data in times of emergency;
- 2) Reach out to GIS professionals to gather data and enlist help with the project; and
- 3) Reach out to the emergency management community, to educate them about the potential and importance of GIS data in emergency preparedness and response.

**Assisting 911 dispatchers** - The Metropolitan 911 Board recruited MetroGIS to assist with an ambitious project to integrate GIS technology into the day-to-day work of the seven-county metropolitan region's 27 emergency dispatching facilities, or Public Safety Answering Points (PSAPs). The goal of the project is to instantly provide dispatchers with accurate maps of the locations of callers from both wired and wireless telephones. MetroGIS will assist in defining procedures to 1) accomplish improved consistency and currency of GIS data, in particular, address data; and 2) help integrate address data with other commonly used geospatial data.

**Creating mailing labels** - MetroGIS developed a Web-based mailing label application, based on a prototype created by Carver County, that would run on top of the regional parcel dataset. The first version is slated for release in early 2004. The application meets a common business need of local governments (creating mailing labels). An advantage of the new regional GIS application is that it allows users to quickly and easily create mailing label sets that cross jurisdictional boundaries. In 2004, MetroGIS will convene users to determine what other common business applications should be explored for development at the regional level.

**Identifying road segments** - The Minnesota Department of Transportation initiated a pilot project with MetroGIS to establish a "common geospatial data language" to describe road sections in the Twin Cities area. Once established, tested and approved, the language will increase the productivity of GIS users by enabling them to easily combine road and highway information from multiple sources. It will also result in clearer information for decision-makers. Collaborating in the project are the Metropolitan Council, The Lawrence Group (TLG) and local governments.

**Expanding data distribution** - The Minnesota Land Management Information Center and MetroGIS teamed up to develop GeoIntegrator, a statewide, Web-based geospatial data distribution tool that expands the capabilities of MetroGIS's DataFinder Café and integrates Café into the state's geospatial infrastructure. GeoIntegrator is anticipated to launch in 2004.

**Reaching long-term data agreements** - MetroGIS negotiated the third generation of data-sharing agreements with the seven metropolitan counties. The agreements clarify rules for regional GIS project funding, establish parameters for compensation of regional data-solution custodians, and achieve a single license procedure for parcel data. Approval of the agreements by all the county boards is expected by early 2004.

## **2003 Policy Board Members**

Victoria Reinhardt, Ramsey County, Chair  
Jim Kordiak, Anoka County, Vice Chair  
Gary Delaney, Carver County  
Patrice Bataglia, Anoka County  
Randy Johnson, Hennepin County  
Bob Vogel, Scott County  
Dennis Hegberg, Washington County  
Tony Pistilli, Metropolitan Council  
Terry Schneider and Gary Schiff, Metro Area Cities  
Conrad Fiskness, Metro Area Watersheds  
Antoinette Johns, Metro Area School Districts

Primary Sponsor - Metropolitan Council  
MetroGIS Staff Coordinator - Randall Johnson, 651-602-1638  
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[www.metrogis.org](http://www.metrogis.org) – For current information on MetroGIS activities

[www.datafinder.org](http://www.datafinder.org) – The regional geodata discovery and distribution tool

## Detailed Listing of Significant MetroGIS Accomplishments - 2003 -

### I. Regional Information Need/Data Solutions:

#### a. Emergency Preparedness

An Emergency Preparedness Workgroup was established. The group organized into three subgroups and made notable progress establishing contacts with the emergency management community, identifying critical data resources, as well as specifications for a prototype web-based information dissemination tool. The group has established a liaison channel with a similar committee of the Governor's Council on Geographic Information (GCGI). The chair of the GCGI committee is a member of the MetroGIS workgroup and its steering committee. Outreach efforts have included making presentations to at the State GIS/LIS Conference, Public Health Strategic Stockpile (SNS) Planning Committee, and State Office of Emergency Management, and Metro Emergency Managers Association (MEMA).

#### b. Existing Land Use:

A Peer Review Forum was held on April 17<sup>th</sup> to initiate work on this information need. The characteristics of the desired data content requirements for a regional solution were identified. The technical workgroup made substantial progress on a recommended strategy and will attempt to complete its work by March 2004.

#### c. Highways and Roads:

A strategic partnership between MetroGIS and MnDOT was entered into in July. Through this partnership, MetroGIS will play a substantial role in defining components of a scheme (Linear Reference Model – or LRM) that will make it possible to interrelate data collected by many different organizations pertaining to road and highway networks.

#### d. Hydrology

Metropolitan Mosquito Control District's data evaluated for component of regional solution. No substantive progress made on establishing content guidelines or custodian matters. Awaiting the affected state agencies to agree on statewide policies since the metro area solution needs to be integrated with data produced by the state.

#### e. Jurisdictional Boundaries

- *Municipal and County Boundaries:* The custodial responsibilities were modified to stipulate quarterly updates, at the time of the regional parcel data updates. The former policy vaguely called for annual updating of this regional dataset.
- *Watershed District Boundaries.* Washington County made substantial progress to complete a pilot study that will be used to shape regional policy related to data content and custodian responsibilities. The final recommendations are expected to be submitted to the Coordinating Committee in early 2004.

#### f. Land Cover

Several more producers have contributed to the regional dataset, demonstrating that establishing standards and promoting them can work in a voluntary, multiple-participant environment.

#### g. Parcels:

- *Government and Academic Interests:* Over 50 desired enhancements to the regional parcel dataset were identified at the Data Users Forum hosted by MetroGIS on September 25<sup>th</sup>. Of these 50 suggestions, 15 received were identified as the most significant from a regional perspective. A technical workgroup expects to submit a recommendation early in 2004 regarding specifications and options to accomplish the desired enhancements. To address a previously cited need, a link was added to the metadata to encourage data users to inform the data producers of any anomalies they identify in the data.
- *Non-Profit and For-Profit Version.* The County Data Producers Workgroup reached agreement on a strategy to collectively modify their respective fees to include a discount for volume purchases, a web site was developed to implement a single point of access to order parcel data,

agreement was reached to pursue a “shrink-wrap” licensing concept and significant progress was made to reach agreement on a single license document. Launch of the proposed mechanism to collaboratively distribute parcel data to non-government is expected to occur early 2004.

#### h. Planned Land Use

The regional coding scheme for Planned Land Use was modified to address a transit need and the procedures for updating alignment with parcel data were modified.

#### i. Socioeconomic Characteristics of Areas

- Business Information Needs Workgroup – Phase I of a regional solution was completed. Existing data sources that satisfy priority socioeconomic information needs were identified and gaps between desired and existing data were identified. Phase II was authorized and is proposed to begin in 2004.
- Accessibility Workgroup: - US Census Tract data were formatted for distribution via DataFinder. These data comprised the 11<sup>th</sup> most often downloaded datasets, even though available for only a portion of the year.

## **II. Special Studies/Projects –Leveraging Investments**

#### a. Next Generation Data Sharing Agreement

Agreement with the Chair was reached. The counties will hopefully approve by year-end. If so, issues that have been lingering for two rounds of negotiations will be resolved.

#### b. Integration of DataFinder Café and State GeoIntegrator

An agreement-in-principle was reached with the MN Land Management Information Center (LMIC) to expand the functionality of DataFinder Café and integrate it with the state’s system (GeoIntegrator). The project will result in a Version 2 of the Café program, which is expected to be operational by mid-2004.

#### c. Metro 911 Board Project

MetroGIS was invited to assist the Metro 911 Board in developing a Request for Information to assess options regarding integration of GIS technology into the day-to-day operation of the 27 PSAPs (Public Safety Answering Points) that serve the seven county area. MetroGIS also participated in the workgroup that developed subsequent recommendations to launch the initiative to be considered by the full Metro 911 Board in January 2004.

#### d. Regional Mailing Label Application Initiative

A mailing label application, that runs on top of the regional parcel dataset, was prototyped based upon an application that had been developed by Carver County. Issues regarding possible impact on existing revenue streams delayed the launch, which is proposed to occur by early January.

#### e. Regional Parcel Dataset– Non-Government Version

See item I(g).

#### f. PolicyLink – Improving Access to Geospatial Data by Community Groups

On May 20, Will Craig presented information about MetroGIS's activities and policies to a summit on ways to improve access to geospatial data by community groups. PolicyLink conducted a series of interviews with key organizations over the summer and presented their findings at a follow-up forum on November 14<sup>th</sup>. MetroGIS was cited as a critical player to accomplish the desired ends. Talks are expected to continue in 2004.

#### g. Investigate Exchanging Parcel for Utility Infrastructure Data

Representatives from Xcel Energy, Centerpoint Energy Minnegasco, the Minnesota Valley Electric Cooperative and Dave Drealan, representing the seven counties, agreed to investigate the concept of sharing parcel and utility infrastructure location data. Parcel data for a portion of Carver and Scott Counties were provided to the three utilities in October. If the utilities believe access to the regional parcel dataset would be of value in exchange for utility location data, further discussions will be held to evaluate interest in modifying the utility locations to align with parcel data and interest, in general, by local government in having access to utility location data for emergency preparedness, rights-of-way management, etc.

#### h. The National Map Pilot

MetroGIS DataFinder was designated as the “go-to” source of data for the Twin Cities Metropolitan Area for The National Map.

#### i. Partnership with MnDOT

See Item I(c).

### **III. Data Discovery and Acquisition**

#### **a. Enhance MetroGIS DataFinder**

- *DataFinder Café*:... See 2(a) above
- *User Information*: The databases that support performance measure reporting for DataFinder and DataFinder Café were modified to permit MetroGIS to better measure usage and characteristics of use. An agreement with Quova was reached to provide information about who is downloading data from DataFinder and where they are located. The finding was that 77 percent of the downloading activity is within the seven county metro area and adjoining counties.

#### **b. Promotion of DataFinder As A Common Tool – Leveraging the Investment:**

- A successful test was conducted from August to September by the City of St. Paul to investigate the possibility of using MetroGIS's DataFinder Café to support the City's internal and external geodata distribution needs. St. Paul is currently using Café in this capacity.
- Washington County is using the web server that supports Café to provide external Internet access to the county's parcel query application. Use of the Café server is saving the county approximately \$10,000 annually plus the cost of hardware and software and related licensing expenses.

### **IV. Outreach**

#### **a. Annual Report:**

The 2002 Annual Report was distributed to over 1500 persons and handed out at several conferences and forums. The format was modified to comprise a brochure style with a single page insert specific to the reporting year. The brochure addresses the broad goals and benefits and the one-page insert summarizes the accomplishments that year. The change was made to reduce costs in response to the budget reductions that occurred in 2003. A copy can be viewed at [http://www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml).

#### **b. Newsletter Articles:**

Articles about MetroGIS's activities and accomplishments were submitted for publication in the three issues of the statewide GIS/LIS newsletter.

#### **c. [www.metrogis.org](http://www.metrogis.org):**

This website serves as MetroGIS's institutional memory and main vehicle for keeping participants informed. This site is receiving in excess of 5,000 visits per month.

#### **d. County User Groups:**

Quarterly updates of MetroGIS's activities are sent to each users group. Staff tries to regularly attend user several meetings to encourage use of adopted best practices and answer questions about MetroGIS's activities. In August MetroGIS provided \$500 to the Hennepin County User Group to assist it with its organizational expenses.

#### **e. Coordination with State (Beyond Metro) Geospatial Activities/Information Requests:**

- Will Craig, member of the Coordinating Committee, chaired the 2003 Parcel Data Status Survey conducted on behalf of the Governor's Council on Geographic Information. The result was a comprehensive documentation of the organizations, primarily counties, that produce parcel data in Minnesota. According to Craig, this survey was, in large part, influenced by MetroGIS's interest in fostering data sharing, in particular parcel data, with the counties that surround the seven-county Metro Area. Information was documented on who to contact, as well as, details about each producers efforts related to parcel data. The final report can be viewed at (<http://www.gis.state.mn.us/pdf/GeoDataExchange.pdf>).
- MetroGIS's Emergency Preparedness Workgroup established a relationship with the MN Office of Emergency Management in January. The leadership of the two Regional Review Committees (RRCs) that cover the Twin Cities have been integrated into MetroGIS's efforts to implement regional solutions to common Emergency Preparedness Information Needs.
- The Staff Coordinator participated on a Governor's Council workgroup with David Arbeit, member of the Coordinating Committee, that produced a guide for organizations interested in sharing geospatial data. Through a decision tree format it leads the reader through the many

requirements set forth in the Data Practices Act and offers proven options to address each. The final document can be viewed at <http://www.gis.state.mn.us/pdf/GeoDataExchange.pdf>

- The Staff Coordinator and David Arbeit served on the Governor's Council Data Committee workgroup charged with overseeing I-Planning for the state. Many of the lessons learned through MetroGIS's efforts and its fundamental philosophies have embedded into the state's I-Planning efforts.
- Staff and committee members also served as liaisons to Council committees and workgroups: Emergency Preparedness, Hydrographic, Land Records Modernization Committee, and Data Sharing Guidelines Workgroups.
- Via the Land Records Modernization Committee of the Governor's Council on Geographic Information, staff established a networking relationship with representatives from Chisago, Goodhue, and Wright Counties in accordance with MetroGIS's Outreach Plan, relating to the collar counties, and to share knowledge about common GIS needs and opportunities.
- Influenced the Minnesota Statewide Parcel Map Inventory project, a survey of digital parcel data development throughout Minnesota, which was initiated and funded by Mn/DOT. More information and the final project report can be found at <http://rocky.dot.state.mn.us/SPMI/>.
- Several members of MetroGIS's Coordinating Committee and the Staff Coordinator participated on the GIS curriculum committee for Anoka-Ramsey Community College, which meets 2-3 times per year.

f. Coordination with **National/International** Geospatial Activities/Information Requests:

- January: Policy Board approved adding MetroGIS's signature to NSGIC's Resolution of Interdependence – Homeland Security
- January: DirectionsMag.com published an article about MetroGIS.
- March: GeoWorld Magazine published an article about MetroGIS as its cover story. - <http://www.geoplace.com/gw/> plus a printed article.
- March: The St. Paul Board of Realtors published an article about MetroGIS in their newsletter.
- March: The Coordinator of the State of Montana GIS Office interviewed MetroGIS staff regarding MetroGIS's efforts to streamline licensing and matters concerning intellectual property rights.
- April: The OGC published an article about MetroGIS in their newsletter.
- March: Interviewed by Rochester-Olmsted County GIS consortium concerning policies for distribution of regional parcel data.
- Apr. 28: Interviewed by Sarah Hawks, a graduate student from U of Wisconsin-Milwaukee, who is developing a thesis on the organizational aspects of regional GIS.
- May 1: Interviewed by Brian Berandier, with REGIS, a multi-county Geospatial Data Collaborative in NW Michigan, about a funding model for MetroGIS. Also interested in Area Integrator SIG.
- May 1: Invitation to participate in Open Data Consortium study funding by FGDC.
- May 20: Staff Coordinator was a panelist for URISA's Summit in Washington D.C., titled "*National Programs...Local Implementation*", to facilitate dialogue between federal program managers and local officials.
- May 29: Interviewed by Gardner Group regarding MetroGIS effort to facilitate data sharing via use of technology. This interview was a follow-up to a conversation that occurred at an April Summit sponsored by the Pawlenty Administration.
- September: Interviewed by Dee Ann Davis, MIT, regarding data privacy issues that have been dealt with by MetroGIS.

g. Presentations:

- Feb. 19: Transportation Advisory Board of the Metropolitan Council, St. Paul
- Feb 9 and October 20, the MetroGIS Staff Coordinator shared MetroGIS's objectives, accomplishments, and lessons learned at two U of M Graduate GIS Seminars.
- May 20: Will Craig presented at the PolicyLink Summit. Minneapolis, (See II-f)
- Sept 24: The Staff Coordinator summarized MetroGIS's objectives, accomplishments, participants and lessons learned at a meeting of the Scott County GIS Users Group, Belle Plaine.

- Oct 21: At least two members of the MetroGIS Coordinating Committee made presentations at the Conference on Policy Analysis that cited MetroGIS's efforts, Minneapolis
- Oct 30: Staff met with MnDOT senior managers to summarize MetroGIS's objectives, accomplishments, and participants prior to discussing the new partnership to collaborate on Linear Reference Model (LRM) project. (See I(c), St. Paul
- See I(a) - Emergency Preparedness outreach efforts.

#### **V. Project Management/Administration**

- Administered Performance Measures Plan – quarterly reports to the Coordinating Committee. The Policy Board requested an annual presentation that includes recommendations to address any issues or concerns that are identified. Following a several month effort to define a quantitative method to document producer benefit as called for by the adopted Plan, the Coordinating Committee accepted a staff recommendation to modify this policy to utilize a qualitative approach.
- Obtained Metropolitan Council approval of a 2004 budget for MetroGIS at a level consistent with the proposed workplan.
- Maintained currency of information on [www.metrogis.org](http://www.metrogis.org) – the primary source of a wide variety of information about MetroGIS's mission, accomplishments, benefits, participants, meeting schedules, projects and lessons learned, and endorsed policies. Currently this site is experiencing over 5000 visitor sessions/month, up from about 1500/month in 2001.
- Maintained currency of metadata and data accessible via [www.datafinder.org](http://www.datafinder.org) - MetroGIS's primary data distribution mechanism. Currently this site is experiencing about 1700 sessions/month, up from about 800/month 2001.
- Maintained licensing records for access to parcel (45) and street centerline data (140).
- Significant documents produced:
  - 2002 Annual Report ([www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml))
  - Summary of the April Regional Existing Land Use Peer Review/Launch Forum ([http://www.metrogis.org/data/info\\_needs/existing\\_land\\_use/turnaround.pdf](http://www.metrogis.org/data/info_needs/existing_land_use/turnaround.pdf))
  - Summary of the September Regional Parcel Data Users Forum (<http://www.metrogis.org/data/datasets/parcels/index.shtml#enhance>)
  - The sixth testimonial to the benefits of MetroGIS's efforts to stakeholders was documented. SRF Consulting was the subject. It can be viewed at <http://www.metrogis.org/benefits/testimonials/srf.pdf>.
- Meetings supported by MetroGIS staff support team:
  - Policy Board (4)
  - Coordinating Committee (4)
  - Technical Advisory Team (2)
  - Business Information Needs - Workgroups, Data User Forums, Training, etc.:
    - ✓Emergency Preparedness Workgroup (3 workgroup meeting, plus misc. projects)
    - ✓Parcel Workgroup (Sept. Forum plus 1 workgroup meeting)
    - ✓Socioeconomic Characteristics Workgroup (6)
    - ✓Regional Existing Land Use Workgroup (April Forum plus 3 workgroup meetings)
    - ✓Highway and Roads Workgroup (4)
    - ✓County Data Producers Workgroup (5)
  - Special Events: none

# MetroGIS

## Roles and Responsibilities

### Balance Sheet

Function Performed	Custodian / Steward <sup>(1) (2)</sup> <i>Accepted Role On behalf of the Community</i>	
<b>1. General Collaboration and Coordination</b>  <i>Staffing and funding to support forums and workgroups to define common needs and collaborative solutions, perform satisfaction monitoring, foster use of endorsed best practices, fund partnership agreements, support decision-making processes, etc</i>	Metropolitan Council	
<b>2. MetroGIS DataFinder</b>  <i>Staffing and funding to support Internet-Based Tool for Search and Discovery of Commonly Needed Geospatial Data for MetroGIS community</i>	Metropolitan Council	
<b>3. Regional Data Solutions</b>  <i>Staffing and funding to develop, maintain, and document Regional Data Solutions to Priority Common Information Needs as of July 2003:</i>	<b>Primary Producer</b>	<b>Regional Producer/Aggregator</b>
<b>a. Addressable Street Centerlines</b>	The Metropolitan Council via a contract with The Lawrence Group (TLG)	Metropolitan Council
<b>b. Census Geography</b> (aligned with parcel and street centerlines) 1990 and 2000 Datasets	The Metropolitan Council via a contract with The Lawrence Group (TLG)	Metropolitan Council
<b>c. Jurisdictional Boundaries</b> (aligned with parcels and street centerlines) <i>Cities and counties</i> <i>School districts (policy pending)</i> <i>Watershed Districts (policy pending)</i>	Counties	Metropolitan Council
<b>d. Land Cover</b>	20+ diverse government, academic, and private sector entities	Mn DNR
<b>e. Parcels</b>	Counties	Metropolitan Council
<b>f. Planned Land Use</b>	Cities	Metropolitan Council
<i>(Custodial Policies Pending)</i>		
<b>Emergency Management</b> <b>Existing Land Use</b> <b>Highway and Road Networks</b> <b>Hydrology - Lakes and Wetlands</b> <b>Land Regulations</b> <b>Rights to Property</b> <b>Socioeconomic Characteristics of Areas</b>		

(1) For links to the listings of specific roles and responsibilities for each endorsed regional dataset go to [www.metrogis.org/data/index.shtml](http://www.metrogis.org/data/index.shtml).

(2) Since 1997, the seven counties have agreed to share their parcel data with other government and academic entities that serve the Metro Area as a component of Data Sharing Agreements executed with the Metropolitan Council. For more information see [www.metrogis.org/about/history/sharing.shtml](http://www.metrogis.org/about/history/sharing.shtml).



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Jane Harper  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2004 MetroGIS Budget

**DATE:** January 14, 2004  
(For the Jan 28<sup>th</sup> Meeting)

## **REQUEST**

The Coordinating Committee respectfully requests Policy Board approval of the 2004 MetroGIS budget allocations summarized in the attached funding balance sheet.

## **PAST ACTIONS**

October 29, 2003 The preliminary 2004 budget, which is the same as the version submitted for approval at this time, was shared with Board for comment. No modifications were requested. In a related action, the Board adopted guiding principles (attached) for the allocation of the \$50,000 line item entitled “Data Sharing Agreement and Data/Access Enhancements” (Regional GIS Projects).

December 17, 2003: The Coordinating Committee recommended that the Policy Board approve the attached 2004 budget allocations, subject to the Metropolitan Council approving funding requested. No modifications were proposed to the preliminary figures that had been shared with the Policy Board at its October 29<sup>th</sup> meeting.

December 17, 2003: The Metropolitan Council adopted its 2004 budget, which provided for the level of funding requested by MetroGIS and summarized in the attached MetroGIS funding balance sheet. (Continuation of 3 FTEs in staff support and \$86,000 in non-staff project funding.)

## **SUMMARY OF THE 2004 METROGIS BUDGET**

No changes have been made to the figures presented in the funding balance sheet or detailed budget allocation documents that were shared with the Policy Board on October 29<sup>th</sup>. The line items in the detailed budget allocation document continue to be arranged, as in the past, according to the priority functions agreed upon in 2000, as a component of the 2000-2003 Business Planning effort. The only changes to this document since the Board’s last meeting involve updating some text to reflect the Board’s approval of Guiding Principles for funding Regional GIS Projects that involve Data/Access Enhancements, as noted above. The formatting has also been adjusted to make the function categories easier to identify.

## **RECOMMENDATION**

That the Policy Board approve the attached 2004 MetroGIS budget allocation document, dated December 18, 2003.

<b>MetroGIS</b>			
<b>Funding Balance Sheet</b>			
<b>Revenue Sources</b>		<b>2003</b>	<b>2004</b>
		<b>Approved</b>	<b>Proposed</b>
<b>Metropolitan Council Resources:</b>			
	Staff ( <i>Reduced from 3.25 FTE to 3.0 FTE July 2003</i> )	\$213,000	\$200,000
	Data Maintenance Agreements and Data Quality/Access Enhancements <sup>(1)</sup>	\$50,000	\$50,000
	DataFinder Enhancements/Support	\$12,750	\$12,500
	Other Non-Staff Operating Expenses	<u>\$37,750</u>	<u>\$23,500</u>
	<b>Subtotal</b>	<b>\$313,500</b>	<b>\$286,000</b>
<b>Grant Funds:</b>			
	NSDI Web Services Grant <sup>(2)</sup> & Partnership with LMIC - DataFinder		<u>\$15,000</u>
	<b>Subtotal</b>	<b>\$0</b>	<b>\$15,000</b>
<b>Other:</b>			
	DataFinder Enhancement Partnership with LMIC (in addition to NSDI grant) - Est. Value	\$22,000	TBD
	Unused funds donated to MetroGIS from stakeholder data sales <sup>(3)</sup>		<u>\$1,000</u>
	<b>Subtotal</b>	<b>\$22,000</b>	<b>\$1,000</b>
	<b>GRAND TOTAL</b>	<b>\$335,500</b>	<b>\$302,000</b>
<b>Notes:</b>			
	<sup>(1)</sup> Compensate producers with roles and responsibilities for regionally endorsed data/applications and support data/application enhancements of significance to the MetroGIS community.		
	<sup>(2)</sup> Grant received by MetroGIS. Received permission to transfer to LMIC, assuming Geolntegrator enhancements accomplish the Web Mapping Service (WFS) objectives of the grant funding.		
	<sup>(3)</sup> A custodial fund was set up in 1998 at the Metropolitan Council to receive, manage and disburse donated funds. These donated funds accumulated from 1997 through 2000 from sales of TLG Street Centerline & 1997 Orthoimagery data. No additional donations are anticipated. A total of \$25,538 was received of which \$1,000 remained as of 12/31/03. These funds were used for development of DataFinder Café, in accordance with Board approval.		

### MetroGIS Detailed 2004 Budget Allocations

A	B	C	E	F	
1	(Estimates do not include staff support costs. Projects supported entirely by staff-only expenses are not included.)				
2	See the adopted work plans for all proposed activities.)				
3					
4	<i>Several explanatory Notes, by cell, are provided following the table</i>				
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2003</b>	<b>2004</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Proposed
7					
8	<b>I. MISSION CRITICAL</b>				
9		<b>1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations</b>			
10			a) Support Teams, Committees and Board		
11			i. Copying, postage, local travel, room rental, etc.		
12			ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	\$15,000	\$15,000
13			b) Participant appreciation function	N/A	N/A
14			c) Outreach		
15			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	\$3,000	\$500
16			ii. Communications Outsourcing/Supplemental Staff Support	\$2,500	\$3,000
17			iii. Copying, postage, local travel		
18		<b>2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders (assist with custodian roles and enhancements to data quality and access) and fund enhancements to regional datasets</b>			
19			a) Establish long-term partnerships with producers of data important to addressing priority common information needs (data and applications) of the MetroGIS community for the purpose of collaboratively enhancing the quality of these data and improving access to them consistent with broad stakeholder needs. (e.g., data sharing and maintenance agreements with the seven metro area counties for widespread access to parcel and related data along with the agreement with The Lawrence Group (TLG) for widespread access to street centerline data both have served as fundamental components of MetroGIS's regional solution strategy since early in the evolution of MetroGIS due to the importance of these data to the stakeholder community.) As MetroGIS's efforts expand to address a broader range of priority information needs, principles adopted by the Policy Board (October 29, 2003) will be used to decide the allocation of funds among the variety of data producers critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets.	\$50,000	\$50,000
20		<b>3. Provide a directory of data within the regional and a mechanism for search and retrieval of GIS data. (The goal is to provide a single access point with information on how to search for sources of data.)</b>			

### MetroGIS Detailed 2004 Budget Allocations

	A	B	C	E	F
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2003</b>	<b>2004</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Proposed
21			a) Project Funds to enhance DataFinder functionality ( <i>Expand geographic search capability, develop applications/scripts, etc. to enhance &amp; improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software )</i> , etc. \$15,000 NSDI Web Mapping Service Grant funding planned in 2003 for GML enhancement via partnership with LMIC for \$37,000 project. No other use can be made of these funds. <b>Assumes a partnership beginning Fall 2003 with LMIC to host DataFinder on state system and share cost of improvements and ongoing maintenance.</b>	\$12,750	\$10,000
22			b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	\$12,000	\$2,500
23		<b>4. Identify unmet GIS needs with regional significance and act on these needs</b>			
24			a) MetroGIS data users forums and Business Information Need Peer Review Forums	\$1,000	\$500
25			b) Participant satisfaction survey	\$0	\$1,000
26			c) Seed \$'s for regionally significant projects	(See I-2)	(See I-2)
27			d) Identify Second Generation Business Information Need Priorities		\$500
28		<b>5) Develop and endorse standards for GIS content, data documentation, and data management for regional data sets. (In addition to normal operating expenses covered as committee expenses ).</b>			[Refer to III 1(a)]
29			a) Negotiate agreements	(See I-2)	(See I-2)
30			b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	(See II-3a)
31			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$96,250</b>	<b>\$83,000</b>
32					
33	<b>II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL</b>				
34		<b>1. Maintain MetroGIS world wide web site (not DataFinder)</b>		\$0	\$0
35		<b>2. Promote collaborative funding of pilot projects that meet regional needs</b>		See I-2 and I-3(a)	See I-2 and I-3(a)
36		<b>3. Fill gaps in metadata based on identified priorities</b>			
37			a) Promote/facilitate development and maintenance of metadata & posting with DataFinder (including education forums and one-on-one contact)	\$0	\$250
38		<b>4. Maintain liaison relationships with committees/organizations with similar objectives to MetroGIS (e.g., Governor's Council on GI, county GIS user groups, MACO, NACO). See 6b for NSDI/GDA expenses.</b>			
39		<b>5. Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities</b>			

### MetroGIS Detailed 2004 Budget Allocations

	A	B	C	E	F
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2003	2004
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Proposed
40			a) Workshops for managers/policy makers to prepare for upcoming legislative session, training related to endorsed regional data solutions, etc.	N/A	N/A
41			b) Assist County User Groups with special functions that promote the principles of MetroGIS	\$0	See II-5 (c)
42			c) Facilitate regionwide users groups/forums for knowledge sharing	\$2,500	\$2,000
43		<b>6. Advocate for MetroGIS needs and desires with state and federal policy makers</b>			
44			a) Pursue authorities (legislation)/policies necessary to achieve MetroGIS objectives (organizational/data access & privacy/long term financing/etc.) (Decision in 1998 to rely upon in-house legal staff/grants)		N/A
45			b) Participate in non-local Workshops/Activities		
46			i) GDA Membership Dues (authorized by Board July 11, 2001)	\$250	\$0
47			ii) NSDI / I-Team etc. related activities not paid by host.	\$1,500	\$750
48			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$4,250</b>	<b>\$3,000</b>
49					
50	<b>III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE</b>				
51		<b>1. Create and maintain datasets for MetroGIS based upon identified priorities (i.e., to address 13 priority information needs endorsed by the Policy Board 5/97 as having regional significance. (All expenses covered in I-2. See work plans for specifics)</b>			
52			a) Develop regional data sets	See Assumption	See Assumption
53			<b>Business Plan Assumption:</b> MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures		
54			b) Maintenance of Regional Datasets	See Assumption	See Assumption
55			<b>Business Plan Assumption:</b> Maintained by org/partnership with business need		
56		<b>2. Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs</b>		See I-2 and I-3(a)	See I-2 and I-3(a)
57			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>
58					
59	<b>IV. CASE BY CASE</b>				
60		<b>1. Develop master contracts for regional GIS projects, when appropriate</b>		[See I(1), I(2) & I(3)]	[See I(1), I(2) & I(3)]
61		<b>2. Endorse standards for telecommunication protocol and networks (AKA: create guidelines for getting electronic access to the information that is being shared)</b>		\$0	\$0
62		<b>3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS</b>		(Staff function) See II(3) & (5)	(Staff function) See II(3) & (5)

### MetroGIS Detailed 2004 Budget Allocations

	A	B	C	E	F
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2003</b>	<b>2004</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Proposed
63		<b>4. Undertake research to meet common regional GIS needs</b>		(See I-4)	(See I-4)
64			a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures )	See I(1)(a)(ii) & I(4)	See I(1)(a)(ii) & I(4)
65			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>
66					
67	<b>V. LOW PRIORITY</b>				
68		<b>1. Identify GIS training and continuing education needs and encourage participation</b>		(Rely on other organizations)	(Rely on other organizations)
69		<b>2. Provide a repository of GIS human resources information (centralized job posting/position descriptions)</b>		(Rely on other organizations)	(Rely on other organizations)
70		<b>3. Actively Market MetroGIS data and products. (Low priority ranking is a result of year 2000 survey when still in the midst of building functionality )</b>		(See I-1)	(See I-1)
71			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>
72					
73		<b>ADMINISTRATIVE</b>			
74			a) GIS/Professional Development Conferences	N/A	N/A
75			b) Performance Measures Reporting	I-1a(ii)	I-1a(ii)
76			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>
77					
78			<b>YEAR</b>	<b>2003</b>	<b>2004</b>
79					
80			<b>METROPOLITAN COUNCIL</b>		
81			NON-STAFF - EXCEPT DATA/ACCESS ENHANCEMENTS	\$25,750	\$23,500
82			DATA QUALITY & ACCESS ENHANCEMENTS [I-2]	\$50,000	\$50,000
83			DATAFINDER ENHANCEMENTS/SUPPORT	<u>\$24,750</u>	<u>\$12,500</u>
84			TOTAL NON-STAFF	\$100,500	\$86,000
85			STAFF (3.0 FTE Dedicated to MetroGIS )*	<u>\$213,000</u>	<u>\$200,000</u>
86			<b>SUBTOTAL</b>	<b>\$313,500</b>	<b>\$286,000</b>
87					
88			<b>OTHER FUNDING SOURCES</b>		
89			NSDI Web Services Grant (Total award \$18,700) - Assign to LMIC		\$15,000
90			LMIC Partnership - DataFinder Enhancement (Estimate)	\$22,000	
91			Custodial fund - Unused funds		\$1,000
92			<b>GRAND TOTAL</b>		
93				<b>\$335,500</b>	<b>\$302,000</b>
94			*Oct 1, 2003 salaries assumed		



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Jane Harper  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2004 MetroGIS Work Plan

**DATE:** January 14, 2004  
(For the Jan 28<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee requests the Policy Board's approval of the major program objectives it has identified for MetroGIS in 2004. A detailed 2004 work plan, to implement the proposed major program objectives, is attached for the Policy Board's information.

### PAST ACTION

October 29, 2003: The Policy Board was asked to review and comment on the attached initial draft of the one-page summary of major objectives. A draft of the detailed workplan for 2004 was also provided for the Board's information. No comments were received.

December 17, 2003: The Coordinating Committee recommended that the Policy Board approve the 2004 major objectives that were shared with the Board for comment at the October meeting.

### KEY OBJECTIVES

Major focuses proposed for 2004 include:

- Launch a new "Address Workgroup" to deal with address-related information needs that have been identified by the existing Parcels, Socioeconomic, and Existing Land Use workgroups but beyond the scope of their efforts, as well as, by an emerging major Metro 911 Board initiative.
- Make substantial progress toward comprehensive regional solutions for **seven** additional common information needs that are currently in various stages of completion: emergency preparedness, existing land use, highway and road networks, hydrology, jurisdictional boundaries (school and watershed districts) and socioeconomic characteristics of areas.
- Work in partnership with the State to enhance the functionality of DataFinder.
- Formulate a strategy for how to proceed with those priority common information needs for which an entity has not been identified, but that has a business need for facilitating a regional solution (e.g., Land Regulations and Rights to Property).

### MAJOR ASSUMPTIONS

1. The Metropolitan Council will maintain the level of funding approved in December 2003 for support of MetroGIS's core functions.
2. An agreement will soon be in place with each of the seven counties, retroactive to January 1, 2004, to maintain access to parcel data, without fee, by government and academic interests.
3. Agreed upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
4. A partnership with LMIC will be in place to share the expenses and support of DataFinder.
5. Outsourced supplemental professional services (communications, performance measures, business strategies, etc.) will remain within the amounts budgeted.

### RECOMMENDATION

That the Policy Board approve the attached Major 2004 MetroGIS Program Objectives, subject to receiving the funding requested of the Metropolitan Council.

## **MetroGIS Mission Statement**

*(Adopted February 1996)*

“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”

### **Major 2004 MetroGIS Program Objectives**

- Make substantive progress toward comprehensive regional solutions for the following common priority information needs and decide how to address the Land Regulation and Rights to Property Information Needs (for which an entity has not been identified with a business need to facilitate a regional solution):
  - 1) Emergency preparedness
  - 2) Existing land use
  - 3) Highways and roads
  - 4) Jurisdictional boundaries – school districts
  - 5) Jurisdictional boundaries – watershed districts
  - 6) Lakes and wetlands
  - 7) Socioeconomic characteristics of areas
- In partnership with the State of Minnesota, support MetroGIS DataFinder as part of the State’s geospatial data infrastructure and jointly pursue desired improvements important to the MetroGIS community.
- Implement strategies to achieve desired enhancements to the regional parcel dataset, regional street centerline dataset, and DataFinder, including investigating access by non-profits/community groups whose functions complement government functions.
- Identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS’s resources.
- Execute activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS efforts – user satisfaction with solutions and custodian conformance with expectations; document the benefits of MetroGIS’s efforts; and modify activities and policies as appropriate.
- Monitor market interest and satisfaction with the collaborative mechanism implemented in Fall 2003 by the seven metro counties to collaboratively distribute parcel data to non-government interests via a common set of procedures and a centralized method to receive data requests and implement policy and procedure modifications as appropriate.
- Continue a strong emphasis on outreach activities with MetroGIS stakeholders and related efforts beyond the Metro Area.
- Maintain currency of [www.metrogis.org](http://www.metrogis.org) website for organizational information about MetroGIS.
- Maintain currency of [www.datafinder.org](http://www.datafinder.org) website for access to over 100 GIS data files.

## MetroGIS Coordinating Committee Purpose Statement and 2004 Detailed Work Program

### Purpose Statement

The MetroGIS Coordinating Committee is responsible for recommending policies and procedural strategies for consideration by the MetroGIS Policy Board to resolve obstacles that must be overcome to achieve widespread sharing of commonly needed geospatial data among MetroGIS stakeholders.

### Major Responsibilities<sup>1</sup>

- Advise the Policy Board on matters concerning the design, implementation, and operations of MetroGIS, to include, but not be limited to: datasets and their characteristics which provide the greatest utility for the MetroGIS community (regional datasets/solutions), standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders, and data delivery and access procedures.
- Oversee performance measure and user satisfaction monitoring to periodically evaluate who is using DataFinder, what data are being accessed, and satisfaction with the functionality and data provided.
- Oversee provision of effective opportunities to share GIS-related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community.
- Oversee implementation of MetroGIS Policy.
- Advise the Policy Board on the content of its Business Plan that guides the operations of MetroGIS.
- Ensure an effective means of communication among the Policy Board, the Committee, the Technical Advisory Team and any ad hoc workgroups.
- Coordinate the work of the Technical Advisory Team and ad hoc or special purpose workgroups. (Note: All special purpose workgroups report to the Committee and are dissolved once the specified task is complete.)
- Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community.
- Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, federal agencies, etc.
- Perform such other duties as may be prescribed by the Policy Board.

### 2004 MetroGIS Detailed Work Program

#### **A. Priority Common Information Needs**

**Responsibilities:** 1) Create and oversee Information Need Workgroups to define broadly supported data content specifications for a regional solution(s) to each priority common information need. 2) Oversee/assist staff with negotiations and recommend a qualified regional custodian willing to accept the custodian roles and responsibilities defined by a Workgroup for each priority common information need. 3) Recommend solutions to the Policy Board to resolve related intergovernmental policy obstacles. 4) Create and oversee a Technical Advisory Team to encourage knowledge sharing on a variety of technical topics important to the MetroGIS community.

Task	Lead Support	Method	Start/End
<b>1. Regional Highway and Road Networks Information Need</b> <i>a) Participate with MnDOT to explore the LRM (Linear Referencing Model) project as a possible a regional solution(s) that addresses the desired data specifications identified by the community and identify custodial roles and responsibilities.</i> <i>b) Coordinate with MnDOT regarding assigning of Regional custodian roles, access policy</i>	Mike Dolbow (Metropolitan Council) / Staff Coordinator	MetroGIS Workgroup	<b>In progress</b> Aug 02 – ?  <i>(start when “a” completed)</i>

<sup>1</sup> See Appendix A for further information regarding general expectations and responsibilities

<p><b>2. Regional Lakes, Wetlands Information Need</b>  <i>a) Assess applicability of state standards and guidelines for lakes and streams.</i>  <i>b) Secure a lead agency to address other hydrological components of common need.</i>  <i>c) Identify a regional custodian(s), access policy - endorsement of a custodian(s) to implement roles and responsibilities defined by the workgroup.</i></p>	<p>Paul Hanson (Metropolitan Council) / Staff Coordinator</p>	<p>MetroGIS Workgroup</p>	<p><b>In progress</b> May 99 --?  <i>(postpone further work on "b" and "c" until decisions on start policy decided.)</i></p>
<p><b>3. Regional Parcel Dataset</b>  <b>Public Sector / Academic Version:</b> <i>Define next steps to accomplish priority, desired enhancements to the regional parcel dataset, along with related roles and responsibilities, identified at 9/25/03 Parcel Data Forum.</i>   <b>Neighborhood Groups/Specified Non-Profits:</b> <i>Evaluate appropriateness of expanding no-fee access by these groups. (Note: a carry over from 2003 workplan and identified Fall 03 by PolicyLink as a desired action. Assumes a coordinated proposal is received from the Twin Cities' Neighborhood Group interests.</i>   <b>Private Sector Version:</b>  <i>a) Finalize license issues.</i>  <i>b) Monitor market interest and user satisfaction with the newly implemented Collaborative Mechanism to distribute parcel data to non-government interests. Recommend any desired policy changes to the Coordinating Committee Dec 04.</i></p>	<p>Mark Kotz (Metropolitan Council)  Staff Coordinator and County Data Producer Workgroup  Staff Coordinator and County Data Producer Workgroup</p>	<p>MetroGIS Workgroup</p>	<p><b>In progress</b> Oct 03 – Dec 04 Policy Board decision not later than July 04. County one-time programming complete Dec 04  <b>New</b> Winter 04 - ?  <b>In progress</b> Aug 02 – ??</p>
<p><b>4. Regional Existing Land Use Information Need</b>  <i>a) Reach agreement on a regional solution(s) that addresses the desired data specifications identified by the community and on appropriate roles and responsibilities</i>  <i>b) Identify regional custodian, access policy and tie to Land Regulations with decision rules for buildable/not buildable</i></p>	<p>Paul Hanson (Metropolitan Council) / Staff Coordinator</p>	<p>MetroGIS Workgroup</p>	<p><b>In progress</b> Jan 03 – Jun 04</p>
<p><b>5. Regional Emergency Preparedness Information Need</b>  <i>a) Identify collaborative solutions for assembly and distribution of locally-produced data, from disparate sources, important to emergency response and, to the extent practical, meet National HSIP (Homeland Security Infrastructure Protection) needs.</i>  <i>b) Define a strategy in conjunction with the Gov. Council on Geographic Information to ensure MetroGIS's efforts are coordinated with those of the Council's, including expand the workgroup through a coordinated outreach effort to include individuals with key expertise critical to implementing sustainable and effective solutions to priority common needs.</i>  <i>c) Assemble a prototype regional dataset(s) that addresses known emergency management needs and make it available for widespread use/testing.</i>  <i>d) Develop an evaluation process to identify desired enhancements to the prototype data/application and associated roles and responsibilities, including evaluation criteria and perspectives (organizational and professional) that need to be involved. (The evaluation process to be implemented about 1 year after the prototype is launched.)</i></p>	<p>Randy Knippel (<i>Dakota County</i>) / Rick Gelbmann (Metropolitan Council)</p>	<p>MetroGIS Workgroup</p>	<p><b>In progress</b> Jan 03 - ?</p>

<p><b>5. Regional Watershed District Jurisdictional Boundaries Dataset</b>  <i>a) Define data characteristics of desired regional solution and appropriate roles and responsibilities. (Completed 2003)</i>  <i>b) Identify a regional custodian, access policy &amp; coordinate with the state to the extent applicable.</i></p>	<p>Jane Harper, Washington County / Staff Coordinator</p>	<p>County Workgroup (Possibility Peer Review Forum)</p>	<p><b>In progress</b> Jan 03 – Mar 04</p>
<p><b>6. Regional Socioeconomic Characteristics Of Areas Information Need (Phase II)</b>  <i>a) Define a regional solution(s) for information needs that cannot be sufficiently met with existing data; e.g., where the nature, geographic detail, or reporting frequency is inadequate. Data sources considered might include existing commercial services, new summaries of local government data, or new technologies; e.g., Excensus' iBlocks.</i>  <i>b) Identify regional custodian(s), access policy - endorsement of a custodian(s) to implement roles and responsibilities defined by the workgroup.</i></p>	<p>Mark VanderShaff / Staff Coordinator  TBD</p>	<p>MetroGIS Workgroup</p>	<p><b>New</b> Spr 04? - ??  Coordinate with Address Information Need Workgroup – Item 7</p>
<p><b>7. Address Information Need Enhancement</b>  <i>Devise a sustainable strategy to resolve the need for household and non-residential unit addresses needs that go beyond data available via parcel and street centerline datasets (apartment units, mobile home units, strip centers suites, office suites, etc.)</i>   <i>Phase I: Document the business needs (911 dispatching, addresses for mailing labels for units not in tax data, day time populations, monitor business types, small area geographic analysis, etc.), identify organizational and technical needs to accomplish collaborative solution, summarize potential benefits if a collaborative solution were implemented, identify potential partners, and undertake a cursory investigation of data sources including 3<sup>rd</sup> party options – city licensing/permitting, InfoUSA, iBlocks, etc.</i></p>	<p>Mark Kotz (Metropolitan Council) &amp; Staff Coordinator (Phase I)  Leadership from Emergency Management, Existing Land Use, Parcels Socioeconomic, Workgroups, LMIC, RC User Group enterprise address project, city and county data producers, and Metro 911 GIS project w/PSAPs</p>	<p>MetroGIS Workgroup</p>	<p><b>New</b> Jan 04 - ?</p>
<p><b>8 Regional School District Jurisdictional Boundary Dataset –</b>  <i>a) Define data characteristics of desired regional solution and appropriate roles and responsibilities. (Completed 2001)</i>  <i>b) Identify a regional custodian, access policy &amp; coordinate with state to the extent applicable.</i></p>	<p>Staff Coordinator, David Arbeit (LMIC) and Jane Harper (Washington County)</p>	<p>County Workgroup</p>	<p><b>In progress</b> May 04 (Following Legislative session)</p>
<p><b>9. Data Users Forum – Regional Street Centerline Dataset Enhancements</b>  <i>Identify desired enhancements to TLG Street Centerline Dataset. Coordinate with collaborative initiative with MnDOT related to LRM development.</i></p>	<p>Mike Dolbow (Metropolitan Council – regional custodian) / Staff Coordinator</p>	<p>Peer Review Forum</p>	<p><b>New</b> Jul 04-Sep04 Host in September</p>
<p><b>10. Land Regulations and Rights to Property Priority Information Needs –</b>  <i>A topic for the Fall 2004 Retreat-Item D6 below: Decide what, if any, action is appropriate for MetroGIS. (No action has been taken to date because no organization(s) has stepped forward to support the investigation phase as has occurred with each of the other common information need where work is complete or in progress.)</i></p>	<p>Staff Coordinator / Professional Services Contractor</p>	<p>Retreat of Coordinating Committee – discuss paradigm shift that may be needed</p>	<p><b>New</b> Fall 04</p>

<p><b>11. Identify “Second Generation” Common Priority Information (Data and/or Application) Needs.</b> <i>Initiate once regional solutions are essentially complete for all 1<sup>st</sup> generation common information needs for which an organization(s,) with a related business need, has agreed to support the processes involved in recommending a regional solution. Note the Land Regulation and Rights to Property decision called for above</i></p>	<p>Staff Coordinator / Prof. Services Contractor</p>	<p>TBD</p>	<p>Fall 04 –? (Design only)</p>
<p><b>12. Define a strategy/procedure to consider requests for regional endorsement of dataset developed by others</b> (Sect 3.1.2 Item 6 Business Plan) <i>(Note: Postpone until a prototype opportunity presents itself to avoid a theoretical process that does not work efficiently in practice)</i></p>	<p>TBD Subject Matter Expert / Staff Coordinator</p>	<p>TBD</p>	<p>TBD- See Note</p>

**B. Data Search/Distribution Mechanism(s)**

**Responsibility:** Recommend intergovernmental policy, roles and responsibilities, and resource priorities necessary to realize full potential of DataFinder and related methods to efficiently and effectively distribute endorsed regional and other datasets.

Task	Lead Support	Work Group	Start/End
<p><b>1. Collaborate with LMIC</b> to implement ways to improve cost-effectiveness of supporting their respective DataFinder and GeoIntegrator applications.</p>	<p>DataFinder and GeoIntegrator Managers</p>	<p>No</p>	<p>Ongoing</p>
<p><b>2. Continue to promote use of standardized metadata and common tools for distribution of data</b></p>	<p>Mark Kotz (Metropolitan. Council) in conjunction with (LMIC)</p>	<p>Exists</p>	<p>Ongoing</p>
<p><b>3. Host a DataFinder Informational Forum</b> to inform data producers of opportunities to distribute data via DataFinder and satisfy an outreach requirement of MetroGIS’s 2001 NSDI WMS Grant.</p>	<p>DataFinder and GeoIntegrator Managers / Staff Coordinator</p>	<p>No</p>	<p>Spring 04 (or once the contractor for LMIC’s GeoIntegrator improvements in place)</p>
<p><b>4. Evaluate user satisfaction</b>, in conjunction with LMIC, to identify desired enhancements to DataFinder Café and evaluate breadth of support for adding a projection conversion capability to the downloading wizard, which was previously identified as a desired capability by a few interests. <i>(Note: Assumes Version 2 of DataFinder Café application has been operational for at least a year by Winter 2005.)</i></p>	<p>DataFinder and GeoIntegrator Managers / Staff Coordinator</p>	<p>TBD</p>	<p>Fall 04 <i>Only define how – implement early 2005</i></p>

**C. Common Geospatial Application Needs**

**Responsibility:** Recommend intergovernmental policy and funding options necessary to meet commonly needed geospatial applications, in particular, those that “run” on one or more endorsed regional datasets.

Task	Lead Support	Work Group	Start/End
<b>Identify and prioritize geospatial applications</b> that address regionally significant common information needs of local and regional government interests that are not identified as part of the Common Information Need workgroup process. <i>(Note: In 2003 – the only priority identified was a regional mailing label application. In 2004, an effort will be made to broaden the focus beyond the needs of the producer community.)</i>	Staff Coordinator / Professional Services Contractor	TBD	Fall 04 (coordinate with effort to identify 2 <sup>nd</sup> generation priority information needs)

#### D. Business Planning/Outreach/General Administration:

**Responsibility:** Recommend intergovernmental policy and funding options necessary to achieve functions consistent with the MetroGIS community's needs and to sustain an appropriate organizational structure.

Task	Lead Support	Method	Start/End
<b>1. Produce the 2003 Annual Report</b>	Communications Consultant	Staff	Jan 04-Mar 04
<b>2. Outreach</b> to promote awareness of regional geospatial data solutions and opportunities	Staff Coordinator	Staff	Ongoing
<b>3. Prepare MetroGIS Benefits Testimonials</b> for 1-2 Additional Stakeholders	Communications Consultant	Staff	Ongoing
<b>4. Oversee performance of adopted Performance Measure activities</b> , evaluate results of performance measurement and refine MetroGIS activities and procedures, as needed.	Staff Coordinator / Professional Services Consultant	<i>Depends on the measure</i>  <i>(i.e., for evaluation of producer satisfaction and compliance with responsibilities &amp; user satisfaction with data quality and access policies.</i>	Ongoing
<b>5. Administer tasks and activities set forth in the Business Plan</b> , not specifically identified in his workplan.	Staff Coordinator/ Professional Services Consultant	Staff	Ongoing
<b>6. Host a Special Meeting (Retreat) of the Coordinating Committee fall 2004.</b> The purpose is, through a facilitated discussion, reach agreement on desired outcomes concerning emerging needs in preparation for the 2005 Business Plan Update Project. The agenda will be a discussion item at the Coordinating Committee's March, June and Sept meetings.	Staff Coordinator/ Professional Services Consultant	Group Discussion	Jan 04 – Nov 04

#### E. Coordination with Related Initiatives

Monitor activity of the Governor's Council on Geographic Information (GCGI), federal programs, and others, as appropriate, and seek participation and coordination in work of others relevant to MetroGIS.

#### F. Other:

As defined by the MetroGIS Policy Board

## APPENDIX A

### General Expectations and Responsibilities

#### 1) **Oversee Effective Solutions to Priority Common Information Needs**

- Information Needs Workgroup Process – Oversee the workgroup process to define desired regional data specifications, identify candidate data custodians, and define custodian responsibilities for each priority information needs. See Table below for related 2003 activities.
- Redefinition of Priority Information Needs – Oversee the process to identify new priority information needs.
- Data Standards -- Recommend solutions to data standards needs necessary to enhance the effectiveness of data sharing.
- Regularly report progress -- Keep the Policy Board apprised of progress made to address priority information needs.

#### **What is expected of an Information Needs Workgroup?**

Each information need is addressed through a replicable process. In general, the process begins by assembling a small **workgroup** of content experts. They will then attempt to identify one or more datasets required to meet the information need. In some cases, this process takes place in a formal Peer Review Forum with more content experts and users. In other cases it is not such a formalized process because the dataset(s) that meet the information need are intuitively recognized.

Once the dataset(s) required to meet an information need is identified, the **workgroup(s)** is tasked to:

- Refine the desired specifications identified via a Peer Review Forum,
- Identify desired data standards and guidelines,
- Identify desired roles and responsibilities for the custodian organization(s) - organizations responsible for data creation, maintenance, documentation, and distribution; and,
- Identify candidate custodial organizations that have a business need and appropriate expertise to carry out the desired roles and responsibilities.

The workgroup makes recommendations to the Coordinating Committee, which in turn makes a recommendation to the Policy Board. The process is complete when the Policy Board has adopted, as policy for the MetroGIS community, parameters (data specifications, standards, roles and responsibilities, etc.) addressing the four components listed above. The adopted parameters are posted on the MetroGIS website for each “MetroGIS endorsed regional dataset”. Once an endorsed dataset is operational, the Committee is responsible for overseeing monitoring of user satisfaction to continually enhance the regional solutions.

#### 2) **Enhance Access to Shared Data (*DataFinder - Data Search and Distribution Mechanism*)**

- Facilitate collaboration: – Oversee development of applications and scripts; telecommunication and related solutions for security issues; institutional solutions needed to improve online access to shared data related to priority information needs.
  - Identify security issues – best practices
  - Integrate web mapping service technology with GIS technology to provide access to source data
- Metadata Enhancements – Monitor efforts to enhance and expand metadata for core regional data and posting it on DataFinder.
  - Promote use of endorsed metadata guidelines.
  - Encourage integration of metadata development and updating into position descriptions and everyday use.
  - Promote increased diversity of organizations posting metadata on DataFinder and increased number of the metadata records.
- Coordinate with Minnesota’s GeoGateway -- Ensure coordination of design and procedures between Minnesota’s GeoGateway and MetroGIS DataFinder.

- Monitor technical developments that impact NSDI Clearinghouse activities and DataFinder efforts.
- Enhance Geographic Search Capabilities (e.g., 2001-02 NSDI Web Mapping Service Grant Project and 2003 partnership with LMIC)

**3) Resolve Privacy Issues Relating to Access**

*(Note: These activities are generally incorporated into the recommended solutions for each priority common in formation needs – Section 1.)*

Oversee identification and resolution of issues relating to distribution of sensitive data of regional significance and recommend widely acceptable guidelines, in particular universal data summary/aggregation units, to address issues relating, but not limited to:

- Sensitive Data
- Definition of Public Data
- Responsibility of Data Security
- Data Practices Act



**TO:** Policy Board

**FROM:** MetroGIS Staff Support Team  
Contacts: Kathie Doty and Randall Johnson (651-602-1638)

**SUBJECT:** 2003 Annual Performance Measurement Report

**DATE:** January 21, 2004  
(For the Jan 28<sup>th</sup> Mtg.)

## INTRODUCTION

The Coordinating Committee requests Policy Board acceptance of the 2003 Annual MetroGIS Performance Measurement Report (separate enclosure) and the related recommendations for follow-up actions that are explained in this report.

The period of the 2003 report is from January 1 to December 31, 2003. This second annual report on MetroGIS's organizational performance builds on the initial 2002 report that was largely descriptive and established baselines.

## FINDINGS AND CONCLUSIONS

Key findings in the 2003 MetroGIS Performance Measurement Report are as follows:

- **“Visits” to DataFinder (PM #1):** Measures that reflect the value of DataFinder, including the Café function, were refined to more accurately reflect traffic to these sites. Site visit activity includes discovering data through searching metadata records, reviewing data characteristics provided in the metadata, and viewing the actual data online. Combined visits to DataFinder and DataFinder Café averaged 1,184 visits per month during this reporting period. The activity varied from month to month, and staff continue to work on determining whether predictable patterns exist in the traffic to these sites. Due to the change in this measure, there is no way to compare 2003 data with those for 2002.
- **Data Downloading (PM #2):** Another significant benefit of DataFinder is that it provides a centralized location from which to obtain geospatial datasets. Data users downloaded a total of 7,696 datasets from DataFinder in 2003, compared to 5,007 in 2002, or an average of 641 per month in 2003. Eighteen percent of these downloads were through DataFinder Café, which supports subsetting and multiple data formats. This 53% increase over 2002 likely indicates increasing awareness of the value of the data and DataFinder.
- **Popular Datasets (PM #2):** The most frequently downloaded datasets in 2003 were (endorsed regional datasets are **bolded**):

Dataset	# of downloads
<b>County &amp; Municipal Boundaries</b>	460
<b>Parcels</b>	380
<b>TLG Street Centerlines</b>	312
<b>Planned Land Use</b>	253
ZIP Code Boundaries	248
Generalized Land Use 2000	227
<b>Census 2000</b>	213

The percent of downloads of endorsed datasets is increasing as a percent of the total downloads. In 2003, 27% of the downloaded data involved regionally endorsed data. This finding is not surprising, since the number of endorsed datasets has grown; by definition, the datasets are commonly needed for a variety of GIS applications; and downloading frequency is related to the frequency of updates to datasets (e.g. census data is updated only every ten years, whereas the top three downloaded datasets are updated quarterly).

- **Who is downloading data? (PM#3):** From Oct. 1, 2002 to Sept. 30, 2003 period, 77% of the download activity was by entities located in the greater Minneapolis-St Paul Area – generally an area that includes the collar counties and a few counties beyond the region. The entities with the most downloading activity are: academic institutions of higher learning, state and regional government, and local planning and engineering firms that work extensively with local government.

Dakota County, Hennepin County and the City of St. Paul are listed among the top 20 download recipients. This information was obtained from a report generated for MetroGIS by Quova, a web-tracking firm, at a cost of \$250. Although some questions remain with certain aspects of the methodology used, the Quova report represents the best information available.

- **Increasing DataFinder Publishers (PM #4, #8, and #9).** In 2002, six entities chose to join the list of DataFinder metadata and datasets publishers, but this trend slowed in 2003. Two new publishers were added in 2003, bringing the total publishers to 18 and the total number of metadata records to 161. In accordance with its policy to promote leveraging of investments within the community, MetroGIS should continue to encourage data producers to publish metadata, as well as their actual data holdings, via the DataFinder tool in an effort to continue to improve user and producer efficiencies related to discovery and distribution of geospatial data.
- **Benefits to Data Producers (PM #6 and #7):** The 2003 Performance Measurement Report does not include quantitative measurement of efficiencies gained by data producers through tools and processes developed and supported by MetroGIS. The primary reason is that quantifying this benefit is complicated due to the variety of business models used by various producers. MetroGIS should continue to seek ways to document efficiencies gained by data producers, and should add this issue to the agenda for a proposed special meeting to discuss strategic issues in fall 2004. Benefits related to leveraging existing resources for internal GIS related needs, such as Washington County's use of the DataFinder Internet server to save significant hardware and software startup costs as well as monthly Internet Service Provider (ISP) expenses to host an ArcIMS application, should be included in these evaluations.
- **Non-quantitative Measures (PM#10):** Testimonials from data users continue to indicate a high level of satisfaction and perceived value associated with processes and tools developed through MetroGIS. MetroGIS should continue to document benefits of MetroGIS's efforts through testimonials.

#### **RECOMMENDATION**

That the Policy Board:

- 1) Accept the findings and conclusions presented in the 2003 MetroGIS Performance Measurement Report.
- 2) Approve these follow-up actions:
  - a) Continue outreach activities to increase awareness and understanding of tools and processes available through MetroGIS; in particular, the availability of DataFinder as a "one-stop" tool for producers to advertise and disseminate geospatial data .
  - b) Continue to investigate ways to measure efficiencies gained by data producers from MetroGIS tools and processes.
  - c) Continue to work with GIS stakeholders to assess the net benefit of the MetroGIS approach to coordination and collaboration.

## REFERENCE SECTION

### RELEVANT PAST ACTIONS

- 1) Apr. 10, 2002: The Policy Board adopted a Performance Measurement Plan ([www.metrogis.org/benefits/perf\\_measure](http://www.metrogis.org/benefits/perf_measure)) to more clearly state expected accomplishments, demonstrate accountability for results, and support continuous organizational improvement.
- 2) Jan. 29, 2003: The Policy Board asked staff to prepare an annual performance Measurement report to share with the Board along with recommendations for any suggested changes in policy or procedures to address needs identified via analysis of performance Measurement data.
- 3) Sept. 17, 2003: The Coordinating Committee recommended that the Policy Board modify Performance Measures 6 and 7, to move from quantitative to qualitative and descriptive measures due to the cost in time and effort of collecting comparative measurement data from producers. Staff reported to the Coordinating Committee that, after discussing preliminary models with the County Data Producers Workgroup, it was found that there is not strong consensus on how best to quantify staff time-savings, and further research be needed to learn more about this benefit. Due to a full agenda for the Board's October 2003 meeting, Chairperson Reinhardt decided to postpone Board consideration of this item to a subsequent meeting. A summary of the research conducted in 2003, as presented to the Coordinating Committee, is available upon request along with the findings that inadequate information is available to currently support a quantitative approach.
- 4) Dec. 17, 2003: During its discussion of the subject 2003 MetroGIS Performance Measurement Report, the Coordinating Committee concluded that further discussion is needed regarding documentation of benefits derived from MetroGIS, in particular, a need to further document the costs vs. benefits (net value). The Committee agreed that this discussion should be added to the agenda of its Special Meeting, tentatively scheduled for fall 2004, to discuss strategic issues in preparation for the 2005 Business Plan Update project.



**TO:** Policy Board  
**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Socioeconomic Information Needs Workgroup - (Phase I Regional Solution)  
**DATE:** January 16, 2004  
(For the Jan 28<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requesting Policy Board ratification of its proposed Phase I regional solution for the MetroGIS community's Socioeconomic Characteristics of Area Information Need.

In brief, the components of the proposed Phase I solution are as follows:

- 1) Expand MetroGIS's websites to include a web-based resources page to help users more easily discover and obtain EXISTING DATA that address identified priority common socioeconomic information needs,
- 2) Monitor progress of two new US Census programs – ACS and LED.
- 3) Facilitate minimal enhancements to three existing datasets.

The basis for these recommendations is explained in the Phase I report. Refer to the Reference Section for more information about the Phase I Report, the Phase I workgroup, and the processes it used.

## COORDINATING COMMITTEE CONSIDERATION

At its December 17, 2003 meeting, the Coordinating Committee unanimously recommended that the Policy Board ratify the three Phase I actions listed in the Recommendation Section.

The Coordinating Committee also:

- a) Authorized the Phase I workgroup to reconvene, at a time it determines appropriate during 2004, to evaluate desired enhancements to the recommended web-based resources identified and monitor funding progress for the federal ACS and LED programs, as well as, bring forth a recommendation for action as appropriate.
- b) Created a Phase II workgroup and delegated to it two principal objectives related to identifying data sources for socioeconomic information needs that are not met with existing data sources:
  - (1) Explore new GIS-based solutions that can provide more current and more frequently updated socioeconomic information, more geographic detail and coverage, and more flexible cross-tabular reporting; and
  - (2) Review and recommend emerging technologies capable of better aligning socioeconomic data with GIS parcel, dwelling and land use boundary files and attributes.

## GENERAL FINDINGS

A significant portion of MetroGIS stakeholder socioeconomic information needs can be met with existing data sources, new programs being proposed by the US Census, or existing data sources with minor improvements. Notwithstanding, there remain significant gaps in many of the socioeconomic priority need areas; gaps that are manifested in out-of-date information, lack of geographic detail, lack of cross-tabulation options, and generally poor geographic alignment with primary parcel and land use boundary layers.

In an attempt to address as many as these unmet priority information needs, as practical, a Phase II Workgroup has been authorized by the Coordinating Committee and tasked with the two objectives listed in Item b of the previous section.

## RECOMMENDATIONS

That the Policy Board ratify the following actions:

- a) Authorize, as a Phase I regional solution, implementing the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and direct identification of a custodian and responsibilities to ensure the currency of the information presented on this site.
- b) Pursue modifications to existing datasets related to *County social service records, First Call for Help, and county birth and death records* to enhance their usability and better address priority common socioeconomic information needs identified by the MetroGIS community, and
- c) Direct the Coordinating Committee to pursue negotiations with the respective producers of the three named existing datasets to achieve the desired enhancements.

## REFERENCE SECTION

### **PURPOSE OF PHASE I WORKGROUP:**

The purpose of the Phase I workgroup was to recommend ways of meeting priority common socioeconomic information needs of the MetroGIS community using published data that are freely available – or data which could be made available with a minimum of additional effort. Specifically:

1. Clarify the socioeconomic information needs of the MetroGIS community.
2. Identify data sources that could potentially meet those information needs.
3. Propose a strategy for making those data sources available to the MetroGIS community.
4. Identify gaps between information needs and available data sources.
5. Recommend policies and actions that help fill gaps with minimal effort.
6. Refer tasks to a Phase II committee that would investigate ways more intensive efforts to fill the data gap in meeting information needs.

The group met from April to December 2003. Will Craig, member of the Coordinating Committee, chaired the Phase I workgroup. Its members comprised diverse organizational and professional backgrounds.

The workgroup's Phase I Report is attached. It can also be viewed at [http://www.metrogis.org/teams/cc/meetings/12\\_17\\_03/socio\\_craig.pdf](http://www.metrogis.org/teams/cc/meetings/12_17_03/socio_craig.pdf). It summarizes the workgroup's tasks, membership, methods used to prioritize previously identified common socioeconomic information needs, sources of existing data that best address priority needs, and deficiencies with existing sources in addition to the identifying the next steps accepted by the Coordinating Committee and the subject of this report.

Several members of the Phase I workgroup have agreed to participate in the Phase II effort to provide continuity with the Phase I effort in terms of evaluating desired improvements to the prototype web-based resources page, securing a custodian to ensure that the resources page content is kept up to date, and understanding the work completed to date as it relates to identifying solutions for information needs that can not be adequately addressed with existing data.

Once the custodian topics related to maintenance of the web resource page are addressed, a Regional Policy Summary Statement will be proposed for Policy Board approval. The Metropolitan Council GIS Unit would support the web resources page as a component of the current MetroGIS web resources. Yet to be decided is the responsibility for maintaining the content currency. An example of a Regional Policy Summary statement is provided at [http://www.metrogis.org/data/datasets/census/policy\\_summary.pdf](http://www.metrogis.org/data/datasets/census/policy_summary.pdf). Such a statement, which set forth agreed upon data characteristics as well as custodial responsibilities, exists for all of MetroGIS's endorsed regional data solutions.

### **PROTOTYPE WEB RESOURCES PAGE**

MetroGIS support staff developed a web-based socioeconomic resources page in conjunction with the Phase I Socioeconomic Work Group. Its purpose is to help users locate data sources that meet or exceed a broad range of common socioeconomic information needs identified by the MetroGIS community. It can be viewed at [http://www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp). A custodian to manage the site's content is yet to be identified.

This interactive webpage allows the user to search by data source or by ten major socioeconomic related data themes. The results of the initial query are presented to the user in a table format. The data sources listed in the table provide links to metadata on DataFinder that describes the characteristics of the data. The page also provides a space to add comments related any special information that should be taken in to account about a particular data source.

This webpage is currently accessible from the text that explains the Socioeconomic Information Need at [http://www.metrogis.org/data/info\\_needs/socioeconomic\\_characteristics/index.shtml](http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/index.shtml) and it will be linkable to upon Board ratification from the "socioeconomic characteristics of areas" listing in the matrix at <http://www.metrogis.org/data/index.shtml>. The data source listings are also integrated with the metadata listings posted on MetroGIS DataFinder at <http://www.datafinder.org/catalog.asp>.

Finally, the users are encouraged to provide feedback about how well this resource works to help them readily find the data they need. A link from the home page takes the user to an online survey form. Once this resources page is operational for a few months, the Phase I Workgroup has proposed to reconvene to evaluate any desired modifications to improve the functionality and quality of the site.

## Report of the Socioeconomic Information Needs Workgroup (Phase I)

**Purpose:** The purpose of the group was to find ways of meeting the socioeconomic information needs of the MetroGIS community using published data that is freely available – or data which could be made available with a minimum of additional effort.

**Tasks:** To fulfill its purpose, the committee undertook a variety of tasks. These are documented in this report and in the accompanying spreadsheet.

1. Clarify the socioeconomic information needs of the MetroGIS community
2. Identify data sources that could potentially meet those information needs
3. Propose a strategy for making those data sources available to the MetroGIS community
4. Identify gaps between information needs and available data sources.
5. Recommend policies and actions that help fill gaps with minimal effort.
6. Refer tasks to a Phase II committee that would investigate ways more intensive efforts to fill the data gap in meeting information needs.

**Membership:** The following people served on the Workgroup

Will Craig, UofM, chair	Mary Karcz, Ramsey County
Heather Britt, Urban Coalition	Sandra Paddock, Wilder Research Center
Paul Buschmann, Hennepin County	Barbara Ronningen, State Demographic Center
Dick Carlstrom, TIES	Heidi Welsch, Dakota County
John Carpenter, Excensus LLC	Mark VanderSchaaf, City of St. Paul
Amy Fisher, MN Dept. of Employment and Economic Development	Tim Zimmerman, Hennepin County
Kathy Johnson, Metropolitan Council	

### 1. Socioeconomic Information Needs:

The committee reviewed some 182 statements about information needs made at the original Needs Forum held by MetroGIS in 1996. We studied the list, rated the priority of each need, and summarized them into six major areas listed below, not all usually associated with socioeconomic interests. We also discussed the characteristics one would like these data to have:

In general, the workgroup felt the information needs could be characterized as follows:

**Sub-city scale.** Sometimes to the block level, but most often at the tract or neighborhood level (equivalents would be school attendance area or Traffic Assignment Zone – TAZ). Service centers should be known to the site/address.

**Annual updates.**

**Ten year time series.**

The details of desired data items and characteristics are documented in the accompanying spreadsheet. That spreadsheet also documents the votes of individual committee members to see variation of individual specifications and possibly the needs of the sectors they represent. What follows is a summary of that information.

Demographic Information for daytime (work/school) and nighttime (residence) populations.

Some of these measures are only appropriate for home-based information.

- |                          |                         |                    |
|--------------------------|-------------------------|--------------------|
| - number of people       | - age                   | - day care needs   |
| - population projections | - education             | - births/deaths    |
| - density                | - school performance    | - disease/injuries |
| - race/ethnicity         | - disability            | - retirement plans |
| - new immigrants         | - hhld. characteristics |                    |
|                          | - migration patterns    |                    |

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Economic Information for daytime and nighttime populations; some measures more appropriate for home-based information.

- income
- poverty
- # employed
- employment status
- occupation
- industry
- sales / revenues
- wage distribution
- # entry level jobs
- jobs forecast
- health insurance
- other benefits
- use of public services
- undocumented workers

Housing Information

- number of units
- density
- # bedrooms
- age
- cost
- affordability
- turnover rate

Transportation Information related to home/work trips.

- commute mode
- work/home locations
- transit needs

Facilities Information. Location of institutions and services.

- schools
- social services
- government services
- business type

Crime Information. Numerous requests (e.g. location of people on probation), but the committee focused on one.

- type by location

**2. Data Sources:**

The committee identified the following data sources as potential vehicles to meet the information needs. Each has specifications for mapping resolution, frequency of reporting, and time series that has implications for value to the MetroGIS community.

- a. **Existing Census Bureau Programs.** The Census has a variety of programs that could meet the information needs.
  - i. Decennial Census (Census of Population and Housing). Taken every 10 years since 1790. Minimum mapping resolution is the city block for (100%) count data, groups of blocks for sample social and economic data.
  - ii. Census Transportation Planning Package (CTPP). Spin-off from decennial Census, providing additional data about place of employment. Data reported for TAZ – Travel Assignment Zone.
  - iii. Economic Census. Taken every 5 years since 1972 by industry. Minimum mapping resolution is zip code. Data on jobs, payroll, sales, etc. The related County Business Patterns provides annual data down to a zip code level for establishments, employment and payroll by NAICS.
  - iv. Current Population Survey. Provides many state level measures, including annual estimates of the percent of people without health insurance.
- b. **Proposed Census Programs.** These two programs re-engineer the Census programs. Both have received extensive review and will probably be part of the Bush Administration's proposed budget.
  - i. American Community Survey (ACS). Would replace sample questions on decennial census and be conducted continuously. Data for larger places (65,000+) would be published annually; smaller places would present 3-5 years averages. Census tract data would be available annually, but reporting a 5-year rolling average.

- ii. Local Employment Dynamics (LED). Combines confidential state and federal administrative records with Census survey data to yield current data on jobs, new hires, earnings, age, gender, etc. Will yield quarterly indicators by county. Annual reports of work/home locations will be available at the block level to assist transportation planners. (*formerly called LEHD*)
- c. **State/Regional Agency Reports.**
  - i. Department of Employment and Economic Security (DEED). Annual employment and wage data since 1980 by industry at the county level, plus all cities with sufficient numbers of employers to avoid disclosure; this includes most cities in the metropolitan area. Occupational data available from survey, but with planning regions as the minimum mapping unit. Detailed wage data, including new hires, useful only the state level.
  - ii. Department of Education. Publishes annual summary data for all districts and schools in the state, most since 1988. Includes enrollment; grade, gender, racial, and language characteristics, test scores, graduation rate, dropout rate.
  - iii. Travel Behavior Inventory. Joint effort of MnDOT and the Metropolitan Council. Survey conducted about all local trips at roughly 10-year interval to assist with travel forecasting. No sub-regional data.
  - iv. Revenue Department, Sales and Use Tax Statistics. City-level data is available online, reporting industry-specific sales and taxes. Data available by zip code area as a special run.
  - v. Bureau of Criminal Apprehension, Department of Public Safety. Criminal Justice Information System. Summary data on crimes reported by local law enforcement agencies – typically city level – though with county sheriffs completing the picture.
  - vi. Health Department. Annual data on births, deaths, disease and injuries by most cities (>2500). The department also provides periodic county-level health insurance estimates.
  - vii. Metropolitan Council. Forecasts of four factors to 2030 at the TAZ level: population, households, employment, and retail employment. Work done in cooperation with municipalities.
- d. **Other Potential Sources**
  - i. County social service records. Counties collect data on the nature and location of families participating in MFIP, food stamps, etc. This data could be geocoded and published by summary area, provided care was taken to protect confidentiality.
  - ii. County parcel records. This data is already made available through MetroGIS. Tax classification of parcels, if added, could provide a general level of land-use identification. Sales prices of parcels is one of the attributes provided, but this information is not available for all counties.
  - iii. Social service locations. A few clearinghouses can provide information about the location of particular services; e.g., Hungry Solutions maintains a list of all food shelves. The United Way's *First Call for Help* program covers a broader range of services, but their data is not ready for use by GIS.

### 3. Strategy for Accessing Data

Data and documentation mostly exist on departmental websites. Rather than copy and publish this information on DataFinder, MetroGIS should simply direct users to those websites.

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The following existing sources of data are recommended to meet the information needs of the MetroGIS community. The datasets at these sources may not adequately meet those needs (see below), but they are the best available. Data sources listed above are not included if the geographic level does not go below the county level.

Decennial Census ([www.census.gov](http://www.census.gov))

CTPP (<http://transportation.org/ctpp/home/default.htm>)

Economic Census (<http://www.census.gov/epcd/www/econ97.html>) and County Business Patterns (<http://www.census.gov/epcd/cbp/view/cbpview.html>)

DEED (<http://www.mnwfc.org/lmi/lmi4.htm>)

Department of Revenue

[http://www.taxes.state.mn.us/taxes/legal\\_policy/research\\_reports/content/sales\\_use\\_reports.shtml](http://www.taxes.state.mn.us/taxes/legal_policy/research_reports/content/sales_use_reports.shtml))

Department of Education ([www.education.state.mn.us/html/intro\\_data\\_center.htm](http://www.education.state.mn.us/html/intro_data_center.htm))

Department of Health (<http://www.health.state.mn.us/stats.html>)

Bureau of Criminal Apprehension

([www.dps.state.mn.us/bca/CJIS/Documents/Crime2002/Page-24.html](http://www.dps.state.mn.us/bca/CJIS/Documents/Crime2002/Page-24.html), Machine readable data available from <http://www.mnplan.state.mn.us/cj/offense.html>)

Metropolitan Council (<http://www.metrocouncil.org/resources/resources.htm>)

Three strategies exist for accessing existing data region-wide that is not provided on a departmental website. Sometimes that data is provided in PDF or other formats that:

- Refer people to the appropriate departmental contact person. Requests can be filled as needed. If those requests become frequent, the department may decide to publish their data in a more accessible form.
- Discuss in a MetroGIS user forum. If need is sufficiently high, MetroGIS may invest resources to bring help publish the data.
- Some needed data is available locally, but not regionally. For example, the Minneapolis Police Department has crime data at the block level; school districts have data on enrollment projections. Referring people to local sources may be useful if their area of interest is restricted to a portion of the metro area.

Based upon direction received in previous discussions with workgroup, MetroGIS staff have prototyped a new resources webpage at ([http://www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)) to assist users find socioeconomic data that are priorities for the MetroGIS community. An umbrella metadata record has also been prototyped to post on MetroGIS DataFinder (<http://www.datafinder.org/xxx>). It will point to the new resources page. The user will be able to search by the six topical data themes listed in Item 1, above, and by data source. The characteristics documented the workgroup for each priority data element (map resolution, time series, and time frequency) will be provided as will links/contacts to obtain the data. Once accepted by the Workgroup and Coordinating Committee, these web resources will be advertised and integrated with the other priority information need solutions located at [www.metrogis.org/data/info\\_needs/socioeconomic\\_characteristics/index.shtml](http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/index.shtml).

#### **4. Filling Gaps in the Data.**

Information needs were compared to potential data sources. The accompanying spreadsheet is the basis for the gap analysis. Many information needs can be met with an existing or proposed data source, but the characteristics of those sources are not always ideal. Some of those deficiencies are documented; others may be less obvious, e.g. reported categories or geographic may not meet the needs of specific users. Suggestions are made for filling some of the gaps in each of the information need areas. Some additional gaps could be filled by expending additional

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resources; such issues will be addressed in phase II (see section 6 below). A few of the information needs cannot be filled with known any known data sources.

Demographic Information

Adequate Decennial Census and the related CTPP provide a broad range of demographic information that covers a very long time series – down to block and tract level. School data provides current information on race, home language, and economic status for individual schools and districts. Sub-city population and household forecasts are available from the Metropolitan Council.

Deficient Census data is updated only once per decade. School data is restricted to children in school and geography of reporting units does not meets of others. Also missing is school data that may be held by individual districts, but which is not available across the region: projected enrollment and college matriculation.

Potential for Filling Gaps ACS and LED could provide more current data at the sub-city level. Even then, current block level data will be missing for issues the committee feels are important: number of people, density, race/ethnicity, and age.

Economic Information

Adequate Census and DEED data fill part of this need. School data on free and reduced lunch provides a current surrogate for small area poverty rates.

Deficient Reporting frequency of Census of Population is once per decade. Economic Census are more frequent, but only to ZIP code level. DEED data is available at city and county level, nothing finer. School data is useful only for estimating poverty of families with young children in the public schools.

Potential for Filling Gaps ACS and LED could be solutions here. Critical current block level data would be missing for the following items: poverty, number of workers. Also missing are indicators of the use of public services – which could be provided if county social service records could be summarized and published region-wide.

Housing Information

Adequate The decennial Census has much good housing data. The group felt the “affordable housing” information need should focus on rental property affordable to very low-income households; e.g., rents of that cost no more than \$250/month, thereby consuming less than 30% of the income of households with incomes of \$10,000. Rent (and income) data to meet this need is available in the Census. The Metro Regional Parcel data provides much current data on value, plus recent sales prices in many counties.

Deficient Rent information is reported too infrequently and not for areas as small as blocks. Sale prices missing from some counties.

Potential for Filling Gaps ACS could provide more current rent data, but not at the block level.

Land Use Information

Adequate Metro regional parcel files identify homesteaded residential property. Ramsey County has CAMA codes. Very general use information is available from the Metropolitan Council.

Deficient No good information about what types of businesses exist at a given location; e.g. a hardware store.

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Potential for Filling Gaps A MetroGIS workgroup (e.g. Existing Land Use) should be directed to insure this information need is adequately addressed.

Transportation Information

Adequate Census and CTPP fill most needs.

Deficient These resources are available only once per decade.

Potential for Filling Gaps LED would fill many needs.

Facilities Information

Adequate Information about specific issues are often maintained by an umbrella organization; e.g. food shelf information by Hungry Solutions. School building locations are documented by the Department of Education and converted to GIS files by LMIC.

Deficient Scattered sources. Data not ready for use in a GIS.

Potential for Filling Gaps The United Way's *First Call for Help* could fill much of this void. Private and charter school building location data is not current and complete.

Crime Information

Adequate Criminal Justice Information System data from the Bureau of Criminal Apprehension will meet most information needs at the municipal level

Deficient Sub-city is not available centrally.

Potential for Filling Gaps Local police have sub-city information, sometimes already summarized to blocks and neighborhoods; the city of Minneapolis, for example, has monthly crime statistics by neighborhood on its CODFOR website. No organization is collecting sub-city data across the region.

No Known Data Solution

- undocumented workers
- wealth
- retirement plans
- travel routes

5. **Recommended Policies and Actions.** These policies and actions are meant to complete the work of Phase I of the Socioeconomic Workgroup, the phase focused on identifying published, or easily accessible, free or low cost government data – and developing strategies for making that data accessible to the MetroGIS community.

a. Promote and facilitate access to existing sources of socioeconomic data.

Details are presented in section 3 above.

b. Investigate ways to improve existing data with minimal additional work.

Many existing datasets seem to require minimal work to make them available and useful to the MetroGIS community. Members of the Phase I workgroup are talking with local data custodians to determine whether that work is possible:

- i. *County social service records.* Might the counties or the state Department of Human Services be willing to geocode, summarize, and publish data at some sub-city level? Disclosure rules will need to be developed to protect privacy. Counties often get requests for this information and publishing a core set would reduce staff time devoted to meeting these requests.
- ii. *First Call for Help.* Is there any interest at the United Way in geocoding and mapping the location of service providers? Such a service, if provided on-

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line would meet the needs of their constituents as well as those of the MetroGIS Community.

iii. *Births and Deaths*. Data could be reported at the neighborhood or tract level by the Department of Health. Effort and benefits need to be determined.

c. Monitor and evaluate the proposed solutions.

The resources webpage should provide a means for people to comment and make recommendations for improvement. Members of the Phase I workgroup have agreed to reconvene in 2004 to evaluate suggested modifications to the resources. Possibly a user forum could provide another mechanism for determining the suitability of the proposed solution.

d. Support the development of ACS and LED.

Members of the Phase I workgroup have agreed to monitor the progress of new programs under development at the US Census Bureau: the American Community Survey (ACS) and the Local Employment Dynamics (LED) program. These programs fill critical gaps in the data available to meet the socioeconomic information needs of the MetroGIS community. It is possible that the workgroup may recommend that MetroGIS and its stakeholders be asked go on record as supporting the two new programs. Much will depend on whether the programs receive support from the Bush Administration and the initial response to them by members of Congress.

**6. Items referred to the Phase 2 Workgroup**

The Phase I Workgroup looked for publicly available data sets that were already published or could be published with little additional effort. While several sources were identified, the workgroup concluded that significant gaps still remain in many of the socioeconomic priority need areas; gaps that are manifested in out-of-date information, lack of geographic detail, lack of cross-tabulation options, and generally poor geographic alignment with primary parcel and land use boundary layers.

The Phase II Socioeconomic Information Needs Workgroup should have two principal objectives: 1) explore new GIS-based solutions that can provide more current and more frequently updated socioeconomic information, more geographic detail and coverage, and more flexible cross-tabular reporting; and 2) review and recommend emerging technologies capable of better aligning socioeconomic data with GIS parcel, dwelling and land use boundary files and attributes.

Since Phase II solutions will involve supporting new technologies or purchasing new databases, the Phase II Workgroup will look at the cost-effectiveness of these options in meeting the needs of the MetroGIS communities. In some cases, this may mean researching technical options for streamlining the use or implementation of the database or technology. In other cases, it may mean developing an implementation strategy phased in over time.

a. New technologies

Included among the data solutions to be examined in Phase II will be a technology developed and already implemented across much of the Twin Cities by Excensus LLC, a Twin Cities geo-demographic services firm. Excensus' approach involves the development of small-area demographic profiles derived by combining a variety of administrative data sources from local and state government. The Excensus model groups residential and employer profiles in small clusters based on parcel and land

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use geographies. The resulting profiles align precisely with parcel and land use base layers.

b. New summary databases

Options to be explored include the development of new summary data from local government. For example, police, municipal government, and school districts have neighborhood-level data that they do not report to the state, but which could be gathered and published to meet MetroGIS user needs. The Workgroup may also need to look at opportunities to free up non-confidential summary data contained in otherwise restricted data sets.

c. Other commercially available solutions

Examples of commercially available options include estimates of demographic and economic data from Claritas or commercial establishment data from Dun & Bradstreet. Local options could include working with local realtors to provide enhanced access to real estate sales data.

Several members of the Phase I Socioeconomic Workgroup will remain on to provide continuity to the Phase II Workgroup. At completion of Phase II, a report will be prepared outlining opportunities to develop or enhance access to priority GIS-based socioeconomic data sets. Recommendations will be provided for better aligning these new data solutions with other current and emerging MetroGIS databases to support integrated planning and policy making across a range of governmental and community need areas including: community growth planning, housing and economic development planning, health and human service program design and development, emergency management capacity planning, crime analysis, E-911 dispatching, housing and economic development, school enrollment planning, and many others.



**TO:** MetroGIS Policy Board

**FROM:** MetroGIS Staff Support Team  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Next Generation Data Sharing Agreements – Status Update

**DATE:** January 13, 2004  
(For the Jan 28<sup>th</sup> meeting)

## INTRODUCTION

Chairperson Reinhardt has requested a status report from each county at the Board's January 28<sup>th</sup> meeting as to where they are in the process of approving the proposed Next Generation GIS Data Sharing Agreement.

The main purpose for this agreement is to authorize the Metropolitan Council to continue to assemble parcel data produced by each county and redistribute it via DataFinder as components of the Regional Parcel Dataset.

The previous agreement expired December 31, 2003 and at Chairperson Reinhardt's suggestion, temporary extensions have been received from each of the seven counties. These extensions permit the Regional Parcel Dataset to continue to be available via DataFinder until the new agreement is in place. Deployment of the proposed Regional Mailing Label Application (Agenda Item 6D) will be delayed until the new agreement is in place.

## BACKGROUND

The proposed Next Generation GIS Data Sharing Agreement was forwarded to each of the seven counties on November 26<sup>th</sup> for approval. Chairperson Reinhardt led the negotiations regarding the financial aspects, on behalf of the counties. The specifics will be shared once each of the parties approves the agreement. In general, major changes from the previous agreements include:

- a) The term has been extended from 2 to 5 years, retroactive to January 1, 2004. (*Note: temporary time extensions have been granted by each county to allow the regional parcel dataset to continue to be assembled and distributed until the new agreement is in place.*)
- b) The counties will receive a fixed amount to compensate them for the 1st time for custodial roles and responsibilities related to support of regional data solutions.
- c) After 2004, data enhancement/regional GIS projects, that would involve counties, would be financed through separate agreements specific to that project in accordance with the guidelines adopted by the Policy Board on October 29<sup>th</sup>. (Attached)
- d) A single licensing process for all seven counties. (*Currently, two licenses are required.*)

## DISCUSSION

As of this writing, staff is unaware of any concerns with any aspects of the agreement other than the license concerning access and use of parcel data. Concerns with various aspects of this license document have been raised by Hennepin County and negotiations are in progress to resolve them. The main objective for the proposed license is to greatly simplify the current licensure process. It would eliminate the need for the producer to sign the document and permit the user to access a portion of or the entire regional parcel dataset, which is composed of parcel data produced by each of the seven metro area counties, through use of a single license document and via a single point of contact.

Once each of the respective county boards has approved the agreement, it will be forwarded to the Metropolitan Council for approval. Council committee consideration is tentatively scheduled for February 17, depending on the results of this status update. At this point, the intention is to make the agreement retroactive to January 1, 2004.

## RECOMMENDATION

No action requested



**TO:** Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Major Activity Update

**DATE:** January 13, 2004  
(For the Jan 28<sup>th</sup> Meeting)

**A) PRIORITY BUSINESS INFORMATION NEEDS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

**(1) Address Workgroup**

A major new initiative proposed for 2004 involves defining a regional solution for capturing addresses (all residential and non-residents unit/suites) in a common manner and streamlining management of these data to eliminate duplication of effort, improve the quality, and improve sharing of the data. The Metro 911 Board will be a major participant in this initiative, along with leading edge work of the Ramsey County GIS User Group, which is investigating the possibility of a county-wide enterprise database that would be remotely populated as addresses are assigned by various local government authorities. An article related to this effort can be viewed at <http://www.mngis.org/newsletter/issue35/MetroGIS.htm>.

**(2) Emergency Preparedness Workgroup**

Three subgroups are currently addressing the following topic areas:

GIS Outreach Group -

- Finalize a GIS Skills Resource Database in MSAccess and Web enable
- Study and accrue information on Mutual Aide Support
- Study and accrue information of Speaker and Authoring resources

Emergency Management Outreach Group -

- Study and accrue information on future EM Events (Gov. Conf in March, MG Rotary Club, Simulations, etc)
- Determine Who/What organizations/Info we need to partner with.
- Study and accrue information on Funding.
- Continue outreach efforts via the GIS/LIS conference and establishment of contacts within the Emergency Management community.

Data Group -

- Implement, as soon as possible, a prototype ArcIMS website that would run on the DataFinder web server to improve access to data needed by the emergency management community in a readily mapable format. (See the attached letter, dated Jan 12<sup>th</sup>, authorizing use of the DataFinder server.)
- Identify data sources and requirements.
- Identify by whom, how and when data will be compiled for the EM Group.

Randy Knippel, Dakota County's GIS Manager, and Rick Gelbmann, Metropolitan Council's GIS Manager, are co-chairing this workgroup.

**(3) Existing Land Use Workgroup:**

The workgroup last met on December 10<sup>th</sup> to discuss the results of a series of pilot projects to determine a data model will work best for MetroGIS. The group decided that the APA's Land-Based Classification Standard was a better fit than pursuing enhancement of the MetroGIS Planned Land Use coding scheme or a "Built Environment" database. Current workgroup members represent city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being facilitated by Paul Hanson with the Metropolitan Council GIS staff assigned to support MetroGIS activities. A recommendation to the Coordinating Committee is anticipated at either the March or June 2004 meeting.

(4) **Highway and Road Networks**

The Highways and Road Networks Technical Workgroup met on December 2nd to discuss workflows for updating and enhancing MnDOT's Location Data Manager (LDM). From this discussion, several questions for MnDOT emerged, which have since been sent to MnDOT for review. A core set of attributes was given preliminary approval, along with some common definitions for a model of street segmentation and attribution. The next step will be to work with MnDOT on answering the questions that arose from this meeting, and finding common ground for the segmentation and attribution model.

In May 2004, the Technical Workgroup will initiate a Pilot Project for one community in the metropolitan area. For this pilot, TLG street centerlines will be synchronized with the LDM using the models and processes given preliminary approval this spring. Under current plans, TLG will use the pilot project to determine the cost-effectiveness of synchronizing its entire dataset with the LDM.

Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at

[http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml). An article about this effort can also be viewed at <http://www.mngisliis.org/newsletter/issue35/MetroGIS.htm>.

(5) **Lakes, Wetlands, etc.:**

No activity has occurred since direction was received from the Coordinating Committee at its September 17<sup>th</sup> meeting regarding this information need. At that time, the Committee authorized creation of a workgroup to assess the applicability of currently proposed state-level standards by the Hydrology Committee of the Governor's Council on Geographic Information for potential MetroGIS solutions. The person staffing this effort, Paul Hanson, is also the lead staff for the Existing Land Use Information Need. Once that effort is essentially complete, work on this information need will again gear up. This group will be responsible to develop strategies to accommodate any desired modifications and assure that any changes will integrate with State data. In September, the Coordinating Committee also authorized separating the substance of the hydrologic information need into 4 to 5 sub-components that can be provided to users in a more timely and efficient manner than is currently in place.

(6) **Regional Parcel Dataset Enhancements**

A Regional Parcel Data Users Forum was held on September 25<sup>th</sup>. The purpose was to engage a group of individuals who use the regional parcel dataset and who are representative of the broad community to identify desired enhancements to the dataset. The forum summary is posted at [http://www.metrogis.org/data/datasets/parcels/0903\\_forum.pdf](http://www.metrogis.org/data/datasets/parcels/0903_forum.pdf). A number of desired enhancements to this dataset were identified and ranked in order of highest priority. A workgroup is evaluating the practicality of pursuing each of the identified enhancements and the resources that would be necessary to accomplish them. The workgroup's recommendation is tentatively scheduled to be presented to the Coordinating Committee in March 2004. Funding associated with the pending next generation data sharing agreements (See Agenda Item 5e) with the seven metro area counties would be used to accomplish the selected enhancements.

(7) **Socioeconomic Characteristics of Areas:**

*(See Agenda Item 5d).*

**(B) ENHANCEMENTS TO DATAFINDER CAFÉ / MN GEOINTEGRATOR PROJECT**

The MN Land Management Information Center (LMIC) has been working with MetroGIS staff to develop GeoIntegrator, a statewide web service similar to the MetroGIS DataFinder Café, including new functional features that also would support an enhanced Café. Most of the project's funding was received from a state Technology Enterprise Board grant. A small portion of a National Spatial Data Infrastructure (NDSI) Web Mapping Services grant received by MetroGIS in 2001 has been set aside for this collaborative effort. Work on the project was suspended in October, when LMIC's contractor, Syncline, which also developed Café, declared bankruptcy. LMIC is currently negotiating a settlement that will result in completion of the project by a third party in early 2004. No MetroGIS funds will be spent if an acceptable settlement cannot be reached.

**(C) COLLABORATIVE PARCEL DATA DISTRIBUTION STRATEGY - NON-GOVERNMENT ACCESS**

The County Data Producer Workgroup (of the Coordinating Committee) suspended its work last fall on this project until the Hennepin County Attorney completes their review of the proposed license. The Hennepin County Attorney suspended work on this license last fall to turn their attention to the more pressing review of the proposed modifications to the public sector version that is part of the proposed Next Generation GIS Data Sharing License (see Agenda Item 5e). Once the public sector version is in place, the objective will be to begin work on implementing a single license that would be used for both government and non-government access.

Prior to suspending its work, the group had made substantial progress to reach agreement among all counties on a collaborative solution to distribute the same parcel data (currently parcel boundaries plus 25 normalized attributes) to non-government interests that is currently being distributed to government interests.

- A website to support streamlined, one-stop orders was built by the Metropolitan Council staff who support MetroGIS and is ready for operation once the licensing and fee policies are finalized.
- Agreement was reached by the workgroup on a prototype common fee schedule, led by Dakota County's GIS Coordinator, and has subsequently been implemented by all counties, except Ramsey County, which is in the process of doing so. The revised fee schedule incorporates significant price reductions from the previous \$0.05/parcel to as low as \$0.01/parcel through volume purchases. It also accommodates subsetting of the regional dataset.
- A prototype streamlined common license document that would provide access to parcel data from all seven counties has been accepted by each of the counties, except Hennepin County, as noted above. The document is significantly shorter than previous versions and incorporates the concept of shrink-wrapped execution to greatly expedite and simplify the process. This prototype is intended to be a starting place to merging the public and non-public versions. Before it can be used by public organizations, modifications to the indemnification, an possibility other sections, will need to be agreed upon.

**(D) REGIONAL MAILING LABEL APPLICATION**

Alison Slaats, MetroGIS DataFinder Manager, is in the final stages of developing a prototype regional mailing label application that will run on top of the regional parcel dataset. The regional prototype is based upon an application initially developed by Carver County. Access to the application via the Internet will be limited to organizations that have current licenses to access the underlying parcel data. Dave Drealan, Carver County Planning Director, chairs this Workgroup. The goal is to go live with the application as soon as the Next Generation Data Sharing Agreement is in place.

**(E) INVESTIGATION OF DATA SHARING WITH UTILITIES EXPLORED**

A sample of the regional parcel dataset was delivered in early November to representatives of Xcel Energy, CenterPoint Energy Minnegasco, and the Minnesota Valley Electric Cooperative. If they agree there is merit in continuing discussion, the County Data Producer Workgroup will oversee an investigation of uses that local government might make of infrastructure data maintained by the utilities. If the conclusion is that an exchange of data would be of mutual benefit, a policy change will be pursued to allow utilities to access county produced parcel data, without fee, in return for sharing their utility facility locations aligned with the county-produced parcel data.

January 12, 2004

MetroGIS Emergency Preparedness Workgroup  
c/o Randy Knippel  
Dakota County  
14955 Galaxie Avenue West  
Apple Valley, MN 55124

**Re: Use of MetroGIS Internet server to Host GIS Emergency Preparedness Test Site.**

Dear Mr. Knippel:

The Metropolitan Council is pleased with the MetroGIS Emergency Preparedness (EP) Workgroup's development of a prototype EP Internet application to serve the seven-county metro area and, hereby, grants the Workgroup's request to run this application from the server used to support MetroGIS DataFinder. This approval is granted in accordance with the Metropolitan Council's role as primary sponsor of MetroGIS and MetroGIS's policies encouraging sharing of GIS-related resources and exploring efficient and effective ways to distribute data and applications through leveraging of related investments.

I understand that the purpose of this application is to present critical information that is in a uniform structure across the Metro Area and that aligns with other regionally-endorsed data from Emergency Preparedness professionals outside the GIS domain. In addition, I understand that the initial installation of the application will be a proof of concept, with the ultimate goal to evaluate and refine it so that its update and maintenance requirements can be integrated into the standard procedures for supporting the MetroGIS DataFinder site.

The Council will not impose a fee for this service but expects the EP Workgroup to abide by the following understandings:

1. The MetroGIS Emergency Preparedness Workgroup test site may be hosted on the DataFinder server hardware as long as the server capacity and bandwidth are not negatively affected beyond acceptable levels.
2. Limited technical support will be provided during normal business hours (8 a.m. to 5 p.m. Monday – Friday).
3. Programs and data will be loaded by Council staff. The application and all its elements (including data, AXL files, HTML and other web files, etc), as well as relevant documentation will be provided to the Metropolitan Council. The Council staff will maintain a document describing details on this application including installation procedures followed.
4. The application will use MetroGIS DataFinder datasets wherever possible and appropriate to reduce data redundancy on the MetroGIS server, and to ensure the use of the most recent data.
5. After the application has been running for 6 to 9 months, the Workgroup will co-host a forum with MetroGIS to evaluate the EP application. The forum is intended to identify desired enhancements to the underlying data and application functionality. The forum is to be attended by emergency

management content experts familiar with the application and representing all seven counties together with other individuals important to sustaining an effective solution.

6. In accordance with MetroGIS procedures for pilot projects, the Workgroup will prepare and present a written report to the Coordinating Committee, not later than the Committee's December 2004 meeting. Through this report, the EP Workgroup will document what was learned through this proof of concept effort and put forth recommendations for next steps, including but not limited to roles and responsibilities for maintenance of the website's functionality as well as currency of information content. This documentation will be posted on the MetroGIS general information website, as well as, used by the Workgroup for outreach with the EP community.
7. This arrangement will remain in effect until December 31, 2004 or until such time as the Council or the Emergency Preparedness Team terminates it, whichever comes first. Termination must be preceded by 60 (sixty) days written notice.
8. Security issues concerning access to licensed and/or "sensitive" data will be addressed as needed by Council staff with the assistance of the EP team and Dakota county staff. Requirements of the appropriate licensing agreements for licensed data used by the application will be followed. In addition, it is anticipated that evaluation of security will be part of the ongoing evaluation process and may be modified over time if necessary.
9. Dakota's and other counties' EP GIS experiences and developments and the state's "all hazard" data matrix will be utilized as a guide to help identify critical EP information needs and best known sources of reliable data to address each need.
10. To the extent permitted by applicable law, members of the Emergency Preparedness Workgroup, users of the application, and the Council agree they are responsible for their own acts and omissions arising from the provision or use of the referenced EP application. The parties understand that no warranties implied or expressed are made with respect to the availability and functionality of the site.

In the event that any issues or concerns arise, it is the Council's understanding that you are the primary contact. If you have any issues or concerns, please contact Alison Slaats, MetroGIS DataFinder Manager at 651-601-1561 or at [alison.slaats@metc.state.mn.us](mailto:alison.slaats@metc.state.mn.us).

Respectfully,

Rick Gelbmann  
GIS Manager, Metropolitan Council

cc:  
MetroGIS Policy Board  
MetroGIS Coordinating Committee  
Keith Anderson, LOGIS  
Randall Johnson, MetroGIS Staff Coordinator  
Alison Slaats, MetroGIS DataFinder Manager  
Todd Lusk, Dakota County  
Dave Brandt, Washington County  
Carla Coates, Ramsey County



**TO:** Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Information Sharing

**DATE:** January 12, 2004  
(For the Jan 28<sup>th</sup> Meeting)

**a) Professional Services Contracts – Communications and Business Planning**

- Jeanne Landkamer, a self-employed journalist, has been selected to assist MetroGIS with its communications projects in 2004, possibly through 2008. Ms. Landkamer has assisted MetroGIS in this capacity for the past three years.
- Three proposals were received in response to Request For Proposals that was published in September concerning professional services related to business and policy planning, performance measures reporting, and several special projects. As of this writing, a contract has been offered to one of the bidders.

Each of the selected proposals is consistent with the 2004 budget shared with the Policy Board at its October 2003 meeting and meets or exceeds all expectations, as outlined in the related request for proposals. MetroGIS has outsourced these and related professional services since 1998.

**b) Gopher State One Call – Concerns for New Fee Increases**

Gopher State One Call (<http://www.gopherstateonecall.org/default.asp>) (GSOC) is the one-call notification system established to inform all Minnesota underground facility operators of intended excavations. GSOC implemented a new policy of charging for all notification tickets issued, effective January 1, 2004. The networking infrastructure nurtured and maintained by MetroGIS was leveraged to identify organizations negatively affected by the changes and develop a coordinated voice to bring these concerns to the to GSCO's attention on Wednesday, January 14. A total of 22 organizations participated in this collaborative effort. The concern with new fee policy by many municipal, county, and regional government entities, is that the large majority of tickets they receive describe excavations that are nowhere near their facilities. One of the problems that leads to this over-notification is inaccurate base map data, an issue that MetroGIS could help resolve with data sharing agreements. The GSOC Board spent more than an hour discussing, with Metropolitan Council staff, billing policy changes and possible expanded use of GIS resources available in the Metro Area. The value of this information was recognized and further discussions were encouraged.

**c) Operational and Procedural Guideline Clarifications – Regional Parcel Dataset**

At its December 17<sup>th</sup> meeting the Coordinating Committee authorized modification of Item 2 in the Operational and Procedural Clarifications section of the Regional Policy Statement to clarify intent. No substantive change was involved, therefore, action is not required by the Policy Board. The original language (below) was created based on the assumption that all counties could submit updated assessment values by April of each year. Also, there would have been no updates of those assessments until the following April. As it turns out, some counties are able to provide new assessments by the April update and other counties are not. So the original language indicated that even new values are received in May, the producer should not provide them until the following April. This was not the intention. The new language clarifies the guidelines as follows:

"The quarterly update schedule will be April 1, July 1, October 1 and January 1. ~~Valuation and tax information in the Regional Parcel Dataset will be updated with the April 1 release, and will not be updated again until the following April.~~ **Valuation and tax information in the Regional Parcel Dataset will generally be updated with the April release. Counties that do not have the new assessments available by April should provide them with the next quarterly release after they are available.** Parcel geography and other attributes will be updated with each quarterly release." The complete policy statement is at [http://www.metrogis.org/data/datasets/parcels/specs\\_roles\\_resp.pdf](http://www.metrogis.org/data/datasets/parcels/specs_roles_resp.pdf).

- d) **Matrix for Status of Priority Information Needs Modified: “Looking for Stewardship” Added**  
In accordance with direction received from the Coordinating Committee at its September 17<sup>th</sup> meeting, the statement “looking for stewardship” has been added, along with a text hyperlink, at <http://www.metrogis.org/data/index.shtml> for each of the priority information needs for which work has not begun or has stalled for lack of an organization with a regional need to lead the discussions necessary to define a regional solution.
- e) **Presentations / Outreach / Studies (not mentioned elsewhere)**  
The following activities occurred since the Policy Board last met.
- Article Published in Fall Issue of GIS/LIS Newsletter
  - Metro 911 Board Initiative – Integrating GIS Technology into PSAP Operations
  - PolicyLink Forum and Recommendations – *Towards a Regional Strategy for Sustaining Community Focused GIS in the Twin Cities Metro*
  - Presentation made to Hennepin County GIS User Group about MetroGIS DataFinder

#### **Article Published in Fall Issue of GIS/LIS Newsletter**

An article summarizing MetroGIS accomplishments since the last newsletter was published in December. It can be viewed at <http://www.mngislis.org/newsletter/issue35/issue35toc.htm>.

#### **Metro 911 Board Initiative - Integrate GIS Technology into PSAP Operations**

This past fall, Randall Johnson, MetroGIS Staff Coordinator, and Mark Kotz, a member of the MetroGIS staff support team, participated in a workgroup of the Metro 911 Board’s Technical Operations Committee. The group was charged with recommending a strategy for how the Metro 911 Board should proceed with integrating GIS technology into the day-to-day work of PSAPs (Public Safety Answering Points). Refer to the attached memorandum from Nancy Pollock, Executive Director of the Metro 911 Board, for further details.

#### **PolicyLink Forum and Recommendations – Towards a Regional Strategy for Sustaining Community Focused GIS in the Twin Cities Metro**

PolicyLink, a California-based nonprofit, was retained in Spring 2003 by the Minneapolis Foundation to identify strategies to improve the GIS capacity of community-focused organizations that serve the seven-county Twin Cities Metropolitan Area. A detailed explanation of PolicyLink, their findings, and each recommendation can be viewed at <http://www.metrogis.org/recommendation.pdf>. MetroGIS is named in several of the recommendations.

The Coordinating Committee, at its December 17<sup>th</sup> meeting, considered the findings of this study. The Committee concurred that the recommendations are not asking MetroGIS or its stakeholders for anything that is not currently in MetroGIS’s work plan but also concurred that the recommendations are premature to share with the Policy Board until the specifics are more clear; in particular, those that involve access to parcel data. The Staff Coordinator was authorized to share with the Minneapolis Foundation (funded the PolicyLink project) the actions listed in the Committee’s agenda materials (Item 5j at [http://www.metrogis.org/teams/cc/meetings/12\\_17\\_03/a\\_12\\_17\\_03\\_full.pdf](http://www.metrogis.org/teams/cc/meetings/12_17_03/a_12_17_03_full.pdf)), as currently being appropriate for MetroGIS.

**Presentation made to the Hennepin County GIS Users Group about MetroGIS DataFinder.**

On January 8<sup>th</sup>, Randall Johnson, MetroGIS Staff Coordinator, and Mark Kotz, member of the MetroGIS staff support team, presented an overview of MetroGIS's functions and explained in detail those of DataFinder to the Hennepin County GIS Users Group. This presentation was in response to an inquiry from MetroGIS to each user group last summer at the request of the Policy Board. After the presentation, representatives from four local units of government in Hennepin County expressed interest in using DataFinder as a tool to advertise and distribute their geospatial data.

**f) State Geospatial Initiatives Update**

**1) Contract with Transverse Technologies (formerly Syncline) to Expand DataFinder Café Statewide**

See Agenda Item 6e. In addition, LMIC has also submitted a grant application to NASA in December seeking funds to develop a Web Coverage Service (WCS) capability that would permit clipping of raster data. This capability would expand upon the current capabilities of GeoIntegrator and MetroGIS DataFinder.

**g) Federal/National Geospatial Initiatives Update**

**1) The National Map (TNM)** – TNM is currently using four Web Mapping Services distributed via MetroGIS DataFinder. They are: Functional Class Roads, Major Highways, Hiawatha Corridor Light Rail Line, and County Boundaries.

**2) I-Teams** - The Staff Coordinator and David Arbeit, with LMIC, are serving on a MN Governor's Council on Geographic Information (GCGI) committee responsible for consolidating all of Minnesota's individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for 8 data themes are in various stages of completion. A "wrapper" is also under development that provides context for the 8 individual theme plans, as well as, a framework for an organizational mechanism to coordinate among the individual thematic plans and pursue implementation of policy and procedural modifications necessary to sustain collaboration. The target is to consolidate all of the individual I-Plans into a single document for submission to the federal Office of Management and Budget in early 2004.

**h) Summary for December 17<sup>th</sup> Coordinating Committee Meeting**

This meeting summary is posted at [http://www.metrogis.org/teams/cc/meetings/m\\_12\\_17\\_03.pdf](http://www.metrogis.org/teams/cc/meetings/m_12_17_03.pdf). Jane Harper, Washington County, and Dave Drealan, Carver County, were reelected to serve as Chairperson and Vice-Chairperson, respectively, for the coming year.

## **Update - Metropolitan 911 Board Regional GIS Project January 23, 2004**

Approximately a year ago the Metropolitan 911 Board began work on the creation and coordination of a metro area regional GIS dataset(s) that could be used to support the needs of the metro area PSAPs and the public safety agencies they serve. With the dramatic increase in wireless 911 calls it became apparent that the PSAPs need better location tools in order to properly locate all 911 callers.

Early in the process the Board identified MetroGIS as a key player in the implementation and on-going maintenance of these datasets. Several meetings were held with the MetroGIS staff. As a result of those meetings and at the direction of the Metropolitan 911 Board's Technical Operations Committee (TOC), the Board staff prepared a Request for Information (RFI) asking for recommendations from vendors and individuals who had experience in E911 GIS projects. Much of the information the Board was looking for revolved on how to leverage the regional work already done by MetroGIS and the local GIS data creators.

Based on the information received from the RFI responses, the Board staff prepared preliminary recommendations for the TOC. The TOC appointed a sub-committee to work on final recommendations for the Board. Representatives from some of the city and county government GIS departments, MetroGIS, and LOGIS were invited to be part of the sub-committee. The sub-committee met four times over a two-month period working on a final recommendation for the TOC and ultimately, the Board. The Board staff is now preparing the final recommendation documentation, which will cover these six recommendations:

1. Create a GIS Coordinator position within the Metropolitan 911 Board.
2. Work with MetroGIS, local / state government, and private GIS data providers to:
  - a. Establish E911 GIS dataset standards.
  - b. Leverage GIS work that is already being done and avoid duplication of effort whenever possible.
  - c. Establish a E911 GIS dataset error correction process.
  - d. Establish a standard E911 GIS dataset update procedure and distribution schedule.
3. Create a PSAP map display functionality standard.
4. Assist PSAPs in acquiring map display software / hardware that can utilize the standardized E911 GIS datasets.
5. Establish a GIS liaison structure at the PSAP level, similar to the current 911 Database Coordinator responsibilities.
6. Establish a standard method of error reporting for the PSAPs.

These recommendations were presented to the TOC in December. The TOC approved the recommendations for presentation to the Board. The recommendations will now be presented to the Board's Executive Committee in February and to the full Board in March.

**Meeting Summary  
MetroGIS Policy Board  
Room 1A, Metropolitan Council's Mears Park Offices  
January 28, 2004**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Gary Delaney (Carver County), Terry Schneider (AMM- City of Minnetonka), Patrice Bataglia (Dakota County), William Brown for Randy Johnson (Hennepin County), Bob Vogel (Scott County), Victoria Reinhardt (Ramsey County), Jane Harper for Dennis Hegberg (Washington County), Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Jim Kordiak (Anoka County) and Gary Schiff (AMM-City of Minneapolis).

Coordinating Committee Members Present: Will Craig, Rick Gelbmann, Randy Knippel, and David Claypool.

Visitors: Curt Peterson (Ramsey County), Carla Coates (Ramsey County), Bernadette Lantz (Washington County), Dorothy McClung (Ramsey County), Chris Samuel (Ramsey County), Frank Zobitz (Ramsey County), Pat Boeckman (Scott County), and Dan Pfeffer (Scott County).

Support Staff: Randall Johnson, Kathie Doty (Richardson, Richter & Associates, Inc.) and Steve Fester.

**2. ACCEPT AGENDA**

Member Johns moved and Member Fiskness seconded to accept the agenda as submitted. Motion carried, ayes all. (*Note: During the meeting, Item 5e was moved up to follow 5a.*)

**3. MEETING SUMMARY**

Member Bataglia moved and Member Harper seconded to approve the summary of the October 29, 2003 meeting as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION: Improving Information Access Efficiencies with GIS - Scott County's Story**

Member Vogel introduced Pat Boeckman, Scott County Recorder, and Dan Pfeffer, Scott County GIS Manager, to explain how Scott County has used GIS technology to improve its internal processes related to how the Recorder, Assessor and Surveyor offices manage maintenance and distribution of data, as well as, the efficiencies the county has realized, and improved service its customers are realizing due to these improvements. (An Adobe PDF version of the PowerPoint presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/012804/index.shtml>.)

Prior to 2000, none of the county's core data management systems were integrated. Now, data from these 15 or so systems can be obtained via a single web-based application – the user no longer has to request the information (if they even knew who to ask) from multiple departments. It was noted that the current one-stop application was implemented without changing any current data management practices other than adding a PIN to documents (plats, deeds, etc.) that are currently being scanned as matter of standard practice. The speakers estimated that it now takes about 2 weeks for the time a land records document, such as a plat, is recorded until it can be accessed via this web application. The County's next step will be take an enterprise approach to evaluating its data holdings and assigning roles to specific departments to management specific data to eliminate as many of the current duplicative management practices as possible.

Member Vogel commented that the availability of this application is greatly streamlining the county's development review process, the keys being that developers are now required to submit their plans in electronic form and in county coordinates and the integrating power of GIS technology is used to quickly evaluate major deficiencies/issues with proposed plans.

The speakers noted that the Scott County GIS Users Group played a significant role in providing a vehicle to communicate the availability of this application to government users and, just as importantly, to the real estate/appraiser community as well. As a result, the number of calls fielded by county staff has dropped, even though the County is experiencing rapid growth. In addition, calls that are fielded can usually be dealt with more efficiently by staff using the web site as a resource.

In response to a question from a manager with another county, the speakers shared that Scott County does not have a history of significant revenue from data sales. About \$10,000 is the maximum that has been realized, so it was not a difficult sell to obtain Board permission to implement policies that emphasized improved customer service as opposed to generating revenue. Their experience, thus far, is that sales have remained essentially the same but that the staff resources to respond to data questions have dropped substantially.

Another question about how Scott County deals with property-related searches/queries by property owner name spawned a discussion of options and appropriate policy. Scott County's current policy is to permit searches by name, and although they have had few complaints, are considering a reporting scheme that would list the name only under specified circumstances.

Chairperson Reinhardt thanked the speakers for sharing Scott County's experience with the Board.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) 2003 Accomplishments and Annual Report**

Staff Coordinator Johnson summarized the materials provided in the agenda packet. A few minor modifications were offered concerning syntax matters in the Milestones article and to correct an incorrect reference to a member's organizational affiliation, which staff agreed to pass along the editor.

Schneider moved and Johns seconded to approve the 2003 Annual Report with the cited modifications. Motion carried, ayes all.

### **d) 2003 Performance Measurement Report and Recommendations**

Coordinating Committee Chairperson Harper summarized the Committee's recommendation that the Policy Board approve the proposed 2003 MetroGIS Performance Measurement Report and introduced Kathie Doty, MetroGIS staff consultant with Richardson, Richter & Associates, Inc., to summarize the findings and recommendations.

Ms. Doty reminded the Board that this is the second such report since it adopted a Performance Measurement Plan in April 2002 and summarized the major findings. She reiterated that the goal is to monitor results and adjust policies and procedures as necessary to successfully achieve endorsed objectives.

Chairperson Reinhardt commented on the importance of the baseline information contained in this report to monitoring trends important to MetroGIS's success and thanked staff for producing this report. She commented that some of these measures are not easy to calculate, but nevertheless are important to understanding dynamics needed to effectively achieve desired outcomes.

Coordinating Committee Chairperson Harper commented on the importance of testimonials to gain a better understanding about how organizations are benefiting from MetroGIS's efforts. She used the example of how the existence of the Regional Planned Land Use dataset made it possible for her to

respond quickly to a request earlier in the week that would not have been possible in its absence, providing a substantive benefit not only to her but also to the requester. She encouraged others to think about similar experiences where MetroGIS's existence is making a difference.

Chairperson Reinhardt, recounted a major benefit that occurred a few years ago involving the Metropolitan Mosquito Control District and its need to rapidly notify property owners of a LaCrosse Encephalitis outbreak. The notification took 4 hours, instead of a week or more, due to the availability of the regional parcel dataset.

Fiskness moved and Delaney seconded to accept the findings and conclusions presented in the 2003 MetroGIS Performance Measurement Report and approve the follow-up actions:

- a) Continue outreach activities to increase awareness and understanding of tools and processes available through MetroGIS; in particular, the availability of DataFinder as a "one-stop" tool for producers to advertise and disseminate geospatial data.
- b) Continue to investigate ways to measure efficiencies gained by data producers from MetroGIS tools and processes.
- c) Continue to work with GIS stakeholders to assess the net benefit of the MetroGIS approach to coordination and collaboration.

#### **b) 2004 Budget**

Coordinating Committee Chairperson Harper summarized the Committee's recommendation to approve the 2004 MetroGIS budget allocations as presented in the Board's agenda materials. She noted that the proposed allocations had not changed since a draft was shared with the Board in October. She also noted that the detailed budget allocations were included in the packet for the Board's information.

Member Delaney noted that the largest change from 2003 to 2004 was in the funds targeted for support of DataFinder and asked for clarification. The Staff Coordinator commented that the reduction is due to the pending partnership with the Mn Land Management Information Center to integrate DataFinder with the State's GeoIntegrator and share the support costs.

Bataglia moved and Vogel seconded to approve the 2004 MetroGIS budget allocation document included in the agenda materials and dated December 18, 2003. Motion carried, ayes all.

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Johns moved and Fiskness seconded to approve the Major 2004 MetroGIS Program Objectives as presented in the agenda materials, subject to receiving the funding requested of the Metropolitan Council. Motion carried, ayes all.

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Craig concluded his remarks with a recommendation that MetroGIS work with the producers of three datasets – county birth and death records, United Way’s First Call For Help, and county social services records – to determine the feasibility of implementing a few one-time data reporting changes that could markedly improve the data’s usability to address cited priority information needs. Special reports are currently being generated that include the formats sought by the workgroup. The goal would be to “hard code” these formats through a one-time project which would result in times savings for all affected parties.

Member Bataglia mentioned that she is aware of a couple data sources that are not listed in the workgroup’s Phase I report. Craig responded that the workgroup, although its members brought quite diverse expertise and knowledge to the project, admitted they were concerned that some sources of data could have been missed and for this reason proposed testing the resources page and seeking constructive feedback before offering it as an endorsed regional solution. Staff noted that they would follow-up with Member Bataglia and forward the sources along to the workgroup to consider as they refine the site.

A question from Member Bataglia, asking for clarification about the connection between MetroGIS and socioeconomic data, resulted in a wide ranging discussion about how MetroGIS initially established the common information needs of the broad MetroGIS community; the role of summary geography to map and analyze socioeconomic data in conjunction with other geospatial data, such as parcels and jurisdictional boundaries; MetroGIS’s workgroup staffing model that leverages the talents of motivated people within organizations that have a business need to address initiatives launched by MetroGIS to address recognized common priority needs; how priorities are set for allocating MetroGIS’s available resources, and the Staff Coordinator’s role as principally a project manager relative to support of workgroup activities as opposed to a content lead.

Member Schneider commented that the traditional priority setting process works when staffing is clearly defined. MetroGIS, by necessity, uses a different model because of the need to facilitate a coordinated approach, which he supports. He also commented that the process is not linear as it might be in a more traditional setting, in that, as protocols are worked out by one workgroup benefits are often realized in other areas.

Member Johns noted that she strongly supported the recommendation because school, as service provides, have been waiting a long time for this type of one-stop tool to readily access socioeconomic data. She commented that the investment of time that is currently required to gather this information on their own is often times not justified so they go without. Member Vogel asked for clarification that the recommendation will not effectively set scale of summary geographies expectations that are inconsistent with Data Practices policies. Craig stated that the recommendation would not set such expectations.

Schneider moved and Fiskness seconded to ratify the following actions pertaining to MetroGIS’s solution for its Socioeconomic Characteristics of Areas Information Need:

- a) Authorize, as a Phase I regional solution, implementing the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and direct identification of a custodian and responsibilities to ensure the currency of the information presented on this site.
- b) Pursue modifications to existing datasets related to *County social service records, First Call for Help, and county birth and death records* to enhance their usability and better address priority common socioeconomic information needs identified by the MetroGIS community, and

- c) Direct the Coordinating Committee to pursue negotiations with the respective producers of the three named existing datasets to achieve the desired enhancements.

Motion carried, ayes all.

**f) GIS Data Sharing Agreements with Counties – Adoption Status**

Chairperson Reinhardt summarized the current expectations for the agreements. She proceeded to ask if there were any items in the proposed agreements that are causing any concerns. Brown replied that there is a license-related issue at Hennepin County that should be resolved within the next week. No other concerns were raised.

**6. MAJOR PROJECT UPDATES (See the agenda materials for more information)**

Randy Knippel updated the Board on the activities of the Emergency Preparedness workgroup. He reported that a duplication of data capture methods has already been found that will soon be eliminated. The prototype Emergency Preparedness Internet data distribution website is ready to "go live" soon. The group will also be submitting an article for the next Emergency Preparedness newsletter.

Knippel also mentioned that outreach efforts are planned, including a recent presence at a Governor's Symposium, with an opportunity to coordinate with Minnesota Public Safety Commissioner Rich Stanek. Furthermore, the National Stockpile program was noted as a convenient way to organize the GIS community to assist in these efforts.

Member Schneider asked about tapping into federal funding for work on Emergency Preparedness activities. He suggested that once the availability of the data is recognized, we should be well-positioned to obtain funding due to the organization that is in place, and our ability to demonstrate GIS capabilities.

Member Bataglia stated that she attended a Governor's Symposium on Emergency Preparedness in January. She noted that discussion about GIS's role was missing and that she will encourage participation next year to encourage collaboration. The Emergency Preparedness workgroup, in conjunction with the Governor's Council Emergency Preparedness workgroup, will be hosting a booth and presenting a 90-minute session at the 39<sup>th</sup> Annual Governor's Conference on Homeland Security, March 2-4.

**7. INFORMATION SHARING**

Chairperson Reinhardt asked the members to review on their own the information items presented in the agenda packet.

**8. NEXT MEETING**

April 28, 2004. Chairperson Reinhardt reminded the group that the election of officers would be held at that time. She also suggested that the elections be moved to the January meeting beginning in 2005. There were no objections.

**9. ADJOURN**

The meeting concluded at 9:15 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



## Policy Board Members:

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Patrice Bataglia,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Antoinette Johns,  
TIES

Randy Johnson,  
Hennepin County

Gary Schiff,  
City of Minneapolis  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Bob Vogel,  
Scott County

Tony Pistilli,  
Metropolitan Council

## Coordinating Committee

Jane Harper,  
Chairperson  
Washington County

Dave Drealan,  
Vice-Chairperson  
Carver County

## Staff Coordinator

Randall Johnson,  
Metropolitan Council

**Wednesday, April 28, 2004**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

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| <b>1. Call to Order</b>   |             |
| <b>2. Accept Agenda</b>   |             |
| <b>3. Accept Meeting Summary</b>  |             |
| a) January 28, 2004   | action 1    |
| <b>4. Metropolitan 911 Board / MetroGIS Collaboration</b>   | 6           |
| <i>GIS Initiative To Integrate GIS Into Day-To-Day Operations Of<br/>27 Metro Area Public Safety Answering Points (PSAPs)</i> |             |
| <b>5. Action/Discussion Items</b>   |             |
| a) Election of Officers   | action 7    |
| b) 2005 MetroGIS Funding Request and Budget   | action 9    |
| <b>6. Major Activity Update</b>   | 19          |
| a) County Data Producer Workgroup   |             |
| • Collaborative Parcel Data Distribution Strategy – Non-Government Access   |             |
| • Regional Mailing Label Application  |             |
| • Data Sharing Initiative With Utilities  |             |
| b) Priority Common Information Need Solutions   |             |
| c) Enhancements to MetroGIS DataFinder / Coordination with MN GeoIntegrator   |             |
| d) GIS Data Sharing Agreements with Counties –Adoption Status   |             |
| <b>7. Information Sharing</b>   | 23          |
| a) 2004 TOP Grant – Letter of Support and Assistance with Grant Writing Fee   |             |
| b) Fall 2004 Strategic Planning Workshop  |             |
| c) Outreach Activities  |             |
| d) Related State Geospatial Data Initiatives Update   |             |
| e) Related Federal/National Geospatial Data Initiatives Update  |             |
| f) March 31 <sup>st</sup> Coordinating Committee Meeting Minutes  | 29          |
| <b>8. Next Meeting</b>  |             |
| July 28, 2004   |             |
| <b>9. Adjourn</b>   |             |

## Mission Statement

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

**Meeting Summary  
MetroGIS Policy Board  
Room 1A, Metropolitan Council's Mears Park Offices  
January 28, 2004**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Gary Delaney (Carver County), Terry Schneider (AMM- City of Minnetonka), Patrice Bataglia (Dakota County), William Brown for Randy Johnson (Hennepin County), Bob Vogel (Scott County), Victoria Reinhardt (Ramsey County), Jane Harper for Dennis Hegberg (Washington County), Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Jim Kordiak (Anoka County) and Gary Schiff (AMM-City of Minneapolis).

Coordinating Committee Members Present: Will Craig, Rick Gelbmann, Randy Knippel, and David Claypool.

Visitors: Curt Peterson (Ramsey County), Carla Coates (Ramsey County), Bernadette Lantz (Washington County), Dorothy McClung (Ramsey County), Chris Samuel (Ramsey County), Frank Zobitz (Ramsey County), Pat Boeckman (Scott County), and Dan Pfeffer (Scott County).

Support Staff: Randall Johnson, Kathie Doty (Richardson, Richter & Associates, Inc.) and Steve Fester.

**2. ACCEPT AGENDA**

Member Johns moved and Member Fiskness seconded to accept the agenda as submitted. Motion carried, ayes all. (*Note: During the meeting, Item 5e was moved up to follow 5a.*)

**3. MEETING SUMMARY**

Member Bataglia moved and Member Harper seconded to approve the summary of the October 29, 2003 meeting as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION: Improving Information Access Efficiencies with GIS - Scott County's Story**

Member Vogel introduced Pat Boeckman, Scott County Recorder, and Dan Pfeffer, Scott County GIS Manager, to explain how Scott County has used GIS technology to improve its internal processes related to how the Recorder, Assessor and Surveyor offices manage maintenance and distribution of data, as well as, the efficiencies the county has realized, and improved service its customers are realizing due to these improvements. (An Adobe PDF version of the PowerPoint presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/012804/index.shtml>.)

Prior to 2000, none of the county's core data management systems were integrated. Now, data from these 15 or so systems can be obtained via a single web-based application – the user no longer has to request the information (if they even knew who to ask) from multiple departments. It was noted that the current one-stop application was implemented without changing any current data management practices other than adding a PIN to documents (plats, deeds, etc.) that are currently being scanned as matter of standard practice. The speakers estimated that it now takes about 2 weeks for the time a land records document, such as a plat, is recorded until it can be accessed via this web application. The County's next step will be take an enterprise approach to evaluating its data holdings and assigning roles to specific departments to management specific data to eliminate as many of the current duplicative management practices as possible.

Member Vogel commented that the availability of this application is greatly streamlining the county's development review process, the keys being that developers are now required to submit their plans in electronic form and in county coordinates and the integrating power of GIS technology is used to quickly evaluate major deficiencies/issues with proposed plans.

The speakers noted that the Scott County GIS Users Group played a significant role in providing a vehicle to communicate the availability of this application to government users and, just as importantly, to the real estate/appraiser community as well. As a result, the number of calls fielded by county staff has dropped, even though the County is experiencing rapid growth. In addition, calls that are fielded can usually be dealt with more efficiently by staff using the web site as a resource.

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Another question about how Scott County deals with property-related searches/queries by property owner name spawned a discussion of options and appropriate policy. Scott County's current policy is to permit searches by name, and although they have had few complaints, are considering a reporting scheme that would list the name only under specified circumstances.

Chairperson Reinhardt thanked the speakers for sharing Scott County's experience with the Board.

## **5. ACTION AND DISCUSSION ITEMS**

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Coordinating Committee Chairperson Harper summarized the Committee's recommendation that the Policy Board approve the proposed 2003 MetroGIS Performance Measurement Report and introduced Kathie Doty, MetroGIS staff consultant with Richardson, Richter & Associates, Inc., to summarize the findings and recommendations.

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Fiskness moved and Delaney seconded to accept the findings and conclusions presented in the 2003 MetroGIS Performance Measurement Report and approve the follow-up actions:

- a) Continue outreach activities to increase awareness and understanding of tools and processes available through MetroGIS; in particular, the availability of DataFinder as a "one-stop" tool for producers to advertise and disseminate geospatial data.
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Coordinating Committee Chairperson Harper summarized the Committee's recommendation to approve the 2004 MetroGIS budget allocations as presented in the Board's agenda materials. She noted that the proposed allocations had not changed since a draft was shared with the Board in October. She also noted that the detailed budget allocations were included in the packet for the Board's information.

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Bataglia moved and Vogel seconded to approve the 2004 MetroGIS budget allocation document included in the agenda materials and dated December 18, 2003. Motion carried, ayes all.

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Coordinating Committee Chairperson Harper summarized the Committee's recommendation to approve the 2004 Major Program Objectives presented in the agenda materials. She noted that they had not changed since a draft was shared with the Board in October. She noted that the detailed work plan to achieve these objectives was included in the packet for the Board's information. No comments were offered.

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- c) Direct the Coordinating Committee to pursue negotiations with the respective producers of the three named existing datasets to achieve the desired enhancements.

Motion carried, ayes all.

**f) GIS Data Sharing Agreements with Counties – Adoption Status**

Chairperson Reinhardt summarized the current expectations for the agreements. She proceeded to ask if there were any items in the proposed agreements that are causing any concerns. Brown replied that there is a license-related issue at Hennepin County that should be resolved within the next week. No other concerns were raised.

**6. MAJOR PROJECT UPDATES (See the agenda materials for more information)**

Randy Knippel updated the Board on the activities of the Emergency Preparedness workgroup. He reported that a duplication of data capture methods has already been found that will soon be eliminated. The prototype Emergency Preparedness Internet data distribution website is ready to "go live" soon. The group will also be submitting an article for the next Emergency Preparedness newsletter.

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**7. INFORMATION SHARING**

Chairperson Reinhardt asked the members to review on their own the information items presented in the agenda packet.

**8. NEXT MEETING**

April 28, 2004. Chairperson Reinhardt reminded the group that the election of officers would be held at that time. She also suggested that the elections be moved to the January meeting beginning in 2005. There were no objections.

**9. ADJOURN**

The meeting concluded at 9:15 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** Policy Board

**FROM:** Nancy Pollock - Executive Director, Metropolitan 911 Board  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** **Metropolitan 911 Board / MetroGIS Collaboration**  
*Initiative To Integrate GIS Into Day-to-Day Operations Of 27 Metro Area PSAPs*

**DATE:** April 14, 2004  
*(For the April 28<sup>th</sup> Meeting)*

## INTRODUCTION

Nancy Pollock, Executive Director for the Metropolitan 911 Board, and Pete Eggimann, the Board's Technical Operations Director, have accepted an invitation to update the Policy Board on an ambitious initiative to integrate, in a coordinated manner, GIS technology into the day-to-day operations of the 27 Public Safety Answering Points (PSAPs) that serve the seven-county, Twin Cities Metropolitan Area and the role they envision MetroGIS playing in this exciting initiative.

## PROJECT OVERVIEW

On March 10<sup>th</sup>, the Metropolitan 911 Board authorized the project. This GIS-based project is necessary to effectively dispatch emergency services where wireless communications devices are involved.

The key components of the Board's project are as follows (*a detailed report is available as a separate document*):

1. Create an E911 GIS Coordinator position within the Metropolitan 911 Board. (*Advertised the week of April 19.*)
2. Work with MetroGIS, local / state government, and private GIS data providers to:
  - a. Establish E911 GIS dataset standards.
  - b. Leverage GIS work that is already being done and avoid duplication of effort whenever possible.
  - c. Establish an E911 dataset error correction process.
  - d. Establish a standard E911 dataset update procedure and schedule.
3. Create a PSAP map display functionality standard.
4. Assist PSAPs in acquiring map display software / hardware that can utilize the standardized E911 GIS datasets.
5. Establish a GIS liaison structure at the PSAP level, similar to the current MSAG Coordinator responsibilities.
6. Establish a standard method of E911 dataset error reporting for the PSAPs.

The immediate next steps involve hiring the E911 GIS Coordinator and providing the PSAPs with E911 GIS datasets that can be used to locate all types of 911 callers, regardless of the technology used to make the call. This involves the creation of new GIS datasets that match the traditional regional Master Street Address Guide (MSAG) and E911 location database maintained by the telephone companies.

## IMPACT

When fully implemented, all of the metropolitan area PSAPs will be able to accurately locate 911 callers, incident locations, and emergency responders (when properly equipped). The PSAPs will have this ability even when the location in question is outside of their immediate jurisdictional boundary. This ability will allow for faster, more accurate emergency responses than are currently possible, making better use of the limited public safety resources and the associated tax dollars. This ability will make multi-jurisdictional incidents easier to identify and manage. Regional coordination and maintenance of the E911 datasets will be significantly less expensive than if each individual PSAP jurisdiction maintained the same level of detail and accuracy on their own.

## LEVERAGING METROGIS'S EFFORTS

The speakers were instrumental in shaping a policy that allows the Metropolitan 911 Board to leverage the collaborative achievements MetroGIS has made in meeting common information needs with regional data solutions, and supporting a forum for knowledge sharing among interests, both of which are important to the success of its new GIS initiative. MetroGIS staff assisted the Board with its Request for Information and participated on its workgroup that formulated the approved strategy. Board staff are likewise participating on MetroGIS's Address Workgroup, whose work has substantial implications for both the Board and MetroGIS.

## RECOMMENDATION

No action requested.



**TO:** MetroGIS Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Election of Policy Board Officers

**DATE:** April 8, 2004  
(For the Apr 28th Meeting)

## **INTRODUCTION**

The Policy Board's operating guidelines call for the annual election of a chair and vice-chair. Commissioners Victoria Reinhardt and Jim Kordiak were elected as chair and vice-chair, respectively, on April 30, 2003. Both have indicated they are open to continuing to serve if that is the preference of the Board.

The Board is respectfully requested to elect its officers for 2004. A roster of the current Policy Board membership is attached.

## **BACKGROUND**

1. Member Reinhardt has served as chair since May 28, 1997. Member Kordiak has served as vice-chair since April 2001.
2. The operating guidelines do not impose a term limit.
3. The roles and responsibilities of the MetroGIS chair and vice-chair are as follows:
  - a) Article II; Section 8 states "The Board shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Board and perform the usual duties of Chair and such other duties as may be described by the Board from time to time. The Chair shall serve until his or her successor is duly elected".
  - b) Article II; Section 9 states "The Board shall annually elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act and shall serve until his or her successor is duly elected".

## **RECOMMENDATION**

That the MetroGIS Policy Board elect a chair and vice-chair for 2004.

Policy Board Members  
April 2004

<b>Member last</b>	<b>Member first</b>	<b>Represents</b>	<b>Begin date</b>
Bataglia	Patrice	Dakota Co.	January 2003
Delaney	Gary	Carver Co.	January 2003
Fiskness	Conrad	MAWD	January 1997
Hegberg	Dennis	Wash. Co.	January 2003
Johns	Toni	TIES	September 1998
Johnson	Randy	Hennepin Co.	January 1997
Kordiak	Jim	Anoka Co.	January 2000
Pistilli	Tony	Metropolitan Council	April 2003
Reinhardt	Victoria	Ramsey Co.	January 1997
Schiff	Gary	AMM (Minneapolis)	March 2002
Schneider	Terry	AMM (Minnetonka)	January 1997
Vogel	Bob	Scott Co.	January 2003



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Jane Harper  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2005 MetroGIS Funding Request and Budget

**DATE:** April 15, 2004  
(For the Apr. 15th Meeting)

### INTRODUCTION

The Coordinating Committee is seeking Policy Board approval of the preliminary 2005 MetroGIS funding proposal presented below for submission to the Metropolitan Council to consider as a component of its 2005 budget. These support resources would sustain the three current core services provided by MetroGIS (Attachment A) and should be sufficient to satisfactorily address anticipated project needs in 2005. In short, 3 FTEs for staff support and \$86,000 in non-staff project funding are requested.

Given the current atmosphere of fiscal austerity, Council management is unlikely to approve an increase in total resources allotted to any Council-supported program, hence this proposal seeks to continue the current level of support for MetroGIS. The manner in which the approved resources are allocated among specific MetroGIS budget line items remains the Policy Board's decision.

An overview of anticipated 2005 project expenses is provided in the Reference Section and the assumptions used to construct this proposal are outlined on the following page. Attachment B provides the proposed 2005 line item allocations for the \$86,000 in requested non-staff project funding.

### COORDINATING COMMITTEE CONSIDERATION

On March 31<sup>st</sup>, the Coordinating Committee unanimously accepted the preliminary 2005 MetroGIS budget presented in Attachment B and unanimously recommended that the Policy Board approve it for submission to the Metropolitan Council to consider as part of its 2005 budget deliberations.

*Note: To comply with the Metropolitan Council's internal budget preparation deadlines, staff forwarded the proposed preliminary budget request to Council management following acceptance by the Coordinating Committee.*

### 2005 METROGIS BUDGET PROPOSAL

The information presented in the following table is a generalized summary of the budget specifics presented in Attachment B.

MetroGIS Funding Sources	2003 Approved		2004 Approved		2005 Requested	
<b>Metropolitan Council</b>						
Staff (3.0 FTE)		213,000		\$200,000		\$206,000
Non—staff project support funding		100,500		\$86,000		\$86,000
<i>Data Maintenance Agreements and Data Quality/Access Enhancements</i>	\$50,000		\$50,000		\$50,000	
<i>DataFinder Enhancements/Support</i>	\$24,750		\$12,500		\$7,500	
<i>Other Non-Staff Operating Expenses</i>	\$25,750		\$23,500		\$28,500	
<b>Subtotal</b>		\$313,500		\$286,000		\$292,000
<b>Other</b>		\$22,000		\$16,000		\$0
<b>Grand Total</b>		\$335,500		\$302,000		\$292,000

## **METROGIS BUDGET LINE ITEM CHANGES FROM 2004 TO 2005**

Major changes from the 2004 budget line items include:

- 1) An increase of \$21,000, to a total of \$22,000, for currently undesignated projects to address common information needs. These funds were allocated to the counties in 2004 for improvements to the Regional Parcel Dataset.
- 2) An increase of \$7,000, to a total of \$26,500, for outsourced professional services – performance measures analysis and reporting, participant satisfaction monitoring, strategic planning, outreach/communications.
- 3) A reduction of \$4,500, to a total of \$8,000, to support ongoing maintenance and improvements to DataFinder.
- 4) A reduction of \$1,500, to a total of \$500, to facilitate regionwide users groups/forums.

## **MAJOR ASSUMPTIONS**

1. The Metropolitan Council will approve project funding adequate to support MetroGIS's core functions.
2. Any substantive changes in policy that involve additional resources agreed upon as part of the Business Plan Update process slated to begin in fall 2004 would need to be addressed in future budget proposals and/or through partnerships or grants.
3. An agreement will be in place with each of the seven counties to maintain access, without fee, by government and academic interests to parcel data.
4. Agreed upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
5. A partnership with LMIC will be in place to share the expenses associated with supporting DataFinder. If not, funds allocated for improvements in DataFinder functionality would be kept in reserve in the event assistance is required to fix any problems that may arise.

Other pertinent information that guided this proposal, together with these assumptions, are presented in the Reference Section.

## **RECOMMENDATION**

That the Policy Board:

- 1) Review and comment on the MetroGIS core functions/services proposed for 2005 (Attachment A).
- 2) Review and comment on the proposed preliminary budget allocations for 2005 (Attachment B).
- 3) Direct staff to forward MetroGIS's 2005 budget request – 3 FTEs and \$86,000 in non-staff project funding -- to the Metropolitan for its approval.

## REFERENCE SECTION

Assumptions and background information used to craft MetroGIS's 2005 budget proposal are as follows:

### 1. Regional Data Solutions:

- Implementation of regional data solutions for the Highway and Road Networks, Existing Land Use, Lakes and Wetlands, Watershed and School District Jurisdictional Boundaries, Emergency Preparedness, and Phase I-Socioeconomic Information Needs should be completed in 2004 and, if not, these solutions are expected to require staff resources, as opposed to out-of-pocket expenses, to complete.
- Any funding that might be needed to implement enhancements to the Regional Parcel Dataset, as identified in spring 2004, will be financed via the 2004-2008 GIS Data Sharing Agreement with the counties.
- A peer review forum is planned for fall 2004 to identify desired enhancements to the TLG Street Centerline dataset. If any of these enhancements are deemed to be priorities for the MetroGIS community but are outside of the TLG's internal business need and/or their available resources, funding as a regional GIS project in 2005 would be an option (see item 6 below).

### 2. DataFinder:

- A partnership is expected to be in place with LMIC in 2004 to share the costs of implementing several enhancements to DataFinder and sharing its support.
- \$5,000 is allocated for enhancements to DataFinder. If a partnership with LMIC is not in place, these funds would be held in reserve to pay for known and unexpected maintenance expenses.
- A forum is planned for fall 2004 to encourage increased use of DataFinder by users and producers. Identification of any desired enhancements will not be a purpose of this forum, as the enhancements obtained through the partnership with LMIC likely will have just been implemented.

### 3. Forum for Sharing Knowledge and Promoting Use of Best Practices:

- Maintain the same level of support as planned for 2004.

### 4. Business Planning and Performance Monitoring

MetroGIS's Business Plan is proposed to be updated in 2005. The Coordinating Committee workshop scheduled for fall 2004 will serve as the official beginning of the effort. A Business Plan Update is needed to guide MetroGIS's efforts as it transitions from building regional solutions to primarily managing policies and programs that it has promoted. The professional services contract in place with Richardson, Richter and Associates, Inc. (RRA) assumes \$5,000 additional funding in 2005 than in 2004 to compensate for this proposed additional effort.

### 5. Regional GIS Projects – Priority Data Quality and Access Enhancements:

- **General:** Item I-2(a) in the adopted MetroGIS budget provides \$50,000 in 2004 to foster collaborative solutions to priority common information needs. Since 1996, the Metropolitan Council has agreed to permit MetroGIS to budget from \$50,000 to \$75,000, annually, for such projects even though in most cases the specifics were unknown at the time of budget approval. In 2004, all but \$1,000 of the \$50,000 available has been allocated to implementing enhancements to the regional parcel dataset via the GIS Data Sharing Agreements with the seven counties.
- **Parcel Data Stewardship:** In 2005-2008, the GIS data sharing agreements with the seven counties account for a total of \$28,000; funding that will come from this line item, resulting in \$22,000 per year for yet to be defined projects.
- **Other Possible Projects:**
  - The Address Workgroup is expected to identify a preferred data content standard as well as desired custodian roles and responsibilities to minimize redundancies that are currently occurring across the Metro Area regarding assignment and maintenance of address data. The Metropolitan 911 Board has approved a project that has, at its core, the objectives of improved consistency and access to current, complete address data. As address data are also key components to the solutions of several of MetroGIS's priority information needs, MetroGIS should consider providing funding to leverage and supplement the 911 Board's resources, as necessary, to address-related needs of the broader MetroGIS community. ***Discussion topic as the issues and opportunities are better understood.***
  - The Phase II Socioeconomic Information Need solution might involve acquisition of data from non-government sources that could involve a fee. If such a solution is found to be in the best interests of MetroGIS's participants, funds to pilot and/or foster a cost share effort with others should be among the options considered. ***Discussion topic as the issues and opportunities are better understood***
  - Enhancements to the TLG Street Centerline Dataset (see 3<sup>rd</sup> bullet under Item 1). ***Discussion topic as the issues and opportunities are better understood***

## ATTACHMENT A

### METROGIS'S Core Services, Component Functions, and Operational Status (Proposed language updates – 2004-2005 Strategic Planning Update)

As a component of the pending MetroGIS Business Plan Update project, reorganization of MetroGIS's currently supported functions is proposed to intuitively align them with the currently acknowledged three core MetroGIS functions. **This activity does not assume any changes to current policy, just an update of service descriptions and manner in which organized.**

Core Services <sup>1</sup> (Component Functions <sup>2</sup> )	Current Priority Category <sup>3</sup>	2004 Work Plan Status	2005 Budget Line Item
<b>1. Facilitate Regional Solutions (Data, Applications &amp; Best Management Practices) To Common Information Needs</b>			<b>Yes</b>
Promote and endorse voluntary policies, which foster coordination of GIS among the region's organizations. <b>WHERE DOES THIS BEST FIT – CAPTURE IN THIS CORE SERVICE STATEMENT OR 3a?</b>	Mission Critical	Ongoing	?
a Identify unmet GIS needs with regional significance and act on these needs.	Mission Critical	Partially complete and ongoing	yes
b Develop and endorse standards for GIS data content, data documentation, and data management for regional datasets <i>(Policy)</i> .	Mission Critical	Partially complete and ongoing	yes
c Promote collaborative funding of pilot projects that meet regional needs.	Funded Support - Important but not critical	Ongoing	yes
d Create and maintain datasets for MetroGIS based on identified priorities (i.e., to address the 13 priority information needs endorsed by the Policy Board as having regional significance). <i>(Implementation-data)</i>	Partnered Support:	Partially complete and ongoing	yes
Conduct research to meet common regional GIS needs (i.e., data policy, distribution, etc).	Selectively Desirable:	<i>Component of 1(d)</i>	no
e Facilitate data sharing agreements and licensing among MetroGIS stakeholders. <i>(Implementation-data)</i>	Mission Critical	Ongoing	yes
f Help promote development and exchange of GIS applications and procedures that serve GIS needs. <i>(Implementation-applications)</i> <b>(?Clarify to apply to “common” GIS needs?)</b>	Partnered Support:	Ongoing	yes

Core Services <sup>1</sup> (Component Functions <sup>2</sup> )		Current Priority Category <sup>3</sup>	2004 Work Plan Status	2005 Budget Line Item
	Develop master contracts for regional GIS projects, when appropriate.	Selectively Desirable:	No activity	No – component of 1 (d-f)
	Endorse standards for telecommunication protocol and networks. (a.k.a.: Create guidelines for getting electronic access to the information that is being shared)	Selectively Desirable:	No activity	No – component of 1(d-f)
<b>2. Maintain Data Search and Retrieval Mechanism (DataFinder)</b>				<b>Yes</b>
a	Provide a directory of regionally endorsed geospatial data ( <i>and other GIS data available</i> ) within region and a mechanism for search and retrieval of GIS (these) data (a.k.a.: maintain and enhance DataFinder). The goal is to provide a single Internet point of contact to search and retrieve geospatial data.	Mission Critical	Operational and ongoing	Yes
b	Promote filling gaps in metadata based on identified regionally significant data priorities.	Funded Support - Important but not critical	Ongoing	yes
c	Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS.	Selectively Desirable:	Minimal activity	yes
<b>3. Maintain A Forum For Sharing Knowledge &amp; Foster Collaboration/Partnering Opportunities In The Area Of GIS</b>				<b>Yes</b>
	Market MetroGIS data and products. <b>REPLACE WITH THE NEXT ITEM?</b>	See note <sup>4</sup>	Ongoing	No – propose to combine with 3(a)
a	<del>Promote and endorse voluntary policies, which foster coordination of GIS among the region's organizations. (??REPHRASE to “Foster coordination of GIS activities among the region's organizations through promoting understanding and use of data, applications, and best practices endorsed by MetroGIS”.)</del>	Mission Critical	Ongoing	yes
b	Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities.	Funded Support - Important but not critical	Ongoing	yes
c	Maintain MetroGIS website ( <a href="http://www.metrogis.org">http://www.metrogis.org</a> ).	Funded Support - Important but not critical.	Operational and ongoing	yes
d	Publish MetroGIS newsletter. <sup>5</sup>	Selectively Desirable:	Annual Report & GIS/LIS Newsletter	yes

<b>Core Services<sup>1</sup> (Component Functions<sup>2</sup>)</b>		<b>Current Priority Category<sup>3</sup></b>	<b>2004 Work Plan Status</b>	<b>2005 Budget Line Item</b>
e	Maintain liaison relationships with committees / organizations with similar and/or complimentary objectives to MetroGIS (i.e., Governor's Council on Geographic Information, GIS/LIS Consortium, NSDI/FGDC) (revise to add “ <u>and advocate for MetroGIS’s needs and desires</u> ”.	Funded Support - Important but not critical	Ongoing	yes
	Advocate for MetroGIS needs and desires with state and federal policy makers	Funded Support - Important but not critical	Ongoing	No – propose to combine with 3(e)
<b>Inappropriate Functions For MetroGIS<sup>6</sup></b>				
	Identify GIS training and continuing education needs and encourage participation.	Low Priority: Postpone funding.	N/A	
	Provide a repository of GIS human resources information (centralized job posting/position descriptions)	Low Priority: Postpone funding.	N/A	

<sup>1</sup> The concept of “core service” was introduced with the 2003-2005 Business Plan to better communicate MetroGIS’s purpose than possible with the functions established in 1999.

<sup>2</sup> In 1999, 21 functions were identified as possibilities for MetroGIS. The 2000-2003 Business Plan set priorities for these functions based upon two criteria: Is a particular function appropriate for MetroGIS? If so, how important is it core stakeholder operations?

<sup>3</sup> The function (service) priority categories established with the 2000-2003 Business Plan are as follows. See Appendix A of the Business Plan at [http://www.metrogis.org/about/business\\_planning/bplan\\_0305.pdf](http://www.metrogis.org/about/business_planning/bplan_0305.pdf) for more information. The same functions and priority categories were continued in the 2003-2005 Plan.

- Mission Critical: MetroGIS’s mission cannot be achieved without supporting these functions.
- Funded Support: Important but not critical. MetroGIS should take responsibility to invest resources and make sure these functions are supported.
- Partnered Support: High importance to achieving the MetroGIS mission but require partnering to achieve.
- Selectively Desirable: Decisions on a case-by-case basis.
- Low Priority: Postpone funding.

<sup>4</sup> During development of the 2003-2005 Business Plan, this function was clarified to mean outreach to foster use of endorsed regional solutions and practices as opposed to marketing in competition with independent stakeholder programs – a possible reason for the initial “low priority” ranking responses in 1999.

<sup>5</sup> MetroGIS distributes an annual report in February or March to around 1800 individuals, representing a wide-variety of interests. An article is also submitted to the GIS/LIS Consortium for their in spring, summer, and fall newsletters.

<sup>6</sup> This determination was made in 1999, as a result of the broadly participatory ranking exercise referenced in Note #2.

**ATTACHMENT B**

**MetroGIS Detailed 2005 Preliminary Budget Allocation Estimates  
(Accepted by Coordinating Committee on March 31, 2004)**

	A	B	C	E	F	G
1	(Estimates do not include staff support costs. Projects supported entirely by staff-only expenses are not included.)					
2	See the adopted work plans for all proposed activities.)					
3						
4	Several explanatory Notes, by cell, are provided following the table					
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
7						
8	<b>I. MISSION CRITICAL</b>					
9		<b>1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations</b>				
10			a) Support Teams, Committees and Board			
11			i. Copying, postage, local travel, room rental, etc.			
12			ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	\$15,000	\$15,000	\$20,000
13			b) Participant appreciation function	N/A	N/A	N/A
14			c) Outreach			
15			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	\$3,000	\$500	\$1,500
16			ii. Communications Outsourcing/Supplemental Staff Support	\$2,500	\$3,000	\$5,000
17			iii. Copying, postage, local travel			See I-1(a)
18		<b>2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders (assist with custodian roles and enhancements to data quality and access) and fund enhancements to regional datasets</b>				
19			a) Establish long-term partnerships with producers of data important to addressing priority common information needs (data and applications) of the MetroGIS community for the purpose of collaboratively enhancing the quality of these data and improving access to them consistent with broad stakeholder needs. (e.g., data sharing and maintenance agreements with the seven metro area counties for widespread access to parcel and related data along with the agreement with The Lawrence Group (TLG) for widespread access to street centerline data both have served as fundamental components of MetroGIS's regional solution strategy since early in the evolution of MetroGIS due to the importance of these data to the stakeholder community.) As MetroGIS's efforts expand to address a broader range of priority information needs, principles adopted by the Policy Board (October 29, 2003) will be used to decide the allocation of funds among the variety of data producers critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets.	\$50,000	\$50,000	\$50,000
20		<b>3. Provide a directory of data within the regional and a mechanism for search and retrieval of GIS data. (The goal is to provide a single access point with information on how to search for sources of data.)</b>				

**ATTACHMENT B**

**MetroGIS Detailed 2005 Preliminary Budget Allocation Estimates  
(Accepted by Coordinating Committee on March 31, 2004)**

	A	B	C	E	F	G
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2003	2004	2005
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
21			a) Project Funds to enhance DataFinder functionality ( <i>Expand geographic search capability, develop applications/scripts, etc. to enhance &amp; improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software), etc.</i> \$15,000 NSDI Web Mapping Service Grant funding planned in 2003 for GML enhancement via partnership with LMIC for \$37,000 project. No other use can be made of these funds. <b>Assumes a partnership beginning 2004 with LMIC to host DataFinder on state system and share cost of improvements and ongoing maintenance.</b>	\$12,750	\$10,000	\$5,000
22			b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	\$12,000	\$2,500	\$2,500
23		<b>4. Identify unmet GIS needs with regional significance and act on these needs</b>				
24			a) MetroGIS data users forums and Business Information Need Peer Review Forums	\$1,000	\$500	\$500
25			b) Participant satisfaction survey	\$0	\$1,000	\$500
26			c) Seed \$'s for regionally significant projects	(See I-2)	(See I-2)	(See I-2)
27			d) Identify Second Generation Business Information Need Priorities		\$500	\$500
28		<b>5) Develop and endorse standards for GIS content, data documentation, and data management for regional data sets. (In addition to normal operating expenses covered as committee expenses).</b>				
29			a) Negotiate agreements	(See I-2)	[Refer to III 1(a)]	[Refer to III 1(a)]
30			b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	(See II-3a)	(See II-3a)
31			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$96,250</b>	<b>\$83,000</b>	<b>\$85,500</b>
32						
33	<b>II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL</b>					
34		<b>1. Maintain MetroGIS world wide web site (not DataFinder)</b>		\$0	\$0	\$0
35		<b>2. Promote collaborative funding of pilot projects that meet regional needs</b>		See I-2 and I-3(a)	See I-2 and I-3(a)	See I-2 and I-3(a)
36		<b>3. Fill gaps in metadata based on identified priorities</b>				
37			a) Promote/facilitate development and maintenance of metadata & posting with DataFinder (including education forums and one-on-one contact)	\$0	\$250	See II-5 (c)
38		<b>4. Maintain liaison relationships with committees/organizations with similar objectives to MetroGIS (e.g., Governor's Council on GI, county GIS user groups, MACO, NACO). See 6b for NSDI/GDA expenses.</b>				
39		<b>5. Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities</b>				

**ATTACHMENT B**

**MetroGIS Detailed 2005 Preliminary Budget Allocation Estimates  
(Accepted by Coordinating Committee on March 31, 2004)**

	A	B	C	E	F	G
	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
5						
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
40			a) Workshops for managers/policy makers to prepare for upcoming legislative session, training related to endorsed regional data solutions, etc.	N/A	N/A	N/A
41			b) Assist County User Groups with special functions that promote the principles of MetroGIS	\$0	See II-5 (c)	See II-5 (c)
42			c) Facilitate regionwide users groups/forums for knowledge sharing	\$2,500	\$2,000	\$500
43		<b>6. Advocate for MetroGIS needs and desires with state and federal policy makers</b>				
44			a) Pursue authorities (legislation)/policies necessary to achieve MetroGIS objectives (organizational/data access & privacy/long term financing/etc.) (Decision in 1998 to rely upon in-house legal staff/grants)		N/A	N/A
45			b) Participate in non-local Workshops/Activities			
46			i) GDA Membership Dues (authorized by Board July 11, 2001)	\$250	\$0	\$0
47			ii) NSDI / I-Team etc. related activities not paid by host.	\$1,500	\$750	\$0
48			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$4,250</b>	<b>\$3,000</b>	<b>\$500</b>
49						
50	<b>III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE</b>					
51		<b>1. Create and maintain datasets for MetroGIS based upon identified priorities (i.e., to address 13 priority information needs endorsed by the Policy Board 5/97 as having regional significance. (All expenses covered in I 2. See work plans for specifics)</b>				
52			a) Develop regional data sets	See Assumption	See Assumption	See Assumption
53			<b>Business Plan Assumption:</b> MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures			
54			b) Maintenance of Regional Datasets	See Assumption	See Assumption	See Assumption
55			<b>Business Plan Assumption:</b> Maintained by org/partnership with business need			
56		<b>2. Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs</b>		See I-2 and I-3(a)	See I-2 and I-3(a)	See I-2 and I-3(a)
57			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
58						
59	<b>IV. CASE BY CASE</b>					
60		<b>1. Develop master contracts for regional GIS projects, when appropriate</b>		See I(1), I(2) & I(3)	See I(1), I(2) & I(3)	See I(1) and I(2)]
61		<b>2. Endorse standards for telecommunication protocol and networks (AKA: create guidelines for getting electronic access to the information that is being shared)</b>		\$0	\$0	\$0
62		<b>3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS</b>		(Staff function) See II(3) & (5)	(Staff function) See II(3) & (5)	(Staff function)

**ATTACHMENT B**

**MetroGIS Detailed 2005 Preliminary Budget Allocation Estimates  
(Accepted by Coordinating Committee on March 31, 2004)**

	A	B	C	E	F	G
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Authorized	Preliminary Estimates
63		<b>4. Undertake research to meet common regional GIS needs</b>		(See I-4)	(See I-4)	(See I-4)
64			a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures )	See I(1)(a)(ii) & I(4)	See I(1)(a)(ii) & I(4)	[See I(1)(a)(ii)]
65			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
66						
67	<b>V. LOW PRIORITY</b>					
68		<b>1. Identify GIS training and continuing education needs and encourage participation</b>		(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)
69		<b>2. Provide a repository of GIS human resources information (centralized job posting/position descriptions)</b>		(Rely on other organizations)	(Rely on other organizations)	(Rely on other organizations)
70		<b>3. Actively Market MetroGIS data and products. (Low priority ranking is a result of year 2000 survey when still in the midst of building functionality)</b>		(See I-1)	(See I-1)	(See I-1 and note)
71			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
72						
73		<b>ADMINISTRATIVE</b>				
74			a) GIS/Professional Development Conferences	N/A	N/A	N/A
75			b) Performance Measures Reporting	I-1a(ii)	I-1a(ii)	I-1a(ii)
76			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
77						
78			<b>YEAR</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
79						
80			<b>METROPOLITAN COUNCIL</b>			
81			NON-STAFF - EXCEPT DATA/ACCESS ENHANCEMENTS	\$25,750	\$23,500	\$28,500
82			DATA QUALITY & ACCESS ENHANCEMENTS [I-2]	\$50,000	\$50,000	\$50,000
83			DATAFINDER ENHANCEMENTS/SUPPORT	\$24,750	\$12,500	\$7,500
84			TOTAL NON-STAFF	\$100,500	\$86,000	\$86,000
85			STAFF (3.0 FTE Dedicated to MetroGIS)*	\$213,000	\$200,000	\$206,000
86			<b>SUBTOTAL</b>	<b>\$313,500</b>	<b>\$286,000</b>	<b>\$292,000</b>
87						
88			<b>OTHER FUNDING SOURCES</b>			
89			NSDI Web Services Grant (Total award \$18,700) - Assign to LMIC		\$15,000	
90			LMIC Partnership - DataFinder Enhancement (Estimate)	\$22,000		
91			Custodial fund - Unused funds		\$1,000	
92			<b>GRAND TOTAL</b>			
93				<b>\$335,500</b>	<b>\$302,000</b>	<b>\$292,000</b>



**TO:** Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Major Activity Update

**DATE:** April 20, 2004  
(For the Apr. 28<sup>th</sup> Meeting)

**A) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

**(1) Collaborative Parcel Data Distribution Strategy - Non-Government Access**

The County Data Producer Workgroup (of the Coordinating Committee) has made progress to reach agreement among all counties on a collaborative solution to distribute the same parcel data (parcel boundaries plus 25 normalized attributes) to non-government interests that is currently being distributed to government interests.

- A website for streamlined, one-stop orders was built by the Metropolitan Council staff, who support MetroGIS, and is ready for operation once the licensing and fee policies are finalized.
- The Workgroup developed a prototype common fee schedule, led by Dakota County's GIS Coordinator, that has been implemented by each county with the exception of Ramsey County, which is in the process of doing so. It incorporates significant price reductions from the current \$0.05/parcel through subscriptions and volume purchases and accommodates subsetting of the regional dataset.
- The components of a common license document, including the shrink-wrap concept to streamline execution, have been agreed upon by the workgroup members. However, work on this agreement by county legal staff ceased when attention was shifted to modifying a license for the government and academic version of the regional parcel dataset (see Item D).

**(2) Regional Mailing Label Application**

Alison Slaats, MetroGIS DataFinder Manager, is in the final stages of developing a prototype regional mailing label application that will run on top of the regional parcel dataset. The regional prototype is based upon an application initially developed by Carver County. Access to the application, via the Internet, will be limited to organizations that have current licenses to access the underlying parcel data. As soon as the Next Generation Data Sharing Agreement (Item D) is in place, the application will be deployed.

**(3) Investigation of Data Sharing with Utilities Explored**

Two samples of the regional parcel dataset have been delivered (November and February) to representatives of Xcel Energy, CenterPoint Energy Minnegasco, and the Minnesota Valley Electric Cooperative. If they agree there is merit in continuing discussion, the County Data Producer Workgroup will oversee an investigation of uses that local government might make of infrastructure data maintained by the utilities. If the conclusion is that an exchange of data would be of mutual benefit a policy change will be pursued to allow utilities to access county produced parcel data, without fee, in return for sharing their utility facility locations aligned with the county-produced parcel data.

**B) PRIORITY BUSINESS INFORMATION NEEDS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

**(1) Address Workgroup**

A major new initiative proposed for 2004 involves defining a regional solution for capturing addresses (all residential and non-residents unit/suites) in a common manner and streamlining management of these data to eliminate duplication of effort, improve the quality, and improve sharing of the data. The Metropolitan 911 Board will be a major participant in this initiative, along with leading edge work of the Ramsey County GIS User Group, which is investigating the possibility of a county-wide enterprise database that would be remotely populated as addresses are assigned by

various local government authorities. The last article on the following web-page talks about this project <http://www.mngis.org/newsletter/issue35/MetroGIS.htm>.

**(2) Emergency Preparedness Workgroup**

Rick Gelbmann and Randy Knippel met with the Minnesota GIS/LIS Consortium Board. They are very supportive of our efforts and will provide access to Consortium members through their website, E-news service, and quarterly newsletter.

According to Gelbmann, "Members of MetroGIS and the Governor's Council on Geographic Information (GCGI) attended the 39th Annual Governor's Homeland Security and Emergency Management Conference. We worked very closely with Kim Ketterhagen of the HSEM who provided us with a booth in the vendor demonstration area at no charge. This booth was staffed by various people for two days. Randy Knippel and David Windle also gave a presentation on GIS for Homeland Security. The one-hour presentation was given twice during an afternoon of concurrent sessions. It was attended by over 70 people and was well received.

A prototype interactive web-based GIS application for emergency preparedness is running on the Metropolitan Council web server used to support DataFinder. Although this will be further refined, it provides a useful tool to demonstrate basic GIS functionality and data layers for emergency preparedness. Parcels are an important dataset for emergency management planning and response activities; however, requiring a license for every emergency manager may be an obstacle. Preliminary approval has been granted by the county data producer workgroup to pursue policy that would grant limited use of parcels for emergency preparedness through the web-based interactive mapping application without licensing. Current layers available include: hospitals, pharmacies, Red Cross facilities, wastewater treatment plants, water treatment plants, nursing homes, MPCA MES sites, functional class roads, MPCA LUST sites, E911 PSAP & ESN boundaries, and 2000 aerial photography. A demonstration and recommendation as to data themes and custodian roles and responsibilities associated with maintaining the currency of this web-based application are tentatively scheduled for the Coordinating Committee consideration in June and Policy Board action at the July meeting.

**(3) Existing Land Use Workgroup:**

The workgroup has asked staff to seek out comments from various stakeholders as to the suitability of the APA's Land-Based Classification Standard as a basis for MetroGIS's regional solution. The first meeting, with St. Paul's planning staff on March 18th went well. Subsequent meetings are in process of being set up. Also under consideration are enhancement of the MetroGIS Planned Land Use coding scheme, and a "Built Environment" database. Current workgroup members represent: city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being facilitated by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities. A recommendation to the Committee is anticipated at the June 2004 meeting.

**(4) Highway and Road Networks**

The Highways and Road Networks Technical Workgroup has taken a break since the first of the year to allow MnDOT to obtain software updates (due at the end of April) that are necessary to implement the full functionality of their Location Data Manager (LDM). The Workgroup expects to meet with MnDOT shortly after that software update to discuss the possibility of initiating a pilot project in one community, which will attempt to integrate the Lawrence Group (TLG) Street Centerline file with the LDM.

Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at

[http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml).

**(5) Lakes, Wetlands, etc.:**

No activity has occurred since direction was received from the Coordinating Committee at its September 17<sup>th</sup> meeting regarding this information need. At that time, the Committee authorized creation of a work group to assess the applicability of currently proposed state-level standards by the Hydrology Committee of the Governor's Council on Geographic Information for potential MetroGIS solutions. Currently, a draft of the state-level standards for Hydrography Reach/Watercourse is being reviewed. The Hydrology Committee of the Governor's Council is scheduled to meet for the first time

since the Fall of 2003 on May 6, 2004. The MetroGIS Lakes, Wetlands workgroup will be responsible to develop strategies to accommodate any desired modifications and assure that any changes will integrate with State data. The Committee also authorized separating the substance of the hydrologic information need into 4 to 5 sub-components that can be provided to users in a more timely and efficient manner than is currently in place.

**(5) Regional Parcel Dataset Enhancements**

On March 31<sup>st</sup>, the Coordinating Committee gave preliminary approval to several enhancements to the regional parcel dataset and directed staff to suggest modifications to the official policy statement necessary to implement the desired changes. The proposed modifications would implement several desired enhancements identified by the participants of the Parcel Data Users Forum held in September 2003, including: clarification of existing attribute meaning (completed), modification of existing parcel attributes, adding new attributes (mostly housing characteristics that were the top ranked enhancement preferences) and officially adding parcel points as a component of the regionally endorsed solution. The new set of attributes would be available with the January 2005 release.

In addition, the County Data Producers Workgroup has agreed-in-principle to pursue formal policy changes concerning unlicensed access to the Regional Parcel Dataset as follows: a) historical versions of the dataset (2-3+ years old) less the address and name attributes and b) browsing parcel data that is a component of the Emergency Management application that is currently being tested.

A Coordinating Committee recommendation to the Policy Board will be sought at the Committee's June meeting, with Policy Board consideration anticipated in July.

**(6) Socioeconomic Characteristics of Areas:**

Following endorsement from the Policy Board on January 28<sup>th</sup>, a Socioeconomic Resources Webpage ([http://www.datafinder.org/mg/socioeconomic\\_resources/](http://www.datafinder.org/mg/socioeconomic_resources/)) is now operational. Use statistics are being collected that will be incorporated into MetroGIS's formal Performance Measure statistics. The only remaining task, other than to monitor user satisfaction over the next 6-9 months, is to identify a willing entity, with appropriate resources to accept responsibility for managing the site content. A recommendation is expected to be submitted to the Board for consideration no later than the Board's October 2004 meeting.

The Phase II workgroup (solutions to Socioeconomic information needs that can not be achieved with existing published data) is expected to launch in the latter part of 2004. The Phase II effort will be coordinated with the Address Workgroup's efforts and not launch until more is known about how the Address Workgroup will proceed and possibly not until related solutions are defined by the Address Workgroup.

**C) ENHANCEMENTS TO DATAFINDER CAFÉ / MN GEOINTEGRATOR PROJECT**

The MN Land Management Information Center (LMIC) has been working with MetroGIS staff to develop GeoIntegrator, a statewide web service similar to the MetroGIS DataFinder Café, including new functional features that also would support an enhanced Café. Most of the project's funding was received from a state Technology Enterprise Board grant. \$15,000 of the \$18,700 National Spatial Data Infrastructure (NDSI) Web Mapping Services grant received by MetroGIS in 2001 has been set aside for this collaborative effort. Work on the project was suspended in October, when LMIC's contractor, Syncline, which also developed Café, declared bankruptcy. LMIC is currently negotiating a settlement that will result in completion of the project by a third party in early 2004. No MetroGIS funds will be spent if an acceptable settlement cannot be reached.

**D) NEXT GENERATION DATA SHARING AGREEMENTS**

The financial terms associated with the Next Generation Agreements have been shared with the seven counties last December and with the Policy Board for comment at the January meeting. No objections were raised. Work is currently in progress to reach agreement on the non-financial language for both the agreement and the data license, which is a component of the agreement. The concept of a single point of licensure has not been previously addressed in previous agreements to the satisfaction of all and is legally complex given that all seven counties have an ownership position with regard to the Regional Parcel

Dataset. Once the new procedures and policies are in place, each user of the regional database will need to execute the new license. Organizations that were licensed, prior to December 31, 2003, to use the regional parcel dataset may continue to use data received prior to that time. No new licensees are being added until the new license and agreement are in effect. Deployment of the proposed Regional Mailing Label Application (Item 6D(1) below) is also being delayed until the new agreement is in place.



**TO:** Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Information Sharing

**DATE:** April 15, 2004  
(For the Apr 28<sup>th</sup> Meeting)

**a) 2004 TOP Grant – Letter of Support and Assistance with Grant Writing Fee**

On March 31<sup>st</sup>, with the approval of Policy Board Chairperson Reinhardt, the Coordinating Committee authorized a \$500 MetroGIS donation towards a total of \$3,000 in grant writing expenses to apply for a TOP Grant. A consortium including the CURA, several non-profit community groups, the Minneapolis Neighborhood Information Network, the Ramsey County GIS Users Group, and Ramsey County are primary sponsors of the application. The Committee's action also authorized its Chairperson to sign a letter in support of awarding the application to the consortium and pledged up to \$100,000 in in-kind resources to the effort – resources that would be present whether or not the application were made and part of MetroGIS's current efforts. The application deadline is April 27<sup>th</sup>. The letter of support is attached (Attachment A). Copies of the actual application are available upon request.

The Department of Commerce's Technology Opportunities Program (TOP) promotes the widespread availability and use of digital network technologies in the public and non-profit sectors. TOP gives grants for model projects demonstrating innovative uses of network technologies. Over the years, TOP has awarded 583 grants, totaling \$218.9 million and leveraging \$297 million in local matching funds.

**b) Fall 2004 Strategic Direction Check-In Workshop Planned**

The Coordinating Committee is planning a fall workshop to launch discussion on several strategic issues and opportunities that have arisen since the current MetroGIS Business Plan was adopted in 2002. The date and other agenda components will be determined once the discussion issues are settled on. A preliminary listing of proposed issues was accepted at the March 31<sup>st</sup> meeting and an oversight workgroup was created to refine them. The Committee is planning to share the proposed discussion statements with the Policy Board at the July meeting to confirm they are issues that the Board believes are the most compelling to address in the next cycle of Business Planning, tentatively planned for 2005.

**c) Presentations / Outreach / Studies (not mentioned elsewhere)**

The following activities occurred since the Policy Board last met.

- 2003 MetroGIS Annual Report
- Article Published in Spring Issue of Minnesota GIS/LIS Consortium Newsletter
- Keynote – Western Michigan GIS Conference – June 10th.
- Metropolitan 911 Board Initiative - Integrate GIS Technology into PSAP Operations
- MetroGIS Subject of Ph.D. Research - Delft University, Netherlands

**2003 MetroGIS Annual Report**

During the first week in March, notice of MetroGIS's 2003 Annual Report was distributed to approximately 1900 persons – 900 by email notice (300 more than last year) and 950 by mail. Another 50 printed copies were hand delivered or mailed to members of the Policy Board, Coordinating Committee and Metropolitan Council. Beginning with last year's report, distribution switched from mailing the report to relying on the Internet, substantially reducing distribution and printing costs. Extra

printed copies of the report and brochure are available upon request. They can also be viewed at [http://www.metrogis.org/about/annual\\_reports/ar03.pdf](http://www.metrogis.org/about/annual_reports/ar03.pdf).

#### **MetroGIS News in the Minnesota GIS/LIS Newsletter**

Three articles summarizing major MetroGIS activities, since the fall newsletter, were submitted for the Spring 2004 issue. They can be viewed: <http://www.mngis.org/newsletter/issue36/issue36toc.htm>.

#### **Keynote Speaker – Western Michigan Regional GIS Conference.**

The Staff Coordinator has agreed to present the keynote address at a June 10<sup>th</sup> conference hosted by REGIS (<http://www.gvmc-regis.org>), an Agency of the Grand Valley Metropolitan Council (GVMC). GVMC is located in western Michigan. REGIS, an acronym for "Regional Geographic Information System," provides a common database, infrastructure, and suite of applications used for spatial data management for its members. The conference theme is how GIS technology can be used to effectively facilitate collaboration necessary to address regional/issues that cross county boundaries related to growth and development, improving the quality of life, and coordinating governmental services.

#### **Metropolitan 911 Board Initiative - Integrate GIS Technology into PSAP Operations**

On March 10<sup>th</sup>, the Metropolitan 911 Board adopted a strategy to proceed with integrating GIS technology into the day-to-day work of PSAPs (Public Safety Answering Points). See Agenda Item 4 for more about this exciting initiative and how the effort will leverage MetroGIS's efforts.

#### **MetroGIS Subject of Ph.D. Research - Delft University, Netherlands**

On April 12th, Bastiaan van Loenen, a Ph.D. candidate from Delft University (Netherlands), interviewed the Staff Coordinator. Last fall, he contacted several geospatial collaboratives by email requesting information about several aspects of each organization's respective operations. He then selected three candidates for in depth interviews in person— 2 in the United States (MetroGIS and MassGIS) and 1 in Europe (Denmark). He agreed to share his findings and conclusions with us. He was particularly interested in MetroGIS's philosophy and actions to continually look for ways to connect with larger area geography's – MSDI and NSDI – and with our efforts to clearly defined document roles and responsibilities and our success at seeking out entities to voluntarily carry out these responsibilities.

#### **d) State Geospatial Initiatives Update**

##### **1) Project Pending to Expand DataFinder Café Functionality Statewide**

See Agenda Item 6C.

**2) GCGI Updating Website** - The Governor's Council on Geographic Information (GCGI) is updating its website at [www.gis.state.mn.us](http://www.gis.state.mn.us). According to GCGI staff, "The look of the site has changed already and our intention is to make it more useful to users. Current users are the general public and the GIS professional. We want to add IT professionals as a major client, to help build GIS/IT relations."

##### **3) MSDI – Minnesota Spatial Data Infrastructure**

See Item E4 below.

#### **e) Federal/National Geospatial Initiatives Update**

**1) SALIS Journal Article** - The December 2003 SALIS Journal (Surveying & Land Information Science) was a special issue on "Cadastral Development and Issues in the U.S." The issue shows the importance of parcel mapping and makes it clear that MetroGIS is on the cutting edge of this area. The lead article was co-authored by Will Craig, immediate past chair of the MetroGIS Coordinating Committee. For a full list of articles, along with abstracts, see <http://www.acsm.net/salisdec03.html>.

**2) Congressional Breakfast** - The University Consortium for GIS held its annual Congressional Breakfast on February 5 in Washington, D.C. Seven speakers presented research results showing the value of GIS for Homeland Security. Shashi Shekhar, Computer Science at the University of Minnesota, showed a real-time system for managing evacuation -- with the example of the

Monticello nuclear power plant. Thirty congressional staff people were in attendance, including those from Minnesota. For more details, see <http://www.ucgis.org/winter2004/program.htm>.

- 3) **The National Map (TNM)** – TNM is currently using four Web Mapping Services distributed via MetroGIS DataFinder. They are: Functional Class Roads, Major Highways, Hiawatha Corridor Light Rail Line, and County Boundaries. USGS’s Cooperative Topographic Mapping (CTM) Program has asked MetroGIS staff to complete a survey, along with many other state/local contacts throughout the country, to provide input regarding The National Map.
  - 4) **I-Teams** - The Staff Coordinator and David Arbeit, with LMIC, are serving on a Minnesota Governor’s Council Committee responsible for consolidating all of Minnesota’s individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are in various stages of completion. A draft “wrapper” document is being drafted by the workgroup. The target is to consolidate all of the individual I-Plans into a single document for submission to the federal Office of Management and Budget by mid-2004. The document will also include a strategy for next steps by Minnesota interests necessary to achieve the vision.
  - 5) **Grant Announcement For Geospatial Data Activities**- A new grant program announcement will combine ongoing efforts of the FGDC GeoSpatial One Stop (GOS) and the USGS. Components of the announcement will include FGDC Cooperative Agreement Program (CAP) funding for "traditional" metadata activities and new web mapping services, GOS efforts related to Framework data services, and USGS implementation efforts for The National Map. The grant announcement can be viewed online at [www.grants.gov](http://www.grants.gov).
  - 6) **2004 USGS Central Region State Mapping Workshop** - This biennial workshop is designed to provide information about USGS mapping-related activities and programs. It will be held in conjunction with the Mid-America GIS Consortium Symposium April 18-22 in Kansas City, MO.
- f) **Summary for March 31<sup>st</sup> Coordinating Committee Meeting**  
This meeting summary is posted at <http://www.metrogis.org/teams/cc/meetings/033104/min.pdf>.
- g) **University of Minnesota – Humphrey Institute GIS Course Offering**  
On May 26<sup>th</sup>, a one-day course, taught by John Carpenter, is offered entitled “GIS for Advanced Demographic Planning”. See Attachment B for more information.

## ATTACHMENT A

### MetroGIS Letter of Support – TOP Grant Application

# *MetroGIS*

*Cooperation, Coordination, Sharing Geographic Data*



April 6, 2004

Kris Nelson  
Center for Urban & Regional Affairs  
University of Minnesota  
330 HHH Center  
301 – 19<sup>th</sup> Avenue South  
Minneapolis MN 55455

#### 2004 TOP GRANT APPLICATION – LETTER OF SUPPORT

Dear Mr. Nelson:

MetroGIS is pleased to partner with CURA and its community partners in its TOP proposal. We support the grant request and are willing to assist in its success.

MetroGIS is an innovative, regional geographic information systems initiative serving the seven-county Minneapolis-St. Paul (Minnesota) Metropolitan Area. It provides a regional forum to promote and facilitate widespread sharing of geospatial data. MetroGIS is a voluntary collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations and businesses. MetroGIS continues to make huge strides each year. In recognition of the organization's success, MetroGIS received URISA's coveted Exemplary Systems in Government Award in 2002.

We understand that TOP grants are intended to assist community-based non-profits with access to GIS and geographic information for the purpose of supporting their efforts in community development. This mission is congruent with that of MetroGIS. In recognition of the value of community GIS, at its December 17, 2003 meeting, MetroGIS agreed to pursue the following activities:

- Investigate providing access to parcel data to non-profit community-based entities without a fee.
- Involve community-based GIS interests in developing strategies related to web-based geospatial applications that address priority information needs of the MetroGIS community.
- Continue to foster understanding among elected officials of the benefits of using GIS technology, sharing related resources, and the importance of their active participation in evolving sustainable best practices.
- Participate in deliberations to define an official spokesperson and intermediary for the non-profit community-based organizations.
- Develop an efficient communication network to expand communication between MetroGIS and community-based organizations.
- Share MetroGIS's successful methodology to gain consensus and overcome obstacles to implementing regional solutions to common geospatial needs.

We believe that these activities will have significant value to the proposed community-based GIS initiative. Some indicators of that value are:

1. A MetroGIS workgroup of the seven counties has agreed to work on defining criteria that could potentially allow free access for these groups. Data on parcels, geometry and 25 attributes, is sold at \$.05/parcel. There are over 900,000 parcels in the Twin Cities Metropolitan Area. Access to all this data for a single entity would cost \$45,000 per year. Given the number of community-based non-profits in the Minneapolis-St. Paul Metro Area, this value could be sizable.
2. MetroGIS invests \$50,000 annually in a site license for street centerline data kept current by a private firm, The Lawrence Group. This data could be made available through membership in MetroGIS.
3. Representatives of MetroGIS member organizations are contributing a significant amount of time in identifying strategies to meet the common information needs of GIS users in the region. Currently, seven workgroups, including a pair of groups working on socioeconomic data, are working on issues that would provide new applications or new data to stakeholders. These efforts would provide critical data to community-based non-profits. A typical workgroup might have a dozen people, meeting six times per year for 2 hours at a time. Each member is required to spend additional time on homework and travel. Each member's time is valued at \$50/hour.

We believe that the value of these activities will amount to as much as \$100,000 for the community-based non-profit organizations involved in your TOP proposal. MetroGIS has a system of performance measurement in place that can determine, in part, the actual value of MetroGIS resources used for the benefit of those organizations. The quantity of data parcel downloads will be used to determine the value from #1 above. Some portion of investments #2 and #3 can be assigned to the TOP community as well. We suspect that these numbers will easily sum to \$100,000 over the three years of the award and offer this as partial match for the TOP funds.

MetroGIS is committed to the success of this project. Through its success, MetroGIS will also grow and become stronger.

Sincerely yours,

Jane Harper, Chair  
Coordinating Committee

## ATTACHMENT B

### **One Day Course: Wednesday, May 26, 8:30am–3:00pm** **Humphrey Institute – University of Minnesota**

(Excerpt from: [http://www.hhh.umn.edu/pe/urp\\_gis\\_demographic.htm](http://www.hhh.umn.edu/pe/urp_gis_demographic.htm))

#### **A. GIS for Advanced Demographic Planning**

Working with the Minnesota Chapter of the American Planning Association, the Humphrey Institute's nationally recognized urban and regional planning program presents 12 brief programs to provide urban and regional planners—and other professionals involved in planning—with up-to-date research and creative techniques for handling the everyday challenges planners face.

The American Institute of Certified Planners (AICP) will award Continuing Professional Development Program (CPDP) credits to participants in this and all other Humphrey Institute urban and regional planning programs. CPDP credits are provided for programs that qualify for members of the American Planning Association/American Institute of Certified Planners (APA/AICP), with each hour of training qualified as one (1) CPDP credit.

#### **FACULTY: JOHN CARPENTER**

*Use GIS to layer and analyze several dimensions of demographic data over time in small geographic areas.*

Discover new concepts and techniques to identify and track community demographic changes, forecast small-area growth, measure neighborhood turnover, and assess the interdependencies between where people live and where they work. Use GIS to tie demographic data to physical features, map home and workplace relationships, and display sensitive demographic data in a way that protects the privacy of residents while revealing important community issues. Participants should enter the program with some knowledge of how GIS systems work and how information is used in GIS applications. Participation in the first GIS program is sufficient preparation for this program.

**WHO SHOULD ATTEND:** urban and regional planners, planning commission members, architects, engineers, A&E staff, developers, attorneys, other professionals engaged in urban and regional planning, and citizens interested in urban and regional planning.

**DATE:** Wednesday, May 26, 8:30am–3:00pm (lunch break)

**FEE:** \$245 [registration code 0408]

**FEE FOR BOTH GIS PROGRAMS:** \$395 [registration code 0409]

**JOHN CARPENTER:** Considered one of our region's foremost experts on small-area GIS planning and analysis, Carpenter is president of Excensus LLC. He has more than 30 years of experience in the use of demographic databases for integrated community planning and analysis and 15 years of experience in the development of innovative GIS techniques and applications. Carpenter is principal demographic consultant to a number of Twin Cities organizations and planning collaboratives. He has been senior economic/market analyst of Midwest Research Institute's Center of Economic Studies and senior vice president of Economic Research Corporation. Carpenter has taught in Hamline University's Graduate School of Public Administration and Management.

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Room 313**  
**March 31, 2004**

**1. CALL TO ORDER**

Chairperson Harper called the meeting to order at 1:33 PM, introduced the newest member, Ned Phillips, with the Rice Creek Watershed District, and asked all present to state their name and the organization they represent. Ned replaces Cliff Aichinger, who resigned from the Committee in December. Harper then presented Aichinger, who had been an active participant in MetroGIS from its beginnings in 1995, with a Certificate of Recognition for his contributions to the Committee.

Members Present: *Academics:* Will Craig (U of M); *Business Geographics:* Chet Harrison (CB Richard Ellis); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Gary Swenson (Anoka), Bill Brown (Hennepin); David Claypool (Ramsey), Dave Drealan (Carver), Jane Harper (Washington), and Randy Knippel (Dakota); *Federal:* Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District), and Nancy Pollock, Metropolitan 911 Board; *Non-Profits:* Sandra Paddock (Wilder Research Center); *State:* David Arbeit (LMIC), Joella Givens (Mn/DOT), and Robert Maki (DNR); *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Cities:* Karen Johnson (AMM: core cities - City of St. Paul), *Counties:* Jim Hentges (Scott); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Schools:* Lee Whitcraft (TIES); *Special Expertise:* Brad Henry (URS Corp.); *Utilities:* Al Laumeyer (CenterPoint Energy Minnegasco).

Support Staff: Mark Kotz, Steve Fester, Randall Johnson, and Kathie Doty (Richardson, Richter & Associates, Inc.)

Visitors: Pete Eggimann (Metropolitan 911 Board) and Scott Simmer (Hennepin County GIS Coordinator).

**2. ACCEPT AGENDA**

Gelbmann moved and Givens seconded to approve the agenda as submitted. Motion carried ayes, all.

**3. ACCEPT MEETING SUMMARY**

Craig moved and Bitner seconded to approve the summary for the Committee's December 17th meeting, as submitted. Motion carried, ayes all.

**4. SUMMARY OF JANUARY 28 POLICY BOARD MEETING**

Staff Coordinator Johnson and Chairperson Harper summarized the major topics considered by the Policy Board at its January 28<sup>th</sup> meeting. The main item of discussion surrounded comments from Board members that indicated a lack of understanding of the breadth of common information needs that have been previously acknowledged as priorities for MetroGIS. It was noted that only 4 of the 12 members have any substantive longevity on the Board and, as such, Chairperson Reinhardt has encouraged a presentation at the next meeting to expand their understanding of established priorities, regional solutions in place and benefits attributable to those solutions.

**5. ACTION AND DISCUSSION ITEMS**

**a) Update on the Metropolitan 911 Board's GIS Project**

Nancy Pollock, Director of the Metropolitan 911 Board, provided a context for the Board's GIS Project with its Public Safety Answering Points (PSAPs) and introduced Pete Eggimann, Technical Operations Director for the Board summarized the Board's ambitious project to integrate use of GIS technology into the daily operations of the 27 PSAPs that serve the seven county area. The presentation slides can be

viewed at [www.metrogis.org/teams/cc/meetings/033104/911.pdf](http://www.metrogis.org/teams/cc/meetings/033104/911.pdf). In early March the 911 Board concluded that GIS technology is crucial to its ability to effectively dispatch emergency services in a wireless world. Components of the Board's strategy include:

- a) Hiring a GIS Coordinator who will work for the Board and be responsible for coordinating standards, data management, etc. among the 27 PSAPs, and
- b) Avoiding duplication of effort by leveraging MetroGIS's regional data solutions and standards and best practice development processes, as well as, the investments in GIS technology and related data management that have been made by the seven counties.

Eggimann closed by stating that if MetroGIS had not existed, a more expensive strategy would be under consideration.

Knippel encouraged the 911 Board to coordinate its data needs with the efforts of MetroGIS's Emergency Preparedness Workgroup. Staff commented that they are watching for such opportunities and making sure all possible affected parties are aware of what the others are doing. The Address Workgroup was offered as a case in point, which includes representatives from several workgroups and key interests.

Craig and Arbeit encouraged Pollock and Eggimann to be clear in their presentation to the Policy Board why MetroGIS's efforts are important to their project by citing specific examples of the datasets developed via MetroGIS's efforts that are valuable, how the workgroups in progress will be leveraged (i.e., Address Workgroup), and how they will be leveraging GIS technology investments that have been made by the counties. Pollock thanked the group for feedback.

#### **b) Operating Guidelines – Modifications - THIRD READING**

Chairperson Harper summarized the changes that had been accepted at the December 17<sup>th</sup> meeting and the changes proposed to provide rules for addressing member removal in cases when a member is not engaged in the affairs of the Committee. Staff noted that Chairperson Reinhardt is not in favor of a strict policy stated in the rules for fear that such a policy will result in more harm than good.

Read and Givens commented that, in deference to Chairperson Reinhardt, a clear policy of expectations and consequences is preferred, but agreed that softer language than that proposed would be acceptable.

#### **Motions:**

1. Cockriel moved and Read seconded to direct the Committee Chair and Staff to soften the language proposed in Section III (10) - Member Removal - of the modifications to MetroGIS's Operating Guidelines, dated February 11, 2004 and forward them to the Policy Board for approval. Motion carried, ayes all.
2. Arbeit moved and Cockriel seconded to approve the proposed modifications to MetroGIS's Operating Guidelines, dated February 11, 2004, with the exception of Section III (10) -Member Removal, and forward them to the Policy Board for approval. Motion carried, ayes all

#### **c) Preliminary 2005 Budget**

Staff commented that budget requests for 2005 programs need to be submitted to Council management no later than this May. As such, a preliminary 2005 budget for MetroGIS and associated listing of core services was shared with the Committee by staff. Staff noted that no changes are proposed from the 2004 budget (\$86,000 in non-staff expenses and 3 FTE in staff support) and that this level of support should be sufficient to support all core services. No comments were received regarding the budget or the functions/services proposed to be supported in 2005.

#### **Motion:**

Claypool moved and Read seconded to direct staff to forward to the Policy Board for its review and comment the 2005 preliminary MetroGIS budget and accompanying listing of functions that were included in the Committee's agenda materials. Motion carried, ayes all.

**d) Enhancements to Regional Parcel Dataset – 2004 Funding Priorities**

Swenson, a member of the Parcel Data Enhancement Workgroup, summarized the recommendation and introduced Mark Kotz, staff lead for the Workgroup, to explain the recommendations in more detail. Kotz summarized the process by which the proposed enhancements had been identified and design specifications agreed upon, noting that all seven counties are comfortable with the recommendation and requested Committee comment and direction. Once the proposal is acceptable to the Committee, the Workgroup will formalize its proposal in the form of a modified Regional Policy Statement for the Committee's approval at the June meeting and consideration by the Policy Board in July.

The target for distributing the modified version of the regional parcel dataset is January 2005. There are four general modifications proposed: clarification of existing attribute meaning (completed), modification of existing attributes, adding new attributes (mostly housing characteristics that were the top ranked enhancement preferences) and officially adding parcel points as a component of the regionally endorsed solution. He noted that two counties currently provide parcel points on their own. Kotz summarized each of the proposed changes.

No comments were offered regarding the specifics of the proposed changes, other than Knippel stating that he agrees that MetroGIS can not mandate compliance but would prefer a stronger statement of intent to encourage the counties to strive to do as much as possible to achieve and maintain the desired regional parcel data to agreed-upon specifications. Staff noted that they would look into possible modifications to the preamble language and share any proposed changes with the counties prior to the June Coordinating Committee meeting.

The consensus was to direct the Parcel Workgroup to propose modifications to the adopted regional parcel dataset roles, responsibilities and specifications document (Regional Policy Statement), as necessary, to implement the recommended enhancements for approval at the next Coordinating Committee meeting and Policy Board consideration in July.

**e) Business Plan Update Preparations – (Fall Workshop)**

Kathie Doty, MetroGIS Strategic Planning Consultant, summarized the preparations that staff have made to date for the fall workshop, including six draft issue statements.

Arbeit suggested that before the specific issue statements are addressed that a more general dialogue related to the broad vision might be in order. The group concurred.

Gelbmann noted that one of the reasons that the workshop was proposed in the first place is because the "low hanging fruit" in terms of regional data solutions have in most part been accomplished. His hope is that the group will be able to identify ideas for how to best go about defining regional solutions that will likely require multiple leaders in a collaborative setting.

Harper commented that a topic that has been raised in the past and that should be incorporated into the discussion is whether MetroGIS continue to seek out collaborative solutions to additional needs or focus on maintaining what is already in place.

Maki noted that MetroGIS has achieved a good deal of maturity in terms of regional data solutions, best practices and policies and that a good deal of trust has been established. He believes a next step worth serious consideration is looking into how the constituent organizations might move closer to integrated business processes. He cited MetroGIS's regional mailing label application as an example, and speculated on how many more such applications might be out there.

Read suggested that outreach and increasing understanding of access opportunities among stakeholders should be added to the list of discussion points at the workshop.

At Chairperson Harper's invitation, the following members volunteered to assist her and staff with further preparations for the fall workshop: Bitner, Gelbmann, Harrison, and Maki.

**f) GIS Demonstration for April Policy Board meeting**

The Staff Coordinator summarized Chairperson Reinhardt's intent for the April Policy Board GIS Demonstration to clearly illustrate the breadth of data themes that comprise solutions to priority common information needs and how organizations represented by the Policy Board are benefiting from MetroGIS's efforts. Staff noted that following this statement by Chairperson Reinhardt, a invitation was made to Bob Diedrich, with SRF Consulting, to share some of the material included in the testimonial he participated in last fall for MetroGIS; material that speaks directly to Chairperson Reinhardt's intent for the April presentation.

Staff asked if the proposal to utilize a 3<sup>rd</sup> party to communicate benefits to government entities caused anyone any pause. No one objected and several believed that it was a good idea to bring a non-government entity before the Board to clearly communicate the breadth of benefit attributable to MetroGIS's efforts.

The consensus was to direct staff to invite Bob Diedrich with SRF to share with the Board several examples of how their government clients are benefiting from MetroGIS's efforts.

**g) DataFinder – Review Outreach Presentation**

Postponed to the June meeting due to lack of time.

**h) Performance Measures Reporting Update**

Kathie Doty, MetroGIS Strategic Planning Consultant, asked if the group had any thoughts that might explain the 15 percent increase in DataFinder activity from January to February. No theories were offered.

Doty also recommended that the Committee postpone to the fall workshop action on two changes to the actual Performance Measures that have been proposed by Committee members: tracking use of applications and tracking volunteer time. The group concurred that it is appropriate to defer discussion of these topics to the fall workshop when a detailed discussion of benefit versus investment is anticipated.

**i) TOP Grant – Grant Writer Funding Request and Letter of Support**

Craig and Paddock explained the intent of the grant proposal and the request of MetroGIS to donate \$500 to the grant writing as well as to submit a letter of support. They conceded that the current reference in the letter of support to providing access to data by the non-profit community needs some work and that they will rely upon Chairperson Harper's advice to refine this statement. Staff Coordinator Johnson commented that the application deadline is before the next Policy Board meeting but that Chairperson Reinhardt was okay with deferring to the Coordinating Committee to act on this request.

Gelbmann commented that core functions of MetroGIS are to foster broad-based sharing of geospatial data and knowledge, as necessary, to fully address priority information needs of the community and that this proposal is consistent with these functions. Craig acknowledged that MetroGIS's principles are embedded in the application and noted that non-profits might also be in the position to provide data needed by others on an ongoing basis if the grant is awarded.

**Motions:**

Gelbmann moved and Givens seconded to:

- 1) Authorize staff to draft a check from MetroGIS funds in the amount of \$500 to be used toward the development of the proposed Technology Opportunities Program grant application, upon receipt of an invoice along with evidence that the grant application was submitted to the US Department of

Commerce according to all requirements and is a candidate for consideration by the funding authority; and

- 2) Authorize the Coordinating Committee Chair to sign a letter of support for this initiative. This letter will state general support for the concept of community GIS and commit to up to \$100,000 in matching value derived from activities and investments that are part of the MetroGIS's ongoing activities (the only out-of-pocket expense related to the grant on MetroGIS's part will be the \$500 donation to the grant writing fee).

Motion carried, ayes all.

#### **6. PROJECT UPDATES**

No presentations or discussion due to lack of time. Chairperson Harper encouraged the members to review the information provided in the agenda packet.

#### **7. INFORMATION SHARING**

Chairperson Harper encouraged the members to review the information provided in the agenda packet.

#### **8. NEXT SCHEDULED MEETING**

June 30, 2004 – 1:00 p.m. start. (*Editor's note: Following the meeting, the date was changed to June 22 to accommodate vacation schedules.*)

#### **9. ADJOURN**

Givens moved and Maki seconded to adjourn at 3:45 p.m. Motion carried, ayes all.

*It was agreed that future meetings should begin at 1:00 p.m., as opposed to 1:30 p.m., and that with advance notice to the membership it is okay to plan on meetings of 2-1/2 to 3 hours as opposed to 2 hours if the Chair believes the additional time is warranted.*

Prepared by,

Randall Johnson and Steve Fester  
MetroGIS Staff

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**April 28, 2004**

**1. CALL TO ORDER**

Vice Chairperson Kordiak called the meeting to order at 6:40 p.m.

Members Present: Gary Delaney (Carver County), Terry Schneider (AMM- City of Minnetonka), William Brown for Randy Johnson (Hennepin County), Jim Kordiak (Anoka County); Bob Vogel (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Dick Carlstrom for Antoinette Johns (TIES), Conrad Fiskness (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Patrice Bataglia (Dakota County), Victoria Reinhardt (Ramsey County), and Gary Schiff (AMM-City of Minneapolis).

Coordinating Committee Members Present: David Arbeit, Dave Drealan, Rick Gelbmann, Brad Henry, Randy Knippel, and Nancy Pollock.

Visitors: Pete Eggimann (Metropolitan 911 Board)

Support Staff: Randall Johnson

**2. ACCEPT AGENDA**

The meeting agenda was accepted as submitted

**3. MEETING SUMMARY**

Member Fiskness moved and Member Delaney seconded to accept the January 28, 2004 meeting summary as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION: Metropolitan 911 Board / MetroGIS Collaboration**

Nancy Pollock, Executive Director for the Metropolitan 911 Board, and Pete Eggimann, the Board's Technical Operations Director, summarized an ambitious initiative to integrate, in a coordinated manner, GIS technology into the day-to-day operations of the 27 Public Safety Answering Points (PSAPs) that serve the seven-county, Twin Cities Metropolitan Area. (A PDF version of the PowerPoint presentation can be viewed at [www.metrogis.org/teams/pb/meetings/042804/911.pdf](http://www.metrogis.org/teams/pb/meetings/042804/911.pdf).)

Pollock noted that Metro 911 Board is a joint powers collaboration of the seven metro area counties and that it is regarded as one of the premier organizations of its type in the country. She also noted that she and Pete immediately sought out advice from the MetroGIS staff once they recognized that GIS technology is the only option to effectively serve wireless callers with requested emergency dispatching services. When the desired GIS capability is fully implemented, all of the metropolitan area PSAPs will be able to accurately locate 911 callers, incident locations, and emergency responders. They will also have this ability even when the location in question is outside of their immediate jurisdictional boundary. And, this ability will allow for faster, more accurate emergency responses than are currently possible, making better use of the limited public safety resources and the associated tax dollars, and making multi-jurisdictional incidents easier to identify and manage.

Eggimann explained the three options considered to provide the PSAPs with the necessary GIS functionality. The 911 Board quickly concluded that collaboration with MetroGIS to leverage significant existing investments in regional data solutions and the trusted process for establishing related multi-participant policy and procedures was, by far, the most cost-efficient option to pursue. The cost for the option that is in the process of implementation is estimated to involve a one-time start up expense of around \$100,000 plus an

annual operating expense of about \$100,000. The other options ranged from a one-time start of \$600,000 to \$1.8 million and annual operating costs of \$160,000 to \$300,000. Neither of the other options would have leveraged existing investment in regional datasets valuable to the 911 Board and both would have involved duplication of current data maintenance efforts.

Eggimann then summarized benefits to the 911 Board beyond the obvious cost savings of the proposed collaboration with MetroGIS, which included overall more accurate, current data for everyone involved through standardized error correction methods and interoperability of systems. He concluded by thanking the MetroGIS organization for accomplishments both in terms of data and cooperative relationships that have been fostered and willingness of the staff to work with the 911 community.

In response to a question from O'Rourke, Eggimann commented that if they have data needs that MetroGIS has not recognized as priorities, the 911 Board is hoping that MetroGIS resources can be tapped if a satisfactory case can be made. If not, the 911 Board understands, that like any other MetroGIS stakeholder, if they have data needs that are not priorities of others they will need to address that need on their own.

In response to question from Vice Chairperson Kordiak, Pollock commented that the wireless providers have generally been responsive to providing the location of their antenna locations to the 911 Board but they have been reluctant to provide accurate information about the coverage areas. Eggimann noted that in 2005 deadlines will come due to market penetration milestones for GPS equipped handsets and that if the current pace is any indication, the providers will probably need to give away phones to meet these requirements.

In response to a question from Vogel, Eggimann commented that they do not expect technology changes to change the current two options to receive emergency calls – land line and via coordinates for wireless devices. The coordinates are however expected to become more sophisticated and include “z” values (elevation).

Vice Chairperson Kordiak reiterated that public safety / E911 matters are extremely important to organizations represented on the Policy Board and noted that he looks forward to following the progress of the 911 Board's project and wished them well as the project unfolds.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Election of Officers for 2004**

Member Schneider moved and Alternate Member O'Rourke seconded to maintain the status quo and reelect Victoria Reinhardt to serve as Chairperson and Jim Kordiak to serve as Vice Chairperson for the coming year. No further nominations were offered. Motion carried, ayes all.

### **d) 2005 MetroGIS Funding Request and Budget**

Coordinating Committee Chairperson Harper summarized the Committee's recommendation that the Policy Board approve 2005 MetroGIS funding request as presented in the agenda materials and authorize staff to submit it to the Metropolitan Council for consideration.

Harper commented that the request would maintain the same level of support approved for 2004 (3 FTEs and \$86,000 in non-staff funding). She also stated that this level of funding would be sufficient to support MetroGIS's three core functions.

Vice-Chairperson Kordiak mentioned that the funding request before the Policy Board does not include the value of the data or human resources that are being contributed to MetroGIS's activities and endeavors by a wide variety of stakeholders. Staff further commented that no amount of funding from the Council would be able to ensure the realization of MetroGIS's data sharing objectives without these critical data resource and human resource contributions. Harper commented that over the years MetroGIS has restructured its workgroups to improve operational efficiencies to ensure that adequate progress is made without overtaxing the volunteer participants.

Member Vogel commented that, as a relatively new member of the Board, he would appreciate some background on how MetroGIS has established its priorities, which led to a comment from Member Fiskness that maybe it is time to revisit past priorities given the accomplishments that have been made over the past few years. Staff Coordinator Johnson briefly summarized the participatory processes that

were used to establish the initial priority information needs and function or service priorities. He also mentioned that the Coordinating Committee concurs with Member Fiskness's observation and will be bringing a proposal to the Board at its July meeting to host a workshop this fall to do just that – evaluate the current priorities and identify any new directions that MetroGIS should consider, such as applications to use MetroGIS-endorsed regional data solutions.

Member Schneider commented that the level budget from 2003 to 2005 does not concern him, provided we are able to accomplish priority functions. He noted that he believes that MetroGIS is close to achieving a critical mass whereby other entities will regularly choose to partner with MetroGIS to achieve common needs, such as the pending collaboration with the Metropolitan 911 Board (see Item 4). He noted that the challenges are to continually seek out ways to leverage other resources and to maintain a structure that allows MetroGIS to adapt quickly when such a partnership opportunity arises.

Member Pistilli moved and Member Fiskness seconded to direct staff to forward MetroGIS's 2005 budget request as presented in the agenda materials – 3 FTEs and \$86,000 in non-staff project funding -- to the Metropolitan Council for its approval. Motion carried, ayes all.

#### **6. MAJOR PROJECT UPDATES (See the agenda materials for more information)**

- a. Dave Drealan, Chair of the County Data Producers Workgroup, summarized the information presented the agenda packet. Staff updated the Board on the negotiations to execute the next generation data sharing agreements. A draft that addresses comments provided by all parties is expected to be distributed the week of May 3<sup>rd</sup> for hopefully final comment and approval.
- b. Randy Knippel, Chair of the Emergency Preparedness Workgroup, updated the Board on the activities of the workgroup. Staff provided an update on the Address Workgroup and noted the importance to the E911 community of this effort.
- c. David Arbeit, Director of LMIC, commented on the collaborative efforts of LMIC and MetroGIS to expand the functionality of DataFinder and to migrate it the state's GeoIntegrator platform to enable sharing of maintenance expenses.

#### **7. INFORMATION SHARING**

The members were asked to review the information items presented in the agenda packet on their own.

#### **8. NEXT MEETING**

July 28, 2004. (The option of moving the meeting to August 4<sup>th</sup> was discussed but the membership elected to retain the regularly scheduled meeting on July 28<sup>th</sup>)

#### **9. ADJOURN**

The meeting concluded at 8:27 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**Policy Board Members:**

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Patrice Bataglia,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Antoinette Johns,  
TIES

Randy Johnson,  
Hennepin County

Gary Schiff,  
City of Minneapolis  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Bob Vogel,  
Scott County

Tony Pistilli,  
Metropolitan Council

**Coordinating Committee**

Jane Harper,  
Chairperson  
Washington County

Dave Drealan,  
Vice-Chairperson  
Carver County

**Staff Coordinator**

Randall Johnson,  
Metropolitan Council

**Wednesday, July 28, 2004**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

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|--|-------------|
| <b>1. Call to Order</b>  |             |
| <b>2. Accept Agenda</b>  |             |
| <b>3. Accept Meeting Summary</b>   |             |
| a) April 28, 2004  | action 1    |
| <b>4. GIS Technology Demonstration:</b>  | 4           |
| <i>City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery</i> |             |
| <b>5. Action/Discussion Items</b>  |             |
| a) Regional Parcel Dataset : <i>Attribute Enhancement and Expansion</i>  | action 7    |
| b) Regional Parcel Dataset : <i>View-Only Access Policy For Emergency Preparedness Application</i>                               | action 15   |
| c) MetroGIS Operating Guidelines Modifications   | action 19   |
| <b>6. Major Activity Update</b>  | 21          |
| a) Next-Generation Data Sharing Agreement / Online Licensing   |             |
| b) Priority Common Information Need Solutions  |             |
| c) Strategic Planning Retreat Preparations Underway  |             |
| d) County Data Producers Workgroup   |             |
| • Regional Mailing Label Application   |             |
| • Regional Parcel Dataset Policy - Access by Non-Profit Interests  |             |
| • Regional Parcel Dataset Policy – Historical Versions   |             |
| <b>7. Information Sharing</b>  | 24          |
| a) Outreach Activities   |             |
| b) Related State Geospatial Data Initiatives Update  |             |
| c) Related Federal/National Geospatial Data Initiatives Update   |             |
| d) June 22 <sup>nd</sup> Coordinating Committee Meeting Minutes  |             |
| <b>8. Next Meeting</b>   |             |
| October 27, 2004   |             |
| <b>9. Adjourn</b>  |             |

### Mission Statement

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**April 28, 2004**

**1. CALL TO ORDER**

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Coordinating Committee Members Present: David Arbeit, Dave Drealan, Rick Gelbmann, Brad Henry, Randy Knippel, and Nancy Pollock.

Visitors: Pete Eggimann (Metropolitan 911 Board)

Support Staff: Randall Johnson

**2. ACCEPT AGENDA**

The meeting agenda was accepted as submitted

**3. MEETING SUMMARY**

Member Fiskness moved and Member Delaney seconded to accept the January 28, 2004 meeting summary as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION: Metropolitan 911 Board / MetroGIS Collaboration**

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Pollock noted that Metro 911 Board is a joint powers collaboration of the seven metro area counties and that it is regarded as one of the premier organizations of its type in the country. She also noted that she and Pete immediately sought out advice from the MetroGIS staff once they recognized that GIS technology is the only option to effectively serve wireless callers with requested emergency dispatching services. When the desired GIS capability is fully implemented, all of the metropolitan area PSAPs will be able to accurately locate 911 callers, incident locations, and emergency responders. They will also have this ability even when the location in question is outside of their immediate jurisdictional boundary. And, this ability will allow for faster, more accurate emergency responses than are currently possible, making better use of the limited public safety resources and the associated tax dollars, and making multi-jurisdictional incidents easier to identify and manage.

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Vice Chairperson Kordiak reiterated that public safety / E911 matters are extremely important to organizations represented on the Policy Board and noted that he looks forward to following the progress of the 911 Board's project and wished them well as the project unfolds.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Election of Officers for 2004**

Member Schneider moved and Alternate Member O'Rourke seconded to maintain the status quo and reelect Victoria Reinhardt to serve as Chairperson and Jim Kordiak to serve as Vice Chairperson for the coming year. No further nominations were offered. Motion carried, ayes all.

### **d) 2005 MetroGIS Funding Request and Budget**

Coordinating Committee Chairperson Harper summarized the Committee's recommendation that the Policy Board approve 2005 MetroGIS funding request as presented in the agenda materials and authorize staff to submit it to the Metropolitan Council for consideration.

Harper commented that the request would maintain the same level of support approved for 2004 (3 FTEs and \$86,000 in non-staff funding). She also stated that this level of funding would be sufficient to support MetroGIS's three core functions.

Vice-Chairperson Kordiak mentioned that the funding request before the Policy Board does not include the value of the data or human resources that are being contributed to MetroGIS's activities and endeavors by a wide variety of stakeholders. Staff further commented that no amount of funding from the Council would be able to ensure the realization of MetroGIS's data sharing objectives without these critical data resource and human resource contributions. Harper commented that over the years MetroGIS has restructured its workgroups to improve operational efficiencies to ensure that adequate progress is made without overtaxing the volunteer participants.

Member Vogel commented that, as a relatively new member of the Board, he would appreciate some background on how MetroGIS has established its priorities, which led to a comment from Member Fiskness that maybe it is time to revisit past priorities given the accomplishments that have been made over the past few years. Staff Coordinator Johnson briefly summarized the participatory processes that

were used to establish the initial priority information needs and function or service priorities. He also mentioned that the Coordinating Committee concurs with Member Fiskness's observation and will be bringing a proposal to the Board at its July meeting to host a workshop this fall to do just that – evaluate the current priorities and identify any new directions that MetroGIS should consider, such as applications to use MetroGIS-endorsed regional data solutions.

Member Schneider commented that the level budget from 2003 to 2005 does not concern him, provided we are able to accomplish priority functions. He noted that he believes that MetroGIS is close to achieving a critical mass whereby other entities will regularly choose to partner with MetroGIS to achieve common needs, such as the pending collaboration with the Metropolitan 911 Board (see Item 4). He noted that the challenges are to continually seek out ways to leverage other resources and to maintain a structure that allows MetroGIS to adapt quickly when such a partnership opportunity arises.

Member Pistilli moved and Member Fiskness seconded to direct staff to forward MetroGIS's 2005 budget request as presented in the agenda materials – 3 FTEs and \$86,000 in non-staff project funding -- to the Metropolitan Council for its approval. Motion carried, ayes all.

#### **6. MAJOR PROJECT UPDATES (See the agenda materials for more information)**

- a. Dave Drealan, Chair of the County Data Producers Workgroup, summarized the information presented the agenda packet. Staff updated the Board on the negotiations to execute the next generation data sharing agreements. A draft that addresses comments provided by all parties is expected to be distributed the week of May 3<sup>rd</sup> for hopefully final comment and approval.
- b. Randy Knippel, Chair of the Emergency Preparedness Workgroup, updated the Board on the activities of the workgroup. Staff provided an update on the Address Workgroup and noted the importance to the E911 community of this effort.
- c. David Arbeit, Director of LMIC, commented on the collaborative efforts of LMIC and MetroGIS to expand the functionality of DataFinder and to migrate it the state's GeoIntegrator platform to enable sharing of maintenance expenses.

#### **7. INFORMATION SHARING**

The members were asked to review the information items presented in the agenda packet on their own.

#### **8. NEXT MEETING**

July 28, 2004. (The option of moving the meeting to August 4<sup>th</sup> was discussed but the membership elected to retain the regularly scheduled meeting on July 28<sup>th</sup>)

#### **9. ADJOURN**

The meeting concluded at 8:27 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*City of Roseville's Combined Use of Socioeconomic Data and GIS  
Technology to Improve Decision Making and Service Delivery*

**DATE:** July 6, 2004  
*(For the July 28<sup>th</sup> meeting)*

## **INTRODUCTION**

The Policy Board has asked for a demonstration related to use of GIS technology to be a regular component of each Board meeting. (See the Reference Section for a listing of previous GIS Demonstration topics.)

For the Board's July 2004 meeting, the Coordinating Committee has invited Dennis Welsch and David Windle, Community Development Director and GIS Coordinator, respectively, with the City of Roseville, to talk about their use of detailed household-based socioeconomic data and GIS technology to support comprehensive planning activities. An overview of the presentation is attached.

## **BACKGROUND**

This demonstration is intended to help familiarize Policy Board members with the importance of one of the MetroGIS community's thirteen designated common information need priorities— socioeconomic characteristics of areas. This topic was chosen for the demonstration because a Policy Board member expressed surprise at the January Board meeting to learn that socioeconomic information needs were among the priorities for MetroGIS's efforts.

Given that eight of the twelve current Policy Board members were not on the Board when the current information needs priorities were established, Chairperson Reinhardt and staff have recognized a need to acquaint the current members with the rationale for current priorities. As such, the Coordinating Committee has been encouraged to arrange for GIS Technology Demonstration topics that will help Policy Board members better understand the breadth of information needs that are priorities of the MetroGIS community, as well as other topics core to MetroGIS's efforts.

## **CITY OF ROSEVILLE'S EXPERIENCE**

Ongoing efforts by the City of Roseville and the I-35W Corridor Coalition, regarding improved decision support through use of GIS technology and access to robust socioeconomic data, are serving as a test bed for the broader MetroGIS community.

The City of Roseville and other I-35W Corridor Coalition members are using a GIS technique called thermal mapping to analyze housing and land use trends. The foundation of this analysis is household-based, as opposed to census-geography based, socioeconomic data that contain over 20 fields of information about each residential household in their respective communities. It is important to note that these data are not supported by traditional census sources. This leading-edge use of GIS technology and robust socioeconomic data are providing an unparalleled analytic and decision support tool for city policy making related economic development, land use, transportation capacity building, utility and infrastructure sizing, park programming, emergency services, housing and other city functions. In addition, this data resource aids in collaborative efforts with adjoining cities, area school districts, and others.

MetroGIS's pending investigation of possible regional solutions to common socioeconomic information needs of its stakeholder community proposes to consider lessons learned through Roseville's experience.

## **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

### **Past Demonstrations**

- Apr. 2004: Metropolitan 911 Board's proposal to integrate GIS into the day to day operations for the 27 PSAP's (Public Safety Answering Points) that serve the metro area
- Jan. 2004: Scott County's Story - Improving Information Access Efficiencies with GIS
- Oct. 2003: GASB 34 and GIS Technology: The Connection?
- Jul. 2003: Minneapolis Neighborhood Information Network (MNIS) and its role in the area of Community GIS, also known as Public Participation GIS
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Carver and Washington Counties' use of GIS for Emergency Management
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: Rollout of DataFinder Café, MetroGIS's state-of-the-art data distribution tool
- Apr. 2002: Each of the seven counties summarized their respective GIS programs
- Jan. 2002: Paul Olson shared his experience as a GIS professional responding to the World Trade Center tragedy at Ground Zero
- Oct. 2001: TIES - How school districts have benefited from the presence of MetroGIS
- Jul. 2001: MetroGIS capabilities current and proposed for data discovery and acquisition via the Internet
- Apr. 2001: LMIC's MetroViewer (EPPLviewer) using datasets made available via MetroGIS' efforts
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition Socio-Demographic Data Initiative
- Jul. 2000: DataFinder and Metropolitan Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to U.S. House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made all classes of stakeholders represented on the Policy Board

## Some Thoughts on the Uses of GIS and Demographics

Dennis Welsch,  
City of Roseville  
July 28, 2004

I've been invited to speak with you about the products and community benefits of combining GIS and demography.

Based on the Ramsey County parcel base, Roseville has used a Geographic Information System (GIS) since 1993. It has become a very popular and successful cartographic tool creating thousands of mapping products. In 1997-98 when the City and the seven-city 35W Coalition introduced demography at the parcel level, GIS became the planner's assistant (and asset) for preparing comprehensive plans. To maintain and improve the community quality of life, we plan with and for people and provide improved service delivery to them. Demographic data is essential.

We must understand their aggregate housing size and type, housing value, neighborhood permits and improvement status, and condition, income, family size, age, number of school children, number of vehicles, commuter patterns. With reliable, maintained, and regularly updated data (actual counts), we can very efficiently provide policy makers and the public with more topic depth (in a short time this may be accessible via Internet). Some products and benefits of good social and economic data with GIS include:

- Transportation capacity planning
- Utility/infrastructure sizing
- Housing and community development; projecting new resident needs
- Jobs (Work Force Centers) - defining labor sheds where workers come from and go to work
  - Matching jobs and housing income to provide a choice in commute length
  - Matching job skills with employers within selected areas
  - Matching leased and for sale with projected employee capacity
- School aged enrollments and projections for those under 5 years
- Park programming and equipment
- Emergency services, police, fire, medics, fume and pipeline safety

(Graphic examples of these topics will be available at the July 28<sup>th</sup> meeting.)



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Jane Harper  
Staff Contacts: Mark Kotz (651-602-1644) and Randall Johnson

**SUBJECT:** Enhancements to Regional Parcel Dataset

**DATE:** July 8, 2004  
(For the July 28<sup>th</sup> meeting)

## **INTRODUCTION**

Policy Board approval is requested for several proposed enhancements to the Regional Parcel Dataset content specifications and related custodial policies. The number of attributes would expand from 25 to 55. The target release of the proposed modified Regional Parcel Dataset is January 2005. As in the past, Counties are not expected to populate data elements which they do not maintain for internal purposes.

## **COORDINATING COMMITTEE CONSIDERATION**

At its March 31<sup>st</sup> meeting, the Committee accepted the proposed modifications and directed staff to prepare a marked-up policy statement for formal approval at the its June meeting. At the June 22<sup>nd</sup> meeting, the Committee unanimously approved the enhancements to the regional parcel dataset illustrated in the attached Regional Policy Statement, dated May 5, 2004. Four general modifications are involved: clarification of existing attribute meaning (*completed*), modification of existing attributes, adding new attributes (mostly housing characteristics that were the top ranked enhancement preferences), and officially adding parcel points as a component of the regionally endorsed solution.

## **BACKGROUND**

1. In September of 2003, a peer review forum was conducted for licensed users of the regional parcel dataset. The purpose was to define and prioritize desired enhancements to the regional parcel dataset. Fourteen users of the dataset attended the forum and three others provided comments afterwards. These users represented a wide range of organizational interests. A product of this forum was a ranked list of desired enhancements to the regional parcel dataset.
2. Immediately following the forum, a technical workgroup was formed. It was comprised of representatives from each county, along with three regional and local government representatives. Over a period of five months, the workgroup evaluated the desired enhancements and effectively addressed nearly all of the priorities agreed upon at the forum. The resulting recommended modifications are the subject of this report. Mark Kotz, who staffed the workgroup, will be present to answer any questions the Policy Board may have.
3. The proposed 2004-2008 GIS Data Sharing Agreement would provide \$7,000 to each county in 2004 for any one-time programming and/or procedural changes necessary to implement the proposed modifications. Each of the counties has affirmed that their costs to implement the proposed modifications will be covered by the proposed funding.

## **DISCUSSION**

The Regional Parcel Dataset is one of MetroGIS's most valuable and complex achievements. The proposed modifications to the previous version will substantially improve an already valuable asset to the MetroGIS community. A great deal of thanks is due to the counties for agreeing to work with the community to accomplish this feat. To staff's knowledge, each of them is comfortable with the recommended modifications to the Regional Parcel Dataset, continuing to serve in their collective capacities as the designated primary producers of parcel data, and prepared to implement the changes by the proposed target date of January 2005.

## **RECOMMENDATION**

That the Policy Board approve:

- 1) The proposed enhancements to the Regional Parcel Dataset, as identified in the Regional Policy Summary Statement dated May 5, 2004, and
- 2) Authorize implementation of these modified polices, effective with the January 2005 update of the dataset.

## REFERENCE SECTION

1. The Policy Board last modified the specifications for the Regional Parcel Dataset on October 22, 2002, increasing the number of attributers from 19 to the current 25. Those specifications have been “marked-up” in the attached Regional Policy Statement to clearly illustrate the modifications proposed at this time.
  
2. The members of the Parcel Data Enhancement Workgroup were as follows:
  - Anoka County: Gary Swenson
  - Carver County: Gordon Chinander
  - Dakota County: Kent Tupper
  - Hennepin County: Bob Moulder
  - Ramsey County: Curt Peterson
  - Scott County: Dan Pfeffer
  - Washington County: Dave Brandt
  - Mosquito Control: Nancy Read
  - Metro 911 Board: Pete Eggimann
  - Representing cities and school districts: John Carpenter, Excensus
  - Workgroup staff: Mark Kotz, Metropolitan Council, which serves as the regional custodian for the Regional Parcel Dataset
  
3. Following each stage of consideration by both the parcel data enhancement workgroup and the Coordinating Committee, each county representative has been asked to identify any issue or concern that their respective county may have concerning the subject recommendations. To staff’s knowledge, all identified concerns have been satisfactorily addressed.

# REGIONAL PARCEL DATA BUSINESS INFORMATION NEED POLICY SUMMARY

## Preamble:

*A guiding principle of MetroGIS is that no organization will be asked to perform a task for MetroGIS for which they do not have an internal business need. Primary custodians are responsible for providing only that parcel attribution data that they maintain for their own internal business purposes and which can be retrieved and provided to the regional custodian without an excessive level of effort. Within these bounds, it is expected that each primary custodian will work toward providing the most complete dataset practical. Regional custodians are not obligated to manipulate data received from the primary custodians at their own expense that when doing so would exceed their business needs. Gaps may continue to exist between defined data needs and available data. MetroGIS will work to identify solutions that bridge these gaps for the broad MetroGIS community. that may exist are the domain of MetroGIS to identify solutions that address the broad MetroGIS community interest.*

## *Parcels – Regional Data Specifications*

### **DESIRED REGIONAL PARCEL DATASET (GOVERNMENT UNITS AND ACADEMIC INTERESTS VERSION)**

The regional parcel dataset should be a metro-wide (7-county) dataset with a high horizontal positional accuracy. Each primary custodian (each of the seven counties) should provide their parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis to the regional custodian, with complete metadata.

The regional dataset custodian will provide the parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis, with metadata, entity and attribute information, and contact information.

Attribute fields attached to each parcel shall be as presented in Appendix A.

## *Parcels – Roles and Responsibilities*

### **A. PRIMARY CUSTODIAN**

Responsibility for the primary (source) data and its maintenance shall remain with each individual county.

### **B. PRIMARY CUSTODIAN RESPONSIBILITIES**

1. Update the primary parcel datasets on a continuous basis.
2. Submit a copy of their primary parcel polygon and points datasets to the regional custodian on a quarterly schedule established by MetroGIS and the regional custodian in shape file format and in UTM, NAD83, meters. The shape files are is-expected to include all attribute fields endorsed by MetroGIS with the exact field name, field length, and field type specified. *It is understood that the attribute fields will be populated at each county's discretion based upon data availability in each county.*
3. Create, maintain, and provide metadata for the dataset. *If a county elects not to submit metadata, contact information for a person with appropriate expertise will be included in the regional metadata.*
4. Primary producers are encouraged to periodically test and report the spatial accuracy of the parcel boundary data they submit to the regional custodian. If testing is undertaken, primary producers are also encouraged to use of the NSSDA testing and reporting procedures.

### C. REGIONAL CUSTODIAN

The Metropolitan Council (Council) has been identified and has accepted, on behalf of the MetroGIS community, designation by MetroGIS on July 11, 2001 as the best candidate to carry out the roles and responsibilities associated with assembly and maintenance of the regional parcel dataset.

### D. REGIONAL CUSTODIAN RESPONSIBILITIES

1. Compile the regional dataset ~~coverage~~ of parcel boundaries, parcel points and attributes, as agreed upon by MetroGIS, from the primary sources. The data specification standards endorsed by MetroGIS should incorporate use of FGDC cadastral standards to the extent practical.

***Note:** As a matter of MetroGIS policy, the regional custodian shall **not** change the parcel boundary data received from the counties. The counties, as primary custodians, shall be the only entities authorized to modify parcel boundary data as it pertains to the regional dataset*

2. Establish and maintain a process to automate, to the extent practical, the compilation of a regional dataset from the primary sources, including, but not limited to, the following procedures:

a) The regional custodian shall compare each dataset submitted by the primary custodians with the desired standard specifications (UTM, NAD83 coordinates and the attributes in Exhibit A).

Specifically the regional custodian will check:

- field name
- field width
- field type
- field order
- county code and dash appended to PIN
- visual check of projection against orthophotos to see if parcels appear to be in the correct location
- existence and format of metadata

b) Inform the primary custodian where a primary dataset differs from a MetroGIS-endorsed standard. If differences are minimal and only involve attributes, the regional custodian will modify the primary dataset to match the desired standard specifications. If the regional custodian perceives the differences to be significant, it will distribute the primary dataset as provided by the primary custodian with a note to users indicating the differences from the desired specifications.

c) Compile metadata from all sources into one set of regional metadata for the dataset and distribute it in the format provided by the primary custodians. However, the regional custodian will, at the request of a primary custodian, convert metadata in DataLogr, SGML or ESRI's XML formats to a standard HTML format. The regional custodian will also help any primary custodian to develop Minnesota Geographic Metadata Guidelines format metadata. The regional custodian will maintain complete regional metadata and make the supplied county parcel data and metadata available to approved users.

d) Include a contact person for the primary custodian with the distribution of the regional dataset if metadata is not available from a primary custodian.

3. Re-compile, from the primary sources, the regional dataset on a quarterly basis according to a schedule established by MetroGIS.

4. Each parcel shall have a unique parcel identification number consistent with the standard adopted by the Policy Board on January 27, 1999, or as subsequently modified by the Board.

5. Further the use of cadastral standards for the regional parcel boundary dataset, where applicable.

6. In conjunction with the MetroGIS user community, provide a means to notify the counties of gaps/overlaps in primary datasets along county boundaries (interior boundary gaps/overlaps are the responsibility of the primary custodian). The decision as to whether or not to modify any identified boundary anomalies is solely the discretion of the county(ies) involved.

7. Provide for data archive, backup, retrieval, and disaster recovery.

8. Provide for distribution of the dataset via MetroGIS DataFinder and such other media as permitted by the Counties.

9. Execute a quality control/quality assurance procedure that assures the regional dataset user that the data they receive is the same as provided to the regional custodian from the primary producers for assembly into a regional dataset.

10. Support distribution of one quarterly version of the Regional Parcel Dataset for each year, as determined by MetroGIS, as an annual archive along with appropriate metadata.
11. Co-host, with MetroGIS, Data Users Forums on a schedule decided by the Coordinating Committee to obtain feedback from the MetroGIS community as to desired enhancements to the dataset and any associated data access, content, documentation and/or distribution policy(ies).

## Parcels – Access Policies

Rules associated with access to the Regional Parcel Dataset, or any portion thereof, shall be decided by the counties, the primary producers of the data. MetroGIS's role is to foster coordination among counties concerning access to parcel data. Such rules may be part of a formal agreement or enacted by letter of intent/resolution from the counties, as determined at the counties' discretion. Each such MetroGIS facilitated policy follows:

**1. Data Sharing Agreement – Seven Counties and Metropolitan Council.** Through this agreement, which has been a principal focus of MetroGIS's efforts since its inception, the seven Minneapolis – St. Paul Metropolitan Area counties have agreed to provide access, without fee, to government and academic interests subject to obtaining and abiding by the provisions set forth in a License. (*Negotiations in progress for 2004-2008 agreement.*) See (URL) for more information about agreement and (URL) for information about the License and how to apply for licensure.

**2. Waiver of License Requirement for Access to Historical Versions of the Regional Parcel Dataset.** (Policy proposal tentatively proposed for Policy Board consideration July 2004. See (URL) for a template of the document submitted by each county to ratify this policy.)

**3. Waiver of license requirement for view only access.** (Policy proposal tentatively proposed for Policy Board consideration July 2004. See (URL) for a template of the document submitted by each county ratifying this policy.)

**APPENDIX A**  
**STANDARD PARCEL ATTRIBUTES – REGIONAL PARCEL DATASET**

Regional Parcel Attribute <sup>1</sup>	Regional Dataset Field Name	Field Description <i>with some comments</i>	Field Type	Field Width
Unique County ID	COUNTY_ID	Three digit FIPS and State standard county code.	text/string	3
Unique Parcel ID	PIN	Unique regional parcel ID comprised of the county PIN with the county code and dash appended to the front.	text/string	17
House Number	BLDG_NUM	The building or house number of the parcel. (Things like fractional house numbers should be included with this field.)	text/string	10
Street Prefix Direction	PREFIX_DIR	Street prefix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B <a href="http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf">http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf</a> )	text/string	2
Street Prefix Type	PREFIXTYPE	Street prefix type (e.g. Hwy) for the parcel. <i>Few counties store this data separately.</i>	text/string	6
Street Name	STREETNAME	Street name for the parcel. If a county is unable to provide the individual street data fields (direction, type, etc), they may be provided as a combined data element in this field.	text/string	40
Street Type	STREETTYPE	Street type abbreviation for the parcel (as defined by USPS Pub. 28 Appendix C. <a href="http://pe.usps.gov/text/pub28/pub28apc.html#508hdr2">http://pe.usps.gov/text/pub28/pub28apc.html#508hdr2</a> )	text/string	4
Street Suffix Direction	SUFFIX_DIR	Street suffix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B <a href="http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf">http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf</a> )	text/string	2
Unit Information	UNIT_INFO	Additional unit information for the parcel for condominiums, etc. (e.g. Unit 5B, Suite 8, etc.)	text/string	12
City (actual)	CITY	Name of city or township in which the parcel actually resides (not the mailing address city).	text/string	30
City (mailing)	CITY_USPS	The mailing address city for the parcel as defined by the USPS.	text/string	30
ZIP Code	ZIP	ZIP code for the parcel.	text/string	5
ZIP 4 Extension	ZIP4	The four digit zip code extension for the parcel.	text/string	4
Legal Description Plat Name	PLAT_NAME	The legal description plat name (this is often synonymous with the subdivision name).	text/string	50
Legal Description Block	BLOCK	The legal description block within the plat.	text/string	5
Legal Description Lot	LOT	The legal description lot within the block.	text/string	5
Polygon Acreage	ACRES_POLY	The calculated acreage of the polygon within the GIS spatial data. (numeric field with two decimal places)	numeric	11 (2 dec)
Deeded Acreage	ACRES_DEED	The deeded acreage of the parcel. (numeric field with two decimal places)	numeric	11 (2 dec)
Use Type 1	USE1_DESC	Description of use type 1.	text/string	100
Use Type 2	USE2_DESC	Description of use type 2.	text/string	100
Use Type 3	USE3_DESC	Description of use type 3.	text/string	100
Use Type 4	USE4_DESC	Description of use type 4.	text/string	100
Multiple Uses	MULTI_USES	Flag (Y/N) to indicate if multiple uses exist.	text/string	1
Landmark/Business Name	LANDMARK	Name of the predominant landmark or business on this parcel.	text/string	100
Owner Name	OWNER_NAME	The full (first and last) name of the owner. The format <u>should be last name first where available</u> , (e.g. last name first or last name last) and inclusion of multiple owners is up to each county. <i>Carver and Ramsey report not having this data available. Anoka County will not be providing this data as part of the Geospatial Parcel Data.</i>	text/string	4050
Additional Owner Name	OWNER_MORE	Field for additional owner information where available (e.g. joint owner or additional first name first format).	text/string	50
Owner Address	OWN_ADD_L1 OWN_ADD_L2 OWN_ADD_L3	Mailing address of the owner. Up to three lines may be used. Typically line1 is street address and line2 is city, state & zip, but other variations exist. <i>Note: Only three counties carry this information.</i>	text/string	40 each
Taxpayer Name	TAX_NAME	The full (first and last) name of the taxpayer. The format (e.g. last name first or last name last) and inclusion of multiple taxpayers is up to each county. <i>Dakota reports not having this data available. Anoka County will not be providing this data as part of the Geospatial Parcel Data</i>	text/string	40
Taxpayer Address	TAX_ADD_L1 TAX_ADD_L2 TAX_ADD_L3	Mailing address of the taxpayer. Up to three lines may be used. Typically line1 is street address and line2 is city, state & zip, but other variations exist.	text/string	40 each
Homestead Status <sup>2</sup>	HOMESTEAD	Homestead <u>status (Y = yes, N = no, P = partial)</u> <i>Note: The inclusion of this field will allow parcel data users to assume the owner is the occupant for these parcels. Not all counties have this data as a yes or no type field (e.g. Anoka, Wash.). Those counties can decide if they want to process it into a Y/N field.</i>	text/string	1
Parcel House Number	BLDG_NUM	The building or house number of the parcel	text/string	10
Parcel Street Name	STREET	The street name (with street type and direction). This is the actual location of the parcel, which may not be the mailing address.	text/string	40
Parcel City Name	CITY	Name of city or township in which the parcel resides (not the mailing address)	text/string	20

Regional Parcel Attribute <sup>1</sup>	Regional Dataset Field Name	Field Description <i>with some comments</i>	Field Type	Field Width
		<del>city or township.</del>		
Parcel Zip Code	ZIP	<del>Zip code in which the parcel resides.</del>	text/string	5
Estimated Market Value - Land	EMV_LAND	Land estimated market value	numeric	11
Estimated Market Value - Buildings	EMV_BLDG	Building estimated market value	numeric	11
Estimated Market Value - Total	EMV_TOTAL	Total estimated market value	numeric	11
Tax Capacity	TAX_CAPAC	Tax capacity of the parcel	numeric	11
Total Tax	TOTAL_TAX	Total tax of the parcel	numeric	11
Special Assessments	SPEC_ASSES	<del>Special assessment value due and payable in the current year.</del>	numeric	11
Tax Exempt Status	TAX_EXEMPT	Tax exempt (Y/N) <i>(Note: The counties that do have this information tend to have it imbedded in other code fields. A Y/N field will be maintained and counties can decide whether to do the processing to create that information to populate the field.)</i>	text/string	1
Exempt Use 1	XUSE1_DESC	<del>Description of exempt use type 1.</del>	text/string	100
Exempt Use 2	XUSE2_DESC	<del>Description of exempt use type 2.</del>	text/string	100
Exempt Use 3	XUSE3_DESC	<del>Description of exempt use type 3.</del>	text/string	100
Exempt Use 4	XUSE4_DESC	<del>Description of exempt use type 4.</del>	text/string	100
Dwelling Type	DWELL_TYPE	Type of dwelling (e.g. single family, duplex, etc.)	text/string	30
Home Style	HOME_STYLE	Home style description (e.g. rambler, split entry, etc.)	text/string	30
Square Footage	FIN_SQ_FT	Finished square footage	numeric	11
Garage	GARAGE	Garage (Y/N)	text/string	1
Garage Square Footage	GARAGESQFT	Garage square footage	text/string	11
Basement	BASEMENT	Basement (Y/N)	text/string	1
Heating	HEATING	Type of heating in use	text/string	30
Cooling	COOLING	Type of cooling in use	text/string	30
Year Built	YEAR_BUILT	Year built	numeric	4
Number of Units	NUM_UNITS	Number of residential units.	text/string	6
Type of Structure	STRUC_TYPE	<del>Type of structure on parcel. Note: There is likely no standardization at all in this data between counties. Recommend a free text field and counties can populated it as appropriate. Not available in some counties.</del>	text/string	30
Last Sales Date	SALE_DATE	Date of last sale <i>Note: Since counties format this data in several different ways within their own databases, it is difficult to know what might be the best field type in the regional shape file (in terms of ease of standardization).</i>	date	8
Last Sales Value	SALE_VALUE	Value of last sale	numeric	11
School District	SCHOOL_DST	Unique school district number	text/string	6
Watershed District	WSHD_DIST	Watershed <del>district</del> name	text/string	50
Green Acres	GREEN_ACRE	Green acres status (Y/N)	text/string	
Open Space	OPEN_SPACE	Open space status (Y/N)	text/string	
Agricultural Preserve	AG_PRESERV	Agricultural preserve status (Y/N)	text/string	
Aq. Preserve Enrolled	AGPRE_ENRD	Agricultural preserve enrolled date	date	
Aq. Preserve Expiration	AGPRE_EXPD	Agricultural preserve expiration date	date	
Parcel Polygon to Parcel Point and PIN Relationship Code	PARC_CODE	This field is used <del>to</del> provide information about the relationship between parcel polygons, parcel points and unique tax parcel identifiers (PINs).	numeric	2

<sup>1</sup> Washington County's agreement specifically exempts "property line dimensional data" from inclusion in the regional parcel dataset. This was the intent and understanding with other counties that raised the issue.

<sup>2</sup> "Resident name" has been identified by the MetroGIS community as a desirable attribute for the regional parcel dataset. However, this information is not maintained by counties. Until a suitable source for "Resident Name" is identified, "homestead status" will serve as a surrogate for "Resident Name". ~~The North Metro I-35W Corridor Coalition is prototyping a database that will include 20+ attributes about households, including resident name. When a suitable source is operational, the field "Resident Name" will be added to the regional dataset.~~

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## APPENDIX B

### Operational/Procedural Clarifications

*Note: On October 22, 2002, the Policy Board modified the regional policy statement to include this Appendix and authorized the Coordinating Committee, from that point on, to modify this Appendix and other regional policy statements (parcels and other) when all relevant and affected parties are in agreement.*

1. If counties have polygons in their parcel dataset for rights-of-way, lakes or other “non-standard” parcels, these should not be removed from the regional parcel dataset. Counties do not have to go to any extra lengths to create polygons where they do not already exist in their parcel dataset. *(October 2002)*
  2. The quarterly update schedule will be April 1, July 1, October 1 and January 1. Valuation and tax information in the Regional Parcel Dataset will generally be updated with the April release. Counties that do not have the new assessments available by April should provide them with the next quarterly release after they are available. Parcel geography and other attributes will be updated with each quarterly release. *(December 2003 Coordinating Committee clarification)*
- ~~□ Counties may, at their discretion, also provide a parcel points shape file (which should have the same coordinate system and attribute fields as the polygon file) and/or a table of additional attributes that can be joined to the parcel geography with the unique parcel identifier. The amount of additional data (if any) and the degree of documentation is up to each county. The regional custodian shall not modify additional data in any way. *(October 2002)*~~

<sup>(1)</sup> Revision History:

Version 1 - Initial Policy Board Adoption: October 27, 1999  
Modified on: January 9, 2002 and October 22, 2002



**TO:** Policy Board  
**FROM:** Coordinating Committee and Emergency Preparedness Workgroup  
Contact: Randy Knippel (952-891-7080)  
**SUBJECT:** Regional Parcel Dataset Policy – *Unlicensed View-Only Access  
Via Emergency Preparedness Resource Application*  
**DATE:** July 13, 2004  
(For the July 28<sup>th</sup> Meeting)

### **INTRODUCTION**

Policy Board endorsement is sought to establish, as regional policy, the ability to offer unlicensed, view-only access to the Regional Parcel Dataset when accessed via the MetroGIS Emergency Preparedness Resources Application.

MetroGIS's Emergency Preparedness Workgroup is currently using this application as a tool to inform the emergency preparedness community about GIS technology and how it can help them carry out their responsibilities, as well as being a visualization tool to identify data concerns and needed refinements necessary for widespread use by the emergency management community. The ability to view parcel data has been identified as a needed refinement.

If the Policy Board endorses this proposal, implementation would be subject to prior approval by the individual counties, as they are the producers of the subject parcel data. A sample approval letter and resolution (whichever a county prefers) are attached, which are intended for the counties to use to affirm their respective approvals.

### **COORDINATING COMMITTEE CONSIDERATION**

The Coordinating Committee unanimously recommended approval of this proposal on June 22<sup>nd</sup>. One of the cited reasons for recommending approval is that several of the counties are currently offering unlicensed viewing of parcel data via their own Internet-based applications.

### **BACKGROUND**

- 1) The MetroGIS Emergency Preparedness Resources Application is in prototype phase, running at <http://www.datafinder.org/ep/>. It is currently password-protected and would remain so. The Emergency Preparedness Workgroup, chaired by Randy Knippel, Dakota County's GIS Manager, issues the password as they interact with interests affiliated with the emergency management community.
- 2) The Emergency Preparedness Workgroup has been refining the application's design, general data content specifications, and related data maintenance responsibilities since this past January when it was first launched. The Workgroup expects to submit a proposal this fall seeking Policy Board approval of roles and responsibilities necessary to move the application from its current prototype stage to fully operational. A key component to the ongoing prototyping activities involves refining procedures to streamline use of the application. The Workgroup is seeking the requested approval at this time to ensure any "bugs" are worked out before formal approval is requested this fall.
- 3) In January 2004, the Metropolitan Council agreed to host the subject Emergency Preparedness Resources Application on behalf of the MetroGIS community and assigned staff to assist with its implementation. This application is currently running on the server that supports MetroGIS DataFinder.
- 4) No licensed datasets are currently viewable via this application; parcels and The Lawrence Group (TLG) street centerlines being the most notable. Although the proposed testing does not apply to the TLG street centerline data, a senior TLG official has expressed interest in learning more about this application and how TLG may be of assistance.

### **RATIONALE FOR PROPOSAL**

This application currently does not provide the ability to view parcel data due to complications related to licensure of the data. The time lag required to acquire licensure inhibits the Workgroup's ability to offer emergency managers immediate access to the application when contact is established. Immediate use by emergency managers, as they are contacted, is desired to maintain strong, responsive working relations. The

current licensure requirement is hampering the Workgroup's ability to achieve this objective and, ultimately, widespread use of this application.

As importantly, the current licensing procedures for parcel data were designed to apply to a situation where the actual data are accessible to prohibit redistribution. The subject application would provide the ability to only view the data and only a select group of stakeholders (emergency managers) are intended to have this view-only access. These circumstances are more restrictive than Internet data access policies that have been implemented by Dakota, Hennepin, Scott, and Washington counties. In each case, these counties are currently supporting view-only access to parcel data via their own Internet-based applications.

#### **DISCUSSION**

As long as the subject application remains password-protected, this proposal does not present any compatibility concerns with other current MetroGIS supported data distribution procedures or objectives. There is also no need to hold up this proposal until the Board considers the topic of moving the application from prototype to operational phase. If the Board for some reason would not endorse moving the subject application to operational status, the subject parcel data policy could be voided via a contingent sunset clause. This sunset clause concept was not anticipated at the time of the Coordinating Committee's review and is offered by staff as means to keep the review moving forward if the Board decides to do so.

#### **RECOMMENDATION**

That the Policy Board:

- 1) Find that a policy of view-only access to parcel data via the prototype MetroGIS Emergency Preparedness Resources Application has merit for further consideration and refinement as a regional best practice.
- 2) Defer to the seven counties to decide if this policy is appropriate and that the current application provides sufficient protection for their data.
- 3) If the counties acknowledge their approval of this policy via the attached letter or resolution dated May 18, 2004, the Policy Board hereby requests the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties in this regard.

#### **4) Supplemental Sunset Policy Option (staff suggestion)**

If the Policy Board elects not to authorize the MetroGIS Emergency Preparedness Resources Application to move from prototype to operational status by (insert date – e.g., 6 or 12 months), this endorsement of view-only access of parcel data via Emergency Preparedness Resources Application shall become null and void, unless renewed by all affected parties.

*Version: May 18, 2004*

**EXAMPLE  
COUNTY LETTER HEAD**

*(Date)*

MetroGIS Policy Board  
c/o Randall Johnson, MetroGIS Staff Coordinator  
Metropolitan Council  
Mears Park Centre  
230 East Fifth Street  
St. Paul, Minnesota 55101-1633

**Regional Parcel Dataset --  
Unlicensed View-Only Access Via Web Application**

Dear Randall:

The purpose of this letter is to inform the MetroGIS Policy Board that *(insert County name)* concurs with its proposed regional policy endorsed *July 28, 2004* concerning view-only access to the Regional Parcel Dataset without the need for prior licensure. It is our understanding that implementation of this policy would permit anyone interested in viewing the MetroGIS-endorsed Regional Parcel Dataset, via the MetroGIS-endorsed Emergency Preparedness web-based application *(insert URL)*, to do so but that their access will be limited to a view-only capability. That is, the actual parcel data is not intended to be downloadable for their use beyond the web application.

In accordance with the MetroGIS Policy Board's request on *July 28<sup>th</sup>*, *(insert County name)* hereby:

1. Acknowledges it has reviewed and agrees with the technical manner in which MetroGIS's endorsed Emergency Preparedness web-based application would implement the proposed view-only access capability,
2. Authorizes the Metropolitan Council, in accordance with its role as host of the referenced Emergency Preparedness application, to make *(insert County name's)* parcel data accessible via the referenced application without prior licensure, and
3. Agrees not to hold the Council responsible in any way if an unauthorized entity subsequently identifies a means to access the actual parcel data via this application. In such case, *(insert County name)* acknowledges that the only remedy shall be to request the Council to remove its parcel data from the subject application.

*(insert County name)*'s contact person concerning administration of the Emergency Preparedness web-based application is *(insert name)*. They can be reached at xxx-xxx-xxxx if you have any questions.

Respectfully,

*(person authorized to sign)*





**TO:** Policy Board

**FROM:** Jane Harper – Chairperson, Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Modifications to MetroGIS’s Operating Guidelines  
-- *First Reading before the Policy Board* --

**DATE:** July 7, 2004  
(For the July 28<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee is seeking approval from the Policy Board for a number of modifications to MetroGIS’s Operating Guidelines. The proposed changes are, for the most part, to recognize changes in MetroGIS’s operations since the guidelines were initially adopted in 1998, and which have not since been modified. All of the proposed language changes are illustrated in the attached marked-up version of the complete guidelines.

A 15-day notice period is required prior to the Policy Board making any changes to the MetroGIS Operating Guidelines. Consequently, notice of the proposed amendments was emailed to Board members on July 12<sup>th</sup>, separate from the remainder of the packet, which was distributed the following week.

### COORDINATING COMMITTEE CONSIDERATION

The Coordinating Committee began the process of updating MetroGIS’s Operating Guidelines at its September 2003 meeting. It subsequently considered various changes at each of three meetings, reaching unanimous agreement at its June 22<sup>nd</sup> meeting. A detailed summary of the changes embodied in the current recommendation is presented in the Reference Section on the following page.

### DISCUSSION

The most debated of the proposed guideline changes involved the topic of member absenteeism. Absenteeism has not resulted in the lack of quorum at any Committee or Policy Board meeting, to staff’s recollection, in the 8-½ years of MetroGIS’s operation. However, chronic absenteeism does exist among a few members of both the Policy Board and Coordinating Committee. This absenteeism is a concern because it affects MetroGIS’s ability to ensure broad support among all of the key stakeholders concerning identification of the priority needs and implementation of sustainable actions to address those needs.

As such, the following statement is proposed to be added to the guidelines, along with expectations for addressing absenteeism: (MetroGIS’s) ability to achieve collaboration that is necessary to achieve long-term solutions to common geospatial needs is compromised when its members do not regularly participate in its affairs. Successful implementation of regional solutions requires champions within each of the affected organizations, a role expected of (Policy Board) / (Committee) members.

The debate centered on how proactive MetroGIS should be in seeking to replace members who are often absent from Board and Committee meetings. The proposed guidelines embody Chairperson Reinhardt’s preference for a softer approach for confronting chronically absent members than had been originally preferred by the Coordinating Committee. Chairperson Reinhardt expressed concern that the Committee’s initially proposed language did not treat members as professionals or in a manner that builds trust and, as such, could have potentially caused more harm than good. The current proposal requires the member to be spoken with to work through options, as opposed to dismissing them after failure to attend three consecutive meetings if they have not arranged for an alternate. On June 25<sup>th</sup>, following the Committee’s June 22<sup>nd</sup> action, Chairperson Reinhardt requested a minor change to remove the statement that the Board Chair would contact Policy Board members who are chronically absent but rather only stipulate that they will be contacted. The current proposal does this.

### RECOMMENDATION

That the Policy Board approve proposed modifications to MetroGIS’s Operating Guidelines as illustrated in the attachment dated June 25, 2004.

## REFERENCE SECTION

### CHRONOLOGY OF COORDINATING COMMITTEE'S RECOMMENDATION

1. September 17, 2003: The Committee gave first reading to the following proposed modifications to MetroGIS's Operating Guidelines:
  - Update the context from a proposed regional data sharing mechanism to one that is operational.
  - Remove reference to the Policy Advisory Team that was dissolved in July 2001.
  - Acknowledge the widespread use of ad-hoc or special purpose workgroups, in addition to the Technical Advisory Team, as the principal means to identify components of solutions to common geospatial data needs.
  - Recognize that the Technical Advisory Team has slowly evolved into a mechanism for sharing knowledge, with less involvement in defining strategies to address issues and opportunities, tasks which currently are nearly exclusively accomplished by ad-hoc or special purpose workgroups.
  - Assign a liaison from the Coordinating Committee to serve on each ad hoc workgroup where not currently assigned, in addition to serving on the standing Technical Advisory Team. Several special workgroups (Addresses, Highway and Road Networks, Hydrology, and Socioeconomic- Phase II) did have Committee liaisons.
  - Add to the list of Policy Board responsibilities: ensuring an up-to-date business plan.
  - Clarify the responsibilities of the Coordinating Committee Chair.
2. December 17, 2003: In addition to the changes accepted by the Committee at its September meeting, the following three additional changes to the guidelines were called for, though the Committee postponed formal approval to its March meeting to give the Chairperson and staff an opportunity to draft specific language for the requested "member removal" section:
  - Add a section that provides procedures to remove members from the Committee who are not participating in the Committee's affairs.
  - Clarify expectations for members who represent broad communities, as opposed to single organizations.
  - Clarify the title for Article IV.
3. March 31, 2004: The Committee unanimously approved all of the changes it considered at its two previous meetings, except for Article III, Section 10 - Member Removal. The Committee felt that the language should be stronger in terms of automatic removal of a member who has not attended for three consecutive meetings and has not arranged for an alternate. Staff was directed to draft modified language.

Comment: Following the Committee meeting staff prepared a draft of the stronger language. This language was shared with Chairperson Reinhardt because to determine if a "Member Removal" guideline should also be pertinent to the Policy Board. Chairperson Reinhardt raised a concern about the suggested provision - that it may result in more harm than good, given the collaborative and voluntary nature of MetroGIS. She also stated that could not support the Committee's desire for a stronger statement should it be forwarded to the Policy Board for consideration.

4. June 22, 2004: The Committee accepted language that embodied the preferences of Chairperson Reinhardt for a softer approach to dealing with member absenteeism, including changing the section title from "Member Removal" to "Member Absenteeism". The Committee did not reconsider any of other provisions that it had accepted at its March meeting and recommended Policy Board approval of the proposed guideline modifications, as presented in the agenda packet.



**TO:** Policy Board  
**FROM:** MetroGIS Support Staff  
Contact: Steve Fester (651-602-1363)  
**SUBJECT:** Project Updates  
**DATE:** July 20, 2004  
(For the July 28<sup>th</sup> Meeting)

**A) NEXT GENERATION DATA SHARING AGREEMENTS**

The financial terms associated with the Next Generation Agreements were accepted by the Policy Board at its January meeting. No objections were raised from any of the counties. The Hennepin and Dakota County Attorneys are currently working with MetroGIS staff to finalize the legal aspects of the “next generation” data sharing agreement, accompanying data license, and online license application process. Once the Hennepin and Dakota County Attorneys are comfortable with the documents, the documents will be forwarded to the other counties for comment and approval. These agreements include funding to the counties to assist them with enhancements to the Regional Parcel Dataset proposed to be implemented by year-end. As such, the goal is to have the agreements executed by all parties and in place by early to mid-fall.

Once the new agreement goes into effect, each current user of the Regional Parcel Database will need to execute the new license. Organizations that were licensed prior to December 31, 2003 have been permitted to continue to use the data but no new licensing or data distribution is supported via DataFinder until the new license goes in to effect.

**B) PRIORITY BUSINESS INFORMATION NEEDS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS’s common information needs.)

**(1) Address Workgroup**

The group’s goal is to minimize duplication of effort and maximize consistency of address data needed by metro stakeholders, including emergency responders. The group’s specific purpose is to recommend strategies to meet unmet address data-related needs by identifying options and current stakeholders (producers, users, partners). The group will focus primarily on situs (rather than mailing) addresses of all occupiable units and any other officially designated addresses.

To better understand how addresses are created, changed and used at different levels, the workgroup plans to interview a variety of stakeholders in each county that produce and use address data. The group will then compare existing data processes and structures with the data needs of the MetroGIS community, and recommend ways to fill gaps between existing data and needs. A special effort is being made to connect with those responsible for supporting the address needs of Public Safety Answering Points (PSAPs). This workgroup is being staffed by Mark Kotz with Metropolitan Council GIS staff assigned to support MetroGIS activities.

**(2) Emergency Preparedness Workgroup**

The Emergency Preparedness Workgroup is progressing in three focus areas: data development and deployment, building relationships with emergency management community, and organizing GIS resources. They are working closely with the Governor’s Council Emergency Preparedness Committee to develop shared web resources for communicating with the GIS community as well as the Emergency Management community. Initial data sets have been developed and are now being refined through a pilot project that will use the counties as a focal point in the process.

The workgroup is interested in finding additional GIS professionals with a passion for expanding the use of GIS for Homeland Security issues in the metro area. Please contact Randy Knippel if you would like to contribute to this effort ([randy.knippel@co.dakota.mn.us](mailto:randy.knippel@co.dakota.mn.us)).

**(3) Existing Land Use Workgroup**

Workgroup members met with Dakota County planners and GIS staff on June 18th to discuss the potential of implementing a solution that is similar in function to the APA's Land-Based Classification System (LBCS) for this information need. Although it was clear that many of those in attendance had a limited understanding of LBCS, overall interest in a LBCS-like solution was good. It is anticipated that an overall recommendation for a regional solution will be made to the MetroGIS Coordinating Committee at their December 2004 meeting.

Current workgroup members represent city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being staffed by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

**(4) Highway and Road Networks**

The Highways and Road Networks Technical Workgroup has taken a break since the first of the year to allow MnDOT to obtain software updates that were due at the end of April but which have not as yet been fully implemented. These software updates that are necessary to implement the full functionality of MnDOT's Location Data Manager (LDM). The Workgroup expects to meet with MnDOT shortly after that software update to discuss the possibility of initiating a pilot project in one community, which will attempt to integrate the Lawrence Group (TLG) Street Centerline file with the LDM.

Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at

[http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml) This workgroup is being staffed by Mike Dolbow with Metropolitan Council GIS staff assigned to support MetroGIS activities.

**(5) Lakes, Wetlands, etc.**

The Metropolitan Council's Environmental Services (MCES) division has begun to coordinate efforts within the region to assess the recently adopted state-level standards proposed by the Hydrology Committee of the Governor's Council on Geographic Information for Watercourse and Basins. MCES has also begun developing strategies with the Metropolitan Mosquito Control District, U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources, and others to accommodate any desired modifications and assure that any changes will integrate with State data. This workgroup is being staffed by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

**(6) Regional Parcel Dataset Enhancements**

*(See Agenda Item 5a)*

**(7) Socioeconomic Characteristics of Areas**

The MetroGIS Socioeconomic Resource Page ([http://www.datafinder.org/mg/socioeconomic\\_resources](http://www.datafinder.org/mg/socioeconomic_resources)) has been updated. If you are looking for socioeconomic data, this page is a great place to start. It offers a quick search tool based on data source or category. Some 20 data sources are cataloged in seven different categories including: crime, demographics, employment locations, housing, k-12 school data, location of services, and transportation issues. This directory helps users find the data they need. Some of the data can be downloaded directly from the source; for other data, contact information is provided. If you looked at the Resource Page before, take a fresh look. The last major update was made on May 5<sup>th</sup> and includes more sources and added specificity about mapping resolution, update frequency, and time series.

Use statistics are being collected that will be incorporated into MetroGIS's formal Performance Measure statistics. The only remaining task, other than to monitor user satisfaction over the next 6-9 months, is to identify a willing entity, with appropriate resources to accept responsibility for managing the site content.

The Phase II workgroup (solutions to Socioeconomic information needs that can not be achieved with existing published data) is expected to launch in the latter part of 2004 or early 2005. The Phase II effort will be coordinated with the Address Workgroup's efforts and not launch until more is known about how the Address Workgroup will proceed and possibly not until related solutions are defined by the Address Workgroup.

#### **C) STRATEGIC PLANNING RETREAT PREPARATIONS UNDERWAY**

The adopted 2004 MetroGIS workplan calls for the Coordinating Committee to host a retreat this fall. The primary objectives would be to contemplate technology and organizational changes that have occurred since MetroGIS was established in 1996, discuss how these changes are impacting MetroGIS's current objectives and philosophies, and identify candidate next steps for further discussion in preparation for the Business Plan Update proposed for 2005.

The current thinking is that the Coordinating Committee members would participate in a SWOT (Strengthens, Weaknesses, Opportunities, Threats) exercise prior to the proposed retreat. The SWOT exercise would be followed by: 1) a distillation of the results into a form suitable for more structured policy deliberation, 2) interviews with key leadership and a survey of the broader stakeholder community for feedback and refinement of issues and options, and 3) the proposed retreat of the Committee and other key leadership to identify (maybe reach agreement on) key strategies and objectives for the next 3-5+ years.

Further work to refine the process particulars may have to be delayed until later in the fall or to next year, depending on when closure is reached on the Next-Generation Data Sharing Agreements (See Item A, above). The firm of Richardson, Richter & Associates, Inc. (RRA) is assisting on both efforts. Unfortunately, the data sharing agreement negotiations are consuming substantially more time and expense than anticipated. The \$10,000 budgeted for RRA's assistance in 2004 is already nearly exhausted.

#### **D) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

##### **(1) Regional Mailing Label Application**

This application is ready to go but can not be launched until the Next-Generation Data Sharing Agreement is in place (Item A, above). Only those entities which have licensed access to the regional parcel dataset are proposed to be able to use the application.

##### **(2) Regional Parcel Dataset Policy: Access by Non-Profit Interests**

This topic is among several 2004 MetroGIS workplan items that were assigned to the workgroup. A proposal has been received from Will Craig and is scheduled for consideration by the workgroup on July 22nd. Mr. Craig is the Associate Director of CURA at the U of M and is a member of the Coordination Committee, representing the academic community. He also has a long-time working relationship with neighborhood and community groups active in community development-related initiatives in the Twin Cities.

##### **(3) Regional Parcel Dataset Policy: Historical Version Support**

A proposal has been received from Will Craig and is scheduled for consideration by the workgroup on July 22<sup>nd</sup>. The concept was accepted by the Workgroup at its March 2004 meeting. A detailed proposal is now before the group.



*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Steve Fester (651-602-1363)

**SUBJECT:** Information Sharing

**DATE:** July 19, 2004  
(For the July 28<sup>th</sup> Meeting)

**a) Metro Area GIS Staff Changes**

- In May, Gary Swenson resigned his position as the Anoka County GIS Coordinator and began his new position as Director of the Spatial Analysis Research Center (SARC) at St. Cloud State University.
- On June 28th, Gordon Chinander, formerly the Carver County GIS Coordinator, moved to the Metropolitan 911 Board to serve in the newly created capacity as GIS Coordinator.

Best of luck to both Gary and Gordon in their new capacities. Both have made significant contributions to moving MetroGIS forward. The MetroGIS Address Workgroup, in particular, is looking forward to collaborating with Gordon in his position with the Metropolitan 911 Board.

**b) Presentations / Outreach / Studies (not mentioned elsewhere)**

The following activities occurred since the Policy Board last met.

- Articles Published in Summer issue of GIS/LIS Newsletter
- Keynote – Western Michigan GIS Conference – June 10th.
- County GIS User Group Meetings
- MetroGIS Regional Example in OGC Publication

Articles Published in Summer Issue of GIS/LIS Newsletter

Two articles summarizing major MetroGIS activities since the last newsletter were submitted for the Summer 2004 issue. They can be viewed at <http://www.mngislis.org/newsletter/issue37/issue37toc.htm>.

Keynote Speaker – Western Michigan Regional GIS Conference.

The Staff Coordinator was one of three keynote speakers at a June 10<sup>th</sup> conference hosted by REGIS (<http://www.gvmc-regis.org>), an Agency of the Grand Valley Metropolitan Council (GVMC). GVMC is located in western Michigan. REGIS, an acronym for "Regional Geographic Information System," provides a common database, infrastructure, and suite of applications used for spatial data management for its members. The conference theme is how GIS technology can be used to effectively facilitate collaboration necessary to address regional/issues that cross county boundaries related to growth and development, improving the quality of life, and coordinating governmental services.

Information Sharing via County GIS User Groups

The Staff Coordinator participated in user group meetings hosted by the Ramsey and Scott County GIS User Groups since the last Coordinating Committee meeting.

MetroGIS Regional Example in OGC Publication

The Open Geographic Consortium (OGC) selected MetroGIS as its regional example for a document describing "Server Architecture Models for the NSDI". A draft of the document describes 3 other large scale models – centralized, distributed, combination – in addition to the "centralized local-regional" model that they labeled for MetroGIS's data discovery/distribution architecture. The authors expect the document to be widely referenced. Once officially published, staff will forward the URL. Mark Reichardt with the OGC was the lead investigator ([mreichardt@opengis.org](mailto:mreichardt@opengis.org)).

**c) County-based GIS User Group Activity**

On May 26<sup>th</sup>, each County GIS User Group was invited to share information about their respective activities. The following replies were received:

Ramsey County:

- In October 2003, our Enterprise GIS committee built an online mapping service which provides Ramsey County GIS information directly to the public. The data is maintained in partnership with Ramsey County and has been enhanced by links to the County's RRInfo website. Additional enhancements are planned. Visit the service online at <http://maps.metro-inet.us>.
- Our Address Committee has formulated a vision of a County-wide centralized address database that could serve a variety of city business needs and emergency service needs. This year we're taking the first steps toward bringing this vision to reality, working with Ramsey County, our individual member organizations and a work group of MetroGIS.
- Community GIS, a committee under the umbrella of RCGISUG with representation from community groups and the University of Minnesota, is actively seeking grant support for building a resource for community-based GIS, both within and beyond Ramsey County.

Scott County:

- Prior Lake hosted a GIS Open House on May 12, which was open to the public.
- Shakopee will be hosting another open house later this summer (or early fall?)
- The Group is currently contemplating meeting with MetroGIS for a visioning/strategic planning workshop (depending on our time & availability.)

**d) State Geospatial Initiatives Update**

**1) MN Spatial Data infrastructure (MSDI) Plan**

(See I-Teams below)

**e) Federal/National Geospatial Initiatives Update**

- 1) **I-Teams** - The Staff Coordinator and David Arbeit, with LMIC, are serving on a Minnesota Governor's Council Committee responsible for consolidating all of Minnesota's individual, theme-based I-Plans in a document that sets forth a cohesive strategy to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are in various stages of completion. The "wrapper" document which establishes the policy foundation for the data themes and identifies a number of organizational needs and objectives has been accepted by the Governor's Council. The target is to consolidate all of the individual I-Plans into to a single document for submission to the federal Office of Management and Budget by fall 2004. The document also includes a strategy for next steps by Minnesota interests necessary to achieve the vision. A workshop will be hosted at the fall GIS/LIS Conference to share the vision for discussion with the broader community.

**2) Shekhar to NAS/NRC Mapping Science Committee**

Shashi Shekhar has been appointed to the Mapping Science Committee at the National Research Council, National Academy of Sciences. Shekhar is a professor of Computer Science at the University of Minnesota, a fellow of the IEEE Computer Society, a co-editor-in-chief of the Geo-Informatica Journal (<http://www.kluweronline.com/issn/1384-6175>), and a co-author of a popular textbook titled " Spatial Databases: A Tour" . Shekhar has served as a member of the board of directors of the University Consortium on GIS, an associate editor of the IEEE Transactions on Knowledge and Data Engineering, and a program co-chair of the ACMGIS Conference.

The NAS/NRC Mapping Science Committee ([www7.nationalacademies.org/besr/Mapping\\_Science.htm](http://www7.nationalacademies.org/besr/Mapping_Science.htm)) has the responsibility for furthering knowledge and advising the federal government on matters related to GIS. It has produced a series of useful reports that included establishing the NSDI and critiquing the " The National Map" . Current and planned studies are looking at the research directions at the National Geospatial Agency, future directions for licensing data and services as well as expanding research and education in the light of new technologies.

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**July 28, 2004**

**1. CALL TO ORDER**

Vice Chairperson Kordiak called the meeting to order at 6:35 p.m.

Members Present: Gary Delaney (Carver County), Terry Schneider (AMM- City of Minnetonka), William Brown for Randy Johnson (Hennepin County), Jim Kordiak (Anoka County); Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), and Mark Vander Schaaf for Tony Pistilli (Metropolitan Council).

Members Absent: Patrice Bataglia (Dakota County), Chairperson Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Antoinette Johns (TIES), and Gary Schiff (AMM-City of Minneapolis).

Coordinating Committee Members Present: David Claypool, Dave Drealan, Rick Gelbmann, Chet Harrison, and Randy Knippel.

Visitors: Dennis Welsch (City of Roseville) and Scott Simmer (Hennepin County)

Support Staff: Randall Johnson, Mark Kotz, and Steve Fester

**2. ACCEPT AGENDA**

The meeting agenda was accepted as submitted.

**3. MEETING SUMMARY**

Member Fiskness moved and Member Schneider seconded to accept the April 28, 2004 meeting summary as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Dennis Welsch, Community Development for the City of Roseville, shared with the Board how the City of Roseville is using GIS technology and address/household-based socioeconomic data to support policy making and operations for a wide variety of services, involving voting precincts, recycling, fire and ambulance services, police and 911 activities, neighborhood watch groups, notification of AM and PM populations in the event of hazardous material spills and natural disasters, leaf pick up, tornado drills, transit planning, park programming, and in general targeting various populations (e.g., senior citizens).

Roseville has invested in developing and maintaining socioeconomic data at a higher level of accuracy than available with U.S. Census data. The result is they are able to more accurately project population, housing, and labor force trends that are extremely important to managing school district, as well as, city operations.

Mr. Welsch commented that access to sound information requires an investment. In addition, if this information is shared with a host of users, including vendors and non-profits, new and important ways to effectively use the information can be discovered as well as partnerships formed to share costs. He closed his comments by stating that when data sharing is absent, pseudo bases are created that hinder valuable synergies present in a collaborative environment. As such, he encouraged MetroGIS to continue its efforts to work on a regional solution(s) to priority Socioeconomic Information Needs and consider demographic database management on a regional scale. (A PDF version of Mr. Welsch's PowerPoint presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/072804/demo.pdf>.)

Member Schneider concurred that a common language related to socioeconomic data is a key to success when so many entities are involved and that maintaining current data is important considering it is ever changing. In response to the currency comment, Mr. Welsch noted that their target is to maintain data that are not more than 18 months old to meet the requirements for area school district operations.

Vander Schaaf commented that the immense volume of data available, together with the numerous combinations, presents a dilemma of where to start and asked for advice regarding a “core” dataset for the MetroGIS community. Welsch recommended using the critical socioeconomic data needs of school districts and cities, the model they adopted. He further noted that there is a direct link between these two sets of needs. He also stated that a strong fiscal justification for basing the “core” on school district data needs is that over 50% of the property tax dollar goes to school districts, so a noticeable impact is likely from efficiencies gained. Welsch closed by stating that Roseville’s current socioeconomic data model involves maintaining 24 data attributes for each household and that with this information they have been able to support all of the activities mentioned and more.

Mr. Welsch was thanked for his presentation. The Staff Coordinating then commented that later this fall or early in 2005, Phase II of MetroGIS’s effort to address common Socioeconomic Information Needs is expected to begin. The Phase II start is to begin once the MetroGIS Address Workgroup completes its efforts that are relevant to maintaining household and business characteristic data at the unit/suite level.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Regional Parcel Dataset : Attribute Enhancement and Expansion**

Dave Drealan, Vice-Chairperson of the Coordinating Committee, explained the Committee’s recommendation and introduced Mark Kotz, staff to the Parcel Data Enhancement Workgroup, to explain the process used to arrive at the proposed recommendation and the details of the proposed modifications to the Regional Policy Statement. A copy of Mr. Kotz’s presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/072804/parcels.pdf>

In response to a question from Member O’Rourke, Kotz shared a listing of the individuals who had participated in the forum used to define desired enhancements and their respective affiliations. He explained that no attempt had been made to identify potential users and ask them why they are not using the data as the goal of the forum was to identify desired enhancements from the perspective of the current users. The Staff Coordinator noted that the concept of evaluating why potential users are not using the data warrants further consideration and that he would make a note of it for discussion with the Coordinating Committee.

Vice Chairperson Kordiak and Member Schnieder asked questions to clarify that the decision to populate any particular attribute field would rest with each county and that the funding provided by the proposed agreements is for one-time data extraction programming and is considered adequate by each county. Each of these questions was answered in the affirmative.

**Motion:** Member Schneider moved and Member Fiskness seconded to approve the proposed enhancements to the Regional Parcel Dataset, as identified in the Regional Policy Summary Statement included in the agenda materials and dated May 5, 2004, and authorize implementation of the modified policies, effective with the January 2005 update of the dataset. Motion carried, ayes all.

### **b) Regional Parcel Dataset: View-Only Access Policy For Emergency Preparedness Application**

Randy Knippel, Chair of the Emergency Preparedness Workgroup, explained the Coordinating Committee’s recommendation that the counties consider authorizing view-only access to the regional parcel dataset via the MetroGIS Emergency Preparedness Internet application. He also explained that the primary purposes of this application are as an outreach and education tool to help emergency managers better understand how GIS technology can benefit their operations and to aid in building relationships between the GIS and emergency management communities. Knippel also noted that the functionality has

been purposely limited to keep it simple to use. Finally, he stated that Policy Board endorsement of a policy to support view-only access to parcel data via this application would be helpful to point to as specific approval is sought from each county.

Member Schneider expressed support for the application in general but cautioned that if it lacks functionality, it may be counterproductive.

Member Fiskness moved and Member Schneider seconded that the Policy Board:

- 1) Find that a policy of view-only access to parcel data via the prototype MetroGIS Emergency Preparedness Resources Application has merit for further consideration and refinement as a regional best practice.
- 2) Defer to the seven counties to decide if this policy is appropriate and that the current application provides sufficient protection for their data.
- 3) If the counties acknowledge their approval of this policy via the attached letter or resolution dated May 18, 2004, the Policy Board hereby requests the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties in this regard.
- 4) If the Policy Board elects not to authorize the MetroGIS Emergency Preparedness Resources application to move from prototype to operational status by July 28, 2005, this endorsement of view-only access of parcel data via Emergency Preparedness Resources Application shall become null and void, unless renewed by all affected parties.

Motion carried, ayes all.

#### **c) MetroGIS Operating Guidelines Modifications**

The Staff Coordinator summarized the recommendation by the Coordinating Committee, in the absence of the Committee Chair.

Member O'Rourke moved and Member Fiskness seconded that the Policy Board approve the modifications to MetroGIS's Operating Guidelines, as illustrated in the agenda attachment dated June 24, 2004.

Motion carried, ayes all.

### **6. MAJOR PROJECT UPDATES**

#### **a) Next-Generation Data Sharing Agreement / Online Licensing**

Vice Chairperson Kordiak asked the Staff Coordinator to summarize the effort to date to achieve agreement. The Staff Coordinator acknowledged the substantial effort of the Dakota and Hennepin County attorneys but also expressed concern that the negotiations are entering their 8th month with issues still outstanding. He commented that unless closure is reached soon, time could expire prior to year end before the agreement can be executed by all parties, which in turn could jeopardize funding provided by the agreement for counties to gear up for the proposed enhancements to the regional parcel dataset (approved earlier in the meeting), not to mention substantively complicating user access to data they need to perform their jobs.

The Staff Coordinator noted that one of issues that had not yet been resolved involves the liability requirements and remedies for any action inconsistent with the rules governing the Council's responsibilities as the distributor/licensor. He commented that to his knowledge this function (redistribution of licensed data for the benefit of the users and the producers - not the entity doing the redistribution) is unprecedented in the country and that, as such, the Council is unwilling to be held liable for damages associated with supporting this function voluntarily in accordance with its role as MetroGIS's primary sponsor. Although there was no vote, none of the Board members disagreed with a remedy that

simply directs ceasing of the subject redistribution function if issues arise and which precluded monetary damages, payment of legal fees, and other typical remedies.

Finally, the Staff Coordinator stated that it is hoped that the parties will be able to resolve the remaining issues at a meeting with the county attorneys on August 4<sup>th</sup>. Notwithstanding this hope, he asked for direction from the Board in the event agreement can not be reached.

Board members expressed concern that this agreement is not yet in place, given its importance to achieving MetroGIS's vision, and as such, it was agreed that steps need to taken immediately following the August 4th meeting to involve the other counties in the decision-making. Members also concluded that if agreement cannot be reached with all seven counties given the effort that has been made, so be it. All agreed that the primary loser if agreement cannot be reached will be the user community.

**Motion:** Vice Chairperson Kordiak moved and Member Schneider seconded that if agreement has not been reached by August 10th, or upon recommendation of the Chairperson, that the Staff Coordinator is directed to:

- 1) Forward a proposed agreement to the other five counties for their consideration, along with a cover letter to explain the issues that had not been resolved in the negotiations with the Dakota and Hennepin County attorneys,
- 2) Notify the Policy Board member of the action taken.

Motion carried, ayes all.

#### **b-d) Project Update Items**

Given that the meeting had gone past the customary two hours, Vice Chairperson Kordiak encouraged the members to review the remainder of the update information on their own time.

#### **7. INFORMATION SHARING**

The members were asked to review the information items presented in the agenda packet on their own.

#### **8. NEXT MEETING**

Vice Chairperson Kordiak reminded the members that the next meeting is scheduled for October 27, 2004

#### **9. ADJOURN**

Member Fiskness moved and Member Schnieder seconded to adjourn at 8:35 p.m. Motion carried ayes all.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



## Policy Board Members:

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Patrice Bataglia,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD  
(Watershed Districts)

Dennis Hegberg,  
Washington County

Dan Cook,  
TIES  
(School Districts)

Randy Johnson,  
Hennepin County

Vacant,  
City of XXX  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Bob Vogel,  
Scott County

Tony Pistilli,  
Metropolitan Council

## Coordinating Committee

Jane Harper,  
Chairperson  
Washington County

Dave Drealan,  
Vice-Chairperson  
Carver County

## Staff Coordinator

Randall Johnson,  
Metropolitan Council

Wednesday, October 27, 2004

6:30 p.m.

Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN

## Agenda

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|--|------------------|
| <b>1. Call to Order and Introduce new Member from TIES</b>                       |                  |
| <b>2. Accept Agenda</b>  |                  |
| <b>3. Accept Meeting Summary</b>   |                  |
| a) July 28, 2004   | <i>action</i> 1  |
| <b>4. GIS Technology Demonstration:</b>  | 5                |
| <i>Improving Operational Effectiveness with GIS - Dakota County's Experience</i> |                  |
| <b>5. Action/Discussion Items</b>  |                  |
| a) Socioeconomic Resources Page – Custodian Roles and Responsibilities           | <i>action</i> 7  |
| b) 2005 Meeting Schedule   | <i>action</i> 11 |
| <b>6. Major Activity Update</b>  | 12               |
| a) Third Generation Data Sharing Agreement - <i>Status Update</i>                |                  |
| b) Priority Common Information Need Solutions                                    |                  |
| • <i>Regional Parcel Dataset Policy– Historical Versions Support Clarified</i>   |                  |
| • <i>Address Workgroup</i>   |                  |
| • <i>Emergency Preparedness Workgroup</i>  |                  |
| • <i>Existing Land Use Workgroup</i>   |                  |
| • <i>Lakes and Wetlands Workgroup</i>  |                  |
| • <i>Socioeconomic Characteristics of Areas Workgroup</i>                        |                  |
| • <i>Highway and Road Networks</i>   |                  |
| c) County Data Producers Workgroup   |                  |
| • <i>Regional Parcel Dataset Policy – Access by Non-Profit Interests</i>         |                  |
| <b>7. Information Sharing</b>  | 16               |
| a) Application Submitted for Harvard Innovations in Government Award             |                  |
| b) MetroGIS an Example in 2004 Open Geospatial Consortium (OGC) Publication      |                  |
| c) MetroGIS Experience Documented in Australian/New Zealand GIS Handbooks        |                  |
| d) Presentations / Outreach / Studies  |                  |
| e) Related Metro and State Geospatial Initiatives Update                         |                  |
| f) Related Federal/National Geospatial Initiatives Update                        |                  |
| g) September 29 <sup>th</sup> Coordinating Committee Meeting Minutes             |                  |
| <b>8. Next Meeting</b>   |                  |
| January xx, 2005   |                  |
| <b>9. Adjourn</b>  |                  |

## Mission Statement

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**July 28, 2004**

**1. CALL TO ORDER**

Vice Chairperson Kordiak called the meeting to order at 6:35 p.m.

Members Present: Gary Delaney (Carver County), Terry Schneider (AMM- City of Minnetonka), William Brown for Randy Johnson (Hennepin County), Jim Kordiak (Anoka County); Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), and Mark Vander Schaaf for Tony Pistilli (Metropolitan Council).

Members Absent: Patrice Bataglia (Dakota County), Chairperson Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Antoinette Johns (TIES), and Gary Schiff (AMM-City of Minneapolis).

Coordinating Committee Members Present: David Claypool, Dave Drealan, Rick Gelbmann, Chet Harrison, and Randy Knippel.

Visitors: Dennis Welsch (City of Roseville) and Scott Simmer (Hennepin County)

Support Staff: Randall Johnson, Mark Kotz, and Steve Fester

**2. ACCEPT AGENDA**

The meeting agenda was accepted as submitted.

**3. MEETING SUMMARY**

Member Fiskness moved and Member Schneider seconded to accept the April 28, 2004 meeting summary as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Dennis Welsch, Community Development for the City of Roseville, shared with the Board how the City of Roseville is using GIS technology and address/household-based socioeconomic data to support policy making and operations for a wide variety of services, involving voting precincts, recycling, fire and ambulance services, police and 911 activities, neighborhood watch groups, notification of AM and PM populations in the event of hazardous material spills and natural disasters, leaf pick up, tornado drills, transit planning, park programming, and in general targeting various populations (e.g., senior citizens).

Roseville has invested in developing and maintaining socioeconomic data at a higher level of accuracy than available with U.S. Census data. The result is they are able to more accurately project population, housing, and labor force trends that are extremely important to managing school district, as well as, city operations.

Mr. Welsch commented that access to sound information requires an investment. In addition, if this information is shared with a host of users, including vendors and non-profits, new and important ways to effectively use the information can be discovered as well as partnerships formed to share costs. He closed his comments by stating that when data sharing is absent, pseudo bases are created that hinder valuable synergies present in a collaborative environment. As such, he encouraged MetroGIS to continue its efforts to work on a regional solution(s) to priority Socioeconomic Information Needs and consider demographic database management on a regional scale. (A PDF version of Mr. Welsch's PowerPoint presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/072804/demo.pdf>.)

Member Schneider concurred that a common language related to socioeconomic data is a key to success when so many entities are involved and that maintaining current data is important considering it is ever changing. In response to the currency comment, Mr. Welsch noted that their target is to maintain data that are not more than 18 months old to meet the requirements for area school district operations.

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Mr. Welsch was thanked for his presentation. The Staff Coordinating then commented that later this fall or early in 2005, Phase II of MetroGIS’s effort to address common Socioeconomic Information Needs is expected to begin. The Phase II start is to begin once the MetroGIS Address Workgroup completes its efforts that are relevant to maintaining household and business characteristic data at the unit/suite level.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Regional Parcel Dataset : Attribute Enhancement and Expansion**

Dave Drealan, Vice-Chairperson of the Coordinating Committee, explained the Committee’s recommendation and introduced Mark Kotz, staff to the Parcel Data Enhancement Workgroup, to explain the process used to arrive at the proposed recommendation and the details of the proposed modifications to the Regional Policy Statement. A copy of Mr. Kotz’s presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/072804/parcels.pdf>

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Vice Chairperson Kordiak and Member Schnieder asked questions to clarify that the decision to populate any particular attribute field would rest with each county and that the funding provided by the proposed agreements is for one-time data extraction programming and is considered adequate by each county. Each of these questions was answered in the affirmative.

**Motion:** Member Schneider moved and Member Fiskness seconded to approve the proposed enhancements to the Regional Parcel Dataset, as identified in the Regional Policy Summary Statement included in the agenda materials and dated May 5, 2004, and authorize implementation of the modified policies, effective with the January 2005 update of the dataset. Motion carried, ayes all.

### **b) Regional Parcel Dataset: View-Only Access Policy For Emergency Preparedness Application**

Randy Knippel, Chair of the Emergency Preparedness Workgroup, explained the Coordinating Committee’s recommendation that the counties consider authorizing view-only access to the regional parcel dataset via the MetroGIS Emergency Preparedness Internet application. He also explained that the primary purposes of this application are as an outreach and education tool to help emergency managers better understand how GIS technology can benefit their operations and to aid in building relationships between the GIS and emergency management communities. Knippel also noted that the functionality has

been purposely limited to keep it simple to use. Finally, he stated that Policy Board endorsement of a policy to support view-only access to parcel data via this application would be helpful to point to as specific approval is sought from each county.

Member Schneider expressed support for the application in general but cautioned that if it lacks functionality, it may be counterproductive.

Member Fiskness moved and Member Schneider seconded that the Policy Board:

- 1) Find that a policy of view-only access to parcel data via the prototype MetroGIS Emergency Preparedness Resources Application has merit for further consideration and refinement as a regional best practice.
- 2) Defer to the seven counties to decide if this policy is appropriate and that the current application provides sufficient protection for their data.
- 3) If the counties acknowledge their approval of this policy via the attached letter or resolution dated May 18, 2004, the Policy Board hereby requests the Metropolitan Council to begin support of this DataFinder-related responsibility upon receiving affirmative acknowledgement from the counties in this regard.
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Motion carried, ayes all.

#### **c) MetroGIS Operating Guidelines Modifications**

The Staff Coordinator summarized the recommendation by the Coordinating Committee, in the absence of the Committee Chair.

Member O'Rourke moved and Member Fiskness seconded that the Policy Board approve the modifications to MetroGIS's Operating Guidelines, as illustrated in the agenda attachment dated June 24, 2004.

Motion carried, ayes all.

### **6. MAJOR PROJECT UPDATES**

#### **a) Next-Generation Data Sharing Agreement / Online Licensing**

Vice Chairperson Kordiak asked the Staff Coordinator to summarize the effort to date to achieve agreement. The Staff Coordinator acknowledged the substantial effort of the Dakota and Hennepin County attorneys but also expressed concern that the negotiations are entering their 8th month with issues still outstanding. He commented that unless closure is reached soon, time could expire prior to year end before the agreement can be executed by all parties, which in turn could jeopardize funding provided by the agreement for counties to gear up for the proposed enhancements to the regional parcel dataset (approved earlier in the meeting), not to mention substantively complicating user access to data they need to perform their jobs.

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simply directs ceasing of the subject redistribution function if issues arise and which precluded monetary damages, payment of legal fees, and other typical remedies.

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Board members expressed concern that this agreement is not yet in place, given its importance to achieving MetroGIS's vision, and as such, it was agreed that steps need to taken immediately following the August 4th meeting to involve the other counties in the decision-making. Members also concluded that if agreement cannot be reached with all seven counties given the effort that has been made, so be it. All agreed that the primary loser if agreement cannot be reached will be the user community.

**Motion:** Vice Chairperson Kordiak moved and Member Schneider seconded that if agreement has not been reached by August 10th, or upon recommendation of the Chairperson, that the Staff Coordinator is directed to:

- 1) Forward a proposed agreement to the other five counties for their consideration, along with a cover letter to explain the issues that had not been resolved in the negotiations with the Dakota and Hennepin County attorneys,
- 2) Notify the Policy Board member of the action taken.

Motion carried, ayes all.

#### **b-d) Project Update Items**

Given that the meeting had gone past the customary two hours, Vice Chairperson Kordiak encouraged the members to review the remainder of the update information on their own time.

#### **7. INFORMATION SHARING**

The members were asked to review the information items presented in the agenda packet on their own.

#### **8. NEXT MEETING**

Vice Chairperson Kordiak reminded the members that the next meeting is scheduled for October 27, 2004

#### **9. ADJOURN**

Member Fiskness moved and Member Schnieder seconded to adjourn at 8:35 p.m. Motion carried ayes all.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*Improving Operational Effectiveness with GIS - Dakota County's Experience*

**DATE:** October 8, 2004  
*(For the Oct 27<sup>th</sup> meeting)*

### **INTRODUCTION**

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each Board meeting.

For the Policy Board's October 2004 meeting, the Coordinating Committee has invited Dakota County to showcase how its use of GIS technology has improved:

- 1) Internal management of information and service delivery in many of its departments,
- 2) Public access to a variety of data and records maintained by the county,
- 3) Efficiency of communication between the county and local government partners.

### **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

(Refer to the listing on the next page.)

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Jul. 2004 City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004 Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAP's
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's role in responding to the World Trade Center tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Jane Harper  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT: Socioeconomic Information Needs - Custodian Roles and Responsibilities**

**DATE:** October 14, 2004  
(For the Oct 27<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is seeking the Policy Board's approval of the attached Phase I Socioeconomic Regional Policy Statement. It identifies the Minnesota Population Center at the University of Minnesota as custodian of a Web-based Resources Page and sets forth the custodial roles and responsibilities needed to support the Resources Page. A letter of acceptance from the Minnesota Population Center is attached.

The concept of a Resources Page was previously endorsed by the Policy Board as a component of the Phase I regional solution for the MetroGIS community's Socioeconomic Characteristics of Area Information Need.

## PREVIOUS COMMITTEE AND BOARD ACTION

1. On January 28, 2004, the Policy Board approved the Phase I solution for the Socioeconomic Characteristics of Area Information Need. One of the components of this approval stipulated:  
  
"Authorize, as a Phase I regional solution, implementing the prototype web-based resources page developed by the Phase I workgroup, direct staff to advertise its existence, and **direct identification of a custodian and responsibilities to ensure the currency of the information presented on this site.**" (Note: this web site has been fully operational since April 2004 and is running at [http://www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp).)
2. On June 22, 2004, the Coordinating Committee recommended that the Policy Board approve the attached Regional Policy Statement, which outlines the roles and responsibilities for maintaining the currency of the subject Resources Page. The Committee's approval was with the understanding that a custodian must be secured before Policy Board consideration. On September 29, 2004, Will Craig announced to the Coordinating Committee that the Minnesota Population Center had accepted the roles and responsibilities set forth in the attached policy statement.

## DISCUSSION

Will Craig, the Phase I Socioeconomic Workgroup Chairperson and member of the Coordinating Committee, led the negotiations to secure the Minnesota Population Center as the custodian responsible for maintaining the subject Web-based Resources Page. The Metropolitan Council had previously accepted the responsibility for hosting the website on the MetroGIS DataFinder web server.

The Minnesota Population Center's acceptance of this custodian responsibly is a milestone event, marking the first time a non-government organization has officially committed to participate in a regional solution to address a priority common information need of the MetroGIS community. The other custodians are the seven counties, the Metropolitan Council, and the Minnesota Department of Natural Resources.

## RECOMMENDATIONS

That the Policy Board approve the attached Regional Policy Statement, dated September 29, 2004, which sets forth the custodial roles and responsibilities necessary to support the Web-based Socioeconomic Resources Page and acknowledges the Minnesota Population Center as the custodian of this Resources Page.

# UNIVERSITY OF MINNESOTA

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*Twin Cities Campus*

*Minnesota Population Center  
College of Liberal Arts*

*537 Heller Hall  
271-19th Avenue South  
Minneapolis, MN 55455  
Office: 612-624-5818  
Fax: 612-626-8375  
<http://www.pop.umn.edu>*

October 14, 2004

Randall Johnson, AICP  
MetroGIS Staff Coordinator  
Metropolitan Council  
Mears Park Centre  
230 East 5th Street  
St. Paul, Minnesota 55101

Dear Mr. Johnson:

By this letter, the Minnesota Population Center is committing to act as custodian for content of the MetroGIS Socioeconomic Resource directory on DataFinder [http://www.datafinder.org/mg/socioeconomic\\_resources/](http://www.datafinder.org/mg/socioeconomic_resources/). Our mission includes serving the community through data services. Being custodian for this directory helps us fulfill that mission.

Our roles and responsibilities are outlined in the attached Socioeconomic Characteristics policy summary. We look forward to working with you and with the Metropolitan Council staff.

Sincerely,



Steven Ruggles  
Director

attachment

# REGIONAL SOCIOECONOMIC CHARACTERISTICS OF AREAS PRIORITY INFORMATION NEED POLICY SUMMARY PHASE I

## *Regional Data Specifications*

### DESIRED SOCIOECONOMIC CHARACTERISTICS OF AREAS DATA SPECIFICATIONS

The Phase I solution to MetroGIS Socioeconomic Characteristics of Areas Information Need focuses on the priority socioeconomic information needs<sup>1</sup> of the MetroGIS community that can be satisfied with existing published data. These data are published by a number of organizations including federal, state, metropolitan, county, and non-profit authorities. To help the user community more easily locate data with specifications consistent with identified desired characteristics, MetroGIS facilitated the development and long-term maintenance of the Web-based Socioeconomic Resources Page at ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)).

The subject data have simply been cited and summarized in the Resources Page, along with information about how to obtain them. The producers have not been contacted, other than to clarify descriptions of their respective data holdings.

## *Roles and Responsibilities*

### A. PRIMARY CUSTODIAN

Numerous entities including federal, state, metropolitan, county, and non-profit authorities.

### B. PRIMARY CUSTODIAN RESPONSIBILITIES

No agreement has been sought by MetroGIS with any of the many cited primary producers. Each of the cited data sources is a long time, trusted publisher of data that is a product of their respective internal business needs.

### C. REGIONAL CUSTODIANS

The University of Minnesota's Minnesota Population Center has accepted custodian responsibility to maintain the content of the MetroGIS Socioeconomic Web Resources Page ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)) and the Metropolitan Council has accepted custodial responsibility for the hardware, software and related support necessary to provide access to the Socioeconomic Resources Page via the Internet.

### D. REGIONAL CUSTODIAN RESPONSIBILITIES

#### **1. Content of Resources Page:**

The University of Minnesota's Minnesota Population Center has accepted the following custodial responsibilities:

- a) **Maintain Technical Integrity:** Periodically check the URL links to data sources cited in the Resources Page to make certain they are still live. If a link is broken, they will research and replace the link. This

activity will occur comprehensively at least one time per year (*December*) according to a schedule approved by the MetroGIS Coordinating Committee, and as notified by users. All changes will be conveyed to the Metropolitan Council GIS Department in a format, acceptable to both parties, that clearly communicates the changes proposed.

- b) **Monitor Currency of Site Content:** Inform MetroGIS, via the MetroGIS Staff Coordinator, of any new socioeconomic data sources that provide sub-state and/or sub-regional information, which MetroGIS should consider adding to the Resources Page (for example, the American Community Survey (ACS) when it begins delivering more complete data coverage.) In this case, the regional custodian will draft text for a *Data Source* page on ACS along with new entries for the *Data Resource Page*. The Custodian will spend 2 hours per month on discovery of new data sources.
- c) **Monitor User Satisfaction:** Participate in forums/discussions sponsored by MetroGIS that pertain to the Socioeconomic Data Resources Page and participate in subsequent discussions about which recommended enhancements to implement. Answer user questions related to data content whenever possible.

## **2. Maintenance of the Web server**

The Metropolitan Council has accepted the following custodial responsibilities:

- a) **Provide Server Support:** Provide and maintain all hardware, software and related support necessary to host the Socioeconomic Data Resources Page in an Internet environment, including but not limited to data archive, backup, retrieval and disaster recovery.
- b) **Implement Resource Page Changes:** Upon notification from the MetroGIS Staff Coordinator of approved changes to the Resources Page, modify the site to implement these changes.
- c) **Manage Feedback Link:** Comments obtained via the feedback link from the Resources Page will be consolidated not less than quarterly.
- d) **Communicate Feedback to MetroGIS:** Feedback received via the Resources Page link will be transmitted periodically to the MetroGIS Staff Coordinator who will share it with the Coordinating Committee for direction.

## **E. METROGIS RESPONSIBILITIES**

**Monitor Satisfaction and Oversee Implementation of Desired Improvements:** As requests and/or opportunities become known through user feedback and following major data release events, such as the decennial Census, the MetroGIS Coordinating Committee will provide direction to the University (*name*) as to MetroGIS's preferences to address such matters. MetroGIS will also host a Data Users Forum every 3-5 years, beginning in Spring 2005 or as otherwise determined by the Coordinating Committee, to obtain feedback from the MetroGIS community as to desired enhancements to the Resources Page and any associated data access, content, documentation and/or distribution policy(ies).

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<sup>1</sup> The research conducted by MetroGIS to identify the community's priority socioeconomic information needs is summarized at [http://www.metrogis.org/data/info\\_needs/socioeconomic\\_characteristics/index.shtml#data](http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/index.shtml#data).



**To:** MetroGIS Policy Board

**From:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)

**Subject:** 2005 Meeting Schedule - MetroGIS Policy Board

**Date:** October 11, 2004  
(For Oct 27th Meeting)

## INTRODUCTION

A suggested meeting schedule for 2005 is presented below for the Board's consideration. No Board meetings have been scheduled beyond October 27, 2004. The meetings would continue to be held quarterly at the Metropolitan Council's Mears Park Centre offices in downtown St. Paul, beginning at 6:30 p.m.

During this past year, the meetings have been held on the fourth Wednesday of the month. Staff is aware of two members who have had conflicts. The Policy Board has generally met on the third or fourth Wednesdays of the month. So a mixture of the 3<sup>rd</sup> and 4<sup>th</sup> Wednesday is proposed to avoid known conflicts.

## SUGGESTED 2005 MEETING SCHEDULE

<u>Suggested Meeting Date</u> (2005)	<u>Anticipated Major Topics</u>	<u>Possible GIS Demonstration</u>
Jan 26 <sup>th</sup> <i>4th Wednesday</i>	<ul style="list-style-type: none"><li>• 2005 workplan objectives and budget</li><li>• Briefing on how current needs priorities were established</li><li>• Solution for Existing Land Use Information Need</li></ul>	Regional Mail Application
Apr 20 <sup>th</sup> <i>3rd Wednesday</i>	<ul style="list-style-type: none"><li>• Election of officers</li><li>• Solution for Addressing Information Need</li><li>• Solution for Hydrology Information Need</li></ul>	Online Application for Parcel Licensure?
Jul 27 <sup>th</sup> <i>4th Wednesday</i>	<ul style="list-style-type: none"><li>• Solution for Highway and Road Network Information Need</li><li>• Solutions for School and Watershed District Jurisdictional Boundary Information Needs</li></ul>	
Oct 19 <sup>th</sup> <i>3rd Wednesday</i>	<ul style="list-style-type: none"><li>• Business Plan Update</li><li>• Strategy to Identify Next Generation Priority Information Needs</li></ul>	??

## RECOMMENDATION

The MetroGIS Policy Board is respectfully requested to set its meeting schedule for 2005.



Cooperation, Coordination, Sharing Geographic Data

**TO:** Policy Board

**FROM:** MetroGIS Staff  
Contact: Steve Fester (651-602-1363)

**SUBJECT:** Major Project Updates

**DATE:** October 18, 2004  
(For the Oct 27<sup>th</sup> meeting)

### A) THIRD GENERATION DATA SHARING AGREEMENTS

On September 15<sup>th</sup>, Chairperson Reinhardt sent the proposed agreement to each of the county representatives to the Policy Board and asked them to champion its approval by each of their respective county boards. Major provisions of the agreement include:

- Continues one-stop access for parcel data produced by the counties via MetroGIS DataFinder through 2008.
- Recognizes critical importance of the counties to MetroGIS's success.
- Establishes the Council as Licensor on behalf of the counties.
- Expands qualifying government and academic access from statewide to nationwide.
- Standardizes licensure requirements.

The agreement provides funding to the counties in 2004 for one-time programming needed to expand the Regional Parcel Dataset from 25 to 55 attributes. To receive the funding available in 2004, the counties must execute the agreement and submit it along with an invoice to the Metropolitan Council by year-end. Funding would also be provided annually to the counties to compensate for custodial responsibilities beyond their normal internal business needs. This agreement is also expected to serve as a catalyst for statewide policies relating to sharing of parcel data; a major component of the MN Spatial Data Infrastructure (MSDI) initiative (see agenda Item 7).

### B) PRIORITY BUSINESS INFORMATION NEEDS (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

#### 1. Regional Parcel Dataset Policy: Historical Version Support

At its meeting on September 29th, the Coordinating Committee unanimously agreed on the following language to clarify policy related to support of access to historical versions of the Regional Parcel Dataset (the Policy Board has authorized the Coordinating Committee to implement clarifications to operational policy when unanimously approved by all affected parties):

##### Section B, Item 3, Historical Information:

- "When new quarterly updates are posted, the previous version will be removed from MetroGIS DataFinder.
- In accordance with Regional Custodian responsibility D(10), the Council will retain the end of calendar year quarterly update and make it available through MetroGIS DataFinder as historical data for that year."

#### 2. Address Workgroup

The group's goal is to minimize duplication of effort and maximize consistency of address data needed by metro stakeholders, including emergency responders. The group's specific purpose is to recommend strategies to meet unmet address data-related needs by identifying options and current stakeholders (producers, users, partners). The group will focus primarily on situs (rather than mailing) addresses of all occupiable units and any other officially designated addresses.

To better understand how addresses are created, changed and used at different levels, the workgroup plans to interview a variety of stakeholders in each county that produce and use address

data. The group will then compare existing data processes and structures with the data needs of the MetroGIS community, and recommend ways to fill gaps between existing data and needs. A special effort is being made to connect with those responsible for supporting the address needs of Public Safety Answering Points (PSAPs). It is being staffed by Mark Kotz, who is a member of the Metropolitan Council GIS staff assigned to support MetroGIS activities.

### **3. Emergency Preparedness Workgroup**

The Emergency Preparedness Workgroup is progressing in three focus areas: data development and deployment, building relationships with the emergency management community, and organizing GIS resources. The group is also working closely with the Governor's Council on Geographic Information (GCGI) Emergency Preparedness Committee to develop shared web resources for communicating with both the GIS and emergency management communities.

Initial data sets have been developed and are now being refined through a web-based Emergency Preparedness Resources Application pilot project that will use the counties as a focal point in the process. Priority has been given to datasets that are required to support the current Public Health efforts for planning the regional distribution of the Strategic National Stockpile (SNS) of pharmaceuticals.

The workgroup continues to work closely with the Minnesota Dept. of Public Safety's Division of Homeland Security and Emergency Management (HSEM) through Kim Ketterhagen of that office. Kim publishes a monthly newsletter that is received by over one thousand readers and has a standing invitation to the GIS community for articles. We work continuously to recruit writers of GIS articles and have engaged several people. Kim also conducted a workshop titled "GIS For Emergency Planning" that included GIS presentations from several key GIS professionals and had several other MetroGIS professionals in the audience.

The workgroup, in cooperation with the corresponding GCGI committee, participated in a presentation and panel discussion on our activities at the annual Minnesota GIS/LIS Conference in St. Cloud. For the first time, this conference included an entire presentation track focusing on Homeland Security / Emergency Management. The conference also created an opportunity to speak to representatives of the military in Minnesota.

In conjunction with the prototype Emergency Preparedness Resources Application, on July 28th the MetroGIS Policy Board endorsed a regional policy of view-only access to parcel data, via this application, without prior licensure by government emergency preparedness officials, subject to formal approval of the proposal from each county. Randy Knippel, Dakota County, who chairs the Workgroup, will be coordinating the request approval from each county. This approval will not be sought from the counties until they have acted on the Next Generation Data Sharing Agreement that is currently before them to avoid the potential for confusion.

### **4. Existing Land Use Workgroup**

Following meetings with several constituencies to receive comments on a proposed regional solution, the Workgroup members are currently drafting a recommendation for consideration by the MetroGIS Coordinating Committee at their December 2004 meeting.

Current workgroup members represent city, county, school district, watershed district, metropolitan, and state interests. This workgroup is being staffed by Paul Hanson, who is a member of the Metropolitan Council GIS staff assigned to support MetroGIS activities.

### **5. Highway and Road Networks**

The Highways and Road Networks Technical Workgroup met in September to begin addressing some common definitions and data synchronization issues involved in sharing data between agencies, using Mn/DOT's Location Data Manager (LDM) as a base. More data producers have been introduced to the group to represent their unique needs and perspectives.

Information about previous aspects of the project, including agreed upon goals, expectations, and participant roles can be viewed at

[http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml). This workgroup is being

staffed by Mike Dolbow, who is a member of the Metropolitan Council GIS staff assigned to support MetroGIS activities.

**6. Lakes, Wetlands, etc.**

In September, representatives from the Metropolitan Council, the Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), Ramsey Co. Soil and Water Conservation District (SWCD), and the Minnesota Land Management Information Center agreed on roles and responsibilities and a strategy to collaboratively update of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area. A pilot study will be conducted later this fall to work out any bugs in the strategy. A recommendation to the Coordinating Committee pertaining to a regional solution is expected to be presented to the Coordinating Committee at its March 2005 meeting.

This effort is part of the MetroGIS hydrologic solution and the ad-hoc workgroup is being staffed by Paul Hanson with Metropolitan Council GIS staff assigned to support MetroGIS activities.

**7. Regional Parcel Dataset Enhancements**

Implementation of the enhancements to the Regional Parcel Dataset endorsed by the Policy Board on July 28<sup>th</sup> are awaiting execution of the proposed Third Generation Data Sharing Agreements. (See Item A, above.)

**8. Socioeconomic Characteristics of Areas**

See Agenda Item 5a. In addition, the preliminary 2005 workplan anticipates the Phase II workgroup (solutions to Socioeconomic information needs that cannot be achieved with existing published data) to launch in Spring or Summer 2005. The Phase II effort will build on work of the Address Workgroup, which is expected to be substantially complete by Spring 2005. (Refer to Item B2, above.)

**C) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

**1. Regional Mailing Label Application**

This application is ready to go live, but cannot be launched until the Next-Generation Data Sharing Agreement is in place (Item A, above). Only those entities, which have licensed access to the regional parcel dataset, are proposed to be able to use the application.

**2. Regional Parcel Dataset Policy: Access by Non-Profit Interests**

This topic is among several 2004 MetroGIS workplan items that were assigned to the Workgroup. Will Craig submitted a proposal to the Workgroup in July. He has a long-time working relationship with neighborhood and community groups active in community development-related initiatives in the Twin Cities. The Workgroup agreed that that concept proposed by Craig, which relied upon a nonprofit being a member of an umbrella organization with validated/endorsed community development objectives and a board of directors comprised of local residents, was generally acceptable. The group also acknowledged that Third Party License Agreements might be an option in some cases, but will not work in other cases.

However, after much discussion, it was agreed that since the largest need for data access is among community groups located in Hennepin County, a pilot should be pursued there to refine policies that might serve as a basis for a future regional policies. (Ramsey County neighbor/community groups already have good access to county data through their participation in the St. Paul Community GIS Consortium, an associate member of the Ramsey County GIS Users Group.) Will Craig and William Brown agreed to begin talks immediately (as of this writing they had developed a proposal that is being vetted through Hennepin County management). The workgroup asked for regular updates to determine if any further action via MetroGIS is appropriate. The workgroup also acknowledged that the cost of administering the licensing likely will never be recouped through cost recovery policies that apply to non-profits, and as such, cautioned that finding a balance is important.

**D) STRATEGIC PLANNING RETREAT**

The 2004 MetroGIS workplan calls for the Coordinating Committee to host a retreat this fall. The primary objectives would be to contemplate technology and organizational changes that have occurred since MetroGIS was established in 1996, discuss how these changes are impacting MetroGIS's current objectives and philosophies, and identify candidate next steps for further discussion in preparation for the Business Plan Update proposed for 2005.

Unfortunately, due to the unanticipated complexity and length of time involved in the negotiations concerning the next-generation data sharing agreement (Item A, above), funds available for the proposed retreat were exhausted in July. The firm of Richardson, Richter & Associates, Inc. (RRA) is assisting with both efforts. The current thinking is that the Coordinating Committee members would participate in a SWOT (Strengthens, Weaknesses, Opportunities, Threats) exercise prior to the proposed retreat. This exercise would be held in early 2005. It would be followed by: 1) a distillation of the results into a form suitable for more structured policy deliberation, 2) interviews with key leadership and a survey of the broader stakeholder community for feedback and refinement of issues and options, and 3) the proposed retreat of the Committee and other key leadership to identify (maybe reach agreement on) key strategies and objectives for the next 3-5+ years.



**TO:** Policy Board

**FROM:** MetroGIS Staff  
Contact: Steve Fester (651-602-1363)

**SUBJECT:** Information Sharing

**DATE:** October 11, 2004  
(For the Oct 27<sup>th</sup> meeting)

**a) MetroGIS Applies for Award from Harvard Innovations in Government Program**

An application has been made for the Innovations in American Government Awards Program sponsored by Harvard University. Every year, since 1986, the Innovations Program has recognized five government initiatives, and awarded each of them with a \$100,000 grant. Their philosophy is that by offering the recognition and grants, the Innovations Program will serve as a catalyst for transforming creative and effective ideas into best practices throughout the nation and around the world.

The application process involves five cycles. The MetroGIS application submitted on September 10, 2004 was for the first cycle. First-round applications deemed worthy are invited to submit a substantially more detailed accounting of their programs. The top 50 then go through another round of reviews to narrow the field to 15. The top 5 are selected after onsite 2-day interviews are conducted. The final decision will be made in July 2005. The top 50 receive extensive press coverage and the top five are eligible for \$100,000 grants. The three essays (30, 500, and 250 words, respectively) that were submitted by for first round consideration can be viewed at <http://www.innovationsaward.harvard.edu/index.cfm>. The user name is RLJohnson and the password is MetroGIS1. Information about the grant program is also available via links from the login page.

**b) MetroGIS Recognized as Regional Example in New OGC Publication**

A new report from the Open Geospatial Consortium (OGC), Inc., identifies the server architecture of MetroGIS DataFinder as a local/regional government model of data sharing and distribution for the National Spatial Data Infrastructure (NSDI). The authors expect the document to be widely referenced.

The report analyzes the current, disparate server architecture associated with the NSDI and the Geospatial One Stop (GOS) Portal. It addresses the issues associated with varying architectures as communities develop and enhance their systems architecture to support local needs and broader NSDI objectives. Three large scale models – centralized, distributed, combination – are explained. In addition, they categorized MetroGIS's data discovery/distribution architecture as "centralized local-regional".

The GOS Portal is a common facility for publishing, discovering and potentially accessing information across federal, state and local governments in the United States that have a requirement for geospatial data and services. The vision of the GOS Portal is to enable users to discover, view and obtain desired data for a particular part of the country, without needing to know the details of how the data are stored and maintained by independent organizations. The portal is able to access information and services from a variety of providers distributed across the network, such as MetroGIS.

“MetroGIS has already resolved many of the problems that most communities are yet to realize even need to be addressed,” said Sam Bacharach, Executive Director for Outreach and Community Adoption at OGC. “These include questions such as ‘What data do we share? How do we include partners who do not have the assets to fully participate? How do we convince anyone to participate?’ “These issues may sound trivial, but the reality is that the people-based, management issues are now more difficult to handle than the purely technical issues of data-sharing,” Bacharach said. “MetroGIS has done a remarkable job.”

**c) MetroGIS’s Experience Recognized in Australian/New Zealand Data Sharing Handbook**

The experience of MetroGIS is being shared widely “down under” as part of the Australia and New Zealand Land Information Council’s and Australian Local Government Association’s newly published Local Government Spatial Information Management Toolkit.

The aim of the “toolkit” is to enhance the capacity of Australian local governments in the use of spatial information. The “toolkit” includes a major section on data sharing and collaboration that discusses the core services and benefits of MetroGIS. This section (10) also features the MetroGIS DataFinder homepage and covers the principles that guide the collaborative. Much of the material was excerpted from the 2001 publication “Lessons from Practice: A Guidebook to Organizing and Sustaining Geodata Collaboratives”, which was compiled by the MetroGIS Staff Coordinator.

To view the “toolkit” go to <http://www.lgconnect.gov.au/index.php?nIdNode=586>. Section 10 contains the MetroGIS experience. For information about the “toolkit” document, contact Robert Kay, Partner, Kay Consulting, PO BOX 191, Mosman Park, Australia, [www.kayconsulting.com.au](http://www.kayconsulting.com.au).

**d) Presentations / Outreach / Studies (not mentioned elsewhere)**

Articles Published in Fall 2004 Issue of GIS/LIS Newsletter

Two articles summarizing major MetroGIS activities since the last newsletter were submitted for the Fall 2004 issue. They can be viewed at <http://www.mngislis.org/newsletter/issue38/issue38toc.htm>.

**e) Related Metro and State Geospatial Initiatives Update**

**1. Twin Cities Consortium of Non-Profits Awarded \$600,000 Commerce Department Technology Program (TOP) Grant**

The consortium partners include neighborhood and community organizations, city and suburban municipalities, and county, regional and state government entities. An excerpt from the Application’s Executive Summary follows: “Building on the existing GIS infrastructure, Minnesota 3-D is an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota.....By combining new statewide data on employment and demographics through an agreement with the U.S. Bureau of Labor Statistics, the Social Security Administration, and the Census Bureau with the existing region-wide parcel-level housing data, Minnesota 3-D will be a “first-of-its-kind” system.....Minnesota 3-D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage.”

“The centerpiece of this approach is the creation of an online mapping application. With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing.”

**2. MN Spatial Data infrastructure (MSDI) Strategic Plan**

On October 5<sup>th</sup>, a Strategic Plan for Minnesota’s Spatial Data Infrastructure was debuted at the Minnesota State GIS/LIS Conference. In June this Plan was approved by the Minnesota Governor’s Council on Geographic Information. It draws upon the experiences and philosophies

of MetroGIS. It also recognizes the importance of Minnesota's geospatial efforts aligning with fundamental policies that comprise the National Spatial Data Infrastructure. Finally, it also includes a strategy for next steps by Minnesota interests necessary to achieve the vision.

The MetroGIS Staff Coordinator and David Arbeit, with LMIC and a member of the Coordinating Committee, serve on the Council's Committee responsible for overseeing the development and implementation of this Plan. The Plan is comprised of eight theme-based Plans and a major emphasis on establishing an effective organizational structure to guide investments in geospatial technology and data within Minnesota. Plans for the 8 data themes are currently in various stages of completion. There is substantial overlap between these 8 themes and the MetroGIS's community's priority common information needs.

### **3. MN Governor's Council on Geographic Information (CCGI) Annual Report**

Executive Order 99-6, which Authorized the Council, requires an annual report to the Governor. The report describes accomplishments for the past year and outlines work plans for the coming year. A brochure version, complete with graphics and suitable for distribution, is also available online at <http://www.gis.state.mn.us/04AnnualReport.htm>.

#### **f) Federal/National Geospatial Initiatives Update**

##### **I-Teams:**

The Strategic Plan for Minnesota's Spatial Data Infrastructure described above [Item e(2)] is a component of the federal Office of Management and Budget's (OMB) initiative referred to as I-Planning or Implementation Planning. The Plan described above will be submitted shortly to the federal OMB. An objective of the I-Planning initiative is to coordinate federal program expenditures with geospatial needs identified in state I-Plans.

##### **U.S. Census:**

##### **2004 First Edition TIGER/Line Files to be Released in December**

The U.S. Census Bureau is beginning twice a year releases of the TIGER/Line files. The 2004 First Edition TIGER/Line files are the first of two versions of the TIGER/Line files that will contain 2004 geographic boundaries.

The 2004 First Edition TIGER/Line files are the first version of the TIGER/Line files to include a significant number of counties or statistically equivalent entities containing realigned street feature coordinates that have progressed through the MAF/TIGER Accuracy Improvement Project (<http://www.census.gov/geo/mod/maftiger.html>). Except for those counties with improved street feature coordinates, the 2004 First Edition TIGER/Line files contain very few updates to street features or address ranges from the Census 2000 versions of the TIGER/Line files.

The Census Bureau has added a new record type to the 2004 First Edition TIGER/Line files. Record Type M provides spatial metadata for each feature in a TIGER/Line file, identifying the source for the spatial coordinates. A description (<http://www.census.gov/geo/www/tiger/tiger2004fe/rtmdesc.html>) and explanation of the fields in Record Type M is available. Two new fields (UACU and URCU) have been added to Record Type A containing the corrections to the Census 2000 Urbanized Areas and Urban Clusters announced by the Census Bureau in August 2002. See 2004 First Edition TIGER/Line File Record Layout ([http://www.census.gov/geo/www/tiger/tiger2004fe/ch6\\_2004fe.pdf](http://www.census.gov/geo/www/tiger/tiger2004fe/ch6_2004fe.pdf))

#### **g) September 29<sup>th</sup> Coordinating Committee Meeting Minutes**

The summary for the September 29<sup>th</sup> Coordinating Committee meeting can be viewed at [http://www.metrogis.org/teams/cc/meetings/m\\_09\\_29\\_04.pdf](http://www.metrogis.org/teams/cc/meetings/m_09_29_04.pdf).

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**October 27, 2004**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Chairperson Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli (Metropolitan Council).

Members Absent: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Patrice Bataglia (Dakota County), Randy Johnson (Hennepin County), Dan Cook (TIES), and [vacant] (AMM - Large City Rep.).

Coordinating Committee Members Present: David Arbeit, Jane Harper (Chairperson), Brad Henry, Randy Knippel, Scott Simmer for Bill Brown, and Mark Kotz for Rick Gelbmann.

Visitors: Mark Vander Schaaf (Metropolitan Council)

Support Staff: Randall Johnson, Steve Fester, and Trudy Richter (Richardson, Richter & Assoc., Inc. and member of the staff support team)

**2. ACCEPT AGENDA**

Member Pistilli moved and Member Fiskness seconded to accept meeting agenda as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member Fiskness moved and Member Pistilli seconded to accept the July 28, 2004 meeting summary as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Randy Knippel, GIS Manager for Dakota County, summarized how Dakota County is benefiting from the use of GIS technology. (His presentation slides can be viewed at <http://www.metrogis.org/teams/pb/meetings/102704/demo.pdf>.) He noted that the GIS office is not supported through charge backs from the other departments, which, in turn, encourages the GIS staff to fully engage with other county staff to explore efficiencies that can be achieved through use of the technology. Eleven departments are currently using GIS technology to support day-to-day functions. Dakota County also provides contract services for three cities within the county. A key to their success is their continuing investment in highly accurate base map data, which allows them to work at the many levels of spatial accuracy required by the various business needs of the county.

He explained that the GIS Office supports four categories of customers, each with a different level of GIS-related expertise and knowledge. They are as follows:

- Desktop GIS- 45 highly trained GIS staff
- Custom Applications – 320 users who regularly use GIS software for routine purposes
- Printed maps and digital data – 3000 users with in the county and partner communities
- Web-based applications – 480,000 sessions (4.8 million hits) annually from general public (half of which are from the real estate community)

With the advent of Internet distribution, Dakota County has ceased charging for map products where the charge was intended to recover the cost of reproduction. They found that making the information

available at no cost via the Internet permits staff to be used more effectively, and that about 40 times the product is being downloaded as was being sold. The latter is an important result because the goal is to empower citizens with easy access to information maintained by the county.

In closing, Knippel commented that a core function of the GIS Office is to nurture relationships with other organizations that affect or are impacted by county operations. They accomplish this networking through hosting user group meetings that focus on information sharing and by supporting a newsletter.

In response to questions, Knippel shared the following additional information:

- 1) Is the GIS enterprise part of a broader eGovernment initiative? Yes, the GIS Office works closely with the IT Department to implement effective ways to Internet-enable access to county maintained information and services. The applications that have been implemented to improve information delivery to the real estate community are a good example since the data are maintained by more than one office and comprise over 50% of volume of information currently disseminated.
- 2) What is the relationship between the GIS Enterprise Fund and the four levels of user support? The Enterprise Fund is used exclusively to maintain the currency of the base map data (contours, building locations, etc.) derived from aerial imagery. Knippel noted that some time ago, county officials realized that cost recovery expectations would not be achieved and, as such, data sales are no longer looked to as a lucrative source of funding to maintain data. In addition, he commented that the cost of acquiring the imagery and producing the needed data is rapidly falling, making it easier to partner via standard budget practices for expenditures viewed as necessary to achieving core internal business needs.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Socioeconomic Resources Page – Custodian Roles and Responsibilities**

The Staff Coordinator introduced Steve Fester, MetroGIS support staff, and Jane Harper, Chair of the Coordinating Committee. Fester demonstrated how the Socioeconomic Resources Page is accessed via MetroGIS DataFinder and how the site is used to identify particular types of socioeconomic data identified by MetroGIS as needed to answer several priority information needs of the MetroGIS community.

Harper then noted that the Board had authorized the Socioeconomic Resources Page concept at its January 2004 meeting, and that the action before it now involved approving the roles and responsibilities required to maintain the site and acknowledgement of the University of Minnesota Population Center as the custodian of the content of the site. She summarized the specific roles and responsibilities and noted that this is the first time a non-government entity has been acknowledged as a custodian of a regional solution to a common information need of the MetroGIS community.

The only question was with regard to the fiscal impact of the proposal. Staff commented that the Population Center views this custodial responsibility as being completely in line with its internal needs, and they believe the presence of the site may actually improve their efficiencies.

Chairperson Reinhardt thanked staff and the workgroup involved in the design of the Socioeconomic Resources Page for their substantial efforts to bring this project to fruition, noting that she expects it will save many prospective users time as they search for data to address a variety of important needs.

### **Motion:**

Member Schneider moved and Member Fiskness seconded to approve the Regional Socioeconomic Characteristics of Areas Policy Summary, dated September 29, 2004, which sets forth the custodial roles and responsibilities necessary to support the Web-based Socioeconomic Resources Page and acknowledges the University of Minnesota Population Center as the custodian of this Resources Page. Motion carried, ayes all.

**b) 2005 Meeting Schedule**

Chairperson Reinhardt summarized the proposed 2005 meeting schedule, noting that it calls for a mix of 3<sup>rd</sup> and 4<sup>th</sup> Wednesdays in an attempt to minimize known meeting conflicts.

**Motion:**

Member Schneider moved and Member Fiskness seconded to approve the 2005 meeting schedule as proposed: January 26, April 20, July 27, and October 19. Motion carried, ayes all.

**6. MAJOR PROJECT UPDATES**

**a) Next-Generation Data Sharing Agreement / Online Licensing**

Chairperson Reinhardt summarized the information provided in the agenda materials. She expressed confidence that all seven counties would execute the agreement by year-end, which would permit the Regional Parcel Dataset to again be distributed via DataFinder. She commented that she recently witnessed two situations where the ability to access the Regional Parcel Dataset would have benefited their decision-making. She closed her comments by reminding the county representatives to make sure they submit their executed agreement and an invoice for the accompanying 2004 funding before year-end.

In response to question, Chairperson Reinhardt commented that if all seven counties do not elect to participate, that access to the Regional Parcel Dataset would be provided via DataFinder for those that do.

**b) Priority Common Information Need Solutions**

Brief summaries of the information presented in the agenda packet were provided by staff for several of the workgroups, with the exception of the Emergency Preparedness Workgroup, which was covered by its Chair, Randy Knippel.

**7. INFORMATION SHARING**

The Staff Coordinator called attention to MetroGIS's application for recognition by the Harvard Innovations in Government Program. If MetroGIS is selected, the current thinking is to use the \$100,000 award to further efforts to resolve address-related information needs. Also noted were the Open GIS Consortium's (OGC) selection of MetroGIS as its regional example of an NSDI-compliant data distribution architecture, and the TOP Grant received by a consortium of neighborhood/community interests (MetroGIS was named as a partner to bring its resources to the table to assist with the resolution of standards/policies necessary to achieving the deliverables.)

**8. NEXT MEETING**

Chairman Reinhardt reminded the members that the next meeting is scheduled for January 26, 2005.

**9. ADJOURN**

Member Fiskness moved and Member O'Rourke seconded to adjourn at 7:54 p.m. Motion carried ayes all.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**Policy Board Members:**

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Tom Egan,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Dan Cook,  
TIES

Randy Johnson,  
Hennepin County

*vacant*,  
(Large Cities)  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Joseph Wagner,  
Scott County

Tony Pistilli,  
Metropolitan Council

**Coordinating Committee**

Nancy Read,  
Chairperson  
MMCD

Randy Knippel,  
Vice-Chairperson  
Dakota County

**Staff Coordinator**

Randall Johnson,  
Metropolitan Council

**Wednesday, January 26, 2005**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

- |   |                    |
|---|--------------------|
| <b>1. Call to Order and Introduce New Members (<i>Dakota and Scott Counties</i>)</b>    |                    |
| <b>2. Accept Agenda</b>   |                    |
| <b>3. Accept Meeting Summary</b>  | <b><u>Page</u></b> |
| a) October 27, 2004   | <b>action 1</b>    |
| <b>4. GIS Technology Demonstration (<i>Regional Mailing Label Application</i>)</b>      | <b>2</b>           |
| <b>5. Action/Discussion Items</b>   |                    |
| a) Election of Officers   | <b>action 4</b>    |
| b) 2004 Performance Measure Report  | <b>action 6</b>    |
| c) 2005 Budget Allocations  | <b>action 8</b>    |
| d) 2005 Key Objectives and Work Plan  | <b>action 13</b>   |
| e) Existing Land Use Information Need: Phase 1 Solution                                 | <b>action 15</b>   |
| f) Retreat Funding (added at meeting)   |                    |
| g) Proposed LMIC Funding Cut (added at meeting)   |                    |
| h) NAZCA - Any Impact on Data Sharing Policies Fostered by MetroGIS? (added at meeting) |                    |
| <b>6. Major Activity Update</b>   |                    |
| a) 2004 Accomplishments and Annual Report Theme   | <b>17</b>          |
| b) Data Sharing Agreement /Licensure Procedures   | <b>18</b>          |
| c) Priority Common Information Need Solutions   |                    |
| d) Business Plan Update   |                    |
| e) ApplicationFinder Proof of Concept   |                    |
| f) County Data Producer Workgroup   |                    |
| <b>7. Information Sharing</b>   | <b>22</b>          |
| a) Coordinating Committee Officers for 2005   |                    |
| b) New Testimonial – Metropolitan 911 Board   |                    |
| c) Outreach Activities  |                    |
| d) Related Metro and State Geospatial Data Initiatives Update                           |                    |
| e) Related Federal/National Geospatial Data Initiatives Update                          |                    |
| f) December 15, 2004 Coordinating Committee Meeting Minutes                             |                    |
| <b>8. Next Meeting</b>  |                    |
| April 20, 2005  |                    |
| <b>9. Adjourn</b>   |                    |

### **Mission Statement**

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**October 27, 2004**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Chairperson Victoria Reinhardt (Ramsey County), Bob Vogel (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli (Metropolitan Council).

Members Absent: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Patrice Bataglia (Dakota County), Randy Johnson (Hennepin County), Dan Cook (TIES), and [vacant] (AMM - Large City Rep.).

Coordinating Committee Members Present: David Arbeit, Jane Harper (Chairperson), Brad Henry, Randy Knippel, Scott Simmer for Bill Brown, and Mark Kotz for Rick Gelbmann.

Visitors: Mark Vander Schaaf (Metropolitan Council)

Support Staff: Randall Johnson, Steve Fester, and Trudy Richter (Richardson, Richter & Assoc., Inc. and member of the staff support team)

**2. ACCEPT AGENDA**

Member Pistilli moved and Member Fiskness seconded to accept meeting agenda as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member Fiskness moved and Member Pistilli seconded to accept the July 28, 2004 meeting summary as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Randy Knippel, GIS Manager for Dakota County, summarized how Dakota County is benefiting from the use of GIS technology. (His presentation slides can be viewed at <http://www.metrogis.org/teams/pb/meetings/102704/demo.pdf>.) He noted that the GIS office is not supported through charge backs from the other departments, which, in turn, encourages the GIS staff to fully engage with other county staff to explore efficiencies that can be achieved through use of the technology. Eleven departments are currently using GIS technology to support day-to-day functions. Dakota County also provides contract services for three cities within the county. A key to their success is their continuing investment in highly accurate base map data, which allows them to work at the many levels of spatial accuracy required by the various business needs of the county.

He explained that the GIS Office supports four categories of customers, each with a different level of GIS-related expertise and knowledge. They are as follows:

- Desktop GIS- 45 highly trained GIS staff
- Custom Applications – 320 users who regularly use GIS software for routine purposes
- Printed maps and digital data – 3000 users with in the county and partner communities
- Web-based applications – 480,000 sessions (4.8 million hits) annually from general public (half of which are from the real estate community)

With the advent of Internet distribution, Dakota County has ceased charging for map products where the charge was intended to recover the cost of reproduction. They found that making the information

available at no cost via the Internet permits staff to be used more effectively, and that about 40 times the product is being downloaded as was being sold. The latter is an important result because the goal is to empower citizens with easy access to information maintained by the county.

In closing, Knippel commented that a core function of the GIS Office is to nurture relationships with other organizations that affect or are impacted by county operations. They accomplish this networking through hosting user group meetings that focus on information sharing and by supporting a newsletter.

In response to questions, Knippel shared the following additional information:

- 1) Is the GIS enterprise part of a broader eGovernment initiative? Yes, the GIS Office works closely with the IT Department to implement effective ways to Internet-enable access to county maintained information and services. The applications that have been implemented to improve information delivery to the real estate community are a good example since the data are maintained by more than one office and comprise over 50% of volume of information currently disseminated.
- 2) What is the relationship between the GIS Enterprise Fund and the four levels of user support? The Enterprise Fund is used exclusively to maintain the currency of the base map data (contours, building locations, etc.) derived from aerial imagery. Knippel noted that some time ago, county officials realized that cost recovery expectations would not be achieved and, as such, data sales are no longer looked to as a lucrative source of funding to maintain data. In addition, he commented that the cost of acquiring the imagery and producing the needed data is rapidly falling, making it easier to partner via standard budget practices for expenditures viewed as necessary to achieving core internal business needs.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Socioeconomic Resources Page – Custodian Roles and Responsibilities**

The Staff Coordinator introduced Steve Fester, MetroGIS support staff, and Jane Harper, Chair of the Coordinating Committee. Fester demonstrated how the Socioeconomic Resources Page is accessed via MetroGIS DataFinder and how the site is used to identify particular types of socioeconomic data identified by MetroGIS as needed to answer several priority information needs of the MetroGIS community.

Harper then noted that the Board had authorized the Socioeconomic Resources Page concept at its January 2004 meeting, and that the action before it now involved approving the roles and responsibilities required to maintain the site and acknowledgement of the University of Minnesota Population Center as the custodian of the content of the site. She summarized the specific roles and responsibilities and noted that this is the first time a non-government entity has been acknowledged as a custodian of a regional solution to a common information need of the MetroGIS community.

The only question was with regard to the fiscal impact of the proposal. Staff commented that the Population Center views this custodial responsibility as being completely in line with its internal needs, and they believe the presence of the site may actually improve their efficiencies.

Chairperson Reinhardt thanked staff and the workgroup involved in the design of the Socioeconomic Resources Page for their substantial efforts to bring this project to fruition, noting that she expects it will save many prospective users time as they search for data to address a variety of important needs.

### **Motion:**

Member Schneider moved and Member Fiskness seconded to approve the Regional Socioeconomic Characteristics of Areas Policy Summary, dated September 29, 2004, which sets forth the custodial roles and responsibilities necessary to support the Web-based Socioeconomic Resources Page and acknowledges the University of Minnesota Population Center as the custodian of this Resources Page. Motion carried, ayes all.

**b) 2005 Meeting Schedule**

Chairperson Reinhardt summarized the proposed 2005 meeting schedule, noting that it calls for a mix of 3<sup>rd</sup> and 4<sup>th</sup> Wednesdays in an attempt to minimize known meeting conflicts.

**Motion:**

Member Schneider moved and Member Fiskness seconded to approve the 2005 meeting schedule as proposed: January 26, April 20, July 27, and October 19. Motion carried, ayes all.

**6. MAJOR PROJECT UPDATES**

**a) Next-Generation Data Sharing Agreement / Online Licensing**

Chairperson Reinhardt summarized the information provided in the agenda materials. She expressed confidence that all seven counties would execute the agreement by year-end, which would permit the Regional Parcel Dataset to again be distributed via DataFinder. She commented that she recently witnessed two situations where the ability to access the Regional Parcel Dataset would have benefited their decision-making. She closed her comments by reminding the county representatives to make sure they submit their executed agreement and an invoice for the accompanying 2004 funding before year-end.

In response to question, Chairperson Reinhardt commented that if all seven counties do not elect to participate, that access to the Regional Parcel Dataset would be provided via DataFinder for those that do.

**b) Priority Common Information Need Solutions**

Brief summaries of the information presented in the agenda packet were provided by staff for several of the workgroups, with the exception of the Emergency Preparedness Workgroup, which was covered by its Chair, Randy Knippel.

**7. INFORMATION SHARING**

The Staff Coordinator called attention to MetroGIS's application for recognition by the Harvard Innovations in Government Program. If MetroGIS is selected, the current thinking is to use the \$100,000 award to further efforts to resolve address-related information needs. Also noted were the Open GIS Consortium's (OGC) selection of MetroGIS as its regional example of an NSDI-compliant data distribution architecture, and the TOP Grant received by a consortium of neighborhood/community interests (MetroGIS was named as a partner to bring its resources to the table to assist with the resolution of standards/policies necessary to achieving the deliverables.)

**8. NEXT MEETING**

Chairman Reinhardt reminded the members that the next meeting is scheduled for January 26, 2005.

**9. ADJOURN**

Member Fiskness moved and Member O'Rourke seconded to adjourn at 7:54 p.m. Motion carried ayes all.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*Regional Mailing Label Application*

**DATE:** January 19, 2005  
*(For the Jan 26th meeting)*

### **INTRODUCTION**

The Policy Board has asked that a demonstration of GIS technology be a regular component of each Board meeting. For the Board's January 2005 meeting, the Coordinating Committee has selected the pending Regional Mailing Label Application as the demonstration topic.

This is the first application to automate work functions that MetroGIS has pursued. It was selected as a project following Commissioner Kordiak's recognition of a need for this type of functionality. The discussion that led to the decision to proceed with this application occurred in conjunction with the Policy Board's adoption of the 2003-2005 MetroGIS Business Plan.

### **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

(Refer to the listing on the next page.)

### **DISCUSSION**

The MetroGIS Regional Mailing Label Application is proposed to launch as soon as the 2005 version of the Regional Parcel Dataset is available, which is anticipated to occur within the next few weeks. The 2005 version includes attributes and features not previously supported that are required by the Regional Mailing Label Application. For purposes of this demonstration, a temporary dataset has been constructed.

Once the 2005 version of the Regional Parcel Dataset is available, notice will be sent to former licensees informing them that they may apply for a licensure to once again access and use the dataset. They will also be informed that as soon as they are licensed, they will also be able to use the subject Regional Mailing Label Application.

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

- Oct. 2004 Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004 City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004 Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAP's
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's role in responding to the World Trade Center tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board



**TO:** MetroGIS Policy Board

**FROM:** MetroGIS Support Staff  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Election of Policy Board Officers

**DATE:** January 14, 2005  
(For the Jan 26<sup>th</sup> Meeting)

## **INTRODUCTION**

The Policy Board's operating guidelines call for the annual election of a chair and vice-chair. Commissioners Victoria Reinhardt and Jim Kordiak were elected as chair and vice-chair, respectively, on April 28, 2004. Both have indicated they are open to continuing to serve if that is the preference of the Board.

The Board is respectfully requested to elect its officers for 2005. A roster of the current Policy Board membership is attached.

## **BACKGROUND**

1. Member Reinhardt has served as chair since May 28, 1997. Member Kordiak has served as vice-chair since April 2001.
2. The operating guidelines do not impose a term limit.
3. The roles and responsibilities of the MetroGIS chair and vice-chair are as follows:
  - a) Article II; Section 8 states "The Board shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Board and perform the usual duties of Chair and such other duties as may be described by the Board from time to time. The Chair shall serve until his or her successor is duly elected".
  - b) Article II; Section 9 states "The Board shall annually elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act and shall serve until his or her successor is duly elected".

## **RECOMMENDATION**

That the MetroGIS Policy Board elect a chair and vice-chair for 2005.

Policy Board Members  
January 2005

Member last	Member first	Represents	Begin date
Egan	Tom	Dakota Co.	January 2005
Delaney	Gary	Carver Co.	January 2003
Fiskness	Conrad	MAWD	January 1997
Hegberg	Dennis	Wash. Co.	January 2003
Cook	Dan	TIES	September 1998
Johnson	Randy	Hennepin Co.	January 1997
Kordiak	Jim	Anoka Co.	January 2000
Pistilli	Tony	Metropolitan Council	April 2003
Reinhardt	Victoria	Ramsey Co.	January 1997
		AMM (large city)	<i>(Vacant since July 2004)</i>
Schneider	Terry	AMM (Minnetonka)	January 1997
Wagner	Joseph	Scott Co.	January 2005



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control  
Staff Contact Randall Johnson (651-602-1638)

**SUBJECT:** 2004 Annual Performance Measurement Report

**DATE:** January 12, 2005  
(For the Jan 26<sup>th</sup> Mtg.)

## INTRODUCTION

The Coordinating Committee respectfully requests Policy Board approval of the 2004 Annual MetroGIS Performance Measurement Report (separate document).

## COORDINATING COMMITTEE RECOMMENDATION

On December 15, 2004, the Coordinating Committee unanimously recommended that the Policy Board approve the 2004 MetroGIS Performance Measures Report. The “what do these data mean” sections for each of the individual performance measures were developed following quarterly discussions with the Committee as the data were monitored through the course of the year. These conclusions have been incorporated into the 2005 workplan as well.

## PAST POLICY BOARD ACTIONS

- 1) Apr. 10, 2002: The Policy Board adopted a Performance Measurement Plan ([www.metrogis.org/benefits/perf\\_measure](http://www.metrogis.org/benefits/perf_measure)) to more clearly state expected accomplishments, demonstrate accountability for results, and support continuous organizational improvement.
- 2) Jan. 29, 2003: The Policy Board asked staff to prepare an annual performance measures report to share with it along with recommendations for any suggested changes in policy or procedures to address needs identified via analysis of performance measures data.

## FINDINGS AND CONCLUSIONS

Key findings identified in the statistics presented in this third annual MetroGIS Performance Measures Report are as follows:

- Data downloads averaged 634 per month; up from 587 in 2003 or a **7.6 percent increase**, even though parcel data was unavailable from March and beyond. The percent of downloads via DataFinder Café remained at about 15 percent of the total downloads via DataFinder, the same as in 2003, despite the unavailability of parcel data. (The frequency of data downloads is assumed to be an indicator of the value of the data and the level of awareness among the data user community, but also relates to the frequency of updates to datasets. Datasets that are updated more frequently must be downloaded more frequently for users who need current data.)
- Another **testimonial** to the benefits of MetroGIS was received (Metropolitan 911 Board), continuing to indicate a high level of satisfaction and significant perceived value associated with MetroGIS products and services. Seeking out additional such testimonials is proposed as a 2005 MetroGIS program.
- DataFinder averaged 1,272 visits per month in 2004, **up 10.3 percent** (1,153) from 2003. The activity varied from month to month, with a trend emerging for spikes of activity during the spring. Visits to the DataFinder site to view metadata are tracked separately from data download activity.

- **Regionally-endorsed datasets continue to dominate** the most frequently downloaded datasets in 2004, as in 2003 (endorsed regional datasets in **bold**, arranged by the totals in 2004):

Dataset	Number of downloads		Percent change
	2003	2004	
<b>County &amp; Municipal Boundaries</b>	460	484	+5.2
<b>Census Demographic Profiles</b>	295	479	+62.4
<b>Planned Land Use</b>	253	288	+9.9
ZIP Code Boundaries	248	280	+13.0
<b>Parcels</b> (not available after March 2004)	380	258 <sup>(1)</sup>	-32.1
<b>Street Centerlines</b>	312	249	-20.2
<b>Census Geography</b> (e.g. tracts and blocks)	286	244	-14.7
<i>All other downloads</i>	<b>4,837</b>	<b>5,326</b>	<b>+10.1</b>
<b>TOTAL</b>	<b>7,071</b>	<b>7,608</b>	<b>+7.6</b>

<sup>(1)</sup>Access to parcel data via MetroGIS ceased in February due to the lack of a Data Sharing Agreement. Access was reinstated in January 2005.

- In 2004, **three more stakeholder organizations chose to publish** metadata and datasets through DataFinder for a total of 18 publishers. Also, the number of metadata records rose from 158 to 169. Outreach efforts proposed for 2005 would continue past efforts to encourage more data and metadata publishers to use the DataFinder tool to inform the user community of their data holdings and improve their and user efficiencies related to distribution of the data.
- During the 2004 reporting period, 4,648 or 69.0 percent of the download events, for which a geographic location could be determined, were by entities that serve the greater Twin Cities Metropolitan Area. Among these, the organizations with the most downloading activity are generally characterized as:
  - **Academic** institutions of higher learning: 1,108 downloads recorded, **up 42 percent** from 779.
  - **State, regional, and state government**: 426 distinguishable downloads, **up 7.0 percent** from 398.
  - **Local Engineering/Planning Firms** which are known to provide planning and engineering support to area government governments: doubled from 2 to 4 within the top 25 users - accounting for 247 downloads, **up** from 236 or **5.5 percent**.

**Dakota and Hennepin Counties** themselves continue to be listed among the top 25 download recipients, accounting for 205 downloads, up from 79 in 2003 or an **increase of 159 percent**.

Although questions remain with certain aspects of the methodology (Quova) used to arrive at these conclusions, this is the best information available. Thus, a report from Quova is again proposed for the 2005 MetroGIS Performance Measures Report.

- Documenting the quantitative benefits to the producer community, as a result of MetroGIS's efforts, is complicated because of the variety of business models maintained by the various producers. No work was initiated in this area during 2004 due to the extended negotiations to reach consensus on a Parcel Data Sharing Agreement with the seven counties. In 2005 and beyond, in addition to using qualitative methods, MetroGIS should continue to seek out ways to document such benefits for producers key to its success. This topic has been identified for discussion at the Committee's retreat tentatively scheduled for spring 2005.

#### **RECOMMENDATION**

That the Policy Board accept the MetroGIS 2004 Performance Measures Results Report, dated December 2004, as recommended by the Coordinating Committee.



**TO:** Policy Board

**FROM:** Coordinating Committee  
 Chairperson: Nancy Read, Metropolitan Mosquito Control District  
 Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Proposed 2005 Budget Allocations

**DATE:** January 12, 2005  
 (For the Jan 26<sup>th</sup> Meeting)

**INTRODUCTION**

The Coordinating Committee respectfully requests Policy Board approval of an allocation proposal for the \$86,000 in non-staff funding approved by the Metropolitan Council for MetroGIS on December 15, 2004.

**METROPOLITAN COUNCIL APPROVAL**

On December 15, 2004, the Metropolitan Council approved the Policy Board’s April 28, 2004 request for a continuation of 3 FTEs in staffing and \$86,000 in non-staff project funding to support MetroGIS’s efforts in 2005 (Attachment A). This level of support is sufficient to satisfactorily address each of the proposed 2005 program objectives (Agenda Item 5d). *(See the Reference Section for a summary of the Policy Board’s April action.)*

**COORDINATING COMMITTEE RECOMMENDATION**

On December 15, 2004, the Coordinating Committee unanimously recommended that the Policy Board approve the attached detailed budget allocation proposal for 2005 (Attachment B – separate document), subject to Metropolitan Council approval that occurred later that day. *(See the Reference Section for support and funding assumptions used to develop the detailed line items.)*

**PROPOSED DETAILED 2005 METROGIS BUDGET**

The proposed expenditures are essentially the same as those preliminarily accepted by the Policy Board at its April 28<sup>th</sup> meeting, with the exception of support of DataFinder Cafe. Last April, staff’s assumption was that MetroGIS would enter into a partnership with the MN Land Management Information Center (LMIC) to share the costs of supporting DataFinder Café as part of the state’s geospatial infrastructure. This opportunity no longer appears possible. Substantive changes in line item allocations from the 2004 budget are explained on the next page.

The budget information presented in the following table is a generalized summary of the detailed line-item specifics presented in Attachment B.

MetroGIS Funding Sources	2003 Approved		2004 Approved		2005 Allocations Proposed	
<b>Metropolitan Council</b>						
Staff (3.0 FTE)		213,000		\$202,000		\$204,000
Non—staff project support funding		100,500		\$86,000		\$86,000
<i>Data Maintenance Agreements and Data Quality/Access Enhancements</i>	\$50,000		\$50,000		\$50,000	
<i>DataFinder Enhancements/Support</i>	\$24,750		\$12,500		\$8,500	
<i>Other Non-Staff Operating Expenses</i>	\$25,750		\$23,500		\$27,500	
<b>Subtotal</b>		\$313,500		\$288,000		\$290,000

### **PROPOSED SUBSTANTIVE LINE ITEM CHANGES FROM 2004 TO 2005**

Major changes from the 2004 budget line items include (*see Reference Section for more details*):

- 1) An increase of \$6,000, to a total of \$27,500, for outsourced professional services – performance measures analysis and reporting, participant satisfaction monitoring, strategic planning, outreach/communications. The increase is mainly to support the proposed business plan update process that will include a facilitated retreat this spring.
- 2) A reduction of \$4,000, to a total of \$8,500, to support ongoing maintenance and improvements to DataFinder. (Expansion of the functionality is not proposed in 2005.)
- 3) A reduction of \$1,500, to a total of \$500, to facilitate regionwide users groups/forums.
- 4) A reduction of \$750, to \$0, for NSDI / I-Team activities not paid by the host organization.

Finally, there is no change from the 2004 allocation of \$50,000 for the *Data Maintenance Agreements and Data Quality/Access Enhancements* line item ***but*** in 2005, in accordance with the Parcel Data Sharing Agreement executed by the seven counties and the Metropolitan Council last month, \$28,000 of these funds, as opposed to \$49,000 in 2004, is under contract to be received by the seven counties. Hence, \$22,000 is available in 2005 for Regional GIS Projects that enhance *Data Quality/Access*. Allocation of these funds to specific projects is anticipated to occur at the April or July Board meeting.

### **MAJOR ASSUMPTIONS**

1. The Metropolitan Council will continue to authorize funding adequate to support MetroGIS's core functions.
2. The Policy Board is able to set priorities by July 2005 for Regional GIS Projects to be financed with MetroGIS funds (*Data Maintenance Agreements and Data Quality/Access Enhancements line item*). A total of \$22,000 is available in 2005 for Regional GIS Projects. (*See the note under Item 1 in the Reference Section for more information.*)
3. Any substantive changes in policy that involve additional resources identified as part of the proposed Business Plan Update process would need to be addressed in future budget proposals and/or through partnerships or grants.
4. An agreement is in place with each of the seven counties to maintain access, without fee, by government and academic interests to parcel data. (*Accomplished December 2004*)
5. Agreed-upon roles and responsibilities for support of MetroGIS-endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. No serious software issues will arise with the current configuration of DataFinder while defining and implementing a migration path away from the current architecture to a newer version of ArcIMS.

Other pertinent information that guided this proposal is presented in the Reference Section.

### **RECOMMENDATION**

That the Policy Board approve the proposed 2005 detailed budget allocations for MetroGIS, as recommended by the Coordinating Committee, as set forth in Attachment B, dated December 15, 2004.

## REFERENCE SECTION

### 1. PRIOR POLICY BOARD ACTION

On April 28, 2004, the Policy Board requested the level of support (3 FTE and \$86,000 in non-staff funding) that was subsequently approved by the Metropolitan Council on December 15, 2004.

*Related Board Discussion:* Member Schneider noted that the level budget from 2003 to 2005 does not concern him, provided MetroGIS is able to accomplish priority functions. He noted that he believes that MetroGIS is close to achieving a critical mass whereby other entities will regularly choose to partner with MetroGIS to achieve common needs, such as collaboration with the Metropolitan 911 Board. He noted that the challenges are to continually seek out ways to leverage other resources and to maintain a structure that allows MetroGIS to adapt quickly when such a partnership opportunity arises.

Retired Member Vogel (Scott County) commented that, as a relatively new member of the Board, he would appreciate some background on how MetroGIS has established its priorities, which led to a comment from Member Fiskness that maybe it is time to revisit past priorities, given the accomplishments that have been made over the past few years. (*Staff response – A brief overview will be provided prior to the 2005 budget presentation as part of Agenda Item 5d.*)

### 2. ASSUMPTIONS AND BACKGROUND INFORMATION

The following assumptions were used to craft MetroGIS's 2005 budget proposal:

#### 1. Regional Data Solutions:

- Work during 2005 to reach agreement on regional solutions to common information needs (Addresses, Highway and Road Networks, Lakes and Wetlands, Watershed and School District Jurisdictional Boundaries, and Emergency Preparedness) can be completed with staff resources, as opposed to requiring out-of-pocket expenses.
- Any funding that might be needed to implement enhancements to the Regional Parcel Dataset, as approved by the Policy Board on July 28<sup>th</sup>, will be adequately financed via the 2004-2008 GIS Data Sharing Agreement with the counties.
- \$22,000 will be available in 2005 to support regional GIS projects (projects endorsed by the Policy Board and consistent with established guidelines).

*(Note: Line Item I-2(a) of the attached detailed budget allots a total of \$50,000 in 2005 to foster collaborative solutions to priority common information needs, including data sharing agreements in the form of Data Sharing Agreements and Regional GIS Projects. Since 1996, the Metropolitan Council has provided annual funding for both. For 2005, the 2004-2008 GIS Parcel Data Sharing Agreement allots \$4,000 to each of the seven counties for a total of \$28,000, leaving \$22,000 for other collaborative solutions (Regional GIS Projects). Regional GIS Projects are the main vehicle by which MetroGIS implements collaborative solutions to priority common information needs. Each project must comply with guidelines adopted by the Policy Board at its October 2003 meeting. See page six of meeting summary at [http://www.metrogis.org/teams/pb/meetings/m\\_10\\_29\\_03.pdf](http://www.metrogis.org/teams/pb/meetings/m_10_29_03.pdf) for the adopted principles.)*

#### 2. DataFinder:

- Major enhancements to DataFinder will not be given any further consideration until an in-progress investigation of a “capabilities broker” concept is concluded by the Geospatial Architecture Committee of the Governor’s Council on Geographic Information.
- A partnership is no longer anticipated with LMIC to share the costs of implementing several major enhancements to DataFinder and sharing its annual support expenses. If partnering is needed to accomplish desired enhancements, other partnerships will need to be pursued.
- DataFinder Café can be ported to a newer version of ArcIMS on a newer server for not more than \$8,500. The ported application will be stable, not requiring out-of-pocket maintenance support beyond the \$8,500 available.

3. Forum for Sharing Knowledge and Promoting Use of Best Practices:  
Maintain the same level of support as planned for 2004.

4. Business Planning and Performance Monitoring

A Business Plan Update is proposed in 2005 to guide MetroGIS's efforts as it transitions from building regional data solutions to primarily managing the policies and programs that it has promoted.

The Coordinating Committee workshop, scheduled for Spring 2005, would serve as the official beginning of the effort. The professional services contract in place with Richardson, Richter and Associates, Inc. (RRA) assumes \$5,000 more funding in 2005 than in 2004 for a total of \$20,000 in 2005, to compensate for the proposed additional effort.

5. Candidate Regional GIS Projects in 2005– Priority Data Quality and Access Enhancements:

- Standardizing Address Data: By March, the Address Workgroup is planning to identify a preferred data content standard for assignment of addresses and maintenance of these data, as well as desired custodian roles and responsibilities to minimize redundancies that are currently occurring across the Metro Area. The Metropolitan 911 Board has approved a project that has, at its core, the objectives of improved consistency and access to current, complete address data. As address data are also key components to the solutions of several of MetroGIS's priority information needs, MetroGIS should consider providing funding to leverage and supplement the 911 Board's resources, as necessary, to address-related needs of the broader MetroGIS community. ***Discussion topic as the issues and opportunities are better understood.***
- Enhancements to the currently endorsed regional Street Centerline Dataset (see 3<sup>rd</sup> bullet under Item 1): Discussions with key stakeholders were initiated on December 2<sup>nd</sup> to more clearly define the needs, principally to address needs of the E911 community and to identify desired enhancements to existing data resources. ***Discussion topic as the issues and opportunities are better understood.***
- Socioeconomic Data at the Address/Unit Level: The Phase II Socioeconomic Information Need was postponed until the Address Workgroup completes its work. Once a database management solution is agreed upon to capture and manage data at the address level, this group will reengage to evaluate the practicality of maintaining socioeconomic data at the household level. For instance, a solution might involve acquisition of data from non-government sources that could involve a fee. If such a solution is found to be in the best interests of MetroGIS's participants, funds to pilot and/or foster a cost-sharing effort with others should be among the options considered. ***Discussion topic as the issues and opportunities are better understood***
- DataFinder: Depending on the results of an evaluation in progress by the Governor's Council on Geographic Information, MetroGIS may want to consider enhancements to DataFinder to support web service technology. ***Discussion topic as the issues and opportunities are better understood.***

<b>MetroGIS</b>					
<b>Funding Balance Sheet</b>					
<b>Revenue Sources</b>		<b>2003</b>	<b>2004</b>	<b>2005</b>	
		<b>Approved</b>	<b>Approved</b>	<b>Proposed</b>	
<b>Metropolitan Council Resources:</b>					
Staff (3.0 FTE)		\$213,000	\$202,000	\$204,000	
Data Maintenance Agreements and Data Quality/Access Enhancements <sup>(1)</sup>		\$50,000	\$50,000	\$50,000	
DataFinder Enhancements/Support		\$12,750	\$12,500	\$8,500	
Other Non-Staff Operating Expenses		<u>\$37,750</u>	<u>\$23,500</u>	<u>\$27,500</u>	
	<b>Subtotal</b>	<b>\$313,500</b>	<b>\$288,000</b>	<b>\$290,000</b>	
<b>Grant Funds:</b>					
NSDI Web Services Grant <sup>(2)</sup> DataFinder			<u>\$15,000</u>		
	<b>Subtotal</b>	<b>\$0</b>	<b>\$15,000</b>		
<b>Other:</b>					
Unused funds donated to MetroGIS from stakeholder data sales <sup>(3)</sup>			<u>\$2,300</u>		
	<b>Subtotal</b>		<b>\$2,300</b>		
	<b>GRAND TOTAL</b>	<b>\$313,500</b>	<b>\$305,300</b>	<b>\$290,000</b>	
<b>Notes:</b>					
<sup>(1)</sup> Compensate producers with roles and responsibilities beyond internal needs for regionally endorsed data/applications and support data/application enhancements of significance to the MetroGIS community.					
<sup>(2)</sup> Grant received by MetroGIS. Initial project abandoned. Permission received to use for similar future enhancement to DataFinder to accomplish the Web Mapping Service (WFS) objectives of the grant funding. These funds are not adequate to accomplish substantive functional enhancements without partnering. There are no uses under consideration for a 2005 project, thus they are not shown as a 2005 asset.					
<sup>(3)</sup> A custodial fund was set up in 1998 at the Metropolitan Council to receive, manage and disburse donated funds. These donated funds accumulated from 1997 through 2000 from sales of TLG Street Centerline & 1997 Orthoimagery data. No additional donations are anticipated. A total of \$25,538 was received of which \$2,300 remained as of 12/31/04. There is currently no designated use for these funds. Board permission is needed to spend them. There are no uses under consideration for a 2005 project, thus they are not shown as a 2005 asset.					



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Proposed 2005 MetroGIS Key Program Objectives and Detailed Workplan

**DATE:** January 5, 2005  
(For the Jan 26<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee respectfully requests Policy Board approval of its recommended 2005 key MetroGIS program objectives (Attachment A). A detailed 2005 workplan (Attachment B) is also available for viewing at ([http://www.metrogis.org/teams/pb/meetings/05\\_0126/wkpln.pdf](http://www.metrogis.org/teams/pb/meetings/05_0126/wkpln.pdf)) in the event any of the Policy Board members wish to review this information.

On December 15, 2004, the Metropolitan Council approved a 2005 budget for MetroGIS sufficient to support the proposed 2005 workplan. See Agenda Item 5c for more information about the budget specifics.

### COORDINATING COMMITTEE RECOMMENDATION

On December 15, 2004, the Coordinating Committee unanimously approved the key program objectives for 2005 as listed in Attachment A, a detailed workplan to implement these objectives (Attachment B), and recommended Policy Board approval. Note, that the Coordinating Committee has asked staff targeting non-traditional users to encourage their use of the data and services supported by MetroGIS.

### PROPOSED 2005 PROGRAM OBJECTIVES

In addition to completing regional solutions that are currently in progress for several priority common information needs, three major new initiatives are proposed for 2005. They are: a) update the 2003-2005 Business Plan, b) define a strategy for achieving E911 community needs related to street centerline data, and c) implement a mechanism to help data users locate existing geospatial applications they can use.

### MAJOR ASSUMPTIONS

1. MetroGIS's three core functions will not change in 2005 as a result of the pending Business Plan Update. [Implement regional solutions for priority common information needs (e.g., data, web services and applications), support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and support a forum for knowledge sharing.]
2. The Metropolitan Council will continue to approve project funding adequate to support MetroGIS's core functions.
3. Any substantive changes in policy that involve additional resources agreed upon as part of the Business Plan Update process, scheduled for Spring 2005, would need to be addressed in future budget proposals and/or through partnerships or grants.
4. An agreement is in place with each of the seven counties and the Council to provide access to the regional parcel dataset, without fee, by government and academic interests. (*Achieved 12/22/04*)
5. Agreed-upon roles and responsibilities for support of MetroGIS-endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. No serious software issues will arise with the current configuration of DataFinder while defining and implementing a migration path to a newer version of the core ArcIMS software. (*Note: a partnership with the state (LMIC) to share the costs of supporting DataFinder Café as a component of the state's geospatial architecture is no longer assumed, as it was earlier in 2004.*)

### RECOMMENDATION

That the Policy Board approve the Major 2005 Program Objectives for MetroGIS, as listed in Attachment A, and as recommended by the Coordinating Committee on December 15, 2004.

**MetroGIS Mission Statement***(Adopted February 1996)*

“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”

**Major 2005 MetroGIS Program Objectives<sup>1</sup>**

- Adopt an updated MetroGIS Business Plan (process to include a retreat of MetroGIS leadership with a theme of “*Are We Done?*” (*Maintain What Has Been Built Or Pursue New Initiatives*) and obtain endorsement by key stakeholder interests. (*The remainder of the proposed objectives assume that MetroGIS’s current core functions<sup>2</sup> will not change substantively.*)
- Implement modifications to the Regional Parcel Dataset, which were endorsed by the Policy Board in July 2004, and establish common access policy concerning non-profits/community groups, whose functions complement government functions.
- Achieve Policy Board endorsement, at minimum, of a Phase I regional solution that effectively addresses each of the following common priority information needs:
 

1) Addresses (of occupiable units)	<i>(proposal anticipated 3/05)</i>
2) Emergency Preparedness	<i>(proposal anticipated 3/05)</i>
3) Existing Land Use	<i>(PB consideration 1/26/05)</i>
4) Highway and Road Networks	<i>(in progress)</i>
5) Jurisdictional Boundaries – School Districts	<i>(custodian designation remains)</i>
6) Jurisdictional Boundaries – Watershed Districts	<i>(pilot in Washington Co. nearing completion)</i>
7) Lakes and Wetlands	<i>(in progress)</i>
- Achieve Policy Board endorsement of strategies to effectively achieve address-related limitations of the endorsed Regional Street Centerline solution for geocoding concerning: a) satisfying needs of the E911 community and b) incorporating locally-produced data into the U.S. Census Bureau’s TIGER data.
- Implement a strategy (currently referred to as ApplicationFinder) to help data users efficiently share existing geospatial applications and leverage those existing investments.
- Continue efforts to identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS’s resources.
- Continue to realize increased use of DataFinder as a tool used both by data users to search for and access data they need, and by data producers to distribute data important to others in the MetroGIS community.
- Continue to realize increased awareness among MetroGIS stakeholders and officials involved in related efforts beyond the Metro Area of MetroGIS’s endorsed strategies, resources, and opportunities.
- Continue to effectively support MetroGIS’s general information website ([www.metrogis.org](http://www.metrogis.org)).
- Continue to effectively support MetroGIS’s DataFinder website ([www.datafinder.org](http://www.datafinder.org)).
- Continue to perform activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS’s efforts – user satisfaction with data solutions and custodian conformance with expectations; document the benefits of MetroGIS’s efforts; and modify activities and policies, as appropriate.

<sup>1</sup> It is recognized that these objectives may need to be modified if funding is reduced in response to the state’s continuing revenue shortfalls.

<sup>2</sup> The current core objective are: implement regional solutions for priority common information needs (e.g., data, web services and applications), support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and support a forum for knowledge sharing.



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Paul E. Hanson and Randall Johnson (651-602-1638)

**SUBJECT:** Existing Land Use Information Need: Version 1 Solution

**DATE:** January 5, 2005  
(For the Jan 26<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee respectfully requests the Policy Board to:

- 1) Authorize creation of a Version I Regional Existing Land Use Dataset, which implements the American Planning Association's Land-Based Classification Standard relational database model.
- 2) Accept the Metropolitan Council's offer to build this regional dataset with a target to make it available to the MetroGIS community in 2006 through a web-based application as outlined in the Existing Land Use Workgroup's report to the Coordinating Committee dated December 2004.

### COORDINATING COMMITTEE RECOMMENDATION

On December 15, 2004, the Coordinating Committee: a) accepted the recommendations of its Existing Land Use Information Need Workgroup, as outlined in a report from its Existing Land Use Workgroup, dated December 13, 2004 and b) unanimously recommended that the Policy Board approve the actions listed below in the Recommendation Section as well as the supplemental workgroup activities listed under Findings and Conclusions. The Workgroup's full report can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_0126/elu.pdf](http://www.metrogis.org/teams/pb/meetings/05_0126/elu.pdf).

The Existing Land Use Workgroup's charge was to identify ways of meeting most, if not all, of the existing land use information needs that were previously identified by MetroGIS community, using the best available data in a standardized classification system – coding scheme / database model. The workgroup's report summarizes its tasks, membership, methods used to clarify common existing land use information needs, sources of existing land use data, classification systems and database models to serve up data, any deficiencies with existing sources or classification systems, and issues for further discussion by other MetroGIS workgroups or policy makers. Paul E. Hanson, GIS Specialist with the Metropolitan Council, served as lead staff to the workgroup.

### GENERAL FINDINGS AND CONCLUSIONS

A significant portion of the Existing Land Use information needs identified by the MetroGIS community would be met with the proposed Version I solution. The Metropolitan Council has also offered to serve as the Regional Custodian for the Version I effort. Key conclusions and findings follow:

#### American Planning Association's Land-Based Classification Standard Incorporated:

The proposed Version I solution would establish the American Planning Association's (APA) Land-Based Classification Standard (LBCS) database model as an integral component of MetroGIS's solution to the Existing Land Use common information need. To our knowledge, the LBCS has not been previously fully implemented in a regional setting. However, after thorough study, it was deemed to be the best option to address the multi-faceted, interrelated existing land use needs of the MetroGIS community.

The LBCS model is an attempt to standardize the broad variety of land-based data currently being collected and stored at varying administrative levels in a variety of formats and classification systems under the general description of "land use." The principal purpose of LBCS is to ensure that such data are more compatible and, thus, more easily transferable among jurisdictions, agencies, and institutions both horizontally, from geographic area to geographic area, and vertically, between local, regional, state, and

national jurisdictions. Through LBCS, the APA has worked to articulate and disseminate the differences of land-based information in the expanding lexicon of land planning: land-cover, land-use, and land-rights.

#### Provisional Regional Custodian:

The most robust implementation of a regional existing land use dataset would incorporate data provided by each community into a single container (database). However, since it is MetroGIS policy not to ask organizations to do anything for the benefit of the broader community that they do not perceive as an important internal business value, and anticipating that a regional existing land use solution consisting solely of a database model with no inclusive data would find limited support, Version I implements the LBCS model with the best, readily available data that fulfills a current Metropolitan Council business need. Additionally, the Council is willing to build and support Version I of the solution for a 2-3 year test period, during which MetroGIS will implement outreach strategies to educate, encourage, and support development of a Version II database that ideally will be a permanent, community-built and maintained solution.

#### Addressing Needs That Go Beyond the Version I Solution - Phase II Initiative:

Several complex land-based questions have been identified by the MetroGIS community that go beyond the “what is the use?” Version I solution. In conjunction with LBCS, APA illustrates how supplemental land information, such as qualitative or quantitative evaluations of land or any prescriptive descriptors that focus on remedial or target planning goals, can be further met through relational databases and expanded models. A Phase II Existing Land Use “Best Practices” Workgroup is proposed to investigate options to address these more complex land-based questions that go beyond “what is the use?” This Phase II Workgroup would evaluate the range of options appropriate to address these more complex land-based questions and propose any desired next steps.

#### **PROPOSED SUPPLEMENTAL WORKGROUP ACTIVITY**

If the Policy Board approves the actions recommended herein, the Coordinating Committee would initiate the following supplemental activities through one or more special purpose workgroups:

- 1) Prior to completion of the Version 1 Dataset:
  - a) Identify outreach strategies to encourage communities throughout the seven-county region to complete, correct or modify the Version I existing land use information provided by the Metropolitan Council based upon their higher accuracy resources;
  - b) Refine the data-distribution and data-collection mechanisms associated with the web-based interface to the Version I dataset to track data access, survey intended data uses, upload community enhancements, and aggregate submitted data; and
- 2) Immediately initiate an investigation into how (“best practices”) to best address several land-based questions previously identified by the MetroGIS community that go beyond “what is the use?” Version I solution – questions for which the answers require analysis of data proposed for the Version I solution, together with other data resources.

#### **RECOMMENDATIONS**

That the Policy Board:

- 1) Authorize creation of a Version I Regional Existing Land Use Dataset, which implements the American Planning Association’s Land-Based Classification Standard relational database model.
- 2) Accept the Metropolitan Council’s offer to build this regional dataset with a target to make it available to the MetroGIS community in 2006 through a web-based application as outlined in the Existing Land Use Workgroup’s report to the Coordinating Committee dated December 2004.



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2004 MetroGIS Accomplishments and Annual Report Theme

**DATE:** January 5, 2005  
(For the Jan 26<sup>th</sup> Meeting)

### **INTRODUCTION**

On December 15, 2004, the Coordinating Committee endorsed the following listing of 2004 achievements and use of the same theme for the 2004 Annual Report as was used last year - how the MetroGIS's efforts are making a difference and fostering improved efficiencies via E-Government methods.

### **2004 MAJOR ACCOMPLISHMENTS**

Several significant MetroGIS accomplishments in 2004 were:

- ✓ Reached agreement by all seven counties and the Metropolitan Council on a 2004-2008 GIS Parcel Data Sharing Agreement through which the long-standing goal of a single, parcel data licensure process to access parcel data for all seven counties has been realized.
- ✓ Established a partnership with the Metropolitan 911 Board, which has a compelling regional business need to achieve a regional solution to address-related information needs.
- ✓ Sustained adequate funding from the Metropolitan Council to support the proposed 2005 workplan.
- ✓ Implemented the Phase I solution for the Socioeconomic Information Need, resulting in an online search tool for socioeconomic data resources and the first non-government entity (U of M Population Center) acceptance of regional custodian responsibilities for a MetroGIS-endorsed common information need solution.
- ✓ Approved for further refinement, an innovative regional solution for the community's Existing Land Use Information Need. (*Assumes approval at the 1/26 Board meeting.*)
- ✓ Implemented MetroGIS's first regional geospatial application – mailing labels.
- ✓ Added a seventh testimonial to the benefits of MetroGIS's efforts – Metropolitan 911 Board
- ✓ Selected by the Open Geospatial Consortium as its top U.S. example of local/regional data distribution architecture.
- ✓ Selected for an international publication, to be published in April 2005 by ESRI, as the best North American example of a successful regional collaborative that is achieving the National Spatial Data Infrastructure (NSDI) vision and selected as a successful example of a regional collaboration for an Australian/New Zealand geospatial solutions handbook.
- ✓ Realized continued growth in the use of DataFinder to access data.

### **2004 ANNUAL REPORT**

The proposed core theme for the 2004 annual report insert is the same as last year - how the existence of MetroGIS is making a difference and facilitating E-Government while doing so. In particular, this past year MetroGIS's impacts were demonstrated through improved access to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered by MetroGIS's efforts. Jeanne Landkamer has again been retained to produce the MetroGIS 2004 Annual Report. She has produced MetroGIS's last six annual reports.

The annual report will be comprised of a double-sided, single page that summarizes the major highlights of the past year, which is inserted into a brochure "wrapper" that is intended to be used for at least two years. This format was implemented in 2002 as a cost savings measure. (The brochure and 2003 report can be viewed at [http://www.metrogis.org/about/annual\\_reports/03brochure.pdf](http://www.metrogis.org/about/annual_reports/03brochure.pdf) and [http://www.metrogis.org/about/annual\\_reports/ar03.pdf](http://www.metrogis.org/about/annual_reports/ar03.pdf), respectively.) The brochure will be updated for the 2004 Annual Report but the general layout is proposed to remain essentially the same as used for the 2003 report.

### **RECOMMENDATION**

No action is requested, although suggestions are respectfully requested from the Policy Board as to any desired additions or modifications to the listing of accomplishments for 2004 or for the proposed 2004 Annual Report theme - how MetroGIS's efforts are making a difference and fostering improved efficiencies via E-Government methods.



**TO:** Policy Board  
**FROM:** MetroGIS Staff  
Contact: Steve Fester (651-602-1363)  
**SUBJECT:** Project Updates  
**DATE:** January 19, 2005  
(For the Jan. 26<sup>th</sup> meeting)

**B) NEXT GENERATION REGIONAL PARCEL DATA SHARING AGREEMENT**

On December 22<sup>nd</sup>, a five-year (2004-2008) Regional Parcel Data Sharing Agreement was executed by all seven counties and the Council, achieving a long-time goal at the core of MetroGIS's data sharing objectives. For the first time, a common set of procedures and policies is in place governing access to parcel data produced by the seven counties. The result is that government and academic interests will now only need to execute one license document to download parcel data produced by each of the seven counties all from a single location [MetroGIS DataFinder ([www.datafinder.org](http://www.datafinder.org))].

The 2005 version of Regional Parcel Dataset will include 55 attributes about each of the nearly one million parcels of land that comprise the Twin Cities Metro Area ([http://www.metrogis.org/data/datasets/parcels/history\\_pub/policy\\_sumv2.0.pdf](http://www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf)). Access to these data is critical to effectively carrying out many of the Council's day-to-day business functions.

The new agreement extends permission, that was granted to the Council under the previous agreement, to distribute the Regional Parcel Dataset, without fee, via MetroGIS DataFinder to government and academic interests which serve the Metro Area and the adjoining counties. In addition to that previous policy and in the spirit of policy needed to achieve the vision of the National Spatial Data Infrastructure (NSDI) and the emerging Minnesota Spatial Data Infrastructure, the new agreement provides free access to government and academic interests regardless of their jurisdiction anywhere in the United States. This latter provision is unprecedented in the country for data subject to cost recovery fee when accessed by non-government entities.

**C) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

**(1) Address Workgroup**

The group has set a goal to submit its recommendation to the Coordinating Committee for consideration at either its March or June 2005 meeting. The project scope involves defining a regional strategy to capture and maintain "situs" (rather than mailing) addresses for all occupiable units (both residential and non-residential) and any other officially designated addresses, whereby the data can readily be shared among government interests that serve the seven-county, Minneapolis-St. Paul region. The ultimate project goal is to minimize duplication of effort and maximize consistency of address data needed by metro stakeholders. A special effort is being made to connect with those responsible for supporting the address needs of Public Safety Answering Points (PSAPs), which dispatch emergency responders.

To better understand how addresses are created, changed and used at different levels, the workgroup is nearing completion of a project that began in August that is documenting, through interviews, the processes currently used in each county to capture and maintain address data records. In January and February, the group plans to compare existing data processes and structures with the data needs of the MetroGIS community, and develop its recommendations for filling gaps between existing data and needs. The group is staffed by Mark Kotz with Metropolitan Council GIS staff assigned to support MetroGIS activities.

**(2) Emergency Preparedness Workgroup**

**Data Refinement Process.** The prototyping process for data updating and assembly is underway. Once the process is refined, a regional policy will be proposed for Policy Board endorsement. Board consideration is currently anticipated to occur at the April or July Policy Board meetings. One of the big issues is securing volunteers to complete the data update and assembly processes that have been identified. A meeting with the targeted custodians, who are associated with each of the seven counties, will be held soon to explain the process, answer questions, encourage them to complete work on their assigned data themes, and send it to the Metropolitan Council for posting on DataFinder. In order for it to be posted, documentation is needed. This can be limited to key pieces of information (metadata) such as an abstract, the process used, sources and definitions of the attributes, and their classifications. The group has agreed that it is the responsibility of each data theme custodian to integrate the data into a regional data set that is to be delivered to the Metropolitan Council for posting on the DataFinder site.

**Strategic National Stockpile (SNS).** Public Health SNS staff do not have direct GIS staff assigned and are relying on contacts made through MetroGIS Emergency Preparedness (EP) Workgroup to complete some of the needed mapping and analysis. County representatives are filling a triage site location request. SNS members have made contact with county health representatives to have them make sure the county level site identification work is a county GIS staff priority. MetroGIS EP Workgroup representatives are also informing county GIS staff of this work request.

**Outreach to Emergency Management.** Authors for GIS articles to submit to the Mn Department Homeland Security Emergency Management (HSEM) Regional Newsletter (<http://www.hsem.state.mn.us/metroipc.asp>) have been arranged through May of 2005. A process is in place for recruiting future writers on an ongoing basis.

**Outreach to GIS Community.** The Governors Council on Geographic Information / MetroGIS EP GIS Contact web page is up and running with approximately 40 county contacts verified. Thus far only four city contacts that have submitted contact information. Metro area GIS staff will be contacted to encourage them to enter their information into the database. Several sources for contacts were identified, County contact lists (Randy Knippel and Ramsey County GIS Users Group), MetroGIS contact list for cities, GIS/LIS mailing list, and others lists as available. An email will be sent and phone calls will be made as possible.

**Workshop for Educating GIS Professionals about Emergency Management.** The workgroup discussed plans for a workshop to be held in early April for GIS professionals to help them learn about the Emergency Management needs and functions. The session would be held from 11:30 – 3:30 with a preferred location at the State Emergency Operations Center in St Paul. Possible topics include, Minnesota Incident Management System, Tabletop Exercise, 911 Dispatch system, Minneapolis Fire Department Use of GIS, Case History of a Real World Emergency from a Emergency Managers Perspective and a Update on EP GIS activities at MetroGIS and GCGI. Two topics will be picked (probably MIMS and MPLS Fire) in addition to the GIS Update. In addition to MetroGIS EP Workgroup, three other organizations (HSEM, MN GIS/LIS Consortium and Mn Governors Council on Geographic Information) will be asked to help sponsor the event so it can be offered without cost to participants.

Please contact Randy Knippel, Chair of the MetroGIS Emergency Workgroup, ([randy.knippel@co.dakota.mn.us](mailto:randy.knippel@co.dakota.mn.us)) for further information.

**(3) Existing Land Use Workgroup**

*See Agenda Item 5e.*

**(4) Highway and Road Networks**

The Technical Advisory Team identified a need at its November 2004 meeting to address the street centerline data needs of the 911 community in the context of a regional solution. Several desired modifications to The Lawrence Group (TLG) Street Centerline dataset were identified for further consideration. Jim Maxwell, of TLG, noted that TLG is open to supporting many, if not all, of the modifications identified in recent talks with the Metro 911 Board. MetroGIS staff also hosted a focus group on December 2 to better understand street centerline data needs of the E-911

community. MetroGIS staff were aware of several local governments efforts that were moving forward independently to address information needs that the regional TLG Street Centerline dataset cannot, in its present form, meet. Further consideration of the merits of pursuing a collaborative regional solution is proposed as a 2005 workplan initiative. The E911 group plans to meet on January 24th to finalize a specifications document for addressable centerlines. With this document, the Metropolitan E911 Board will seek proposals from centerline providers to meet the identified needs.

The MetroGIS Roads & Highways technical group, established last year, has been working with Mn/DOT to implement a Location Data Manager (LDM) [anchor/segment data management system], met in September and November to discuss implementing a pilot project comparing Mn/DOT's data with other local data sources. A proposal for the goals and procedures for this pilot project is currently being finalized. Information about agreed upon goals, expectations, and participant roles can be viewed at [http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml). This workgroup is being staffed by Mike Dolbow with Metropolitan Council GIS staff assigned to support MetroGIS activities.

**(5) Lakes, Wetlands, etc.**

The pilot project agreed upon in September and proposed for completion by year-end has not started due to a delay in obtaining the needed imagery. The pilot was proposed to work through partnerships and organizational roles needed to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area. This pilot is viewed as a component of an anticipated broader Metro Area hydrologic solution that is anticipated, once the statewide strategic planning effort is complete. The pilot components can be viewed at <http://www.metrogis.org/teams/workgroups/index.shtml> under the Lakes & Wetlands Workgroup. The pilot project partners include Metropolitan Council, the Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD). The proposed pilot study area would be the East St. Paul quad using sample imagery flown in May 2004.

**(6) Land Cover Dataset Enhancements**

The extent of coverage is now up to 67 percent of the seven-county region. Work is currently in progress to extend the coverage another 9 percent. An LCMR funded project is also planned to extend the coverage another 12 percent for a total of 88 percent coverage. In addition, major revisions to the system have been implemented; changing how attributes are stored, re-working the manual, and improved the ArcView tool in response to feedback received from the users. In late 2005 or early 2006 another major revision of the system is anticipated once the DNR's new natural community classifications system is complete. A user forum to identify other desired improvement is tentatively proposed for the first half of 2005.

**(7) Regional Parcel Dataset Enhancements**

As of mid-January, all seven counties had revised their procedures for creating the regional parcel dataset to account for the additional attribute fields and the points dataset approved by the Policy Board in July. All counties have submitted a preliminary version of the dataset to be compared against the regional dataset specifications and were working on final edits to the procedures to fully meet the specifications. The new version of the regional dataset is expected to be available for all counties by the end of January. See the dataset specifications at [http://www.metrogis.org/data/datasets/parcels/history\\_pub/policy\\_sumv2.0.pdf](http://www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf) for more information.

**(8) Socioeconomic Characteristics of Areas**

The University of Minnesota Population has reviewed the Socioeconomic Resources Page ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)), fixed broken links, and added new data resources.

In accordance with a January 2004 Policy Board directive, the Metro Public Health GIS User Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the Metropolitan Counties

to new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. Their proposal will be taken forward to the state Department of Health. For more information contact Will Craig at 612-625-3321 or at [wcraig@umn.edu](mailto:wcraig@umn.edu).

Efforts to improve usability of two other datasets identified in the Policy Board's January 2004 action have been abandoned, at least for the time being due to inability to secure a champion(s) to lead the needed work. These efforts involved County social service and First Call for Help records.

**D) STRATEGIC PLANNING RETREAT PREPARATION POSTPONED TO SPRING 2005**

The adopted 2004 MetroGIS workplan called for the Coordinating Committee to host a strategic planning retreat last fall. However, due to the unanticipated complexity and length of time involved in the negotiations to achieve the next generation parcel data sharing agreement, funds that had been budgeted for this retreat were exhausted in July. The retreat is currently planned for February or March.

The primary objectives of the proposed retreat would be to contemplate technology and organizational changes that have occurred since MetroGIS was established in 1996, discuss how these changes are impacting MetroGIS's current objectives and philosophies, and identify candidate next steps for further discussion as part of the Business Plan Update process that would begin following the retreat.

**E) APPLICATIONFINDER- PROOF OF CONCEPT**

At its December 15, 2004 meeting, the Coordinating Committee endorsed the creation of a workgroup that would prepare a "proof of concept" for the proposed ApplicationFinder, a mechanism similar to DataFinder that would allow users to search for geospatial applications. Unlike DataFinder, however the ApplicationFinder would be designed as a user-friendly tool for the non-GIS professional.

**F) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

**(1) Regional Mailing Label Application**

*See agenda Item 4.* This application is ready to go live once the Next Generation Data Sharing Licensing goes into effect, which will hopefully occur by mid-January 2005. Only those entities that have licensed access to the regional parcel dataset are able to use the application.

**(2) Regional Parcel Dataset Policy: Access by Non-Profit Interests**

*See Item 7d(1)*

**(3) Collaborative Parcel Data Distribution Strategy – Non-Government Access**

Work on this topic is anticipated to resume in 2005 once the next generation parcel data sharing agreement and license is in place.

**(4) Investigation of Data Sharing with Utilities**

The Workgroup is waiting for a response for the three utilities that were invited to participate in the initial discussions. At the Coordinating Committee's June 2004 meeting, Al Laumeyer commented that CenterPoint Energy remains interested but has not had an opportunity to give the proposal sufficient consideration. Earlier, staff had been informed by the Minnesota Valley Electric Cooperative that the proposal had merit and they were interested in further discussions. No response has yet been received from Xcel Energy.



**TO:** Policy Board

**FROM:** MetroGIS Staff  
Contact: Steve Fester (651-602-1363)

**SUBJECT:** Information Sharing

**DATE:** January 19, 2005  
(For the Jan. 26<sup>th</sup> meeting)

**a) New Coordinating Committee Officers**

On December 15, 2004, Nancy Read, Metropolitan Mosquito Control District, was elected Committee Chairperson and Randy Knippel, Dakota County, was elected Committee vice chairperson.

**b) New Testimonial – Metropolitan 911 Board**

The seventh testimonial to the benefits of MetroGIS's existence is in process as of this writing. Jeanne Landkamer, communications consultant to MetroGIS, prepared the testimonial following interviews with key Metropolitan 911 Board members in December. When completed it will be posted at <http://www.metrogis.org/benefits/testimonials/index.shtml>.

**c) Presentations / Outreach / Studies (not mentioned elsewhere)**

**1. Articles Published in Winter 2004 Issue of GIS/LIS Newsletter**

Three articles summarizing major MetroGIS activities since the last newsletter were submitted for the Winter 2004-5 issue. They can be viewed at <http://www.mngis.org/newsletter/issue39/issue39toc.htm>.

**2. Ramsey County GIS Users Group – Demonstration of St. Paul's Enterprise Address Database**

On January 6<sup>th</sup>, St. Paul staff demonstrated a newly implemented enterprise-wide address data structure. Several individuals involved in related MetroGIS projects attended the demonstration. Talks are now in the early stages of investigating pilot options to expand the concept countywide for Ramsey County with the goal, from an E911 perspective, of implementing an enterprise system region-wide. A recommendation from to Coordinating Committee is expected in March 2005.

**d) Related Metro and State Geospatial Initiatives Update**

**1. U of M and Twin Cities Consortium of Non-Profits Awarded \$599,000 Commerce Department Technology Opportunities Program (TOP) Grant & Non-Profit Parcels Access Policy [Agenda Item 6e(2)]**

As reported in October, the University of Minnesota is working with a mix of local governments, state agencies and non-profit organizations in a federally funded program entitled "M3D." The ultimate goals of this project are to create greater access to living wage employment in cities with low incomes and more affordable housing in suburbs with sizable or growing employment. The project objectives involve bridging the "spatial mismatch" of jobs in one location and affordable housing in another part of the Metropolitan area by building on existing GIS infrastructure ... to establish an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota..." "The centerpiece of this approach is the creation of an online mapping application. With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing."

Access to parcel data is central to the project's success, but not currently available to all partners. Neighborhoods (District Councils) and CDCs in St. Paul have access, since they have associate membership in the Ramsey County User Group, through the St. Paul Community GIS Consortium. A similar vehicle does not currently exist for non-profits that serve Hennepin County. However, on January 13<sup>th</sup>, an agreement-in-principle was reached on a data access policy fundamental to address this matter. Hennepin County management announced their willingness to grant free access to its parcel data to non-profit interests performing community development-related roles (as extensions of government functions) for community development related purposes. The tentative agreement would tie a no-cost license to a specific purpose like affordable housing and economic development in places needing one or the other. Hennepin County and several of the M3D consortium participants have agreed to begin work immediately on the formal agreement and licensing needed to implement this policy.

Non-profit partners in this project include neighborhood organizations and Community Development Corporations (CDCs). Government partners include the Minnesota Department of Employment and Economic Development, Minnesota Housing Finance Agency, as well as city and suburban municipalities, counties, and regional government. MetroGIS is one of the consortium partners. All partners are looking for better information on housing, employment, and development opportunities.

In addition to addressing the longstanding policy preference to provide free parcel access to specified non-profits acting as an extension of government, this project will also likely serve as an equally important catalyst to define policy related to permitting view-only Internet access to the regional parcel dataset by anyone wishing such access, without prior licensure, for query and mapping of query results, provided the source data can not be downloaded.

For more information see <http://www.npcr.org/M3D/M3DIndex/M3D.html> or contact Will Craig at 612-625-3321 or at [wcraig@umn.edu](mailto:wcraig@umn.edu).

e) **Related Federal/National Geospatial Initiatives Update**

1. **Summary of GeoDRM Forum – December 9, Washington D.C.**

The MetroGIS Staff Coordinator was invited to be a panelist at a December 9<sup>th</sup> national forum in Washington D.C. on Geospatial Digital Rights Management (GeoDRM). The forum was hosted by the Open Geospatial Consortium (OGC), an international standards development organization, and the Federal Geographic Data Committee (FGDC). Johnson was invited because MetroGIS is recognized as a national model for the implementation of effective data sharing on a regional scale that is consistent with the vision of the National Spatial Data Infrastructure (NSDI).

Geospatial Digital Rights Management (GeoDRM) is a technology-based system in its early stages of development. In general, its purpose is to provide a standardized structure to effectively manage intellectual property rights that pertain to geospatial data as those data move from one entity or application to another. In its most complex form, it is envisioned to manage these rights as the data move between applications, without human intervention.

This forum was held because of the OGC's recognition that there is a substantive void in policy, particularly regarding local and regional government interests, that must be addressed before the GeoDRM technology solutions can be effectively implemented. Johnson was asked to share MetroGIS's experience with the negotiation of long-term, multi-jurisdictional data sharing agreements, in particular, MetroGIS's success in fostering open data sharing – access without fee or license to any interest that desires access - and standardizing licensing in the few instances where open access is not acceptable. OGC leadership accepted an offer from Johnson that MetroGIS serve as a test-bed to refine policies needed to mainstream GeoDRM systems among local and regional government interests.

2. **NSGIC-NACo-USGS Project to Enhance *National Map Partnerships***

On January 5th, two individuals affiliated with this national project interviewed the Staff Coordinator. The purpose of the interview was to gather information for the preparation of a Best Practices Model from the perspective of Regional geospatial collaboration initiatives. A report is proposed to be published in March. The Best Practices Model is one of three objectives involved in the broader initiative.

### **3. American Community Survey Funded**

The U.S. Census Bureau announced on January 10th that it has received \$146 million for the American Community Survey (ACS) for FY 2005. Full implementation was to begin in January 2005. The funding allows the Census Bureau to conduct a short form-only census in 2010 and provide the nation with annual socioeconomic information every year, rather than just once a decade. The ACS will be mailed to a sample of households in all 3,233 U.S. counties and in Puerto Rico each month, beginning in late December.

Once these improved data are available for the Metro Area, a Phase II MetroGIS Socioeconomic Workgroup will evaluate how they can be used to better address priority socioeconomic information needs of the MetroGIS community.

If you have questions or comments about the American Community Survey, please call (888) 456-7215 or e-mail [cmo.acs@census.gov](mailto:cmo.acs@census.gov). General information about this mailing list is available at: <http://lists.census.gov/mailman/listinfo/acs-alert>.

### **4. New Study on Licensing Geographic Data and Services**

The National Academies has just released its new report on *Licensing Geographic Data and Services*. The report does a nice job of describing the various reasons why to license and provides guidance on various licensing options that would help to meet those goals. It concludes with a set of recommendations, including a call for government “agencies, trade associations, and public interest groups to exercise leadership in promoting standard clauses,” because this would reduce the costs and uncertainties of entering into new licensing agreements. Free access to the full report is provided at [www.nap.edu/catalog/11079.html](http://www.nap.edu/catalog/11079.html). Hard-copy and PDF versions are available for a price. (This is another example of how to control rights and access to intellectual property.)

### **f) December 15, 2004 Coordinating Committee Minutes**

The summary for the December 15<sup>th</sup> Coordinating Committee meeting can be viewed at [http://www.metrogis.org/teams/cc/index.shtml#agendas\\_minutes](http://www.metrogis.org/teams/cc/index.shtml#agendas_minutes).

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**January 26, 2005**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), Tony Pistilli (Metropolitan Council) and Dan Cook (School Districts - TIES).

Members Absent: Gary Delaney (Carver County), Joseph Wagner (Scott County), Dennis Hegberg (Washington County), and [vacant] (AMM - Large City Rep.).

Coordinating Committee Members Present: Nancy Read (Chairperson), David Claypool, Will Craig, Randy Knippel, Bill Brown, and Rick Gelbmann.

Visitors: Mark Vander Schaaf (Metropolitan Council)

Support Staff: Randall Johnson, Mark Kotz, Steve Fester, and Paul Hanson.

Chairperson Reinhardt invited the members to introduce themselves to Dan Cook, the new member representing TIES and an Anoka-Hennepin School District Board member, and Tom Egan, Dakota County Commissioner.

Chairperson Reinhardt then invited everyone in attendance to have piece of the cake that she had made to celebrate the approval of the 2004-2008 Regional Parcel Data Sharing Agreement. She noted that this agreement is a significant achievement for the MetroGIS community and thanked all who were involved with this initiative.

**2. ACCEPT AGENDA**

Three items were added to Item 5 –Action/Discussion Items at staff's request. They were: 5f) Retreat Funding, 5g) Proposed LMIC Funding Cut, and 5h) NAZCA - Any Impact on Data Sharing Policies Fostered by MetroGIS? The meeting agenda was accepted modified.

**3. MEETING SUMMARY**

Member Pistilli moved and Member Fiskness seconded to accept the October 27, 2004 meeting summary as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Mark Kotz, member of the MetroGIS staff support team, presented an overview of the capabilities of the new Regional Mailing Label Application (<http://www.datafinder.org/labels/login.asp>), which runs on the MetroGIS-endorsed Regional Parcel Dataset. Kotz noted that access to and use of this application is available free of charge for any interest that is licensed to use the Regional Parcel Dataset, which includes all government and academic interests with jurisdiction in the United States. The presentation included a brief history of the project's evolution, beginning with the sharing of the core application by Carver County with MetroGIS. Credit was given to Vice Chairperson Kordiak for suggesting that MetroGIS explore the idea of developing such a capability. Following a live demonstration, Kotz shared several enhancements that have been identified thus far for consideration when a Version 2 is pursued.

A copy of Kotz's slide presentation can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_0126/tech\\_demo.pdf](http://www.metrogis.org/teams/pb/meetings/05_0126/tech_demo.pdf).

In response to questions from Vice Chairperson Kordiak, Kotz clarified that the application is designed for the non-GIS professional and that only an Internet browser is needed to use it; that the user can import the mailing label data for use in a local application or create a preformatted sheets of mailing labels (PDF format) directly from the MetroGIS application that can be printed in a copy machine; and that outreach efforts will include notifying managers of all forms of government that serve the metro area that this tool is available. Board members encouraged staff to publish a news release that can also be published in newsletters produced by the counties and others.

Following a live demonstration, Board members offered the following suggestions for Version 2 enhancements and encouraged the Coordinating Committee to remain on schedule to pursue desired enhancements after the application has been running for 9-12 months:

- Ability to produce labels based upon a specified land use (single family dwellings, offices, commercial, etc). (*Editor's note – this type of complex query would likely require GIS functionality beyond that practical to provide in a mailing label application targeted at the non-GIS professional.*)
- Ability to create labels for a specified jurisdiction – watershed district, school district, city, etc.
- Ability to create labels for ad-hoc areas – a study area that does not conform to any established jurisdiction.

Member Schneider encouraged staff to produce an inventory of any additional enhancements that are desired by the user community before work on a Version 2 is initiated. He noted that if a particular desired enhancement(s) is expensive but desired by a number of interests, it is likely that the group would share costs to achieve the improvement(s).

The Staff Coordinator noted that although the primary purpose of the regional application is to provide a seamless means to create mailing labels for situations where the subject properties are located within multiple counties, if a particular jurisdiction would like a copy of the application for their internal use, they may have it free of charge.

The general consensus was that the Version 1 product is well done. Those involved were thanked for their efforts.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Election of Officers**

Member Pistilli moved and Member Schneider seconded to move last year's slate of officers (Victoria Reinhardt to serve as Chairperson and Jim Kordiak to serve as Vice Chairperson) for the coming year. No further nominations were offered. Motion carried, ayes all.

The members congratulated Commissioners Reinhardt and Kordiak on their reelection as MetroGIS's officers for 2005.

### **b) 2004 Performance Measurement Report**

Coordinating Committee Chair Read summarized the Coordinating Committee's recommendation and the Staff Coordinator shared several findings that illustrate MetroGIS's efforts are achieving established goals.

**Motion:** Member Egan moved and Member Fiskness seconded that the Policy Board accept the MetroGIS 2004 Performance Measurement Report, dated December 2004, as recommended by the Coordinating Committee. Motion carried, ayes all.

### **c) 2005 Budget Allocations**

Coordinating Committee Chair Read summarized the Coordinating Committee's recommendation and the Staff Coordinator summarized proposed line item allocations that differ from the preliminary budget accepted by the Policy Board at its April meeting. The most substantive is a result of the new Regional Parcel Data Sharing Agreement with the seven counties, which in 2005 allocates \$22,000 for Regional

GIS Projects. These funds will come from the same \$50,000 line item that is used to compensate the counties for maintaining parcel data in accordance with MetroGIS-endorsed regional standards. Chairperson Reinhardt, who led the negotiations for the financial aspects of the agreement, stated that with improvements to efficiencies related to county support of the regional parcel dataset financed in previous years by MetroGIS, compensation to the counties could be reduced, freeing up opportunities to use this funding source for other projects critical to achieving priority common information needs of the MetroGIS community.

**Motion:** Member Schneider moved and Member Pistilli seconded that the Policy Board approve the proposed 2005 detailed budget allocations for MetroGIS, as recommended by the Coordinating Committee, dated December 15, 2004. Motion carried, ayes all.

**d) 2005 Key Objectives and Work Plan**

Coordinating Committee Chair Read summarized the Coordinating Committee's recommendation and the Staff Coordinator summarized several key program objectives for 2005.

**Motion:** Member Fiskness moved and Member Kordiak seconded that the Policy Board approve the Major 2005 Program Objectives for MetroGIS, as recommended by the Coordinating Committee on December 15, 2004.

**f) MetroGIS Strategic Direction Retreat Funding**

Member Kordiak commented, immediately following the work plan discussion about the proposed strategic planning retreat planned for spring 2005, that he believes this activity is very important to the continued success of MetroGIS, that the Policy Board should recognize the significant amount effort and time expended by the participants, and do whatever it can to support their effort.

**Motion:** Member Kordiak moved and Member Schneider seconded to authorize use of up to \$725 of funds in a special custodial account managed by the Metropolitan Council for the MetroGIS Policy Board to pay for food and/or room rental fees associated with the proposed 2005 Strategic Direction Retreat, if funds in the proposed 2005 budget are not adequate to cover these expenses. Motion carried, ayes all.

**e) Existing Land Use Information Need: Phase 1 Solution (FIX THIS SECTION –See web version)**

Paul Hanson, lead staff to the MetroGIS Existing Land Use Workgroup, summarized the Coordinating Committee's recommendation for a regional solution to the Existing Land Use Information Need. He explained that the proposed solution incorporates the Land Based Classification System (LBCS) developed by the American Planning Association (APA) then presented an overview of the history of the Workgroup's recommendation and the specifics of the recommendation which include accepting the Metropolitan Council's offer to prototype a regional data solution that implements LBSC.

Hanson then briefly explained each of the five LBSC database components: activity, function, ownership, site development, and structure. Hanson stressed that, if successfully implemented, the recommended strategy, is expected to address two deficiencies with use of traditional hierarchical existing land use classification schemas that have been recognized as problems by the MetroGIS community; ineffective for answering complex existing land use information queries and hampering analysis by jurisdictions that need to consider existing land use information from multiple cities (e.g., school and watershed districts and regional entities). Hanson's slides can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_0126/elu\\_demo.pdf](http://www.metrogis.org/teams/pb/meetings/05_0126/elu_demo.pdf).

Hanson commented that support had been found for the LBCS style data model via theoretically discussions with a several focus groups. However, he also noted that gaining the desired broad participation of local government – those who have the most detailed knowledge of existing land use – is expected to require development of a prototype from which to actually demonstrate its value. He also acknowledged that this pilot effort might need to be in effect for several years before sufficient local understanding exists to decide whether to formally pursue the LBCS style data model as a preferred regional strategy. Hanson concluded his remarks

by noting the positive feedback obtained to date was sufficient for endorsement of the proposal by the Coordinating Committee for further testing.

Following Hanson's presentation, Board members asked zoning-related questions, as opposed to existing land use, such as ability to map all of the properties that zoned R1, single dwelling residential. Another Board member questioned if the proposal would create another level of regulation in addition to zoning and Land Use Plan approval that cities and the Council are directed to do by statute.

Staff acknowledged that the proposed Existing Land Use regional solution is not designed to include regulatory information, such as zoning, but rather it would be designed to describe the actual current use of land. The Staff Coordinator also commented that several years ago, a decision had been made to not pursue a regional zoning solution. This decision based upon findings of an I-35W Corridor Coalition study for MetroGIS. The principal reason was the inability to generalize complex zoning designations, which are in effect law, without a guarantee that legal complications would not arise. Staff also noted that at time, it was agreed that MetroGIS would pursue regional solutions for only Planned Land Use (implemented 2002) and Existing Land Use. With regard to the concern about a another level of regulation, staff affirmed that the proposal is to create a regional database that is based upon voluntary participation and which describes existing land use, leverages schemas used by local government, and in no way requires local adherence to any standardized coding scheme.

Member Schneider commented he believes that traditional hierarchical schemes currently used by many communities for describing existing land use characteristics may address as much of 90 percent of their planning needs. He further commented that he is not sure whether the additional investment of time and effort by local government is justified to get the most out of the proposed LBCS solution. He suggested tabling of the proposal for more information at the next meeting. This suggestion precipitated comments from some members that they are comfortable with the pilot project and design objectives, as proposed by the Coordinating Committee, and comments from others that they would prefer more information.

**Motion:** The proposal was laid over for more information, including: 1) clarification about whether the regional solution could be initiated with one or two of the components (e.g., activity and structure) so as not to overwhelm prospective local government participants, 2) whether an LBCS data structure with less than 5 components populated would equal the value of a hierarchical schema for a regional solution, and 3) what is the benefit to cities to participate, as they are the primary maintainer of existing land use information at the local government level.

It was agreed that it is appropriate for staff to expend time and effort to prepare for a rehearing of this topic.

#### **g) LMIC Funding Cut Proposed**

Chairperson Reinhardt shared that as a member of the Governor's Council on Geographic Information (GCGI) she had learned that afternoon about a proposal to cut the Minnesota Land Management Information Center (LMIC) budget by 75 percent. This means that all of the geospatial coordination efforts supported by LMIC would be eliminated. She noted that the GCGI would be submitting a letter explaining the value perceived of the services that would be lost and suggested that MetroGIS consider doing likewise. The Staff Coordinator shared several examples of activities that would be affected if cuts were to be made:

- Advocacy for statewide policies that foster collar county acceptance of data sharing policies consistent with those implemented in the metro area to improve efficiencies of metro area watershed and school districts with jurisdictions that cross into the collar counties;
- Ability to leverage investments made by LMIC in application development, such as recent development of new raster clipping, and
- Collaboration on data distribution tools of common need to share the cost of both development and on going support.

Member Schneider commented that he believes LMIC provides a valuable resource that MetroGIS can tap into and as such supports submitting a letter on behalf of LMIC but suggests that it focus on the value of LMIC's services as opposed to negatives that would occur if the funding is cut.

Member Fiskness spoke for in favor of submitting a letter of support noting the benefit of investing in improving technology today to enable the ability to reap the organizational efficiency gains tomorrow.

**Motion:** Member Schneider moved and Member Egan seconded to direct staff to draft a letter of support for LMIC from the Policy Board to be signed by Chairperson Reinhardt.

Member Pistilli noted that he has some concerns about a perception of MetroGIS getting to someone else's business but can support the proposed letter, as it will not take a position.

Motion carried, ayes all.

**h) NAZCA – Any Impact on Data Sharing Policies Fostered by MetroGIS**

Member Pistilli shared a newspaper article that he had read about NAZCA and asked if any of the other Board members or staff was familiar enough with NAZCA's software to talk about how it differs from MetroGIS's efforts with the seven metro area counties. The Staff Coordinator commented that MetroGIS's efforts focus on policies to facilitate sharing of the actual data, whereas NAZCA's software is designed to facilitate viewing of a particular county's parcel-based records, many of which are not geospatial in nature (e.g., recorded deeds, judgements, assessors' CAMA records).

Member Cook commented that Anoka-Hennepin School District used NAZCA's product and concurred with staff that it is a robust software tool that allows for integrated viewing of data that are maintained in numerous databases that do not otherwise talk to one another.

William Brown, Hennepin County Surveyor, confirmed that Hennepin County has purchased the NAZCA product. He briefly commented that MetroGIS and NAZCA have different objectives, and concurred with the Staff Coordinator's assessment that NAZCA focuses on land and court records, much of which are not geospatial (e.g., recorded deeds, judgements, assessors' CAMA records). He noted that Carver County is testing their product and suggested inviting someone from Carver County familiar with both the NAZCA product and MetroGIS's objectives to speak to the Board.

Staff was directed to invite someone conversant about the NAZCA product, county parcel data structures, and preferably MetroGIS's efforts with counties to attend the April 2005 Policy Board meeting. The purpose of the requested discussion is to identify if there are any redundancies between the MetroGIS's and NAZCA's objectives.

**6. MAJOR PROJECT UPDATES**

Due to the lack of time, no project updates were presented.

**7. INFORMATION SHARING**

This was no discussion of the materials presented in the agenda packet.

**8. NEXT MEETING**

The next meeting is scheduled for April 20, 2005.

**9. ADJOURN**

The meeting was adjourned at 8:50 p.m. Motion carried ayes all.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



## Policy Board Members:

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Tom Egan,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Dan Cook,  
TIES

Randy Johnson,  
Hennepin County

*vacant,*  
(Large Cities)  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Joseph Wagner,  
Scott County

Tony Pistilli,  
Metropolitan Council

## Coordinating Committee

Nancy Read,  
Chairperson  
MMCD

Randy Knippel,  
Vice-Chairperson  
Dakota County

## Staff Coordinator

Randall Johnson,  
Metropolitan Council

**Wednesday, April 20, 2005**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

- |   | <u>Page</u>      |
|---|------------------|
| <b>1. Call to Order</b>   |                  |
| <b>2. Accept Agenda</b>   |                  |
| <b>3. Accept Meeting Summary</b>  |                  |
| a) January 26, 2005   | <i>action</i> 1  |
| <b>4. GIS Technology Demonstration:</b>   |                  |
| <i>(How Watershed Districts are Benefiting from MetroGIS's efforts)</i>               | 7                |
| <b>5. Action/Discussion Items</b>   |                  |
| a) 2006 MetroGIS Budget Request – Fostering Collaboration Role                        | <i>action</i> 10 |
| b) Vision for Regional Solution - E911-Compliant Street Centerline Data               | 22               |
| c) Vision for Regional Solution – Address Data for All Occupiable Units               | 27               |
| d) Update - Existing Land Use Information Need Solution ( <i>Tabled 1/05</i> )        | 30               |
| e) NAZCA Objectives Compared To Those Of MetroGIS                                     | 35               |
| <b>6. Major Activity Update</b>   | 36               |
| a) 2004 Annual Report and Promotional Brochure  |                  |
| b) County Data Producer Workgroup ( <i>pilot - non-profits parcel access policy</i> ) |                  |
| c) Priority Common Information Need Solutions   |                  |
| • <i>Emergency Preparedness Workgroup</i>   |                  |
| • <i>Highway and Road Networks Workgroup</i>  |                  |
| • <i>Lakes and Wetlands Workgroup</i>   |                  |
| d) Strategic Direction Workshop and Business Plan Update                              |                  |
| <b>7. Information Sharing</b>   | 41               |
| a) Call for Regional GIS Project Proposals  |                  |
| b) Letter of Support for LMIC   |                  |
| c) Outreach Activities  |                  |
| d) Related Metro and State Geospatial Data Initiatives Update                         |                  |
| e) Related Federal/National Geospatial Data Initiatives Update                        |                  |
| f) March 30, 2005 Coordinating Committee Meeting Minutes                              |                  |
| <b>8. Next Meeting</b>  |                  |
| July 27, 2005   |                  |
| <b>9. Adjourn</b>   |                  |

## Mission Statement

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**January 26, 2005**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Jim Kordiak (Anoka County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), Tony Pistilli (Metropolitan Council) and Dan Cook (School Districts - TIES).

Members Absent: Gary Delaney (Carver County), Joseph Wagner (Scott County), Dennis Hegberg (Washington County), and [vacant] (AMM - Large City Rep.).

Coordinating Committee Members Present: Nancy Read (Chairperson), David Claypool, Will Craig, Randy Knippel, Bill Brown, and Rick Gelbmann.

Visitors: Mark Vander Schaaf (Metropolitan Council)

Support Staff: Randall Johnson, Mark Kotz, Steve Fester, and Paul Hanson.

Chairperson Reinhardt invited the members to introduce themselves to Dan Cook, the new member representing TIES and an Anoka-Hennepin School District Board member, and Tom Egan, Dakota County Commissioner.

Chairperson Reinhardt then invited everyone in attendance to have piece of the cake that she had made to celebrate the approval of the 2004-2008 Regional Parcel Data Sharing Agreement. She noted that this agreement is a significant achievement for the MetroGIS community and thanked all who were involved with this initiative.

**2. ACCEPT AGENDA**

Three items were added to Item 5 –Action/Discussion Items at staff's request. They were: 5f) Retreat Funding, 5g) Proposed LMIC Funding Cut, and 5h) NAZCA - Any Impact on Data Sharing Policies Fostered by MetroGIS? The meeting agenda was accepted modified, as submitted.

**3. MEETING SUMMARY**

Member Pistilli moved and Member Fiskness seconded to accept the October 27, 2004 meeting summary as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Mark Kotz, member of the MetroGIS staff support team, presented an overview of the capabilities of the new Regional Mailing Label Application (<http://www.datafinder.org/labels/login.asp>), which runs on the MetroGIS-endorsed Regional Parcel Dataset. Kotz noted that access to and use of this application is available free of charge for any interest that is licensed to use the Regional Parcel Dataset, which includes all government and academic interests with jurisdiction in the United States. The presentation included a brief history of the project's evolution, beginning with the sharing of the core application by Carver County with MetroGIS. Credit was given to Vice Chairperson Kordiak for suggesting that MetroGIS explore the idea of developing such a capability. Following a live demonstration, Kotz shared several enhancements that have been identified thus far for consideration when a Version 2 is pursued.

A copy of Kotz's slide presentation can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_0126/tech\\_demo.pdf](http://www.metrogis.org/teams/pb/meetings/05_0126/tech_demo.pdf).

In response to questions from Vice Chairperson Kordiak, Kotz clarified that the application is designed for the non-GIS professional and that only an Internet browser is needed to use it; that the user can import the mailing label data for use in a local application or create a preformatted sheets of mailing labels (PDF format) directly from the MetroGIS application that can be printed in a copy machine; and that outreach efforts will include notifying managers of all forms of government that serve the metro area that this tool is available. Board members encouraged staff to publish a news release that can also be published in newsletters produced by the counties and others.

Following a live demonstration, Board members offered the following suggestions for Version 2 enhancements and encouraged the Coordinating Committee to remain on schedule to pursue desired enhancements after the application has been running for 9-12 months:

- Ability to produce labels based upon a specified land use (single family dwellings, offices, commercial, etc). (*Editor's note – this type of complex query would likely require GIS functionality beyond that practical to provide in a mailing label application targeted at the non-GIS professional.*)
- Ability to create labels for a specified jurisdiction – watershed district, school district, city, etc.
- Ability to create labels for ad-hoc areas – a study area that does not conform to any established jurisdiction.

Member Schneider encouraged staff to produce an inventory of any additional enhancements that are desired by the user community before work on a Version 2 is initiated. He noted that if a particular desired enhancement(s) is expensive but desired by a number of interests, it is likely that the group would share costs to achieve the improvement(s).

The Staff Coordinator noted that although the primary purpose of the regional application is to provide a seamless means to create mailing labels for situations where the subject properties are located within multiple counties, if a particular jurisdiction would like a copy of the application for their internal use, they may have it free of charge.

The general consensus was that the Version 1 product is well done. Those involved were thanked for their efforts.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Election of Officers**

Member Pistilli moved and Member Schneider seconded to move last year's slate of officers (Victoria Reinhardt to serve as Chairperson and Jim Kordiak to serve as Vice Chairperson) for the coming year. No further nominations were offered. Motion carried, ayes all.

The members congratulated Commissioners Reinhardt and Kordiak on their reelection as MetroGIS's officers for 2005.

### **b) 2004 Performance Measurement Report**

Coordinating Committee Chair Read summarized the Coordinating Committee's recommendation and the Staff Coordinator shared several findings that illustrate MetroGIS's efforts are achieving established goals.

**Motion:** Member Egan moved and Member Fiskness seconded that the Policy Board accept the MetroGIS 2004 Performance Measurement Report, dated December 2004, as recommended by the Coordinating Committee. Motion carried, ayes all.

### **c) 2005 Budget Allocations**

Coordinating Committee Chair Read summarized the Coordinating Committee's recommendation and the Staff Coordinator summarized proposed line item allocations that differ from the preliminary budget

accepted by the Policy Board at its April meeting. The most substantive is a result of the new Regional Parcel Data Sharing Agreement with the seven counties, which in 2005 allocates \$22,000 for Regional GIS Projects. These funds will come from the same \$50,000 line item that is used to compensate the counties for maintaining parcel data in accordance with MetroGIS-endorsed regional standards. Chairperson Reinhardt, who led the negotiations for the financial aspects of the agreement, stated that with improvements to efficiencies related to county support of the regional parcel dataset financed in previous years by MetroGIS, compensation to the counties could be reduced, freeing up opportunities to use this funding source for other projects critical to achieving priority common information needs of the MetroGIS community.

**Motion:** Member Schneider moved and Member Pistilli seconded that the Policy Board approve the proposed 2005 detailed budget allocations for MetroGIS, as recommended by the Coordinating Committee, dated December 15, 2004. Motion carried, ayes all.

#### **d) 2005 Key Objectives and Work Plan**

Coordinating Committee Chair Read summarized the Coordinating Committee's recommendation and the Staff Coordinator summarized several key program objectives for 2005.

**Motion:** Member Fiskness moved and Member Kordiak seconded that the Policy Board approve the Major 2005 Program Objectives for MetroGIS, as recommended by the Coordinating Committee on December 15, 2004.

#### **f) MetroGIS Strategic Direction Retreat Funding**

Member Kordiak commented, immediately following the work plan discussion about the proposed strategic planning retreat planned for spring 2005, that he believes this activity is very important to the continued success of MetroGIS, that the Policy Board should recognize the significant amount effort and time expended by the participants, and do whatever it can to support their effort.

**Motion:** Member Kordiak moved and Member Schneider seconded to authorize use of up to \$725 of funds in a special custodial account managed by the Metropolitan Council for the MetroGIS Policy Board to pay for food and/or room rental fees associated with the proposed 2005 Strategic Direction Retreat, if funds in the proposed 2005 budget are not adequate to cover these expenses. Motion carried, ayes all.

#### **e) Existing Land Use Information Need: Phase 1 Solution**

Paul Hanson, who staffed the Existing Land Use Workgroup, summarized the Existing Land Use recommendation that includes the development of a regional data solution based upon the Land Based Classification System (LBSC) developed by the American Planning Association (APA). Hanson then presented an overview of the history of the Workgroup's recommendation and the specifics of the recommendation which include accepting the Metropolitan Council's offer to prototype a regional data solution that implements LBSC. Hanson's slides can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_0126/elu\\_demo.pdf](http://www.metrogis.org/teams/pb/meetings/05_0126/elu_demo.pdf).

Hanson noted that LBSC database structure is comprised of five components of existing land use: activity, function, ownership, site development, and structure. The Workgroup recommended that MetroGIS pursue this structure because traditional hierarchical schemas often do not provide an effective means to answer complex existing land use information queries.

Acknowledging that currently no regional data solution exists, that not only doesn't implement LBSC and that asking MetroGIS to endorse a data solution model and coding scheme as a best practice that may not be embraced by the local communities, would be ineffective. Hanson stressed that a key to getting the most out of the LBSC data structure would involve local government participation in maintaining the currency of existing land use data known by local government. The preference for local government

involvement presented the Workgroup with a dilemma – how can the benefit to local government of utilizing such a data model be demonstrated without an operational data structure (prototype) to demonstrate the benefits? Hanson commented that to resolve this dilemma, the Workgroup conceived of a pilot project through which the Council would implement a prototype of the LBSC and MetroGIS would then conduct an outreach effort to seek acceptance by local government. It was also acknowledged that the pilot might need to be in effect for several years before sufficient local understanding exists to decide on the regional strategy.

Following Hanson's presentation, Board members asked zoning, as opposed to existing land use, related questions – ability to map all of the properties that zoned R1, single dwelling residential. Another Board member questioned if the proposal would create another level of regulation in addition to zoning and Land Use Plan approval that cities and the Council are directed to do by statute.

Staff acknowledged that the proposed Existing Land Use regional solution is not designed to include regulatory information, such as zoning, but rather describe the actual current use of land. The Staff Coordinator also commented that several years ago, based upon findings of an I-35W Corridor Coalition study for MetroGIS, that a decision had been made not to pursue a regional zoning solution. The principal reason was the inability to generalize complex zoning designations, which are in effect law, without a guarantee that legal complications would not arise. It was agreed that MetroGIS would pursue regional solutions for only Planned Land Use (implemented 2002) and Existing Land Use. With regard to the concern about a another level of regulation, staff affirmed that the proposal is to create a regional database that is based upon voluntary participation and which describes existing land use, leverages schemas used by local government, and in no way requires local adherence to any standardized coding scheme.

Member Schneider commented that he believes that traditional hierarchical schemes, implemented by individual communities, for describing existing land use characteristics likely addresses as much of 90 percent of the need and that he is not sure whether the investment of time and effort by local government, to get the most out of the proposed LBCS solution, is justified. He suggested that the matter be tabled for more information at the next meeting. This suggestion precipitated comments from some members that they are comfortable with the pilot project and design objectives, as proposed by the Coordinating Committee, and comments from others that they would prefer more information.

The proposal was laid over for more information, including: 1) clarification about whether the regional solution could be initiated with one or two of the components (e.g., activity and structure) so as not to overwhelm prospective local government participants, 2) whether an LBCS data structure with less than 5 components populated would equal the value of a hierarchical schema for a regional solution, and 3) explain the benefit to cities to participate, as they are the primary maintainer of existing land use information at the local government level.

It was agreed that it is appropriate for staff to expend time and effort to prepare for a rehearing of this topic.

**Motion:** The proposal was laid over for more information, including: 1) clarification about whether the regional solution could be initiated with one or two of the components (e.g., activity and structure) so as not to overwhelm prospective local government participants, 2) whether an LBCS data structure with less than 5 components populated would equal the value of a hierarchical schema for a regional solution, and 3) what is the benefit to cities to participate, as they are the primary maintainer of existing land use information at the local government level.

It was agreed that it is appropriate for staff to expend time and effort to prepare for a rehearing of this topic.

**g) LMIC Funding Cut Proposed**

Chairperson Reinhardt shared that as a member of the Governor's Council on Geographic Information (GCGI) she had learned that afternoon about a proposal to cut the Minnesota Land Management Information Center (LMIC) budget by 75 percent. This means that all of the geospatial coordination efforts supported by LMIC would be eliminated. She noted that the GCGI would be submitting a letter explaining the value perceived of the services that would be lost and suggested that MetroGIS consider doing likewise. The Staff Coordinator shared several examples of activities that would be affected if cuts were to be made:

- Advocacy for statewide policies that foster collar county acceptance of data sharing policies consistent with those implemented in the metro area to improve efficiencies of metro area watershed and school districts with jurisdictions that cross into the collar counties;
- Ability to leverage investments made by LMIC in application development, such as recent development of new raster clipping, and
- Collaboration on data distribution tools of common need to share the cost of both development and on going support.

Member Schneider commented that he believes LMIC provides a valuable resource that MetroGIS can tap into and as such supports submitting a letter on behalf of LMIC but suggests that it focus on value or the LMIC's services as opposed to negatives that would occur if the funding is cut.

Member Fiskness spoke for in favor of submitting a letter of support noting the benefit of investing in improving technology today to enable the ability to reap the organizational efficiency gains tomorrow.

**Motion:** Member Schneider moved and Member Egan seconded to direct staff to draft a letter of support for LMIC from the Policy Board to be signed by Chairperson Reinhardt.

Member Pistilli noted that he has some concerns about a perception of MetroGIS getting to someone else's business but can support the proposed letter, as it will not take a position.

Motion carried, ayes all.

**h) NAZCA – Any Impact on Data Sharing Policies Fostered by MetroGIS**

Member Pistilli shared a newspaper article that he had read about NAZCA and asked if any of the other Board members or staff was familiar enough with NAZCA's software to talk about how it differs from MetroGIS's efforts with the seven metro area counties. The Staff Coordinator commented that MetroGIS's efforts focus on policies to facilitate sharing of the actual data, whereas NAZCA's software is designed to facilitate viewing of a particular county's parcel-based records, many of which are not geospatial in nature (e.g., recorded deeds, judgements, assessors' CAMA records).

Member Cook commented that Anoka-Hennepin School District used NAZCA's product and concurred with staff that it is a robust software tool that allows for integrated viewing of data that are maintained in numerous databases that do not otherwise talk to one another.

William Brown, Hennepin County Surveyor, confirmed that Hennepin County has purchased the NAZCA product. He briefly commented that MetroGIS and NAZCA have different objectives, and concurred with the Staff Coordinator's assessment that NAZCA focuses on land and court records, much of which are not geospatial (e.g., recorded deeds, judgements, assessors' CAMA records). He noted that Carver County is testing their product and suggested inviting someone from Carver County familiar with both the NAZCA product and MetroGIS's objectives to speak to the Board.

Staff was directed to invite someone conversant about the NAZCA product, county parcel data structures, and preferably MetroGIS's efforts with counties to attend the April 2005 Policy Board meeting. The

purpose of the requested discussion is to identify if there are any redundancies between the MetroGIS's and NAZCA's objectives.

**6. MAJOR PROJECT UPDATES**

Due to the lack of time, no project updates were presented.

**7. INFORMATION SHARING**

This was no discussion of the materials presented in the agenda packet.

**8. NEXT MEETING**

The next meeting is scheduled for April 20, 2005.

**9. ADJOURN**

The meeting was adjourned at 8:50 p.m. Motion carried ayes all.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*How Watershed Districts Are Benefiting from MetroGIS's Efforts*

**DATE:** March 31, 2005  
*(For the Apr. 20<sup>th</sup> meeting)*

### **INTRODUCTION**

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. For the Board's April 2005 meeting, the Coordinating Committee has selected the topic of how watershed districts are benefiting from MetroGIS's efforts.

### **DISCUSSION**

In October 2002, a testimonial (attached) was prepared to document benefits that watershed districts are realizing from MetroGIS's efforts. This presentation will be an extension of the referenced testimonial. Tim Anderson, who was interviewed for the testimonial, will be presenting the topic to the Board. The testimonial is also available for review at <http://www.metrogis.org/benefits/testimonials/rpbcwd.pdf>.

### **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

(Refer to the listing on the next page.)

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAP's
- Jan. 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's role in responding to the World Trade Center tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board

**MetroGIS: Performance Measures Case Study**  
**RILEY-PURGATORY-BLUFF CREEK**  
**WATERSHED DISTRICT**

**Organization:** Riley-Purgatory-Bluff Creek Watershed District  
**Staff Contact:** Tim Anderson, Barr Engineering  
tanderson@barr.com  
952-832-2600  
**Date of Interview:** Oct. 10, 2002  
**Interviewer:** Jeanne Landkamer, Landkamer Consulting  
612-722-3999

**Organizational Profile:** The Riley-Purgatory-Bluff Creek Watershed District was formed in 1969 to enhance water quality and to protect residents from flooding in the 46-square-mile District. Under state law, it is responsible for water resources planning. The District works with other government bodies to regulate stormwater runoff, improve water quality, and provide recreation. The District also works with developers on any project that proposes to alter floodplains, wetlands or streams. The District requires permits for such projects to ensure that land use changes do not negatively impact water quality and flood protection. District review of permits provides an opportunity for citizen input on water-related issues.

**Uses of GIS:** Geospatial data are critical for a great deal of the District's work, including erosion control permitting, flood prevention, and water quality monitoring and prediction. Among the data used by the District are parcels, future land use, orthophotos, soils and land cover.

**Recent Successes:** The MetroGIS future land use dataset is used in computer models that can help predict the quality and quantity of surface-water flows in 2020. Barr looks at the development plans of the cities in the District, and is then able to evaluate the impacts on area lakes. With that information, it can create different scenarios for how to maintain and improve the conditions of the water bodies.

The District recently published a colorful map that highlights parks and trails located in the District. Data for the map came from a number of sources, including the parks/features element of The Lawrence Group dataset, available free of charge to government users through MetroGIS.

**Impact of MetroGIS:** The District, like many government entities that participate in MetroGIS, finds that one of the biggest benefits of MetroGIS is [www.datafinder.org](http://www.datafinder.org), the one-stop shop for data that the District uses in its everyday operations.

GIS Specialist Tim Anderson, of the District's consulting firm, Barr Engineering, explains that before MetroGIS, his firm had to spend time and money getting data from two separate counties and several cities and then reconciling the data. Through the MetroGIS data-sharing agreements, that data can be downloaded for free and is often contained in a regional dataset that doesn't require any further work to piece it together. "This represents a savings for our clients because we don't have to generate or look for the data," Anderson said.

"It's like manufacturers who get together to standardize the size of bolts," said Conrad Fiskness, one of five managers on the Riley-Purgatory-Bluff Creek Watershed District Board, and a member of the MetroGIS Policy Board. "MetroGIS is an idea that makes sense—communities and agencies cooperating to develop standards that make sharing data easier and, in the process, save taxpayers' money."



**TO:** Policy Board

**FROM:** Coordinating Committee  
 Chairperson: Nancy Read, Metropolitan Mosquito Control District  
 Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2006 MetroGIS Budget Request – Fostering Collaboration Role

**DATE:** March 31, 2005  
 (For the Apr 20<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee respectfully requests the Policy Board’s acceptance of the 2006 budget request for MetroGIS “Fostering Collaboration” role, as presented below. The proposal continues the same level of support approved for the past two years - \$86,000 in non-staff project expenses and 1.75 FTE in dedicated staff support for this MetroGIS role.

### COORDINATING COMMITTEE CONSIDERATION

On March 30, 2005, the Coordinating Committee unanimously recommended that the Policy Board accept the funding request presented herein and forward it to the Metropolitan Council for consideration.

### 2006 SUPPORT PROPOSAL - FOSTERING COLLABORATION ROLE

Budget Category	2004		2005		2006
	Approved	Actual	Approved	Actual	Requested
Dedicated Staff - Salary and Benefits	\$110,800	\$110,800	\$112,000		\$113,100
Professional Services/Special Projects	\$18,000	\$25,776	\$23,500		\$23,500
Data Quality/Access Enhancements	\$1,000	\$0	\$22,000		\$22,000
Parcel Data Sharing Agreement	\$49,000	\$49,000	\$28,000		\$28,000
Other Non-Staff Operating Costs	\$18,000	\$2,856	\$13,250		\$12,500
<b>Total</b>	<b>\$196,800</b>	<b>\$188,432</b>	<b>\$198,750</b>		<b>\$199,100</b>

Notes: See Attachment A for detailed line item information.

2004 – Over budget in professional services due to extended negotiations for parcel data sharing agreement.

2004 – Under budget for Other Non-Staff Operating Costs because a joint DataFinder project with LMIC did not materialize.

2005 – Other Non-Staff Operating Expenses includes \$750 from donated funds

As a point of reference, this request is 1/3 of the peak level of funding for the “fostering collaboration” role that was approved in 1997 (see Attachment B). The steady decline in funding requested for this role is due in large part to progress made to date to address common information needs and the increase in partnerships that has been realized to implement agreed-upon solutions (see below). These partnerships have demonstrated the benefits of collaboratively addressing common information needs. In turn, trust in MetroGIS’s processes to implement sustainable solutions to these common needs has grown, resulting in additional efficiency gains.

### OTHER PARTNER CONTRIBUTIONS NOT INCLUDED

It is important to understand that this funding request does not include substantial resources that are being contributed by nine (9) stakeholder organizations, in addition to the Metropolitan Council, to support the nine (9) regional solutions implemented thus far (see the Reference Section for a listing). Three new partnerships are also anticipated to be established within the coming year. The 9 current partners are the seven metro area counties, DNR, and University of Minnesota CURA.

Support of the nine current regional solutions involves the performance of 22 community-defined custodian roles, in addition to the subject “foster collaboration” role that is performed by the Metropolitan Council. To date, an effective means to fairly measure the value of these 22 additional and critical support roles has not been identified. These roles (partnerships) have been steadily increasing since the first collaborative regional solution was implemented in 1997. Even though an effective method has not

been defined to account for these contributions, it is generally acknowledged by those organizations performing these roles that participating to address common needs is tangibly more beneficial than working alone. See Attachment C for a balance sheet of roles and the associated organizations performing these roles for the broader MetroGIS community.

### **DISCUSSION**

As in past years, a “best guess” for the next year’s funding request has been submitted to the Metropolitan Council’s management no later than May to ensure consideration by Council management as they begin work on the Council’s next-year budget. As such, MetroGIS Policy Board review has occurred in April. Unfortunately, this task is more difficult this time around because:

- 1) Postponement of the proposed Strategic Direction Workshop (Agenda Item 6d) presents a large unknown. The principal reason for hosting the workshop is to reach agreement on whether MetroGIS should concentrate on maintaining what has been built or seek out additional opportunities for collaboration. This decision will likely have budget ramifications.
- 2) Work is progressing on several probable far-reaching regional data solutions but has not matured to a point where budget implications can be estimated for possible pilot projects and/or responsibilities of the eventual custodial organizations.
- 3) If the Legislature reduces funding for the MN Land Management Information Center, as proposed by the Pawlenty administration, the cost to maintain MetroGIS DataFinder could be affected and the option to partner with LMIC to enhance DataFinder’s functionality would likely be lost. The proposed reduction in funding could also affect MetroGIS’s efforts to achieve a regional solution for the community’s Hydrology Information Need for which LMIC staff has been providing substantive leadership.
- 4) The Metropolitan Council is anticipating the need for substantial budget cuts in 2006.

Consequently, for purposes of this “best guess” budget projection, no changes to the total resources approved for 2005 have been assumed, rather than guess at possible scenarios with incomplete information. As a result, it is assumed that any need for support beyond that identified in this proposal would have to be addressed through partnerships or be postponed for consideration as part of MetroGIS’s 2007 funding request.

### **MAJOR PROPOSED LINE ITEM CHANGES FROM THE APPROVED 2005 BUDGET**

1. In 2005, the brochure that accompanies each one-page annual report will be reprinted. This expense is anticipated to be incurred every 2-3 years. Hence, a reduction of \$1,500 in 2006 is assumed.  
*[Budget Item I(1)(b)]*
2. The funds freed up from Item 1 have been allocated to enhancements to DataFinder. In 2005, the platform will be upgraded. In 2006, staff believes the Web Feature Service (WFS) standard will be stable enough to consider previously identified enhancements to the functionality for which \$15,000 in NSDI funding has been received. The previous quote was \$25,000 to implement this functionality, so this amount is again proposed (grant plus \$10,000 local funding). *[Budget Item I(3)(a)]*

### **RECOMMENDATION**

That the Policy Board:

- 1) Accept the 2006 MetroGIS funding request, as recommended by the Coordinating Committee on March 30, 2005, for MetroGIS’s efforts related to fostering collaboration.
- 2) Direct staff to forward the subject funding request to the Metropolitan Council for consideration.

## REFERENCE SECTION

### A. Currently Implemented Regional Solutions to Common Information Needs:

Census Geography, Parcels, Planned Land Use, Land Cover, Addressable Street Centerlines, and Socioeconomic Characteristics of Areas

### B. Assumptions and background information to support the preliminary 2006 budget proposal:

#### General:

1. All core stakeholders will continue to acknowledge the need for MetroGIS's current core functions:
  - Facilitate regional solutions to common information needs (*data, applications, & best management practices*).
  - Maintain DataFinder.
  - Maintain a forum for sharing GIS knowledge & fostering collaboration/partnering opportunities.
2. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
3. The major 2005 program objectives adopted by the Policy Board on January 26<sup>th</sup> (Attachment C) will remain key focuses of MetroGIS into 2006.
4. Any substantive changes in policy that may be agreed upon as part of the proposed Strategic Direction Workshop and subsequent 2005 Business Plan Update, which involve additional resources, would need to be addressed in future budget requests and/or through partnerships.

#### Other project related information that guided this proposal follows:

1. Regional Data Solutions:
  - a) Implementation of regional data solutions for the Highway and Road Networks, Existing Land Use, Lakes and Wetlands, Watershed and School District Jurisdictional Boundaries, Emergency Preparedness should be completed in 2005 and, if not, these solutions are expected to require staff resources, as opposed to out-of-pocket expenses, to complete.
  - b) Identification of regional strategies for a point dataset that contains all occupiable units and a street centerline dataset that is MSAG (Emergency management's Master Street Address Guide) compliant are expected to be finalized in 2005. There is a possibility that a pilot project(s) may be warranted to refine specifications. See 5a and 5b, below.
  - c) Efforts to designate a regional custodian for a regional School District Jurisdictional Boundaries dataset are suspended until a decision is made about LMIC's future. LMIC was a leading candidate as the technical arm of the Department of Education to perform the desired custodial role. If work resumes, the anticipated solution is expected to require staff resources, as opposed to out-of-pocket expenses, to complete.
2. DataFinder:
  - a) No substantial functionality enhancements are currently proposed to DataFinder in 2005 or 2006 due to the uncertainty of the MN Land Management Information Center's future. In the past MetroGIS has partnered with LMIC is jointly fund enhancements and share support.
  - b) Sufficient funds are assumed to be available in the 2005 budget to migrate MetroGIS DataFinder to a new server and updated operating system.
3. Forum for Sharing Knowledge and Promoting Use of Best Practices:

Maintain the same level of support as planned for 2005.
4. Business Planning and Performance Monitoring
  - a) A Strategic Directions Workshop of the Coordinating Committee and other key MetroGIS leadership is anticipated to be convened September 2005. The results of this workshop would serve as the official beginning of the MetroGIS's Business Plan Update project, proposed to begin immediately following the workshop. The professional services contract that is in place with the firm of Richardson, Richter and Associates, Inc. (RRA) assumes \$20,000 in 2005 and 2006 to assist MetroGIS with these efforts.
  - b) The only out-of-pocket expense related to performance monitoring would be \$250 for the Quova report.
5. Regional GIS Projects – Priority Data Quality and Access Enhancements:

As in 2005, \$22,000 is proposed for yet to be defined projects that are important to implementing regional solutions to priority common information needs. Possible projects that might be considered for funding in 2006, if recommendations are not complete in 2005 include:

  - a) The Address Workgroup is working on a regional strategy to support a point dataset that contains all occupiable units. The Metropolitan 911 Board has a need for such a regional solution to improve consistency and access to current, complete address data. As address data are also key components to the solutions of several of MetroGIS's priority information needs, MetroGIS should consider providing funding to leverage and supplement the 911 Board's resources, as necessary, to address-related needs of

the broader MetroGIS community. It is unlikely that MetroGIS project funds would be sufficient on their own but could be used as seed funds to leverage other resources. ***Discussion topic as the issues and opportunities are better understood.***

- b) The Street Centerline Workgroup is investigating a means to support regional street centerline that is MSAG (Emergency management's Master Street Address Guide) compliant. There is a possibility that a pilot project(s) may be warranted to refine specifications. It is unlikely that MetroGIS project funds would be sufficient on their own but could be used as seed funds to leverage other resources. ***Discussion topic as the issues and opportunities are better understood.***
- c) The Phase II Socioeconomic Information Need is antiquated to begin once the Address Workgroup has identified a regional solution for occupiable units. The Phase II Socioeconomic Information Need solution might involve acquisition of data from non-government sources that could involve a fee. If such a solution is found to be in the best interests of MetroGIS's participants, funds to pilot and/or foster a cost share effort with others should be among the among the options considered. ***Discussion topic as the issues and opportunities are better understood.***

**ATTACHMENT A**

**MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal**

	A	B	C	E	F	G	H	
1	(Estimates do not include staff support costs. Projects supported entirely by staff-only expenses are not included.)							
2	See the adopted work plans for all proposed activities.)							
3								
4	Several explanatory Notes, by cell, are provided following the table							
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2004</b>		<b>2005</b>	<b>2006</b>	
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Requested	
7								
8	<b>I. MISSION CRITICAL</b>							
9		<b>1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations</b>						
10			a) Support Teams, Committees and Board					
11			i. Copying, postage, local travel, room rental, etc.					
12			ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	\$15,000	\$22,276	\$20,000	\$20,000	
13			b) Outreach					
14			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	\$500	\$0	\$2,000	\$500	
15			ii. Communications Outsourcing/Supplemental Staff Support	\$3,000	\$3,500	\$3,500	\$3,500	
16			iii. Copying, postage, local travel			See I-1(a)	See I-1(a)	
17		<b>2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders (assist with custodian roles and enhancements to data quality and access) and fund enhancements to regional datasets</b>	Establish long-term partnerships with producers of data important to addressing priority common information needs (data and applications) of the MetroGIS community for the purpose of collaboratively enhancing the quality of these data and improving access to them consistent with broad stakeholder needs.					
18			a) Regional Parcel Data Sharing Agreement (2004-2008)	\$49,000	\$49,000	\$28,000	\$28,000	
19			b) Regional GIS Projects - that address a broad range of priority information needs. The Regional GIS Project principles adopted by the Policy Board (October 29, 2003) will be used to decide the allocation of funds among the variety of data producers and candidate projects critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets.	\$1,000	\$0	\$22,000	\$22,000	
20		<b>3. Provide a directory of data within the regional and a mechanism for search and retrieval of GIS data. (The goal is to provide a single access point with information on how to search for sources of data.)</b>						

**ATTACHMENT A**

**MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal**

	A	B	C	E	F	G	H
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004		2005	2006
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Requested
21			a) Project Funds to enhance DataFinder functionality ( <i>Expand geographic search capability, develop applications/scripts, etc. to enhance &amp; improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software )</i> , etc. <i>An additional \$15,000 in funding has been received from a NSDI Web Mapping Service Grant program for GML enhancements to DataFinder Cafe. Staff is investigating whether a partnership with LMIC to host DataFinder Cafe on the state's system and share cost of improvements and ongoing maintenance is a practical solution for the MetroGIS community.</i>	\$10,000	\$0	\$8,500	\$10,000
22			b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	\$2,500	\$2,800	\$0	\$0
23		<b>4. Identify unmet GIS needs with regional significance and act on these needs</b>					
24			a) MetroGIS data users forums and Business Information Need Peer Review Forums	\$500	\$0	\$500	\$500
25			b) Participant satisfaction survey	\$1,000	\$0	\$500	\$500
26			c) Seed \$'s for regionally significant projects	(See I-2)	(See I-2)	(See I-2)	(See I-2)
27			d) Identify Second Generation Business Information Need Priorities	\$500	\$0	\$500	\$500
28		<b>5) Develop and endorse standards for GIS content, data documentation, and data management for regional data sets. (In addition to normal operating expenses covered as committee expenses ).</b>		[Refer to III 1(a)]		[Refer to III 1(a)]	[Refer to III 1(a)]
29			a) Negotiate agreements	(See I-2)	(See I-2)	(See I-2)	(See I-2)
30			b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	(See II-3a)	(See II-3a)	(See II-3a)
31			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$83,000</b>	<b>\$77,576</b>	<b>\$85,500</b>	<b>\$85,500</b>
32							
33	<b>II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL</b>						
34		<b>1. Maintain MetroGIS world wide web site (not DataFinder)</b>		\$0	\$16	\$0	\$0
35		<b>2. Promote collaborative funding of pilot projects that meet regional needs</b>		See I-2 and I-3(a)	See I-2 and I-3(a)	See I-2 and I-3(a)	See I-2 and I-3(a)
36		<b>3. Fill gaps in metadata based on identified priorities</b>					
37			a) Promote/facilitate development and maintenance of metadata & posting with DataFinder (including education forums and one-on-one contact)	\$250	\$0	See II-5 (c)	See II-5 (c)

**ATTACHMENT A**

**MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal**

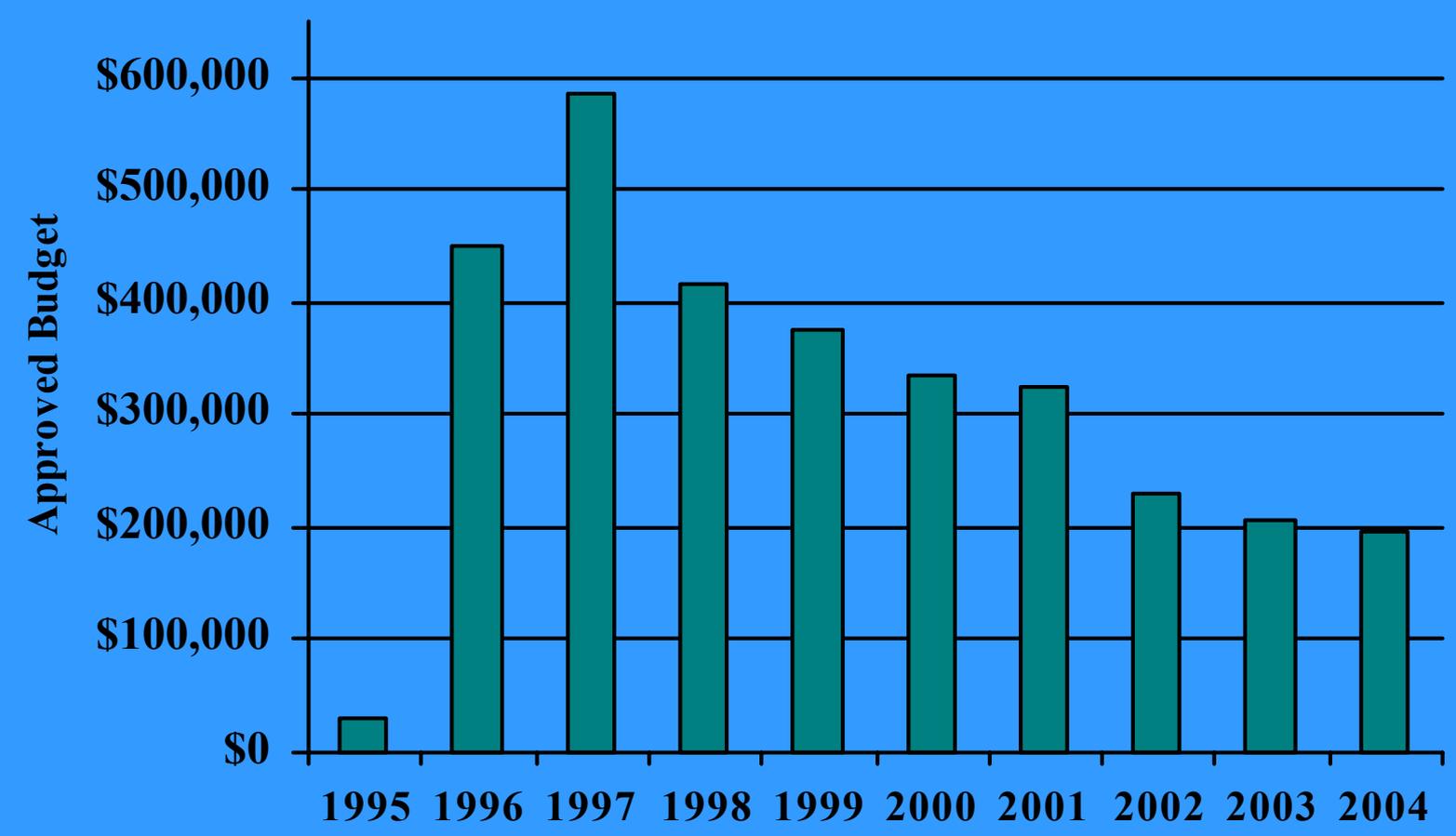
	A	B	C	E	F	G	H
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2004</b>		<b>2005</b>	<b>2006</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Requested
38		<b>4. Maintain liaison relationships with committees/organizations with similar objectives to MetroGIS (e.g., Governor's Council on GI, county GIS user groups, MACO, NACO). See 6b for NSDI/GDA expenses.</b>					
39		<b>5. Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities</b>					
40			a) Workshops for managers/policy makers to prepare for upcoming legislative session, training related to endorsed regional data solutions, etc.	N/A	N/A	N/A	N/A
41			b) Facilitate regionwide users groups/forums for knowledge sharing	\$2,000	\$40	\$500	\$500
42		<b>6. Advocate for MetroGIS needs and desires with state and federal policy makers</b>					
43			a) Pursue authorities (legislation)/policies necessary to achieve MetroGIS objectives (organizational/data access & privacy/long term financing/etc.) (Decision in 1998 to rely upon in-house legal staff/grants)	N/A		N/A	N/A
44			b) Participate in non-local Workshops/Activities				
45			i) NSDI / I-Team etc. related activities not paid by host.	\$750	\$0	\$0	\$0
46			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$3,000</b>	<b>\$56</b>	<b>\$500</b>	<b>\$500</b>
47							
48	<b>III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE</b>						
49		<b>1. Create and maintain datasets for MetroGIS based upon identified priorities (i.e., to address 13 priority information needs endorsed by the Policy Board 5/97 as having regional significance. (All expenses covered in I-2. See work plans for specifics)</b>					
50			a) Develop regional data sets	See Assumption		See Assumption	See Assumption
51			<b>Business Plan Assumption:</b> MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures				
52			b) Maintenance of Regional Datasets	See Assumption		See Assumption	See Assumption
53			<b>Business Plan Assumption:</b> Maintained by org/partnership with business need				
54		<b>2. Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs</b>		See I-2 and I-3(a)		See I-2 and I-3(a)	See I-2 and I-3(a)
55			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
56							

**ATTACHMENT A**

**MetroGIS Detailed 2006 Preliminary Budget Allocation Proposal**

	A	B	C	E	F	G	H
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2004</b>		<b>2005</b>	<b>2006</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Requested
57	<b>IV. CASE BY CASE</b>						
58		<b>1. Develop master contracts for regional GIS projects, when appropriate</b>		[See I(1), I(2) & I(3)]		[See I(1) and I(2)]	[See I(1) and I(2)]
59		<b>2. Endorse standards for telecommunication protocol and networks</b> (AKA: create guidelines for getting electronic access to the information that is being shared)		\$0		\$0	\$0
60		<b>3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS</b>		(Staff function) See II(3) & (5)		(Staff function)	(Staff function)
61		<b>4. Undertake research to meet common regional GIS needs</b>		(See I-4)		(See I-4)	(See I-4)
62		a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures )		[See I(1)(a)(ii) & I(4)]		[See I(1)(a)(ii)]	[See I(1)(a)(ii)]
63		<b>SUBTOTAL (Does not include staff expenses)</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
64							
65	<b>V. LOW PRIORITY</b>						
66		<b>1. Identify GIS training and continuing education needs and encourage participation</b>		(Rely on other organizations)		(Rely on other organizations)	(Rely on other organizations)
67		<b>2. Provide a repository of GIS human resources information (centralized job posting/position descriptions)</b>		(Rely on other organizations)		(Rely on other organizations)	(Rely on other organizations)
68		<b>3. Actively Market MetroGIS data and products.</b> (Low priority ranking is a result of year 2000 survey when still in the midst of building functionality )		(See I-1)		(See I-1 and note)	(See I-1 and note)
69		<b>SUBTOTAL (Does not include staff expenses)</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>
70							
71		<b>ADMINISTRATIVE</b>					
72		a) GIS/Professional Development Conferences		N/A		N/A	N/A
73		b) Performance Measures Reporting		I-1a(ii)		I-1a(ii)	I-1a(ii)
74		<b>SUBTOTAL (Does not include staff expenses)</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
75							
76			<b>YEAR</b>	<b>2004</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
77							
78		<b>METROPOLITAN COUNCIL</b>					
79		DATA QUALITY & ACCESS ENHANCEMENTS / REGIONAL GIS PROJECT		\$1,000	\$0	\$22,000	\$22,000
80		DATAFINDER ENHANCEMENTS/SUPPORT		\$12,500	\$2,800	\$8,500	\$10,000
81		DATA SHARING AGREEMENT		\$49,000	\$49,000	\$28,000	\$28,000
82		PROFESSIONAL SERVICES/CONTRACTS		\$18,000	\$25,776	\$23,500	\$23,500
83		OTHER NON-STAFF OPERATING EXPENSES		\$5,500	\$56	\$4,000	\$2,500
84		TOTAL NON-STAFF		\$86,000	\$77,632	\$86,000	\$86,000
85		TOTAL STAFF ( 1.75 FTE Dedicated to Fostering Coordination )*		\$110,800	\$110,800	\$112,000	\$113,100
86			<b>SUBTOTAL</b>	<b>\$196,800</b>	<b>\$188,432</b>	<b>\$198,000</b>	<b>\$199,100</b>
87							

# MetroGIS Support Budget Fostering Collaboration Component



**MetroGIS  
Roles and Responsibilities  
Balance Sheet**

Function Performed	Custodian / Steward <sup>(1) (2)</sup> <i>Performs Role(s) On behalf of the Community</i>	
<b>1. General Collaboration and Coordination</b>  <i>Staffing and funding to support forums and workgroups to define common needs and collaborative solutions, perform satisfaction monitoring, foster use of endorsed best practices, fund partnership agreements, support decision-making processes, etc</i>	Metropolitan Council	
<b>2. MetroGIS DataFinder</b>  <i>Staffing and funding to support Internet-Based Tool for Search and Discovery of Commonly Needed Geospatial Data for MetroGIS community</i>	Metropolitan Council	
<b>3. Regional Data Solutions</b>  <i>Staffing and funding to develop, maintain, and document Regional Data Solutions to Priority Common Information Needs as of April 2005:</i>	<b>Primary Producer</b>	<b>Regional Producer/Aggregator</b>
<b>a. Addressable Street Centerlines</b>	The Metropolitan Council via a contract with The Lawrence Group (TLG)	Metropolitan Council
<b>b. Census Geography</b> (aligned with parcel and street centerlines) 1990 and 2000 Datasets	The Metropolitan Council via a contract with The Lawrence Group (TLG)	Metropolitan Council
<b>c. Jurisdictional Boundaries</b> (aligned with parcels and street centerlines) <i>Cities and counties</i> <i>School districts (policy pending)</i> <i>Watershed Districts (policy pending)</i>	7 Counties	Metropolitan Council
<b>d. Land Cover</b>	No specified roles <i>(30+ diverse government, academic, and private sector entities have contributed)</i>	Mn DNR
<b>e. Parcels</b>	7 Counties	Metropolitan Council
<b>f. Planned Land Use</b>	No specified roles <i>(City-produced data incorporated when available)</i>	Metropolitan Council
<b>g. Socioeconomic Characteristics of Areas</b> (Phase I - Web Resources Page)	No specified roles <i>(Various Organizations that Publish Census Type Data)</i>	University of Minnesota (Population Center)
<i>(Custodial Policies Pending)</i> <b>Addresses- All Occupiable Units</b> <b>Emergency Management</b> <b>Existing Land Use</b> <b>Highway and Road Networks</b> <b>Hydrology - Lakes and Wetlands</b> <b>Street Centerlines - E911 Compatibility</b> <i>(No Work In Progress)</i> <b>Land Regulations</b> <b>Rights to Property</b>		

<sup>(1)</sup> For links to the listings of specific roles and responsibilities for each endorsed regional dataset go to [www.metrogis.org/data/index.shtml](http://www.metrogis.org/data/index.shtml).

<sup>(2)</sup> Since 1997, the seven counties have agreed to share their parcel data with other government and academic entities, which serve the Metro Area, as a component of Data Sharing Agreements executed with the Metropolitan Council. For more information see [www.metrogis.org/about/history/sharing.shl](http://www.metrogis.org/about/history/sharing.shl)

<b>Roles and Responsibilities - Collaboratively Addressing Common Geospatial Needs</b>					
<b>Partnerships Institutionalized</b>					
<b>2004</b>					
<b>Partnerships - Endorsed Regional Solutions</b>					
<b>Primary Data Custodians</b>					
Cities - Planned Land Use	NA				
Seven Counties - County/MCD Boundaries	7				
Seven Counties - Parcels	7				
Various Government - Socioeconomic Characteristics	NA				
Various Private Sector/Government - Land Cover	NA				
<b>Subtotal</b>	<b>14</b>				
<b>Regional Custodian/Aggregator</b>					
DNR - Land Cover	x				
Metropolitan Council - Census Geography	x				
Metropolitan Council - County/MCD Boundaries	x				
Metropolitan Council - Foster Collaborative Environment	x				
Metropolitan Council - DataFinder	x				
Metropolitan Council - Planned Land Use	x				
Metropolitan Council - Parcels	x				
Metropolitan Council - Addressable Street Centerlines	x				
U of M CURA - Socioeconomic Characteristics	x				
<b>Subtotal</b>	<b>9</b>				
<b>Total</b>		<b>23</b>			
<b>Other Affiliations - Outreach and Networking</b>					
County-based GIS User's Groups	4				
Governor's Council on Geographic Information (GCGI)	x				
Mn GIS/LIS (newsletter and annual conference)	x				
Mn Land Management Information Center	x				
U.S. Geological Survey/Federal Geographic Data Committee	x				
<b>Total</b>		<b>8</b>			
<b>Total Partners &amp; Affiliates</b>		<b>31</b>			
Source: MetroGIS					
Last Updated: April 1, 2005					

**MAJOR 2005 PROGRAM OBJECTIVES**  
**Adopted January 26, 2005**

**MetroGIS Mission Statement**  
*(Adopted February 1996)*

“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”

**Major 2005 MetroGIS Program Objectives<sup>1</sup>**

- Adopt an updated MetroGIS Business Plan (process to include a retreat of MetroGIS leadership with a theme of “*Are We Done?*” (*Maintain What Has Been Built Or Pursue New Initiatives*) and obtain endorsement by key stakeholder interests. (*The remainder of the proposed objectives assume that MetroGIS’s current core functions<sup>2</sup> will not change substantively.*)
- Implement modifications to the Regional Parcel Dataset, which were endorsed by the Policy Board in July 2004, and establish common access policy concerning non-profits/community groups, whose functions complement government functions.
- Achieve Policy Board endorsement, at minimum, of a Phase I regional solution that effectively addresses each of the following common priority information needs:
  - 1) Addresses (of occupiable units) *(proposal anticipated 3/05)*
  - 2) Emergency Preparedness *(proposal anticipated 3/05)*
  - 3) Existing Land Use *(in progress)*
  - 4) Highway and Road Networks *(in progress)*
  - 5) Jurisdictional Boundaries – School Districts *(custodian designation remains)*
  - 6) Jurisdictional Boundaries – Watershed Districts *(pilot in Washington Co. nearing completion)*
  - 7) Lakes and Wetlands *(in progress)*
- Achieve Policy Board endorsement of strategies to effectively achieve a solution to address-related limitations of the endorsed Regional Street Centerline dataset for geocoding concerning: a) satisfying needs of the E911 community and b) incorporating locally-produced data into the U.S. Census Bureau’s TIGER data.
- Implement a strategy (currently referred to as ApplicationFinder) to help data users efficiently share existing geospatial applications and leverage those existing investments.
- Continue efforts to identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS’s resources.
- Continue to realize increased use of DataFinder as a tool used both by data users to search for and access data they need, and by data producers to distribute data important to others in the MetroGIS community.
- Continue to realize increased awareness of MetroGIS’s endorsed strategies, resources, and opportunities among MetroGIS stakeholders and officials involved in related efforts beyond the Metro Area.
- Continue to effectively support MetroGIS’s general information website ([www.metrogis.org](http://www.metrogis.org)).
- Continue to effectively support MetroGIS’s DataFinder website ([www.datafinder.org](http://www.datafinder.org)).
- Continue to perform activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS’s efforts – user satisfaction with data solutions and custodian conformance with expectations; document the benefits of MetroGIS’s efforts; and modify activities and policies, as appropriate.

<sup>1</sup> It is recognized that these objectives may need to be modified if funding is reduced in response to the state’s continuing revenue shortfalls.

<sup>2</sup> The current core functions are: implement regional solutions for priority common information needs (e.g., data, web services and applications), support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and support a forum for knowledge sharing.



**TO:** Policy Board  
**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
Staff Contacts: Michael Dolbow (651-602-1812) and Gordon Chinander (651-603-0054)  
**SUBJECT:** Vision – E911-Compliant Regional Street Centerline Dataset  
**DATE:** April 7, 2005  
(For Apr 20<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee requests comments from the Policy Board regarding a vision to achieve and sustain an E911-Compliant Regional Street Centerline Dataset. Along with fourteen major objectives stated below, a MetroGIS workgroup drafted the following vision statement:

*MetroGIS seeks a public sector, regionally seamless addressable and routable street centerline dataset that meets the needs of the E911 dispatching community in addition to the functionality provided by the currently endorsed street centerline dataset.*

The Metropolitan 911 Board is acknowledged as an organization with a significant need for the proposed regional solution. Thus the proposed vision is currently being vetted with the public safety community to ensure they are satisfied with the general proposal. The Metropolitan 911 Board Executive Committee is scheduled to comment on this vision on May 4.

This vision also creates the potential to incorporate locally-produced street data into the U.S. Census Bureau's TIGER datafile, which affects the broader MetroGIS community.

If both the Metropolitan 911 Board and the MetroGIS Policy Board conclude that the vision merits consideration, detailed strategies to achieve the technical and organizational components will be developed. These strategies are anticipated to evolve into a formal recommendation to the Policy Board, hopefully within the year.

### RATIONALE FOR REQUESTING COMMENT AT THIS PHASE

This proposal is more ambitious in terms of intergovernmental cooperation than those associated with previously endorsed regional solutions. Thus, comments on potential policy ramifications are sought from both the MetroGIS Policy Board and the Metropolitan 911 Board Executive Committee. These comments will influence several organizational components of the process, such as the 911 Board's willingness to assume the role as Regional Custodian of the centerline dataset.

MetroGIS Policy Board review is essential given the desired extensive involvement of local government officials as active participants in the regional solution. As with all MetroGIS endorsed solutions, participation would be voluntary. The vision calls for individuals who assign addresses and street names to simultaneously update the regional dataset alongside official permitting processes. A backup solution would be developed for circumstances where local officials are not involved, for whatever reason.

### COORDINATING COMMITTEE ACTION

At its March 30, 2005 meeting, the Coordinating Committee unanimously approved the above-cited vision and the associated fourteen major objectives cited below. Refer to the Reference Section for more information about the evolution of this proposal and the Committee's review.

### JUSTIFICATION

Most of the 27 Public Safety Answering Points (PSAPs) that serve the seven-county area use GIS mapping applications to accurately locate calls and dispatch emergency services, especially for wireless calls. Many PSAPs currently use or modify the regional centerline dataset endorsed by MetroGIS, which is created and maintained by The Lawrence Group (TLG). However, this dataset was not created for 911

uses and does not satisfy some of the 911 response community's business needs. One of the largest "needs gaps" is the data model's lack of compliance with the Master Street Address Guide (MSAG). Dispatchers and Emergency Responders also need the ability to locate emergency vehicles in areas that are not currently represented, such as private developments, utility access roads, and parking lots.

Presently, three counties and a core city have created or are considering creating and maintaining their own centerlines for a variety of reasons. Four of the counties, to our knowledge, do not have any immediate plans to move away from using the regional solution provided by TLG. The Metropolitan 911 Board recognizes the importance of MetroGIS's efforts to establish data standards that facilitate the integration of data from multiple producers.

The E911 Address & Street Centerline Workgroup has concluded that a regional solution should be pursued to resolve deficiencies in the endorsed regional street centerline dataset with respect to the needs of the E911 community. If possible, this regional solution should also further the integration of locally produced street centerline data into TIGER datafiles maintained by the US Census Bureau. Without the desired organizational interoperability, the following issues persist:

1. Costly duplication of effort pertaining to data capture, management, and customization for E911 dispatch solutions.
2. Difficulties in achieving cross-jurisdictional interoperability of accurate and trusted address **data**, which is critical when coordinating the dispatch of emergency services in a regional context.
3. Higher costs for other government stakeholders using the address data when regional consistency is not maintained – the reason for establishing the current regional solution in the first place.
4. Inconsistencies between the US Census TIGER data and locally produced street data lead to major inefficiencies, and hinder communications with the Census Bureau in regards to geography updates. The proprietary nature of the TLG street centerline dataset currently precludes integration into the TIGER dataset.

### **OVERVIEW OF THE VISION**

**The next-generation regional centerline solution is envisioned as a compilation of geographically separated datasets created and maintained by multiple counties and/or municipalities.** This would require establishing standards for both the spatial and attribute components to ensure compatibility across the seven-county region. The dataset would build upon the currently endorsed regional street centerline dataset created and maintained by The Lawrence Group. It would meet the needs of the E911 community and, if possible, be available for integration with the TIGER datafile maintained by the U.S. Census Bureau.

Before pursuing such a regional solution, a definition of "street centerlines" must be agreed upon. Previous discussions have led to a general consensus, but no definition has been committed in writing. The E911 Workgroup suggests the following definition as it applies to this initiative:

*A **street centerline** represents a discrete, linear, graded land surface navigable by at least one type of vehicle, with at least one established connection to a network of similar elements.*

This definition is highly tailored for E911 response purposes, allowing geographic centerlines to represent almost any location that can be reached by emergency vehicles, including:

- Public and private roads
- Access roads and trails to utilities, train tracks, and private facilities
- Perimeter roads *and* internal parking accessways for mall and shopping centers
- Graded and paved bicycle and/or walking trails navigable by small emergency vehicles
- Newly constructed dirt/gravel roads in new developments
- Navigable emergency easement surfaces for otherwise landlocked developments
- Restricted access turnaround connections on divided highways

The definition *excludes* other features, such as:

- “Platted” centerlines defined by right-of-way parcel boundaries that are NOT navigable due to existing buildings or other permanent obstructions
- Other surface transportation features that are restricted to certain types of vehicles, such as train tracks or water bodies
- Wilderness (non-graded) trails that are inaccessible to the typical emergency vehicle

While this definition expands upon the current TLG data model to include new “feature classes” and more elements from existing classes (such as private roads), it does not shift the paradigm of the data model itself. The main components of the data set are still roads and highways, and the added features “fit” within the established network.

As part of defining and establishing regional data standards, this project also proposes additional centerline attributes, changes to the centerline geography standards, and changes to the current maintenance requirements. The attribute standards are the minimum deemed necessary to standardize the regional data solution for emergency response purposes. Other attributes can be added by the data producers for internal or external use, producing a single product that still meets many business needs. Some attributes may not be required for certain data producers, who **would not** be asked to populate an attribute in the proposed standard unless they perceive an internal business need to do so.

In summary, the desired end product would be a compilation of multiple centerline datasets provided by local data producers, collected and re-assembled to form a seamless region-wide layer. It would utilize the data standards endorsed by the Metro911/MetroGIS communities to ensure MSAG compliance and compatibility between data producers.

### **MAJOR OBJECTIVES**

This broad vision incorporates the following major objectives, which outline a process to define the technical and organizational components necessary for an interoperable, multiple-use “centerline” product. *(Not intended to be listed in any order of priority. The numbering is provided only to facilitate comment):*

1. Continue to pursue the concept of a “single official” source of street centerline data for any given jurisdiction, or “Core Geographic Division”. This was a core objective of MetroGIS’s 1998 endorsement of the TLG Street Centerline Dataset as the preferred geocoding solution for the metropolitan area. Defining a “single source” of street centerline data for a given Core Geographic Division reduces the potential for inaccurate/inconsistent addresses and streamlines the process of mitigating anomalies, as they arise. Within a Core Geographic Division, this authority needs to maintain a relationship with both Emergency Responders and the other personnel involved in (and affected by) the efforts outlined in this vision.
2. Each Core Geographic Division (based on county, PSAP response area, and/or city jurisdictions) would readily nest with adjoining core geographies to achieve interoperable street centerline data across the entire seven-county metropolitan area. In many cases, Core Geographic Divisions could include multiple municipalities.
3. The Metropolitan 911 Board would serve as the Regional Custodian for E911 purposes, monitoring user satisfaction and supporting desired modifications to practices and policies. Depending on the result, the community may wish to ask the Metropolitan Council to continue as Regional Custodian for non-E911 centerline data business needs.
4. Organizations and their personnel responsible for local government procedures pertaining to approval of new streets (public and private) would be encouraged to serve in the capacity of a Primary Producer. As new streets are approved, a Primary Producer would either directly add and modify street data (geography and attributes) for the Core Geographic Division’s datafiles or work closely with a Third Party to maintain the currency of the data. The vision currently assumes the Metropolitan 911 Board, as Regional Custodian, would be responsible for coordinating such efforts. A funding allocation structure for compensating third parties has not yet been determined.
5. The datafile for each Core Geographic Division would be accessible by an individual(s) with read/write privileges from each jurisdiction that has authority and GIS capabilities to modify street

- data within that jurisdiction. Each authorized individual would have the ability (and responsibility) to modify, add, or delete data within their jurisdiction as necessary.
6. The proposed vision assumes multiple avenues for creating, maintaining and storing centerline data, and providing periodic updates to the Regional Custodian. For example, some individual cities might maintain local databases for just their jurisdiction, and other larger government units (PSAPs or Counties) might maintain data for multiple cities and townships. However, this will require significant negotiation, as overlapping jurisdictions with differing topologic requirements will have a conflict with this procedure.
  7. The Regional Custodian would be responsible for overseeing aggregation of the Core Geographic Divisions into a seven county datafile for stakeholders who need simultaneous access to multiple Core Geographic Divisions. *This may be a virtual aggregation as it is currently for access to the regional parcel dataset.*
  8. The proposed solution needs to have an outreach component to inform all affected and relevant interests about its benefits, and to grow participation in reporting anomalies as they are identified.
  9. Procedures for maintenance of street centerline data would be fully coordinated with procedures to maintain the proposed Regional Occupiable Unit Regional Dataset. (See Agenda Item 5c.)
  10. Some mechanism (likely a new attribute field) would be incorporated into the data model to handle new public and/or private streets that are being built under existing construction contracts, but are not yet “platted” by the local government. These centerline elements would be added to the Core Geographic Divisions as “Streets under Construction”, in anticipation of their imminent navigability.
  11. The vision requires reconciling the regional GIS centerline database with the MSAG database to ensure data compatibility and correct any errors that may be found. The centerline dataset uses a completely different addressing standard (USPS) than the MSAG, which hinders current dispatch efforts. Once this reconciliation is complete, a software solution, such as “Graphic MSAG”, could be used to simultaneously maintain both databases (MSAG & GIS). However, it is important to prevent MSAG formatting requirements from conflicting with locally established procedures. (See the Background Section for more information about MSAG conventions.)
  12. The final proposal needs to recommend accuracy guidelines and procedures as regional best practices. A variety of positional accuracies may be acceptable if they are clearly documented.
  13. Achieving the vision requires compliance with the Attribute, Topology and Maintenance specifications presented in the document reviewed by the Coordinating Committee on March 30, 2005 and entitled: “General Specifications for an Addressed Centerline Map Layer for Local Public Safety Agencies”. These specifications build upon the current procedures of many E911 and emergency response data producers. They can be reviewed at [http://www.metrogis.org/teams/workgroups/e911\\_streets/specs.pdf](http://www.metrogis.org/teams/workgroups/e911_streets/specs.pdf).
  14. Any privacy and access issues must be appropriately addressed.

#### **RECOMMENDATION**

No action is requested. Comment is, however, encouraged regarding any aspect(s) of the vision that raises doubts from a policy perspective.

## REFERENCE SECTION

### **BACKGROUND ON WORKGROUP**

1. The MetroGIS E911 Address and Street Centerline Workgroup initial met on December 2, 2004. The participants learned of two counties and Minneapolis' efforts to develop their own street centerline datasets because the endorsed regional solution was not meeting their Emergency Response needs. The participants concurred that a regional solution to the need for an E911 compliant regional street centerline dataset should be pursued. As such, the project was included in MetroGIS's 2005 workplan and a formal workgroup was established by the Coordinating Committee at its December 2004 meeting.
2. Survey of E911 Technology Requirements and Specifications: in January 2005, the Workgroup decided to survey the 10 vendors who provide E911 CAD/GIS software and services to the PSAPs in the Metropolitan Area. The survey was developed by listing the general requirements of an E911 system that is well known by the staff at LOGIS, and asking vendors to identify those specifications as required, not required, or prohibitive to their solution. Seven of the ten vendors replied, and while many of them had similar requirements, none of the specifications were listed as prohibitive to their solution. Thus, the results of the survey have been integrated into the General Specifications document.
3. The workgroup's membership, meeting agendas and summaries, findings of investigations, etc. can be viewed at [http://www.metrogis.org/teams/workgroups/e911\\_streets/index.shtml](http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml).
4. Michael Dolbow of the MetroGIS support team and Gordon Chinander, GIS Coordinator for the Metropolitan 911 Board are co-facilitating the workgroup. Participants in the workgroup include:
  - Ben Verbick, LOGIS
  - Erin Naughton, City of Minneapolis
  - Scott Simmer, Hennepin County
  - Kent Tupper, Dakota County
  - Dan Pfeffer, Scott County
5. On March 30, 2005, the Committee unanimously recommended that the MetroGIS community pursue the vision outlined herein. The details of the Committee's discussion can be viewed at [http://www.metrogis.org/teams/cc/meetings/m\\_03\\_30\\_05.pdf](http://www.metrogis.org/teams/cc/meetings/m_03_30_05.pdf) (Agenda item 5b[1]).

### **MASTER STREET ADDRESS GUIDE (MSAG)**

"MSAG compliant" is defined as meeting the Master Street Address Guide to road naming conventions and Proper address ranges. This standard is endorsed by NENA (National Emergency Number Association). This organization creates national E911 GIS data standards.

A better definition and description of the MSAG and its connection to E911 processes and GIS/CAD solutions will be included in the white paper to be produced as part of this project.



**TO:** Policy Board  
**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
Staff Contacts: Mark Kotz (651-602-1644) and Gordon Chinander (651-603-0054)  
**SUBJECT:** Vision - Regional Occupiable Units Data Solution  
**DATE:** April 8, 2005  
(For Apr. 20 Meeting)

### **INTRODUCTION**

Policy Board comment is requested regarding a vision endorsed by the Coordinating Committee to pursue a regional point dataset comprising all occupiable units (residential and non-residential) within the seven-county Metropolitan Area.

The proposed project scope involves defining and agreeing on a regional strategy to capture and maintain “situs” (rather than mailing) addresses for all occupiable units (both residential and non-residential) and any other officially designated addresses, whereby the data can readily be shared among government interests that serve the seven-county, Minneapolis-St. Paul region. The ultimate goal of this solution is to minimize duplication of effort and maximize consistency of address data needed by MetroGIS stakeholders. A special effort has been made to collaborate during the visioning effort with those responsible for supporting the address needs of Public Safety Answering Points (PSAPs), which dispatch emergency responders serving the seven county Metro Area.

### **PARTNERSHIP WITH METROPOLITAN 911 BOARD**

The Metropolitan 911 Board is acknowledged as an organization with a significant future need for this regional solution, given the importance to the daily operations of PSAPs. “Future” means following the realization of an E911-compliant street centerline solution (see Agenda Item 5b). As such, the proposed vision is currently being vetted with the Metropolitan 911 Board and emergency responders to ensure they are satisfied with the general proposal before work on detailed strategies is initiated. The Metropolitan 911 Executive Committee is scheduled to comment on this vision on May 4.

Assuming that both the Metropolitan 911 Board and the MetroGIS Policy Board conclude that the proposed vision warrants further consideration, detailed strategies to achieve the technical and organization components will be pursued in coordination with related work necessary to achieve an E911-compliant street centerline dataset.

### **COORDINATING COMMITTEE ACTION**

At its March 30, 2005 meeting, the Coordinating Committee unanimously approved the conclusion and recommendation of its Address Workgroup’s that a regional occupiable units dataset for the seven-county Metropolitan Area as outlined herein is warranted and that it should be collaboratively created and maintained, on the basis that:

1. Nearly all government organizations need addresses for occupiable units to carry out their business functions,
2. Multiple uncoordinated address-related procedures and authorities are resulting in costly duplication of effort and perpetuation of data discrepancies, and
3. A collaborative effort is warranted to achieved desired efficiency and accuracy improvements:

Refer to the Reference Section for a summary of the Address Workgroup’s efforts.

### **COMPONENTS OF PROPOSED VISION – FOR A REGIONAL OCCUPIABLE UNITS DATA SOLUTION**

The following concepts and decision rules should guide next steps to define technical and organizational components necessary to achieve the vision (*not intended to be listed in any order of priority. The numbering is provided only to facilitate comment*):

1. The concept of a “single official” authority for address data for any given jurisdiction is desirable to all government entities. Its existence would reduce the creation of inaccurate or inconsistent addresses. It would also streamline the process of mitigating anomalies, as they arise.

2. Local procedures and rules pertaining to naming of streets and assignment of address numbers must be recognized as they exist and are not within the scope of the proposed regional solution. The regional solution would begin with the data created by those many and varied processes. (*Note: This acknowledgement does not apply to the format in which the data are maintained (database) but to the decisions about actual naming of names and assigning of address numbers via established local processes.*)
3. The preliminary conceptual regional database design would include (but is not limited to) the following entities for each occupiable unit within the seven county area:
  - ✓ The unit address components
  - ✓ The point geography
  - ✓ Some mechanism to relate the point to parcel data
  - ✓ Some categorization of the point type to indicate how it relates to the parcel (e.g. single structure on one parcel, one of many buildings on a parcel, an apartment unit or office suite, etc.)
4. “Occupiable unit” has been preliminarily defined by the Workgroup as any residential or non-residential occupiable space for which a government entity issues a permit to create. Office spaces that have movable walls and which do not require a permit to reconfigure will not be included in this recommendation. Such matters can be considered in the future if practical. As the project design evolves, this working definition is expected to become more specific.
5. The proposed vision for the initial regional solution assumes multiple avenues for creating, maintaining and storing address point data, and providing it to a regional dataset. For example, some individual cities would maintain the data locally in their custom database and provide updates to the regional dataset periodically. Other larger government units (PSAPs, or Counties) might also maintain data for multiple cities and townships and provide periodic updates to the regional dataset.
6. A standardized address data transfer format will be needed to implement this solution. Such a standard may have implications for local address database formats. A pilot study(ies) is recommended to frame any compatibility issues and identify viable solutions. Related work currently in progress by the Ramsey County GIS User Group should be supported and closely tracked.
7. Once desired custodial roles and responsibilities are defined, organizational candidates with matching internal business needs and abilities will be contacted to determine their interest in participating in the management of the proposed occupiable units point dataset. An agreement-in-principle on broad custodial responsibilities must be reached by key entities before a final recommendation can be considered by the Policy Board.
8. The vision includes the potential for an Internet-based application that would allow cities, which do not have their own GIS capability, to maintain such a dataset (geographic features and related address data) via this application. The data itself could reside with one or more aggregators of data. (The workgroup believes the technology, such as Web Feature Services, is stable enough to consider this as a serious option.)
9. The final proposal must include a process, acceptable to affected parties, to make sure that the address ranges of the Master Street Addressing Guide (MSAG) database remain consistent with the individual addresses of the proposed address point dataset.
10. It is desirable to be able to relate the subject point address data to street centerline data.
11. Privacy and access issues must be appropriately resolved.
12. The final proposal needs to recommend accuracy guidelines and procedures as regional best practices. A variety of positional accuracies may be acceptable if they are clearly documented.
13. The proposed solution needs to have an outreach component to inform all affected and relevant interests about the benefits of the solution and grow participation. This effort should also describe how to report anomalies as they are identified.

#### **RECOMMENDATION**

No action is requested by the Policy Board. Comment is, however, encouraged regarding any aspect(s) of the vision that raises doubts from a policy perspective.

## REFERENCE SECTION

### BACKGROUND ON WORKGROUP

1. The need for addresses of all occupiable units was established in 1996 as a priority common information need, a need that was corroborated by the Phase I Socioeconomic and the Existing Land Use Workgroups. Creation of a Phase II Socioeconomic Workgroup is on hold until a regional solution to the occupiable unit need has been satisfactorily met.
2. This occupiable units information need was also recognized to be a formidable task in its own right, so the Committee created the Address Workgroup in March 2004. The recommendation set forth in this report was unanimously agreed upon by the Workgroup on March 16, 2005. The members also agreed that they would prefer to continue to serve as the proposed next-phase Workgroup to determine necessary organization roles and responsibilities and identify candidate organizations to carry out those roles.
3. The workgroup's purpose, membership, workplan, meeting agendas and summaries, findings of investigations, etc. can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/add\\_wkgrp.shtml](http://www.metrogis.org/data/info_needs/street_addresses/add_wkgrp.shtml).
4. Mark Kotz of the MetroGIS support team is providing lead staff support to this workgroup.
5. On March 30, 2005, the Committee unanimously concluded that the MetroGIS community should pursue the vision set forth in this document. A summary of the Committee's discussion can be viewed at [http://www.metrogis.org/teams/cc/meetings/m\\_03\\_30\\_05.pdf](http://www.metrogis.org/teams/cc/meetings/m_03_30_05.pdf) (Agenda item 5b[3]).

### WORKGROUP METHODOLOGY

1. Definitions/Scope: The workgroup concluded, after substantial consideration, that the scope of its efforts should be limited to the primary situs address, for each occupiable unit, not including the mailing address. Occupiable unit was defined to include all residential and non-residential units created or modified via an official government permit/authorization. The Workgroup is expected to add more specificity to the scope of the address dataset in the next phase of the project (e.g. should things like barns and outbuildings be included?)
2. Process and Data Flow Models: Key to the workgroup's recommendation was its investigation of how and by whom addresses are created, changed and used at different levels within the jurisdictions of each of the seven counties. This investigation involved numerous interviews with county and city personnel who are responsible for processes involved in the capture and maintenance of address data records. The following major conclusions were reached from this exercise:
  - Most addresses are created at the local (city) level.
  - This results in many, many address authorities with many different processes.
  - Address authorities seem to update their address records (digital or paper) right away.
  - Address data flow is fairly complicated and is different in every location.
  - Address data do not flow consistently from different sources (e.g. cities to a school district)
  - There is a desire at the county level (and beyond) for a single source for address data.
  - Many authorities mentioned wanting a standard process.
  - A single best source for address data would benefit many people.
3. Identify Process and Data Gaps: The workgroup compared the existing data processes and structures with the data needs identified by the MetroGIS community, to identify gaps between existing data and needs.



**TO:** Policy Board  
**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Existing Land Use – Board Request for Additional Information  
**DATE:** April 7, 2005  
(For Apr. 20<sup>th</sup> Meeting)

## **INTRODUCTION**

At its January 2005 meeting, the Policy Board tabled a previous recommendation from the Coordinating Committee for information. It called for MetroGIS to pursue a regional solution for the Existing Land Use Information Need based on the American Planning Association's (APA) Land Based Classification Scheme (LBCS).

The purpose of this report is to inform the Policy Board that the Coordinating Committee has since concluded that the most efficient way to address the questions (below) raised by the Policy Board at its January meeting is to host a Peer Review Forum later this year. This forum would be attended by a variety of local government officials involved in the collection and use of existing land use data. Its purposes would include affirmation of common existing land use-related information needs and the pros and cons of the data structures options previously investigated, as well as, initiate discussion of a host of topics related to the organizational roles necessary to sustain implementation.

Background information on the Coordinating Committee's work to date to address the Existing Land Use Information Need is provided in the Reference Section of this report.

## **ADDITIONAL INFORMATION PREVIOUSLY REQUESTED BY POLICY BOARD**

On January 26<sup>th</sup>, the Policy Board tabled consideration of a recommendation from the Coordinating Committee to its April meeting and requested the following additional information.

- a) Clarification about whether the regional solution could be initiated with one or two of the five data components (activity, ownership, function, structure, and condition of site ), so as not to overwhelm prospective local government participants,
- b) Whether an LBCS data structure with less than all five components populated would equal the value of a hierarchical schema for a regional solution, and
- c) What is the benefit to cities to participate, as they are the primary maintainer of existing land use information at the local government level.

## **RECOMMENDATION**

No action requested at this time, unless the Policy Board disagrees with the proposed forum later this year to affirm the need for a regional existing land use solution.

## REFERENCE SECTION

### **BACKGROUND ON A LBCS-BASED SOLUTION**

1. An excerpt from the APA's web site at [www.planning.org/lbcs/GeneralInfo/](http://www.planning.org/lbcs/GeneralInfo/).

*“The underlying principle of the LBCS model is its flexibility. It addresses flexibility in adapting the model to a variety of planning applications, data collection methods, data-sharing and data-integrating methods, and color coding and mapping. The flexibility also makes it possible to assign new categories for new land uses, to accommodate new methods and technologies for analysis, and to customize the model for local needs without losing the ability to share data. Each of these aspects of LBCS calls for applying a variety of standards or conventions to maintain consistency in land-use classifications.”*

2. The Existing Land Use Workgroup's white paper accepted by the Coordinating Committee at its December 2004 meeting can be viewed at [http://www.metrogis.org/teams/cc/meetings/04\\_1215/elu.pdf](http://www.metrogis.org/teams/cc/meetings/04_1215/elu.pdf).

3. Benefits to the community of an LBCS-based solution include:

- Substantially less user effort and know how to access variety of land use based data typically maintained in independent data sets, if maintained at all.
- Less effort by producers that maintain multiple land use related databases – enter once as opposed to possibility multiple times.
- Extensible/expandable data structure the provides flexibility to address changing needs without modifying the fundamental structure.

### **PAST COMMITTEE AND POLICY BOARD ACTION**

1. December 15, 2004: The Coordinating Committee unanimously recommended that the Policy Board endorse the strategy to address the Existing Land Use Information Need.
  - A) Authorize creation of a Version I Regional Existing Land Use Dataset, which implements the American Planning Association's Land-Based Classification Standard (LBCS) relational database model.
  - B) Accept the Metropolitan Council's offer to build this regional dataset with a target to make it available to the MetroGIS community in 2006 through a web-based application as outlined in the Existing Land Use Workgroup's report to the Coordinating Committee dated December 2004.

Initiate the following supplemental activities through one or more special purpose workgroups:

- A) Prior to completion of the Version 1 Dataset:
    - (1) Identify outreach strategies to encourage communities throughout the seven-county region to complete, correct or modify the Version I existing land use information provided by the Metropolitan Council based upon their higher accuracy resources;
    - (2) Refine the data-distribution and data-collection mechanisms associated with the web-based interface to the Version I dataset to track data access, survey intended data uses, upload community enhancements, and aggregate submitted data; and
  - B) Immediately initiate an investigation into how (“best practices”) to best address several land-based questions previously identified by the MetroGIS community that go beyond “what is the use?” Version I solution – questions for which the answers require analysis of data proposed for the Version I solution, together with other data resources.
2. January 26, 2005: The Policy Board tabled the Committee's recommendation to its April meeting for further information as outlined below:

#### Excerpt of the Policy Board's January 26<sup>th</sup> Meeting Summary:

On January 26, 2005, Paul Hanson, lead staff to the MetroGIS Existing Land Use Workgroup, summarized the Coordinating Committee's recommendation for a regional solution to the Existing Land Use Information Need. He explained that the proposed solution incorporates the Land Based Classification System (LBCS) developed by the American Planning Association (APA). He also briefly explained each of the five LBSC database components: activity, function, ownership, site development, and structure. Hanson stressed that, if successfully implemented, the recommended strategy, is expected to address two deficiencies with use of traditional hierarchical existing land use classification schemas that have been recognized as problems by the MetroGIS community; ineffective for

answering complex existing land use information queries and hampering analysis by jurisdictions that need to consider existing land use information from multiple cities (e.g., school and watershed districts and regional entities).

Hanson commented that support had been found for the LBCS style data model via theoretically discussions with a several focus groups. However, he also noted that gaining the desired broad participation of local government – those who have the most detailed knowledge of existing land use – is expected to require development of a prototype from which to actually demonstrate its value. He also acknowledged that this pilot effort might need to be in effect for several years before sufficient local understanding exists to decide whether to formally pursue the LBCS style data model as a preferred regional strategy. Hanson concluded his remarks by noting the positive feedback obtained to date was sufficient for endorsement of the proposal by the Coordinating Committee for further testing.

Following Hanson's presentation, Board members asked zoning-related questions, as opposed to existing land use, such as ability to map all of the properties that zoned R1, single dwelling residential. Another Board member questioned if the proposal would create another level of regulation in addition to zoning and Land Use Plan approval that cities and the Council are directed to do by statute.

Staff acknowledged that the proposed Existing Land Use regional solution is not designed to include regulatory information, such as zoning, but rather it would be designed to describe the actual current use of land. The Staff Coordinator also commented that several years ago, a decision had been made to not pursue a regional zoning solution. This decision based upon findings of an I-35W Corridor Coalition study for MetroGIS. The principal reason was the inability to generalize complex zoning designations, which are in effect law, without a guarantee that legal complications would not arise. Staff also noted that at time, it was agreed that MetroGIS would pursue regional solutions for only Planned Land Use (implemented 2002) and Existing Land Use. With regard to the concern about a another level of regulation, staff affirmed that the proposal is to create a regional database that is based upon voluntary participation and which describes existing land use, leverages schemas used by local government, and in no way requires local adherence to any standardized coding scheme.

Member Schneider commented he believes that traditional hierarchical schemes currently used by many communities for describing existing land use characteristics may address as much of 90 percent of their planning needs. He further commented that he is not sure whether the additional investment of time and effort by local government is justified to get the most out of the proposed LBCS solution. He suggested tabling of the proposal for more information at the next meeting....

**Policy Board Motion:** The proposal was laid over for more information, including:

- 1) Clarification about whether the regional solution could be initiated with one or two of the components (e.g., activity and structure) so as not to overwhelm prospective local government participants,
  - 2) Whether an LBCS data structure with less than 5 components populated would equal the value of a hierarchical schema for a regional solution, and
  - 3) The benefit to cities to participate, as they are the primary maintainer of existing land use information at the local government level.
3. March 30, 2005: The Coordinating Committee was informed of the additional information requested by the Policy Board. To insure the members remained comfortable with all aspects of the foundation philosophy previously agreed, staff asked the Committee to revisit this topic (Attachments A & B). In the course of discussing these objectives, the Committee concluded that it would be best to host a new Peer Review Forum to enable the project to beyond the concept phase more quickly, assuming the initially identified needs still held true.

A summary of the Committee's discussion can be viewed at [http://www.metrogis.org/teams/cc/meetings/m\\_03\\_30\\_05.pdf](http://www.metrogis.org/teams/cc/meetings/m_03_30_05.pdf) (Agenda item 5b[2]).

## ATTACHMENT A

### **REGIONAL SOLUTION PROJECT ASSUMPTIONS –EXISTING LAND USE INFORMATION NEED**

The following project assumptions were prepared by staff in March 2005 to facilitate discussion by the Coordinating Committee as to how to best address the Policy Board's request for further information. Refer the staff report, dated March 14, 2005, which was presented to the Coordinating Committee at its March 30<sup>th</sup> meeting, for further information about possible reasons why affirmation of the initial proposal was tabled on January 26, 2005 by the Policy Board:

- 1) Pursuance of a regional solution to common existing land use related information needs remains a priority for the MetroGIS community.
- 2) Organizational efficiencies can be gained from use of a standardized coding scheme that permits apples-to-apples comparison of community-based land use characteristics across the region, in particular, across jurisdictions which comprise multiple cities (e.g., school and watershed districts, regional interests, etc).
- 3) Traditional hierarchical schemes are insufficient to address the breadth of land-based information needs (e.g., structure type, ownership, etc.) that have been identified by the community.
- 4) The strategy developed by the American Planning Association (APA), entitled Land Based Classification System (LBCS), holds promise as a viable means to efficiently integrate, manage, and use the variety of data needed to address the breadth of identified land-based information needs. The flexibility provided by this scheme to integrate varying scales of data (e.g. cities, counties, school districts) and to easily expand the dimension of the database to include related information (e.g. prescriptive or appraisive values), is also desirable.
- 5) A prototype LBCS is needed to sufficiently evaluate the benefit-to-cost ratio of populating the additional data fields, as opposed to relying upon a standardized regional hierarchical-based scheme.
- 6) Integration of locally produced land characteristic data (e.g. city or neighborhood-level) of finer resolution and accuracy than otherwise available, although not essential, would enhance the value of the anticipated regional dataset.
- 7) An LBCS prototype database created for a small portion of the region for the workgroup's preliminary investigations should be adequate for initial testing of the anticipated value-added benefit received that cannot be obtained via traditional hierarchical schemes.
- 8) The anticipated value of an LBCS scheme can be demonstrated through several queries that process data from a LBCS prototype database. These queries would answer important information needs that cannot be satisfactorily addressed using traditional hierarchical schemes. (*See the Attachment B for several example queries that might be used to evaluate benefit. Committee comment is requested.*)
- 9) The Metropolitan Council is planning to reevaluate its business information needs related to land based characteristics. Staff anticipates that management will corroborate a preference for the ability to answer information needs that cannot be satisfactorily addressed using a traditional classification scheme.
- 10) Next steps would be evaluated once results are available from the investigation of benefit to local government achievable with an LBCS-based solution and the Metropolitan Council has reevaluated its business information needs related to land based characteristics.

(e.g., if both evaluation results are favorable, an assumption is that the Council would be willing to build the LBCS database for the entire region and to populate it, to the extent possible, with data obtained via its 2005 Land Use Update project. County representatives have also commented that the counties should also investigate the possibility of a custodian role. The potential for these relationships would be investigated once more is known about the cost versus benefit of pursuing an LBCS strategy.)

## ATTACHMENT B

### SUGGESTED QUERIES TO TEST VALUE/BENEFIT OF LBCS- BASED EXISTING LAND USE SOLUTION

#### **Using parcels and Council land use:**

Development vs undeveloped land (Land Availability)  
What are the development trends in the metro area (location, lot sizes, and percent of lot development)  
Location of homesteaded property (vs. location of rental property)  
Location of Public Parks (vs non-public community recreational areas)  
Mixed Use distinctions  
Density based on number of units  
Structure type useful for emergency response\*  
Updates quarterly with quarterly updated parcel data\*

#### **Expansion of model to include Evaluative dimensions:**

The Location of redevelopable land within the metro area (Land and building values)  
Development by value (affordable housing)  
Location of improved parcels and type of use

#### **Expansion of model to include other Referral dimensions:**

*Landmark data (point data) or other:*

Business occupancies  
Mixed Use distinctions  
NAICS codes

*Building footprints:*

Finer land use classification  
Multiple Use refinement (multiple buildings on a single parcel)

#### **Expansion of model to include prescriptive dimensions:**

Non-conforming uses of property (Zoning compliance)  
Environmental Constraints (Floodplain, Historic District)

#### **Integration of digital IR Land Cover Imagery:**

Percent of land used for roadways



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Comparison of Objectives: NAZCA Solutions Software and MetroGIS

**DATE:** April 4, 2005  
(For the Apr. 20<sup>th</sup> meeting)

### **INTRODUCTION**

At its January 26<sup>th</sup> meeting, Policy Board members requested staff to invite someone preferably conversant about the NAZCA Solutions product, county parcel data structures, and MetroGIS's efforts with counties to attend the April 2005 Policy Board meeting and explain how NAZCA Solution's software product compares with MetroGIS's objectives, specifically what, if any, redundancies exist between them.

### **BACKGROUND**

As Carver County is in the process of implementing this product, Dave Drealan has agreed to speak with the Policy Board about how the NAZCA Solutions product compares to MetroGIS's objectives. Mr. Drealan is the Carver County Planning and Zoning Director and a long-standing member of MetroGIS's Coordinating Committee. He has agreed to explain how the NAZCA product, although very powerful, does not present a redundancy with MetroGIS's objectives. In short, MetroGIS is about sharing and enhancing access to a host of geospatial data commonly needed by government which serve the seven county Metropolitan Area and establishing regional solutions to common information needs. By contrast, NAZCA's strength lies in its ability to "mine" information (not share the raw data) from disparate databases that do not talk to one another. For instance, create a report that pulls together information maintained by a county about a particular parcel of land from several databases maintained by the assessor, surveyor, auditor, zoning administration and licensing.

### **DISCUSSION**

In the Metro Area, Carver and Hennepin Counties (possibly others) have purchased this software to improve access to data and records related to property parcels maintained for assessor, recorder, taxation, surveyor, various licensing functions. Via this tool, the user is able to view information extracted from one or more of these disparate sources with a single query. In a county setting, the application is intended to meet the needs the real estate industry – title companies, appraisers, attorneys, abstracters, etc. According to the NAZCA Solutions website, Stearns County and counties in Wisconsin have also purchased it. Anoka-Hennepin School District also makes use of this product also to access data maintained in disparate data structures. According to the Dakota County GIS Manager, Dakota County found that the product duplicated functionality that was already being supported by the county and has not plans in the near term to give it any further consideration.

### **RECOMMENDATION**

No action requested.

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Excerpt from NAZCA Solutions website:

#### *"THE NAZCA LINES*

Two thousand years ago, the Nazca Indians of Peru created a series of mystifying etchings in the desert which can only be fully appreciated from an aircraft.

The same visionary thinking inspires Nazca Solutions to see opportunities in information brokering which others miss."



**TO:** Policy Board

**FROM:** MetroGIS Staff  
Contact: Steve Fester (651-602-1363) and Randall Johnson (651-602-1638)

**SUBJECT:** Project Updates

**DATE:** April 12, 2005  
(For the April 20<sup>th</sup> meeting)

## **A) 2004 ANNUAL REPORT**

MetroGIS's updated promotional brochure and 2004 Annual Report were distributed in early April. For the last three years, the Annual Report has been designed to be a one-page, double-sided insert distributed with the brochure. Policy Board members should have each received a copy by mail. The report and brochure were distributed to approximately 1900 persons. About 900 individuals received notice by email that the brochure and report are available for downloading (300 more than last year). Another 950 individuals received a mailed notice that the documents are available for downloading on the MetroGIS website. Printed copies have been hand-delivered or mailed to members of the Policy Board, Coordinating Committee and Metropolitan Council. Beginning with the 2002 report, we switched from mailing it to relying upon the Internet as the primary means for distribution. The result has been a savings of several thousands of dollars from reduced distribution and printing costs. Extra copies of the report and brochure will be available upon request. Jeanne Landkamer was the lead support for both documents.

## **B) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

### **(1) Regional Parcel Dataset Policy: Access by Non-Profit Interests**

In response to need of the M3D project, Bill Brown, Hennepin County Surveyor, has obtained approval to license Hennepin County data to selected non-profits for no fee. M3D is a dynamic GIS-based Internet application that brings together labor market, housing and development information and analysis for the Twin Cities metro area into a single tool for economic and community developers. The resulting data access activity will serve as a pilot for possible consideration of a region-wide policy. The subject non-profits must be legally constituted, community-based, and working on a mission that benefits the public including: promoting jobs, economic development, affordable housing, environmental improvements, or community development. Licensed data must be secure and password protected. Hennepin County retains the right to evaluate requests and approve or deny them on a case-by-case basis.

This agreement, the full text of which is contained in Appendix A to this report, has been reached only recently and has yet to be tested. After testing, the workgroup intends to look into promoting its adoption by the other six metro area counties.

### **(2) Collaborative Parcel Data Distribution Strategy – Non-Government Access**

Work on this topic is anticipated to resume in spring 2005 now that new parcel data sharing agreement and license are in place.

### **(3) Investigation of Data Sharing with Utilities**

The Workgroup is waiting for a response from two of the three utilities that were invited to participate in the initial discussions. At the Coordinating Committee's June 2004 meeting, Al Laumeier commented that CenterPoint Energy remains interested but has not had an opportunity to give the proposal sufficient consideration. Earlier, staff had been informed by the Minnesota Valley Electric Cooperative that the proposal had merit and they were interested in further discussions. No

response has yet been received from Xcel Energy. Great River Energy (GRE) recently expressed interest in testing the parcel data. Two of the counties are working with the GIS specialist at GRE to arrange for utilization of data for test purposes.

C) **PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

(1) **Address Workgroup**

*See Agenda Item 5c*

(2) **Existing Land Use**

*See Agenda Item 5d*

(3) **Emergency Preparedness Workgroup**

• **Public Health - SNS/BT**

The Minnesota Department of Health is coming to closure on their bio-terrorism and mass dispensing site project. This project is driven by the County Health Departments. The makeup of this team is very similar to the makeup of the Emergency Management data group.

They require base map templates for consistent output from county to county. This will be an ongoing process of the next 3-4 months.

• **Organizing GIS Resources**

A detailed GIS contact list covering 70 cities over 7 counties was compiled for a mailing to encourage GIS people to register on the Contact Database at the Governors Council GIS page. This is the beginning of getting a network of GIS users working in EM across the region.

• **Outreach to Emergency Management Community**

A training session is being planned for GIS professionals to be held at the New Brighton Emergency Operations Center facility. Potential speakers are the National Guard, Minneapolis Fire and EM managers to talk about EM training. Potential topics are tabletop or full-scale EM exercises, and the "Incident Management" process. Preliminary dates are for the last week of April. MetroGIS and the Governors Council EP Committee have a joint booth to be staffed at the Governor's Homeland Security and Emergency Management Conference on March 9 and 10. Handout and presentation materials as well as slide shows are being prepared.

• **Governor's Council on Geographic Information – Coordination**

The GIS EP Contact website is operational and available to promote. Others at the GCGI EP committee are working on a series of slide shows to convey the EM message.

• **Data Development and Standards**

The data workflow process and procedure is still being finalized. A flowchart describing the process has been developed. The Data subgroup will meet to finalize the process and the list of data layers will be distributed. The current data gets compiled in spurts. Non-contiguous areas are being accepted, and this is leading to a patchwork of datasets. Some type of process to keep the custodians involved is needed. Security and login procedures are being reviewed.

• **Parcel Licensing Waiver Initiative Postponed**

Licensing issues must be addressed before the Parcel dataset can be used as a part of the EM datasets and applications. Parcel data cannot be used for an EM dataset because the licensing requirements are likely to keep emergency managers from using the application. Although, the Policy Board concurred that the concept of waiving licensing requirements for EM personnel when the parcel data are viewed via the EM website, the Workgroup now believes that it may be best to wait until a clear EM application of the parcel data can be demonstrated before seeking approval from the counties to waive the licensing requirements. And, there would be a clear reason to define a process for sharing parcel data with emergency managers.

**(4) Highway and Road Networks**

(a) The “E911 Address and Street Centerline Workgroup” has been actively working on a regional addressable street centerline solution to meet the needs of the E911 community, as well as broader needs of MetroGIS members. See Agenda Item 5b. Using input from the Metropolitan 911 Board, LOGIS, and several E911 software vendors doing business in the seven county area, the group has created a general specifications and requirements document. With this document, the Metropolitan E911 Board will seek proposals from centerline providers to meet the identified needs. An informational page has been started on this group at:

[http://www.metrogis.org/teams/workgroups/e911\\_streets/index.shtml](http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml).

(b) The MetroGIS Roads & Highways technical group has been inactive over the past few months. A proposal for the goals and procedures of a pilot project to integrate local datasets with Mn/DOT’s LDM was written by staff and issued to the group on January 19<sup>th</sup>, 2005. To date, no comments or questions have been returned on this proposal. Information about agreed upon goals, expectations, and participant roles can be viewed at

[http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml).

**(5) Lakes, Wetlands, etc.**

The pilot project agreed upon in September and proposed for completion by year-end has not started due to a delay in obtaining the needed imagery. The pilot was proposed to work through partnerships and organizational roles needed to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area. This pilot is viewed as a component of an anticipated broader Metro Area hydrologic solution that is anticipated, once the statewide strategic planning effort is complete. The pilot components can be viewed at <http://www.metrogis.org/teams/workgroups/index.shtml> under the Lakes & Wetlands Workgroup.

The pilot project partners include Metropolitan Council, the Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD). The proposed pilot study area would be the East St. Paul quad using sample imagery flown in May 2004.

**(6) Land Cover Dataset Enhancements**

The extent of coverage is now up to 73 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 9 percent. An LCMR funded project is also planned to extend the coverage another 12 percent for a total of 88 percent coverage. In addition, major revisions to the system have been implemented; changing how attributes are stored, re-working the manual, and improved the ArcView tool in response to feedback received from the users. In late 2005 or early 2006 another major revision of the system is anticipated once the DNR's new natural community classifications system is complete. A user forum to identify other desired improvement is tentatively proposed for the first half of 2005.

**(7) Parcels**

On January 28<sup>th</sup>, the newest version of the Regional Parcel Dataset (increased from 25 to 55 attributes) became available for downloading via MetroGIS DataFinder. Notice was sent to all former licensees and other prospective users that day. Within the first five weeks that this dataset was available, 34 organizations had obtained the required license to access and use this dataset. On January 31 alone, the first day users began downloading the data, 37 downloads were recorded. During February, 135 downloads of the dataset were recorded, which was 16% of all download activity for the month. As of April 12, the types of organizations licensed were as follows:

- Local gov't: **22** (2 added 3<sup>rd</sup> Party licenses)
- Regional gov't: **2** (1 added 3<sup>rd</sup> Party licenses)

- State/Federal gov't: 6 (1 added 3<sup>rd</sup> Party licenses)
- Academic: 14 (2 added 3<sup>rd</sup> Party licenses)

### **(8) Socioeconomic Characteristics of Areas**

(a) The University of Minnesota Population Center staff continues to review the Socioeconomic Resources Page ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)), fix broken links, and add new data resources.

(b) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. Their proposal will be taken forward to the state Department of Health. For more information contact Tim Zimmerman at [tim.zimmerman@co.hennepin.mn.us](mailto:tim.zimmerman@co.hennepin.mn.us) or 612-348-5636.

### **D) STRATEGIC DIRECTION WORKSHOP AND BUSINESS PLAN UPDATE**

This workshop is scheduled for September 22, 2005. The 2004 MetroGIS Work Plan called for a strategic direction workshop to be hosted in fall 2004. The delay is in large part due to the unexpected length of time it took to reach agreement on the Next Generation Regional Parcel Data Sharing Agreement and a realization that the stakeholder community needed sufficient time to clearly understand their respective organization's geospatial needs in terms of benefits received from collaboration with others. It is generally agreed that MetroGIS's efforts are resulting in measurable organizational efficiency improvements. Differences of opinion do, however, exist as to whether MetroGIS should concentrate on managing what has been built as opposed to seek out additional opportunities for collaboration. Recognition of these differences led to agreement that a strategic planning workshop should be held.

Desired outcomes of the proposed the workshop are to better understand: a) any issues or concerns that might exist among the partnerships that currently support regional solutions and activities endorsed by MetroGIS, b) the possible impact of maintaining only the status quo, and c) possible impact of moving beyond the status quo. The latter outcome would include a general vision of major activities desired beyond the status quo. Coordinating Committee members have generally acknowledged that until there is clear understanding among the core stakeholders of the value of MetroGIS's efforts to their respective operations, a meaningful discussion of possible next steps would not be productive. Hence, the workshop was postponed to September 2005 to give the stakeholder representatives adequate opportunity to prepare. At the March 30 Committee meeting, a series of evaluation questions were made available to the members to assist them in their preparations.

Anticipated discussion topics include changes that should be considered as a result of advances in technology and any organizational needs that have occurred since MetroGIS was established in 1996, how these changes are impacting MetroGIS's current objectives and philosophies, and possible next steps for further evaluation as part of the Business Plan Update process that would begin following the workshop.

## **Appendix A**

### **PROPOSED POLICY FOR NO-FEE ACCESS TO PARCEL DATA FOR NON-PROFIT ORGANIZATIONS**

February 8, 2005

Hennepin County may provide no-fee access to that portion of the current MetroGIS Regional Parcel Dataset, contained within county boundaries to non-profit community development organizations for individual projects with specific design and purpose subject to the following conditions.

1. The organization must meet the legal requirements of a non-profit organization under Minnesota law and must have a public purpose or public benefit mission.
2. The organization must have a current data license agreement with Hennepin County, which is subject to annual renewal.
3. The organization must make its request in writing and provide a description for the use of the data.
4. The Board of Directors of the organization is composed of community members whose mission and goals is aligned with local government.
5. The organization serves the purpose of promoting jobs, economic development, affordable housing, environmental improvements, or community development
6. Hennepin County will evaluate each request and approve or deny the request based on a case-by-case basis. The decision whether to approve or deny any request will be within the sole discretion of Hennepin County.
7. Data will be used only for officially approved uses related to the organization's non-profit mission and purpose.
8. Data will not be used for private purposes or financial gain.
9. Direct access will be limited to designated staff and leaders of the organization. Each organization will have data privacy and data security guidelines specific to the organizations programs and applications.
10. Access will be password-protected.



**TO:** Policy Board

**FROM:** MetroGIS Staff  
Contact: Steve Fester (651-602-1363) and Randall Johnson (651-602-1638)

**SUBJECT:** Information Sharing

**DATE:** April 12, 2005  
(For the April 20<sup>th</sup> meeting)

## **A) CALL FOR REGIONAL PROJECT PROPOSALS**

The 2005 MetroGIS budget allocates \$22,000 for funding of Regional GIS Projects. Only projects that satisfy the objectives of a Regional GIS Project and are associated with a currently authorized MetroGIS workplan activity are eligible for funding. A Regional GIS Project is defined as:

*"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."*

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project should be funded:

- Statement of project objective and why the requested funding is needed
- How the proposed project aligns with a Regional GIS Project objective(s)
- Importance of the proposed project to implementing a sustainable solution to a defined geospatial community need(s)
- Activities necessary to achieve the project objective and how the requested funds apply
- Breadth of core MetroGIS stakeholder organizational interests supporting the proposal
- Total value and type of required resources that would be leveraged if funding is awarded
- Effect of receiving funding approval for less than the full amount requested
- Time frame for project completion

The full submission should not exceed 2 pages, excluding any supplemental materials. The Coordinating Committee is tentatively scheduled to consider project proposals at its June 2005 meeting. The Policy Board would then consider the Committee's recommendation at its July 2005 meeting. If any funds remain unallocated, another round of proposals would be sought prior to the year's end. Contracts for services must also meet the Metropolitan Council's procurement rules.

Any individuals affiliated with authorized MetroGIS projects, committees and workgroups are invited to submit a proposal. Applications must be received by Wednesday, May 18, and are to be submitted in digital form to Randall Johnson, MetroGIS Staff Coordinator.

## **B) LETTER OF SUPPORT TO PRESERVE FUNDING FOR LMIC**

At the Policy Board's January 26th meeting, members authorized Chairperson Reinhardt to send a letter to the Governor and key legislators expressing the importance of LMIC to MetroGIS's efforts. The Governor's budget recommends a 75 percent reduction in LMIC's budget, which would severely limit its capacity to work with and support MetroGIS. Copies of the letter sent on February 18 and the response from Commissioner Badgerow from the Department of Administration were forwarded to Board members at that time. The letter from MetroGIS Policy Board Chair Reinhardt and others sent by the GIS/LIS

Consortium, Governor's Council on Geographic Information, USGS, and Mosquito Control, Ramsey County Users Group and other supporters prompted legislators to question the proposed funding cut during the Department of Administration's budget hearings. At the Senate State Government Budget Division hearing on March 8, where the Governor's recommendation was presented in detail, the Committee also heard testimony from Dave Gorg (now retired from MnDOT), Dave Claypool (Ramsey County Surveyor), and Jeff Grosso (retired St. Paul Surveyor). See [http://www.gis.state.mn.us/pdf/LMIC\\_budget.pdf](http://www.gis.state.mn.us/pdf/LMIC_budget.pdf) for more about the proposed budget cut and key legislative contacts.

### **C) PRESENTATIONS / OUTREACH / STUDIES** *(not mentioned elsewhere)*

#### **1. Articles Submitted for Spring 2005 Issue of GIS/LIS Newsletter**

Two articles were submitted for the Spring 2005 issue. They can be viewed at <http://www.mngislis.org/newsletter/issue40/issue40toc.htm>.

#### **2. Miami Valley (Ohio) Regional Planning Commission Invites MetroGIS Presentation**

The Staff Coordinator was invited to share MetroGIS's lessons learned with the Miami Valley Regional Planning Commission, headquartered in Dayton, Ohio, on April 6<sup>th</sup>. A quote from their GIS Coordinator is particularly satisfying: "We have been trying to come to grips with realizing a 'Regional GIS' for the Miami Valley such as MetroGIS. Our working group and Executive Director have studied different regional systems and their histories, and have found yours in Minnesota to be one the finest..." Travel expenses were paid by the forum organizers.

The leadership of the MVRPC corroborated the importance to its ability to sustain a collaborative effort long-term of the MetroGIS's implementation model for of a freestanding Policy Board comprised of elected officials. They too had recognized that without elected official involvement the initiative would be less effective than needed and that a freestanding organizational structure is preferred to minimize the possibility of a single organization being perceived as in control of the desired collaborative effort.

#### **3. Invitation to Regional Geospatial Data Experts Workshop**

The Staff Coordinator has been invited to participate in this workshop which is scheduled for May 3 in Washington D.C. See Attachment A for more information. The forum organizers will pay travel expenses.

#### **4. Workshop: Emergency Management for GIS Professionals**

The MetroGIS and Governor's Council on Geographic Information Emergency Preparedness Committees, along with Minnesota GIS/LIS and the State of Minnesota HSEM, will hold a workshop, "Emergency Management for GIS Professionals" on April 25<sup>th</sup> at the New Brighton Public Safety Building/Emergency Operations Center.

The purpose of this workshop is to educate Government GIS Professionals on the subject of emergency management and to provide an opportunity for networking and building relationships with the emergency management community. Federal, state, regional and local Emergency Management Professionals will present information on their roles in homeland security and all hazard emergency management. The Workshop aims to answer: What do Emergency Managers do? What happens before, during, and after an emergency event? What does NIMS stand for?

### **D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

#### **1. County-Based GIS User Group Activities**

The Scott County GIS User Group Workshop has been scheduled for Wednesday, April 27th from 1:30 to 4:00 pm at the City of Prior Lake Fire Station (Council Chambers) located at 16776 Fish Point Road SE, Prior Lake, MN 55372. The Workshop will consist of presentations from other GIS professionals in the metro area to see what they are doing with their GIS. That will be followed

by an open discussion about the group's current assets, future changes, and ideas about how to face those changes.

Contact Jennifer Wittkopf, GIS Coordinator with the City of Prior Lake, at 952.447.9833 for more information.

## **E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

### **1) URISA ESIG Award Publication – MetroGIS Among the Fifteen Best to be Showcased**

Recently, the URISA Publications Committee commissioned project to document, in book form, past URISA ESIG Award winners and applications from the last 5 years. The purpose of this publication is to give more exposure to these systems and to increase the number of individuals who have access to them.

The ESIG Awards Committee is spearheading this effort. They reviewed dozens of past applications and narrowed the group down to the 15 best. MetroGIS's winning entry in the 2002 Enterprise System category is among the top 15. MetroGIS has been invited to provide a brief update of its efforts, since the 2002 application, to include in this book. The article will otherwise include most of text presented in MetroGIS's original submission, which can be viewed at <http://www.metrogis.org/about/awards/index.shtml#esig>.

### **2) American Community Survey Funded**

The U.S. Census Bureau announced on January 10th that it has received \$146 million for the American Community Survey (ASC) for FY 2005. Full implementation was to begin in January. The funding allows the Census Bureau to conduct a short form-only census in 2010 and provide the nation with annual socioeconomic information every year, rather than just once a decade. The ACS will be mailed to a sample of households in all 3,233 U.S. counties and in Puerto Rico each month, beginning in late December.

Once these improved data are available for the Metro Area, a Phase II MetroGIS Socioeconomic Workgroup will evaluate how they can be used to better address socioeconomic information needs of the MetroGIS community.

If you have questions or comments about the American Community Survey, please call (888) 456-7215 or email [cmo.acs@census.gov](mailto:cmo.acs@census.gov). General information about this mailing list is available at: <http://lists.census.gov/mailman/listinfo/acs-alert>.

### **3) New Study on Licensing Geographic Data and Services**

The National Academies has just released its new report on *Licensing Geographic Data and Services*. The report does a nice job of describing the various reasons why to license and provides guidance on various licensing options that would help to meet those goals. It concludes with a set of recommendations, including a call for government "agencies, trade associations, and public interest groups to exercise leadership in promoting standard clauses," because this would reduce the costs and uncertainties of entering into new licensing agreements. Free access to the full report is provided at [www.nap.edu/catalog/11079.html](http://www.nap.edu/catalog/11079.html). Hard copy and PDF versions are available for a price. (This is another example of how to control rights and access to intellectual property.)

### **4) NSGIC-NACo-USGS Project to Enhance National Map Partnerships**

On January 5th, two individuals affiliated with this national project interviewed the Staff Coordinator. The purpose of the interview was to gather information for the preparation of a Best Practices Model from the perspective of Regional geospatial collaboration initiatives. A report was to be published in March. The Best Practices Model is one of three objectives involved in the broader initiative.

### **5) Geospatial One-Stop Project Awards Portal Contract**

After a highly competitive procurement process, the Geospatial One-Stop project has awarded a contract to ESRI of Redlands, Calif., to update [www.geodata.gov](http://www.geodata.gov), an existing online tool for combining thousands of geospatial resources from federal, state, local, tribal and private sources.

The website enables decision makers to access geospatial resources and thus respond quickly in an emergency to protect lives, property and basic services. The full value of the contract, if all options are awarded, will be \$2.38 million over five years.

(Source: [http://www.doi.gov/news/05\\_News\\_Releases/050131c](http://www.doi.gov/news/05_News_Releases/050131c) )

#### **6) New High Resolution Orthoimagery for the Twin Cities**

Through cooperative efforts between the US Geological Survey (USGS) and the National Geospatial-Intelligence Agency (NGA), updated high resolution orthoimagery is now available. The data will support NGA's Homeland Security mission and The National Map of the USGS. The natural color imagery was acquired in April 2004 with a spatial resolution of 0.3 meters (approximately 1 foot pixels). The design accuracy is estimated not to exceed 3-meter diagonal RMSE (2.12m RMSE in X or Y). The projected coordinate system is UTM with a NAD83 datum.

The recent imagery is archived at the National Center for Earth Resources Observations and Science (EROS), formerly known as EROS Data Center, in Sioux Falls, SD. The Seamless Data Distribution System (<http://seamless.usgs.gov/>) provides viewing and download access (limited volume) to the imagery. Additionally, the imagery is included in The National Map Catalog and is also accessible through The National Map viewer (<http://nationalmap.gov/>) for viewing and download.

## ATTACHMENT A

Dear Colleague,

In 2004, the Federal Geographic Data Committee chartered a team to advance implementation strategies for creating, sharing and maintaining the geospatial data most needed in metropolitan regions. The team identified five core competencies essential to sustaining regional geospatial data collaboratives:

- governance model
- financial model
- business case
- geospatial data architecture
- marketing & communication

Because you have expertise in one or more of those core competencies we invite you to join us in Washington, D.C. on May 3, 2004 for a Regional Geospatial Data Framework Experts Workshop. The workshop agenda will be developed over the next few weeks in collaboration with workshop participants.

To accept this invitation, please send email to Kathy Covert at [klcovert@usgs.gov](mailto:klcovert@usgs.gov) on or before March 15, 2005. Thank you.

Sincerely,

Kathy Covert

Attachment: Regional Geospatial Data Framework Fact Sheet

Invitation List (so far):

Randy Johnson, MetroGIS  
Patrick DeTemple, Bay Area Regional GIS Council  
Raj Singh, MIT  
Joe Ferreira, MIT  
Doug Nebert, FGDC  
Eliot Christian, FGDC  
William Ulrich, IT expert  
Bruce Cahan, principal Urban Logic, Inc.  
Pari Sabety, Director, Urban Markets Initiative, Brookings Institute  
Andrew Reamer, Deputy, Urban Markets Initiative  
Rebecca Somers  
Adena Schutzberg, Editor Directions Magazine  
Bruce Oswald, Assistant Director & CIO  
New York Office of Cyber Security and Critical Infrastructure Coordination  
Pete Magee, Coordinator, San Luis Valley GIS/GPS Authority  
Keisha Biggs, University of Central Florida, Center for Regional Studies  
David Risinger, The Audubon Partnership

**Attachment B (cont'd)**  
**Regional Geospatial Data Framework**

**Objective: To discover and document the technical, political, economic and social factors relevant to sustaining the urban data framework and to reach consensus on next steps.**

**Governance**

*Addressing how the participating members of the Regional Geospatial Data Framework community will organize themselves for data sharing management and maintenance.*

- Agreements to define organizational structure and membership, including eligibility, rights and obligations.
- Data Sharing Policies to address data access, security, distribution and minimum data standards.

A. Business Case

Articulating cost efficiencies and other tangible and non-tangible benefits for creating and maintaining the Regional Geospatial Data Framework.

B. Financial Model

Developing a sound financial footing for development and ongoing operation of the Regional Geospatial Data Framework based on costs and funding strategies.

C. Geospatial Framework Data Architecture

Establishing the geospatial data architecture to deliver a shared spatial data infrastructure or *Regional GIS Data Architecture* to advance the Regional Geospatial Data Framework mission, vision and business goals.

- Existing Environment to define current technology and business environments
- Gap Analysis to identify where technology can further business goals
- Future Environment to define the desired future technology environment to achieve optimization

D. Marketing & Communications

Developing and delivering effective, timely informative content to convey and promote the Regional Geospatial Data Framework.

- Messages to create the mission and vision
- Branding to create an identity with logo, tag line, and graphic elements
- Marketing Plan to identify and target various audiences via effective outreach tactics
- Communications Plan to determine timing and methods for delivery of messages

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**April 20, 2005**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake for Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), Tony Pistilli (Metropolitan Council) and Dan Cook (School Districts - TIES).

Members Absent: Joseph Wagner (Scott County), and [vacant] (AMM - Large City Rep.).

Coordinating Committee Members Present: Nancy Read (Chairperson), Bill Brown, Gordon Chinander, David Drealan, Jane Harper, and Brad Henry.

Visitors: Blair Tremere and Mark VanderSchaaf (Metropolitan Council), Pete Eggimann (Metropolitan 911 Board) and Tim Anderson, Barr Engineering, representing several watershed districts.

Support Staff: Randall Johnson, Mark Kotz, and Steve Fester.

Chairperson Reinhardt invited the Board members and members of the audience to introduce themselves.

**2. ACCEPT AGENDA**

At staff's request, Item 6d was moved to a new Item 5b –Action/Discussion Items and originally proposed Items 5b-5e were changed to 5c-5f. The meeting agenda was accepted as modified.

**3. MEETING SUMMARY**

Member Schneider moved and Member Pistilli seconded to accept the January 26, 2005 meeting summary as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

Tim Anderson, with Barr Engineering, described the benefits that watershed districts are realizing from MetroGIS's efforts. The Coordinating Committee invited him to appear before the Policy Board as a follow-up to the testimonial in which he had participated in fall 2002, which can be viewed at <http://www.metrogis.org/benefits/testimonials/rpbcwd.pdf>.

Mr. Anderson commented that watershed districts are benefiting from MetroGIS's efforts to institute regional solutions to common information needs because their jurisdictions often include 5-6 cities and portions of more than one county. As such, the regional datasets that have been implemented via MetroGIS's efforts have resulted in substantive efficiency gains for water management organizations. Regional solutions of the most value to their efforts are street centerlines, land cover, city/county boundaries, as well as, the one-stop-shop for access to these data that is provided via MetroGIS DataFinder. Mr. Anderson's slide presentation can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_0420/barr.pdf](http://www.metrogis.org/teams/pb/meetings/05_0420/barr.pdf).

Vice Chairperson Kordiak inquired about the districts' use of topographic (contour) data and any relationships they might have with other organizations to obtain these data. Anderson responded that there is little in the way of standards for the collection of contour data and that only scattered cost sharing is currently occurring. He noted that efficiencies could likely be gained if a regional focus were to be pursued. (Editor's note: Contour/elevation data was not among the top 13 common information needs identified, ranking 24<sup>th</sup> and as such has not been a focus of MetroGIS's efforts thus far.)

Chairperson Reinhardt thanked Mr. Anderson for explaining how watershed districts are benefiting from MetroGIS's efforts to improve both data consistency across multiple jurisdictions and access to commonly needed data.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) 2006 MetroGIS Budget Request – Fostering Collaboration Role**

Coordinating Committee Chairperson Read summarized the Committee's recommendation that the Policy Board accept the 2006 budget for MetroGIS's "Fostering Collaboration" component, as set forth in the agenda materials (1.75 FTE and \$86,000 in non-staff project funding).

Chairperson Reinhardt thanked the Metropolitan Council for its past support of this component of MetroGIS's efforts, which she also credited with leveraging substantial resources from other stakeholders necessary to effectively and collectively address common needs.

Member Pistilli asked the board members representing the counties whether they are aware of any initiatives before the Legislature or elsewhere that might affect the counties' ability to carry out roles and responsibilities for the MetroGIS community that they have pledged to support. Each of the county representatives confirmed that they are not aware of any proposal that would cause a reduction in their level of participation.

Member Schneider commented that he understands the need to be prudent when proposing budgets but also expressed concern that the proposed budget does not factor in how MetroGIS's efforts might grow. He challenged all associated with MetroGIS to look at the bigger picture. Coordinating Committee Chairperson Read noted that the Coordinating Committee has recognized this need and in response proposed a Strategic Planning Workshop (Item 5b) to collectively discuss new opportunities that the major stakeholders would like explored as a community.

**Motion:** Member Delaney moved and Member Pistilli seconded to: 1) accept the 2006 MetroGIS funding request, as presented in the agenda materials for MetroGIS's efforts related to fostering collaboration, and 2) direct staff to forward this funding request to the Metropolitan Council for consideration. Motion carried, ayes all.

### **b) Strategic Planning Workshop and Business Plan Update**

The Staff Coordinator explained efforts made thus far by the Coordinating Committee to plan for hosting a Strategic Planning Workshop and that September 22, 2005 has been set as the date. He also commented that the Committee has encouraged its members to gain as good of an understanding as they can about how their respective organizations are benefiting from MetroGIS's efforts, their costs vs. value of perceived benefits, whether MetroGIS should concentrate on managing what has been built or seek out additional opportunities to collaborate on, etc.

Mark Vander Schaaf, Director of Planning and Growth Management for the Council, commented that the Council has initiated an internal evaluation of the MetroGIS program in preparation for the proposed workshop and encouraged other stakeholders to do the same, as requested by the Coordinating Committee.

Chairperson Reinhardt commented that relationships between the counties and the Council related to various topics are at times tense but emphasized that has not been the case with the MetroGIS initiative, emphasizing that the collaborative efforts via the MetroGIS experience have been very positive. She stressed that the MetroGIS forum has resulted in the counties and Council working side-by-side to truly make a difference and collectively improve organizational efficiencies across the entire government community that serves the Twin Cities Metropolitan Area. She reminded the group that MetroGIS's efforts have attracted attention from others across the country as they seek to emulate efficiencies achieved here. Chairperson Reinhardt concluded her comments by stating that a great loss would be experienced if MetroGIS ceased to exist and challenged all involved to look forward to new collaborative opportunities when preparing for the proposed strategic planning workshop.

Member Schneider commented that quantifying benefits is often very difficult and asked if the Council's internal evaluation had had any success or insights for measuring value in other ways. VanderSchaaf acknowledged that MetroGIS is a unique endeavor but also believes that generally accepted evaluation principles exist to accomplish the task.

Chairperson Reinhardt concurred that qualitative benefits are real, even if quantification is impossible and, as such, should also be acknowledged.

In response to a question about who is expected to participate in the proposed workshop, Chairperson Reinhardt commented that she and Member Schneider have, thus far, committed to participating to represent policy makers and encouraged other Board members to likewise commit to participating. At Member Schneider's suggestion, the group concurred that a separate forum for private sector interests might be an effective way for those interests to collectively identify challenges for the workshop participants to consider.

### **c) Vision – E911-Compliant Regional Street Centerline Dataset**

Coordinating Committee Chairperson Read commented that for this Agenda Item and the Item that follows, a business need exists by many stakeholder organizations on many levels for a coordinated regional solution. She also commented that achieving the full potential for each of the proposed visions will require involvement by those who produce street and address data daily (e.g., cities) and that the Metropolitan 911 Board has a need for a regional solution. The 911 Board's acknowledgement of its need for a regional solution made it possible for MetroGIS to support the forum for the visioning that has occurred thus far. Finally, Read noted that due to the complexity of the intergovernmental relationships anticipated to achieve these visions, they are being shared with the Policy Board at this time to identify any policy issues that may have been overlooked before proceeding with development of detailed implementation strategies.

Read then introduced Gordon Chinander, GIS Coordinator for the Metropolitan 911 Board, to explain the key components of the proposed vision to achieve a E911-Compliant Regional Street Centerline Dataset for the seven county Metropolitan Area.

Chinander explained that the Metropolitan 911 Board needs street centerline data that are standardized across the seven county area to effectively support 27 PSAPs (Public Safety Answering Points). He explained the genius for the current vision as an awareness that surfaced last fall. Several cities and counties were considering or had begun developing their own E911-compliant street centerline datasets because the regional street centerline data solution that had been previously endorsed by MetroGIS for address matching did not satisfy their needs. In response, MetroGIS convened a focus group at which all parties concurred that a regional solution, as opposed to continued independent efforts, would be in the public interest.

Chinander then summarized the main points of the vision for the proposed regional solution (refer the slides at [http://www.metrogis.org/teams/pb/meetings/05\\_0420/e911.pdf](http://www.metrogis.org/teams/pb/meetings/05_0420/e911.pdf) for more information):

- Expand functionality potential associated with the current street centerline dataset to include navigable routes.
- Define a single official source for address data for each distinct area throughout the Metro Area.
- Implement an effective means to capture for the regional solution data pertaining to new streets when produced by local officials.
- Define appropriate organizational roles and responsibilities for all participants, including the regional custodian, which the Metropolitan 911 Board has expressed interest in assuming.
- Define data content standards to facilitate sharing and ease of use by the user community.

He concluded his presentation noting that multiple county E911-compliant street centerline datasets have been previously developed in other parts of the country but that he is not aware if any of those solutions sought to capture street and address data from so many local units of governments at the time they create it.

Member Pistilli asked if there were any plans to expand this concept beyond the seven-county Metropolitan Area. Chinander commented that depending on the outcome of legislation currently being considered, the E911 Board's jurisdiction may be expanded to include counties beyond the Metro Area, which could result in expansion of the vision beyond the seven county area. Regardless, the envisioned solution assumes that a 3<sup>rd</sup> party contractor will provide data for units of government which do not wish to or do not have the resources to transmit the subject data at the time of initial creation. Additionally, this 3<sup>rd</sup> party contractor concept could also be considered for jurisdictions outside of the Metro Area if the local PSAP/E911 entity would so choose.

Member O'Rourke asked for clarification on the timeline for implementation. Staff Coordinator Johnson noted that detailed strategies have not been prepared, awaiting the outcome of the Policy Board's consideration. However, in preliminary discussions, the consensus of those who conceived the vision is that a process of prototyping several scenarios, each of which respects existing and varied intergovernmental relationships, and subsequent demonstration of benefits to cities to encourage participation would comprise anticipated immediate next steps.

Pistilli asked about the expected role of The Lawrence Group (TLG) in the proposed vision. Staff Coordinator Johnson commented that the 3<sup>rd</sup> Party contractor component anticipated in the proposed vision would likely be decided via an RFP process and that there is a general desire to migrate to publicly owned data from the proprietary ownership that currently exists. Johnson noted that he is hopeful that this transition can be successfully negotiated so that locally-produced street centerline data can be shared with the U.S. Census Bureau and become the foundation for the future versions of the Bureau's census geography (TIGER database).

Member Schneider encouraged the workgroup to speak with engineers and planners working for the target local governments early-on to ensure their practices related to street naming and address assignment are clearly understood. He also encouraged the workgroup to be sure to regularly ask those cities that initially opt out (of providing the data directly to the regional solution) whether they wish to reconsider participating in the event their internal situation has changed.

Vice-Chairperson Kordiak asked how much of the desired data already exists. Mark Kotz, member of the MetroGIS Support Staff and lead staff for the regional parcel dataset, commented that much of the data exists but that the lack of standards makes it difficult to readily assemble for routing purposes. He commented that the proposed vision involves creation of an application (Web interface) that would standardize data capture in an attempt to make assembly across various jurisdictions more manageable. Staff emphasized that use of the proposed application and participation, in general, is assumed to be voluntary, hence the emphasis on demonstrating benefits of participation.

Chairperson Reinhardt commented that she believes the most important of the proposed objectives is the call for a single official source, noting that it is not only the foundation of the proposed vision but also most likely the most difficult objective to achieve.

None of the Board members expressed any opposition to the proposed vision. No political issues were raised that had not been previously identified by the workgroup.

**d) Vision - Regional Occupiable Units Data Solution**

(Refer to Coordinating Committee Chairperson Read's introduction of Item 5c.)

Read explained that the proposed vision calls for the creation of a regional database with a data point for every occupiable unit – residential and non-residential – that exists in the entire seven county area. She also noted that the utility representative to the Coordinating Committee expressed interest, on behalf of the broader utility community, in an opportunity to participate in the discussions to develop the detailed implementation strategies.

Read commented that most organizations support multiple address databases that do not always talk to one another and many times have different, if not conflicting, information for the same address. Another

reason for proposing creation of this database, she explained, is that there is a widespread business need for information related to occupiable units, in particular by the E911 community, and that the proposed regional solution offers the only means to effectively manage and access the desired information. Read concluded her remarks by stating that the City of St. Paul has completed Phase I of its STAMP project, which provides useful insight into the obstacles that will have to be overcome to achieve the proposed regional vision, and introduced Mark Kotz, member of the MetroGIS Staff Support Team and lead staff to this visioning effort, to explain the vision's key objectives.

Kotz began his presentation by illustrating differences between street centerline and parcel data and explaining why neither of those data types provides the additional level of detail desired and which is possible to acquire only via the proposed regional occupiable unit database. He then summarized the process through which the proposed vision was developed, emphasized that local procedures for assignment of street names and unit numbers are NOT within the scope of this project, summarized the justification for pursuing the proposed vision, and then explained the following key objectives of the proposed vision (refer to the slides at [http://www.metrogis.org/teams/pb/meetings/05\\_0420/kotz.pdf](http://www.metrogis.org/teams/pb/meetings/05_0420/kotz.pdf) for more information):

- Define a single official source for address data for each distinct area throughout the Metro Area.
- Provide multiple avenues to input address data to the regional solution at the time produced by local officials and accept varying levels of spatial accuracy provided the method of data creation is documented.
- Implement a data transfer standard - a key to success.
- Synchronize the proposed regional solution with the 911 community's Master Street Address Guide (MSAG)
- Clearly define appropriate organizational roles and responsibilities for all participants, including the regional custodian, which the Metropolitan 911 Board has expressed interest in assuming with the understanding that a solution to a 911-compatible street centerline dataset (Item 5b) is a higher priority.
- Implement an outreach plan to ensure timely communication with local producers of address data.

Chinander commented that the ability to attach attribute (descriptor) information at the unit level would be greatly beneficial to the E911 community, noting that the availability of AEDs (Automated Electronic Defibrillators), as well as the existence of and type of any hazardous materials, could be maintained as a component of the information associated with each unit and, thus, provide valuable and potentially lifesaving information for E911 dispatchers in the event a call is received for an emergency involving that unit. Additionally, landmark, alias, and common building names for particular addresses could also be identified, which could improve routing information and related applications.

Member Schneider affirmed his earlier comment for the need to regularly revisit communities that initially elect to opt out (of the opportunity to participate as a primary producer of address data) to give them an opportunity to regularly reevaluate their decision in the event their circumstances change.

The presenters were thanked for their work on the proposed vision and for their enthusiasm.

#### **e) Existing Land Use – Board Request for Additional Information**

Due to the late hour, Chairperson Reinhardt briefly commented that the Coordinating Committee is proposing to host a forum to address questions raised by the Board at the January meeting. None of the Board members expressed any opposition to the proposed forum, as outlined in the agenda materials.

#### **f) Comparison of Objectives: NAZCA Solutions Software and MetroGIS**

Chairperson Reinhardt introduced Dave Drealan, Director of Planning and Zoning for Carver County, to explain the NAZCA product as it is being implemented by Carver County and how it compares and contrasts with the objectives pursued by MetroGIS.

Drealan began by commenting that NAZCA's product is a sophisticated data mining tool and that its primary audience in the county's installation is the real estate community (attorneys, brokers, closers,

bankers); individuals who regularly require access to data maintained by the county important to real estate transactions and generally pertaining to a particular parcel(s). Drealan then demonstrated, via the Internet, the type of queries that are being developed for Carver County. He explained that the NAZCA application reports (often in PDF format) are the end product, not digital data; and only parcel-related data is involved.

Drealan noted that in comparison to MetroGIS's efforts, there is no attempt via the NAZCA application to standardize processes from county to county and queries pertaining to multiple parcels generally have to be completed one-by-one, and they do not possess GIS functionality (e.g., ability to analyze relationships among and between features (roads, parcels, houses, utilities, natural features). He also mentioned other MetroGIS objectives, which are not a component of NAZCA implementations, including efforts to standardize data content and related data management and access processes for many data themes (land cover, planned land use, city/county jurisdictional boundaries, census geography, street centerlines, socioeconomic characteristics of areas, etc.), in addition to parcels, principally to improve intergovernmental sharing of these commonly needed data, which are produced independently by several governmental organizations serving local, regional, state and federal interests.

Drealan concluded his remarks with the following comments:

- 1) Carver County has justified its investment in the NAZCA application because it is experiencing rapid growth, which equates to a need to process lots of permits and a resulting need to improve the manner in which the County processes a variety of information requests from real estate professionals.
- 2) The NAZCA application is being developed to "mine" parcel-related data and documents from several disparate databases maintained by the county's enterprise which do not cross-talk to expedite access by the real estate industry. He believes this functionality is at the other end of the spectrum from benefits gained via MetroGIS's objectives – implement on a regional basis data content standards and best management practices needed to facilitate sharing and easy use of a multitude of data themes and that are commonly needed by local and regional government interests which serve the entire seven county area.

Member Pistilli commented that the NAZCA product offers an example of collaborative opportunities not currently being considered by MetroGIS. He encouraged all associated with MetroGIS to investigate ways in which MetroGIS might pursue endeavors of this nature to broaden the community of those benefiting from MetroGIS's efforts.

## **6. MAJOR PROJECT UPDATES**

Chairperson Reinhardt encouraged the members to review the materials provided in the agenda packet, noting that there is insufficient time to talk about them at the meeting and that if anyone has any questions to contact the Staff Coordinator.

## **7. INFORMATION SHARING**

There was no discussion of the information presented in this report, other than Chairperson Reinhardt commented that she had testified before a Senate subcommittee in favor of restoring funding that the Governor has proposed to cut from LMIC's budget and that the letters, emails and testimony appeared to be making a difference.

## **8. NEXT MEETING**

The next meeting is scheduled for Wednesday, July 27, 2005.

## **9. ADJOURN**

The meeting was adjourned at 8:50 p.m. Motion carried, ayes all.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



Policy Board Members:

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Tom Egan,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Dan Cook,  
TIES

Randy Johnson,  
Hennepin County

vacant,  
(Large Cities)  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Joseph Wagner,  
Scott County

Tony Pistilli,  
Metropolitan Council

Coordinating Committee

Nancy Read,  
Chairperson  
MMCD

Randy Knippel,  
Vice-Chairperson  
Dakota County

Staff Coordinator

Randall Johnson,  
Metropolitan Council

**Wednesday, October 19, 2005**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

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<b>4. GIS Technology Demonstration:</b> <i>(Natural Resources Atlas Made Possible via Data Sharing)</i>	
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<b>8. Next Meeting</b>	
January 18, 2006	
<b>9. Adjourn</b>	

### *Mission Statement*

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

**Meeting Summary**  
**MetroGIS Policy Board**  
**Room 1A, Metropolitan Council's Mears Park Offices**  
**July 27, 2005**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Gary Delaney (Carver County), Tom Egan (Dakota County), Victoria Reinhardt (Ramsey County), Joseph Wagner (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli (Metropolitan Council).

Members Absent: Jim Kordiak (Anoka County), Randy Johnson (Hennepin County), Dan Cook (School Districts - TIES), and [vacant] (AMM - Large City Rep.).

Coordinating Committee Members Present: Nancy Read (Chairperson), David Arbeit, Rick Gelbmann, Jane Harper, Brad Henry, and Randy Knippel.

Visitors: Mark Vander Schaaf (Metropolitan Council), Dennis Welsch (City of Roseville), and David Bauer and Steve Lorbach (Ramsey County GIS Users Group).

Support Staff: Randall Johnson and Steve Fester.

**2. ACCEPT AGENDA**

Member Pistilli moved and Member Fiskness seconded to approve the meeting agenda, as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member Egan moved and Member Pistilli seconded to accept the April 20, 2005 meeting summary, as submitted. Motion carried, ayes all.

**4. GIS TECHNOLOGY DEMONSTRATION**

The Staff Coordinator introduced David Windle and the demonstration topic. To David's surprise, Chairperson Reinhardt then presented him with a Certificate of Appreciation for his decade of leadership to the Twin Cities geospatial community. David will be moving shortly to his homeland of Australia.

Mr. Windle began his demonstration of the Ramsey County Online Maps and Data application by briefly explaining that the Ramsey County GIS Users Group pursued this application to provide easy access to countywide data with enough functionality to be useful, but not so much as to overwhelm the average user. He noted cost savings that the user group participants are realizing due to a significant reduction in calls for information that can now be readily acquired via the application (30+ percent reduction in Roseville). Ramsey County is also benefiting from improved data as a result of many new users identifying anomalies in the data. Windle also commented that the regional Planned Land Use dataset created via MetroGIS's efforts and the Council's regional existing land use dataset also play important roles in support of the application in addition to imagery, planimetrics and parcel data produced by Ramsey County and zoning data produced by the cities. He also noted that The Lawrence Group (TLG) had granted the User Group permission to use their street centerline data in such a way as to allow street intersections to be geo-referenced and located via query in the same manner as addresses to support public safety needs.

Windle then provided a live demonstration of many of the information query and viewing functions supported by the application. The User Group maintains both Intranet and Internet versions of the application. The primary difference is that the Intranet version supports queries by property owner name,

whereas, the Internet (public) version does not. The handouts from this presentation can be viewed at <http://www.metrogis.org/teams/pb/meetings/windle.pdf>.

Member Egan asked a question about the accuracy of the data and how the user can be reasonably assured that the data are reliably represented. Windle commented that a disclaimer visible on all pages of the application encourages the user to read the metadata (data about data) that are provided for each dataset to learn about the data's characteristics (accuracy, currency, etc.). The disclaimer also stipulates that the data being viewed are a representation of reality and that it is the user's responsibility to determine if the data are suitable for the intended use.

Another member asked about the accuracy of the buffer tool, e.g., can the generation of mailing list for properties within a 350-foot radius of a specific property satisfy code requirements? Windle replied that the GIS buffering function is, in fact, more accurate than manual methods to identify properties within the desired distance. That said, he also stressed that users need to speak with someone from the organization that administers the rules to make sure use of a GIS will meet all of their requirements. Member Schneider concurred.

Chairperson Reinhardt thanked Mr. Windle for talking time out his last days with Roseville to share this application with the Policy Board and wished him and his family well in their relocation to Australia.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Regional GIS Project Funding Proposals**

Coordinating Committee Chair Read introduced all three proposals for funding as Regional GIS Projects and summarized the Committee's respective recommendation, noting that each satisfies the prescribed guidelines. She then introduced a representative for each proposal to explain the key points of the information provided in the agenda materials.

#### **(1) Common Application Design for Web-based Data Queries**

Randy Knippel, Coordinating Committee member and lead author of this proposal by the County Data Producers Workgroup, noted that the proposed application would provide a common look and feel for access to the regional datasets, whether via applications hosted by MetroGIS, the counties or others, as well as to other data such as those currently supported by the Ramsey County GIS Users Group. He emphasized that although the core functions would be the same for all installations of the proposed application, each host would have the ability to add functions that others may not need or want but that there would be no substantive difference in the general appearance from one installation to another – the user would simply have one or more additional buttons (tools) available to them on the more sophisticated sites.

Knippel explained another important objective is to permit all of the hosts to share expertise and resources to manage the sites, potentially resulting in significant efficiency improvements for the producers/hosts in addition to improved ease of use by the users. He concluded his remarks noting that the cost is not expected to exceed \$16,000.

#### **(2) Fill in incomplete fields in Regional Parcel Dataset**

Coordinating Committee member Gelbmann commented that this proposal would be pursued in two phases: a research component in fall 2005 that is not expected to exceed \$500 and a data capture/refinement component in 2006 that could involve \$22,000+. He stressed that the component planned for 2005 needs to be completed before a reliable cost can be determined for the 2006 component but, more importantly, that the 2006 funding is not requested at this time. The 2006 component would be considered along with any other proposals that might be submitted for those funds. Regardless of whether the project moves forward in 2006, the research proposed in 2005 would be valuable.

Gelbmann commented on the significant progress that has been made in the five years since MetroGIS implemented the initial regional parcel dataset and began efforts to normalize data produced by each of the counties for the specified descriptors (attributes) of parcels. He commented

that over this period the number of attributes has grown from 9 to 66, with an increase from 25 to 66 in 2004. So far, 13 of these 66 attributes are produced by all seven counties and normalization strategies are in place to permit “apples to apples” comparisons across the seven county area. Gelbmann then talked about the range of current completion for the remaining 53 attributes and the general strategy anticipated to accomplish this proposal and commented on some of the reasons for the missing information (e.g., differences in how the respective counties organize their data, some can be easily be added when identified, and others require further investigation to determine whether they can be cost-effectively filled.) He emphasized that no county will be asked to support any data management activities for which they do not have a business need. The thought is that there may be several one-time projects to convert or capture data that the counties would agree to support once the initial acquisition is complete.

Policy Board member Pistilli asked if the 2006 funding component is included in MetroGIS’s budget request that was submitted to the Council in April. Gelbmann confirmed this is the case.

### **(3) MetroGIS DataFinder Café – Update Proposal**

Coordinating Committee member Gelbmann commented that DataFinder Café currently is utilized for 25 percent of the data downloads via DataFinder, with an upward trend. He summarized three capabilities available to Café users that are not available if the users are downloading data through the other method (FTP). These capabilities are the ability to: clip data for user specified areas, bundle multiple data themes in a single download, and acquire the desired data in several formats “on the fly.”

Gelbmann also noted that Café is three years old and that several of its software and hardware components need to be upgraded, which is the basis for this proposal. He commented that a survey of users is in progress to make sure that the design team is well aware of user preferences before deciding on a plan of action. He also commented that the Coordinating Committee has directed the design team (assuming the Board concurs this is a worthy project) to identify a broad architecture for not only data distribution but also for Internet querying and viewing of commonly needed data and to define how Café fits within the broad architecture. The goal is to complete the design work in time to complete the project or enter into a contract by year-end.

Board members discussed the relative merits of all three proposals. There was general concurrence with the Coordinating Committee’s conclusion that upgrades to DataFinder Café should be the highest priority. The notion of shifting all of the available project funds to Café was considered but ultimately the Committee’s suggestion to fund all three proposals was accepted by the Policy Board with the understanding that if a project cannot be fully funded, then whatever component(s) is funded must provide a value equal or greater to the amount invested. In other words, partially funded projects that would serve little or no purpose until additional funding is available are not to be initiated with the subject funds.

A question arose about the Policy Board’s role as advisor to the Council relative to expending the subject \$22,000 that are included in MetroGIS’s 2005 budget for this purpose. Mark Vander Schaaf, representing the Council, stated that he sees merit in all three proposals as potential complimentary components to an e-government initiative currently underway at the Council but that more information is needed to determine how the components would fit together. There was a brief discussion related to the Policy Board’s authority to authorize expenditure of funds that are part of MetroGIS’s approved budget. Member Pistilli, the Metropolitan Council’s representative to the Policy Board, commented a recent shift in preferences by Council management pertaining to MetroGIS’s affairs may warrant elevating the governance-related discussion to a higher level.

**Motion:** Member Pistilli moved and Member Egan seconded that the Policy Board:

- 1) Conclude that all three 2005 Regional GIS Project proposals, as cited in the agenda materials, have merit that warrants preparation of detailed design, cost, and phasing options for further consideration,

with the understanding that if a project can not be fully funded that whatever component(s) is funded must provide a value equal or greater to the investment funds via MetroGIS.

- 2) Authorize use of up to \$1,700 for upgrades to DataFinder from funds previously donated<sup>1</sup> to MetroGIS.
- 3) Forward recommendations to the Metropolitan Council that it authorize allocation of:
  - (a) Up to \$16,000 of the budgeted \$22,000 to Proposal A: (Joint Web Application)
  - (b) Up to \$500 of the budgeted \$22,000 to Proposal B: Parcel Attributes (only 2005 component)
  - (c) The remaining portion of the budgeted \$22,000 (at least \$5,500) to DataFinder upgrades, in combination with budgeted maintenance funds (\$10,000), special grants (\$15,000), and donated funds (\$1,700).

This recommendation acknowledges that the actual funding amounts may vary somewhat from those approved here after specific solutions for each proposal are developed. Requests to spend funds for specific solutions within these recommended projects may be sent directly through the Metropolitan Council to expedite the procurement process.

Motion carried, ayes all.

**b) Regional Parcel Dataset – Policy for Unlicensed, View-Only Access**

The Staff Coordinator briefly summarized the reason for requesting a one-year time extension for this policy proposal, as outlined in the agenda materials.

Member Egan moved and Member Fiskness seconded that the Policy Board:

- 1) Affirm its July 2004 finding that a policy of unlicensed, view-only access to parcel data has merit for further consideration as a regional best practice.
- 2) Extend to July 2006 its sunset provision to achieve county affirmation that the subject proposal is consistent with their respective needs.

Chairperson Reinhardt commented on the importance of continuing to support the collaborative progress that has been demonstrated.

Motion carried, ayes all.

**6. MAJOR PROJECT UPDATES**

**a) County Data Producers Workgroup**

Chairperson Reinhardt encouraged the members to review the materials in the agenda packet.

**b) Business Information Needs:**

Randy Knippel, Coordinating Committee member and Chair of the MetroGIS Emergency Preparedness Workgroup, updated the Board on the Workgroup's activities over the past few months. The two items of most significance have been the group's efforts to: 1) bridge the gap in the 911 GIS community's understanding of resources that are available from the GIS community and to continue to strengthen ties with the Governor's Council on Geographic Information and, 2) formalize a proposal for support of data important to the 911 community that engages local government officials in ongoing maintenance to ensure accuracy, completeness, and currency consistent with local government needs. This proposal is tentatively scheduled to be considered by the Coordinating Committee in September. There were no other project updates due to lack of time. Chairperson Reinhardt encouraged the members to review the materials in the agenda packet.

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<sup>1</sup> A program was established in 1998 through which the Council agreed to serve a custodian of a fund to manage donations to MetroGIS, the use of which to be determined by the Policy Board. Donations in excess of \$24,000 had been received through December 1999 from the sale of 1997 Council imagery and street centerline data by The Lawrence Group. No donations have been received since that time. In 2002, the Policy Board authorized an expenditure of \$21,750 toward implementation of DataFinder Café. In 2005, the Board has also authorized up to \$750 from this account for support of the proposed Strategic Directions Workshop.

c) Non-Government Perspective Forum: Preparations Underway

Member Schneider commented that an objective of this proposed forum is to identify opportunities to supplement or possibly replace reliance upon the Metropolitan Council to fund MetroGIS's collaboration function. He mentioned that he had originally proposed that MetroGIS host such a forum at the April Board meeting following several years of discussion about the funding resources for MetroGIS's efforts and that the proposed forum is needed to determine opportunities that may exist within the private sector. The focus would be on dialogue, not commitment.

Member Schneider also informed the Policy Board that Council management has asked the Staff Coordinator to postpone this forum, which is currently planned for September 29<sup>th</sup>, and the Strategic Directions Workshop until next spring 2006 to provide the Council sufficient time to digest the results of its internal evaluation of MetroGIS's efforts relative to the Council's needs. Member Schneider commented that he does not believe the Non-Government Perspective Forum should be postponed until spring, noting the information received would not lose validity. Consequently, he recommended that the Policy Board Chair should assume responsibility to set the forum date, following discussion with Council staff.

Chairperson Reinhardt asked if sufficient funds exist in MetroGIS's 2005 approved budget to support the Non-Government Perspective Forum, to which staff responded in the affirmative noting that much of the support would be provided by dedicated staff and volunteers.

Mark Vander Schaaf commented that he would not object to holding the forum earlier than next spring if the information received would not lose validity as noted by Member Schneider. Member Schneider affirmed this would be the case and that he preferred sufficient time to digest the results before the Strategic Directions Workshop.

**Motion:** Member Pistilli moved and Member Schneider moved to direct Policy Board Chairperson Reinhardt to set a date she believes would work best for all involved. Motion carried, ayes all.

Member Fiskness commented that after nearly ten years of operation it is important for the Policy Board to engage in strategic planning to evaluate all aspects of MetroGIS's operations, identify functions/policies that need improvement, and pursue appropriate courses of action to ensure continued effectiveness. He also concurred that the proposed Business Sector Forum should be held before the Board pursues its strategic planning exercise.

**7. INFORMATION SHARING**

David Arbeit, Director of the newly created state Office of Geographic and Demographic Analysis, commented on the creation of this new office as a good thing as state leadership is now recognizing that everything has a geographic component and several related offices are now consolidated into one unit. He affirmed LMIC's programs that related to geospatial collaboration were preserved so that the past relationship with MetroGIS and with the Governor's Council on Geographic Information should be able to be maintained.

**8. NEXT MEETING**

The next meeting is scheduled for Wednesday, October 19, 2005.

**9. ADJOURN**

The meeting adjourned at 8:30 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



*Cooperation, Coordination, Sharing Geographic Data*

**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*Natural Resources Atlas Application – Made Possible Via Data Sharing*

**DATE:** September 29, 2005  
*(For the October 19<sup>th</sup> meeting)*

### **INTRODUCTION**

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings.

For the Board's October 2005 meeting, the Coordinating Committee has selected the Natural Resources Atlas GIS Application developed by the Metropolitan Council using freeware known as ArcReader, which is distributed by ESRI, a world leader in GIS software and technology.

This application will be available without charge from the Council. It will be packed on a CD along with a host of data produced by several organizations. The open data sharing atmosphere fostered by MetroGIS makes it possible to create this application.

### **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

Refer to the listing on the next page.

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

- July 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAP's
- Jan. 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's role in responding to the World Trade Center tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
**and**  
Emergency Preparedness Information Needs Workgroup  
Chairperson: Randy Knippel, Dakota County (952-891-7080)

**SUBJECT: Emergency Preparedness Information Needs – Interim Regional Solution Report**

**DATE:** October 5, 2005  
(For the Oct. 19<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee respectfully requests suggestions from a policy maker perspective regarding the proposed regional Emergency Preparedness (EP) spatial data support procedures prior to initiating the next phase of testing. The attached MetroGIS EP Workgroup Report, dated September 1, 2005, provides details of proposed organizational roles and responsibilities developed by the Workgroup over the past year in conjunction with representatives of the EP community.

The principal purpose of the proposed regional process is to clearly communicate priorities and custodian roles for development and maintenance of geographic data needed to carry out emergency management business functions. Officials from each of the seven counties have been actively involved in the development of this proposal, along with officials from other affected parties. If the process is successful, it will allow production of the needed data with less time and effort than it would take for each county to do on their own to support their respective internal needs.

The proposed solution is labeled as “interim” until testing is completed, at which time it can be brought to the Policy Board for endorsement as a formal regional solution. An overview schematic of the proposed data refinement process is provided on page 3 of this report.

Several statements of support have been received from other non-county members of the EP community (refer to the Reference Section).

### COORDINATING COMMITTEE CONSIDERATION

On September 21, 2005, the Coordinating Committee unanimously endorsed the proposed interim regional Emergency Preparedness solution, as described in the Workgroup’s Project Report dated September 15, 2005, as an interim solution to emergency preparedness information needs, including the Workgroup assuming the role of regional custodian, and agreed to forward this proposal to the Policy Board for consideration, subject to the Workgroup:

- a) Modifying the label “Owner” to “Regional Theme Manager” in the matrix of data listings,
- b) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
- c) Taking appropriate measures to ensure a transition begins as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community,
- d) Communicating to the Board that organizations other than counties are involved,
- e) Providing a few examples to assist the Policy Board members in understanding the type of benefit expected to be realized by the emergency community from participating in the proposed solution, and
- f) Providing the Coordinating Committee with periodic updates as the interim solution is tested and refined.

## **PROJECT OVERVIEW - EMERGENCY MANAGEMENT INFORMATION NEED**

The purpose of the proposed regional solution is to enable emergency managers to quickly secure the best available geographic information needed to respond to emergencies. Emergency managers include managers of police, fire, medical, public health, medical services, public works, homeland security and other responders to emergencies and disasters.

Making these best available data quickly accessible presents several challenges:

1. Determining which data are needed.
2. Acquiring and organizing the data so it meets emergency managers' information needs.
3. Prepare GIS professionals to efficiently respond to emergency managers' needs.

Refer to the Reference Section for an overview of the composition of the Workgroup that developed the subject proposal, chronology of its activities, and endorsements received from the Emergency Management community for the workgroup's efforts. The Workgroup's Project Report (Attachment A) also provides a detailed explanation of:

1. Guidelines used by the Workgroup to formulate its recommendations,
2. An overview of each of the three Emergency Preparedness Subcommittees that compose the Workgroup,
3. Description of the proposed Emergency Preparedness Application website, and
4. Proposed custodial roles and responsibilities for data acquisition and refinement.

## **OVERVIEW OF KEY STRATEGY COMPONENTS**

The proposed interim strategy is composed of the following four key components. (See Attachment A for a detailed explanation of each. A schematic of the processes to achieve Items 1 and 2 is shown on page 3.)

- 1) **Secure buy-in for the emergency management data refinement process by the leadership of all seven counties** so counties and other participants know what they are responsible for and can efficiently complete coordinated data collection and maintenance tasks.
- 2) **Assemble emergency management-related data into regional datasets** so accurate and current data are available quickly for use in emergencies and for demonstrations to emergency managers.
- 3) **Continue outreach efforts to the emergency management community** so emergency managers understand and embrace GIS as a tool in their work.
- 4) **Engage the emergency managers in evaluating GIS technology and data** to ensure that the best GIS emergency management information is available across the region.

## **DISCUSSION**

The following policy matters are recognized by the proposed strategy:

- 1) Counties Proposed To Share Data Responsibilities Across Boundaries: No single organization has a business need to manage the emergency management data across the region. While everyone in the region benefits, counties and cities, due to their governmental responsibilities, have the greatest business need for emergency management data. To organize data collection and maintenance costs effectively, each of the seven counties would accept region-wide coordination duties for specific data themes. This organizational structure will efficiently distribute responsibilities across the region but does call for each county to work beyond their normal jurisdiction.
- 2) Workgroup to Serve as Regional Custodian: Since no existing organization has been identified with a business need to serve as the regional custodian, it is recommended that the Workgroup serve in this capacity. This proposal raises the need to evaluate the organizational impacts of establishing another standing committee. During the testing of the proposed interim solution, the Workgroup will serve in the role of EP regional custodian. The Workgroup would be expected to manage all aspects of the regional solutions and communicate with the Coordinating Committee on a regular basis, as other regional custodians do.
- 3) Focus on Data Refinement: Refinement of existing data that are identified by the Workgroup to be of regional important would be the initial focus of the Workgroup. Until the Workgroup understands clearly the data refinement priorities from the perspective of the emergency managers, little new data development is proposed. Development of new data would be considered on a case-by-case basis but only if it required little in terms of resources to accomplish. Any efforts involving extensive data development will be proposed to the Coordinating Committee before they are initiated.

- 4) Open Communication Channels with Emergency Managers: GIS has proven its value to emergency planning, response and recovery in situations such as:
- Completing FEMA Required All Hazard Mitigation Planning,
  - Response and recovery from the September 11, 2001 terrorist attacks, and
  - Assessing the 2001 St Croix River flood property damage.

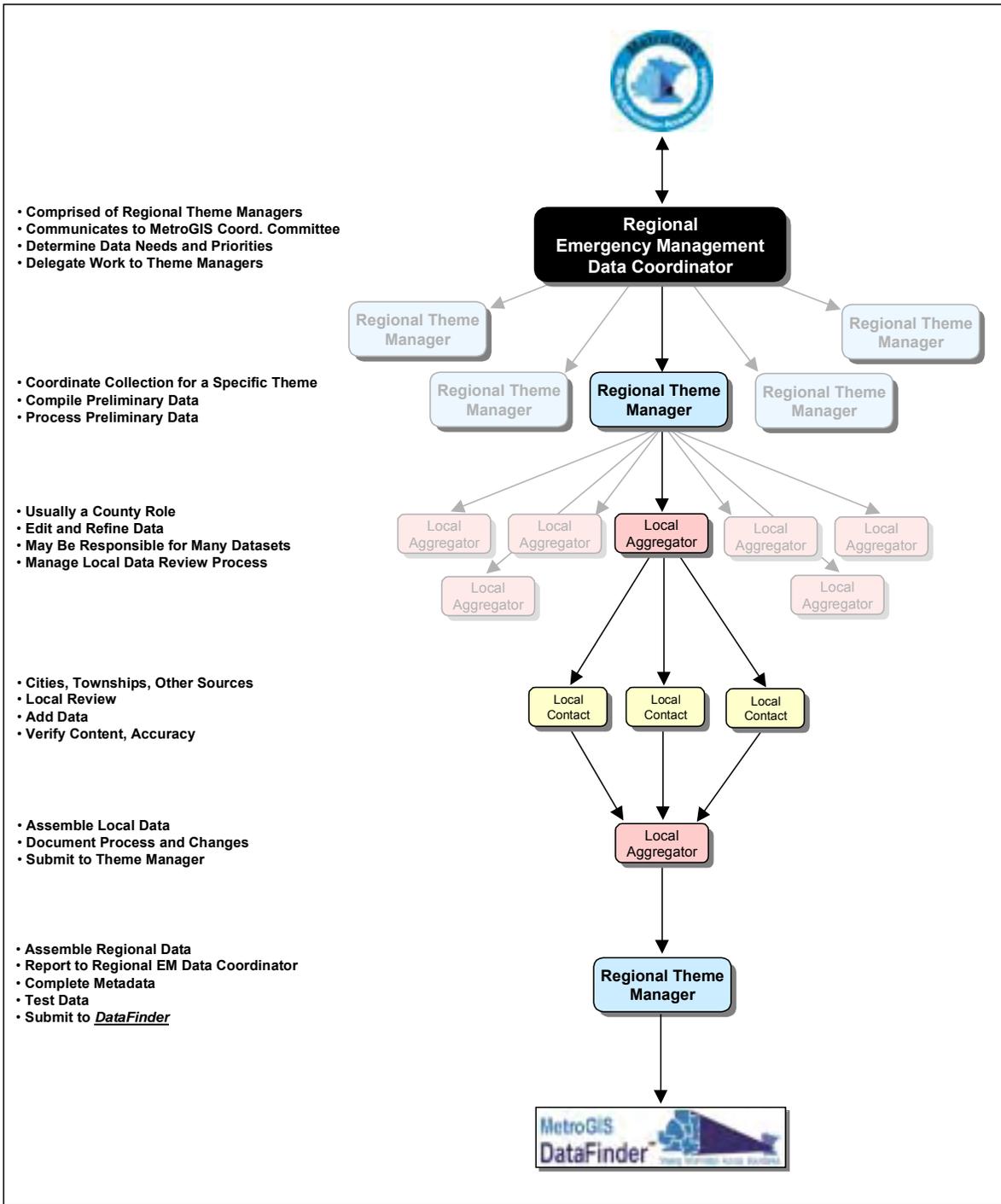
Many emergency managers have not adopted GIS technology in their work because they may not be aware of its value; they may not know whom to contact or may be hesitant to adopt unfamiliar technology. That leaves those charged with supporting emergency managers without a communication channel to understand emergency management information needs in detail in order to prepare an adequate response. Communicating with emergency managers is key to the widespread adoption of GIS as a tool in responding to emergencies. This requires a coordinated outreach effort to emergency managers by GIS professionals throughout the region - something that has not been part of past MetroGIS information needs processes.

#### **RECOMMENDATIONS**

That the Policy Board and, in particular, each county representative:

- 1) Advocate among the leadership of respective their organization for the next phase of testing and further refinement.
- 2) Offer suggestions for how the proposed roles and responsibilities might work better in their respective organization.
- 3) Authorize Chairperson Reinhardt to sign a letter inviting members of the EP community to attend an outreach event(s) at which the subject interim strategy will be explained and next steps discussed.

## Emergency Management Data Custodian Roles



## REFERENCE SECTION

### **SUPPORT RECEIVED FROM THE EMERGENCY MANAGEMENT COMMUNITY**

The following members of the Emergency Management community that serve the seven county Minneapolis St. Paul Metropolitan Area have agreed to submit statements in support of the collaborative efforts between the EM and GIS communities and the Emergency Preparedness regional data solution goals that are in process of being endorsed by MetroGIS. Several of their written statements are presented in Attachment B.

1. Rick Larkin, retired Emergency Preparedness Director, City of Burnsville and Past President of Metropolitan Emergency Managers Association (MEMA)
2. Mary Skube, Public Health Nurse, Hennepin County Human Services & Public Health Department
3. Judd Freed, Director of Emergency Management and Homeland Security, Ramsey County:
4. Stephen Swazee, former Department of Defense Emergency Preparedness Liaison Officer
5. Jo Monson, Public Health Nurse, Hennepin County Public Health
6. Debra Ehret, Public Health Preparedness Consultant, Minnesota Department of Health

### **WORKGROUP CHRONOLOGY AND MEMBERS**

1. In 2002, following the events of September 11, 2001, several members of the Coordinating Committee and the Governor's Council on Geographic Information (GCGI) began discussing the role of the GIS community in supporting the Emergency Management community. A standing committee of the GCGI was created and the MetroGIS Coordinating Committee accepted a suggestion from Members Knippel and Gelbmann to explore a role for MetroGIS.
2. The Workgroup organized itself around three subcommittees and a steering committee in Fall 2003 and sought formal recognition by the Coordinating Committee.
3. In December 2003, the Coordinating Committee formally created the Emergency Preparedness Workgroup and in January 2004 the Policy Board approved the 2004 MetroGIS workplan, which, in effect, ratified the Workgroup's creation.
4. The members of three subcommittees of the Emergency Preparedness Workgroup (*Data Development And Deployment, Building Relationships With The Emergency Management Community, and Organizing GIS Resources*) who participated in the development of the proposed interim solution and of the Workgroup's Steering Committee are listed in Appendix A (page 13) of the attached Workgroup Project Report. The *Steering Committee*, which is comprised of the chairs of each subcommittee, the Workgroup Chair and representatives from the Metropolitan Emergency Services Board and Metropolitan Council, provided oversight and direction to the effort as a whole.

**Attachment A (Separate Document)**

**Project Report of the  
Emergency Preparedness Workgroup  
(September 1, 2005)**

# **Attachment B**

## **Statements of Support**

1001 East Cliff Road  
Burnsville, MN 55337

MetroGIS Policy Board  
c/o Randall Johnson  
Metropolitan Council - Mears Park Centre  
230 East Fifth Street  
St. Paul, MN 55101

10 October 2005

Dear Members of the MetroGIS Policy Board,

I am writing in support of the Emergency Preparedness Workgroup's efforts to increase GIS support and awareness in the Minnesota emergency management community. From the perspective of a former Department of Defense Emergency Preparedness Liaison Officer (EPLO) to Minnesota, I simply can not overstate the importance of their endeavors.

During a major disaster, access to accurate, detailed, and appropriate GIS data will be absolutely essential if outside agencies are going to respond effectively inside Minnesota. Quality GIS availability will not happen, however, without an ongoing collaborative effort between the state's emergency managers and GIS professionals to collect, standardize, and incorporate GIS data in a way that is vertically and horizontally usable by governmental entities tasked with response. And, importantly, there is only one place where this core data can, and should, be collected: local government.

Unfortunately, my experience suggests that in many instances, the importance of developing standardized robust GIS data for emergency response is not fully appreciated by government leaders. Rather than seeing GIS platforms and associated data sets as a revolutionary way to model, analyze, and anticipate response and recovery options in near real time, decision makers generally see these systems as a way to electronically produce static maps. To that end, utility is framed in the context of an administrative tool detached from emergency response, useful only for its workload reduction capabilities. ***This paradigm must be broken with as much speed as possible.*** Consequently, I strongly encourage the Policy Board to adopt, formalize and reinforce the initiative brought forward by the Emergency Preparedness Workgroup. As a solid first step, I believe their plan of action will:

- Highlight the value GIS provides emergency managers to support training, preparedness, response, and recovery,
- Stress the importance of increasing collaboration between GIS professionals and emergency managers,
- Facilitate the collection of standardized metro-wide GIS data for use in emergency response, and
- Capture detailed local knowledge about communities through GIS data.

As a final point of reflection, and against the backdrop of the twin hurricane disasters along the Gulf Coast, I would ask the Board to consider a scenario certain to bring massive outside aid into the state, a Weapon of Mass Destruction (WMD) event. As we have seen from the events down South, time is of the essence when responding to a major disaster. This is particularly true with regard to a WMD event. In September of 2004, the Minnesota EPLO team hosted a two-day visit to the Twin Cities by a senior

delegation from Joint Task Force Civil Support, the lead WMD response arm of the Department of Defense. Their number one coordination request: ongoing access to uniform, thorough GIS data sets for the Metro area.

I hope my comments have been helpful to your deliberations and regret I will be unable to appear in person due to prior commitments. Please know I consider the efforts of the Emergency Preparedness Workgroup and MetroGIS as crucial to Minnesota disaster preparations.

Sincerely,

Stephen D. Swazee, Sr.  
CAPT            USNR  
Navy EPLO-MN, 2001-2004

October 10, 2005

MetroGIS Emergency Preparedness Workgroup  
C/o Randy Knippel:

I would like to express my appreciation and support for the work done by the MetroGIS Emergency Preparedness Workgroup in the Metro for mass dispensing planning. We have asked for, and received a number of maps which provided valuable guidance for the planning we have been engaged in during the past two or three years.

Our planning has involved identifying and evaluating sites in Hennepin County that might be used for dispensing to large numbers of people. The maps provided to us have been invaluable in making the decisions that allowed us to choose the 9 sites in the County out of the many that were available.

Since we work closely with public health staff from all the other metro counties, the maps have been very useful to help guide us when locating sites that were not redundant with other county's sites.

Also, transportation issues are a big concern for mass dispensing, and MetroGIS Emergency Preparedness Workgroup have again provided us with clear direction and assistance for working on this very complex issue.

Thanks,

Jo Monson, PHN  
Immunization Services  
Hennepin County Public Health  
525 Portland Ave S MCL 963  
Minneapolis MN 55415  
612 348 7381

October 10, 2005

MetroGIS Emergency Preparedness Workgroup  
C/o Randy Knippel:

As a representative of the Minnesota Department of Health, I am pleased to share my perspective on the important contributions made by my colleagues in MetroGIS to the work of public health preparedness. Through them, the Twin Cities and the state have not only identified important threats and hazards, but also developed concrete response plans based upon spatial analyses.

In particular, with the help of GIS and knowledgeable practitioners, we have identified geographic distribution points for mass prophylaxis of the general population, outreach to special populations in an event, interfaces with hospital and clinic resources, and coordination points for the movement of critical response assets and personnel. When faced with very real and challenging duties, public health has turned to MetroGIS to assist in planning a response that is effective in terms of scalability, efficient to meet the crucial timelines for protecting the public's health, and fair in distributing responsibility and opportunity among the agencies and population of the region.

It is especially noteworthy that the data we've been provided have been accurate, timely, and easily accessible across the region. In public health response, particularly with infectious diseases, political boundaries can become meaningless. It is imperative that good information flows smoothly from one jurisdiction to another and that the personnel involved in GIS are familiar with one another and with the response entities that they support. I am pleased that I have been invited to a number of multi-jurisdictional meetings where I have had the opportunity to address the GIS community broadly and to know that they are collaborative in their work.

My own interaction with MetroGIS has proven to be time well spent and I appreciate their professionalism, competence, and willingness to collaborate. I support them fully in their endeavors.

Sincerely,

Debra Ehret, M.P.H.  
Public Health Preparedness Consultant-Metro Region  
Minnesota Department of Health  
PO Box 64882  
St. Paul, MN 55164-0882  
651-296-8299



**To:** MetroGIS Policy Board

**From:** Policy Board Chairperson Reinhardt  
Staff Contact: Randall Johnson (651-602-1638)

**Subject:** Strategic Directions Workshop and the MetroGIS 2006 Work Plan

**Date:** October 6, 2005  
(For Oct 19<sup>th</sup> Meeting)

## **INTRODUCTION**

This agenda item was added to the agenda at my request so that I could share information with the Policy Board about a strategy for the MetroGIS Strategic Directions Workshop and implications for the 2006 MetroGIS work plan.

## **STATEMENT OF CURRENT SITUATION- CHAIRPERSON REINHARDT**

Through MetroGIS's efforts, several effective regional solutions to common geospatial needs have been realized. Efforts are also in progress to address several additional common needs. The current MetroGIS core functions are working. We need to ensure, however, that the community concurs on future directions and the manner in which MetroGIS conducts its business. To achieve this goal, a Strategic Directions Workshop is planned for February 2006.

MetroGIS has conducted business planning twice in the past, which resulted in Business Plans for 2000-2003 and for 2003-2005. As in the past, additional opportunities likely exist to continue to leverage resources and address common geospatial needs. In establishing the Work Plan, ideas received from the private and non-profit sectors, as a result of the November 15<sup>th</sup> Non-Government Perspective Forum and from the Metropolitan Council's preferences identified in its internal evaluation of MetroGIS's operations, along with the preferences of other core stakeholders, will be incorporated and are anticipated to offer substantive new collaborative opportunities to take MetroGIS to other levels.

## **SUGGESTED STRATEGY**

1. Set a target of mid to late February 2006 to host the Strategic Directions Workshop to enable the Coordinating Committee to review the initial results at its March 2006 meeting and the Policy Board at its April 2006 meeting.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

## REFERENCE SECTION

### PAST ACTION

April 20, 2005: The Policy Board concurred that MetroGIS should host a forum to seek input from the non-government community about possible collaborative opportunities with public sector interests prior to hosting its Strategic Directions Workshop.

July 27, 2005: The Policy Board authorized the Chair to set a date for the Non-Government Prospective Forum and it was agreed to delay the Strategic Directions Workshop until the Council had completed its internal evaluation in preparation for the Workshop. (The Chair subsequently set November 15<sup>th</sup> as the date for the Non-Government Prospective Forum.)

### STATUS - 2005 MAJOR PROGRAM OBJECTIVES

- Adopt an updated MetroGIS Business Plan (process to include a retreat of MetroGIS leadership with a theme of “Are We Done?” (*Maintain What has been Built or Pursue New Initiatives?*)) and obtain endorsement by key stakeholder interests. (*The remainder of the proposed objectives assume that MetroGIS’s current core functions<sup>1</sup> will not change substantively.*) (POSTPONED FOR STRATEGIC PLANNING)
- Implement modifications to the Regional Parcel Dataset, which were endorsed by the Policy Board in July 2004, (DONE) and establish a common access policy concerning non-profits/community groups, whose functions complement government functions. (PILOT PROJECT IN PROGRESS WITH HENNEPIN COUNTY)
- Achieve Policy Board endorsement, at minimum, of a Phase I regional solution that effectively addresses each of the following common priority information needs:
  - 1) Addresses (of occupiable units) (VISION ADOPTED 4/05 - IN PROGRESS)
  - 2) Emergency Preparedness (OCT 2005 RECOMMENDATION TO BOARD)
  - 3) Existing Land Use (POSTPONED FOR STRATEGIC PLANNING)
  - 4) Highway and Road Networks (SEE NEXT BULLET)
  - 5) Jurisdictional Boundaries – School Districts (NO PROGRESS – LMIC REORGANIZED)
  - 6) Jurisdictional Boundaries – Watershed Districts (pilot in Washington Co. nearing completion)
  - 7) Lakes and Wetlands (IN PROGRESS)

*Peer Review forums for Exiting Land Use, Land Cover, and Socioeconomic Website POSTPONED for Strategic Planning effort.*

- Achieve Policy Board endorsement of strategies to effectively achieve a solution to address-related limitations of the endorsed Regional Street Centerline dataset for geocoding concerning: a) satisfying needs of the E911 community and b) incorporating locally-produced data into the U.S. Census Bureau’s TIGER data. (VISION ADOPTED 4/05 – AND AGREEMENT REACHED WITH CENSUS BUREAU - IN PROGRESS)
- Implement a strategy (currently referred to as ApplicationFinder) to help data users efficiently share existing geospatial applications and leverage those existing investments. (POSTPONED FOR STRATEGIC PLANNING)
- Continue efforts to identify commonly needed geospatial applications appropriate for regional solutions and MetroGIS’s resources. (POSTPONED FOR STRATEGIC PLANNING)
- Continue to realize increased use of DataFinder as a tool used both by data users to search for and access data they need, and by data producers to distribute data important to others in the MetroGIS community.
- Continue to realize increased awareness of MetroGIS’s endorsed strategies, resources, and opportunities among MetroGIS stakeholders and officials involved in related efforts beyond the Metro Area.
- Continue to effectively support MetroGIS’s general information website ([www.metrogis.org](http://www.metrogis.org)).
- Continue to effectively support MetroGIS’s DataFinder website ([www.datafinder.org](http://www.datafinder.org)).
- Continue to perform activities defined in the Performance Measures Plan to monitor effectiveness of MetroGIS’s efforts – user satisfaction with data solutions and custodian conformance with expectations; document the benefits of MetroGIS’s efforts; and modify activities and policies, as appropriate.

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<sup>1</sup> The current core functions are: implement regional solutions for priority common information needs (e.g., data, web services and applications), support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and support a forum for knowledge sharing.



**To:** MetroGIS Policy Board

**From:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)

**Subject:** 2006 Meeting Schedule - MetroGIS Policy Board

**Date:** September 29, 2005  
(For Oct 19<sup>th</sup> Meeting)

## INTRODUCTION

A suggested meeting schedule for 2006 is presented below for the Board's consideration.

## BACKGROUND

No Board meetings have been scheduled beyond October 19, 2005. The meetings would continue to be held quarterly at the Metropolitan Council's Mears Park Centre offices in downtown St. Paul, beginning at 6:30 p.m. *Please note that the Council's offices will be moving, beginning in February and over a 2-3 month period, from the present Mears Park building to the former DEED State Office Building at 390 N. Robert (6<sup>th</sup> and Robert), which is being renovated to house the Council's new central office.*

During this past year, the Board met on a mixture of the 3<sup>rd</sup> and 4<sup>th</sup> Wednesday to avoid known conflicts. Even so, staff is aware of two members who had conflicts during the past year regarding the 4<sup>th</sup> Wednesday of the month. As such, meeting on the 3<sup>rd</sup> Wednesday is proposed for all four 2006 meetings. The Policy Board has generally met on the third or fourth Wednesdays of the month since formed in 1997.

## SUGGESTED 2006 MEETING SCHEDULE

<u>Suggested Meeting Date</u> (2006)	<u>Anticipated Major Topics***</u>	<u>Possible GIS Demonstration</u>
Jan 18 <sup>th</sup> 3 <sup>rd</sup> Wednesday	<ul style="list-style-type: none"><li>• Strategy for Strategic Directions Workshop</li><li>• View-Only Data Policy (Internet Access)</li><li>• 2006 Regional GIS Project Program</li></ul>	Pictrometry?
Apr 19 <sup>th</sup> 3 <sup>rd</sup> Wednesday	<ul style="list-style-type: none"><li>• Election of Officers</li><li>• Regional Street Centerline Solution – Version 2</li><li>• Solutions for Watershed District Jurisdictional Boundary Information Needs</li></ul>	M3D Application? DataFinder Café Upgrade?
Jul 19 <sup>th</sup> 3 <sup>rd</sup> Wednesday	<ul style="list-style-type: none"><li>• Solutions for School Jurisdictional Boundary Information Needs</li><li>• Solution for Hydrology Information Need</li><li>• Solution for Highway and Road Network Information Need</li></ul>	
Oct 18 <sup>th</sup> 3 <sup>rd</sup> Wednesday	<ul style="list-style-type: none"><li>• Business Plan Update Item(s)</li><li>• Solution for Existing Land Use Information Need</li><li>• 2007 Workplan Objectives</li></ul>	

\*\*\* Assumes that outcome of pending Strategic Directions Workshop will acknowledge previously established priorities and work in process

## RECOMMENDATION

The MetroGIS Policy Board is respectfully requested to set its 2006 meeting schedule.



**TO:** Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Steve Fester (651-602-1363) and Randall Johnson (651-602-1638)

**SUBJECT:** Project Updates

**DATE:** October 7, 2005  
(For the Oct. 19<sup>th</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted.

**A) REGIONAL GIS PROJECT PROPOSALS**

On September 21, the Coordinating Committee received updates regarding each of the following projects. A summary of each update and direction provided the Committee to the project managers follows. For the complete minutes, go to Item 5b at [http://www.metrogis.org/teams/cc/meetings/05\\_0921/min.pdf](http://www.metrogis.org/teams/cc/meetings/05_0921/min.pdf).

**(1) MetroGIS DataFinder Café – Upgrade Proposal**

Functional priorities were accepted, as proposed by the Workgroup. Technical options to achieve desired functionality were explained and the Committee concurred that the Workgroup's recommendation to pursue design options that rely upon leveraging the Council's existing investment in ArcIMS software, assuming the Council would continue to serve as the custodian for DataFinder. As of this writing, as requested by the Committee, an evaluation of the pros and cons of using a federal grant award to purchase a software product called Geocortex is in process. Using Geocortex in combination with ArcIMS appears to be able to provide solutions for several desired functions not possible using ArcIMS on its own. The Committee concurred that final design decisions are to remain the domain of the Council, acting in its capacity as custodian of DataFinder.

**(2) Common Application Design for Web-based Data Queries**

After a good deal of discussion the Committee concurred that bids should be sought for the technical specifications proposed by the Workgroup and that a separate workgroup should be established to address policy needs related to view-only, web-based access to parcel data. As of this writing, the design specifications for bids are being finalized to be shared with the Coordinating Committee at the December meeting. A separate workgroup, comprised of the Coordinating Committee Chair and Staff Coordinator, has initiated a conversation with Hennepin County in hopes of reaching an agreement in principle regarding a view-only parcel data access policy that can be shared for discussion with the other counties.

**(3) Fill in incomplete attribute fields in Regional Parcel Dataset**

The updated project strategy no longer calls for a discovery forum in 2005 and, as such, the project manager will not be requesting the \$500 in funding that had been preliminarily approved for 2005. Instead, staff intends to conduct interviews one on one with county staff responsible for managing parcel data, specifically data associated with fields that are not fully populated.

**B) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

**(1) Address (Occupiable Units) Workgroup**

*(Nancy Read, Metropolitan Mosquito Control District, Workgroup Chair)*

The Workgroup prepared a white paper to describe the major components of the regional vision endorsed by the Policy Board last April (e.g., rationale, need for local government involvement,

database design and proposed web-based application to facilitate capture of occupiable units points) and presented it and its efforts to define an implementation strategy for comment at the Minnesota State GIS/LIS Conference October 3-5. The white paper can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf).

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board [MESB; formerly Metropolitan 911 Board] and member of the Coordinating Committee, anticipates sharing the MetroGIS-endorsed vision for this regional solution with the MESB once they complete their current evaluation of a data maintenance solution. As with the regional street centerline data, the MESB is anticipated to play a substantive role in the management of the occupiable units dataset. MESB unanimously endorsed the vision for the regional street centerline dataset (Item C4, below) earlier this summer.

## **(2) Existing Land Use**

Preparations for a user satisfaction forum are on hold until a date is set for the Strategic Directions Workshop. See Item C (below) for more information about this Workshop. The Coordinating Committee decided at its March 2005 meeting that the existing land use forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

## **(3) Emergency Preparedness Workgroup**

A summary of the Workgroup's activities follows. *(Submitted by Randy Knippel, Dakota County, Workgroup Chair)*

### **a) Data Development and Standards**

See Agenda Item 5a. On September 21, the Coordinating Committee accepted the Workgroup's proposed strategy and agreed to forward it to the Policy Board for consideration. It focuses on a data workflow process and associated collaborative procedures for assembly of several regional datasets needed to support Emergency Management needs and to provide ongoing updating. A flowchart describing the process was developed as a vehicle to obtain buy-in from each of the seven counties for support the proposed multi-county enterprise framework. The recommendation includes support of an Internet-based, ArcIMS application for use as an outreach tool.

### **b) Public Health - SNS/BT**

The Minnesota Department of Health is coming to closure on their bio-terrorism and mass dispensing site project. This project is driven by the County Health Departments. The makeup of this team is very similar to the makeup of the Emergency Preparedness data group. They require base map templates for consistent output from county to county. This will be an ongoing process for the next 3-4 months.

### **c) Organizing GIS Resources**

A detailed GIS contact list covering 70 cities over 7 counties was compiled for a mailing to encourage GIS people to register on the Contact Database at the Governors Council GIS page. This is the beginning of getting a network of GIS users working in EM across the region.

### **d) Outreach to Emergency Management Community**

A representative from the Workgroup is scheduled to attend and present at the Association of Minnesota Emergency Managers (AMEM) annual conference in partnership with the Governor's Council on Geographic Information Emergency Preparedness Committee.

### **e) Governor's Council on Geographic Information – Coordination**

The GIS EP Contact website is operational ([http://gis.metc.state.mn.us/ep\\_status\\_map/](http://gis.metc.state.mn.us/ep_status_map/)) and available to promote. Others at the GCGI EP committee are working on a series of slide shows to convey the EM message.

(4) **Highway and Road Networks** (*Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Workgroup Chair*)

- a) The “**E911 Address and Street Centerline Workgroup**” has been actively working on a regional addressable street centerline solution. Initially, workgroup representatives from the Metropolitan Emergency Services Board, LOGIS, and the Metropolitan Council plan to work with Public Safety Answering Points (PSAPs) in the region to define their needs for data and business rules, and identify local address authorities. They will use that information to define a new standardized centerline product and business rules that will meet the needs of the E911 community as well as the broader needs of MetroGIS members.

Following the needs assessment phase described above, a proposed standard will be crafted by the full workgroup in conjunction with the region’s public providers of street centerline data. Public data providers who determine they can meet the standard may then volunteer to participate in a one-time conversion/enhancement process to create a pilot product for the entire community. Currently, the plan is to issue an RFP under the auspices of the Metropolitan Emergency Services Board this fall and soon thereafter initiate this regional pilot product by combining the public data sources with private data sources. More information on this workgroup’s efforts can be found at [http://www.metrogis.org/teams/workgroups/e911\\_streets/index.shtml](http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml). In a related effort, the MESB is expected to select a vendor for its GIS-based data management system by November. This system will serve as a foundation for metropolitan 911 response efforts and in particular serve as a means to efficiently maintain interoperable street centerline data for the entire region. (See Agenda Item 7c(2) for more information.)

The workgroup is also charged with defining a set of business rules, roles and responsibilities for maintaining the street centerline product. The goal is to have one set of geometry for all users, but the attributes used by the E911 community may be in a separate, linked database to avoid confusion. Details of these rules and processes have not been finalized.

- b) The **MetroGIS Roads & Highways Technical Workgroup** has been inactive for several months. A proposal for the goals and procedures of a pilot project to integrate local datasets with Mn/DOT’s LDM was written by staff and issued to the group on January 19<sup>th</sup>, 2005. To date, no comments or questions have been returned on this proposal. Information about agreed upon goals, expectations, and participant roles can be viewed at [http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml).
- c) There are currently 165 **licenses** issued to access and use The Lawrence Group’s (TLG) Street Centerline Dataset, MetroGIS’s currently endorsed regional solution for address matching. As of October 12, the types of organizations licensed were as follows:
- Local gov’t: **88**
  - Regional gov’t: **11**
  - State/Federal gov’t: **22**
  - Academic: **44**

(5) **Lakes, Wetlands, etc.** (*Robert Maki, MN DNR, Coordinating Committee Liaison*)

A White Paper is in progress towards analyzing gaps between 1997 needs and current developed (or developing) data. A 2006 forum is proposed to affirm needs and to discuss gap analysis in terms of defining a Regional solution. A pilot project, to work through partnerships and organizational roles needed to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area, is on hold until the new 2005 infrared imagery is acquired and processed (est. beginning of 2006). The pilot is viewed as a component of a broader Metro Area hydrologic solution that is anticipated once the statewide strategic planning effort is complete.

The initial components of the pilot can be viewed at <http://www.metrogis.org/teams/workgroups/index.shtml> under the Lakes & Wetlands Workgroup. The pilot project partners include the Metropolitan Council, Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD).

**(6) Land Cover Dataset Enhancements** (*Bart Richardson, MN DNR, Regional Custodian*)

The extent of coverage is now up to 71 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 5 percent. In the past year, in response to user feedback, major revisions to the system have been implemented: changed the method for storing attributes, re-worked the manual, improved the ArcView tool, and migrated the final product into a tiled and composite Geodatabase dataset. DNR, the regional custodian, is tentatively planning on hosting a user forum in the first half of 2006 to identify other desired improvements.

**(7) Parcels** (*Mark Kotz, Metropolitan Council, Regional Custodian*)

There are currently 62 licenses issued to access and use the Regional Parcel Dataset. Staff would also like to note that the U.S. Census Bureau is now a licensed user of the dataset. As of October 12, the types of organizations licensed were as follows:

- Local gov't: **30** (8 added 3<sup>rd</sup> Party licenses)
- Regional gov't: **4** (1 added 3<sup>rd</sup> Party licenses)
- State/Federal gov't: **11** (1 added 3<sup>rd</sup> Party licenses)
- Academic: **17** (2 added 3<sup>rd</sup> Party licenses)

**(8) Socioeconomic Characteristics of Areas** (*Amy West, U of M Population Center, Regional Custodian*)

- a) The University of Minnesota Population Center staff, aided by Will Craig (CURA), oversees management of the content of the Socioeconomic Resources Page ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)), fix broken links, and coordinate efforts to add new data sources.
- b) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. Their proposal has not yet been officially sanctioned by the MN Department of Health, but was expected to be taken forward to the Department in the near future. For more information contact Tim Zimmerman at [tim.zimmerman@co.hennepin.mn.us](mailto:tim.zimmerman@co.hennepin.mn.us) or 612-348-0307.

**C) NON-GOVERNMENT PROSPECTIVE FORUM AND STRATEGIC DIRECTION WORKSHOP**

Invitations signed by Policy Board Chairperson Reinhardt were sent on October 7<sup>th</sup> to 90 individuals, representing 17 categories of private and non-profit interests, encouraging them to attend MetroGIS's November 15<sup>th</sup> forum entitled "Beyond Government Users: Future Directions for MetroGIS". As of this writing, 9 RSVPs had been received. A follow-up message will be sent on October 24<sup>th</sup> to those who have not responded by that time. See Agenda Item 5b regarding setting of a date for the subsequent Strategic Directions Workshop.

**D) MODIFICATION TO OPERATING GUIDELINES**

At its September meeting the Coordinating Committee directed staff the Committee Chair to draft language for consideration at the December meeting to establish guidelines for decision-making between meetings when a situation arises that needs immediate attention.

**E) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES** *(Submitted by Dave Drealan, Carver County, Workgroup Chair)*

- **Regional Parcel Dataset Policy- Access by Non-Profit Interests: Hennepin County Pilot**  
Hennepin County has instituted a policy permitting qualified non-profit interests to access its parcel data free of charge, subject to licensure that prohibits redistribution. This policy was enacted in cooperation with the M3D project. The results of this access trial are intended to serve as a pilot for possible consideration of a regional policy. M3D is a dynamic GIS-based Internet application that brings together labor market, housing and development information and analysis for the Twin Cities metro area into a single tool for economic and community developers. Neighborhood organization and non-profit interests are playing a central role in the M3D project. This Hennepin County access policy requires non-profits to be legally constituted, community-based, and working on a mission that benefits the public including: promoting jobs, economic development, affordable housing, environmental improvements, or community development in order to qualify for free access. Licensed data also must be secure and password-protected. Hennepin County retains the right to evaluate requests and approve or deny them on a case-by-case basis.

**F) VIEW-ONLY, WEB-BASED ACCESS POLICY INVESTIGATED FOR PARCEL DATA**

At its July 27<sup>th</sup> meeting, the Policy Board extended its sunset provision on deliberations needed to establish a regional policy authorizing free, unlicensed access to parcel data when in a view-only, web-based environment. Subsequently, the Coordinating Committee directed its chair and staff to investigate options and offer a recommendation. On September 30, a meeting was held with Hennepin County officials to explore options acceptable to them. Once an agreement in principle is reached with Hennepin County, the plan is to work through the County Data Producers Workgroup to negotiate a recommendation with which each of the counties is comfortable.



Cooperation, Coordination, Sharing Geographic Data

**TO:** Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Steve Fester (651-602-1363) and Randall Johnson (651-602-1638)

**SUBJECT:** Information Sharing

**DATE:** October 5, 2005  
(For the Oct. 19<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A) NON-PROFIT MEMBER RESIGNS FROM COMMITTEE**

Jeff Corn resigned his position with the Longfellow Community Council effective August 12 to take a new job. A request has been made to M3D project leadership to suggest a replacement. The M3D project leaders are in touch with members of the non-profit community in the Twin Cities who have an interest in using geospatial technology.

**B) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

**1. Submitted Articles for Fall 2005 Issue of GIS/LIS Newsletter**

One article was submitted for the Fall 2005 issue. It describes the upcoming November 15<sup>th</sup> forum for private and non-profit interests entitled "Beyond Government Users: New Directions for MetroGIS". This article can be viewed at <http://www.mngisli.org/newsletter/issue42/issue42toc.htm>.

**2. Presentation at State GIS/LIS Conference**

Mark Kotz, lead staff for MetroGIS's Addresses for Occupiable Units Workgroup, made a presentation about the vision for this regional dataset as adopted by MetroGIS last April. Over 50 persons attended and over 40 copies of the session whitepaper were distributed. The whitepaper explains the vision, as well as the research conducted to define the vision and can be viewed at [www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf).

**C) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

**1. Key MetroGIS Staffer Takes Position at the Department of Agriculture**

Mike Dolbow, GIS Specialist with the Metropolitan Council and lead staff for several important MetroGIS initiatives, will be leaving the Council and MetroGIS at the end of October to serve as the new GIS Coordinator for the Minnesota Department of Agriculture. In his five years at the Council, Mike has played a key role in defining regional strategies for street-related data and in furthering partnerships with The Lawrence Group, the Metropolitan Emergency Services Board (formerly 911 Board), Mn/DOT and, most recently, the U.S. Census Bureau (see Item D2). The MetroGIS community wishes the best of luck to Mike in his new position.

**2. Metropolitan Emergency Services Board: Moving to GIS-Centric 911 Location System**

The Metropolitan Emergency Services Board (MESB; formerly the Metropolitan 911 Board) could select a proposal in the next week to establish GIS-based data management systems as the foundation for metropolitan 911 response efforts. Based on technical capabilities, the vendors, microData GIS (VT) and Contact One (TX) were the top two finalists for a GIS Data Management RFP issued by MESB this spring. MESB staff plan to recommend one of the proposals to MESB's Technical Operations Committee by October and to the full Board by November. If approved, implementation would begin immediately.

MESB's recognition of the need to move to a GIS-based solution could present a watershed opportunity for the broader MetroGIS community. The data management systems under consideration would allow for the various data creators across the metropolitan area to update and share information in a real-time environment, ensuring that the datasets are accurate and available for governmental uses beyond 911 and emergency response needs, whenever they are needed. The proposed systems could provide a gateway to achieving the two regional solution visions adopted by the Policy Board in April for E911-compliant street centerlines and occupiable units.

Based on the MetroGIS staff evaluations, both vendor solutions comprise most (if not all) of the technology to build and maintain these datasets within the context of their respective visions. The organizational structures of the MESB and MetroGIS also provide the capacity to manage the many participant roles and establish shared funding as a single enterprise. In effect, the MESB could become the regional custodian of the regional street centerline and occupiable unit data solutions - or at least play a principal role in the dataset management. The Metropolitan Council currently serves as the regional custodian for the regional street centerlines, but the data is maintained by The Lawrence Group. MetroGIS staff feels this could be the most wide-reaching opportunity to capture inter-organizational efficiencies through the use of GIS technology in the Twin Cities since the creation of MetroGIS itself. *(Submitted by Gordon Chinander and Nancy Pollock, Metropolitan Emergency Services Board)*

### **3. Minnesota's Open Source Internet MapServer to Receive Governor's Commendation**

Minnesota has developed an outstanding tool for serving maps on the Internet. MapServer is used by hundreds of organizations around the world, perhaps thousands, although it is hard to know because the software is free and available to anyone. Originally developed by Tom Burk and Steve Lime at the University of Minnesota, it is being constantly updated and enhanced by its users. They can do this because all the source code is public. Quoting from one user, "MapServer was seen to outperform ArcIMS [the major commercial package] for rendering the types of images the DataPlace requires, and was chosen as the DataPlace map image rendering engine." The Governor's Commendation award is sponsored by the Minnesota Governor's Council on Geographic Information. It is given at the annual GIS/LIS Conference to outstanding GIS projects that provide benefits to many organizations, not just the sponsoring agency. The Commendation is awarded irregularly, only when an outstanding project is identified. *(Submitted by Will Craig, U of M CURA)*

### **4. E-Government Needs Assessment Conducted by Metropolitan Council**

The E-Government Roadmap will be a strategic plan for the development of the Metropolitan Council's website functionality and online services. During the first phase ("visioning") of the project, information and ideas were gathered through fact-finding discussions with 53 people, both internal staff and external stakeholders. Another 101 people provided input through a survey that asked: Can Metropolitan Council services or information be improved with new web features, interfaces, or online services?

The complete scan identified over 80 opportunities, potential web tools, and solutions to Metropolitan Council service needs. These opportunities and solutions were roughly prioritized to cull out a Top 10 list of e-government opportunities that the Council could pursue over the next few years. A phase 1 report covering service needs, opportunities identified, decision factors for prioritization, and foundational requirements was reviewed and approved on June 1 by the Project Review Team.

The project is now proceeding with phases 2 and 3. These phases involve analysis of technical architecture and foundational prerequisites to e-government; analysis of management process, resources and standards; recommendations; and "conceptual architecture" profiles of three of the

Top 10 opportunities carried over from phase 1. The three opportunities selected for “conceptual architecture” profiles are: (1) an enterprise-wide content management system; (2) interactive GIS functionality built into pages and portals, starting with the Metro Transit Trip Planner as a pilot; (3) an Online Regional Planning WebBook. *(Submitted by Todd Graham, Metropolitan Council Research Manager)*

#### **5. Minnesota 3D Project – Needs Assessment Underway**

Eighteen M3D consortium partners, including neighborhood and community organizations serving Minneapolis and several Twin Cities suburban municipalities, have been asked to respond to a community development/GIS-related needs assessment. The results will be used to help the M3D project team design a proposed Internet-based application. These results will also likely be valuable to MetroGIS as investigations proceed into development of commonly needed geospatial-based applications.

M3D community partners have identified community development applications for current work, including data, reporting and presentation needs. These projects, to be completed over the next several months, will influence the online mapping application that the Labor Market Information Office at DEED is developing for M3D. An alpha version will be created by September 2005 and a beta site for testing should be ready by February 2006.

An excerpt from the M3D Project Application’s Executive Summary states: “Building on the existing GIS infrastructure, M3D is an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota....By combining new statewide data on employment and demographics through an agreement with the U.S. Bureau of Labor Statistics, the Social Security Administration, and the Census Bureau with the existing region-wide parcel level housing data, Minnesota 3-D will be a “first-of-its-kind” system....M3D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage.” “The centerpiece of this approach is the creation of an online mapping application. With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing.” *(Submitted by Will Craig, U of M CURA)*

#### **6. Refinement of Minnesota’s Municipal Boundary Adjustment Procedures**

The Minnesota Land Management Information Center proposes to refine the state's municipal boundary annexation authorization and documentation procedures in a way that integrates 1) emerging Framework content standards, 2) the Web Feature Services capabilities of Minnesota MapServer software, and 3) the state's GIS coordinating council recommendations for an integrated enterprise solution that serves local, state and federal government needs from a single authoritative source.

Minnesota's municipal boundary changes are managed under the direction of the Office of Administrative Hearings Municipal Boundaries Adjustment Unit. The MBAU originated in 1959 as the Municipal Boundary Commission, the nation's first body of its kind designed to facilitate local incorporation and boundary adjustment questions. MBAU annually processes more than 400 municipal boundary changes. Up-to-date municipal boundary change information is critical to the business needs of all levels of government in every corner of the state. In addition to the legal and orderly transfer of jurisdictional authority among the counties and municipalities affected, annexation transactions affect statutorily required programs in the Departments of Transportation (base map update and federal state aid calculation), Revenue (municipal tax authority domains), and Natural Resources (water permitting), the State Demographer (population

estimates), Secretary of State (voting district/precinct changes, polling place locations), State Legislature (redistricting), and Bureau of the Census (TIGER updates).

While the MBAU process effectively satisfies the legal codification of annexation decisions, the process falls short of providing adequate geospatial information to satisfy many of those business requirements. The process deals with legal descriptions of boundary changes, not mapped data. Agencies often duplicate work to convert those legal descriptions to mappable data in both analog and digital form. However, no single organization integrates digital geospatial boundary data for Minnesota and, therefore, no trustworthy source for this important enterprise framework layer is formally recognized.

LMIC is working to address this need in a strategy laid out by the Minnesota Governor's Council on Geographic Information, the state's GIS coordinating body. In its 2004 strategic plan, "A Foundation for Coordinated GIS: Minnesota's Spatial Data Infrastructure", the Council recommends a plan that better coordinates the collection, management and distribution of Governmental Unit Boundary data. LMIC is working with the MBAU and the Department of Transportation to introduce rigorous coordinate geometry conversion methodologies to convert legal descriptions of proposed boundary changes to reliable digital geospatial renditions, and then incorporate those spatial data into a statewide framework. The process has been successfully prototyped to provide the Secretary of State with data for the 2004 elections. Partial updates are routinely prepared for the Department of Revenue, but a routinely updated, sustainable municipal boundary database remains an elusive target.

As the ANSI/INCITS Government Boundary Units Framework standards stabilize this year, we propose applying them to the emerging statewide annexation database. Procedures for COGO translations of legal annexation descriptions, currently being tested, will be finalized. LMIC's project team will work with MapServer development staff at the DNR to refine GML creation through MapServer's WFS connector to adhere to all formal standards. Those refinements will be shared with DM Solutions Group; a Canadian firm developing value-added products and services based on open source technologies, most notably, MapServer. LMIC will support current efforts at DNR to document the process of setting up a successful WFS installation. LMIC will work with the Department of Transportation and a growth edge county government to test the interoperability of that GML expression. The result of this effort will be a WFS-compliant offering of statewide, current and well-documented municipal boundary data. This proposal will leverage work underway at the DNR as part of a 2004 CAP project to refine GML generated from the WFS connector currently provided through Minnesota MapServer and to provide detailed instructions to assist in the transfer of WFS technology. *(Submitted by David Arbeit, Director, Office of Geographic and Demographic Analysis, MN Department of Administration)*

#### **7. Coordinating Committee Members to Receive Polaris Mid-Career Awards**

Rick Gelbmann and Randy Knippel of the MetroGIS Coordinating Committee were honored by the Minnesota GIS/LIS Consortium at its annual conference in St. Cloud on October 4. The Polaris Mid-Career Award is given to three outstanding leaders each year. Polaris, a triple star, provides direction to travelers and provides our state with its motto. Along with Annette Theroux of Walker, Minnesota, Gelbmann and Knippel have provided the State with direction and leadership. Gelbmann manages GIS activities for the Metropolitan Council, serves as vice chair of the Governor's Council on Geographic Information, and was a key force in starting MetroGIS. Knippel manages GIS activities for Dakota County, serves as vice chair of the MetroGIS Coordinating Committee, and is leading the Emergency Preparedness Committee for MetroGIS. In addition, Ken Pakarek of LMIC received a Lifetime Achievement Award. *(Submitted by Will Craig, U of M CURA)*

### **D) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

### **1. Draft National Street Address Data Standard Moves to Next Phase**

MetroGIS's Address Workgroup's efforts to define workable address standards for a regional Occupiable Units Address Dataset played a substantive role in the recently released draft national standards that are being developed through the URISA/FGDC Street Address Data Standard Initiative. The comment period ended October 3<sup>rd</sup>. Mark Kotz, staff to the MetroGIS Workgroup, monitored the national discussion and all changes to the language initially submitted by MetroGIS. None of the changes had a substantive effect on the needs of the MetroGIS community. A second draft will be posted for comment after the URISA annual conference (October 9-12). The goal is to finalize the standard by the end of the year.

The objective of this effort is to create single street address data standard that consists of four parts: content, classification, quality, and transfer. URISA submitted a formal proposal to the Federal Geographic Data Committee (FGDC) to facilitate this effort, which the FGDC accepted. The resulting recommended standard is intended to provide a statement of best practices for defining street address data content and classes, setting standards and tests of street address data quality, and facilitating exchange of street address data files.

The results of this collaborative process will be submitted through the FGDC's formal standards approval process. If they are accepted, the Census Bureau will maintain the standards under the auspices of its duties as theme lead for the Federal Subcommittee on Cultural, Society, and Demographics. According to Mark Kotz, lead staff to the MetroGIS Address Workgroup, the national standard development process has been exceptionally well done thus far.

### **2. Agreement Reached with US Census Bureau to Use Regional Dataset**

MetroGIS staff have successfully brokered an agreement between the U.S. Census Bureau and The Lawrence Group (TLG) to incorporate the TLG regional street centerline dataset into the 2010 Census geography. This agreement has been sought for several years, as it is expected to result in substantial time and cost savings for local governments. Municipalities and counties will be able to "redistrict" new Census boundaries using centerline data that aligns very closely with their own. Similarly, the Metropolitan Council will not have to realign the final products with accurate geospatial data, a project that cost over \$72,000 for the 1990 and 2000 Census boundaries.

Mike Dolbow and Rick Gelbmann of the Metropolitan Council's GIS Unit and Randall Johnson, MetroGIS Staff Coordinator, were instrumental in achieving this long-desired partnership.

### **3. Staff Coordinator Invited to Attend Innovations in Governance Forum at Harvard**

The Kennedy School of Government at Harvard University offers a one-week program each year, entitled Innovations in Governance. The program's purpose is to explore innovations in governance, in particular, for collaborative efforts designed to address important public problems through a case study format. The MetroGIS Staff Coordinator accepted an invitation to apply for the competitive admission process and has been accepted.

This program presents a valuable opportunity to share MetroGIS's experience as a case study for constructive criticism. This is timely opportunity given issues that have arisen over the past year and the pending Strategic Directions Workshop. Specific goals for pursuing this week-long opportunity to immersion oneself in relevant literature and participate in-depth discussions, led by leaders in their field, include:

- 1) Obtaining constructive criticism regarding MetroGIS's current organizational structure and identification of refinement options.
- 2) Discovering ideas for equitably accounting for the value of custodian contributions made to support roles and responsibilities for endorsed regional solutions, including the sponsor role

that provides funding to facilitate implementing regional solutions, outreach, and monitoring satisfaction with implemented solutions.

- 3) Discovering ideas for measuring the value of the broad benefit received by an individual stakeholder organization relative to its expense to support a particular regional solution(s).
- 4) Discovering possible ideas for revenue augmentation from net beneficiaries that do not negatively impact the open data sharing/collaborative environment that has been created.

#### **4. FY 2006 National Geospatial Programs Office (NGPO) Plan of Action Released**

Recently, the NGPO released guidelines for an ambitious, integrated three-part program to substantively move the nation closer to realizing the NSDI vision by June 30, 2006. (The NGPO was created in August 2004 to coordinate, under one director, FGDC, Geospatial One Stop, and The National Map programs.) A summary of the NGPO's plan published in the June 2005 edition of GeoWorld can be viewed at <http://geoplance.com/uploads/FeatureArticle/0506gc.asp>. The complete plan can be viewed at [http://www.metrogis.org/teams/cc/meetings/05\\_0629/index.shtml](http://www.metrogis.org/teams/cc/meetings/05_0629/index.shtml).

In short, this ambitious Plan sets forth detailed strategies for: 1) moving toward a national GIS, 2) focusing on "matters and places of national importance" and, 3) concentrating on "management excellence". The Staff Coordinator has asked Ron Wencl, USGS Regional Liaison and member of the Coordinating Committee, to meet with MetroGIS leadership to talk about partnership opportunities that may be appropriate for the MetroGIS community in accordance with this Plan of Action. (*Submitted by Ron Wencl, USGS*)

#### **5. MetroGIS Cited in New Book - Only United States Example**

A new book by Dr. Ian Masser, "*GIS Worlds – Creating Spatial Data Infrastructures*", was recently published by ESRI Press. In the Foreword, Jack Dangermond, President of ESRI, states "Dr. Ian Masser's lifelong dedication to geography and his experience in the development of spatial data infrastructure (SDI) is unmatched..." The objective sought by Dr. Ian Masser, through the writing this book, is to provide an "overview of the development of SDI over the past 10-15 years ... (and) focus on new policy options and institutional structures associated with the formulation and implementation of successful SDI initiatives. The overall scope (of the book) is worldwide, although particular attention is given to developments in the four countries regarded as among the leaders in the field: Australia, Canada, the United Kingdom and the United States."

MetroGIS is the only example highlighted for the United States. Dr. Masser calls attention to several of MetroGIS's core principles: a) reliance upon a consensus decision-making process for all matters fundamental to long-term success, b) powers and resources to develop and sustain MetroGIS are secured through a voluntary, collaborative and cooperative process, and c) active involvement of elected officials representing core stakeholders. He also calls attention to the importance of the Metropolitan's Council's role as primary sponsor, as is the critical role played by each of the volunteer data custodians. Permission has been requested to copy the excerpt about MetroGIS for viewing by MetroGIS participants.

#### **6. MetroGIS Participants Cited in Article about "White Knights"**

Five MetroGIS participants were highlighted in a recent article in the URISA Journal. URISA is an international association of professionals using GIS and other information technologies in state and local government. Its journal is refereed and is considered the best in the field.

The article, "White Knights of the Spatial Data Infrastructure," by William J. Craig is about people who are pushing hard to share data across organizations – beyond what is expected. It is based on interviews with exceptional people in Minnesota. It asks them what they did and why they did it. Each of their answers is detailed, but the answers can be summarized too. There are three common motivating factors for these white knights:

- **Idealism:** They think better data makes better decisions.
- **Enlightened self-interest:** Making their data available helps them and their organizations.
- **Peer support:** They live in a professional environment that honors data sharing.

Among those interviewed were: Randall (Randy) Johnson, MetroGIS Staff Coordinator; David Arbeit, former chair of the Coordinating Committee, and Larry Charboneau, Les Maki and Gary Stevenson, former members of the Coordinating Committee. The author of the article, Will Craig, is a former chair of the Coordinating Committee. To access the full article, see <http://www.urisa.org/Journal/Vol16No2/Craig.pdf> or <http://www.cura.umn.edu/reporter/05-Summ/Craig.pdf> (*Submitted by Will Craig, U of M CURA*)

#### **7. Public Participation GIS Conference held in Cleveland**

Non-profits and community-based organizations are increasingly using GIS to support their activities. Each year an international conference provides an opportunity to share experiences and learn from each other. The fourth annual conference was held in Cleveland, OH from July 31 to August 2. Will Craig, U of M CURA and MetroGIS Coordinating Committee, was on the conference committee and attended along with Jeff Matson, from the M3D project at the U of M. New breakthroughs are providing better access to data and maps over the Internet. One noteworthy story highlighted a Camden, NJ organization that is training high school kids from an area with high dropout rates to run a GIS and Internet service bureau; the organization is delivering quality products to clients and has moved 30 of its students into college. Conference proceedings will be available on CD soon. (*Submitted by Will Craig, U of M CURA*)

**MetroGIS**  
**Emergency Preparedness Workgroup**

**Project Report**  
**(January 2003 to August 2005)**



**September 1, 2005**

## **SECTION I. INTRODUCTION**

This Project Report documents the efforts of the MetroGIS Emergency Preparedness Workgroup from its inception in January 2003 until August 2005. Its purpose is to provide context and a detailed explanation of the process through which the Workgroup defined its recommendation for proceeding with an interim solution to address common priority geospatial information needs of the Emergency Management community.

### **A. Project Goal**

The goal of the Workgroup's effort is to continue to improve the Emergency Management community's understanding of how partnering with the GIS community can help deliver emergency management services quickly and efficiently. The ultimate goal is to enable emergency managers to more quickly secure accurate information that covers the area(s) impacted by an incident. The Emergency Management community is defined as all entities charged with supporting emergency management services for the seven-county Minneapolis-St. Paul Metropolitan Area, with a focus on local and regional government entities. Emergency managers include managers of police, fire, medical, public health, medical services, public works, homeland security and other responders to emergencies and disasters.

### **B. Context for Workgroup's Efforts and Recommendations**

Disasters can occur anywhere, anytime, at any scale. Fire can ravage a single residence or an entire city block. Floodwaters can swell the banks of a secluded rural creek or inundate a populated river valley impacting multiple counties and states. Disease outbreaks can infect a school, metropolis, region or continent. Each event requires response; each responder requires immediate, accurate information. As a disaster's extent increases, acquiring and using the information necessary to respond effectively becomes an increasing challenge.

Recently, the critical information found in geospatial data and the power of geographic information system (GIS) technology have become increasing priorities for emergency managers. To gain the respect of the Emergency Management community as an effective resource, users of GIS technology must provide responders with quick and accurate information that covers the area affected, regardless of the jurisdictions involved, scale of the incident or recent changes to the site.

An increasing number of organizations are building geographic information systems today, many with little attention to where efforts are being duplicated, with quality unevenly applied or incompatibilities created. When called upon to support responders in an emergency, irreconcilable data and application designs in these systems can negate their usefulness and possibly exacerbate a critical situation. In its simplest terms, Emergency Management geospatial data must not compromise the safety of a first point responder.

In order to create effective and useful geospatial data for large-scale emergency scenarios, the information gathered must, first and foremost, be accurate and reliable. It must emanate from the most reliable sources and be available for regions that extend beyond local jurisdictional boundaries. This Workgroup acknowledges that data collection necessarily involves many different players, but a standards-based, data optimizing, collaborative must be organized in such a way that it allows the best information, whenever possible, from local to county to state and then to the national level.

This document explains the Workgroup's proposal to ensure that datasets critical to Emergency Management decision-making undergo a *refinement process* prior to use. The proposed refinement process calls for data produced by multiple sources to be reviewed and accepted by knowledgeable county or municipal personnel to ensure interoperability and the best possible accuracy and completeness. The proposed process also calls for not less than bi-annual updates to ensure that transactions are no more than two years old.

The collaborative data refinement process proposed by the Workgroup and as explained in this document would be applied to all datasets endorsed by the proposed process as part of a synchronized voluntary effort necessary to fulfill the needs of emergency personnel within the seven-county Minneapolis St. Paul Metropolitan Area. The Workgroup believes the results of a successful implementation of the proposed data management and refinement process will serve as a trustworthy resource supplying data needed by Emergency Management personnel on an ongoing basis. A schematic of the proposed custodial roles and responsibilities is provided on page 4.

This proposed process is designed to be a shared volunteer effort. No organization will be asked to support a role for which they do not have an internal business need. The resulting collaboration is expected to serve as an integral resource to supply emergency managers with critical geospatial data on an ongoing basis. And, if successful, the intent is to pass this business logic up to the next jurisdictional level. If the proposed regional model is successful, the Workgroup's intent is to pass this business logic along to State of Minnesota and federal interests with related business needs.

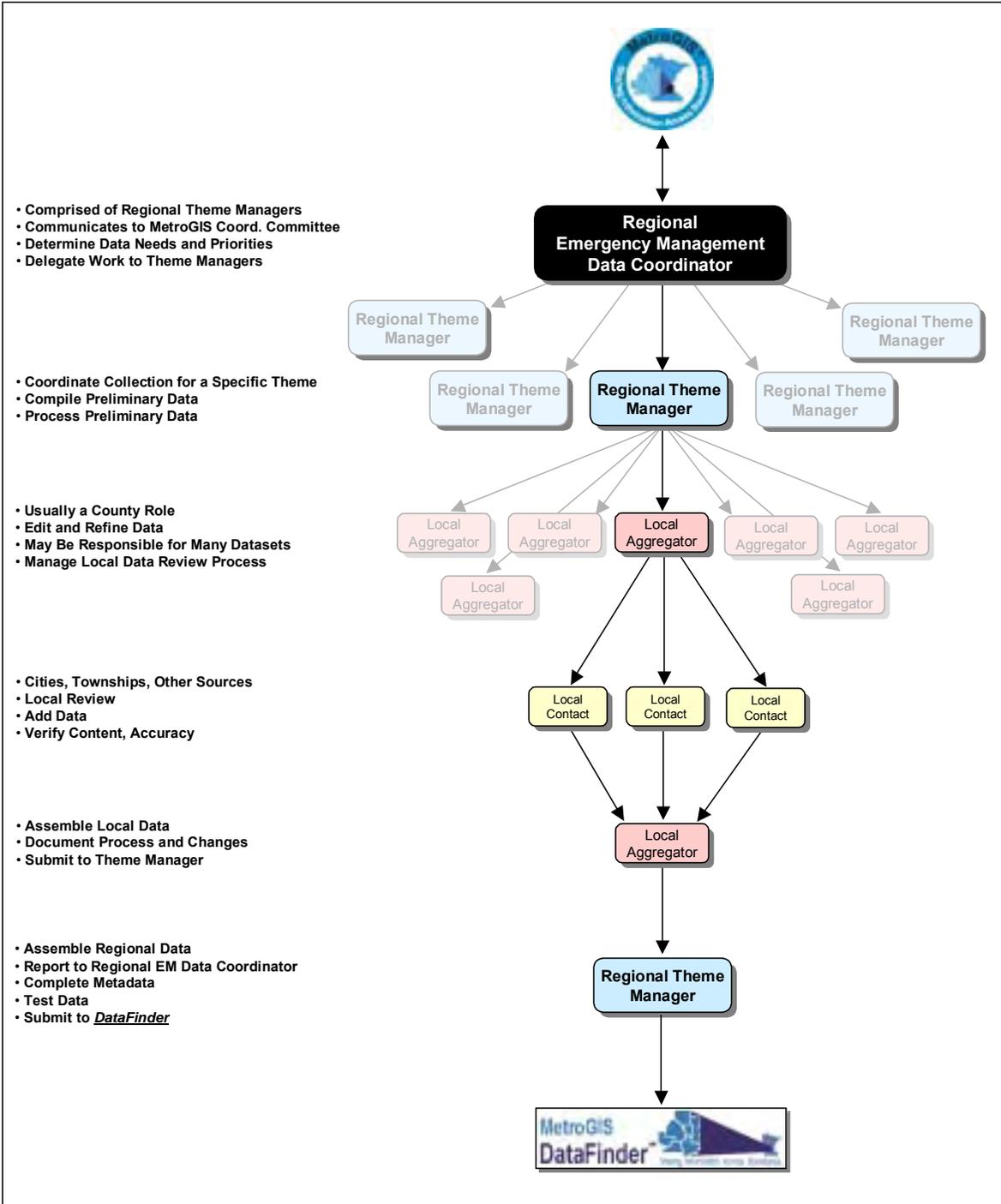
The discussion that follows provides a detailed explanation of the MetroGIS Emergency Preparedness Workgroup's proposed course of action to supply necessary and accurate geospatial information to those who require it, when they need it.

### **C. Workgroup's General Strategy**

The Emergency Preparedness Workgroup's general strategy to achieve its desired outcome includes the following components:

- 1) **Achieve buy-in by the leadership of all seven counties** of the proposed collaborative Emergency Management data refinement process (page 4). The counties would share responsibilities for assembly and ongoing maintenance of several data themes, on a seven-county, regional scale.
- 2) **Assemble emergency management-related data into regional datasets** that the Workgroup has identified as important to emergency managers' responsibilities with whom they have interacted. A coordinated data refinement process for EM data assembly, documentation, and updating will ensure accurate and current data in the most cost effective manner. GIS professionals familiar with Emergency Management needs would select the initial data themes. This strategy makes data available quickly for use in emergencies and for GIS demonstrations to emergency managers.
- 3) **Continue outreach efforts to the emergency management community.** The outreach effort focuses on how GIS technology can help deliver emergency management services. A key component of this outreach effort involves hosting and continuing to refine the prototype regional web-based Emergency Management GIS Application, which is based on an application developed by Dakota County. Demonstrating capabilities and benefits of GIS technology using working Emergency Management applications is key to generating support in the Emergency Management community. Early adopters of GIS technology will spread the word about the value of GIS to their colleagues. Using the Emergency Management GIS Application is key in engaging emergency managers because they are able to directly see the value of GIS to their work.
- 4) **Engage emergency managers in evaluating GIS technology and data.** When the Workgroup believes enough emergency managers understand the value of GIS to adequately represent emergency management information needs, a needs assessment process would be conducted. The needs assessment would be focused exclusively on emergency management issues. Existing information needs documentation from local, state and national evaluations and from evaluation comments from users of the Emergency Management GIS Application would be used to begin the refinement of the Twin Cities' Emergency Management information needs. The results of this evaluation would be used to prioritize information needs from the emergency manager's perspective and prudently allocate resources to address gaps and shortcomings in existing data.

## Emergency Management Data Custodian Roles



## **D. Tasks**

To achieve its purposes, the Workgroup carried out the following tasks, the results of which are presented in this Project Report for endorsement by MetroGIS:

1. Determine preliminary geospatial information needs of the Emergency Management community.
2. Identify data sources that could potentially meet those needs.
3. Identify gaps between information needs and available data sources.
4. Recommend datasets for endorsement by MetroGIS as components of a regional Emergency Management information solution.
5. Recommend policies and actions to help fill gaps between available data and information needs.
6. Prototype a strategy for compiling and sustaining currency of the “Endorsed” Emergency Management datasets.
7. Recommend Emergency Management dataset dissemination and access strategies.
8. Recommend a strategy to promote understanding of GIS technology and applications by Emergency Managers.

## **E. Workgroup Membership**

The MetroGIS Emergency Preparedness Workgroup is comprised of the following three subgroups:

- a) Data Development and Deployment
- b) Building Relationships with the Emergency Management Community
- c) Organizing GIS Resources

The Workgroup is managed by a Steering Committee comprised of the chairs of each of its three subgroups, the Chair of the Workgroup as a whole, and representatives from the Metropolitan Emergency Services Board (formerly the Metropolitan 911 Board) and the Metropolitan Council. The membership includes seven individuals who represent a wide diversity of emergency management interests at the city, county and regional levels of government. See Appendix A for a listing of members, by subgroup, along with their organizational affiliations. The members of the Steering Committee were the primary authors of this document who are as follows:

Chair, Emergency Preparedness Workgroup: Randy Knippel, Dakota County

Chair, Data Development And Deployment: Keith Anderson, LOGIS

Chair, Building Relationships with the Emergency Management Community: Carla Coates,  
Ramsey County

Regional Theme Manager, Strategic National Stockpile: Tim Zimmerman, Hennepin County

Metropolitan Emergency Services Board GIS Coordinator, Gordon Chinander

Metropolitan Council GIS Manager, Rick Gelbmann

## **SECTION II. COMPONENTS OF PROPOSED INTERIM SOLUTION**

### **A. Guiding Philosophies**

The Emergency Preparedness Workgroup’s proposed Interim Regional Emergency Management Information Need Solution embodies the following philosophies:

- Creating and maintaining high quality GIS emergency management data adds to the safety and security of the Twin Cities region.
- Working cooperatively across jurisdictional boundaries is the most cost-effective way to create consistent and accurate data needed by Emergency Management.
- Emergency Management data must be sustainable and consistent with other regional GIS data and processes.

- Relying initially upon Workgroup members' understanding of emergency management data priorities will make it possible to develop demonstration data and applications.
- Demonstrating capabilities and benefits of GIS technology using working Emergency Management applications and accurate data is key to generating support of Emergency Managers.
- The best solutions are those endorsed by the Emergency Management and the MetroGIS communities.
- Communicating regularly with key GIS personnel at the County jurisdictional level on process is important to maintaining current and accurate data.
- Communicating regularly with key emergency managers at county and local jurisdiction will ensure needed data are identified for development.

Finally, the solution proposed in this document is labeled as "interim" because the Workgroup wants to be sure that the roles and responsibilities are thoroughly tested in a production environment before seeking endorsement by the Policy Board as a formal regional solution.

## **B. Website Developed as Visualization Tool**

The Workgroup concluded that it needed a means to clearly demonstrate to Emergency Managers the benefits of collaborating with the GIS Community. The MetroGIS DataFinder Emergency Preparedness Application at [http://www.datafinder.org/ep\\_launch.asp](http://www.datafinder.org/ep_launch.asp) was developed to fill this need. It was patterned after a similar website created by Dakota County. The Metropolitan Council agreed to permit it to be hosted on the same server on which DataFinder Café operates. It became operational in the spring of 2004 and has been used by the Workgroup as an outreach tool at conferences and in meetings with key Emergency Management officials since that time.

To expedite deployment of the Emergency Management Resources Website, the Workgroup concluded that its Data Subcommittee should select the initial datasets to be supported. Selection was based upon the members' personal experience and knowledge. This solution is intended to be an interim measure because of the need to demonstrate benefit before inviting the community to participate in more detailed discussions of geospatial information needs. In the future, the Emergency Preparedness Workgroup plans to help the Emergency Management community define desired enhancements to the initial website solution.

## **C. Website Dataset Maintenance Assignments**

The Workgroup has agreed that each of the seven counties should be responsible for maintaining the datasets viewable on the Emergency Management Resources Website and that county dataset assignments should be decided using a random selection process. If a county is uncomfortable assuming the Custodian role for a particular dataset, it can notify the Data Subcommittee, which will be responsible for mitigating the situation. The proposed interim solution requests a formal commitment from each to affirm their acceptance of roles and responsibilities proposed in this document.

The first series of Emergency Management datasets to be implemented concentrate on themes associated with the Strategic National Stockpile (SNS). The SNS is an effort to prepare a mass inoculation in the event of an epidemic, bio attack or other public health emergency. Federal, state, regional, county and local health and emergency services agencies are involved. GIS is being used to identify inoculation and triage sites as well as transportation, transit and traffic management issues. For this example GIS staff from each county have agreed upon the following assignments:

**Hennepin:** Hospitals & Nursing Homes (MDH Data Source) – Regional Theme Manager  
**Ramsey:** Pharmacies (MDH Data Source)  
**Carver:** Clinics (MDH Data Source)  
**Scott:** Senior High Rises (MDH Data Source)

**Anoka:** Schools (Complete at LMIC)  
**Dakota:** Red Cross (EM IMS Application)  
**Washington:** Rehabilitation Centers (MDH Data Source)

The county GIS staff participants recognize the importance of cooperating to effectively compile and sustain current Emergency Management datasets. Additional maintenance assignments are being made to address other identified emergency management needs. See Appendix B for a list of identified priority data sets (shown as Priority 1) as well as other emergency management information need topical areas and data (Priority 2 or greater). As such, they concur that if any county cannot participate due to time or resource issues, the other counties should do what they can to populate any missing data.

#### **D. Data Custodian Roles**

**(1) General:** Defining data custodian roles for Emergency Management datasets is different than for past MetroGIS endorsed regional solutions. For the previously implemented regional solutions, an organization with a direct business need was identified that justified taking on regional data responsibilities. This situation has not and is not expected to materialize for the Emergency Preparedness Information Need. Hence, the proposed interim solution calls for the seven counties to oversee work beyond their normal jurisdictions to benefit from region-wide data processing efficiencies where a multi-county jurisdiction is not available.

The premise for this proposal is that each county has similar Emergency Management needs and should save effort by dividing custodial responsibilities for Emergency Management regional datasets. Each county would only have responsibility for a share of the Emergency Management datasets. In other words, having each county process 1/7<sup>th</sup> of the data files for the whole region takes less time than having each county process all the data files for their individual county. This procedure is also expected to decrease the total number of requests to many specific data sources already relied upon. In short, the proposed shared custodial responsibilities are expected to result in efficiency benefits for all.

#### **(2) Hierarchy of Custodian Roles**

The proposed solution creates the following hierarchy of custodian classes:

- Data Source
- Local Aggregator
- Regional Emergency Management Theme Manager
- Regional Emergency Management Data Coordinator

A diagram is provided on page 4 that illustrates the relationship between and among these data custodian roles. An explanation of these relationships follows.

**Data Sources:** This is the starting point for all regional Emergency Management data solutions. The producing organization (often a regional, state or federal agency) may or may not have a role other than to permit access to their data. The goal is to first acquire their data, and secondly to achieve buy-in from these organizations, where possible, to update their source data with modifications made through the data refinement objectives associated with the proposed Interim Emergency Management Solution. Ultimately, an ongoing partnership is preferred with these organizations to not only integrate the data enhancements made via the Interim Solution, but also to support a process whereby they update the data enhanced by the MetroGIS community with new data that they produce. The Regional Theme Manager would be the primary contact with each Data Source.

**Local Aggregator:** A guiding principle of proposed Interim Solution is that local government entities often produce the best available Emergency Management-related data. Local Aggregators are those closest to the source of information, which is usually county-level

government. The seven Metro Area counties are proposed to serve in this capacity. Each Local Aggregator would be responsible for:

- a) Arranging to access information from each organization that produces “best available” local data for their jurisdiction. Local data may come from a county, city, school district, emergency service provider or other local organization.
- b) Coordinating the compilation of the “best available” local data for their respective county’s jurisdiction that they acquire from all available organizations, for each Regional Emergency Management dataset.
- c) Processing the local data to integrate it into the Local Aggregator’s component of the Regional Emergency Management Dataset.
- d) Documenting the updated component of the Regional Emergency Management Dataset.
- e) Maintaining the updated component of the Regional Emergency Management Dataset.
- f) Submitting updates of their respective Regional Emergency Management Dataset component to the Regional Emergency Management Theme Manager on an agreed-upon schedule.

These compilations must be processed to be compatible (align) with other regional Emergency Management datasets, as well as other regional datasets endorsed by MetroGIS, using the associated data standards.

The counties (Local Aggregators) are expected to use the standardized process and data standards explained in this document along with any modifications agreed upon during testing of the Interim Solution. In particular, the seven county-based compilations must be processed to be compatible with other regional Emergency Management datasets and other MetroGIS-endorsed regional datasets.

The Workgroup would define “Best Available Data” during the Interim Solution. The focus would be on assembling and enhancing existing data during the Interim Solution. Development of new data, from scratch, would not be undertaken until a formal needs assessment is conducted from the users’ perspective, unless the effort would be minimal and the need great.

Where local interests, other than those of the Local Aggregator, have knowledge of the data that comprise an endorsed Emergency Management dataset, efforts should be made to formally incorporate them into the standardized review and update process.

**Regional Theme Manager:** One organization, the Regional Theme Manager, would have responsibility for coordinating the efforts of each Local Aggregator pertaining to a specified Regional Dataset and assembling the data components compiled by the seven Local Aggregators into a Regional Dataset. This coordination function applies not only to the data itself but also to advocating for solutions to policy obstacles, including but not limited to data standards, organizational responsibilities, and data access policies.

An organization may serve in the capacity as Regional Theme Manager for more than one Emergency Management Dataset. This role is similar to that performed by designated Regional Custodians for other MetroGIS endorsed regional data solutions. A Regional Theme Manager may also serve as a Local Aggregator for the same data theme.

During testing and refinement of the proposed Interim Solution, the Workgroup would seek out organizations with sufficient resources willing to serve in this capacity. Once the process is refined, the benefit of affirming these designations by the MetroGIS Policy Board is anticipated.

The creation of the initial regional datasets begins with the Regional Theme Manager. The Theme Manager will be expected to compile a preliminary regional dataset from the Data Source geo-process data and create county-based theme files. The Regional Theme Manager will then distribute the resulting seven county-based components to each Local Aggregator for updating and enhancement.

All data distributed by the Regional Theme Manager to the seven Local Aggregators will take place within the spatial file. The Local Aggregators are then expected to return updated data to the Regional Theme Manager within a timeframe to be determined by the Workgroup. As updated datasets are received from the Local Aggregators, the Regional Theme Manager will merge them into a single regional dataset. The Theme Manager will then submit the updated regional Emergency Management Dataset to MetroGIS, along with proper documentation, for distribution via the Emergency Management Resources Website and other appropriate applications.

**Regional Emergency Management Data Coordinator:**

The MetroGIS Coordinating Committee serves in this capacity for each of the previously implemented MetroGIS-endorsed regional data solutions. In each of the other cases, a single dataset was involved, which is not the case with the proposed Emergency Management solution. As such, during the testing of the Interim Solution, the Emergency Management Workgroup would serve in this capacity to ensure that coordination can be achieved among the many datasets anticipated to be involved. During the Interim Solution, the Workgroup would be responsible for recommending a process for coordinating with other regional data solutions via the MetroGIS Coordinating Committee.

**E. Custodian Data Responsibilities (Process and Procedures)**

The following Process and Procedures are proposed for testing and refinement during the Interim Solution. They serve as the preliminary Regional Policy Statement for the Emergency Management Information Need, with the understanding that this is a working document during the period of the Interim Solution.

**Dataset Specifications:** It is expected that most of the data sources for Emergency Management data will be in the form of an address and be best suited to representation with point data. To ensure interoperability, these data would need to be processed to be compatible with other MetroGIS-endorsed regional datasets. General specifications for that proposed data processing are as follows:

- The Lawrence Group Street Centerline and/or Parcel data will be used for address matching.
- Finished data will be in UTM 15 NAD83 coordinates.
- For datasets that are small enough to manually assign geographic locations in an efficient manner, these locations would be placed using the 1997 or later DOQs supplied by the Metropolitan Council.
- The Regional Theme Manager will enforce file and table field naming conventions.
- Metadata, conforming to MetroGIS standards, are required for all datasets.

**Compilation**

**a) Transactional Data Sources:** It is assumed that the source of most data will be from existing databases maintained by non-county entities. It is the responsibility of the Local Aggregators to research these locations and gain permission to acquire these transactional data. Datasets assembled from existing databases are to maintain all records from the original database query. Any changes to the original dataset would be provided to the original supplying agency for update into the parent transactional database. Once "Refinement" has been completed, the Local Aggregators would negotiate with the organizations from which the Source Data was obtained to establish who has ownership rights for the final spatial file and all data contained within it as well as redistribution rights, restrictions and limitations.

**b) "New" (From Scratch) Data Sources:** Some Emergency Management information needs may require data to be assembled from scratch. Until such time that definitive information need priorities are established from the Emergency Management users' perspective, such new data development will not be pursued unless minimal resources are involved and there is a critical need for the data. In the latter case, the Workgroup would consult with the MetroGIS

Coordinating Committee regarding the appropriateness of pursuing development of the desired new data.

**c) Existing Spatial Data Sources:** If the Regional Theme Manager assumes responsibility for an existing Emergency Management dataset for which a spatial file exists and is maintained by another agency, they may begin with that data. Doing so is allowable, since it would expedite turnaround time for refining the Interim Solution protocol. This is only a recommended long-term process if MetroGIS Emergency Management standards can be maintained. For Emergency Management datasets housed at MetroGIS, the Local Aggregators should review the county-based components of each regional Emergency Management dataset. Because these datasets have already been “Processed” and “Geocoded”, the next course of action would be “Distribution”. The Workgroup would be responsible for proposing actions by MetroGIS to resolve any inter-organizational policy issues of security and data access.

**d) Processing:** The MetroGIS Emergency Preparedness Workgroup will work with each Regional Theme Manager and the respective Local Aggregator to recommend MetroGIS action on standards needed to ensure that Emergency Management datasets are interoperable across the seven-county region.

The Regional Theme Managers would be responsible for processing assigned regional Emergency Management dataset(s) into a spatial data layer and completing a preliminary update of the dataset(s). Processing may involve manual or automated (geocoded) placement. In either case, the address field must accompany the geography. All transactions must be inclusive within the spatial layer. Each transaction must contain a field stating whether the address is matched or unmatched to a location. The pre-processed, compiled data and the post-processed spatial data must have equal record counts. The preliminary update will use sources and knowledge available to the Custodian. All Emergency Management datasets will be compiled in UTM15 NAD83 coordinates.

**e) Distribution:** Once the Regional Emergency Management Theme Manager has processed and updated the assigned Emergency Management dataset(s), they would be divided into 7 county-based geographic subsets. The Theme Manager would then distribute the subsets to the respective Local Aggregators for “Refinement”.

**f) Refinement:** Upon receiving a subset of Emergency Management data from the Regional Theme Manager, each Local Aggregator will review these data, make the appropriate modifications, and return the corrected subset to the Theme Manager, along with documentation of changes, additions and processing. Each Local Aggregator would update their individual subset using the supplied audit fields as resources to show edits to any transactions. Upon completion of editing, each Local Aggregator would return the subset to the Theme Manager within a timeframe established by the Workgroup. The turnaround time may vary among datasets.

**g) Metadata:** All Regional Theme Managers would be responsible for supplying metadata for each spatial dataset they submit to MetroGIS for distribution. The metadata would be expected to conform to MetroGIS standards. The first submission can be in abbreviated form, which will be loaded to standard form.

**h) Restoration:** The Regional Theme Manager would reassemble the seven county components into a complete dataset for the seven-county region and update the metadata accordingly using documentation from the Local Aggregator.

**i) Submission to MetroGIS:** The Regional Theme Manager would submit the regional Emergency Management dataset and metadata to MetroGIS for posting to the Internet-based Emergency Preparedness Application. Emergency Management spatial datasets may also be available on the MetroGIS DataFinder website with data access password protection, as

appropriate. Metropolitan Council staff assigned to support MetroGIS functions will post it to the Emergency Preparedness Application and MetroGIS DataFinder websites and update the metadata record accordingly. Subject to internal approval, the Metropolitan Council will host the Emergency Preparedness Application website, in accordance with its responsibilities as primary sponsor of MetroGIS.

**j) Bi-Annual Update and Review:** In order to keep Emergency Management datasets current and accurate, the maintenance process must be ongoing. For the Interim Solution, the Workgroup has determined that a two-year update cycle will suffice, with the understanding that some datasets will not require as much attention. The process from Compilation through Submission would be repeated by the respective Regional Theme Manager for each Regional Emergency Management dataset supported. The concept of a User Satisfaction Forum, which is the method used to identify desired enhancements for other endorsed regional data solutions, will be investigated as an option for maintaining satisfaction with regional EP data solutions.

**k) Coordination with data sources:** Most data sources are anticipated to involve existing databases that are developed and maintained by non-county entities. Often these data are publicly available but may contain restrictions on their use. Once “Processing” and “Refinement” occur, property rights become less clear. Coordination with data sources is important since these sources may continue to supply information that would otherwise need to be collected by data custodians. The Regional Theme Manager and Local Aggregators will be expected to establish with the data sources:

- What rights and restrictions apply the data use,
- How anomalies and updates will be reported to data sources, and
- How future updates will be supplied by the data sources.

Local Aggregators will be expected to describe the local source data in the metadata submitted to the Theme Manager. Theme Managers will be responsible for documenting the original data source used at the beginning of the data acquisition process.

## **F. Outreach – Building Intergovernmental Relationships**

Outreach efforts will continue to focus on building strong relationships between the GIS community and the Emergency Management community. Many emergency managers have not adopted GIS technology in their work because they may not be aware of its value, they may not know who to contact or may be hesitant to adopt unfamiliar technology. The Outreach subgroup works with emergency managers to demonstrate how GIS professionals and technology may be useful in addressing emergency planning, response and recovery responsibilities. When emergency managers understand the value of GIS technology, they will be interested in using it. This interest gives GIS professionals the chance to understand detailed emergency management needs, which allows complete and accurate information to be developed and delivered.

Activities of the Outreach workgroup are closely linked with similar activities of the Governor's Council on Geographic Information (GCGI) and have included GIS presentations at the annual Governor's Conference for Emergency Managers, the Minnesota Emergency Management Association conference, and Emergency Management educational workshops. Working relationships are being established with key leaders in local, regional, and state emergency management agencies in the state including city and county emergency managers, Homeland Security and Emergency Management (HSEM), and the Minnesota National Guard.

## **G. GIS Resource Organization**

Activities related to organizing GIS resources are also closely linked with similar activities of the Minnesota Governor's Council on Geographic Information (GCGI) and have been endorsed and are actively supported by the Minnesota GIS/LIS Consortium. The primary focus is to increase awareness of the role of GIS professionals in helping the emergency management community become more aware of the technology and the services GIS professionals can provide to them. The subgroup also seeks to increase GIS professionals' awareness of what is needed by

emergency managers, how best to work with them and to recruit emergency management data refinement and maintenance participants.

To this effect, presentations are made at the annual Minnesota GIS/LIS Conference. A workshop titled "Emergency Management for GIS Professionals" was also organized by the subgroup. In May 2005, 65 GIS professionals attended the workshop. The MetroGIS EP Workgroup has developed an increased emphasis in the seven-county metropolitan region through county GIS contacts and GIS users groups. County GIS resources have been organized to support the data development and refinement effort and distribute the related workload.

### **SECTION III. CONCLUSION**

This Regional Emergency Management data refinement process proposed in this Project Report has been prototyped through a combined effort of MetroGIS and GIS analysts in the seven-county Metropolitan Area. The Workgroup believes that sustained support of this process would accomplish the goal of faster access by Emergency Managers to accurate and reliable spatial data critical to emergency management decision-making. It is the Workgroup's hope that the State of Minnesota's Emergency Management officials will someday endorse the process defined herein. This interoperability at all levels is necessary to ensure that all levels of government have accurate and consistent datasets.

## APPENDIX A

The members of the three subcommittees of the Emergency Management Workgroup (*Data Development And Deployment, Building Relationships With The Emergency Management Community, and Organizing GIS Resources*), who participated in the development of the proposed interim solution, as well as of the Workgroup's Steering Committee are listed below. The *Steering Committee* provided oversight and direction to the effort as a whole

### **Steering Committee:**

Dakota County: Randy Knippel Co-Chair  
Metropolitan Council: Rick Gelbmann Co-Chair  
LOGIS: Keith Anderson  
Ramsey County: Carla Coates  
City of Maplewood: Chad Bergo  
Hennepin County: Tim Zimmerman  
Metropolitan Emergency Services Board: Gordon Chinander

### **Development And Deployment Subcommittee**

The following individuals represent each of the seven metropolitan area counties and the Metropolitan Emergency Services Board:

LOGIS – Keith Anderson, Chair  
Anoka County – John Slusarczyk  
Carver County – Brad Rupert  
Dakota County – Todd Lusk  
Hennepin County – Tim Zimmerman  
Hennepin County – Scott Simmer  
Ramsey County – Carla Coates  
Scott County – Jim Bunning  
Washington County – Adam Snegosky  
Metropolitan Emergency Services Board – Gordon Chinander

### **Building Relationships With The Emergency Management Community Subcommittee**

Ramsey County – Carla Coates, Chair  
John Studtmann, Individual  
Sarah Schrader, Goodhue County  
Mark McCormick, Civil Air Patrol  
Judd Freed, Ramsey County

### **Organizing GIS Resources Subcommittee**

City of Maplewood – Chad Bergo, Chair  
Jennifer Wittkopf, City of Prior Lake  
Carla Coates, Ramsey County  
Keith Anderson, LOGIS  
James Beal, UCIT Inc.

**APPENDIX B**  
**(data assignments)**

**Meeting Summary  
MetroGIS Policy Board  
Room 1A, Metropolitan Council's Mears Park Offices  
October 19, 2005**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Joseph Wagner (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Dan Cook (School Districts - TIES), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli (Metropolitan Council).

Members Absent: None

Coordinating Committee Members Present: Nancy Read (Chairperson), Will Craig, Rick Gelbmann, Jane Harper, Brad Henry, Randy Knippel, and Steve Lorbach.

Visitors: Mark Vander Schaaf (Metropolitan Council), Debra Ehret (MN Dept. of Health), and Carla Coates (Ramsey County).

Support Staff: Randall Johnson, Michael Dolbow, and Steve Fester.

**2. ACCEPT AGENDA**

Member Fiskness moved and Member Pistilli seconded to approve the meeting agenda, as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member O'Rourke moved and Member Kordiak seconded to accept the July 27, 2005 meeting summary, as submitted. Motion carried, ayes all.

**CERTIFICATE OF APPRECIATION**

Chairperson Reinhardt presented a Certificate of Appreciation to Michael Dolbow for his significant contributions to MetroGIS over the past five years. Mr. Dolbow is member of the Metropolitan Council's GIS Unit and has been of a member of the MetroGIS staff support team for the past five years. He has accepted the position of GIS Coordinator for the Minnesota Dept. of Agriculture and will be leaving the Council and MetroGIS on October 28. In his comments, Mr. Dolbow noted that it has been a pleasure to work for MetroGIS because it is providing nationally recognized leadership to accomplish collaborative solutions to information needs shared by government interests that serve the Twin Cities. He wished the Policy Board well in its future efforts.

**4. GIS TECHNOLOGY DEMONSTRATION**

Rick Gelbmann, GIS Manager for the Metropolitan Council, demonstrated a natural resources planning application that the Council's GIS Unit is in the process of developing, entitled "Natural Resources Atlas Application". It runs on ArcReader software, which can be downloaded free of charge. The Council's GIS Unit is creating value by making it easy for the user to obtain a variety of data, which are produced by several organizations, by organizing and bundling it, and creating an easy means to access the it via the ArcReader software. This application is tentatively planned for release next spring.

Board members asked a number of questions ranging from who will have access to the application, how to add additional datasets, what triggers adding a specific property to a designated natural resources/park area, and value to the effort of investments made by counties and others to improving the spatial accuracy and completeness of their base map data, such as parcel boundaries. The latter investments were acknowledged as having substantial value. It was also noted that it is too early in the process to objectively respond to the other questions that were raised.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Emergency Preparedness – Proposed Interim Regional Solution Report**

Coordinating Committee Chairperson Read introduced the need for regional interoperability of emergency preparedness-related data with the following scenario. A jet aircraft is having difficulty and dumps fuel before landing. The fuel falls across a three county area. Emergency responders need to assess the impact on water intakes.

She then introduced Randy Knippel, Dakota County GIS Coordinator and Chair of the MetroGIS Emergency Preparedness Workgroup, noting that the Coordinating Committee had endorsed the proposed collaborative solution presented in the agenda materials at its September 21<sup>st</sup> meeting. The presentation slides can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_1019/slides.pdf](http://www.metrogis.org/teams/pb/meetings/05_1019/slides.pdf).

Knippel summarized the collaborative vision, noting that the seven counties are to be the core participants and that officials affiliated with each of the counties had been actively involved in the development of the vision. He commented that the initial focus is on public health related topics such as data related to the Strategic National Stockpile initiative and that a major benefit is provision of a common operating picture for how the GIS and Emergency Preparedness/Management communities can collaborate. The key is recognizing that all disasters are local and that local officials possess the detailed knowledge needed to quickly respond. Moreover, to apply outside resources – nearby communities, state, federal assistance – quickly and effectively, there is a compelling need to create systems that facilitate easy and comprehensive access to data about the specific locality involved. In short, the protocols proposed by the Workgroup are designed to capture a host of data important to effectively respond to emergencies and create a sustainable mechanism with defined organizational roles and responsibilities to keep these data current and readily accessible. He also noted that a website has been created to improve communication with and understanding by the emergency preparedness community.

Before concluding his presentation, Knippel invited Debra Ehert of the Minnesota Department of Health to comment from the perspective of a benefactor of the proposed vision. Ms. Ehert spoke strongly in favor of the proposal, noting that the efforts of the Workgroup have been critical to their ability to effectively integrate GIS technology into their day-to-day business functions. She emphasized that the existence of cross-jurisdictionally compliant data are critical to achieving the Department of Health's mandates, as there is a major spatial dynamic to their work.

Knippel concluded his presentation by summarizing the components of the recommendation. In response to a question from Member Delaney, Knippel commented that the Workgroup is asking if the Board concurs that the vision has political legitimacy before further testing is initiated. Policy Board members then suggested that in addition to seeking a finding of legitimacy from the Policy Board, the Workgroup should be seeking the desired acknowledgement from the Pawlenty Administration, in particular the Department of Public Safety, as well as from the Legislature, League of Cities, and Association of Minnesota (and Metropolitan) Counties. At the county level, Board members concurred that the focus should be on seeking legitimacy from the Emergency Management Coordinators (EMC), as opposed to directly from the County Boards, noting that if the EMC's are sold on the idea, they will recommend it to their respective county boards. Member Delaney noted that each of the county EMCs is responsible for

detailed plans to satisfy FEMA compliance standards and that access to accurate data is critical to their ability to effectively carry out this planning requirement.

Member Schneider commented that he supports the vision concept as most cities and counties have detailed plans that call for a high level of coordination. He concurred with other members that the plan should seek to obtain recognition at the state level sooner rather than later. He also offered constructive criticism concerning the graphic that illustrates the process, which is included in the agenda materials. The Board concurred with Member Schneider that the graphic needs to focus on demonstrable program-related outcomes familiar and important to policy makers and that the terminology needs to be more aligned with their worlds.

Vice-Chair Kordiak asked for clarification about how the Workgroup expects the Emergency Management community to use GIS technology. Knippel responded that the goal is to raise awareness of the value that the GIS professional can bring to a disaster response effort and include them on the team. No one is expecting the Emergency Managers to use the technology themselves in the time of a crisis.

Member Schneider noted that the presence of accurate data maintained in a system that permits analysis of “what if” scenarios would provide an enormously valuable training tool.

**Motion:** Member Egan moved and Member Delaney seconded, with the understanding that the process graphic will be improved to illustrate program rather than process outcomes, that the Policy Board and, in particular, each county representative:

- 1) Advocate among the leadership of their respective organizations for the next phase of testing and further refinement.
- 2) Offer suggestions for how the proposed roles and responsibilities might work better in their respective organization.
- 3) Authorize Chairperson Reinhardt to sign a letter inviting members of the EP community to attend an outreach event(s) at which the subject interim strategy will be explained and next steps discussed.

Motion carried, ayes all.

**b) Strategic Directions Workgroup and 2006 MetroGIS Work Plan**

Chairperson Reinhardt informed the Board members that she had added this topic to the agenda. The purpose of this item is to suggest that the Board set a target of February 2006 to host the Strategic Directions Workshop that has been postponed to allow the Metropolitan Council to evaluate the value of MetroGIS to its internal operations. She then recognized Member Pistilli, who provided a copy of the Metropolitan Council’s internal evaluation of the MetroGIS initiative to each of the Policy Board members, noting that the document had been printed the day before and had not yet been seen by members of the Metropolitan Council.

Member Pistilli characterized the findings set forth in the evaluation as complimentary to the products of MetroGIS’s efforts. He also noted that the evaluation raises some questions about MetroGIS’s reporting and organizational structures, commenting that, in his opinion, what seems to make MetroGIS work also raises these questions. He commented that he believes that discussion of the cited issues may lead to improvements. Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, briefly commented that the Council’s Audit Committee is scheduled to consider the document on November 2 and that the Council’s Community Development Committee is scheduled to consider it on November 7.

The sentiment expressed by Policy Board members was support for Council’s program evaluation process acknowledging that sufficient public value must be received in return for support of initiatives. In

response to a question from Chairperson Reinhardt, which was echoed by other Board members, Member Pistilli commented that he supports providing Policy Board members an opportunity to provide substantive input into the Council's process from this point on. Member Schneider asked for clarification about how these discussions might affect MetroGIS's 2006 budget. In response, Vander Schaaf and Member Pistilli commented that the Council's proposed 2006 budget maintains at MetroGIS's 2005 funding level, as had been requested by the Policy Board. Member Pistilli and Chairperson Reinhardt agreed to discuss options following the meeting for providing input from the Policy Board to the Council concerning the findings and recommendations presented in its Program Evaluation Report for MetroGIS.

**Motion:** Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

### **c) 2006 Meeting Schedule**

Chairperson Reinhardt summarized the meeting schedule as proposed in the agenda materials.

**Motion:** Member Schneider moved and Member Fiskness seconded to set the 2006 Policy Board meetings dates as January 18, April 19, July 19, and October 18, with the understanding that the Board may elect to meet more often for a particular purpose. The 6:30 p.m. start time was maintained:

Motion carried, ayes all.

## **6. MAJOR PROJECT UPDATES**

**a1-3):** Regional GIS Project Proposals: The Staff Coordinator provided a status update on each of the subject proposals from the materials included in the agenda packet (common web application design, DataFinder Café Upgrade, and fill in incomplete parcel data attributes).

Steve Lorbach, representing St. Paul and the Ramsey County GIS Users Group, noted that he and his constituents support the concept of exploring opportunities to collaborate on common web application needs. He commented, however, that the project should encourage bids for varying systems architectures involving central server designs in addition to distributed server architectures. (*Editor's note: the commentor's reference to a "distributed server architecture" was in response to an application developed for a South Carolina community that the MetroGIS Workgroup had expressed interest in.*) Chairperson Reinhardt instructed staff to pass these comments along to the Workgroup and the Coordinating Committee for their consideration. She also commented that the Policy Board's role had been to affirm the general political legitimacy of the subject project, which is designed to investigate public value that can be achieved if multiple organizations collaborate on a common web application design, and that this affirmation had been granted at the July Board meeting and that design specifications are now under the purview of the Coordinating Committee.

The Staff Coordinator commented that the intent of this project is to seek bids for a variety of systems options to compare and contrast relative to the purposes sought and that to his knowledge the proposed bid specifications are consistent with this objective, but that he would look into the matter before the bid process is initiated.

### **c) Non-Government Perspective Forum**

Member Schneider and the Staff Coordinator updated the Board on preparations in progress for the November 15<sup>th</sup> forum, noting that 19 individuals from 8 targeted interest groups had thus far RSVPed

from a group of 90 individuals who had been targeted as candidate participants. Staff noted that a reminder would be sent on Monday, October 24<sup>th</sup> in hopes of increasing participation of around 30 individuals from as many of the 16 target interest groups as possible. Member Schneider reiterated that the objective of the Forum is to facilitate a combination of brainstorming and education on possibilities for non-government collaboration with government interests to address common information needs.

## **7. INFORMATION SHARING**

Chairperson Reinhardt called attention to three of the Information Sharing Items provided and encouraged the members to review the others on their own. The three items called out were as follows:

### **C) 7: Polaris Mid-Career Achievement Awards**

Chairperson Reinhardt called attention to Rick Gelbmann and Randy Knippel, both members of the Coordinating Committee, having been recently honored at the State GIS/LIS Conference with presentation of this prestigious award. Board members congratulated both and gave them a round of applause.

### **D) 3: Staff Coordinator to Attend Innovations in Governance Program at Harvard**

Chairperson Reinhardt called the Board's attention to the Staff Coordinator having been accepted to attend a one-week program, the beginning of November, at the Kennedy School of Government, Harvard University. The program is entitled "Innovations of Governance" and the focus is on regional collaboration to address important public issues. She noted that the case study proposed by the Staff Coordinator focuses on MetroGIS's collaborative organizational structure and, specifically, benefits that have been attained through its presence, as well as, challenges due to its uniqueness. She commented that from her experience this is not an easy program to be accepted into and that she appreciates the Staff Coordinator's dedication and commitment expressed in pursuing the challenge of participating.

### **D) 6: MetroGIS Leaders Cited in Article about "White Knights"**

Chairperson Reinhardt introduced Will Craig, member of the Coordinating Committee, to talk about an article that he wrote entitled "The White Knights of Spatial Data Infrastructure". He commented that his reason for writing the articles was to explore the internal motivation of several individuals, including the Staff Coordinator and members of the Coordinating Committee, who have provided substantive leadership to MetroGIS and the Minnesota geospatial community. The three common motivating factors identified are idealism, enlightened self-interest, and peer support. He noted that the article has been published in national and local journals, including the summer issue of the CURA Reporter, which he handed out copies of at the meeting.

## **8. NEXT MEETING**

The next meeting is scheduled for Wednesday, January 18, 2006.

## **9. ADJOURN**

The meeting adjourned at 8:35 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**Policy Board Members:**

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Tom Egan,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Dan Cook,  
TIES

Randy Johnson,  
Hennepin County

vacant,  
(Large Cities)  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Joseph Wagner,  
Scott County

Tony Pistilli,  
Metropolitan Council

**Coordinating Committee**

Nancy Read,  
Chairperson  
MMCD

Randy Knippel,  
Vice-Chairperson  
Dakota County

**Staff Coordinator**

Randall Johnson,  
Metropolitan Council

**Wednesday, January 18, 2006**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

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a) 2005 Accomplishments and Annual Report Theme	<i>action</i> 9
b) 2005 Annual Performance Measurement Report	<i>action</i> 11
c) Update on Council Consideration of MetroGIS Governance and Funding Questions	<i>action</i> 14
d) Non-Government Forum Results & Partnering Guidelines	<i>action</i> 26
e) Strategic Directions Workshop and Business Plan Update	<i>action</i> 27
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b) Status of 2005 Regional GIS Project Proposals	
c) Critique 2005 Regional GIS Project Program / Prepare 2006 Guidelines	
d) Priority Business Information Need Solutions and User Satisfaction Forums	
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b) Coordinating Committee Officers for 2006	
c) Presentations / Outreach / Studies	
d) Metro and State Geospatial Initiatives Update	
e) National/Federal Geospatial Initiatives Update	
f) December 14, 2005 Coordinating Committee Meeting Summary	
<b>8. Next Meeting</b>	
April 19, 2006	
<b>9. Adjourn</b>	

### ***Mission Statement***

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

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MetroGIS Policy Board  
Room 1A, Metropolitan Council's Mears Park Offices  
October 19, 2005**

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Members Absent: None

Coordinating Committee Members Present: Nancy Read (Chairperson), Will Craig, Rick Gelbmann, Jane Harper, Brad Henry, Randy Knippel, and Steve Lorbach.

Visitors: Mark Vander Schaaf (Metropolitan Council), Debra Ehret (MN Dept. of Health), and Carla Coates (Ramsey County).

Support Staff: Randall Johnson, Michael Dolbow, and Steve Fester.

**2. ACCEPT AGENDA**

Member Fiskness moved and Member Pistilli seconded to approve the meeting agenda, as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

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**CERTIFICATE OF APPRECIATION**

Chairperson Reinhardt presented a Certificate of Appreciation to Michael Dolbow for his significant contributions to MetroGIS over the past five years. Mr. Dolbow is member of the Metropolitan Council's GIS Unit and has been of a member of the MetroGIS staff support team for the past five years. He has accepted the position of GIS Coordinator for the Minnesota Dept. of Agriculture and will be leaving the Council and MetroGIS on October 28. In his comments, Mr. Dolbow noted that it has been a pleasure to work for MetroGIS because it is providing nationally recognized leadership to accomplish collaborative solutions to information needs shared by government interests that serve the Twin Cities. He wished the Policy Board well in its future efforts.

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Rick Gelbmann, GIS Manager for the Metropolitan Council, demonstrated a natural resources planning application that the Council's GIS Unit is in the process of developing, entitled "Natural Resources Atlas Application". It runs on ArcReader software, which can be downloaded free of charge. The Council's GIS Unit is creating value by making it easy for the user to obtain a variety of data, which are produced by several organizations, by organizing and bundling it, and creating an easy means to access the it via the ArcReader software. This application is tentatively planned for release next spring.

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## **5. ACTION AND DISCUSSION ITEMS**

### **a) Emergency Preparedness – Proposed Interim Regional Solution Report**

Coordinating Committee Chairperson Read introduced the need for regional interoperability of emergency preparedness-related data with the following scenario. A jet aircraft is having difficulty and dumps fuel before landing. The fuel falls across a three county area. Emergency responders need to assess the impact on water intakes.

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Member Schneider commented that he supports the vision concept as most cities and counties have detailed plans that call for a high level of coordination. He concurred with other members that the plan should seek to obtain recognition at the state level sooner rather than later. He also offered constructive criticism concerning the graphic that illustrates the process, which is included in the agenda materials. The Board concurred with Member Schneider that the graphic needs to focus on demonstrable program-related outcomes familiar and important to policy makers and that the terminology needs to be more aligned with their worlds.

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Member Schneider noted that the presence of accurate data maintained in a system that permits analysis of “what if” scenarios would provide an enormously valuable training tool.

**Motion:** Member Egan moved and Member Delaney seconded, with the understanding that the process graphic will be improved to illustrate program rather than process outcomes, that the Policy Board and, in particular, each county representative:

- 1) Advocate among the leadership of their respective organizations for the next phase of testing and further refinement.
- 2) Offer suggestions for how the proposed roles and responsibilities might work better in their respective organization.
- 3) Authorize Chairperson Reinhardt to sign a letter inviting members of the EP community to attend an outreach event(s) at which the subject interim strategy will be explained and next steps discussed.

Motion carried, ayes all.

**b) Strategic Directions Workgroup and 2006 MetroGIS Work Plan**

Chairperson Reinhardt informed the Board members that she had added this topic to the agenda. The purpose of this item is to suggest that the Board set a target of February 2006 to host the Strategic Directions Workshop that has been postponed to allow the Metropolitan Council to evaluate the value of MetroGIS to its internal operations. She then recognized Member Pistilli, who provided a copy of the Metropolitan Council’s internal evaluation of the MetroGIS initiative to each of the Policy Board members, noting that the document had been printed the day before and had not yet been seen by members of the Metropolitan Council.

Member Pistilli characterized the findings set forth in the evaluation as complimentary to the products of MetroGIS’s efforts. He also noted that the evaluation raises some questions about MetroGIS’s reporting and organizational structures, commenting that, in his opinion, what seems to make MetroGIS work also raises these questions. He commented that he believes that discussion of the cited issues may lead to improvements. Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, briefly commented that the Council’s Audit Committee is scheduled to consider the document on November 2 and that the Council’s Community Development Committee is scheduled to consider it on November 7.

The sentiment expressed by Policy Board members was support for Council’s program evaluation process acknowledging that sufficient public value must be received in return for support of initiatives. In

response to a question from Chairperson Reinhardt, which was echoed by other Board members, Member Pistilli commented that he supports providing Policy Board members an opportunity to provide substantive input into the Council's process from this point on. Member Schneider asked for clarification about how these discussions might affect MetroGIS's 2006 budget. In response, Vander Schaaf and Member Pistilli commented that the Council's proposed 2006 budget maintains at MetroGIS's 2005 funding level, as had been requested by the Policy Board. Member Pistilli and Chairperson Reinhardt agreed to discuss options following the meeting for providing input from the Policy Board to the Council concerning the findings and recommendations presented in its Program Evaluation Report for MetroGIS.

**Motion:** Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

### **c) 2006 Meeting Schedule**

Chairperson Reinhardt summarized the meeting schedule as proposed in the agenda materials.

**Motion:** Member Schneider moved and Member Fiskness seconded to set the 2006 Policy Board meetings dates as January 18, April 19, July 19, and October 18, with the understanding that the Board may elect to meet more often for a particular purpose. The 6:30 p.m. start time was maintained:

Motion carried, ayes all.

## **6. MAJOR PROJECT UPDATES**

**a1-3):** Regional GIS Project Proposals: The Staff Coordinator provided a status update on each of the subject proposals from the materials included in the agenda packet (common web application design, DataFinder Café Upgrade, and fill in incomplete parcel data attributes).

Steve Lorbach, representing St. Paul and the Ramsey County GIS Users Group, noted that he and his constituents support the concept of exploring opportunities to collaborate on common web application needs. He commented, however, that the project should encourage bids for varying systems architectures involving central server designs in addition to distributed server architectures. (*Editor's note: the commentor's reference to a "distributed server architecture" was in response to an application developed for a South Carolina community that the MetroGIS Workgroup had expressed interest in.*) Chairperson Reinhardt instructed staff to pass these comments along to the Workgroup and the Coordinating Committee for their consideration. She also commented that the Policy Board's role had been to affirm the general political legitimacy of the subject project, which is designed to investigate public value that can be achieved if multiple organizations collaborate on a common web application design, and that this affirmation had been granted at the July Board meeting and that design specifications are now under the purview of the Coordinating Committee.

The Staff Coordinator commented that the intent of this project is to seek bids for a variety of systems options to compare and contrast relative to the purposes sought and that to his knowledge the proposed bid specifications are consistent with this objective, but that he would look into the matter before the bid process is initiated.

### **c) Non-Government Perspective Forum**

Member Schneider and the Staff Coordinator updated the Board on preparations in progress for the November 15<sup>th</sup> forum, noting that 19 individuals from 8 targeted interest groups had thus far RSVPed

from a group of 90 individuals who had been targeted as candidate participants. Staff noted that a reminder would be sent on Monday, October 24<sup>th</sup> in hopes of increasing participation of around 30 individuals from as many of the 16 target interest groups as possible. Member Schneider reiterated that the objective of the Forum is to facilitate a combination of brainstorming and education on possibilities for non-government collaboration with government interests to address common information needs.

## **7. INFORMATION SHARING**

Chairperson Reinhardt called attention to three of the Information Sharing Items provided and encouraged the members to review the others on their own. The three items called out were as follows:

### **C) 7: Polaris Mid-Career Achievement Awards**

Chairperson Reinhardt called attention to Rick Gelbmann and Randy Knippel, both members of the Coordinating Committee, having been recently honored at the State GIS/LIS Conference with presentation of this prestigious award. Board members congratulated both and gave them a round of applause.

### **D) 3: Staff Coordinator to Attend Innovations in Governance Program at Harvard**

Chairperson Reinhardt called the Board's attention to the Staff Coordinator having been accepted to attend a one-week program, the beginning of November, at the Kennedy School of Government, Harvard University. The program is entitled "Innovations of Governance" and the focus is on regional collaboration to address important public issues. She noted that the case study proposed by the Staff Coordinator focuses on MetroGIS's collaborative organizational structure and, specifically, benefits that have been attained through its presence, as well as, challenges due to its uniqueness. She commented that from her experience this is not an easy program to be accepted into and that she appreciates the Staff Coordinator's dedication and commitment expressed in pursuing the challenge of participating.

### **D) 6: MetroGIS Leaders Cited in Article about "White Knights"**

Chairperson Reinhardt introduced Will Craig, member of the Coordinating Committee, to talk about an article that he wrote entitled "The White Knights of Spatial Data Infrastructure". He commented that his reason for writing the articles was to explore the internal motivation of several individuals, including the Staff Coordinator and members of the Coordinating Committee, who have provided substantive leadership to MetroGIS and the Minnesota geospatial community. The three common motivating factors identified are idealism, enlightened self-interest, and peer support. He noted that the article has been published in national and local journals, including the summer issue of the CURA Reporter, which he handed out copies of at the meeting.

## **8. NEXT MEETING**

The next meeting is scheduled for Wednesday, January 18, 2006.

## **9. ADJOURN**

The meeting adjourned at 8:35 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*Evacuation Planning for Homeland Defense – U of M Project*

**DATE:** December 27, 2005  
*(For the January 18<sup>th</sup> meeting)*

### **INTRODUCTION**

For the Board's January 2006 meeting, the Coordinating Committee has selected a research project led by Professor Shashi Shekhar with the University of Minnesota. Professor Shekhar will be talking about a project that he has been working on entitled, "Evacuation Planning for Homeland Defense: A Capacity Constrained Routing Approach". (See the attached Presentation Fact Sheet for more information about the subject research project and Professor Shekhar.)

### **BACKGROUND**

An early test case included the evacuation zone around the nuclear power plant located at Monticello. Results from this test case were presented in a congressional breakfast on GIS and Homeland Security in February 2004. General results are applicable to emergency planning activity in the Twin Cities. Mn/DOT used those in a recent project to develop evacuation plans for many scenarios located in the Twin Cities.

The Coordinating Committee has asked Professor Shekhar to talk about how his research might apply to the work of the MetroGIS Emergency Preparedness Workgroup and how regional data solutions available in the Twin Cities as a result of MetroGIS's efforts (e.g., parcels and street centerlines) that are of better accuracy than available for the Monticello project might enhance the application if used in the Twin Cities.

### **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- July 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAP's
- Jan. 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's role in responding to the World Trade Center tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board

## January 18, 2006 Presentation Fact Sheet

### **A. Research Project**

**TITLE:** Evacuation planning for homeland defense: A capacity constrained routing approach

**LEAD PRESENTER:** Prof. Shashi Shekhar  
Computer Science Department, University of Minnesota  
200 Union Street SE #4192, Minneapolis, MN 55455  
(612) 624-8307, fax: (612) 625-0572, email: shekhar@cs.umn.edu

#### **SHORT DESCRIPTION:**

Evacuation route-schedule planning identifies paths and schedules to move at-risk population out to safe areas in the event of terrorist attacks, catastrophes, or natural disasters. Its goal is to identify near-optimal evacuation routes and schedules to minimize evacuation time despite limited transportation network capacity and the possibly large at-risk population. Finding the optimal solution is computationally exorbitant due to the extremely large size of the transportation networks (million nodes and edges) and the limited capacities. We propose novel geo-spatial algorithms to determine competent evacuation plans. Evaluation of our methods for evacuation planning for a disaster at the Monticello nuclear power plant near Minneapolis/St. Paul Twin Cities metropolitan area shows that the new methods lowered evacuation time relative to existing plans by providing higher capacities near the destination and by choosing shorter routes.

#### **FUNDING SOURCES:**

US Army Research Lab (AHPCRC/ARL) is sponsoring the work on use of high performance computing techniques to reduce computation time to produce evacuation plans quickly. Minnesota Department of Transportation sponsored follow-on work to determine contra-flow configurations of the transportation networks to increase outbound capacities and reduce total evacuation time.

#### **COLLABORATORS:**

Collaborators include Mr. QingSong Lu, Mr. Sangho Kim, Ms. Betsy George (all University of Minnesota), Ms. Sonia Pitt, Mr. Robert Vasek, Dr. Eil Kwon, Mr. Mike Sobolesky (all Mn/DOT), and Mr. Daryl Taavola (URS).

### **B. Professor Shashi Shekhar**

Professor Shekhar has recently been named a Distinguished McKnight University Professor at the University of Minnesota. (This is rare honor and comes with a grant of \$100,000 to be expended on their research over the next five years.) He is a professor of Computer Science and Engineering and a world leader in the area of spatial databases, an interdisciplinary area at the intersection of computer science and geographic information science (GIS). Professor Shekhar has a distinguished academic record that includes two books and over 160 refereed papers. He is widely sought after by policy makers in the United States and abroad for his expertise in spatial databases and spatial data mining. Earlier his research developed core technologies behind in-vehicle navigation devices as well as web-based routing services, which revolutionized outdoor navigation in the urban environment in the last decade. See <http://www-users.cs.umn.edu/~shekhar/> and [http://www.grad.umn.edu/faculty-staff/mcknight/distinguished\\_recipients.html](http://www.grad.umn.edu/faculty-staff/mcknight/distinguished_recipients.html)



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson – Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Major Accomplishments in 2005 and Annual Report Theme

**DATE:** December 27, 2005  
(For the Jan 18<sup>th</sup> Meeting)

### **INTRODUCTION**

The Coordinating Committee respectfully requests the Policy Board’s acceptance of:

- A listing of MetroGIS’s most significant accomplishments during 2005, and
- A theme for the 2005 annual report of “how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so”.

### **COORDINATING COMMITTEE CONSIDERATION**

At its December 15<sup>th</sup> meeting the Coordinating Committee unanimously accepted the listing of major accomplishments and the annual report theme as presented in this report.

### **MAJOR 2005 ACCOMPLISHMENTS**

2005 was a productive year in terms of fostering collaboration to address common geospatial needs, notwithstanding the decision to postpone the pending Strategic Directions Workshop. The most significant accomplishments were as follows (*the order is not intended to imply relative importance*):

- Address Standard: Address data standards developed by MetroGIS were used as a prototype for development of a national standard, which have remained largely unchanged.
- Addresses for Occupiable Units: The Policy Board endorsed a vision statement to guide implementation of a regional “addresses of occupiable units” dataset.
- DataFinder Café: Agreement was reached on a technical design and funding to upgrade DataFinder Café.
- E911- Compliant Street Centerlines: The Policy Board endorsed a vision statement to guide implementation of a regional “E911-compliant street centerline dataset”.
- Emergency Preparedness: The Policy Board endorsed an solution for further testing to establish a mechanism for coordinated assembly across the seven county region of a variety of datasets critical to Emergency Preparedness efforts.
- Non-Government Interests: An initiative was launched to explore partnering opportunities with non-government interests to achieve common needs.
- Testimonial: An eighth testimonial to the benefits of MetroGIS’s efforts – City of Roseville/Ramsey County GIS Users Group – was produced.
- U.S. Census Bureau: Agreement was reached with U.S. Census Bureau to use MetroGIS’s regionally-endorsed street centerline data in 2010 Census products.
- Data Distribution and Knowledge Sharing: Performance measures documented continued growth in data distribution activity via DataFinder and use of MetroGIS’s general information website.
- Recognitions: Three substantive recognitions were received from national and international interests:
  - Selected by the Open Geographical Consortium as its top U.S. example of a local/regional geospatial data distribution architecture compatible with achieving the NSDI vision. This recognition is described in a publication entitled “Server Architecture Models for the National Spatial Data Infrastructure (NSDI)”.

- Selected as the only collaborative governance structure in the United States that exhibited “new policy options and institutional structures associated with the formulation and implementation of successful SDI (spatial data infrastructure) initiatives” by Ian Masser, an internationally acknowledged expert in the field in his book “*GIS Worlds – Creating Spatial Data Infrastructures*”, published by ESRI Press.
- Selected by URISA as among its top 6 Exemplary Systems in Government (ESIG) Award recipients.

A detailing listing of year-end project status information, outreach activities, major documents produced, and workgroup and committee meetings conducted is available upon request.

### **2005 ANNUAL REPORT**

The main theme proposed for the 2005 annual report insert is the same as last year: “how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so”. In particular, this past year MetroGIS’s impacts were demonstrated through continued access improvements to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered through MetroGIS’s efforts. Jeanne Landkamer has again agreed to produce the MetroGIS 2005 Annual Report, as she has done for the past several years.

As has been the case for the past three annual reports, the single page, double-sided format, written from Chairperson Reinhardt’s perspective, is proposed. The report would again be distributed in combination with an informational brochure designed to have a shelf life of 2-3 years. A new brochure was produced in 2005. It can be viewed at

[http://www.metrogis.org/about/annual\\_reports/05brochure.pdf](http://www.metrogis.org/about/annual_reports/05brochure.pdf).

### **RECOMMENDATION**

That the Policy Board accept, subject to any desired additions or modifications, the:

- 1) Listing herein of major MetroGIS accomplishments during 2005.
- 2) Proposed theme for the 2005 annual report of “how MetroGIS’s efforts are making a difference and facilitating improvements via e-government while doing so”.



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control  
Staff Contact Randall Johnson (651-602-1638)

**SUBJECT:** 2005 Performance Measurement Report

**DATE:** December 27, 2005  
(For the Jan 18<sup>th</sup> Mtg.)

## INTRODUCTION

The Coordinating Committee respectively requests Policy Board approval of the 2005 MetroGIS Performance Measurement Report (separate document).

## COORDINATING COMMITTEE CONSIDERATION

On December 14, 2005, the Coordinating Committee reviewed the major conclusions presented in a draft version of the subject Report. No additions or modifications were offered. (See the Reference Section for authorizing actions by the Policy Board.)

## MAJOR PERFORMANCE MEASUREMENT FINDINGS AND CONCLUSIONS

The following findings and conclusions represent highlights from more complete descriptions presented in the accompanying 2005 MetroGIS Performance Measurement Report. The four outcome categories presented below are defined in the Performance Measurement Plan, which was adopted in 2002. Metrics for ten individual measures are captured monthly and comprise the data foundation for evaluating progress toward achieving desired outcomes.

The 2005 report presents metrics for comparable data for the ten measures over a three-year timeframe. A sufficient data history is now available to consider setting targets for some or all of the ten measures. If targets are to be set, the exercise should be a component of the Business Plan Update process anticipated to begin mid-to late 2006.

### 1. Ease of Data Discovery and Access

Use of DataFinder, as both an **online data discovery and data delivery tool, continued an upward trend** in 2005. A trend in **preference for online geospatial information queries**, in addition to downloads of data for manipulation on one's own system, is also beginning to emerge. Enactment of an unprecedented, single licensing agreement by the seven metropolitan area counties, which governs access to the regional parcel dataset, resulted in a 65 percent increase in licenses and a corresponding 52 percent increase in parcel data downloads.

Comments: 1) Continued progress needs to be made to accurately account for access to information via Internet-based queries, in addition to data downloads. Improvements planned for DataFinder in 2006 are expected to provide substantially better information for such queries than has been previously available. 2) Additional outreach efforts should be made to encourage data producers, who are not currently using DataFinder, to consider using it to share knowledge of their data holdings and to expedite distribution.

### 2. Data Currency

Each of the **eight endorsed regional data solutions** (see below) was **maintained to the specifications** established by the community. While these solutions only comprise 4.6 percent of the 136 datasets available via DataFinder, they continue to be the most popular data downloaded, comprising over 31 percent of the total downloads. Endorsed regional datasets for which metrics are maintained are as follows (listed in order of popularity in 2005):

<b>Dataset<sup>(1)</sup></b>	<b>Downloads</b>
<b>Parcels</b>	576
<b>Census Demographic Profiles</b>	516
<b>County &amp; Municipal Boundaries</b>	479
<b>Street Centerlines</b>	322
<b>Census Geography (e.g. tracts and blocks)</b>	228
<b>Planned Land Use</b>	208

(1) Eight regional solutions have been enacted by MetroGIS but only six are tracked for purposes of Performance Measurement Reporting. Land Cover is distributed by DNR, its custodian. The Land Cover metadata record is posted on DataFinder but directs the user to DNR's website. The Unique Parcel ID solution is a component of the Regional Parcel Dataset and, thus, not tracked separately.)

Comment: Performance measurement results confirm that MetroGIS's efforts to create sustainable regional solutions to common information needs are improving organizational efficiencies and effectiveness. A topic at the pending Strategic Directions Workshop should address whether additional regional solutions should be investigated.

### **3. Internal Efficiencies, Level of Cooperation**

**Ten stakeholder organizations are now performing 23 distinct primary and regional custodian roles** in support of eight endorsed regional solutions to common information needs, a one-stop, Web-based data discovery and distribution mechanism (DataFinder), and a forum to foster collaboration.

Comment: Sustaining long-term solutions to common information needs requires all parties to attain a level of comfort that their respective contributions are less than the cost of pursuing solutions on their own and a level comfort with one and other's contributions. The Metropolitan Council's 2005 Evaluation and Audit of MetroGIS raised questions in these regards. These questions must be resolved to the satisfaction of all core stakeholders to sustain the solutions that are currently in place and before any additional solutions are contemplated.

### **4. Decision Making, Service Delivery**

Currently, the only means measure this outcome is via qualitative stakeholder testimonials. An eighth such testimonial, from the City of Roseville, was produced in 2005. Like the seven organizations that have been past subjects, the City of Roseville **attributes efficiency improvements** in its internal decision support and **service delivery enhancements to MetroGIS's efforts**. The Metropolitan Council's 2005 independent evaluation of MetroGIS's efforts corroborated internal efficiencies that other organizations have reported in their testimonials.

As in the past, those entities using DataFinder the most were academic institutions of higher learning and state, regional, and local government interests. Dakota County and Hennepin County are again listed among the top 25 download recipients, with activity at essentially the same level as in 2004.

Comment: User testimonials should continue to be developed.

### **RECOMMENDATION**

That the Policy Board accept, subject to any desired additions or modifications, the MetroGIS 2005 Performance Measurement Report, dated December 23, 2005.

## REFERENCE SECTION

### PAST POLICY BOARD ACTIONS

- 1) April 10, 2002: The Policy Board adopted a Performance Measurement Plan ([www.metrogis.org/benefits/perf\\_measure](http://www.metrogis.org/benefits/perf_measure)) to more clearly state expected accomplishments, demonstrate accountability for results, and support continuous organizational improvement.
- 2) January 29, 2003: The Policy Board asked staff to prepare an annual performance measures report to share with it along with recommendations for any suggested changes in policy or procedures to address needs identified via analysis of performance measures data.



**To:** MetroGIS Policy Board

**From:** Policy Board Chairperson Reinhardt (651-266-8363)  
Policy Board Member Pistilli (763-493-9071)

**Subject:** Update on Council Consideration of MetroGIS Governance and Funding Questions

**Date:** January 11, 2006  
(For Jan. 18<sup>th</sup> Meeting)

## INTRODUCTION

This report was added to the agenda at our request, as members of the Policy Board. Its purpose is to share information with the Policy Board about MetroGIS's involvement in the Metropolitan Council's process to address recommendations presented in the recent MetroGIS Program Evaluation and Audit Report. [A copy of the report can be reviewed at [http://www.metrogis.org/teams/cc/meetings/05\\_1214/mc\\_eval.pdf](http://www.metrogis.org/teams/cc/meetings/05_1214/mc_eval.pdf). A brief summary of major topics addressed in the report is also provided in the Reference Section, Item 1.]

In our capacities as Policy Board Chairperson and the Metropolitan Council's representative to the Policy Board, we jointly support the Council's position that we (core stakeholders) need to ensure that the community concurs on future directions for MetroGIS and on the manner in which MetroGIS conducts its business. The former (future directions) is the purpose of the Strategic Directions Workshop that is tentatively scheduled for later this year (see Agenda Item 5e). The latter is the subject of this report.

The Council's Program Evaluation of MetroGIS raises several governance-related questions for further investigation. It is our belief that these questions must be resolved before the Strategic Directions Workshop is held, as the Workshop's purpose is about accomplishments and outcomes not process and governance. It is also our continuing belief that through MetroGIS's efforts, several effective regional solutions to common geospatial needs have been realized, providing evidence that current MetroGIS core functions are working.

## PREVIOUS ACTIONS

At the Policy Board's October 2005 meeting, Member Pistilli, acting in his capacity as the Council's representative to the Policy Board, briefly summarized the findings presented in the Report. Since the Report had not been available prior to the meeting, the findings and recommendations were not discussed in any detail. Member Pistilli made a point, however, of stating that the document was complimentary to MetroGIS, in that the overall conclusion is that MetroGIS is benefiting the Council and the region. He also mentioned that several governance-related questions were raised in the Report for further investigation. Policy Board members were assured they would be involved in the decision making process to address these questions. (See Item 2 in the Reference Section for an excerpt from the Policy Board's meeting summary.)

At the direction of the Policy Board to remain involved in the developing process, Commissioner Reinhardt, in her capacity as Policy Board Chairperson, attended and briefly addressed the Metropolitan Council's Community Development Committee (CDC) on December 19, 2005. Her impression of the discussion by the Councilmembers was a positive one. The CDC Chair and other Committee members reinforced their intent to involve the MetroGIS Policy Board and other interested stakeholders in the process. Discussion of specifics was deferred to the CDC's next meeting, which occurred on January 10<sup>th</sup>. Prior to the meeting, Commissioner Reinhardt submitted a written request to allow a member of the Coordinating Committee, to participate in the process as a technical resource. She also respectfully requested modification of the meeting schedule to accommodate existing commitments.

## **RESULTS OF JANUARY 10TH COMMUNITY DEVELOPMENT COMMITTEE MEETING**

The Community Development Committee of the Metropolitan Council met on January 10, 2006. Procedures recommended by Council management were discussed regarding resolution of governance and funding-related questions raised in the Program Evaluation and Audit Report. There was insufficient time to summarize the CDC's consideration of the recommended procedures, so Commissioner Reinhardt and Councilmember Pistilli intend to update the Policy Board at its January 18<sup>th</sup> meeting.

## **PREPARATIONS FOR PENDING CDC WORKGROUP CONSIDERATION**

1. **Coordinating Committee Recommendation:** On December 14, 2005, Metropolitan Council management summarized the findings and recommendations presented in the Report to the MetroGIS Coordinating Committee. After a lengthy discussion, the Committee agreed to forward the following recommendations to the Policy Board for its consideration as it engages in discussions with Council representatives concerning governance and funding of MetroGIS (an excerpt from the Committee's meeting summary is provided in the Reference Section):

- Accept the four (4) recommendations presented in the Metropolitan Council's Audit Report for MetroGIS, as described at this meeting (December 14<sup>th</sup> meeting of Coordinating Committee) by Mark Vander Schaaf.
- Recommend that the (MetroGIS's) current structure be maintained, and
- Encourage the Metropolitan Council to involve MetroGIS stakeholders in the dialog as it examines options.

Several Committee members also submitted written comments directly to Policy Board member Pistilli following the Committee meeting. Member Pistilli asked Committee members to share their comments with him to help him prepare for discussions pending among Councilmembers.

2. **Evaluate Current MetroGIS Governance Characteristics.** In preparation for pending CDC Workgroup dialogue to address governance concerns raised in the Report, creation of a MetroGIS workgroup is suggested to evaluate any options to change the current MetroGIS governance characteristics (Appendix A). This workgroup should include policy makers and managers who have been active in MetroGIS efforts and who have a clear understanding of its objectives, functions, accomplishments, and challenges. This group should convene as quickly as possible and identify current characteristics that should remain intact.

## **RECOMMENDATION**

That the Policy Board:

- 1) Authorize creation of a MetroGIS workgroup, as defined herein, to evaluate current MetroGIS governance characteristics and offer its recommendations to MetroGIS's representative to the CDC workgroup as quickly as possible.
- 2) Be provided with e-mail updates through MetroGIS's representative(s) to the CDC workgroup as its work progresses. The updates should also be sent to the Coordinating Committee.

## REFERENCE SECTION

### *1. Excerpt from December 14, 2005 Coordinating Committee Meeting Summary*

#### **5b) Metropolitan Council's Program Evaluation and Audit of MetroGIS**

Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, introduced himself and commented on his ties to the GIS community while with the City of St. Paul, which included holding the position of GIS Coordinator and serving as chair of the Ramsey County GIS Users Group. He also noted that he had participated in MetroGIS forums and had served as a member of the Coordinating Committee, representing large cities. He then prefaced his remarks by noting that the Council's Evaluation and Audit Report was the source of most of the comments that he would be making and that much of the slide presentation had been created by the Director of the Council's Audit and Evaluation Unit for a presentation on November 7<sup>th</sup> to the Council's Community Development Committee. ([Click here](#) for the presentation slides and [click here](#) to review the Audit Report.)

The presentation began with an overview of the origins of MetroGIS, from the Council's perspective, and a summary of value received by the Council from MetroGIS's efforts. Vander Schaaf then commented on several "potential scenarios" identified in the Report regarding the future of MetroGIS:

- Maintain The Current Structure,
- Cost Sharing For MetroGIS Data,
- Withdrawal Of Council Funding,
- Policy Board As Advisory To The Council, and
- Create A Fee Structure (Non-Government Access) For MetroGIS.

Vander Schaaf then summarized four recommendations presented in the Report:

1. Assess the positive and negative attributes of the options and determine the optimal placement of MetroGIS and its relationship and reportability to the Council.
2. Financial accountability measures for MetroGIS should be established and practiced.
3. The Council should continue to evaluate its role, products and cost-effectiveness of MetroGIS on an ongoing basis.
4. A clear delineation of roles and responsibilities between the Council and the parties involved in MetroGIS should be documented to ensure that all parties understand their role in MetroGIS.

Vander Schaaf concluded his presentation by commenting on proposed immediate next steps, which includes discussion by the Council's Community Development Committee on Monday, December 19, of a roadmap and timeline for acting on the cited recommendations.

Committee members were asked if they had any questions or comments.

Vice Chairperson Knippel asked for clarification of Council's philosophy about providing leadership and fostering collaboration toward regional solutions that benefit the region as a whole. Knippel encouraged the Council to address this question before launching into a discussion of specifics about MetroGIS. He also noted that he believes that the Audit Report tries to describe MetroGIS in black and white terms and in so doing does not account for the significant benefit from gray areas (intangibles) that are not easily quantified. He offered the example of the Council's current support of a forum to foster regional debate and agreement among all key stakeholders on standards and best practices, noting that this forum has established a trusted cooperative environment that, in turn, is paying dividends beyond the data involved. He also noted that knowledge sharing, which is a core function of MetroGIS, stimulates technology innovations that are resulting in improved effectiveness and efficiencies, also not easily captured in a black and white format (quantifiable inputs and benefits).

Craig agreed, but added comments about the value of MetroGIS to the image of the Metropolitan Council. His survey work, cited in the Audit Report, documented the value that MetroGIS participants placed on the

process of being involved in these collaborative activities. Through MetroGIS activities they have come to know and respect others across the region, something that has been invaluable in their own work. They know that MetroGIS is supported by the Metropolitan Council and their image of the Council has improved greatly as a result of MetroGIS activities.

Claypool concurred that the region is a big winner, greatly benefiting from the standards that have been enacted and the duplication of effort that has been eliminated through collaboration to address mutual needs. He also made a point of stressing that the counties have made larger investments than the Council for development of geospatial data.

Claypool then called attention to a few conclusions presented in the Audit Report that he believes demonstrate that the author(s) does not understand MetroGIS well enough to make such statements. He also noted his disappointment that the Scenarios had a negative tone, given the vast benefits to the region and the Council over the past ten years that can be attributed to MetroGIS's efforts. He concurred with Craig that the Council's image has greatly improved over the past ten years among local units of government, due in large part, to the collaborative environment fostered via MetroGIS's efforts; efforts which most stakeholders associate with the Council's support to foster the desired collaboration. He emphasized that ten years ago local government generally viewed the Council as bothersome, but that the situation is much different today. Not only are inter-organizational relationships vastly improved but also is the availability of data critical to effectively planning and operating regional systems. He stated that he is especially troubled by the reference in the Report that the Council might not be part of solutions that evolve through MetroGIS's efforts. He suggested that those responsible for this observation need to educate themselves on how decision making is actually conducted within the MetroGIS community. The Council has always been and is expected to remain a respected key stakeholder along with several others. Claypool concluded his remarks by offering a solution to keep the spirit of regional collaboration alive, should the Council decide its participation is no longer desirable. He believes that if such a situation were to arise that the counties would likely create a consortium with which the Council could negotiate to obtain the data they need from the counties.

Laumeyer commented that accomplishments of MetroGIS make his job much easier and speaking generally on behalf of other users, stated these accomplishment are resulting in a huge benefits to the region. He also noted that the Council should take pride in the cutting edge efforts of MetroGIS, efforts that have received national and international attention and awards.

Chairperson Read commented that one of the reasons MetroGIS has been successful is that the participants are doing things they have to do anyway but realized they can be more effective over the long term through collaborative solutions. As a result, she believes it is difficult to separate her work in MetroGIS initiatives from her work on related internal projects. She questioned how the Council's GIS staff were going to be able to accomplish the recommendation to segregate and track financial information regarding support of MetroGIS. She also noted that at the November 15 forum "Beyond Government Users: Future Directions for MetroGIS" she had recognized a reoccurring theme that the non-government community is mobilizing more and more to integrate GIS technology into their respective operations and, as such, are looking for more sources of reliable geospatial data.

Knippel reemphasized that applying a traditional business analysis model to government is flawed because the entities involved are not independent, competing against one another. Rather, government interests that serve the Twin Cities all have the same clients/stakeholders – the taxpayer - and all have a stake in the successfulness of the region. He emphasized that a structure/philosophy is needed that can achieve and sustain inter-governmental cooperation that, in turn, produces benefits for the whole by looking beyond the interests of individual organizations. He closed by reiterating an earlier observation that the Report seems to be very narrowly defined and ignores intangibles (gray areas) whose benefits are sizable.

Wencl stated that from the perspective of the National Spatial Data Infrastructure (NSDI) and its primary sponsor, the Federal Geographic Data Committee, MetroGIS is a working example of the type of successful regional mechanism needed to achieve the vision of the NSDI. He concurred with Craig and Knippel that the

Council is receiving a good deal of credit for its investment to support MetroGIS's efforts to foster collaboration. He also noted that NSDI proponents view the existence of the Policy Board as a major reason for MetroGIS's success. Wencil concluded his remarks by stating that the State of Minnesota should follow MetroGIS's lead and create a complementary mechanism capable of creating and sustaining statewide solutions to common information needs.

Craig commented that in some respects this Report is inconclusive in that it does not take into account intangibles, in particular, benefits to the region as a whole. He also noted that it is difficult to clearly articulate a response to the Council's question "where do we go from here" because the Strategic Directions Workshop has not been held.

Henry postulated that if the Council were to withdraw its funding that the collaborative environment would diminish. He asked the Council representatives if the Council wants the community to revert to the situation that existed when MetroGIS launched, no standards and significant duplication of effort. Vander Schaaf affirmed that the Council does not want the community to revert to the pre-MetroGIS environment. Henry followed with a statement that he believes that the cost to the Council to obtain data it needs from others and put it to use on its own would be more expensive than its cost to support MetroGIS's "foster collaboration" function.

Knippel followed with a question about how MetroGIS can best provide formal feedback to the Council's Evaluation and Audit Report, noting that he believes MetroGIS leadership should pursue an active role in the pending discussions about the recommendations and next steps outlined in the Report. He asked again that before dialogue is initiated on the Report's recommendations, that the Council reach agreement, at a policy level, regarding its interest and willingness to foster a collaborative environment to address common needs important to the region. Claypool emphasized that all affected parties need to be part of the discussions and that the current philosophy of an equal voice among the parties is critical to sustaining effective solutions.

**Motion:** Craig moved and Givens seconded to encourage the MetroGIS Policy Board to:

- Accept the four (4) recommendations presented in the Metropolitan Council's Audit Report for MetroGIS, as described at this meeting by Vander Schaaf.
- Recommend that the current structure be maintained, and
- Encourage the Metropolitan Council to involve MetroGIS stakeholders in the dialog as it examines options.

Motion carried: Nays-0, Ayes-13, Abstain-2 (Gelbmann and Vander Schaaf to avoid conflict of interest)

## ***2. Excerpt from October 29, 2005 Policy Board Meeting Summary***

### **5b) Strategic Directions Workgroup and 2006 MetroGIS Work Plan**

Chairperson Reinhardt informed the Board members that she had added this topic to the agenda. The purpose of this item is to suggest that the Board set a target of February 2006 to host the Strategic Directions Workshop that has been postponed to allow the Metropolitan Council to evaluate the value of MetroGIS to its internal operations. She then recognized Member Pistilli, who provided a copy of the Metropolitan Council's internal evaluation of the MetroGIS initiative to each of the Policy Board members, noting that the document had been printed the day before and had not yet been seen by members of the Metropolitan Council.

Member Pistilli characterized the findings set forth in the evaluation as complimentary to the products of MetroGIS's efforts. He also noted that the evaluation raises some questions about MetroGIS's reporting and organizational structures, commenting that, in his opinion, what seems to make MetroGIS work also raises these questions. He commented that he believes that discussion of the cited issues may lead to improvements. Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan

Council, briefly commented that the Council's Audit Committee is scheduled to consider the document on November 2 and that the Council's Community Development Committee is scheduled to consider it on November 7.

The sentiment expressed by Policy Board members was support for Council's program evaluation process acknowledging that sufficient public value must be received in return for support of initiatives. In response to a question from Chairperson Reinhardt, which was echoed by other Board members, Member Pistilli commented that he supports providing Policy Board members an opportunity to provide substantive input into the Council's process from this point on. Member Schneider asked for clarification about how these discussions might affect MetroGIS's 2006 budget. In response, Vander Schaaf and Member Pistilli commented that the Council's proposed 2006 budget maintains at MetroGIS's 2005 funding level, as had been requested by the Policy Board. Member Pistilli and Chairperson Reinhardt agreed to discuss options following the meeting for providing input from the Policy Board to the Council concerning the findings and recommendations presented in its Program Evaluation Report for MetroGIS.

**Motion:** Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

## ATTACHMENT A

December 1, 2005

### COLLABORATIVE (GOVERNANCE) CHARACTERISTICS THAT CREATE PUBLIC VALUE (Collaboration To Address Common Geospatial Needs)

CHARACTERISTIC		CURRENT STRUCTURE	OPTION X
<b>Outcome / Value Proposition</b>			
	<b>Improved efficiency of stakeholder operations</b> (decision-making, service delivery, and infrastructure management) through use of community-defined regional solutions to common geospatial needs, that substantially reduce time and effort required to discover existing data, obtain data from others, manipulate data obtained from others prior to use, and move the dialogue from debate over data sources to substantive policy needs and opportunities.	<b>X</b>	
	<b>Minimized duplication of effort among stakeholder interests</b> and lowest cost for the taxpayer by leveraging investments in geospatial technology, data, and application development of others. <i>Build once, share many times.</i>	<b>X</b>	
	<b>Improved trust and mutual understanding</b> among government interests serving the Twin Cities through frequent opportunities to collectively define regional solutions to common geospatial needs and share knowledge with colleagues and peers.	<b>X</b>	
	<b>Enhanced stakeholder GIS-related programs</b> and capabilities through sharing of technology, data, and proven practices.	<b>X</b>	

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>	<b>OPTION X</b>
	<b>Local geospatial needs</b> , best practices, and data resources are reflected in state and national geospatial initiatives through involvement in policy and program development with similar objectives beyond the Twin Cities.	<b>X</b>	
	<b>Improved responsiveness of participant operations to changing expectations</b> of their clients through support of an environment that encourages knowledge sharing and innovation.	<b>X</b>	
<b>Authorizing Environment</b>			
	Common priority information needs (at minimum for essential stakeholders) are defined by the community, not any particular interest(s).	<b>X</b>	
	Policy makers (from all essential participants) are the keepers of a widely participatory process, ensuring all relevant and affected parties are involved in decision making, dominated by none.	<b>X</b>	
	A favorable “political reality check” is obtained from all affected interests when endorsing common geospatial priorities, related organizational policy, and regional solutions to address priority needs.	<b>X</b>	
	Policy makers, representing all essential stakeholders, establish regional geospatial and related organizational policy needed to address common priority needs. Policy making critical to achieve long-term objectives is consensus-based e.g., custodial roles and responsibilities, desired best practices, data standards.	<b>X</b>	
	Existing investments are leveraged to measurably improve service provisions and decision making community-wide.	<b>X</b>	
	Effective inter-organizational relationships are nurtured at the policy, management, and technical levels critical to sustaining long-term collaborative solutions.	<b>X</b>	

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>	<b>OPTION X</b>
	Policymakers advocate (champion) regional geospatial policy within their respective organizations and among their peers.	<b>X</b>	
	Champions at the policy, management, and technical levels are nurtured within essential stakeholder organizations by sharing benefits possible through participating in collaborative solutions to achieve common needs.	<b>X</b>	
	A Performance Measurement Program is supported to ensure that performance toward established public value-based outcomes is continually monitored and modifications are made, as needed, to maintain relevancy to essential stakeholders.	<b>X</b>	
<b>Operating Capacity</b>			
	Regional geospatial solutions effectively bundle and coordinate operational capacity across multiple organizations, as if a single enterprise, to collaboratively meet common needs that can not be met by any single organization. <i>(See Attachment B for 23 roles shared by ten MetroGIS stakeholders as of November 2005.)</i>	<b>X</b>	
	Coordinated regional geospatial solutions effectively increase access to, and use of, trusted, reliable and current geospatial data needed to support a wide variety of stakeholders' internal business needs.	<b>X</b>	
	Widely supported solutions to priority common geospatial needs of all essential stakeholders are efficiently and effectively sustained through institutionalizing custodian roles and responsibilities pertaining to geospatial data capture, maintenance, documentation and distribution.	<b>X</b>	
	Voluntary acceptance of community-defined custodial roles and responsibilities fosters an ethic of interdependence and cooperation, as well as, results in the best available data practices at the least cost to the taxpayer.	<b>X</b>	

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>	<b>OPTION X</b>
	Organizations with the greatest internal need voluntarily support custodian roles and responsibilities for endorsed regional solutions.	<b>X</b>	
	Collaboration to support custodian roles must cost the host organization(s) less than satisfying the particular information need in a non-collaborative environment.	<b>X</b>	
	Contributions to sustaining regional solutions include funding, human resources, data, equipment or combination thereof	<b>X</b>	
	Custodian organizations are free to achieve regionally-endorsed solutions (community endorsed deliverables) in a manner consistent with their internal needs.	<b>X</b>	
	Equity of contribution (to sustain a regional solution to a common geospatial need) is measured relative to internal benefit to the particular custodian, not organization to organization. (E.g., if a collaborative solution is less expensive than accomplishing an internal need on one's own, equity is achieved).	<b>X</b>	
	No organization is expected to perform a custodial role for the community for which they do not have an internally acknowledged business need or do not have sufficient resources.	<b>X</b>	
	<u>Point of note and topic for policy discussion:</u> Positive feedback from the participants of the forum hosted by MetroGIS on November 15, 2005 to seek partnering suggestions from non-government entities is a sign of MetroGIS's maturity and a realization that further effectiveness to achieve common needs may be possible by partnering beyond the government community.		

## ATTACHMENT B

### Contributions to Support MetroGIS Endorsed Regional Solutions

**(Last Updated: November 17, 2005)**

<b>Established Partnerships</b>	<b>Summary of Collaborative Roles</b> (Bundling Operational Capacity Across Organizations to Address Common Priority Needs)
<i>10 organizations have assumed a total of 23 roles in support of endorsed regional solutions to common geospatial related needs of the community.</i>	
(2 roles) <b>County: Anoka</b> Parcels	Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see <a href="http://www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf">www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf</a> )
County/MCD Boundaries)	Produce and maintain boundary data, submit quarterly updates to regional custodian (Council) in regional format. For detailed roles see <a href="http://www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf">www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf</a> )
(2 roles) <b>County: Carver</b> (Parcels, County/MCD Boundaries)	(All seven counties have agreed to assume responsibility for the same roles and responsibilities concerning the region parcel and city/county boundaries datasets. Their combined level of support is estimated to involve <b>20+ FTE</b> . This effort includes surveyors, assessors, and GIS staff.)
(2 roles) <b>County: Dakota</b> (Parcels, County/MCD Boundaries)	(Counties use these data to manage property-related records and to support their tax collection responsibilities.)
(2 roles) <b>County: Hennepin</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Ramsey</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Scott</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Washington</b> (Parcels, County/MCD Boundaries)	
(1 role) <b>DNR - Land Cover</b>	Manage regional database and collaborative process to acquire land cover data compatible with agreed upon data content standards. DNR uses this database to support a number of its metro area natural resources and wildlife management programs. Annual support is about <b>.5 FTE</b> . (For detailed roles see <a href="http://www.metrogis.org/data/datasets/land_cover/policy_summary.pdf">www.metrogis.org/data/datasets/land_cover/policy_summary.pdf</a> )

(1 role) <b>University of Minnesota Population Center</b> (Socioeconomic Characteristics)	Manage content of Socioeconomic Resources Website at <a href="http://www.datafinder.org/mg/socioeconomic_resources/index.asp">www.datafinder.org/mg/socioeconomic_resources/index.asp</a> . Annual support is about <b>.2 FTE</b> . (For detailed roles <a href="http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf">www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf</a> )
(7 roles) <b>Metropolitan Council</b> (Three categories: data management, data distribution, and fostering regional collaboration)	<ul style="list-style-type: none"> <li>▪ Annual support for <b>DataFinder and regional data custodian roles, combined about 1.25 FTE</b>.</li> <li>▪ 2005 budget to support <b>Foster Collaborative Environment: 1.75 FTE and \$86,000</b>.</li> </ul>
⇒ Census Geography data	Produce census geography data at time of decennial census that align with other locally produced foundation geospatial data.  (For detailed roles see <a href="http://www.metrogis.org/data/datasets/census/policy_summary.pdf">www.metrogis.org/data/datasets/census/policy_summary.pdf</a> )
⇒ County/MCD Boundary data	Assemble boundary data produced by counties into regional dataset.  (See County Boundaries above for the specific roles)
⇒ Planned Land Use data	Develop and manage regional dataset.  (For detailed roles see <a href="http://www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf">www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf</a> )
⇒ Parcel data	Assemble parcel data produced by counties into regional dataset.  (See County Parcels above for the specific roles.)
⇒ Street Centerline data	Contract with The Lawrence Group to maintain data to desired specifics.  (For detailed roles see <a href="http://metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf">metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf</a> )
⇒ DataFinder (one-stop, Web-based, data distribution portal)	Maintain DataFinder and DataFinder Café's hardware and software platform and update metadata posted on DataFinder.  (For details see Section 1.3.2 - <a href="http://www.metrogis.org/about/business_planning/bplan_0305.pdf">www.metrogis.org/about/business_planning/bplan_0305.pdf</a> )
⇒ Foster Collaborative Environment ( <i>regional solutions to common geospatial needs</i> )	Facilitate collaborative decision-making structure, including business planning, performance measures activities, and agreements, as well as, outreach and advocacy efforts to encourage use of and feedback about adopted solutions and best practices.  (For details see Section 1.3.2 - <a href="http://www.metrogis.org/about/business_planning/bplan_0305.pdf">www.metrogis.org/about/business_planning/bplan_0305.pdf</a> )
<b>(Total of 23 roles supported by 10 different organizations)</b>	



**TO:** MetroGIS Policy Board  
**FROM:** Policy Board Member Schneider  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Non Government Forum Results and Partnering Guidelines  
**DATE:** December 30, 2005 (For the January 18<sup>th</sup> meeting)

### **INTRODUCTION**

Based on the identification of a number of meaningful collaborative opportunities that were identified at the November 15<sup>th</sup> “Beyond Government Users” forum, the Policy Board is respectfully requested to support the recommendation of the Coordinating Committee to host a “Geospatial Technology Possibilities” forum and approve principles to guide future discussions to investigate collaborative opportunities with non-government interests in addressing common geospatial needs.

### **BACKGROUND**

On November 15<sup>th</sup>, MetroGIS hosted the “Beyond Government Users: Future Directions for MetroGIS”. The Policy Board requested the hosting of this forum at its April 2005 meeting. The results of this forum and a proposed “Geospatial Technology Possibilities” Forum, recommended by the Coordinating Committee at its December 2005 meeting, are intended to provide important foundation information for the pending MetroGIS Strategic Directions Workshop (Agenda Item 5e).

The Forum summary report can be viewed at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf). Twenty-nine individuals attended, representing 27 for-profit and 2 non-profit interests. The attendees concluded that collaborative opportunities with government interests should be investigated in three topical areas:

- How can we work together to reduce costs?
- What innovations can we work together to develop?
- How can we promote a statewide GIS cooperative effort?

Forty-five candidate ideas were identified for consideration within these three topical areas.

### **DISCUSSION**

The proposed next step is to engage the Coordinating Committee and participants of the November 15<sup>th</sup> forum to define and carry out a process to decide which of the 45 identified ideas have the most promise and evaluate the creation of an ongoing joint committee to flush out in more detail future cooperative efforts. However, before discussions begin, agreement is sought from the Policy Board on a few guiding principles to manage expectations. They are as follows:

- 1) Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
- 2) Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- 3) Contributions can comprise of funds, data, equipment and/or people.
- 4) Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

### **RECOMMENDATION**

That the Policy Board:

- 1) Support the recommendation of the Coordinating Committee to host a “Geospatial Technology Possibilities” forum, and
- 2) Approve the above-cited principles, subject to any desired additions or modifications, to guide pending talks with non-government interests who wish to further investigate collaborative opportunities with government interests in addressing common geospatial needs.



**To:** MetroGIS Policy Board

**From:** Policy Board Chairperson Reinhardt  
Staff Contact: Randall Johnson (651-602-1638)

**Subject:** Strategic Directions Workshop / MetroGIS Business Plan Update

**Date:** January 4, 2006  
(For Jan. 18<sup>th</sup> Meeting)

## INTRODUCTION

Acting in my capacity as Policy Board Chairperson, I am requesting Policy Board affirmation of the following proposals regarding preparations for the MetroGIS Strategic Directions Workshop and Business Plan Update initiatives:

- Set a tentative target timeframe of fall 2006 for the MetroGIS Strategic Directions Workshop.
- Resolve questions raised about MetroGIS's governance (in the Council's October 2005 Program Evaluation and Audit Report) before hosting the MetroGIS Strategic Directions Workshop.
- Investigate the realm of geospatial technology possibilities in preparation for the Strategic Directions Workshop at the same time that MetroGIS governance preferences are being discussed.
- Set a tentative target of the Policy Board's April 2007 meeting to receive an updated MetroGIS Business Plan.

## PREVIOUS POLICY BOARD CONSIDERATION

At its October 2005 meeting, the Policy Board decided to defer to its January 2006 meeting the setting of a date for the MetroGIS Strategic Directions Workshop. The members wanted to better understand implications of the Metropolitan Council's Program Evaluation and Audit Report regarding MetroGIS before it set a date for the Strategic Directions Workshop. (See Agenda Item 5c for more information.)

## "GEOSPATIAL TECHNOLOGY POSSIBILITIES" FORUM SUBSEQUENTLY PROPOSED

At its December 2005 meeting, the Coordinating Committee concluded that MetroGIS should investigate the realm of geospatial technology possibilities prior to hosting the subject Strategic Directions Workshop. This "possibilities" forum is tentatively targeted for April or May 2006. (See Agenda Item 5d in which Board acceptance of this concept is requested). The current concept involves inviting 2-3 national/internationally-respected geospatial visionaries to offer their perspectives and then break into theme-based groups to ask questions to gain a better understanding of cited possibilities. All agreed that up-to-date knowledge of geospatial technical possibilities and where the geospatial industry is generally headed are critical to achieving a successful Strategic Directions Workshop.

## TIMING OF STRATEGIC DIRECTIONS WORKSHOP

Following the determination that a Geospatial Technology Possibilities Forum should be hosted before the Strategy Directions Workshop, staff evaluated hosting the latter in May 2006. The conclusion was that regardless of whether it is held in late spring or fall 2006, the subsequent Business Plan Update process will not be complete until after core stakeholders have completed their respective 2007 budget preparation processes. Therefore, setting a target of fall 2006 for the Strategy Directions Workshop is suggested to give staff a couple of additional months to synthesize the results of the "Possibilities" Forum prior hosting the Strategy Directions Workshop.

## DISCUSSION

In my discussions with MetroGIS leadership and staff over the past few months, there appears to be general acknowledgement that governance and organizational questions raised in the Metropolitan

Council's recent Program Evaluation and Audit Report about MetroGIS should be resolved before hosting the Strategic Directions Workshop. They also acknowledge that the focus of the Strategic Directions Workshop is intended to be on geospatial program outcomes, not governance aspects of MetroGIS. Finally, there also appears to be general acknowledgement that investigation of geospatial possibilities should proceed simultaneously with dialogue on organizational/governance preferences for MetroGIS.

**RECOMMENDATION**

That the Policy Board affirm the four proposals outlined in the Introduction to this report pertaining to preparations for MetroGIS's Strategic Directions Workshop and Business Plan Update initiatives.



**TO:** MetroGIS Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Letter of Support Requested for Federal Grant Application

**DATE:** January 9, 2006  
(For the January 18<sup>th</sup> meeting)

## INTRODUCTION

Several MetroGIS stakeholder organizations respectfully request the Policy Board to authorize Chairperson Reinhardt to sign a letter of support for a federal geospatial technology grant application that they are developing. MetroGIS's role would be limited to assisting with communication needs and providing a forum for the vetting of any policy decision making necessary to achieve the desired outcome – both consistent with MetroGIS's core functions. No project funding from MetroGIS's resources is requested.

The written request submitted seeking MetroGIS's support is attached. The letter of support that would be signed by Chairperson Reinhardt will be draft once the application is nearer to completion.

## PROPOSAL INFORMATION

**Proposal Objectives:** The subject proposal would serve two primary purposes:

1. Several metro area counties, the Metropolitan Mosquito Control District, and the Metropolitan Airports Commission are interested in exploring whether they can cooperatively develop and support a common web-based application, using open-source software, that initially would be used to query parcel related data, along with other agency-specific data. The project concept is similar to that proposed last year for a Regional GIS Project funding via MetroGIS. However, since no MetroGIS funds are required, the problems encountered with the previous proposal have been overcome.
2. A partnership, with a geospatial data collaborative that serves the Fargo-Moorhead Metropolitan Area, is also proposed.

**Granting Agency:** The subject grant competition is funded by the Federal Geographic Data Committee (FGDC) for projects that further the vision of the National Spatial Data Infrastructure (NSDI). The maximum amount available is \$75,000. MetroGIS-related projects have been the recipients of three previous FGDC grants for a total award of in excess of \$166,000.

## Application Specifics

1. The application submittal deadline is February 1, 2006.
2. As of this writing, the applicants had not finalized their project specifications and budget. MetroGIS staff have been assured that the required local funding match will be provided by the organizations that will be directly involved in the project. One of the proposers will also serve as the responsible unit of government.

## BENEFITS TO THE METROGIS COMMUNITY

Award of this grant would be valuable to the MetroGIS community from at least four perspectives:

- 1) The applicants are proposing to use "open source" technology, in particular Minnesota MapServer that was initially developed at the University of Minnesota, to provide the desired Internet-based application capability. This project would provide valuable research and development experience for the MetroGIS community.
- 2) The grant application requirements mandate that Web Feature Service (WFS) technology must be a component of all proposals. WFS technology is expected to play an increasing important role in

application development to address common needs. E.g., achieving the Board's adopted vision for the Addresses of Occupiable Units Regional Dataset requires use of WFS technology. As such, this project would provide valuable research and development experience for the MetroGIS community.

- 3) One of the key elements of the proposal involves the on-line viewing and querying of GIS data. MetroGIS has previously identified a need for unified policy in this regard. The vetting of these issues among the agencies directly involved in the grant project should provide valuable information toward addressing the matter on a regional basis.
- 4) This proposal provides a somewhat rare and important opportunity to collaborate with another region to share expertise and resources. MetroGIS staff reached conceptual agreement in 2001 with the State of New York to collaborate on the development of what became DataFinder Café. Unfortunately, that partnership never materialized given the changes in priorities following 9/11. Other partnership opportunities that are consistent with the vision of the NSDI (e.g., with counties in western Wisconsin) are being cultivated. The proposed "collaboration of collaboratives" is important for two reasons: cooperation among regional geospatial collaboratives is a fundamental need to achieve the vision of the NSDI. Such partnerships also expand the pool of resources available to the partnering organizations, improving efficiencies through the leveraging of existing resources and reducing duplication of effort. Knowledge gained from this experience is expected to provide valuable insight, important to not only MetroGIS but also to other proponents of the NSDI vision.

#### **DISCUSSION**

As of this writing, the application specifics were still evolving. The decision to apply for the grant was made following the Coordinating Committee's December 14<sup>th</sup> meeting. As such, the preliminary concept is still being shared among the Coordinating Committee members for comment. The proposers have been asked to be prepared to provide an update on the status of the proposal at the Board meeting.

Signing of the requested letter of support by the MetroGIS Policy Board Chair assumes that any and all substantive concerns raised by Committee and or Policy Board members are resolved to the satisfaction of all affected parties.

#### **RECOMMENDATION**

That the Policy Board authorize Chairperson Reinhardt to sign a letter in support of the subject FGDC grant application with the understanding that any and all concerns raised are resolved to the satisfaction of all affected parties.

## Written Request for Support

**From:** "Knippel, Randy" <Randy.Knippel@CO.DAKOTA.MN.US>  
**To:** "Randall Johnson" <randy.johnson@metc.state.mn.us>  
**Date:** 1/5/06 8:37AM  
**Subject:** Request for MetroGIS support for FGDC grant application

Randy,

I am respectfully asking for approval to use the MetroGIS name in an application for an FGDC grant for a project that would include the development of software to help cities and counties create web applications. This is a spin-off from the MetroGIS regional project formerly known as "Common Web Application".

Following the canceling of the MetroGIS project, several counties continued to have conversations about the potential for pursuing such a project on our own. This led to discovering similar interest by the Community GIS Technical Committee (CGISTC), a GIS collaborative that includes Richland County, ND and Wilkin County, MN, among others in the southern Red River Basin. The Governor's Council on Geographic Information provided a letter of support to this organization for another FGDC grant in June, 2005. I have had numerous conversations with Doug Bartels, Richland County GIS Coordinator and CGISTC representative about the potential of this project. He is preparing the grant application.

The scope of this project will involve developing an open source user interface for web-based GIS applications suitable for county and city use. The server component of this application will be Mapserver, an open source product originally developed at the University of Minnesota and heavily used and supported by the Mn DNR (and other agencies). Since both the application and server components will be open source, the result will allow web applications to be developed and deployed with minimal cost. Also, as more cities and counties adopt this application, it will lead to greater consistency and commonality between those cities' and counties' web sites with respect to interactive mapping functionality and capabilities.

The ideal scenario would be for MetroGIS and the CGISTC to jointly apply for the grant. This would represent a strong image of collaboration since it demonstrates collaboration across local government jurisdictions as well as regions and states. The FGDC grant requires matching funds; however, no funds will be required of MetroGIS. We expect to be able to satisfy that requirement through in-kind matches provided by member organizations of both MetroGIS and CGISTC that have the desire to participate in this project. While we are still working out the details of this project, the expectation is that it will be administered jointly through a combined workgroup formed from members of both regional collaborative organizations.

The grant application must be submitted by February 1, therefore we will need properly authorized official notice from MetroGIS prior to that. Please contact me immediately if you have any questions. I have conferred with Nancy Read on this request.

-Randy K.

Randy Knippel  
GIS Manager  
Dakota County Office of GIS  
randy.knippel@co.dakota.mn.us  
phone: 952-891-7080

CC: "Rick Gelbmann" <rick.gelbmann@metc.state.mn.us>, "Nancy Read" <nancread@visi.com>



**TO:** Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638) and Steve Fester (651-602-1363)

**SUBJECT:** Project Updates

**DATE:** January 10, 2005  
(For the Jan. 18<sup>th</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted.

**A) MODIFICATION OF OPERATING GUIDELINES – BETWEEN MEETING DECISION PROCEDURES**

The Coordinating Committee granted first reading to a proposed amendment to MetroGIS's Operating Guidelines to authorize between-meeting decision making by the Committee as well as the Policy Board. See Attachment A for the language accepted by the Committee and an excerpt from the Committee's meeting summary. Second reading is scheduled for the Committee's March 2006 meeting.

**B) STATUS OF 2005 REGIONAL GIS PROJECT**

**(1) MetroGIS DataFinder Café – Upgrade Proposal (In progress)**

A project architecture that utilizes GeoCortex software (British Columbia, Canada), in combination with ArcIMS, has been found to be the most cost-effective way to achieve the functionality desired by the community. Funding has been arranged, with \$14,500 of the \$21,700 project cost being covered by a federal NSDI grant. The GeoCortex software licenses are currently under review. Once any concerns with the licenses are resolved, the project is expected to move forward quickly.

**(2) Common Application Design for Web-based Data Queries (Ceased)**

A mutual decision by all affected parties was made in November to cease this project. Committee and Policy Board members should have each received a letter via email confirming the decision to cease further consideration of this project (Attachment B). It is important to note that each of the parties concurs with this decision and believes that from a research perspective, this pilot project has served a useful purpose in that it has demonstrated the complexities that must be effectively addressed to collaboratively implement a geospatial application(s). Staff intends to document this experience, as a 2006 task, for future reference. The experience also has raised the need to rethink the guidelines for future Regional GIS (Pilot) Projects, in particular, when intellectual property rights are involved. (See Item B, below.)

**(3) Fill in Incomplete Attribute Fields in Regional Parcel Dataset (Indefinitely Postponed)**

The strategy reported at the September Committee meeting had been to conduct interviews one-on-one with county staff who are responsible for managing parcel data, specifically data associated with fields that are not fully populated. Michael Dolbow was to have served as the Project Manager. With Michael's announcement in October that he would be leaving the Council (to become the GIS Coordinator for the MN Department of Agriculture), work on this initiative ceased and no decision has been made as to whether or not it will continue to be pursued. An update will be provided at the Committee meeting as requested at the September meeting.

**C) CRITIQUE 2005 REGIONAL GIS PROJECT PROGRAM / PREPARE 2006 GUIDELINES**

The Coordinating Committee has created a workgroup to evaluate the criteria used to govern this program. The goal is to submit recommendations to the Committee at its March meeting. At that time decisions as to appropriate next steps pertaining to the 2006 program will be discussed.

- D) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

**(1) Address (Occupiable Units) Workgroup**

*(Nancy Read, Metropolitan Mosquito Control District, Workgroup Chair)*

Mark Kotz, staff to the Workgroup, presented a white paper at the State GIS/LIS Conference in October. He described the major components of the regional vision endorsed by the Policy Board last April (e.g., rationale, need for local government involvement and implementation concepts). The white paper can be viewed at

[http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf).

The Workgroup last met in December to refine a workplan for next phase of this project. A pilot project was defined at a conceptual level to refine technical and organizational components of the regional solution defined in the vision adopted by the Policy Board in April 2005. The group concurred that the next phase efforts should be categorized and addresses from three perspectives: Data Flow, Standards, and Web Application Proof of Concept.

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board [MESB; formerly Metropolitan 911 Board] and member of the Coordinating Committee, anticipates sharing the MetroGIS-endorsed vision for this regional solution with the MESB once a regional street centerline dataset is established that meets their needs. The MESB unanimously endorsed a GIS data management system last summer that has the potential of managing this dataset.

**(2) Existing Land Use**

Preparations for a user satisfaction forum remain on hold until following the Strategic Directions Workshop. See Agenda Item 5e. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

**(3) Emergency Preparedness Workgroup**

A summary of the Workgroup's activities follows. *(Submitted by Randy Knippel, Dakota County, Workgroup Chair)*

**a) Data Development and Standards**

At its October meeting, the Policy Board endorsed, for further testing in a full production environment, the interim regional Emergency Preparedness solution approved by the Committee at its September 2005 meeting. The Board's endorsement imposed a condition that the Workgroup modify its program illustration diagram to reflect program, as opposed to process, outcomes in addition to the following items called for in the Committee's endorsement:

- 1) Modifying the label "Owner" to "Regional Theme Manager" in the matrix of data listings,
- 2) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
- 3) Taking appropriate measures to ensure a transition begins as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community, and
- 4) Providing the Coordinating Committee with periodic updates as the interim solutions is tested and refined.

Workgroup Update – submitted by Randy Knippel, Workgroup Chairperson:

1. Modify Diagram: *See below*

2. Owner – Theme Manager Change: *Pending*
3. Expand endorsements: *See below*
4. Leadership transition: *See below*
5. Updates as the interim solution is tested and refined:

The Emergency Preparedness Workgroup Steering Committee believes that the following strategic move is the most effective way to address concerns raised by the MetroGIS Coordinating Committee at the September meeting.....

The Emergency Preparedness Workgroup Steering Committee has determined that our mission can be best served by joining forces with the Governor's Council on Geographic Information Emergency Preparedness Committee. The GCGI Committee has organized itself in the same manner as our workgroup providing direct alignment with our focus areas and is now co-chaired by Dan Johnson, former MN Executive Director of Homeland Security. Also, Committee member Judson Freed, Ramsey County Emergency Manager, will assume the position of Chair of the Minnesota Emergency Manager Association for 2006. These factors combined provide strong potential for the coming year. Our direct involvement and influence will increase that potential.

Each member of our workgroup will join a GCGI EP Committee focus group. We will continue to maintain our Metro focus but eliminate any redundancy between our efforts and the statewide efforts. We will meet as needed to keep each other updated on Metro activities and provide regular updates as we have previously. We consider this move temporary, until such time as we determine that this approach is no longer more effective than conducting independent meetings.

**b) Public Health - SNS/BT**

The Minnesota Department of Health is coming to closure on their bio-terrorism and mass dispensing site project. This project is driven by the County Health Departments. The makeup of this team is very similar to the makeup of the Emergency Preparedness data group. They require base map templates for consistent output from county to county. This will be an ongoing process for the next 3-4 months.

**c) Organizing GIS Resources**

A detailed GIS contact list covering 70 cities over 7 counties was compiled for a mailing to encourage GIS people to register on the Contact Database at the Governors Council GIS page. This is the beginning of getting a network of GIS users working in EM across the region.

**d) Outreach to Emergency Management Community**

A representative from the Workgroup is scheduled to attend and present at the Association of Minnesota Emergency Managers (AMEM) annual conference in partnership with the Governor's Council on Geographic Information Emergency Preparedness Committee.

**e) Governor's Council on Geographic Information – Coordination**

The GIS EP Contact website is operational ([http://gis.metc.state.mn.us/ep\\_status\\_map/](http://gis.metc.state.mn.us/ep_status_map/)) and available to promote. Others at the GCGI EP committee are working on a series of slide shows to convey the EM message.

**(4) Highway and Road Networks (Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Workgroup Chair)**

- a) **The “E911 Address and Street Centerline Workgroup”** had suspended its work on a regional addressable street centerline solution until the Metropolitan Emergency Services Board (MESB) had completed procurement of software designed to maintain consistency between the Master Street Address Guide (MSAG) and street centerline geography (regional

street centerline dataset). The procurement was essentially complete at the time of this writing. The Workgroup is scheduled to meet on January 12 to begin work on the next phase - development/acquisition of a regional street centerline dataset that satisfies E911 needs. The software system installed by MESB will serve as a foundation for metropolitan 911 response efforts and, in particular, serve as a means to efficiently maintain interoperable street centerline data for the entire region. The intent for Phase II is to work in concert with MetroGIS to pursue a regional solution that leverages resources from both communities, insuring that it meets the needs of both existing users of the TLG street centerline dataset, as well as, the additional needs of the E911 community. The workgroup is also charged with defining a set of business rules, roles and responsibilities for maintaining the regional street centerline product. The goal is to have one set of geometry for all users, but the attributes used by the E911 community may be in a separate, linked database to avoid confusion. Details of these rules and processes have not been finalized.

The MESB is responsible for defining the E911 related needs, business rules, and identifying local address authorities by working with representatives from the Metropolitan Emergency Services Board, LOGIS, and the Public Safety Answering Points (PSAPs). The specifications for the current TLG Street Centerline dataset would provide the standard for the non-911 user community. For those local government (e.g., counties and cities) entities that want to support primary street centerline data capture and transaction management, a survey will be conducted to determine which, if any, of the desired standards they will not be able to support. An RFP is then planned to secure a 3<sup>rd</sup> party to provide these data. A plan for achieving the initial conversion/enhancement would then be formulated, which would likely include a pilot product to serve as guide for the remainder of the data producers.

More information on this workgroup's efforts can be found at [http://www.metrogis.org/teams/workgroups/e911\\_streets/index.shtml](http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml).

- b) There are currently **169 licenses** issued to access and use The Lawrence Group's (TLG) Street Centerline Dataset, MetroGIS's currently endorsed regional solution for address matching. As of January 10<sup>th</sup>, the types of organizations licensed were as follows:
- Local gov't: **90**
  - Regional gov't: **11**
  - State/Federal gov't: **22**
  - Academic: **46**
- c) The **MetroGIS Roads & Highways Technical Workgroup** was inactive during 2005 due to organizational changes at MnDOT and complications with the software that is the foundation for this project. A proposal for the goals and procedures for a pilot project in the Metro Area to integrate local datasets with Mn/DOT's LDM was drafted by MetroGIS staff and forwarded to the workgroup group in January 2005. However, due to delays with the software development, efforts to establish a pilot area were postponed. The strategy had been to work together to see if MnDOT could transfer some of the attributes Mn/DOT carries (\*e.g. traffic volumes) to the local road geometries from a local agency (pilot area in Metro Area). However, the vendor that Mn/DOT is using is behind and that has caused a delay in the pilot moving forward. There is work that could be done in defining a core set of transportation features and attributes needed by all organizations, but there is currently no staff support to lead the effort as Michael Dolbow, who served as he lead staff for MetroGIS on this project, left MetroGIS in October to accept the GIS Coordinator position at the Department of Agriculture. No decision has been made as to whether someone with Mr. Dolbow's skills will be hired to replace him. Information about agreed upon goals, expectations, and participant roles can be viewed at [http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml).

**(5) Lakes, Wetlands, etc.** *(Nancy Read, Coordinating Committee Chairperson and Workgroup Member)*

The Hydrology Workgroup has not met for some time. A pilot project, to work through partnerships and organizational roles needed to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area, was delayed until for some time and is just now reengaging due to late delivery of required imagery. This pilot is viewed as a component of a broader Metro Area hydrologic solution that is anticipated once the statewide strategic planning effort is complete. The initial components of the proposed pilot can be viewed at [http://www.metrogis.org/data/info\\_needs/lakes\\_wetlands/workgroup/04\\_0929min.pdf](http://www.metrogis.org/data/info_needs/lakes_wetlands/workgroup/04_0929min.pdf) under the Lakes & Wetlands Workgroup. The pilot project partners include the Metropolitan Council, Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD).

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those that can be met with currently developed (or developing) data. The concept of hosting a strategy session will be vetted shortly among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a Regional solution.

**(6) Land Cover** *(Bart Richardson, MN DNR, Regional Custodian)*

The extent of coverage is now up to 75 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 5 percent in 2006. DNR, the regional custodian, is looking into creating tools to improve standardization of the data before delivery. DNR also held a technical forum on December 16<sup>th</sup> for individuals who have some MLCCS experience to review technical methodologies and standards, as well as, obtain thoughts about the future direction of the MLCCS. The DNR Natural Heritage has revised their native plant community classification system and, as such, there is need to start the public discussion whether to migrate to that new community classification. Finally, DNR is tentatively planning on hosting a user forum in the first half of 2006 to identify other desired improvements.

**(7) Parcels** *(Mark Kotz, Metropolitan Council, Regional Custodian)*

There are currently **67 licenses** issued to access and use the Regional Parcel Dataset. As of **January 10<sup>th</sup>**, the types of organizations licensed were as follows:

- Local gov't: **29** (8 added 3<sup>rd</sup> Party licenses)
- Regional gov't: **5** (1 added 3<sup>rd</sup> Party licenses)
- State/Federal gov't: **14** (2 added 3<sup>rd</sup> Party licenses)
- Academic: **19** (2 added 3<sup>rd</sup> Party licenses)

**(8) Socioeconomic Characteristics of Areas** *(Amy West, U of M Population Center, Regional Custodian)*

- a) The University of Minnesota Population Center staff, aided by Will Craig (CURA), oversees management of the content of the Socioeconomic Resources Page ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)), fix broken links, and coordinate efforts to add new data sources.
- b) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful

indicators of community well-being. Due to competing priorities, this proposal has not yet been shared with the MN Department of Health for sanctioning, but the Users Group hopes to do so by the end of January 2006. For more information contact Tim Zimmerman at [tim.zimmerman@co.hennepin.mn.us](mailto:tim.zimmerman@co.hennepin.mn.us) or 612-348-0307.

**E) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES** *(Submitted by Dave Drealan, Carver County, Workgroup Chair)*

▪ **Hennepin County Pilot Project: Regional Parcel Dataset Policy Investigation - Access by Non-Profit Interests:**

Hennepin County has instituted a policy permitting qualified non-profit interests to access its parcel data free of charge, subject to licensure that prohibits redistribution. This policy was enacted in cooperation with the M3D project. The results of this access trial are intended to serve as a pilot for possible consideration of a regional policy. M3D is a dynamic GIS-based Internet application that brings together labor market, housing and development information and analysis for the Twin Cities metro area into a single tool for economic and community developers. Neighborhood organization and non-profit interests are playing a central role in the M3D project. This Hennepin County access policy requires non-profits to be legally constituted, community-based, and working on a mission that benefits the public including: promoting jobs, economic development, affordable housing, environmental improvements, or community development in order to qualify for free access. Licensed data also must be secure and password-protected. Hennepin County retains the right to evaluate requests and approve or deny them on a case-by-case basis.

• **Pilot Project: View-Only, Web-based Access Policy Investigated for Parcel Data**

On September 30, Hennepin County officials agreed to consider a proposal from Nancy Read, Metropolitan Mosquito Control District, to aid in evaluation of policy implications regarding a community desire to view parcel boundaries and limited attribute data online without the ability to download the source data. The idea is that once an agreement-in-principle is reached with Hennepin County, that agreement-in-principle would be vetted through the County Data Producers Workgroup to negotiate a recommendation acceptable to each of the other six Metro Area counties. An update on the anticipated schedule for this proposal has been requested to share with the Board at the January meeting.

**ATTACHMENT A**  
**Proposed Amendment to MetroGIS Operating Guidelines**  
**Between Meeting Decision-Making**

*Excerpt from December 14, 2005 Coordinating Committee Meeting Summary.*

**5a) Modification of Operating Guidelines – Decision Making Between Meetings**

... After a brief discussion, the group elected to modify the proposed language (*next page*) to allow the possibility of either the Chair or the Vice Chair appointing a designee if they will be out of the touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

**Motion:** Claypool moved and Givens seconded to grant first reading to the modify MetroGIS's Operating Guidelines and authorize "between meeting decision-making", as set forth in the amendment dated November 27, 2005, subject to modifying the first bullet in Article II, Section 5b and Article III, Section 9b as follows: The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.

Motion carried, ayes all.

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**The proposal contained in the materials for the December 14, 2005  
Coordinating Committee agenda packet follows on the next page:**

## **PROPOSED MODIFICATIONS**

### **MetroGIS Operating Guidelines (Rules for Decision Making Between Meetings)**

**(~~Language crossed out to be deleted and~~ language underline to be added)**

#### **Article II Policy Board**

##### Section 5. Voting and Decision Making

- a) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.
- b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business"
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.

##### Section 7. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

#### **Article III Coordinating Committee**

##### Section 8. Quorum

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

##### Section 9. Voting and Decision Making

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

a) At Meetings

(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Co-chairperson both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.

Section 11. Meetings

The Coordinating Committee shall meet as necessary to carry out its duties. The time and place of the meetings shall be at the discretion of the Committee membership.

Written notice (mail, facsimile, email) of the regular meetings of the Coordinating Committee shall be given to each member at least five (5) days prior to such meetings, and shall comply with the provisions of the open meeting law. Special meetings of the Coordinating Committee may be called by the Chair, provided that at least three (3) days written notice is given to each member and otherwise comply with the provisions of the open meeting law.

# ATTACHMENT B



## ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*

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Date: November 23, 2005

To: MetroGIS Policy Board and Coordinating Committee members

From: Victoria Reinhardt, Policy Board Chairperson  
Randy Knippel, Common Web-based Application Project Leader  
Mark Vander Schaaf, Metropolitan Council

**Subject: Regional GIS Pilot Program – Common Web-based Application Proposal**

This letter is to inform you that a mutual decision has been made to no longer pursue the “Common Application Design for Web-based Data Queries” that had been granted concept approval, as a Regional GIS Project, by the MetroGIS Policy Board at its July 2005 meeting.

It is very important to us that this decision is clearly understood to be mutually supported. A number of challenges have been encountered with this project leading to our decision. They include the need for special authorization to purchase software that would not be owned by the funding organization and accompanying interagency agreements. At best, these requirements would take several more months to accomplish and involve substantial legal expense compared to the value of the project. That said, the experience has been enlightening as it revealed the complexities of attempting to address common geospatial application needs. These lessons will serve the MetroGIS community well in future endeavors.

Even though the project as originally conceived has ceased, the parties who have championed this project continue to be committed to sharing the knowledge they gain in pursuing similar endeavors. MetroGIS Staff intend to document the experience thus far and is willing to assist with documentation of lessons learned from any subsequent related projects. We hope that MetroGIS will continue to be a forum for such collaboration.

cc: Randall Johnson, MetroGIS Staff Support Team  
Rick Gelbmann, GIS Manager, Metropolitan Council



**TO:** MetroGIS Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Thank You to Dr. Zorica Nedovic-Budic

**DATE:** January 9, 2006  
(For the January 18<sup>th</sup> meeting)

## INTRODUCTION

Chairperson Reinhardt wanted to share with the Policy Board a letter of thank you she recently sent to Dr. Zorica Nedovic-Budic, on behalf of the MetroGIS community. This report provides context for the thank you.

## BACKGROUND

The subjects of Chairperson Reinhardt's letter of thank you are a book written by Ian Masser, which was published March 2005, and a review of that book written by Zorica Nedovic-Budic and published last month. Dr. Masser is an internationally respected authority on Spatial Data Infrastructures from technical as well as organizational perspectives. Dr. Budic is recognized as one of the top academic researchers in the U.S. and beyond, who specializes in multi-party partnerships established to create and manage Spatial Data Infrastructures. Her research and expertise are helping proponents of the National Spatial Data Infrastructure (NSDI) for the United States better understand the organizational side of successful geospatial collaborations and challenges that must be overcome to fully achieve the vision of the NSDI.

The book, entitled "*GIS Worlds –Creating Spatial Data Infrastructures*", cites MetroGIS's efforts as among the most successful Spatial Data Infrastructure initiatives from an international perspective. Dr. Masser's purpose for writing this book was to compare and contrast efforts worldwide that have successfully developed Spatial Data Infrastructures consistent with their respective national visions and to use the results of this research to accelerate efforts to achieve the vision of a global spatial data infrastructure. MetroGIS was the only entity cited within the U. S. for this purpose.

As if being identified by Dr. Masser's as the only U.S example suitable for his research was not high enough praise of MetroGIS's accomplishments, the following quote from Dr. Budic's review of Dr. Masser's book goes to another level in complimenting MetroGIS on its accomplishments:

"In the U.S. case, the author (Ian Masser) zeros in on one of the most successful (if not the most successful) examples of joint multiparty ventures in sharing core data sets – MetroGIS, a stakeholder-governed cooperation among seven counties in Minneapolis-St. Paul metropolitan area."

The full article can be reviewed at <http://www.urisa.org/Journal/Vol17No2/BudicReview.pdf>. (The quote is from the second page, near the top of the left column in the printed version.)

# ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*

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January 9, 2006

Zorica Nedovic-Budic, Ph.D.  
Department of Urban and Regional Planning,  
University of Illinois, Urbana-Champaign  
111 Temple Hoyne Buell Hall  
611 East Lorado Taft Drive  
Champaign, IL 61820

**RE: *High Praise Paid to MetroGIS's Accomplishments***

Dear Dr. Budic,

Randall Johnson, MetroGIS Staff Coordinator, recently informed me and others on the MetroGIS Policy Board of the high praise you bestowed on MetroGIS in your review of Ian Masser's book "*GIS Worlds – Creating Spatial Data Infrastructures*". We were extremely flattered to learn that Dr. Masser had selected MetroGIS as among the best Spatial Data Infrastructure programs that he investigated among an international field, but we were surprised when he selected MetroGIS as his lone U.S. example. Words cannot fully express our profound gratitude for your statement in your review of Dr. Masser's book that MetroGIS "...is one of the most (if not the most successful) examples of multiparty ventures in sharing core data sets....".

On behalf of MetroGIS's leadership and all of the individual and organizational contributions that it takes to maintain effective collaborative policies and relationships, I would like to thank you for your high praise of MetroGIS's efforts. We have worked hard to create and maintain an effective forum through which we can address common geospatial information needs in a manner that moves the entire community forward as if a single enterprise and to simultaneously embed the philosophy of the NSDI vision into our policies. The work of overcoming organizational obstacles and keeping pace with rapidly changing technology is endless and at times trying even after ten years of success. Praise of the type bestowed on our efforts by Dr. Masser and you make the journey all the more satisfying.

Again, thank you very much for your kind words. They mean a great deal coming from a person with knowledge and expertise of the magnitude that you possess.

Respectfully,

A handwritten signature in blue ink that reads "Victoria A. Reinhardt".

Victoria A. Reinhardt, Chairperson  
MetroGIS Policy Board *and*  
Ramsey County Commissioner

cc: MetroGIS Policy Board  
MetroGIS Coordinating Committee  
MetroGIS Staff Coordinator



*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Policy Board  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Information Sharing  
**DATE:** December 30, 2005  
(For the Jan. 18<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

## **B COORDINATING COMMITTEE OFFICERS FOR 2006**

At its December 14<sup>th</sup> meeting, the Coordinating Committee elected Nancy Read (Metropolitan Mosquito Control District) and Randy Knippel (Dakota County) to serve a second term as its Chairperson and Vice Chairperson for 2006.

## **C. PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

### **1. Submitted Articles for winter 2005 Issue of GIS/LIS Newsletter**

An article was submitted for the winter 2005 issue. It talks about the forum hosted on November 15<sup>th</sup> for private and non-profit interests entitled "Beyond Government Users: New Directions for MetroGIS". The Newsletter is expected to be published early January and can be viewed at <http://www.mngisli.org/newsletter/>.

### **2. Presentation at State GIS/LIS Conference**

None since last Policy Board meeting.

### **3. Staff Coordinator Attended Innovations in Governance Program at Harvard**

The Kennedy School of Government at Harvard University offers a one-week program each fall, entitled "Innovations in Governance". The program's purpose is to explore innovations in governance, in particular, for collaborative initiatives designed to address important public problems through a case study format.

The program proved to be a valuable opportunity to share MetroGIS's experience as a case study for constructive criticism. This opportunity was also timely, given governance-related questions raised in the Council's recent Program Evaluation and Audit Report about MetroGIS. A short paper, which documents information learned during this program relevant to MetroGIS's efforts, has been shared with individuals who expressed an interest. This paper is available to others upon request.

## **D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

### **1. Minnesota 3D Project – Needs Assessment Underway / Website Testing**

M3D consortium partners, including neighborhood and community organizations serving Minneapolis and several Twin Cities suburban municipalities, have been asked to respond to a community development/GIS-related needs assessment. The results will be used to help the M3D project team refine an Internet-based application that is the centerpiece of the M3D project. An alpha version was launched this past September (<http://map.deed.state.mn.us/m3d> - User Name: M3D / Password: test). A beta site should be ready for testing by February 2006 and is a candidate for the GIS Demonstration at the Board's April meeting. The results of the M3D Web application experience will likely be valuable to MetroGIS as investigations proceed into development of commonly needed geospatial-based applications.

An excerpt from the M3D Project Application's Executive Summary states: "Building on the existing GIS infrastructure, M3D is an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota....By combining new statewide data on employment and demographics through an agreement with the U.S. Bureau of Labor Statistics, the Social Security Administration, and the Census Bureau with the existing region-wide parcel level housing data, Minnesota 3-D will be a "first-of-its-kind" system.....M3D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage."... With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing." (*Submitted by Will Craig, U of M CURA*)

## **2. Regional Web Portal Could Provide Proof-of-Concept for State GIS Enterprise Architecture**

The Governors Council has endorsed the paper "MN State GIS Enterprise Conceptual Architecture Design" prepared by the Geospatial Architecture Committee (GAC). This document (<http://www.gis.state.mn.us/pdf/MNGISConceptualArchitectureDesign.pdf>) proposes a new delivery model for GIS in the State that consists in-part of a centralized "broker" that manages sanctioned mapping service providers. (*Submitted by Will Craig, U of M CURA*)

(Note from Staff Coordinator: MetroGIS's ApplicationFinder concept, which was accepted by the Coordinating Committee in December 2004, is an example of the type of service envisioned. Creation of a MetroGIS workgroup to further develop the ApplicationFinder concept has been on hold since December 2004, awaiting the results of the pending Strategic Directions Workshop that was initially proposed for February 2005 but subsequently postponed. The current target timeframe for the workshop is late spring 2006. In the meantime, the ApplicationFinder concept has been offered to the Governors Council as a resource for their work.)

## **3. Minnesota's Strategic Plan for GIS**

The Governor's Council on Geographic Information has recently adopted a strategic plan in three parts: organizational, technical, and data. In sum, these plans address Governor Pawlenty's goals in his Drive to Excellence initiative as well as the IT profession's goals of building a sound Enterprise Architecture.

Presently, the Minnesota Spatial Data Infrastructure (MSDI) is in fairly good shape, but it could be better. Most of what is in place today is the result of hard work by a few organizations and a cooperative spirit within the state. The new plan provides a more comprehensive strategy for moving forward.

Organization: The state needs fresh thinking about roles, responsibilities, and organizational relationships. The plan calls for designation and funding of a recognized authority that would oversee the development and implementation of the MSDI. Among other things that authority would be responsible for:

- Coordinating work across state agencies.
- Working with state and local stakeholders to identify GIS needs and priorities.
- Maintaining and expanding the MN Geographic Data Clearinghouse.

The full plan, A Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure, is available at <http://server.admin.state.mn.us/resource.html?Id=9084>

Technology: An enterprise architecture is needed to support sharing of data and application resources. The Council has developed a conceptual plan for this. The envisioned system would promote interoperability among providers, reducing long-term costs in data and software development. Among other things, the plan calls for:

- A catalog of data and application resources that are available in real time.
- Resource providers: public and private, state and local.
- A centralized “Broker,” responsible for the catalog, standards, security, and resource integrity, and growth of the system.

The full report, Minnesota State GIS Enterprise Conceptual Architecture Design, is available at <http://server.admin.state.mn.us/resource.html?Id=17091>

*Data:* The Council is focusing on eight thematic areas identified as high priority in surveys of the state GIS community. For each, the Council has a team working to document current status, costs of improvement, and strategies for advancement. The list includes the seven framework themes of national priority, plus soils which is particularly important for Minnesota: Cadastral (parcels), Elevation, Geodetic Control, Governmental Boundaries, Hydrology, Imagery, Soils, and Transportation.

The status of each theme is documented in Appendix B of A Foundation for Coordinated GIS listed above, but also on <http://www.gis.state.mn.us/MSDI>. For more information, including key contacts, see the websites listed above. *(Submitted by Will Craig, U of M CURA)*

(Note: David Arbeit and Rick Gelbmann, members of the Coordinating Committee, and the MetroGIS Staff Coordinator are members of the GCGI Strategic Planning Workgroup.)

#### **E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

##### **1. URISA Selects MetroGIS as Among the Best of Its ESIG Award Recipients.**

For many years, the Urban and Regional Information System Association (URISA) has annually recognized outstanding achievement in the successful development and application of spatial systems and technologies around the world with its Exemplary Systems in Government (ESIG) Awards. MetroGIS received this prestigious award in October 2002. URISA has recently recognized MetroGIS as among the best of the initiatives that it recognized in 2000-2004 in a special publication that can be viewed at <http://www.urisa.org/Journal/JrnlContents17-2.htm>. In the foreword, the editor states the following about MetroGIS:

“... the Minnesota MetroGIS Geodata Collaborative has allowed over 300 local and regional government units serving the seven-county Minneapolis - St Paul metropolitan area to access and share geospatial data. The MetroGIS, together with the institutional arrangements and coordination efforts that underpin it, have had a positive impact on improving the efficiency of government in the Twin Cities area, and it serves as an outstanding example of the type of geospatial data collaborative envisaged in the original NSDI Executive Order delivered by President Clinton in April, 2004.”

The publication includes a detailed explanation of each for six showcased award recipients. These explanations are essentially the same the narrative submitted for the initial award. The last section provides an update on accomplishments since 2002 and current challenges.

Quote from William Craig, U of M CURA: I just received the current issue of the URISA Journal, 17(2). This issue "showcases some of the best award recipients from the years 2000-2004." An international panel was organized to do this work. I'm happy and proud to see that MetroGIS appears in the publication. Congratulations.

##### **2. MetroGIS Recognized as U.S. Example of a Successful Spatial Data Infrastructure**

Last March, MetroGIS was recognized in a book written by Dr. Ian Masser, an internationally respected expert on spatial data infrastructures - technical and organizational aspects. Dr. Zorica Budic recently reviewed this book. Dr. Budic is considered to be one of, if not the top, academic researcher in the U.S. regarding collaboration/partnering to address common geospatial needs.

In her review, Dr. Budic states - "In the U.S. case, the author (Ian Masser) zeros in on one of the most successful (if not the most successful) examples of joint multiparty ventures in sharing core data sets – MetroGIS, a stakeholder-governed cooperation among seven counties in Minneapolis-St. Paul metropolitan area." The full article can be reviewed at <http://www.urisa.org/Journal/Vol17No2/BudicReview.pdf>. (The quote is from the second page, near the top of the left column of the printed version.) See Agenda Item 7a for a thank you letter sent to Dr. Budic by Chairperson Reinhardt for her high praise of MetroGIS's accomplishments.

**3. Draft National Street Address Data Standard in Second Review Phase**

MetroGIS's Address Workgroup's efforts to define workable address standards for a regional Occupiable Units Address Dataset played a substantial role in the recently released draft national standards that are being developed through the URISA under the auspices of the FGDC. Supporting organizations are NENA and the U.S. Census Bureau. The comment period for the first public review of the standard ended October 3rd. The standard is now open for comments in its second and final review period. Mark Kotz, staff to the MetroGIS Workgroup, monitored the national discussion and all changes to the language initially submitted by MetroGIS. None of the changes had a significant effect on the needs of the MetroGIS community.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The final review period for the standard ends in January. The standard is expected to be finalized in May of 2006. This standard will be evaluated for use with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset.

**4. Agreement Reached with U.S. Census Bureau to Use Regional Dataset**

MetroGIS staff have successfully brokered an agreement between the U.S. Census Bureau and The Lawrence Group (TLG) to incorporate the TLG regional street centerline dataset into the 2010 Census geography. Accuracy testing was completed mid-December with all data meeting or exceeding accuracy standards set by the Bureau. This agreement has been sought for several years, as Bureau use of locally-endorsed data is expected to result in substantial time and cost savings for local governments. Municipalities and counties will be able to "redistrict" new Census boundaries using centerline data that aligns very closely with their own. Similarly, the Metropolitan Council will not have to realign the final census products with accurate geospatial data, a project that cost over \$72,000 for the 1990 and 2000 Census boundaries.

Mike Dolbow and Rick Gelbmann of the Metropolitan Council's GIS Unit and Randall Johnson, MetroGIS Staff Coordinator, were instrumental in achieving this accomplishment.

**5. USGS Cooperative Agreements with Hennepin and Ramsey Counties**

The US Geological Survey (USGS) has signed Cooperative Agreements with both Hennepin County and Ramsey County to support the acquisition of high resolution digital orthoimagery for the Minneapolis-St. Paul metropolitan area. The Cooperative Agreements provide supplemental funding for the collection of orthophotos in spring 2006. The agreements will enable the sharing of locally-obtained imagery with Federal agencies involved with homeland security and homeland defense. Technical points of contact for the agreements include Hennepin County Surveyor Bill Brown and Ramsey County Surveyor David Claypool.

**F) DECEMBER 14, 2005 COORDINATING COMMITTEE MEETING MINUTES**

See [http://www.metrogis.org/teams/cc/meetings/05\\_1214/min.pdf](http://www.metrogis.org/teams/cc/meetings/05_1214/min.pdf).



## Policy Board Members:

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Tom Egan,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Dan Cook,  
TIES

Randy Johnson,  
Hennepin County

vacant,  
(Large Cities)  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Joseph Wagner,  
Scott County

Tony Pistilli,  
Metropolitan Council

## Coordinating Committee

Nancy Read,  
Chairperson  
MMCD

Randy Knippel,  
Vice-Chairperson  
Dakota County

## Staff Coordinator

Randall Johnson,  
Metropolitan Council

**Wednesday, January 18, 2006**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

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f) December 14, 2005 Coordinating Committee Meeting Summary	
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<b>9. Adjourn</b>	

### *Mission Statement*

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

**Meeting Summary  
MetroGIS Policy Board  
Room 1A, Metropolitan Council's Mears Park Offices  
October 19, 2005**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Joseph Wagner (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Dan Cook (School Districts - TIES), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli (Metropolitan Council).

Members Absent: None

Coordinating Committee Members Present: Nancy Read (Chairperson), Will Craig, Rick Gelbmann, Jane Harper, Brad Henry, Randy Knippel, and Steve Lorbach.

Visitors: Mark Vander Schaaf (Metropolitan Council), Debra Ehret (MN Dept. of Health), and Carla Coates (Ramsey County).

Support Staff: Randall Johnson, Michael Dolbow, and Steve Fester.

**2. ACCEPT AGENDA**

Member Fiskness moved and Member Pistilli seconded to approve the meeting agenda, as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member O'Rourke moved and Member Kordiak seconded to accept the July 27, 2005 meeting summary, as submitted. Motion carried, ayes all.

**CERTIFICATE OF APPRECIATION**

Chairperson Reinhardt presented a Certificate of Appreciation to Michael Dolbow for his significant contributions to MetroGIS over the past five years. Mr. Dolbow is member of the Metropolitan Council's GIS Unit and has been of a member of the MetroGIS staff support team for the past five years. He has accepted the position of GIS Coordinator for the Minnesota Dept. of Agriculture and will be leaving the Council and MetroGIS on October 28. In his comments, Mr. Dolbow noted that it has been a pleasure to work for MetroGIS because it is providing nationally recognized leadership to accomplish collaborative solutions to information needs shared by government interests that serve the Twin Cities. He wished the Policy Board well in its future efforts.

**4. GIS TECHNOLOGY DEMONSTRATION**

Rick Gelbmann, GIS Manager for the Metropolitan Council, demonstrated a natural resources planning application that the Council's GIS Unit is in the process of developing, entitled "Natural Resources Atlas Application". It runs on ArcReader software, which can be downloaded free of charge. The Council's GIS Unit is creating value by making it easy for the user to obtain a variety of data, which are produced by several organizations, by organizing and bundling it, and creating an easy means to access the it via the ArcReader software. This application is tentatively planned for release next spring.

Board members asked a number of questions ranging from who will have access to the application, how to add additional datasets, what triggers adding a specific property to a designated natural resources/park area, and value to the effort of investments made by counties and others to improving the spatial accuracy and completeness of their base map data, such as parcel boundaries. The latter investments were acknowledged as having substantial value. It was also noted that it is too early in the process to objectively respond to the other questions that were raised.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Emergency Preparedness – Proposed Interim Regional Solution Report**

Coordinating Committee Chairperson Read introduced the need for regional interoperability of emergency preparedness-related data with the following scenario. A jet aircraft is having difficulty and dumps fuel before landing. The fuel falls across a three county area. Emergency responders need to assess the impact on water intakes.

She then introduced Randy Knippel, Dakota County GIS Coordinator and Chair of the MetroGIS Emergency Preparedness Workgroup, noting that the Coordinating Committee had endorsed the proposed collaborative solution presented in the agenda materials at its September 21<sup>st</sup> meeting. The presentation slides can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_1019/slides.pdf](http://www.metrogis.org/teams/pb/meetings/05_1019/slides.pdf).

Knippel summarized the collaborative vision, noting that the seven counties are to be the core participants and that officials affiliated with each of the counties had been actively involved in the development of the vision. He commented that the initial focus is on public health related topics such as data related to the Strategic National Stockpile initiative and that a major benefit is provision of a common operating picture for how the GIS and Emergency Preparedness/Management communities can collaborate. The key is recognizing that all disasters are local and that local officials possess the detailed knowledge needed to quickly respond. Moreover, to apply outside resources – nearby communities, state, federal assistance – quickly and effectively, there is a compelling need to create systems that facilitate easy and comprehensive access to data about the specific locality involved. In short, the protocols proposed by the Workgroup are designed to capture a host of data important to effectively respond to emergencies and create a sustainable mechanism with defined organizational roles and responsibilities to keep these data current and readily accessible. He also noted that a website has been created to improve communication with and understanding by the emergency preparedness community.

Before concluding his presentation, Knippel invited Debra Ehert of the Minnesota Department of Health to comment from the perspective of a benefactor of the proposed vision. Ms. Ehert spoke strongly in favor of the proposal, noting that the efforts of the Workgroup have been critical to their ability to effectively integrate GIS technology into their day-to-day business functions. She emphasized that the existence of cross-jurisdictionally compliant data are critical to achieving the Department of Health's mandates, as there is a major spatial dynamic to their work.

Knippel concluded his presentation by summarizing the components of the recommendation. In response to a question from Member Delaney, Knippel commented that the Workgroup is asking if the Board concurs that the vision has political legitimacy before further testing is initiated. Policy Board members then suggested that in addition to seeking a finding of legitimacy from the Policy Board, the Workgroup should be seeking the desired acknowledgement from the Pawlenty Administration, in particular the Department of Public Safety, as well as from the Legislature, League of Cities, and Association of Minnesota (and Metropolitan) Counties. At the county level, Board members concurred that the focus should be on seeking legitimacy from the Emergency Management Coordinators (EMC), as opposed to directly from the County Boards, noting that if the EMC's are sold on the idea, they will recommend it to their respective county boards. Member Delaney noted that each of the county EMCs is responsible for

detailed plans to satisfy FEMA compliance standards and that access to accurate data is critical to their ability to effectively carry out this planning requirement.

Member Schneider commented that he supports the vision concept as most cities and counties have detailed plans that call for a high level of coordination. He concurred with other members that the plan should seek to obtain recognition at the state level sooner rather than later. He also offered constructive criticism concerning the graphic that illustrates the process, which is included in the agenda materials. The Board concurred with Member Schneider that the graphic needs to focus on demonstrable program-related outcomes familiar and important to policy makers and that the terminology needs to be more aligned with their worlds.

Vice-Chair Kordiak asked for clarification about how the Workgroup expects the Emergency Management community to use GIS technology. Knippel responded that the goal is to raise awareness of the value that the GIS professional can bring to a disaster response effort and include them on the team. No one is expecting the Emergency Managers to use the technology themselves in the time of a crisis.

Member Schneider noted that the presence of accurate data maintained in a system that permits analysis of “what if” scenarios would provide an enormously valuable training tool.

**Motion:** Member Egan moved and Member Delaney seconded, with the understanding that the process graphic will be improved to illustrate program rather than process outcomes, that the Policy Board and, in particular, each county representative:

- 1) Advocate among the leadership of their respective organizations for the next phase of testing and further refinement.
- 2) Offer suggestions for how the proposed roles and responsibilities might work better in their respective organization.
- 3) Authorize Chairperson Reinhardt to sign a letter inviting members of the EP community to attend an outreach event(s) at which the subject interim strategy will be explained and next steps discussed.

Motion carried, ayes all.

**b) Strategic Directions Workgroup and 2006 MetroGIS Work Plan**

Chairperson Reinhardt informed the Board members that she had added this topic to the agenda. The purpose of this item is to suggest that the Board set a target of February 2006 to host the Strategic Directions Workshop that has been postponed to allow the Metropolitan Council to evaluate the value of MetroGIS to its internal operations. She then recognized Member Pistilli, who provided a copy of the Metropolitan Council’s internal evaluation of the MetroGIS initiative to each of the Policy Board members, noting that the document had been printed the day before and had not yet been seen by members of the Metropolitan Council.

Member Pistilli characterized the findings set forth in the evaluation as complimentary to the products of MetroGIS’s efforts. He also noted that the evaluation raises some questions about MetroGIS’s reporting and organizational structures, commenting that, in his opinion, what seems to make MetroGIS work also raises these questions. He commented that he believes that discussion of the cited issues may lead to improvements. Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, briefly commented that the Council’s Audit Committee is scheduled to consider the document on November 2 and that the Council’s Community Development Committee is scheduled to consider it on November 7.

The sentiment expressed by Policy Board members was support for Council’s program evaluation process acknowledging that sufficient public value must be received in return for support of initiatives. In

response to a question from Chairperson Reinhardt, which was echoed by other Board members, Member Pistilli commented that he supports providing Policy Board members an opportunity to provide substantive input into the Council's process from this point on. Member Schneider asked for clarification about how these discussions might affect MetroGIS's 2006 budget. In response, Vander Schaaf and Member Pistilli commented that the Council's proposed 2006 budget maintains at MetroGIS's 2005 funding level, as had been requested by the Policy Board. Member Pistilli and Chairperson Reinhardt agreed to discuss options following the meeting for providing input from the Policy Board to the Council concerning the findings and recommendations presented in its Program Evaluation Report for MetroGIS.

**Motion:** Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

### **c) 2006 Meeting Schedule**

Chairperson Reinhardt summarized the meeting schedule as proposed in the agenda materials.

**Motion:** Member Schneider moved and Member Fiskness seconded to set the 2006 Policy Board meetings dates as January 18, April 19, July 19, and October 18, with the understanding that the Board may elect to meet more often for a particular purpose. The 6:30 p.m. start time was maintained:

Motion carried, ayes all.

## **6. MAJOR PROJECT UPDATES**

**a1-3):** Regional GIS Project Proposals: The Staff Coordinator provided a status update on each of the subject proposals from the materials included in the agenda packet (common web application design, DataFinder Café Upgrade, and fill in incomplete parcel data attributes).

Steve Lorbach, representing St. Paul and the Ramsey County GIS Users Group, noted that he and his constituents support the concept of exploring opportunities to collaborate on common web application needs. He commented, however, that the project should encourage bids for varying systems architectures involving central server designs in addition to distributed server architectures. (*Editor's note: the commentor's reference to a "distributed server architecture" was in response to an application developed for a South Carolina community that the MetroGIS Workgroup had expressed interest in.*) Chairperson Reinhardt instructed staff to pass these comments along to the Workgroup and the Coordinating Committee for their consideration. She also commented that the Policy Board's role had been to affirm the general political legitimacy of the subject project, which is designed to investigate public value that can be achieved if multiple organizations collaborate on a common web application design, and that this affirmation had been granted at the July Board meeting and that design specifications are now under the purview of the Coordinating Committee.

The Staff Coordinator commented that the intent of this project is to seek bids for a variety of systems options to compare and contrast relative to the purposes sought and that to his knowledge the proposed bid specifications are consistent with this objective, but that he would look into the matter before the bid process is initiated.

### **c) Non-Government Perspective Forum**

Member Schneider and the Staff Coordinator updated the Board on preparations in progress for the November 15<sup>th</sup> forum, noting that 19 individuals from 8 targeted interest groups had thus far RSVPed

from a group of 90 individuals who had been targeted as candidate participants. Staff noted that a reminder would be sent on Monday, October 24<sup>th</sup> in hopes of increasing participation of around 30 individuals from as many of the 16 target interest groups as possible. Member Schneider reiterated that the objective of the Forum is to facilitate a combination of brainstorming and education on possibilities for non-government collaboration with government interests to address common information needs.

## **7. INFORMATION SHARING**

Chairperson Reinhardt called attention to three of the Information Sharing Items provided and encouraged the members to review the others on their own. The three items called out were as follows:

### **C) 7: Polaris Mid-Career Achievement Awards**

Chairperson Reinhardt called attention to Rick Gelbmann and Randy Knippel, both members of the Coordinating Committee, having been recently honored at the State GIS/LIS Conference with presentation of this prestigious award. Board members congratulated both and gave them a round of applause.

### **D) 3: Staff Coordinator to Attend Innovations in Governance Program at Harvard**

Chairperson Reinhardt called the Board's attention to the Staff Coordinator having been accepted to attend a one-week program, the beginning of November, at the Kennedy School of Government, Harvard University. The program is entitled "Innovations of Governance" and the focus is on regional collaboration to address important public issues. She noted that the case study proposed by the Staff Coordinator focuses on MetroGIS's collaborative organizational structure and, specifically, benefits that have been attained through its presence, as well as, challenges due to its uniqueness. She commented that from her experience this is not an easy program to be accepted into and that she appreciates the Staff Coordinator's dedication and commitment expressed in pursuing the challenge of participating.

### **D) 6: MetroGIS Leaders Cited in Article about "White Knights"**

Chairperson Reinhardt introduced Will Craig, member of the Coordinating Committee, to talk about an article that he wrote entitled "The White Knights of Spatial Data Infrastructure". He commented that his reason for writing the articles was to explore the internal motivation of several individuals, including the Staff Coordinator and members of the Coordinating Committee, who have provided substantive leadership to MetroGIS and the Minnesota geospatial community. The three common motivating factors identified are idealism, enlightened self-interest, and peer support. He noted that the article has been published in national and local journals, including the summer issue of the CURA Reporter, which he handed out copies of at the meeting.

## **8. NEXT MEETING**

The next meeting is scheduled for Wednesday, January 18, 2006.

## **9. ADJOURN**

The meeting adjourned at 8:35 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*Evacuation Planning for Homeland Defense – U of M Project*

**DATE:** December 27, 2005  
*(For the January 18<sup>th</sup> meeting)*

### **INTRODUCTION**

For the Board's January 2006 meeting, the Coordinating Committee has selected a research project led by Professor Shashi Shekhar with the University of Minnesota. Professor Shekhar will be talking about a project that he has been working on entitled, "Evacuation Planning for Homeland Defense: A Capacity Constrained Routing Approach". (See the attached Presentation Fact Sheet for more information about the subject research project and Professor Shekhar.)

### **BACKGROUND**

An early test case included the evacuation zone around the nuclear power plant located at Monticello. Results from this test case were presented in a congressional breakfast on GIS and Homeland Security in February 2004. General results are applicable to emergency planning activity in the Twin Cities. Mn/DOT used those in a recent project to develop evacuation plans for many scenarios located in the Twin Cities.

The Coordinating Committee has asked Professor Shekhar to talk about how his research might apply to the work of the MetroGIS Emergency Preparedness Workgroup and how regional data solutions available in the Twin Cities as a result of MetroGIS's efforts (e.g., parcels and street centerlines) that are of better accuracy than available for the Monticello project might enhance the application if used in the Twin Cities.

### **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- July 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAP's
- Jan. 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's role in responding to the World Trade Center tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board

## January 18, 2006 Presentation Fact Sheet

### **A. Research Project**

**TITLE:** Evacuation planning for homeland defense: A capacity constrained routing approach

**LEAD PRESENTER:** Prof. Shashi Shekhar  
Computer Science Department, University of Minnesota  
200 Union Street SE #4192, Minneapolis, MN 55455  
(612) 624-8307, fax: (612) 625-0572, email: shekhar@cs.umn.edu

#### **SHORT DESCRIPTION:**

Evacuation route-schedule planning identifies paths and schedules to move at-risk population out to safe areas in the event of terrorist attacks, catastrophes, or natural disasters. Its goal is to identify near-optimal evacuation routes and schedules to minimize evacuation time despite limited transportation network capacity and the possibly large at-risk population. Finding the optimal solution is computationally exorbitant due to the extremely large size of the transportation networks (million nodes and edges) and the limited capacities. We propose novel geo-spatial algorithms to determine competent evacuation plans. Evaluation of our methods for evacuation planning for a disaster at the Monticello nuclear power plant near Minneapolis/St. Paul Twin Cities metropolitan area shows that the new methods lowered evacuation time relative to existing plans by providing higher capacities near the destination and by choosing shorter routes.

#### **FUNDING SOURCES:**

US Army Research Lab (AHPCRC/ARL) is sponsoring the work on use of high performance computing techniques to reduce computation time to produce evacuation plans quickly. Minnesota Department of Transportation sponsored follow-on work to determine contra-flow configurations of the transportation networks to increase outbound capacities and reduce total evacuation time.

#### **COLLABORATORS:**

Collaborators include Mr. QingSong Lu, Mr. Sangho Kim, Ms. Betsy George (all University of Minnesota), Ms. Sonia Pitt, Mr. Robert Vasek, Dr. Eil Kwon, Mr. Mike Sobolesky (all Mn/DOT), and Mr. Daryl Taavola (URS).

### **B. Professor Shashi Shekhar**

Professor Shekhar has recently been named a Distinguished McKnight University Professor at the University of Minnesota. (This is rare honor and comes with a grant of \$100,000 to be expended on their research over the next five years.) He is a professor of Computer Science and Engineering and a world leader in the area of spatial databases, an interdisciplinary area at the intersection of computer science and geographic information science (GIS). Professor Shekhar has a distinguished academic record that includes two books and over 160 refereed papers. He is widely sought after by policy makers in the United States and abroad for his expertise in spatial databases and spatial data mining. Earlier his research developed core technologies behind in-vehicle navigation devices as well as web-based routing services, which revolutionized outdoor navigation in the urban environment in the last decade. See <http://www-users.cs.umn.edu/~shekhar/> and [http://www.grad.umn.edu/faculty-staff/mcknight/distinguished\\_recipients.html](http://www.grad.umn.edu/faculty-staff/mcknight/distinguished_recipients.html)



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson – Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Major Accomplishments in 2005 and Annual Report Theme

**DATE:** December 27, 2005  
(For the Jan 18<sup>th</sup> Meeting)

### **INTRODUCTION**

The Coordinating Committee respectfully requests the Policy Board’s acceptance of:

- A listing of MetroGIS’s most significant accomplishments during 2005, and
- A theme for the 2005 annual report of “how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so”.

### **COORDINATING COMMITTEE CONSIDERATION**

At its December 15<sup>th</sup> meeting the Coordinating Committee unanimously accepted the listing of major accomplishments and the annual report theme as presented in this report.

### **MAJOR 2005 ACCOMPLISHMENTS**

2005 was a productive year in terms of fostering collaboration to address common geospatial needs, notwithstanding the decision to postpone the pending Strategic Directions Workshop. The most significant accomplishments were as follows (*the order is not intended to imply relative importance*):

- Address Standard: Address data standards developed by MetroGIS were used as a prototype for development of a national standard, which have remained largely unchanged.
- Addresses for Occupiable Units: The Policy Board endorsed a vision statement to guide implementation of a regional “addresses of occupiable units” dataset.
- DataFinder Café: Agreement was reached on a technical design and funding to upgrade DataFinder Café.
- E911- Compliant Street Centerlines: The Policy Board endorsed a vision statement to guide implementation of a regional “E911-compliant street centerline dataset”.
- Emergency Preparedness: The Policy Board endorsed an solution for further testing to establish a mechanism for coordinated assembly across the seven county region of a variety of datasets critical to Emergency Preparedness efforts.
- Non-Government Interests: An initiative was launched to explore partnering opportunities with non-government interests to achieve common needs.
- Testimonial: An eighth testimonial to the benefits of MetroGIS’s efforts – City of Roseville/Ramsey County GIS Users Group – was produced.
- U.S. Census Bureau: Agreement was reached with U.S. Census Bureau to use MetroGIS’s regionally-endorsed street centerline data in 2010 Census products.
- Data Distribution and Knowledge Sharing: Performance measures documented continued growth in data distribution activity via DataFinder and use of MetroGIS’s general information website.
- Recognitions: Three substantive recognitions were received from national and international interests:
  - Selected by the Open Geographical Consortium as its top U.S. example of a local/regional geospatial data distribution architecture compatible with achieving the NSDI vision. This recognition is described in a publication entitled “Server Architecture Models for the National Spatial Data Infrastructure (NSDI)”.

- Selected as the only collaborative governance structure in the United States that exhibited “new policy options and institutional structures associated with the formulation and implementation of successful SDI (spatial data infrastructure) initiatives” by Ian Masser, an internationally acknowledged expert in the field in his book “*GIS Worlds – Creating Spatial Data Infrastructures*”, published by ESRI Press.
- Selected by URISA as among its top 6 Exemplary Systems in Government (ESIG) Award recipients.

A detailing listing of year-end project status information, outreach activities, major documents produced, and workgroup and committee meetings conducted is available upon request.

### **2005 ANNUAL REPORT**

The main theme proposed for the 2005 annual report insert is the same as last year: “how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so”. In particular, this past year MetroGIS’s impacts were demonstrated through continued access improvements to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered through MetroGIS’s efforts. Jeanne Landkamer has again agreed to produce the MetroGIS 2005 Annual Report, as she has done for the past several years.

As has been the case for the past three annual reports, the single page, double-sided format, written from Chairperson Reinhardt’s perspective, is proposed. The report would again be distributed in combination with an informational brochure designed to have a shelf life of 2-3 years. A new brochure was produced in 2005. It can be viewed at

[http://www.metrogis.org/about/annual\\_reports/05brochure.pdf](http://www.metrogis.org/about/annual_reports/05brochure.pdf).

### **RECOMMENDATION**

That the Policy Board accept, subject to any desired additions or modifications, the:

- 1) Listing herein of major MetroGIS accomplishments during 2005.
- 2) Proposed theme for the 2005 annual report of “how MetroGIS’s efforts are making a difference and facilitating improvements via e-government while doing so”.



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control  
Staff Contact Randall Johnson (651-602-1638)

**SUBJECT:** 2005 Performance Measurement Report

**DATE:** December 27, 2005  
(For the Jan 18<sup>th</sup> Mtg.)

## INTRODUCTION

The Coordinating Committee respectively requests Policy Board approval of the 2005 MetroGIS Performance Measurement Report (separate document).

## COORDINATING COMMITTEE CONSIDERATION

On December 14, 2005, the Coordinating Committee reviewed the major conclusions presented in a draft version of the subject Report. No additions or modifications were offered. (See the Reference Section for authorizing actions by the Policy Board.)

## MAJOR PERFORMANCE MEASUREMENT FINDINGS AND CONCLUSIONS

The following findings and conclusions represent highlights from more complete descriptions presented in the accompanying 2005 MetroGIS Performance Measurement Report. The four outcome categories presented below are defined in the Performance Measurement Plan, which was adopted in 2002. Metrics for ten individual measures are captured monthly and comprise the data foundation for evaluating progress toward achieving desired outcomes.

The 2005 report presents metrics for comparable data for the ten measures over a three-year timeframe. A sufficient data history is now available to consider setting targets for some or all of the ten measures. If targets are to be set, the exercise should be a component of the Business Plan Update process anticipated to begin mid-to late 2006.

### 1. Ease of Data Discovery and Access

Use of DataFinder, as both an **online data discovery and data delivery tool, continued an upward trend** in 2005. A trend in **preference for online geospatial information queries**, in addition to downloads of data for manipulation on one's own system, is also beginning to emerge. Enactment of an unprecedented, single licensing agreement by the seven metropolitan area counties, which governs access to the regional parcel dataset, resulted in a 65 percent increase in licenses and a corresponding 52 percent increase in parcel data downloads.

Comments: 1) Continued progress needs to be made to accurately account for access to information via Internet-based queries, in addition to data downloads. Improvements planned for DataFinder in 2006 are expected to provide substantially better information for such queries than has been previously available. 2) Additional outreach efforts should be made to encourage data producers, who are not currently using DataFinder, to consider using it to share knowledge of their data holdings and to expedite distribution.

### 2. Data Currency

Each of the **eight endorsed regional data solutions** (see below) was **maintained to the specifications** established by the community. While these solutions only comprise 4.6 percent of the 136 datasets available via DataFinder, they continue to be the most popular data downloaded, comprising over 31 percent of the total downloads. Endorsed regional datasets for which metrics are maintained are as follows (listed in order of popularity in 2005):

<b>Dataset<sup>(1)</sup></b>	<b>Downloads</b>
<b>Parcels</b>	576
<b>Census Demographic Profiles</b>	516
<b>County &amp; Municipal Boundaries</b>	479
<b>Street Centerlines</b>	322
<b>Census Geography (e.g. tracts and blocks)</b>	228
<b>Planned Land Use</b>	208

(1) Eight regional solutions have been enacted by MetroGIS but only six are tracked for purposes of Performance Measurement Reporting. Land Cover is distributed by DNR, its custodian. The Land Cover metadata record is posted on DataFinder but directs the user to DNR's website. The Unique Parcel ID solution is a component of the Regional Parcel Dataset and, thus, not tracked separately.)

Comment: Performance measurement results confirm that MetroGIS's efforts to create sustainable regional solutions to common information needs are improving organizational efficiencies and effectiveness. A topic at the pending Strategic Directions Workshop should address whether additional regional solutions should be investigated.

### **3. Internal Efficiencies, Level of Cooperation**

**Ten stakeholder organizations are now performing 23 distinct primary and regional custodian roles** in support of eight endorsed regional solutions to common information needs, a one-stop, Web-based data discovery and distribution mechanism (DataFinder), and a forum to foster collaboration.

Comment: Sustaining long-term solutions to common information needs requires all parties to attain a level of comfort that their respective contributions are less than the cost of pursuing solutions on their own and a level comfort with one and other's contributions. The Metropolitan Council's 2005 Evaluation and Audit of MetroGIS raised questions in these regards. These questions must be resolved to the satisfaction of all core stakeholders to sustain the solutions that are currently in place and before any additional solutions are contemplated.

### **4. Decision Making, Service Delivery**

Currently, the only means measure this outcome is via qualitative stakeholder testimonials. An eighth such testimonial, from the City of Roseville, was produced in 2005. Like the seven organizations that have been past subjects, the City of Roseville **attributes efficiency improvements** in its internal decision support and **service delivery enhancements to MetroGIS's efforts**. The Metropolitan Council's 2005 independent evaluation of MetroGIS's efforts corroborated internal efficiencies that other organizations have reported in their testimonials.

As in the past, those entities using DataFinder the most were academic institutions of higher learning and state, regional, and local government interests. Dakota County and Hennepin County are again listed among the top 25 download recipients, with activity at essentially the same level as in 2004.

Comment: User testimonials should continue to be developed.

### **RECOMMENDATION**

That the Policy Board accept, subject to any desired additions or modifications, the MetroGIS 2005 Performance Measurement Report, dated December 23, 2005.

## REFERENCE SECTION

### PAST POLICY BOARD ACTIONS

- 1) April 10, 2002: The Policy Board adopted a Performance Measurement Plan ([www.metrogis.org/benefits/perf\\_measure](http://www.metrogis.org/benefits/perf_measure)) to more clearly state expected accomplishments, demonstrate accountability for results, and support continuous organizational improvement.
- 2) January 29, 2003: The Policy Board asked staff to prepare an annual performance measures report to share with it along with recommendations for any suggested changes in policy or procedures to address needs identified via analysis of performance measures data.



**To:** MetroGIS Policy Board

**From:** Policy Board Chairperson Reinhardt (651-266-8363)  
Policy Board Member Pistilli (763-493-9071)

**Subject:** Update on Council Consideration of MetroGIS Governance and Funding Questions

**Date:** January 11, 2006  
(For Jan. 18<sup>th</sup> Meeting)

## INTRODUCTION

This report was added to the agenda at our request, as members of the Policy Board. Its purpose is to share information with the Policy Board about MetroGIS's involvement in the Metropolitan Council's process to address recommendations presented in the recent MetroGIS Program Evaluation and Audit Report. [A copy of the report can be reviewed at [http://www.metrogis.org/teams/cc/meetings/05\\_1214/mc\\_eval.pdf](http://www.metrogis.org/teams/cc/meetings/05_1214/mc_eval.pdf). A brief summary of major topics addressed in the report is also provided in the Reference Section, Item 1.]

In our capacities as Policy Board Chairperson and the Metropolitan Council's representative to the Policy Board, we jointly support the Council's position that we (core stakeholders) need to ensure that the community concurs on future directions for MetroGIS and on the manner in which MetroGIS conducts its business. The former (future directions) is the purpose of the Strategic Directions Workshop that is tentatively scheduled for later this year (see Agenda Item 5e). The latter is the subject of this report.

The Council's Program Evaluation of MetroGIS raises several governance-related questions for further investigation. It is our belief that these questions must be resolved before the Strategic Directions Workshop is held, as the Workshop's purpose is about accomplishments and outcomes not process and governance. It is also our continuing belief that through MetroGIS's efforts, several effective regional solutions to common geospatial needs have been realized, providing evidence that current MetroGIS core functions are working.

## PREVIOUS ACTIONS

At the Policy Board's October 2005 meeting, Member Pistilli, acting in his capacity as the Council's representative to the Policy Board, briefly summarized the findings presented in the Report. Since the Report had not been available prior to the meeting, the findings and recommendations were not discussed in any detail. Member Pistilli made a point, however, of stating that the document was complimentary to MetroGIS, in that the overall conclusion is that MetroGIS is benefiting the Council and the region. He also mentioned that several governance-related questions were raised in the Report for further investigation. Policy Board members were assured they would be involved in the decision making process to address these questions. (See Item 2 in the Reference Section for an excerpt from the Policy Board's meeting summary.)

At the direction of the Policy Board to remain involved in the developing process, Commissioner Reinhardt, in her capacity as Policy Board Chairperson, attended and briefly addressed the Metropolitan Council's Community Development Committee (CDC) on December 19, 2005. Her impression of the discussion by the Councilmembers was a positive one. The CDC Chair and other Committee members reinforced their intent to involve the MetroGIS Policy Board and other interested stakeholders in the process. Discussion of specifics was deferred to the CDC's next meeting, which occurred on January 10<sup>th</sup>. Prior to the meeting, Commissioner Reinhardt submitted a written request to allow a member of the Coordinating Committee, to participate in the process as a technical resource. She also respectfully requested modification of the meeting schedule to accommodate existing commitments.

## **RESULTS OF JANUARY 10TH COMMUNITY DEVELOPMENT COMMITTEE MEETING**

The Community Development Committee of the Metropolitan Council met on January 10, 2006. Procedures recommended by Council management were discussed regarding resolution of governance and funding-related questions raised in the Program Evaluation and Audit Report. There was insufficient time to summarize the CDC's consideration of the recommended procedures, so Commissioner Reinhardt and Councilmember Pistilli intend to update the Policy Board at its January 18<sup>th</sup> meeting.

## **PREPARATIONS FOR PENDING CDC WORKGROUP CONSIDERATION**

1. **Coordinating Committee Recommendation:** On December 14, 2005, Metropolitan Council management summarized the findings and recommendations presented in the Report to the MetroGIS Coordinating Committee. After a lengthy discussion, the Committee agreed to forward the following recommendations to the Policy Board for its consideration as it engages in discussions with Council representatives concerning governance and funding of MetroGIS (an excerpt from the Committee's meeting summary is provided in the Reference Section):

- Accept the four (4) recommendations presented in the Metropolitan Council's Audit Report for MetroGIS, as described at this meeting (December 14<sup>th</sup> meeting of Coordinating Committee) by Mark Vander Schaaf.
- Recommend that the (MetroGIS's) current structure be maintained, and
- Encourage the Metropolitan Council to involve MetroGIS stakeholders in the dialog as it examines options.

Several Committee members also submitted written comments directly to Policy Board member Pistilli following the Committee meeting. Member Pistilli asked Committee members to share their comments with him to help him prepare for discussions pending among Councilmembers.

2. **Evaluate Current MetroGIS Governance Characteristics.** In preparation for pending CDC Workgroup dialogue to address governance concerns raised in the Report, creation of a MetroGIS workgroup is suggested to evaluate any options to change the current MetroGIS governance characteristics (Appendix A). This workgroup should include policy makers and managers who have been active in MetroGIS efforts and who have a clear understanding of its objectives, functions, accomplishments, and challenges. This group should convene as quickly as possible and identify current characteristics that should remain intact.

## **RECOMMENDATION**

That the Policy Board:

- 1) Authorize creation of a MetroGIS workgroup, as defined herein, to evaluate current MetroGIS governance characteristics and offer its recommendations to MetroGIS's representative to the CDC workgroup as quickly as possible.
- 2) Be provided with e-mail updates through MetroGIS's representative(s) to the CDC workgroup as its work progresses. The updates should also be sent to the Coordinating Committee.

## REFERENCE SECTION

### *1. Excerpt from December 14, 2005 Coordinating Committee Meeting Summary*

#### **5b) Metropolitan Council's Program Evaluation and Audit of MetroGIS**

Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, introduced himself and commented on his ties to the GIS community while with the City of St. Paul, which included holding the position of GIS Coordinator and serving as chair of the Ramsey County GIS Users Group. He also noted that he had participated in MetroGIS forums and had served as a member of the Coordinating Committee, representing large cities. He then prefaced his remarks by noting that the Council's Evaluation and Audit Report was the source of most of the comments that he would be making and that much of the slide presentation had been created by the Director of the Council's Audit and Evaluation Unit for a presentation on November 7<sup>th</sup> to the Council's Community Development Committee. ([Click here](#) for the presentation slides and [click here](#) to review the Audit Report.)

The presentation began with an overview of the origins of MetroGIS, from the Council's perspective, and a summary of value received by the Council from MetroGIS's efforts. Vander Schaaf then commented on several "potential scenarios" identified in the Report regarding the future of MetroGIS:

- Maintain The Current Structure,
- Cost Sharing For MetroGIS Data,
- Withdrawal Of Council Funding,
- Policy Board As Advisory To The Council, and
- Create A Fee Structure (Non-Government Access) For MetroGIS.

Vander Schaaf then summarized four recommendations presented in the Report:

1. Assess the positive and negative attributes of the options and determine the optimal placement of MetroGIS and its relationship and reportability to the Council.
2. Financial accountability measures for MetroGIS should be established and practiced.
3. The Council should continue to evaluate its role, products and cost-effectiveness of MetroGIS on an ongoing basis.
4. A clear delineation of roles and responsibilities between the Council and the parties involved in MetroGIS should be documented to ensure that all parties understand their role in MetroGIS.

Vander Schaaf concluded his presentation by commenting on proposed immediate next steps, which includes discussion by the Council's Community Development Committee on Monday, December 19, of a roadmap and timeline for acting on the cited recommendations.

Committee members were asked if they had any questions or comments.

Vice Chairperson Knippel asked for clarification of Council's philosophy about providing leadership and fostering collaboration toward regional solutions that benefit the region as a whole. Knippel encouraged the Council to address this question before launching into a discussion of specifics about MetroGIS. He also noted that he believes that the Audit Report tries to describe MetroGIS in black and white terms and in so doing does not account for the significant benefit from gray areas (intangibles) that are not easily quantified. He offered the example of the Council's current support of a forum to foster regional debate and agreement among all key stakeholders on standards and best practices, noting that this forum has established a trusted cooperative environment that, in turn, is paying dividends beyond the data involved. He also noted that knowledge sharing, which is a core function of MetroGIS, stimulates technology innovations that are resulting in improved effectiveness and efficiencies, also not easily captured in a black and white format (quantifiable inputs and benefits).

Craig agreed, but added comments about the value of MetroGIS to the image of the Metropolitan Council. His survey work, cited in the Audit Report, documented the value that MetroGIS participants placed on the

process of being involved in these collaborative activities. Through MetroGIS activities they have come to know and respect others across the region, something that has been invaluable in their own work. They know that MetroGIS is supported by the Metropolitan Council and their image of the Council has improved greatly as a result of MetroGIS activities.

Claypool concurred that the region is a big winner, greatly benefiting from the standards that have been enacted and the duplication of effort that has been eliminated through collaboration to address mutual needs. He also made a point of stressing that the counties have made larger investments than the Council for development of geospatial data.

Claypool then called attention to a few conclusions presented in the Audit Report that he believes demonstrate that the author(s) does not understand MetroGIS well enough to make such statements. He also noted his disappointment that the Scenarios had a negative tone, given the vast benefits to the region and the Council over the past ten years that can be attributed to MetroGIS's efforts. He concurred with Craig that the Council's image has greatly improved over the past ten years among local units of government, due in large part, to the collaborative environment fostered via MetroGIS's efforts; efforts which most stakeholders associate with the Council's support to foster the desired collaboration. He emphasized that ten years ago local government generally viewed the Council as bothersome, but that the situation is much different today. Not only are inter-organizational relationships vastly improved but also is the availability of data critical to effectively planning and operating regional systems. He stated that he is especially troubled by the reference in the Report that the Council might not be part of solutions that evolve through MetroGIS's efforts. He suggested that those responsible for this observation need to educate themselves on how decision making is actually conducted within the MetroGIS community. The Council has always been and is expected to remain a respected key stakeholder along with several others. Claypool concluded his remarks by offering a solution to keep the spirit of regional collaboration alive, should the Council decide its participation is no longer desirable. He believes that if such a situation were to arise that the counties would likely create a consortium with which the Council could negotiate to obtain the data they need from the counties.

Laumeyer commented that accomplishments of MetroGIS make his job much easier and speaking generally on behalf of other users, stated these accomplishment are resulting in a huge benefits to the region. He also noted that the Council should take pride in the cutting edge efforts of MetroGIS, efforts that have received national and international attention and awards.

Chairperson Read commented that one of the reasons MetroGIS has been successful is that the participants are doing things they have to do anyway but realized they can be more effective over the long term through collaborative solutions. As a result, she believes it is difficult to separate her work in MetroGIS initiatives from her work on related internal projects. She questioned how the Council's GIS staff were going to be able to accomplish the recommendation to segregate and track financial information regarding support of MetroGIS. She also noted that at the November 15 forum "Beyond Government Users: Future Directions for MetroGIS" she had recognized a reoccurring theme that the non-government community is mobilizing more and more to integrate GIS technology into their respective operations and, as such, are looking for more sources of reliable geospatial data.

Knippel reemphasized that applying a traditional business analysis model to government is flawed because the entities involved are not independent, competing against one another. Rather, government interests that serve the Twin Cities all have the same clients/stakeholders – the taxpayer - and all have a stake in the successfulness of the region. He emphasized that a structure/philosophy is needed that can achieve and sustain inter-governmental cooperation that, in turn, produces benefits for the whole by looking beyond the interests of individual organizations. He closed by reiterating an earlier observation that the Report seems to be very narrowly defined and ignores intangibles (gray areas) whose benefits are sizable.

Wencl stated that from the perspective of the National Spatial Data Infrastructure (NSDI) and its primary sponsor, the Federal Geographic Data Committee, MetroGIS is a working example of the type of successful regional mechanism needed to achieve the vision of the NSDI. He concurred with Craig and Knippel that the

Council is receiving a good deal of credit for its investment to support MetroGIS's efforts to foster collaboration. He also noted that NSDI proponents view the existence of the Policy Board as a major reason for MetroGIS's success. Wencil concluded his remarks by stating that the State of Minnesota should follow MetroGIS's lead and create a complementary mechanism capable of creating and sustaining statewide solutions to common information needs.

Craig commented that in some respects this Report is inconclusive in that it does not take into account intangibles, in particular, benefits to the region as a whole. He also noted that it is difficult to clearly articulate a response to the Council's question "where do we go from here" because the Strategic Directions Workshop has not been held.

Henry postulated that if the Council were to withdraw its funding that the collaborative environment would diminish. He asked the Council representatives if the Council wants the community to revert to the situation that existed when MetroGIS launched, no standards and significant duplication of effort. Vander Schaaf affirmed that the Council does not want the community to revert to the pre-MetroGIS environment. Henry followed with a statement that he believes that the cost to the Council to obtain data it needs from others and put it to use on its own would be more expensive than its cost to support MetroGIS's "foster collaboration" function.

Knippel followed with a question about how MetroGIS can best provide formal feedback to the Council's Evaluation and Audit Report, noting that he believes MetroGIS leadership should pursue an active role in the pending discussions about the recommendations and next steps outlined in the Report. He asked again that before dialogue is initiated on the Report's recommendations, that the Council reach agreement, at a policy level, regarding its interest and willingness to foster a collaborative environment to address common needs important to the region. Claypool emphasized that all affected parties need to be part of the discussions and that the current philosophy of an equal voice among the parties is critical to sustaining effective solutions.

**Motion:** Craig moved and Givens seconded to encourage the MetroGIS Policy Board to:

- Accept the four (4) recommendations presented in the Metropolitan Council's Audit Report for MetroGIS, as described at this meeting by Vander Schaaf.
- Recommend that the current structure be maintained, and
- Encourage the Metropolitan Council to involve MetroGIS stakeholders in the dialog as it examines options.

Motion carried: Nays-0, Ayes-13, Abstain-2 (Gelbmann and Vander Schaaf to avoid conflict of interest)

## ***2. Excerpt from October 29, 2005 Policy Board Meeting Summary***

### **5b) Strategic Directions Workgroup and 2006 MetroGIS Work Plan**

Chairperson Reinhardt informed the Board members that she had added this topic to the agenda. The purpose of this item is to suggest that the Board set a target of February 2006 to host the Strategic Directions Workshop that has been postponed to allow the Metropolitan Council to evaluate the value of MetroGIS to its internal operations. She then recognized Member Pistilli, who provided a copy of the Metropolitan Council's internal evaluation of the MetroGIS initiative to each of the Policy Board members, noting that the document had been printed the day before and had not yet been seen by members of the Metropolitan Council.

Member Pistilli characterized the findings set forth in the evaluation as complimentary to the products of MetroGIS's efforts. He also noted that the evaluation raises some questions about MetroGIS's reporting and organizational structures, commenting that, in his opinion, what seems to make MetroGIS work also raises these questions. He commented that he believes that discussion of the cited issues may lead to improvements. Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan

Council, briefly commented that the Council's Audit Committee is scheduled to consider the document on November 2 and that the Council's Community Development Committee is scheduled to consider it on November 7.

The sentiment expressed by Policy Board members was support for Council's program evaluation process acknowledging that sufficient public value must be received in return for support of initiatives. In response to a question from Chairperson Reinhardt, which was echoed by other Board members, Member Pistilli commented that he supports providing Policy Board members an opportunity to provide substantive input into the Council's process from this point on. Member Schneider asked for clarification about how these discussions might affect MetroGIS's 2006 budget. In response, Vander Schaaf and Member Pistilli commented that the Council's proposed 2006 budget maintains at MetroGIS's 2005 funding level, as had been requested by the Policy Board. Member Pistilli and Chairperson Reinhardt agreed to discuss options following the meeting for providing input from the Policy Board to the Council concerning the findings and recommendations presented in its Program Evaluation Report for MetroGIS.

**Motion:** Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

## ATTACHMENT A

December 1, 2005

### COLLABORATIVE (GOVERNANCE) CHARACTERISTICS THAT CREATE PUBLIC VALUE (Collaboration To Address Common Geospatial Needs)

CHARACTERISTIC		CURRENT STRUCTURE	OPTION X
<b>Outcome / Value Proposition</b>			
	<b>Improved efficiency of stakeholder operations</b> (decision-making, service delivery, and infrastructure management) through use of community-defined regional solutions to common geospatial needs, that substantially reduce time and effort required to discover existing data, obtain data from others, manipulate data obtained from others prior to use, and move the dialogue from debate over data sources to substantive policy needs and opportunities.	<b>X</b>	
	<b>Minimized duplication of effort among stakeholder interests</b> and lowest cost for the taxpayer by leveraging investments in geospatial technology, data, and application development of others. <i>Build once, share many times.</i>	<b>X</b>	
	<b>Improved trust and mutual understanding</b> among government interests serving the Twin Cities through frequent opportunities to collectively define regional solutions to common geospatial needs and share knowledge with colleagues and peers.	<b>X</b>	
	<b>Enhanced stakeholder GIS-related programs</b> and capabilities through sharing of technology, data, and proven practices.	<b>X</b>	

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>	<b>OPTION X</b>
	<b>Local geospatial needs</b> , best practices, and data resources are reflected in state and national geospatial initiatives through involvement in policy and program development with similar objectives beyond the Twin Cities.	<b>X</b>	
	<b>Improved responsiveness of participant operations to changing expectations</b> of their clients through support of an environment that encourages knowledge sharing and innovation.	<b>X</b>	
<b>Authorizing Environment</b>			
	Common priority information needs (at minimum for essential stakeholders) are defined by the community, not any particular interest(s).	<b>X</b>	
	Policy makers (from all essential participants) are the keepers of a widely participatory process, ensuring all relevant and affected parties are involved in decision making, dominated by none.	<b>X</b>	
	A favorable “political reality check” is obtained from all affected interests when endorsing common geospatial priorities, related organizational policy, and regional solutions to address priority needs.	<b>X</b>	
	Policy makers, representing all essential stakeholders, establish regional geospatial and related organizational policy needed to address common priority needs. Policy making critical to achieve long-term objectives is consensus-based e.g., custodial roles and responsibilities, desired best practices, data standards.	<b>X</b>	
	Existing investments are leveraged to measurably improve service provisions and decision making community-wide.	<b>X</b>	
	Effective inter-organizational relationships are nurtured at the policy, management, and technical levels critical to sustaining long-term collaborative solutions.	<b>X</b>	

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>	<b>OPTION X</b>
	Policymakers advocate (champion) regional geospatial policy within their respective organizations and among their peers.	<b>X</b>	
	Champions at the policy, management, and technical levels are nurtured within essential stakeholder organizations by sharing benefits possible through participating in collaborative solutions to achieve common needs.	<b>X</b>	
	A Performance Measurement Program is supported to ensure that performance toward established public value-based outcomes is continually monitored and modifications are made, as needed, to maintain relevancy to essential stakeholders.	<b>X</b>	
<b>Operating Capacity</b>			
	Regional geospatial solutions effectively bundle and coordinate operational capacity across multiple organizations, as if a single enterprise, to collaboratively meet common needs that can not be met by any single organization. <i>(See Attachment B for 23 roles shared by ten MetroGIS stakeholders as of November 2005.)</i>	<b>X</b>	
	Coordinated regional geospatial solutions effectively increase access to, and use of, trusted, reliable and current geospatial data needed to support a wide variety of stakeholders' internal business needs.	<b>X</b>	
	Widely supported solutions to priority common geospatial needs of all essential stakeholders are efficiently and effectively sustained through institutionalizing custodian roles and responsibilities pertaining to geospatial data capture, maintenance, documentation and distribution.	<b>X</b>	
	Voluntary acceptance of community-defined custodial roles and responsibilities fosters an ethic of interdependence and cooperation, as well as, results in the best available data practices at the least cost to the taxpayer.	<b>X</b>	

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>	<b>OPTION X</b>
	Organizations with the greatest internal need voluntarily support custodian roles and responsibilities for endorsed regional solutions.	<b>X</b>	
	Collaboration to support custodian roles must cost the host organization(s) less than satisfying the particular information need in a non-collaborative environment.	<b>X</b>	
	Contributions to sustaining regional solutions include funding, human resources, data, equipment or combination thereof	<b>X</b>	
	Custodian organizations are free to achieve regionally-endorsed solutions (community endorsed deliverables) in a manner consistent with their internal needs.	<b>X</b>	
	Equity of contribution (to sustain a regional solution to a common geospatial need) is measured relative to internal benefit to the particular custodian, not organization to organization. (E.g., if a collaborative solution is less expensive than accomplishing an internal need on one's own, equity is achieved).	<b>X</b>	
	No organization is expected to perform a custodial role for the community for which they do not have an internally acknowledged business need or do not have sufficient resources.	<b>X</b>	
	<u>Point of note and topic for policy discussion:</u> Positive feedback from the participants of the forum hosted by MetroGIS on November 15, 2005 to seek partnering suggestions from non-government entities is a sign of MetroGIS's maturity and a realization that further effectiveness to achieve common needs may be possible by partnering beyond the government community.		

## ATTACHMENT B

### Contributions to Support MetroGIS Endorsed Regional Solutions

**(Last Updated: November 17, 2005)**

<b>Established Partnerships</b>	<b>Summary of Collaborative Roles</b> (Bundling Operational Capacity Across Organizations to Address Common Priority Needs)
<i>10 organizations have assumed a total of 23 roles in support of endorsed regional solutions to common geospatial related needs of the community.</i>	
(2 roles) <b>County: Anoka</b> Parcels	Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see <a href="http://www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf">www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf</a> )
County/MCD Boundaries)	Produce and maintain boundary data, submit quarterly updates to regional custodian (Council) in regional format. For detailed roles see <a href="http://www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf">www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf</a> )
(2 roles) <b>County: Carver</b> (Parcels, County/MCD Boundaries)	(All seven counties have agreed to assume responsibility for the same roles and responsibilities concerning the region parcel and city/county boundaries datasets. Their combined level of support is estimated to involve <b>20+ FTE</b> . This effort includes surveyors, assessors, and GIS staff.)
(2 roles) <b>County: Dakota</b> (Parcels, County/MCD Boundaries)	(Counties use these data to manage property-related records and to support their tax collection responsibilities.)
(2 roles) <b>County: Hennepin</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Ramsey</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Scott</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Washington</b> (Parcels, County/MCD Boundaries)	
(1 role) <b>DNR - Land Cover</b>	Manage regional database and collaborative process to acquire land cover data compatible with agreed upon data content standards. DNR uses this database to support a number of its metro area natural resources and wildlife management programs. Annual support is about <b>.5 FTE</b> . (For detailed roles see <a href="http://www.metrogis.org/data/datasets/land_cover/policy_summary.pdf">www.metrogis.org/data/datasets/land_cover/policy_summary.pdf</a> )

(1 role) <b>University of Minnesota Population Center</b> (Socioeconomic Characteristics)	Manage content of Socioeconomic Resources Website at <a href="http://www.datafinder.org/mg/socioeconomic_resources/index.asp">www.datafinder.org/mg/socioeconomic_resources/index.asp</a> . Annual support is about <b>.2 FTE</b> . (For detailed roles <a href="http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf">www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf</a> )
(7 roles) <b>Metropolitan Council</b> (Three categories: data management, data distribution, and fostering regional collaboration)	<ul style="list-style-type: none"> <li>▪ Annual support for <b>DataFinder and regional data custodian roles, combined about 1.25 FTE</b>.</li> <li>▪ 2005 budget to support <b>Foster Collaborative Environment: 1.75 FTE and \$86,000</b>.</li> </ul>
⇒ Census Geography data	Produce census geography data at time of decennial census that align with other locally produced foundation geospatial data.  (For detailed roles see <a href="http://www.metrogis.org/data/datasets/census/policy_summary.pdf">www.metrogis.org/data/datasets/census/policy_summary.pdf</a> )
⇒ County/MCD Boundary data	Assemble boundary data produced by counties into regional dataset.  (See County Boundaries above for the specific roles)
⇒ Planned Land Use data	Develop and manage regional dataset.  (For detailed roles see <a href="http://www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf">www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf</a> )
⇒ Parcel data	Assemble parcel data produced by counties into regional dataset.  (See County Parcels above for the specific roles.)
⇒ Street Centerline data	Contract with The Lawrence Group to maintain data to desired specifics.  (For detailed roles see <a href="http://metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf">metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf</a> )
⇒ DataFinder (one-stop, Web-based, data distribution portal)	Maintain DataFinder and DataFinder Café's hardware and software platform and update metadata posted on DataFinder.  (For details see Section 1.3.2 - <a href="http://www.metrogis.org/about/business_planning/bplan_0305.pdf">www.metrogis.org/about/business_planning/bplan_0305.pdf</a> )
⇒ Foster Collaborative Environment ( <i>regional solutions to common geospatial needs</i> )	Facilitate collaborative decision-making structure, including business planning, performance measures activities, and agreements, as well as, outreach and advocacy efforts to encourage use of and feedback about adopted solutions and best practices.  (For details see Section 1.3.2 - <a href="http://www.metrogis.org/about/business_planning/bplan_0305.pdf">www.metrogis.org/about/business_planning/bplan_0305.pdf</a> )
<b>(Total of 23 roles supported by 10 different organizations)</b>	



**TO:** MetroGIS Policy Board  
**FROM:** Policy Board Member Schneider  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Non Government Forum Results and Partnering Guidelines  
**DATE:** December 30, 2005 (For the January 18<sup>th</sup> meeting)

### **INTRODUCTION**

Based on the identification of a number of meaningful collaborative opportunities that were identified at the November 15<sup>th</sup> “Beyond Government Users” forum, the Policy Board is respectfully requested to support the recommendation of the Coordinating Committee to host a “Geospatial Technology Possibilities” forum and approve principles to guide future discussions to investigate collaborative opportunities with non-government interests in addressing common geospatial needs.

### **BACKGROUND**

On November 15<sup>th</sup>, MetroGIS hosted the “Beyond Government Users: Future Directions for MetroGIS”. The Policy Board requested the hosting of this forum at its April 2005 meeting. The results of this forum and a proposed “Geospatial Technology Possibilities” Forum, recommended by the Coordinating Committee at its December 2005 meeting, are intended to provide important foundation information for the pending MetroGIS Strategic Directions Workshop (Agenda Item 5e).

The Forum summary report can be viewed at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf). Twenty-nine individuals attended, representing 27 for-profit and 2 non-profit interests. The attendees concluded that collaborative opportunities with government interests should be investigated in three topical areas:

- How can we work together to reduce costs?
- What innovations can we work together to develop?
- How can we promote a statewide GIS cooperative effort?

Forty-five candidate ideas were identified for consideration within these three topical areas.

### **DISCUSSION**

The proposed next step is to engage the Coordinating Committee and participants of the November 15<sup>th</sup> forum to define and carry out a process to decide which of the 45 identified ideas have the most promise and evaluate the creation of an ongoing joint committee to flush out in more detail future cooperative efforts. However, before discussions begin, agreement is sought from the Policy Board on a few guiding principles to manage expectations. They are as follows:

- 1) Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
- 2) Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- 3) Contributions can comprise of funds, data, equipment and/or people.
- 4) Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

### **RECOMMENDATION**

That the Policy Board:

- 1) Support the recommendation of the Coordinating Committee to host a “Geospatial Technology Possibilities” forum, and
- 2) Approve the above-cited principles, subject to any desired additions or modifications, to guide pending talks with non-government interests who wish to further investigate collaborative opportunities with government interests in addressing common geospatial needs.



**To:** MetroGIS Policy Board

**From:** Policy Board Chairperson Reinhardt  
Staff Contact: Randall Johnson (651-602-1638)

**Subject:** Strategic Directions Workshop / MetroGIS Business Plan Update

**Date:** January 4, 2006  
(For Jan. 18<sup>th</sup> Meeting)

## **INTRODUCTION**

Acting in my capacity as Policy Board Chairperson, I am requesting Policy Board affirmation of the following proposals regarding preparations for the MetroGIS Strategic Directions Workshop and Business Plan Update initiatives:

- Set a tentative target timeframe of fall 2006 for the MetroGIS Strategic Directions Workshop.
- Resolve questions raised about MetroGIS's governance (in the Council's October 2005 Program Evaluation and Audit Report) before hosting the MetroGIS Strategic Directions Workshop.
- Investigate the realm of geospatial technology possibilities in preparation for the Strategic Directions Workshop at the same time that MetroGIS governance preferences are being discussed.
- Set a tentative target of the Policy Board's April 2007 meeting to receive an updated MetroGIS Business Plan.

## **PREVIOUS POLICY BOARD CONSIDERATION**

At its October 2005 meeting, the Policy Board decided to defer to its January 2006 meeting the setting of a date for the MetroGIS Strategic Directions Workshop. The members wanted to better understand implications of the Metropolitan Council's Program Evaluation and Audit Report regarding MetroGIS before it set a date for the Strategic Directions Workshop. (See Agenda Item 5c for more information.)

## **"GEOSPATIAL TECHNOLOGY POSSIBILITIES" FORUM SUBSEQUENTLY PROPOSED**

At its December 2005 meeting, the Coordinating Committee concluded that MetroGIS should investigate the realm of geospatial technology possibilities prior to hosting the subject Strategic Directions Workshop. This "possibilities" forum is tentatively targeted for April or May 2006. (See Agenda Item 5d in which Board acceptance of this concept is requested). The current concept involves inviting 2-3 national/internationally-respected geospatial visionaries to offer their perspectives and then break into theme-based groups to ask questions to gain a better understanding of cited possibilities. All agreed that up-to-date knowledge of geospatial technical possibilities and where the geospatial industry is generally headed are critical to achieving a successful Strategic Directions Workshop.

## **TIMING OF STRATEGIC DIRECTIONS WORKSHOP**

Following the determination that a Geospatial Technology Possibilities Forum should be hosted before the Strategy Directions Workshop, staff evaluated hosting the latter in May 2006. The conclusion was that regardless of whether it is held in late spring or fall 2006, the subsequent Business Plan Update process will not be complete until after core stakeholders have completed their respective 2007 budget preparation processes. Therefore, setting a target of fall 2006 for the Strategy Directions Workshop is suggested to give staff a couple of additional months to synthesize the results of the "Possibilities" Forum prior hosting the Strategy Directions Workshop.

## **DISCUSSION**

In my discussions with MetroGIS leadership and staff over the past few months, there appears to be general acknowledgement that governance and organizational questions raised in the Metropolitan

Council's recent Program Evaluation and Audit Report about MetroGIS should be resolved before hosting the Strategic Directions Workshop. They also acknowledge that the focus of the Strategic Directions Workshop is intended to be on geospatial program outcomes, not governance aspects of MetroGIS. Finally, there also appears to be general acknowledgement that investigation of geospatial possibilities should proceed simultaneously with dialogue on organizational/governance preferences for MetroGIS.

**RECOMMENDATION**

That the Policy Board affirm the four proposals outlined in the Introduction to this report pertaining to preparations for MetroGIS's Strategic Directions Workshop and Business Plan Update initiatives.



**TO:** MetroGIS Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Letter of Support Requested for Federal Grant Application

**DATE:** January 9, 2006  
(For the January 18<sup>th</sup> meeting)

## INTRODUCTION

Several MetroGIS stakeholder organizations respectfully request the Policy Board to authorize Chairperson Reinhardt to sign a letter of support for a federal geospatial technology grant application that they are developing. MetroGIS's role would be limited to assisting with communication needs and providing a forum for the vetting of any policy decision making necessary to achieve the desired outcome – both consistent with MetroGIS's core functions. No project funding from MetroGIS's resources is requested.

The written request submitted seeking MetroGIS's support is attached. The letter of support that would be signed by Chairperson Reinhardt will be draft once the application is nearer to completion.

## PROPOSAL INFORMATION

**Proposal Objectives:** The subject proposal would serve two primary purposes:

1. Several metro area counties, the Metropolitan Mosquito Control District, and the Metropolitan Airports Commission are interested in exploring whether they can cooperatively develop and support a common web-based application, using open-source software, that initially would be used to query parcel related data, along with other agency-specific data. The project concept is similar to that proposed last year for a Regional GIS Project funding via MetroGIS. However, since no MetroGIS funds are required, the problems encountered with the previous proposal have been overcome.
2. A partnership, with a geospatial data collaborative that serves the Fargo-Moorhead Metropolitan Area, is also proposed.

**Granting Agency:** The subject grant competition is funded by the Federal Geographic Data Committee (FGDC) for projects that further the vision of the National Spatial Data Infrastructure (NSDI). The maximum amount available is \$75,000. MetroGIS-related projects have been the recipients of three previous FGDC grants for a total award of in excess of \$166,000.

## Application Specifics

1. The application submittal deadline is February 1, 2006.
2. As of this writing, the applicants had not finalized their project specifications and budget. MetroGIS staff have been assured that the required local funding match will be provided by the organizations that will be directly involved in the project. One of the proposers will also serve as the responsible unit of government.

## BENEFITS TO THE METROGIS COMMUNITY

Award of this grant would be valuable to the MetroGIS community from at least four perspectives:

- 1) The applicants are proposing to use "open source" technology, in particular Minnesota MapServer that was initially developed at the University of Minnesota, to provide the desired Internet-based application capability. This project would provide valuable research and development experience for the MetroGIS community.
- 2) The grant application requirements mandate that Web Feature Service (WFS) technology must be a component of all proposals. WFS technology is expected to play an increasing important role in

application development to address common needs. E.g., achieving the Board's adopted vision for the Addresses of Occupiable Units Regional Dataset requires use of WFS technology. As such, this project would provide valuable research and development experience for the MetroGIS community.

- 3) One of the key elements of the proposal involves the on-line viewing and querying of GIS data. MetroGIS has previously identified a need for unified policy in this regard. The vetting of these issues among the agencies directly involved in the grant project should provide valuable information toward addressing the matter on a regional basis.
- 4) This proposal provides a somewhat rare and important opportunity to collaborate with another region to share expertise and resources. MetroGIS staff reached conceptual agreement in 2001 with the State of New York to collaborate on the development of what became DataFinder Café. Unfortunately, that partnership never materialized given the changes in priorities following 9/11. Other partnership opportunities that are consistent with the vision of the NSDI (e.g., with counties in western Wisconsin) are being cultivated. The proposed "collaboration of collaboratives" is important for two reasons: cooperation among regional geospatial collaboratives is a fundamental need to achieve the vision of the NSDI. Such partnerships also expand the pool of resources available to the partnering organizations, improving efficiencies through the leveraging of existing resources and reducing duplication of effort. Knowledge gained from this experience is expected to provide valuable insight, important to not only MetroGIS but also to other proponents of the NSDI vision.

#### **DISCUSSION**

As of this writing, the application specifics were still evolving. The decision to apply for the grant was made following the Coordinating Committee's December 14<sup>th</sup> meeting. As such, the preliminary concept is still being shared among the Coordinating Committee members for comment. The proposers have been asked to be prepared to provide an update on the status of the proposal at the Board meeting.

Signing of the requested letter of support by the MetroGIS Policy Board Chair assumes that any and all substantive concerns raised by Committee and or Policy Board members are resolved to the satisfaction of all affected parties.

#### **RECOMMENDATION**

That the Policy Board authorize Chairperson Reinhardt to sign a letter in support of the subject FGDC grant application with the understanding that any and all concerns raised are resolved to the satisfaction of all affected parties.

## Written Request for Support

**From:** "Knippel, Randy" <Randy.Knippel@CO.DAKOTA.MN.US>  
**To:** "Randall Johnson" <randy.johnson@metc.state.mn.us>  
**Date:** 1/5/06 8:37AM  
**Subject:** Request for MetroGIS support for FGDC grant application

Randy,

I am respectfully asking for approval to use the MetroGIS name in an application for an FGDC grant for a project that would include the development of software to help cities and counties create web applications. This is a spin-off from the MetroGIS regional project formerly known as "Common Web Application".

Following the canceling of the MetroGIS project, several counties continued to have conversations about the potential for pursuing such a project on our own. This led to discovering similar interest by the Community GIS Technical Committee (CGISTC), a GIS collaborative that includes Richland County, ND and Wilkin County, MN, among others in the southern Red River Basin. The Governor's Council on Geographic Information provided a letter of support to this organization for another FGDC grant in June, 2005. I have had numerous conversations with Doug Bartels, Richland County GIS Coordinator and CGISTC representative about the potential of this project. He is preparing the grant application.

The scope of this project will involve developing an open source user interface for web-based GIS applications suitable for county and city use. The server component of this application will be Mapserver, an open source product originally developed at the University of Minnesota and heavily used and supported by the Mn DNR (and other agencies). Since both the application and server components will be open source, the result will allow web applications to be developed and deployed with minimal cost. Also, as more cities and counties adopt this application, it will lead to greater consistency and commonality between those cities' and counties' web sites with respect to interactive mapping functionality and capabilities.

The ideal scenario would be for MetroGIS and the CGISTC to jointly apply for the grant. This would represent a strong image of collaboration since it demonstrates collaboration across local government jurisdictions as well as regions and states. The FGDC grant requires matching funds; however, no funds will be required of MetroGIS. We expect to be able to satisfy that requirement through in-kind matches provided by member organizations of both MetroGIS and CGISTC that have the desire to participate in this project. While we are still working out the details of this project, the expectation is that it will be administered jointly through a combined workgroup formed from members of both regional collaborative organizations.

The grant application must be submitted by February 1, therefore we will need properly authorized official notice from MetroGIS prior to that. Please contact me immediately if you have any questions. I have conferred with Nancy Read on this request.

-Randy K.

Randy Knippel  
GIS Manager  
Dakota County Office of GIS  
randy.knippel@co.dakota.mn.us  
phone: 952-891-7080

CC: "Rick Gelbmann" <rick.gelbmann@metc.state.mn.us>, "Nancy Read" <nancread@visi.com>



**TO:** Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638) and Steve Fester (651-602-1363)

**SUBJECT:** Project Updates

**DATE:** January 10, 2005  
(For the Jan. 18<sup>th</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted.

**A) MODIFICATION OF OPERATING GUIDELINES – BETWEEN MEETING DECISION PROCEDURES**

The Coordinating Committee granted first reading to a proposed amendment to MetroGIS's Operating Guidelines to authorize between-meeting decision making by the Committee as well as the Policy Board. See Attachment A for the language accepted by the Committee and an excerpt from the Committee's meeting summary. Second reading is scheduled for the Committee's March 2006 meeting.

**B) STATUS OF 2005 REGIONAL GIS PROJECT**

**(1) MetroGIS DataFinder Café – Upgrade Proposal (In progress)**

A project architecture that utilizes GeoCortex software (British Columbia, Canada), in combination with ArcIMS, has been found to be the most cost-effective way to achieve the functionality desired by the community. Funding has been arranged, with \$14,500 of the \$21,700 project cost being covered by a federal NSDI grant. The GeoCortex software licenses are currently under review. Once any concerns with the licenses are resolved, the project is expected to move forward quickly.

**(2) Common Application Design for Web-based Data Queries (Ceased)**

A mutual decision by all affected parties was made in November to cease this project. Committee and Policy Board members should have each received a letter via email confirming the decision to cease further consideration of this project (Attachment B). It is important to note that each of the parties concurs with this decision and believes that from a research perspective, this pilot project has served a useful purpose in that it has demonstrated the complexities that must be effectively addressed to collaboratively implement a geospatial application(s). Staff intends to document this experience, as a 2006 task, for future reference. The experience also has raised the need to rethink the guidelines for future Regional GIS (Pilot) Projects, in particular, when intellectual property rights are involved. (See Item B, below.)

**(3) Fill in Incomplete Attribute Fields in Regional Parcel Dataset (Indefinitely Postponed)**

The strategy reported at the September Committee meeting had been to conduct interviews one-on-one with county staff who are responsible for managing parcel data, specifically data associated with fields that are not fully populated. Michael Dolbow was to have served as the Project Manager. With Michael's announcement in October that he would be leaving the Council (to become the GIS Coordinator for the MN Department of Agriculture), work on this initiative ceased and no decision has been made as to whether or not it will continue to be pursued. An update will be provided at the Committee meeting as requested at the September meeting.

**C) CRITIQUE 2005 REGIONAL GIS PROJECT PROGRAM / PREPARE 2006 GUIDELINES**

The Coordinating Committee has created a workgroup to evaluate the criteria used to govern this program. The goal is to submit recommendations to the Committee at its March meeting. At that time decisions as to appropriate next steps pertaining to the 2006 program will be discussed.

- D) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

**(1) Address (Occupiable Units) Workgroup**

*(Nancy Read, Metropolitan Mosquito Control District, Workgroup Chair)*

Mark Kotz, staff to the Workgroup, presented a white paper at the State GIS/LIS Conference in October. He described the major components of the regional vision endorsed by the Policy Board last April (e.g., rationale, need for local government involvement and implementation concepts). The white paper can be viewed at

[http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf).

The Workgroup last met in December to refine a workplan for next phase of this project. A pilot project was defined at a conceptual level to refine technical and organizational components of the regional solution defined in the vision adopted by the Policy Board in April 2005. The group concurred that the next phase efforts should be categorized and addresses from three perspectives: Data Flow, Standards, and Web Application Proof of Concept.

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board [MESB; formerly Metropolitan 911 Board] and member of the Coordinating Committee, anticipates sharing the MetroGIS-endorsed vision for this regional solution with the MESB once a regional street centerline dataset is established that meets their needs. The MESB unanimously endorsed a GIS data management system last summer that has the potential of managing this dataset.

**(2) Existing Land Use**

Preparations for a user satisfaction forum remain on hold until following the Strategic Directions Workshop. See Agenda Item 5e. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

**(3) Emergency Preparedness Workgroup**

A summary of the Workgroup's activities follows. *(Submitted by Randy Knippel, Dakota County, Workgroup Chair)*

**a) Data Development and Standards**

At its October meeting, the Policy Board endorsed, for further testing in a full production environment, the interim regional Emergency Preparedness solution approved by the Committee at its September 2005 meeting. The Board's endorsement imposed a condition that the Workgroup modify its program illustration diagram to reflect program, as opposed to process, outcomes in addition to the following items called for in the Committee's endorsement:

- 1) Modifying the label "Owner" to "Regional Theme Manager" in the matrix of data listings,
- 2) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
- 3) Taking appropriate measures to ensure a transition begins as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community, and
- 4) Providing the Coordinating Committee with periodic updates as the interim solutions is tested and refined.

Workgroup Update – submitted by Randy Knippel, Workgroup Chairperson:

1. Modify Diagram: *See below*

2. Owner – Theme Manager Change: *Pending*
3. Expand endorsements: *See below*
4. Leadership transition: *See below*
5. Updates as the interim solution is tested and refined:

The Emergency Preparedness Workgroup Steering Committee believes that the following strategic move is the most effective way to address concerns raised by the MetroGIS Coordinating Committee at the September meeting.....

The Emergency Preparedness Workgroup Steering Committee has determined that our mission can be best served by joining forces with the Governor's Council on Geographic Information Emergency Preparedness Committee. The GCGI Committee has organized itself in the same manner as our workgroup providing direct alignment with our focus areas and is now co-chaired by Dan Johnson, former MN Executive Director of Homeland Security. Also, Committee member Judson Freed, Ramsey County Emergency Manager, will assume the position of Chair of the Minnesota Emergency Manager Association for 2006. These factors combined provide strong potential for the coming year. Our direct involvement and influence will increase that potential.

Each member of our workgroup will join a GCGI EP Committee focus group. We will continue to maintain our Metro focus but eliminate any redundancy between our efforts and the statewide efforts. We will meet as needed to keep each other updated on Metro activities and provide regular updates as we have previously. We consider this move temporary, until such time as we determine that this approach is no longer more effective than conducting independent meetings.

**b) Public Health - SNS/BT**

The Minnesota Department of Health is coming to closure on their bio-terrorism and mass dispensing site project. This project is driven by the County Health Departments. The makeup of this team is very similar to the makeup of the Emergency Preparedness data group. They require base map templates for consistent output from county to county. This will be an ongoing process for the next 3-4 months.

**c) Organizing GIS Resources**

A detailed GIS contact list covering 70 cities over 7 counties was compiled for a mailing to encourage GIS people to register on the Contact Database at the Governors Council GIS page. This is the beginning of getting a network of GIS users working in EM across the region.

**d) Outreach to Emergency Management Community**

A representative from the Workgroup is scheduled to attend and present at the Association of Minnesota Emergency Managers (AMEM) annual conference in partnership with the Governor's Council on Geographic Information Emergency Preparedness Committee.

**e) Governor's Council on Geographic Information – Coordination**

The GIS EP Contact website is operational ([http://gis.metc.state.mn.us/ep\\_status\\_map/](http://gis.metc.state.mn.us/ep_status_map/)) and available to promote. Others at the GCGI EP committee are working on a series of slide shows to convey the EM message.

**(4) Highway and Road Networks (Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Workgroup Chair)**

- a) **The “E911 Address and Street Centerline Workgroup”** had suspended its work on a regional addressable street centerline solution until the Metropolitan Emergency Services Board (MESB) had completed procurement of software designed to maintain consistency between the Master Street Address Guide (MSAG) and street centerline geography (regional

street centerline dataset). The procurement was essentially complete at the time of this writing. The Workgroup is scheduled to meet on January 12 to begin work on the next phase - development/acquisition of a regional street centerline dataset that satisfies E911 needs. The software system installed by MESB will serve as a foundation for metropolitan 911 response efforts and, in particular, serve as a means to efficiently maintain interoperable street centerline data for the entire region. The intent for Phase II is to work in concert with MetroGIS to pursue a regional solution that leverages resources from both communities, insuring that it meets the needs of both existing users of the TLG street centerline dataset, as well as, the additional needs of the E911 community. The workgroup is also charged with defining a set of business rules, roles and responsibilities for maintaining the regional street centerline product. The goal is to have one set of geometry for all users, but the attributes used by the E911 community may be in a separate, linked database to avoid confusion. Details of these rules and processes have not been finalized.

The MESB is responsible for defining the E911 related needs, business rules, and identifying local address authorities by working with representatives from the Metropolitan Emergency Services Board, LOGIS, and the Public Safety Answering Points (PSAPs). The specifications for the current TLG Street Centerline dataset would provide the standard for the non-911 user community. For those local government (e.g., counties and cities) entities that want to support primary street centerline data capture and transaction management, a survey will be conducted to determine which, if any, of the desired standards they will not be able to support. An RFP is then planned to secure a 3<sup>rd</sup> party to provide these data. A plan for achieving the initial conversion/enhancement would then be formulated, which would likely include a pilot product to serve as guide for the remainder of the data producers.

More information on this workgroup's efforts can be found at [http://www.metrogis.org/teams/workgroups/e911\\_streets/index.shtml](http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml).

- b) There are currently **169 licenses** issued to access and use The Lawrence Group's (TLG) Street Centerline Dataset, MetroGIS's currently endorsed regional solution for address matching. As of January 10<sup>th</sup>, the types of organizations licensed were as follows:
- Local gov't: **90**
  - Regional gov't: **11**
  - State/Federal gov't: **22**
  - Academic: **46**
- c) The **MetroGIS Roads & Highways Technical Workgroup** was inactive during 2005 due to organizational changes at MnDOT and complications with the software that is the foundation for this project. A proposal for the goals and procedures for a pilot project in the Metro Area to integrate local datasets with Mn/DOT's LDM was drafted by MetroGIS staff and forwarded to the workgroup group in January 2005. However, due to delays with the software development, efforts to establish a pilot area were postponed. The strategy had been to work together to see if MnDOT could transfer some of the attributes Mn/DOT carries (\*e.g. traffic volumes) to the local road geometries from a local agency (pilot area in Metro Area). However, the vendor that Mn/DOT is using is behind and that has caused a delay in the pilot moving forward. There is work that could be done in defining a core set of transportation features and attributes needed by all organizations, but there is currently no staff support to lead the effort as Michael Dolbow, who served as he lead staff for MetroGIS on this project, left MetroGIS in October to accept the GIS Coordinator position at the Department of Agriculture. No decision has been made as to whether someone with Mr. Dolbow's skills will be hired to replace him. Information about agreed upon goals, expectations, and participant roles can be viewed at [http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml).

**(5) Lakes, Wetlands, etc.** *(Nancy Read, Coordinating Committee Chairperson and Workgroup Member)*

The Hydrology Workgroup has not met for some time. A pilot project, to work through partnerships and organizational roles needed to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area, was delayed until for some time and is just now reengaging due to late delivery of required imagery. This pilot is viewed as a component of a broader Metro Area hydrologic solution that is anticipated once the statewide strategic planning effort is complete. The initial components of the proposed pilot can be viewed at [http://www.metrogis.org/data/info\\_needs/lakes\\_wetlands/workgroup/04\\_0929min.pdf](http://www.metrogis.org/data/info_needs/lakes_wetlands/workgroup/04_0929min.pdf) under the Lakes & Wetlands Workgroup. The pilot project partners include the Metropolitan Council, Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD).

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those that can be met with currently developed (or developing) data. The concept of hosting a strategy session will be vetted shortly among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a Regional solution.

**(6) Land Cover** *(Bart Richardson, MN DNR, Regional Custodian)*

The extent of coverage is now up to 75 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 5 percent in 2006. DNR, the regional custodian, is looking into creating tools to improve standardization of the data before delivery. DNR also held a technical forum on December 16<sup>th</sup> for individuals who have some MLCCS experience to review technical methodologies and standards, as well as, obtain thoughts about the future direction of the MLCCS. The DNR Natural Heritage has revised their native plant community classification system and, as such, there is need to start the public discussion whether to migrate to that new community classification. Finally, DNR is tentatively planning on hosting a user forum in the first half of 2006 to identify other desired improvements.

**(7) Parcels** *(Mark Kotz, Metropolitan Council, Regional Custodian)*

There are currently **67 licenses** issued to access and use the Regional Parcel Dataset. As of **January 10<sup>th</sup>**, the types of organizations licensed were as follows:

- Local gov't: **29** (8 added 3<sup>rd</sup> Party licenses)
- Regional gov't: **5** (1 added 3<sup>rd</sup> Party licenses)
- State/Federal gov't: **14** (2 added 3<sup>rd</sup> Party licenses)
- Academic: **19** (2 added 3<sup>rd</sup> Party licenses)

**(8) Socioeconomic Characteristics of Areas** *(Amy West, U of M Population Center, Regional Custodian)*

- a) The University of Minnesota Population Center staff, aided by Will Craig (CURA), oversees management of the content of the Socioeconomic Resources Page ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)), fix broken links, and coordinate efforts to add new data sources.
- b) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful

indicators of community well-being. Due to competing priorities, this proposal has not yet been shared with the MN Department of Health for sanctioning, but the Users Group hopes to do so by the end of January 2006. For more information contact Tim Zimmerman at [tim.zimmerman@co.hennepin.mn.us](mailto:tim.zimmerman@co.hennepin.mn.us) or 612-348-0307.

**E) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES** *(Submitted by Dave Drealan, Carver County, Workgroup Chair)*

▪ **Hennepin County Pilot Project: Regional Parcel Dataset Policy Investigation - Access by Non-Profit Interests:**

Hennepin County has instituted a policy permitting qualified non-profit interests to access its parcel data free of charge, subject to licensure that prohibits redistribution. This policy was enacted in cooperation with the M3D project. The results of this access trial are intended to serve as a pilot for possible consideration of a regional policy. M3D is a dynamic GIS-based Internet application that brings together labor market, housing and development information and analysis for the Twin Cities metro area into a single tool for economic and community developers. Neighborhood organization and non-profit interests are playing a central role in the M3D project. This Hennepin County access policy requires non-profits to be legally constituted, community-based, and working on a mission that benefits the public including: promoting jobs, economic development, affordable housing, environmental improvements, or community development in order to qualify for free access. Licensed data also must be secure and password-protected. Hennepin County retains the right to evaluate requests and approve or deny them on a case-by-case basis.

• **Pilot Project: View-Only, Web-based Access Policy Investigated for Parcel Data**

On September 30, Hennepin County officials agreed to consider a proposal from Nancy Read, Metropolitan Mosquito Control District, to aid in evaluation of policy implications regarding a community desire to view parcel boundaries and limited attribute data online without the ability to download the source data. The idea is that once an agreement-in-principle is reached with Hennepin County, that agreement-in-principle would be vetted through the County Data Producers Workgroup to negotiate a recommendation acceptable to each of the other six Metro Area counties. An update on the anticipated schedule for this proposal has been requested to share with the Board at the January meeting.

**ATTACHMENT A**  
**Proposed Amendment to MetroGIS Operating Guidelines**  
**Between Meeting Decision-Making**

*Excerpt from December 14, 2005 Coordinating Committee Meeting Summary.*

**5a) Modification of Operating Guidelines – Decision Making Between Meetings**

... After a brief discussion, the group elected to modify the proposed language (*next page*) to allow the possibility of either the Chair or the Vice Chair appointing a designee if they will be out of the touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

**Motion:** Claypool moved and Givens seconded to grant first reading to the modify MetroGIS's Operating Guidelines and authorize "between meeting decision-making", as set forth in the amendment dated November 27, 2005, subject to modifying the first bullet in Article II, Section 5b and Article III, Section 9b as follows: The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.

Motion carried, ayes all.

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**The proposal contained in the materials for the December 14, 2005  
Coordinating Committee agenda packet follows on the next page:**

## **PROPOSED MODIFICATIONS**

### **MetroGIS Operating Guidelines (Rules for Decision Making Between Meetings)**

**(~~Language crossed out to be deleted and~~ language underline to be added)**

#### **Article II Policy Board**

##### Section 5. Voting and Decision Making

a) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states “E-Vote Requested – Urgent MetroGIS Business”
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee’s quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.

##### Section 7. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

#### **Article III Coordinating Committee**

##### Section 8. Quorum

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

##### Section 9. Voting and Decision Making

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

a) At Meetings

(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Co-chairperson both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.

Section 11. Meetings

The Coordinating Committee shall meet as necessary to carry out its duties. The time and place of the meetings shall be at the discretion of the Committee membership.

Written notice (mail, facsimile, email) of the regular meetings of the Coordinating Committee shall be given to each member at least five (5) days prior to such meetings, and shall comply with the provisions of the open meeting law. Special meetings of the Coordinating Committee may be called by the Chair, provided that at least three (3) days written notice is given to each member and otherwise comply with the provisions of the open meeting law.

# ATTACHMENT B



## ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*

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Date: November 23, 2005

To: MetroGIS Policy Board and Coordinating Committee members

From: Victoria Reinhardt, Policy Board Chairperson  
Randy Knippel, Common Web-based Application Project Leader  
Mark Vander Schaaf, Metropolitan Council

**Subject: Regional GIS Pilot Program – Common Web-based Application Proposal**

This letter is to inform you that a mutual decision has been made to no longer pursue the “Common Application Design for Web-based Data Queries” that had been granted concept approval, as a Regional GIS Project, by the MetroGIS Policy Board at its July 2005 meeting.

It is very important to us that this decision is clearly understood to be mutually supported. A number of challenges have been encountered with this project leading to our decision. They include the need for special authorization to purchase software that would not be owned by the funding organization and accompanying interagency agreements. At best, these requirements would take several more months to accomplish and involve substantial legal expense compared to the value of the project. That said, the experience has been enlightening as it revealed the complexities of attempting to address common geospatial application needs. These lessons will serve the MetroGIS community well in future endeavors.

Even though the project as originally conceived has ceased, the parties who have championed this project continue to be committed to sharing the knowledge they gain in pursuing similar endeavors. MetroGIS Staff intend to document the experience thus far and is willing to assist with documentation of lessons learned from any subsequent related projects. We hope that MetroGIS will continue to be a forum for such collaboration.

cc: Randall Johnson, MetroGIS Staff Support Team  
Rick Gelbmann, GIS Manager, Metropolitan Council



**TO:** MetroGIS Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Thank You to Dr. Zorica Nedovic-Budic

**DATE:** January 9, 2006  
(For the January 18<sup>th</sup> meeting)

## INTRODUCTION

Chairperson Reinhardt wanted to share with the Policy Board a letter of thank you she recently sent to Dr. Zorica Nedovic-Budic, on behalf of the MetroGIS community. This report provides context for the thank you.

## BACKGROUND

The subjects of Chairperson Reinhardt's letter of thank you are a book written by Ian Masser, which was published March 2005, and a review of that book written by Zorica Nedovic-Budic and published last month. Dr. Masser is an internationally respected authority on Spatial Data Infrastructures from technical as well as organizational perspectives. Dr. Budic is recognized as one of the top academic researchers in the U.S. and beyond, who specializes in multi-party partnerships established to create and manage Spatial Data Infrastructures. Her research and expertise are helping proponents of the National Spatial Data Infrastructure (NSDI) for the United States better understand the organizational side of successful geospatial collaborations and challenges that must be overcome to fully achieve the vision of the NSDI.

The book, entitled "*GIS Worlds –Creating Spatial Data Infrastructures*", cites MetroGIS's efforts as among the most successful Spatial Data Infrastructure initiatives from an international perspective. Dr. Masser's purpose for writing this book was to compare and contrast efforts worldwide that have successfully developed Spatial Data Infrastructures consistent with their respective national visions and to use the results of this research to accelerate efforts to achieve the vision of a global spatial data infrastructure. MetroGIS was the only entity cited within the U. S. for this purpose.

As if being identified by Dr. Masser's as the only U.S example suitable for his research was not high enough praise of MetroGIS's accomplishments, the following quote from Dr. Budic's review of Dr. Masser's book goes to another level in complimenting MetroGIS on its accomplishments:

"In the U.S. case, the author (Ian Masser) zeros in on one of the most successful (if not the most successful) examples of joint multiparty ventures in sharing core data sets – MetroGIS, a stakeholder-governed cooperation among seven counties in Minneapolis-St. Paul metropolitan area."

The full article can be reviewed at <http://www.urisa.org/Journal/Vol17No2/BudicReview.pdf>. (The quote is from the second page, near the top of the left column in the printed version.)

# ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*

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January 9, 2006

Zorica Nedovic-Budic, Ph.D.  
Department of Urban and Regional Planning,  
University of Illinois, Urbana-Champaign  
111 Temple Hoyne Buell Hall  
611 East Lorado Taft Drive  
Champaign, IL 61820

**RE: *High Praise Paid to MetroGIS's Accomplishments***

Dear Dr. Budic,

Randall Johnson, MetroGIS Staff Coordinator, recently informed me and others on the MetroGIS Policy Board of the high praise you bestowed on MetroGIS in your review of Ian Masser's book "*GIS Worlds – Creating Spatial Data Infrastructures*". We were extremely flattered to learn that Dr. Masser had selected MetroGIS as among the best Spatial Data Infrastructure programs that he investigated among an international field, but we were surprised when he selected MetroGIS as his lone U.S. example. Words cannot fully express our profound gratitude for your statement in your review of Dr. Masser's book that MetroGIS "...is one of the most (if not the most successful) examples of multiparty ventures in sharing core data sets....".

On behalf of MetroGIS's leadership and all of the individual and organizational contributions that it takes to maintain effective collaborative policies and relationships, I would like to thank you for your high praise of MetroGIS's efforts. We have worked hard to create and maintain an effective forum through which we can address common geospatial information needs in a manner that moves the entire community forward as if a single enterprise and to simultaneously embed the philosophy of the NSDI vision into our policies. The work of overcoming organizational obstacles and keeping pace with rapidly changing technology is endless and at times trying even after ten years of success. Praise of the type bestowed on our efforts by Dr. Masser and you make the journey all the more satisfying.

Again, thank you very much for your kind words. They mean a great deal coming from a person with knowledge and expertise of the magnitude that you possess.

Respectfully,

A handwritten signature in blue ink that reads "Victoria A. Reinhardt".

Victoria A. Reinhardt, Chairperson  
MetroGIS Policy Board *and*  
Ramsey County Commissioner

cc: MetroGIS Policy Board  
MetroGIS Coordinating Committee  
MetroGIS Staff Coordinator



*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Policy Board  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Information Sharing  
**DATE:** December 30, 2005  
(For the Jan. 18<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

## **B COORDINATING COMMITTEE OFFICERS FOR 2006**

At its December 14<sup>th</sup> meeting, the Coordinating Committee elected Nancy Read (Metropolitan Mosquito Control District) and Randy Knippel (Dakota County) to serve a second term as its Chairperson and Vice Chairperson for 2006.

## **C. PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

### **1. Submitted Articles for winter 2005 Issue of GIS/LIS Newsletter**

An article was submitted for the winter 2005 issue. It talks about the forum hosted on November 15<sup>th</sup> for private and non-profit interests entitled "Beyond Government Users: New Directions for MetroGIS". The Newsletter is expected to be published early January and can be viewed at <http://www.mngisli.org/newsletter/>.

### **2. Presentation at State GIS/LIS Conference**

None since last Policy Board meeting.

### **3. Staff Coordinator Attended Innovations in Governance Program at Harvard**

The Kennedy School of Government at Harvard University offers a one-week program each fall, entitled "Innovations in Governance". The program's purpose is to explore innovations in governance, in particular, for collaborative initiatives designed to address important public problems through a case study format.

The program proved to be a valuable opportunity to share MetroGIS's experience as a case study for constructive criticism. This opportunity was also timely, given governance-related questions raised in the Council's recent Program Evaluation and Audit Report about MetroGIS. A short paper, which documents information learned during this program relevant to MetroGIS's efforts, has been shared with individuals who expressed an interest. This paper is available to others upon request.

## **D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

### **1. Minnesota 3D Project – Needs Assessment Underway / Website Testing**

M3D consortium partners, including neighborhood and community organizations serving Minneapolis and several Twin Cities suburban municipalities, have been asked to respond to a community development/GIS-related needs assessment. The results will be used to help the M3D project team refine an Internet-based application that is the centerpiece of the M3D project. An alpha version was launched this past September (<http://map.deed.state.mn.us/m3d> - User Name: M3D / Password: test). A beta site should be ready for testing by February 2006 and is a candidate for the GIS Demonstration at the Board's April meeting. The results of the M3D Web application experience will likely be valuable to MetroGIS as investigations proceed into development of commonly needed geospatial-based applications.

An excerpt from the M3D Project Application's Executive Summary states: "Building on the existing GIS infrastructure, M3D is an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota....By combining new statewide data on employment and demographics through an agreement with the U.S. Bureau of Labor Statistics, the Social Security Administration, and the Census Bureau with the existing region-wide parcel level housing data, Minnesota 3-D will be a "first-of-its-kind" system.....M3D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage."... With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing." (*Submitted by Will Craig, U of M CURA*)

## **2. Regional Web Portal Could Provide Proof-of-Concept for State GIS Enterprise Architecture**

The Governors Council has endorsed the paper "MN State GIS Enterprise Conceptual Architecture Design" prepared by the Geospatial Architecture Committee (GAC). This document (<http://www.gis.state.mn.us/pdf/MNGISConceptualArchitectureDesign.pdf>) proposes a new delivery model for GIS in the State that consists in-part of a centralized "broker" that manages sanctioned mapping service providers. (*Submitted by Will Craig, U of M CURA*)

(Note from Staff Coordinator: MetroGIS's ApplicationFinder concept, which was accepted by the Coordinating Committee in December 2004, is an example of the type of service envisioned. Creation of a MetroGIS workgroup to further develop the ApplicationFinder concept has been on hold since December 2004, awaiting the results of the pending Strategic Directions Workshop that was initially proposed for February 2005 but subsequently postponed. The current target timeframe for the workshop is late spring 2006. In the meantime, the ApplicationFinder concept has been offered to the Governors Council as a resource for their work.)

## **3. Minnesota's Strategic Plan for GIS**

The Governor's Council on Geographic Information has recently adopted a strategic plan in three parts: organizational, technical, and data. In sum, these plans address Governor Pawlenty's goals in his Drive to Excellence initiative as well as the IT profession's goals of building a sound Enterprise Architecture.

Presently, the Minnesota Spatial Data Infrastructure (MSDI) is in fairly good shape, but it could be better. Most of what is in place today is the result of hard work by a few organizations and a cooperative spirit within the state. The new plan provides a more comprehensive strategy for moving forward.

Organization: The state needs fresh thinking about roles, responsibilities, and organizational relationships. The plan calls for designation and funding of a recognized authority that would oversee the development and implementation of the MSDI. Among other things that authority would be responsible for:

- Coordinating work across state agencies.
- Working with state and local stakeholders to identify GIS needs and priorities.
- Maintaining and expanding the MN Geographic Data Clearinghouse.

The full plan, A Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure, is available at <http://server.admin.state.mn.us/resource.html?Id=9084>

Technology: An enterprise architecture is needed to support sharing of data and application resources. The Council has developed a conceptual plan for this. The envisioned system would promote interoperability among providers, reducing long-term costs in data and software development. Among other things, the plan calls for:

- A catalog of data and application resources that are available in real time.
- Resource providers: public and private, state and local.
- A centralized “Broker,” responsible for the catalog, standards, security, and resource integrity, and growth of the system.

The full report, Minnesota State GIS Enterprise Conceptual Architecture Design, is available at <http://server.admin.state.mn.us/resource.html?Id=17091>

*Data:* The Council is focusing on eight thematic areas identified as high priority in surveys of the state GIS community. For each, the Council has a team working to document current status, costs of improvement, and strategies for advancement. The list includes the seven framework themes of national priority, plus soils which is particularly important for Minnesota: Cadastral (parcels), Elevation, Geodetic Control, Governmental Boundaries, Hydrology, Imagery, Soils, and Transportation.

The status of each theme is documented in Appendix B of A Foundation for Coordinated GIS listed above, but also on <http://www.gis.state.mn.us/MSDI>. For more information, including key contacts, see the websites listed above. *(Submitted by Will Craig, U of M CURA)*

(Note: David Arbeit and Rick Gelbmann, members of the Coordinating Committee, and the MetroGIS Staff Coordinator are members of the GCGI Strategic Planning Workgroup.)

#### **E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

##### **1. URISA Selects MetroGIS as Among the Best of Its ESIG Award Recipients.**

For many years, the Urban and Regional Information System Association (URISA) has annually recognized outstanding achievement in the successful development and application of spatial systems and technologies around the world with its Exemplary Systems in Government (ESIG) Awards. MetroGIS received this prestigious award in October 2002. URISA has recently recognized MetroGIS as among the best of the initiatives that it recognized in 2000-2004 in a special publication that can be viewed at <http://www.urisa.org/Journal/JrnlContents17-2.htm>. In the foreword, the editor states the following about MetroGIS:

“... the Minnesota MetroGIS Geodata Collaborative has allowed over 300 local and regional government units serving the seven-county Minneapolis - St Paul metropolitan area to access and share geospatial data. The MetroGIS, together with the institutional arrangements and coordination efforts that underpin it, have had a positive impact on improving the efficiency of government in the Twin Cities area, and it serves as an outstanding example of the type of geospatial data collaborative envisaged in the original NSDI Executive Order delivered by President Clinton in April, 2004.”

The publication includes a detailed explanation of each for six showcased award recipients. These explanations are essentially the same the narrative submitted for the initial award. The last section provides an update on accomplishments since 2002 and current challenges.

Quote from William Craig, U of M CURA: I just received the current issue of the URISA Journal, 17(2). This issue "showcases some of the best award recipients from the years 2000-2004." An international panel was organized to do this work. I'm happy and proud to see that MetroGIS appears in the publication. Congratulations.

##### **2. MetroGIS Recognized as U.S. Example of a Successful Spatial Data Infrastructure**

Last March, MetroGIS was recognized in a book written by Dr. Ian Masser, an internationally respected expert on spatial data infrastructures - technical and organizational aspects. Dr. Zorica Budic recently reviewed this book. Dr. Budic is considered to be one of, if not the top, academic researcher in the U.S. regarding collaboration/partnering to address common geospatial needs.

In her review, Dr. Budic states - "In the U.S. case, the author (Ian Masser) zeros in on one of the most successful (if not the most successful) examples of joint multiparty ventures in sharing core data sets – MetroGIS, a stakeholder-governed cooperation among seven counties in Minneapolis-St. Paul metropolitan area." The full article can be reviewed at <http://www.urisa.org/Journal/Vol17No2/BudicReview.pdf>. (The quote is from the second page, near the top of the left column of the printed version.) See Agenda Item 7a for a thank you letter sent to Dr. Budic by Chairperson Reinhardt for her high praise of MetroGIS's accomplishments.

**3. Draft National Street Address Data Standard in Second Review Phase**

MetroGIS's Address Workgroup's efforts to define workable address standards for a regional Occupiable Units Address Dataset played a substantial role in the recently released draft national standards that are being developed through the URISA under the auspices of the FGDC. Supporting organizations are NENA and the U.S. Census Bureau. The comment period for the first public review of the standard ended October 3rd. The standard is now open for comments in its second and final review period. Mark Kotz, staff to the MetroGIS Workgroup, monitored the national discussion and all changes to the language initially submitted by MetroGIS. None of the changes had a significant effect on the needs of the MetroGIS community.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The final review period for the standard ends in January. The standard is expected to be finalized in May of 2006. This standard will be evaluated for use with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset.

**4. Agreement Reached with U.S. Census Bureau to Use Regional Dataset**

MetroGIS staff have successfully brokered an agreement between the U.S. Census Bureau and The Lawrence Group (TLG) to incorporate the TLG regional street centerline dataset into the 2010 Census geography. Accuracy testing was completed mid-December with all data meeting or exceeding accuracy standards set by the Bureau. This agreement has been sought for several years, as Bureau use of locally-endorsed data is expected to result in substantial time and cost savings for local governments. Municipalities and counties will be able to "redistrict" new Census boundaries using centerline data that aligns very closely with their own. Similarly, the Metropolitan Council will not have to realign the final census products with accurate geospatial data, a project that cost over \$72,000 for the 1990 and 2000 Census boundaries.

Mike Dolbow and Rick Gelbmann of the Metropolitan Council's GIS Unit and Randall Johnson, MetroGIS Staff Coordinator, were instrumental in achieving this accomplishment.

**5. USGS Cooperative Agreements with Hennepin and Ramsey Counties**

The US Geological Survey (USGS) has signed Cooperative Agreements with both Hennepin County and Ramsey County to support the acquisition of high resolution digital orthoimagery for the Minneapolis-St. Paul metropolitan area. The Cooperative Agreements provide supplemental funding for the collection of orthophotos in spring 2006. The agreements will enable the sharing of locally-obtained imagery with Federal agencies involved with homeland security and homeland defense. Technical points of contact for the agreements include Hennepin County Surveyor Bill Brown and Ramsey County Surveyor David Claypool.

**F) DECEMBER 14, 2005 COORDINATING COMMITTEE MEETING MINUTES**

See [http://www.metrogis.org/teams/cc/meetings/05\\_1214/min.pdf](http://www.metrogis.org/teams/cc/meetings/05_1214/min.pdf).



## Policy Board Members:

Victoria Reinhardt,  
Chairperson  
Ramsey County

Jim Kordiak,  
Vice-Chairperson  
Anoka County

Tom Egan,  
Dakota County

Gary M. Delaney,  
Carver County

Conrad Fiskness,  
MAWD

Dennis Hegberg,  
Washington County

Dan Cook,  
TIES

Randy Johnson,  
Hennepin County

vacant,  
(Large Cities)  
AMM

Terry Schneider,  
City of Minnetonka  
AMM

Joseph Wagner,  
Scott County

Tony Pistilli,  
Metropolitan Council

## Coordinating Committee

Nancy Read,  
Chairperson  
MMCD

Randy Knippel,  
Vice-Chairperson  
Dakota County

## Staff Coordinator

Randall Johnson,  
Metropolitan Council

**Wednesday, January 18, 2006**

**6:30 p.m.**

**Metropolitan Council -- Room 1A  
230 East Fifth Street, St. Paul, MN**

## Agenda

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<b>9. Adjourn</b>	

### *Mission Statement*

*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and easily usable.”*

**Meeting Summary  
MetroGIS Policy Board  
Room 1A, Metropolitan Council's Mears Park Offices  
October 19, 2005**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Joseph Wagner (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Dan Cook (School Districts - TIES), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli (Metropolitan Council).

Members Absent: None

Coordinating Committee Members Present: Nancy Read (Chairperson), Will Craig, Rick Gelbmann, Jane Harper, Brad Henry, Randy Knippel, and Steve Lorbach.

Visitors: Mark Vander Schaaf (Metropolitan Council), Debra Ehret (MN Dept. of Health), and Carla Coates (Ramsey County).

Support Staff: Randall Johnson, Michael Dolbow, and Steve Fester.

**2. ACCEPT AGENDA**

Member Fiskness moved and Member Pistilli seconded to approve the meeting agenda, as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member O'Rourke moved and Member Kordiak seconded to accept the July 27, 2005 meeting summary, as submitted. Motion carried, ayes all.

**CERTIFICATE OF APPRECIATION**

Chairperson Reinhardt presented a Certificate of Appreciation to Michael Dolbow for his significant contributions to MetroGIS over the past five years. Mr. Dolbow is member of the Metropolitan Council's GIS Unit and has been of a member of the MetroGIS staff support team for the past five years. He has accepted the position of GIS Coordinator for the Minnesota Dept. of Agriculture and will be leaving the Council and MetroGIS on October 28. In his comments, Mr. Dolbow noted that it has been a pleasure to work for MetroGIS because it is providing nationally recognized leadership to accomplish collaborative solutions to information needs shared by government interests that serve the Twin Cities. He wished the Policy Board well in its future efforts.

**4. GIS TECHNOLOGY DEMONSTRATION**

Rick Gelbmann, GIS Manager for the Metropolitan Council, demonstrated a natural resources planning application that the Council's GIS Unit is in the process of developing, entitled "Natural Resources Atlas Application". It runs on ArcReader software, which can be downloaded free of charge. The Council's GIS Unit is creating value by making it easy for the user to obtain a variety of data, which are produced by several organizations, by organizing and bundling it, and creating an easy means to access the it via the ArcReader software. This application is tentatively planned for release next spring.

Board members asked a number of questions ranging from who will have access to the application, how to add additional datasets, what triggers adding a specific property to a designated natural resources/park area, and value to the effort of investments made by counties and others to improving the spatial accuracy and completeness of their base map data, such as parcel boundaries. The latter investments were acknowledged as having substantial value. It was also noted that it is too early in the process to objectively respond to the other questions that were raised.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Emergency Preparedness – Proposed Interim Regional Solution Report**

Coordinating Committee Chairperson Read introduced the need for regional interoperability of emergency preparedness-related data with the following scenario. A jet aircraft is having difficulty and dumps fuel before landing. The fuel falls across a three county area. Emergency responders need to assess the impact on water intakes.

She then introduced Randy Knippel, Dakota County GIS Coordinator and Chair of the MetroGIS Emergency Preparedness Workgroup, noting that the Coordinating Committee had endorsed the proposed collaborative solution presented in the agenda materials at its September 21<sup>st</sup> meeting. The presentation slides can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_1019/slides.pdf](http://www.metrogis.org/teams/pb/meetings/05_1019/slides.pdf).

Knippel summarized the collaborative vision, noting that the seven counties are to be the core participants and that officials affiliated with each of the counties had been actively involved in the development of the vision. He commented that the initial focus is on public health related topics such as data related to the Strategic National Stockpile initiative and that a major benefit is provision of a common operating picture for how the GIS and Emergency Preparedness/Management communities can collaborate. The key is recognizing that all disasters are local and that local officials possess the detailed knowledge needed to quickly respond. Moreover, to apply outside resources – nearby communities, state, federal assistance – quickly and effectively, there is a compelling need to create systems that facilitate easy and comprehensive access to data about the specific locality involved. In short, the protocols proposed by the Workgroup are designed to capture a host of data important to effectively respond to emergencies and create a sustainable mechanism with defined organizational roles and responsibilities to keep these data current and readily accessible. He also noted that a website has been created to improve communication with and understanding by the emergency preparedness community.

Before concluding his presentation, Knippel invited Debra Ehert of the Minnesota Department of Health to comment from the perspective of a benefactor of the proposed vision. Ms. Ehert spoke strongly in favor of the proposal, noting that the efforts of the Workgroup have been critical to their ability to effectively integrate GIS technology into their day-to-day business functions. She emphasized that the existence of cross-jurisdictionally compliant data are critical to achieving the Department of Health's mandates, as there is a major spatial dynamic to their work.

Knippel concluded his presentation by summarizing the components of the recommendation. In response to a question from Member Delaney, Knippel commented that the Workgroup is asking if the Board concurs that the vision has political legitimacy before further testing is initiated. Policy Board members then suggested that in addition to seeking a finding of legitimacy from the Policy Board, the Workgroup should be seeking the desired acknowledgement from the Pawlenty Administration, in particular the Department of Public Safety, as well as from the Legislature, League of Cities, and Association of Minnesota (and Metropolitan) Counties. At the county level, Board members concurred that the focus should be on seeking legitimacy from the Emergency Management Coordinators (EMC), as opposed to directly from the County Boards, noting that if the EMC's are sold on the idea, they will recommend it to their respective county boards. Member Delaney noted that each of the county EMCs is responsible for

detailed plans to satisfy FEMA compliance standards and that access to accurate data is critical to their ability to effectively carry out this planning requirement.

Member Schneider commented that he supports the vision concept as most cities and counties have detailed plans that call for a high level of coordination. He concurred with other members that the plan should seek to obtain recognition at the state level sooner rather than later. He also offered constructive criticism concerning the graphic that illustrates the process, which is included in the agenda materials. The Board concurred with Member Schneider that the graphic needs to focus on demonstrable program-related outcomes familiar and important to policy makers and that the terminology needs to be more aligned with their worlds.

Vice-Chair Kordiak asked for clarification about how the Workgroup expects the Emergency Management community to use GIS technology. Knippel responded that the goal is to raise awareness of the value that the GIS professional can bring to a disaster response effort and include them on the team. No one is expecting the Emergency Managers to use the technology themselves in the time of a crisis.

Member Schneider noted that the presence of accurate data maintained in a system that permits analysis of “what if” scenarios would provide an enormously valuable training tool.

**Motion:** Member Egan moved and Member Delaney seconded, with the understanding that the process graphic will be improved to illustrate program rather than process outcomes, that the Policy Board and, in particular, each county representative:

- 1) Advocate among the leadership of their respective organizations for the next phase of testing and further refinement.
- 2) Offer suggestions for how the proposed roles and responsibilities might work better in their respective organization.
- 3) Authorize Chairperson Reinhardt to sign a letter inviting members of the EP community to attend an outreach event(s) at which the subject interim strategy will be explained and next steps discussed.

Motion carried, ayes all.

**b) Strategic Directions Workgroup and 2006 MetroGIS Work Plan**

Chairperson Reinhardt informed the Board members that she had added this topic to the agenda. The purpose of this item is to suggest that the Board set a target of February 2006 to host the Strategic Directions Workshop that has been postponed to allow the Metropolitan Council to evaluate the value of MetroGIS to its internal operations. She then recognized Member Pistilli, who provided a copy of the Metropolitan Council’s internal evaluation of the MetroGIS initiative to each of the Policy Board members, noting that the document had been printed the day before and had not yet been seen by members of the Metropolitan Council.

Member Pistilli characterized the findings set forth in the evaluation as complimentary to the products of MetroGIS’s efforts. He also noted that the evaluation raises some questions about MetroGIS’s reporting and organizational structures, commenting that, in his opinion, what seems to make MetroGIS work also raises these questions. He commented that he believes that discussion of the cited issues may lead to improvements. Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, briefly commented that the Council’s Audit Committee is scheduled to consider the document on November 2 and that the Council’s Community Development Committee is scheduled to consider it on November 7.

The sentiment expressed by Policy Board members was support for Council’s program evaluation process acknowledging that sufficient public value must be received in return for support of initiatives. In

response to a question from Chairperson Reinhardt, which was echoed by other Board members, Member Pistilli commented that he supports providing Policy Board members an opportunity to provide substantive input into the Council's process from this point on. Member Schneider asked for clarification about how these discussions might affect MetroGIS's 2006 budget. In response, Vander Schaaf and Member Pistilli commented that the Council's proposed 2006 budget maintains at MetroGIS's 2005 funding level, as had been requested by the Policy Board. Member Pistilli and Chairperson Reinhardt agreed to discuss options following the meeting for providing input from the Policy Board to the Council concerning the findings and recommendations presented in its Program Evaluation Report for MetroGIS.

**Motion:** Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

### **c) 2006 Meeting Schedule**

Chairperson Reinhardt summarized the meeting schedule as proposed in the agenda materials.

**Motion:** Member Schneider moved and Member Fiskness seconded to set the 2006 Policy Board meetings dates as January 18, April 19, July 19, and October 18, with the understanding that the Board may elect to meet more often for a particular purpose. The 6:30 p.m. start time was maintained:

Motion carried, ayes all.

## **6. MAJOR PROJECT UPDATES**

**a1-3):** Regional GIS Project Proposals: The Staff Coordinator provided a status update on each of the subject proposals from the materials included in the agenda packet (common web application design, DataFinder Café Upgrade, and fill in incomplete parcel data attributes).

Steve Lorbach, representing St. Paul and the Ramsey County GIS Users Group, noted that he and his constituents support the concept of exploring opportunities to collaborate on common web application needs. He commented, however, that the project should encourage bids for varying systems architectures involving central server designs in addition to distributed server architectures. (*Editor's note: the commentor's reference to a "distributed server architecture" was in response to an application developed for a South Carolina community that the MetroGIS Workgroup had expressed interest in.*) Chairperson Reinhardt instructed staff to pass these comments along to the Workgroup and the Coordinating Committee for their consideration. She also commented that the Policy Board's role had been to affirm the general political legitimacy of the subject project, which is designed to investigate public value that can be achieved if multiple organizations collaborate on a common web application design, and that this affirmation had been granted at the July Board meeting and that design specifications are now under the purview of the Coordinating Committee.

The Staff Coordinator commented that the intent of this project is to seek bids for a variety of systems options to compare and contrast relative to the purposes sought and that to his knowledge the proposed bid specifications are consistent with this objective, but that he would look into the matter before the bid process is initiated.

### **c) Non-Government Perspective Forum**

Member Schneider and the Staff Coordinator updated the Board on preparations in progress for the November 15<sup>th</sup> forum, noting that 19 individuals from 8 targeted interest groups had thus far RSVPed

from a group of 90 individuals who had been targeted as candidate participants. Staff noted that a reminder would be sent on Monday, October 24<sup>th</sup> in hopes of increasing participation of around 30 individuals from as many of the 16 target interest groups as possible. Member Schneider reiterated that the objective of the Forum is to facilitate a combination of brainstorming and education on possibilities for non-government collaboration with government interests to address common information needs.

## **7. INFORMATION SHARING**

Chairperson Reinhardt called attention to three of the Information Sharing Items provided and encouraged the members to review the others on their own. The three items called out were as follows:

### **C) 7: Polaris Mid-Career Achievement Awards**

Chairperson Reinhardt called attention to Rick Gelbmann and Randy Knippel, both members of the Coordinating Committee, having been recently honored at the State GIS/LIS Conference with presentation of this prestigious award. Board members congratulated both and gave them a round of applause.

### **D) 3: Staff Coordinator to Attend Innovations in Governance Program at Harvard**

Chairperson Reinhardt called the Board's attention to the Staff Coordinator having been accepted to attend a one-week program, the beginning of November, at the Kennedy School of Government, Harvard University. The program is entitled "Innovations of Governance" and the focus is on regional collaboration to address important public issues. She noted that the case study proposed by the Staff Coordinator focuses on MetroGIS's collaborative organizational structure and, specifically, benefits that have been attained through its presence, as well as, challenges due to its uniqueness. She commented that from her experience this is not an easy program to be accepted into and that she appreciates the Staff Coordinator's dedication and commitment expressed in pursuing the challenge of participating.

### **D) 6: MetroGIS Leaders Cited in Article about "White Knights"**

Chairperson Reinhardt introduced Will Craig, member of the Coordinating Committee, to talk about an article that he wrote entitled "The White Knights of Spatial Data Infrastructure". He commented that his reason for writing the articles was to explore the internal motivation of several individuals, including the Staff Coordinator and members of the Coordinating Committee, who have provided substantive leadership to MetroGIS and the Minnesota geospatial community. The three common motivating factors identified are idealism, enlightened self-interest, and peer support. He noted that the article has been published in national and local journals, including the summer issue of the CURA Reporter, which he handed out copies of at the meeting.

## **8. NEXT MEETING**

The next meeting is scheduled for Wednesday, January 18, 2006.

## **9. ADJOURN**

The meeting adjourned at 8:35 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** MetroGIS Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** GIS Technology Demonstration  
*Evacuation Planning for Homeland Defense – U of M Project*

**DATE:** December 27, 2005  
*(For the January 18<sup>th</sup> meeting)*

### **INTRODUCTION**

For the Board's January 2006 meeting, the Coordinating Committee has selected a research project led by Professor Shashi Shekhar with the University of Minnesota. Professor Shekhar will be talking about a project that he has been working on entitled, "Evacuation Planning for Homeland Defense: A Capacity Constrained Routing Approach". (See the attached Presentation Fact Sheet for more information about the subject research project and Professor Shekhar.)

### **BACKGROUND**

An early test case included the evacuation zone around the nuclear power plant located at Monticello. Results from this test case were presented in a congressional breakfast on GIS and Homeland Security in February 2004. General results are applicable to emergency planning activity in the Twin Cities. Mn/DOT used those in a recent project to develop evacuation plans for many scenarios located in the Twin Cities.

The Coordinating Committee has asked Professor Shekhar to talk about how his research might apply to the work of the MetroGIS Emergency Preparedness Workgroup and how regional data solutions available in the Twin Cities as a result of MetroGIS's efforts (e.g., parcels and street centerlines) that are of better accuracy than available for the Monticello project might enhance the application if used in the Twin Cities.

### **PREVIOUS GIS TECHNOLOGY DEMONSTRATION TOPICS**

The Policy Board has asked for a demonstration of GIS technology to be a regular component of each of its meetings. Refer to the listing on the next page of the previous demonstration topics.

### **RECOMMENDATION**

No action requested.

## REFERENCE SECTION

- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- July 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts Are Benefiting from MetroGIS's Efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAP's
- Jan. 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's role in responding to the World Trade Center tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board

## January 18, 2006 Presentation Fact Sheet

### **A. Research Project**

**TITLE:** Evacuation planning for homeland defense: A capacity constrained routing approach

**LEAD PRESENTER:** Prof. Shashi Shekhar  
Computer Science Department, University of Minnesota  
200 Union Street SE #4192, Minneapolis, MN 55455  
(612) 624-8307, fax: (612) 625-0572, email: shekhar@cs.umn.edu

#### **SHORT DESCRIPTION:**

Evacuation route-schedule planning identifies paths and schedules to move at-risk population out to safe areas in the event of terrorist attacks, catastrophes, or natural disasters. Its goal is to identify near-optimal evacuation routes and schedules to minimize evacuation time despite limited transportation network capacity and the possibly large at-risk population. Finding the optimal solution is computationally exorbitant due to the extremely large size of the transportation networks (million nodes and edges) and the limited capacities. We propose novel geo-spatial algorithms to determine competent evacuation plans. Evaluation of our methods for evacuation planning for a disaster at the Monticello nuclear power plant near Minneapolis/St. Paul Twin Cities metropolitan area shows that the new methods lowered evacuation time relative to existing plans by providing higher capacities near the destination and by choosing shorter routes.

#### **FUNDING SOURCES:**

US Army Research Lab (AHPCRC/ARL) is sponsoring the work on use of high performance computing techniques to reduce computation time to produce evacuation plans quickly. Minnesota Department of Transportation sponsored follow-on work to determine contra-flow configurations of the transportation networks to increase outbound capacities and reduce total evacuation time.

#### **COLLABORATORS:**

Collaborators include Mr. QingSong Lu, Mr. Sangho Kim, Ms. Betsy George (all University of Minnesota), Ms. Sonia Pitt, Mr. Robert Vasek, Dr. Eil Kwon, Mr. Mike Sobolesky (all Mn/DOT), and Mr. Daryl Taavola (URS).

### **B. Professor Shashi Shekhar**

Professor Shekhar has recently been named a Distinguished McKnight University Professor at the University of Minnesota. (This is rare honor and comes with a grant of \$100,000 to be expended on their research over the next five years.) He is a professor of Computer Science and Engineering and a world leader in the area of spatial databases, an interdisciplinary area at the intersection of computer science and geographic information science (GIS). Professor Shekhar has a distinguished academic record that includes two books and over 160 refereed papers. He is widely sought after by policy makers in the United States and abroad for his expertise in spatial databases and spatial data mining. Earlier his research developed core technologies behind in-vehicle navigation devices as well as web-based routing services, which revolutionized outdoor navigation in the urban environment in the last decade. See <http://www-users.cs.umn.edu/~shekhar/> and [http://www.grad.umn.edu/faculty-staff/mcknight/distinguished\\_recipients.html](http://www.grad.umn.edu/faculty-staff/mcknight/distinguished_recipients.html)



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson – Nancy Read, Metropolitan Mosquito Control District  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Major Accomplishments in 2005 and Annual Report Theme

**DATE:** December 27, 2005  
(For the Jan 18<sup>th</sup> Meeting)

## **INTRODUCTION**

The Coordinating Committee respectfully requests the Policy Board’s acceptance of:

- A listing of MetroGIS’s most significant accomplishments during 2005, and
- A theme for the 2005 annual report of “how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so”.

## **COORDINATING COMMITTEE CONSIDERATION**

At its December 15<sup>th</sup> meeting the Coordinating Committee unanimously accepted the listing of major accomplishments and the annual report theme as presented in this report.

## **MAJOR 2005 ACCOMPLISHMENTS**

2005 was a productive year in terms of fostering collaboration to address common geospatial needs, notwithstanding the decision to postpone the pending Strategic Directions Workshop. The most significant accomplishments were as follows (*the order is not intended to imply relative importance*):

- Address Standard: Address data standards developed by MetroGIS were used as a prototype for development of a national standard, which have remained largely unchanged.
- Addresses for Occupiable Units: The Policy Board endorsed a vision statement to guide implementation of a regional “addresses of occupiable units” dataset.
- DataFinder Café: Agreement was reached on a technical design and funding to upgrade DataFinder Café.
- E911- Compliant Street Centerlines: The Policy Board endorsed a vision statement to guide implementation of a regional “E911-compliant street centerline dataset”.
- Emergency Preparedness: The Policy Board endorsed an solution for further testing to establish a mechanism for coordinated assembly across the seven county region of a variety of datasets critical to Emergency Preparedness efforts.
- Non-Government Interests: An initiative was launched to explore partnering opportunities with non-government interests to achieve common needs.
- Testimonial: An eighth testimonial to the benefits of MetroGIS’s efforts – City of Roseville/Ramsey County GIS Users Group – was produced.
- U.S. Census Bureau: Agreement was reached with U.S. Census Bureau to use MetroGIS’s regionally-endorsed street centerline data in 2010 Census products.
- Data Distribution and Knowledge Sharing: Performance measures documented continued growth in data distribution activity via DataFinder and use of MetroGIS’s general information website.
- Recognitions: Three substantive recognitions were received from national and international interests:
  - Selected by the Open Geographical Consortium as its top U.S. example of a local/regional geospatial data distribution architecture compatible with achieving the NSDI vision. This recognition is described in a publication entitled “Server Architecture Models for the National Spatial Data Infrastructure (NSDI)”.

- Selected as the only collaborative governance structure in the United States that exhibited “new policy options and institutional structures associated with the formulation and implementation of successful SDI (spatial data infrastructure) initiatives” by Ian Masser, an internationally acknowledged expert in the field in his book “*GIS Worlds – Creating Spatial Data Infrastructures*”, published by ESRI Press.
- Selected by URISA as among its top 6 Exemplary Systems in Government (ESIG) Award recipients.

A detailing listing of year-end project status information, outreach activities, major documents produced, and workgroup and committee meetings conducted is available upon request.

### **2005 ANNUAL REPORT**

The main theme proposed for the 2005 annual report insert is the same as last year: “how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so”. In particular, this past year MetroGIS’s impacts were demonstrated through continued access improvements to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered through MetroGIS’s efforts. Jeanne Landkamer has again agreed to produce the MetroGIS 2005 Annual Report, as she has done for the past several years.

As has been the case for the past three annual reports, the single page, double-sided format, written from Chairperson Reinhardt’s perspective, is proposed. The report would again be distributed in combination with an informational brochure designed to have a shelf life of 2-3 years. A new brochure was produced in 2005. It can be viewed at

[http://www.metrogis.org/about/annual\\_reports/05brochure.pdf](http://www.metrogis.org/about/annual_reports/05brochure.pdf).

### **RECOMMENDATION**

That the Policy Board accept, subject to any desired additions or modifications, the:

- 1) Listing herein of major MetroGIS accomplishments during 2005.
- 2) Proposed theme for the 2005 annual report of “how MetroGIS’s efforts are making a difference and facilitating improvements via e-government while doing so”.



**TO:** Policy Board

**FROM:** Coordinating Committee  
Chairperson: Nancy Read, Metropolitan Mosquito Control  
Staff Contact Randall Johnson (651-602-1638)

**SUBJECT:** 2005 Performance Measurement Report

**DATE:** December 27, 2005  
(For the Jan 18<sup>th</sup> Mtg.)

## INTRODUCTION

The Coordinating Committee respectively requests Policy Board approval of the 2005 MetroGIS Performance Measurement Report (separate document).

## COORDINATING COMMITTEE CONSIDERATION

On December 14, 2005, the Coordinating Committee reviewed the major conclusions presented in a draft version of the subject Report. No additions or modifications were offered. (See the Reference Section for authorizing actions by the Policy Board.)

## MAJOR PERFORMANCE MEASUREMENT FINDINGS AND CONCLUSIONS

The following findings and conclusions represent highlights from more complete descriptions presented in the accompanying 2005 MetroGIS Performance Measurement Report. The four outcome categories presented below are defined in the Performance Measurement Plan, which was adopted in 2002. Metrics for ten individual measures are captured monthly and comprise the data foundation for evaluating progress toward achieving desired outcomes.

The 2005 report presents metrics for comparable data for the ten measures over a three-year timeframe. A sufficient data history is now available to consider setting targets for some or all of the ten measures. If targets are to be set, the exercise should be a component of the Business Plan Update process anticipated to begin mid-to late 2006.

### 1. Ease of Data Discovery and Access

Use of DataFinder, as both an **online data discovery and data delivery tool, continued an upward trend** in 2005. A trend in **preference for online geospatial information queries**, in addition to downloads of data for manipulation on one's own system, is also beginning to emerge. Enactment of an unprecedented, single licensing agreement by the seven metropolitan area counties, which governs access to the regional parcel dataset, resulted in a 65 percent increase in licenses and a corresponding 52 percent increase in parcel data downloads.

Comments: 1) Continued progress needs to be made to accurately account for access to information via Internet-based queries, in addition to data downloads. Improvements planned for DataFinder in 2006 are expected to provide substantially better information for such queries than has been previously available. 2) Additional outreach efforts should be made to encourage data producers, who are not currently using DataFinder, to consider using it to share knowledge of their data holdings and to expedite distribution.

### 2. Data Currency

Each of the **eight endorsed regional data solutions** (see below) was **maintained to the specifications** established by the community. While these solutions only comprise 4.6 percent of the 136 datasets available via DataFinder, they continue to be the most popular data downloaded, comprising over 31 percent of the total downloads. Endorsed regional datasets for which metrics are maintained are as follows (listed in order of popularity in 2005):

<b>Dataset<sup>(1)</sup></b>	<b>Downloads</b>
<b>Parcels</b>	576
<b>Census Demographic Profiles</b>	516
<b>County &amp; Municipal Boundaries</b>	479
<b>Street Centerlines</b>	322
<b>Census Geography (e.g. tracts and blocks)</b>	228
<b>Planned Land Use</b>	208

(1) Eight regional solutions have been enacted by MetroGIS but only six are tracked for purposes of Performance Measurement Reporting. Land Cover is distributed by DNR, its custodian. The Land Cover metadata record is posted on DataFinder but directs the user to DNR's website. The Unique Parcel ID solution is a component of the Regional Parcel Dataset and, thus, not tracked separately.)

Comment: Performance measurement results confirm that MetroGIS's efforts to create sustainable regional solutions to common information needs are improving organizational efficiencies and effectiveness. A topic at the pending Strategic Directions Workshop should address whether additional regional solutions should be investigated.

### **3. Internal Efficiencies, Level of Cooperation**

**Ten stakeholder organizations are now performing 23 distinct primary and regional custodian roles** in support of eight endorsed regional solutions to common information needs, a one-stop, Web-based data discovery and distribution mechanism (DataFinder), and a forum to foster collaboration.

Comment: Sustaining long-term solutions to common information needs requires all parties to attain a level of comfort that their respective contributions are less than the cost of pursuing solutions on their own and a level comfort with one and other's contributions. The Metropolitan Council's 2005 Evaluation and Audit of MetroGIS raised questions in these regards. These questions must be resolved to the satisfaction of all core stakeholders to sustain the solutions that are currently in place and before any additional solutions are contemplated.

### **4. Decision Making, Service Delivery**

Currently, the only means measure this outcome is via qualitative stakeholder testimonials. An eighth such testimonial, from the City of Roseville, was produced in 2005. Like the seven organizations that have been past subjects, the City of Roseville **attributes efficiency improvements** in its internal decision support and **service delivery enhancements to MetroGIS's efforts**. The Metropolitan Council's 2005 independent evaluation of MetroGIS's efforts corroborated internal efficiencies that other organizations have reported in their testimonials.

As in the past, those entities using DataFinder the most were academic institutions of higher learning and state, regional, and local government interests. Dakota County and Hennepin County are again listed among the top 25 download recipients, with activity at essentially the same level as in 2004.

Comment: User testimonials should continue to be developed.

### **RECOMMENDATION**

That the Policy Board accept, subject to any desired additions or modifications, the MetroGIS 2005 Performance Measurement Report, dated December 23, 2005.

## REFERENCE SECTION

### PAST POLICY BOARD ACTIONS

- 1) April 10, 2002: The Policy Board adopted a Performance Measurement Plan ([www.metrogis.org/benefits/perf\\_measure](http://www.metrogis.org/benefits/perf_measure)) to more clearly state expected accomplishments, demonstrate accountability for results, and support continuous organizational improvement.
- 2) January 29, 2003: The Policy Board asked staff to prepare an annual performance measures report to share with it along with recommendations for any suggested changes in policy or procedures to address needs identified via analysis of performance measures data.



**To:** MetroGIS Policy Board

**From:** Policy Board Chairperson Reinhardt (651-266-8363)  
Policy Board Member Pistilli (763-493-9071)

**Subject:** Update on Council Consideration of MetroGIS Governance and Funding Questions

**Date:** January 11, 2006  
(For Jan. 18<sup>th</sup> Meeting)

## INTRODUCTION

This report was added to the agenda at our request, as members of the Policy Board. Its purpose is to share information with the Policy Board about MetroGIS's involvement in the Metropolitan Council's process to address recommendations presented in the recent MetroGIS Program Evaluation and Audit Report. [A copy of the report can be reviewed at [http://www.metrogis.org/teams/cc/meetings/05\\_1214/mc\\_eval.pdf](http://www.metrogis.org/teams/cc/meetings/05_1214/mc_eval.pdf). A brief summary of major topics addressed in the report is also provided in the Reference Section, Item 1.]

In our capacities as Policy Board Chairperson and the Metropolitan Council's representative to the Policy Board, we jointly support the Council's position that we (core stakeholders) need to ensure that the community concurs on future directions for MetroGIS and on the manner in which MetroGIS conducts its business. The former (future directions) is the purpose of the Strategic Directions Workshop that is tentatively scheduled for later this year (see Agenda Item 5e). The latter is the subject of this report.

The Council's Program Evaluation of MetroGIS raises several governance-related questions for further investigation. It is our belief that these questions must be resolved before the Strategic Directions Workshop is held, as the Workshop's purpose is about accomplishments and outcomes not process and governance. It is also our continuing belief that through MetroGIS's efforts, several effective regional solutions to common geospatial needs have been realized, providing evidence that current MetroGIS core functions are working.

## PREVIOUS ACTIONS

At the Policy Board's October 2005 meeting, Member Pistilli, acting in his capacity as the Council's representative to the Policy Board, briefly summarized the findings presented in the Report. Since the Report had not been available prior to the meeting, the findings and recommendations were not discussed in any detail. Member Pistilli made a point, however, of stating that the document was complimentary to MetroGIS, in that the overall conclusion is that MetroGIS is benefiting the Council and the region. He also mentioned that several governance-related questions were raised in the Report for further investigation. Policy Board members were assured they would be involved in the decision making process to address these questions. (See Item 2 in the Reference Section for an excerpt from the Policy Board's meeting summary.)

At the direction of the Policy Board to remain involved in the developing process, Commissioner Reinhardt, in her capacity as Policy Board Chairperson, attended and briefly addressed the Metropolitan Council's Community Development Committee (CDC) on December 19, 2005. Her impression of the discussion by the Councilmembers was a positive one. The CDC Chair and other Committee members reinforced their intent to involve the MetroGIS Policy Board and other interested stakeholders in the process. Discussion of specifics was deferred to the CDC's next meeting, which occurred on January 10<sup>th</sup>. Prior to the meeting, Commissioner Reinhardt submitted a written request to allow a member of the Coordinating Committee, to participate in the process as a technical resource. She also respectfully requested modification of the meeting schedule to accommodate existing commitments.

## **RESULTS OF JANUARY 10TH COMMUNITY DEVELOPMENT COMMITTEE MEETING**

The Community Development Committee of the Metropolitan Council met on January 10, 2006. Procedures recommended by Council management were discussed regarding resolution of governance and funding-related questions raised in the Program Evaluation and Audit Report. There was insufficient time to summarize the CDC's consideration of the recommended procedures, so Commissioner Reinhardt and Councilmember Pistilli intend to update the Policy Board at its January 18<sup>th</sup> meeting.

## **PREPARATIONS FOR PENDING CDC WORKGROUP CONSIDERATION**

1. **Coordinating Committee Recommendation:** On December 14, 2005, Metropolitan Council management summarized the findings and recommendations presented in the Report to the MetroGIS Coordinating Committee. After a lengthy discussion, the Committee agreed to forward the following recommendations to the Policy Board for its consideration as it engages in discussions with Council representatives concerning governance and funding of MetroGIS (an excerpt from the Committee's meeting summary is provided in the Reference Section):

- Accept the four (4) recommendations presented in the Metropolitan Council's Audit Report for MetroGIS, as described at this meeting (December 14<sup>th</sup> meeting of Coordinating Committee) by Mark Vander Schaaf.
- Recommend that the (MetroGIS's) current structure be maintained, and
- Encourage the Metropolitan Council to involve MetroGIS stakeholders in the dialog as it examines options.

Several Committee members also submitted written comments directly to Policy Board member Pistilli following the Committee meeting. Member Pistilli asked Committee members to share their comments with him to help him prepare for discussions pending among Councilmembers.

2. **Evaluate Current MetroGIS Governance Characteristics.** In preparation for pending CDC Workgroup dialogue to address governance concerns raised in the Report, creation of a MetroGIS workgroup is suggested to evaluate any options to change the current MetroGIS governance characteristics (Appendix A). This workgroup should include policy makers and managers who have been active in MetroGIS efforts and who have a clear understanding of its objectives, functions, accomplishments, and challenges. This group should convene as quickly as possible and identify current characteristics that should remain intact.

## **RECOMMENDATION**

That the Policy Board:

- 1) Authorize creation of a MetroGIS workgroup, as defined herein, to evaluate current MetroGIS governance characteristics and offer its recommendations to MetroGIS's representative to the CDC workgroup as quickly as possible.
- 2) Be provided with e-mail updates through MetroGIS's representative(s) to the CDC workgroup as its work progresses. The updates should also be sent to the Coordinating Committee.

## REFERENCE SECTION

### *1. Excerpt from December 14, 2005 Coordinating Committee Meeting Summary*

#### **5b) Metropolitan Council's Program Evaluation and Audit of MetroGIS**

Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, introduced himself and commented on his ties to the GIS community while with the City of St. Paul, which included holding the position of GIS Coordinator and serving as chair of the Ramsey County GIS Users Group. He also noted that he had participated in MetroGIS forums and had served as a member of the Coordinating Committee, representing large cities. He then prefaced his remarks by noting that the Council's Evaluation and Audit Report was the source of most of the comments that he would be making and that much of the slide presentation had been created by the Director of the Council's Audit and Evaluation Unit for a presentation on November 7<sup>th</sup> to the Council's Community Development Committee. ([Click here](#) for the presentation slides and [click here](#) to review the Audit Report.)

The presentation began with an overview of the origins of MetroGIS, from the Council's perspective, and a summary of value received by the Council from MetroGIS's efforts. Vander Schaaf then commented on several "potential scenarios" identified in the Report regarding the future of MetroGIS:

- Maintain The Current Structure,
- Cost Sharing For MetroGIS Data,
- Withdrawal Of Council Funding,
- Policy Board As Advisory To The Council, and
- Create A Fee Structure (Non-Government Access) For MetroGIS.

Vander Schaaf then summarized four recommendations presented in the Report:

1. Assess the positive and negative attributes of the options and determine the optimal placement of MetroGIS and its relationship and reportability to the Council.
2. Financial accountability measures for MetroGIS should be established and practiced.
3. The Council should continue to evaluate its role, products and cost-effectiveness of MetroGIS on an ongoing basis.
4. A clear delineation of roles and responsibilities between the Council and the parties involved in MetroGIS should be documented to ensure that all parties understand their role in MetroGIS.

Vander Schaaf concluded his presentation by commenting on proposed immediate next steps, which includes discussion by the Council's Community Development Committee on Monday, December 19, of a roadmap and timeline for acting on the cited recommendations.

Committee members were asked if they had any questions or comments.

Vice Chairperson Knippel asked for clarification of Council's philosophy about providing leadership and fostering collaboration toward regional solutions that benefit the region as a whole. Knippel encouraged the Council to address this question before launching into a discussion of specifics about MetroGIS. He also noted that he believes that the Audit Report tries to describe MetroGIS in black and white terms and in so doing does not account for the significant benefit from gray areas (intangibles) that are not easily quantified. He offered the example of the Council's current support of a forum to foster regional debate and agreement among all key stakeholders on standards and best practices, noting that this forum has established a trusted cooperative environment that, in turn, is paying dividends beyond the data involved. He also noted that knowledge sharing, which is a core function of MetroGIS, stimulates technology innovations that are resulting in improved effectiveness and efficiencies, also not easily captured in a black and white format (quantifiable inputs and benefits).

Craig agreed, but added comments about the value of MetroGIS to the image of the Metropolitan Council. His survey work, cited in the Audit Report, documented the value that MetroGIS participants placed on the

process of being involved in these collaborative activities. Through MetroGIS activities they have come to know and respect others across the region, something that has been invaluable in their own work. They know that MetroGIS is supported by the Metropolitan Council and their image of the Council has improved greatly as a result of MetroGIS activities.

Claypool concurred that the region is a big winner, greatly benefiting from the standards that have been enacted and the duplication of effort that has been eliminated through collaboration to address mutual needs. He also made a point of stressing that the counties have made larger investments than the Council for development of geospatial data.

Claypool then called attention to a few conclusions presented in the Audit Report that he believes demonstrate that the author(s) does not understand MetroGIS well enough to make such statements. He also noted his disappointment that the Scenarios had a negative tone, given the vast benefits to the region and the Council over the past ten years that can be attributed to MetroGIS's efforts. He concurred with Craig that the Council's image has greatly improved over the past ten years among local units of government, due in large part, to the collaborative environment fostered via MetroGIS's efforts; efforts which most stakeholders associate with the Council's support to foster the desired collaboration. He emphasized that ten years ago local government generally viewed the Council as bothersome, but that the situation is much different today. Not only are inter-organizational relationships vastly improved but also is the availability of data critical to effectively planning and operating regional systems. He stated that he is especially troubled by the reference in the Report that the Council might not be part of solutions that evolve through MetroGIS's efforts. He suggested that those responsible for this observation need to educate themselves on how decision making is actually conducted within the MetroGIS community. The Council has always been and is expected to remain a respected key stakeholder along with several others. Claypool concluded his remarks by offering a solution to keep the spirit of regional collaboration alive, should the Council decide its participation is no longer desirable. He believes that if such a situation were to arise that the counties would likely create a consortium with which the Council could negotiate to obtain the data they need from the counties.

Laumeyer commented that accomplishments of MetroGIS make his job much easier and speaking generally on behalf of other users, stated these accomplishment are resulting in a huge benefits to the region. He also noted that the Council should take pride in the cutting edge efforts of MetroGIS, efforts that have received national and international attention and awards.

Chairperson Read commented that one of the reasons MetroGIS has been successful is that the participants are doing things they have to do anyway but realized they can be more effective over the long term through collaborative solutions. As a result, she believes it is difficult to separate her work in MetroGIS initiatives from her work on related internal projects. She questioned how the Council's GIS staff were going to be able to accomplish the recommendation to segregate and track financial information regarding support of MetroGIS. She also noted that at the November 15 forum "Beyond Government Users: Future Directions for MetroGIS" she had recognized a reoccurring theme that the non-government community is mobilizing more and more to integrate GIS technology into their respective operations and, as such, are looking for more sources of reliable geospatial data.

Knippel reemphasized that applying a traditional business analysis model to government is flawed because the entities involved are not independent, competing against one another. Rather, government interests that serve the Twin Cities all have the same clients/stakeholders – the taxpayer - and all have a stake in the successfulness of the region. He emphasized that a structure/philosophy is needed that can achieve and sustain inter-governmental cooperation that, in turn, produces benefits for the whole by looking beyond the interests of individual organizations. He closed by reiterating an earlier observation that the Report seems to be very narrowly defined and ignores intangibles (gray areas) whose benefits are sizable.

Wencl stated that from the perspective of the National Spatial Data Infrastructure (NSDI) and its primary sponsor, the Federal Geographic Data Committee, MetroGIS is a working example of the type of successful regional mechanism needed to achieve the vision of the NSDI. He concurred with Craig and Knippel that the

Council is receiving a good deal of credit for its investment to support MetroGIS's efforts to foster collaboration. He also noted that NSDI proponents view the existence of the Policy Board as a major reason for MetroGIS's success. Wencil concluded his remarks by stating that the State of Minnesota should follow MetroGIS's lead and create a complementary mechanism capable of creating and sustaining statewide solutions to common information needs.

Craig commented that in some respects this Report is inconclusive in that it does not take into account intangibles, in particular, benefits to the region as a whole. He also noted that it is difficult to clearly articulate a response to the Council's question "where do we go from here" because the Strategic Directions Workshop has not been held.

Henry postulated that if the Council were to withdraw its funding that the collaborative environment would diminish. He asked the Council representatives if the Council wants the community to revert to the situation that existed when MetroGIS launched, no standards and significant duplication of effort. Vander Schaaf affirmed that the Council does not want the community to revert to the pre-MetroGIS environment. Henry followed with a statement that he believes that the cost to the Council to obtain data it needs from others and put it to use on its own would be more expensive than its cost to support MetroGIS's "foster collaboration" function.

Knippel followed with a question about how MetroGIS can best provide formal feedback to the Council's Evaluation and Audit Report, noting that he believes MetroGIS leadership should pursue an active role in the pending discussions about the recommendations and next steps outlined in the Report. He asked again that before dialogue is initiated on the Report's recommendations, that the Council reach agreement, at a policy level, regarding its interest and willingness to foster a collaborative environment to address common needs important to the region. Claypool emphasized that all affected parties need to be part of the discussions and that the current philosophy of an equal voice among the parties is critical to sustaining effective solutions.

**Motion:** Craig moved and Givens seconded to encourage the MetroGIS Policy Board to:

- Accept the four (4) recommendations presented in the Metropolitan Council's Audit Report for MetroGIS, as described at this meeting by Vander Schaaf.
- Recommend that the current structure be maintained, and
- Encourage the Metropolitan Council to involve MetroGIS stakeholders in the dialog as it examines options.

Motion carried: Nays-0, Ayes-13, Abstain-2 (Gelbmann and Vander Schaaf to avoid conflict of interest)

## ***2. Excerpt from October 29, 2005 Policy Board Meeting Summary***

### **5b) Strategic Directions Workgroup and 2006 MetroGIS Work Plan**

Chairperson Reinhardt informed the Board members that she had added this topic to the agenda. The purpose of this item is to suggest that the Board set a target of February 2006 to host the Strategic Directions Workshop that has been postponed to allow the Metropolitan Council to evaluate the value of MetroGIS to its internal operations. She then recognized Member Pistilli, who provided a copy of the Metropolitan Council's internal evaluation of the MetroGIS initiative to each of the Policy Board members, noting that the document had been printed the day before and had not yet been seen by members of the Metropolitan Council.

Member Pistilli characterized the findings set forth in the evaluation as complimentary to the products of MetroGIS's efforts. He also noted that the evaluation raises some questions about MetroGIS's reporting and organizational structures, commenting that, in his opinion, what seems to make MetroGIS work also raises these questions. He commented that he believes that discussion of the cited issues may lead to improvements. Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan

Council, briefly commented that the Council's Audit Committee is scheduled to consider the document on November 2 and that the Council's Community Development Committee is scheduled to consider it on November 7.

The sentiment expressed by Policy Board members was support for Council's program evaluation process acknowledging that sufficient public value must be received in return for support of initiatives. In response to a question from Chairperson Reinhardt, which was echoed by other Board members, Member Pistilli commented that he supports providing Policy Board members an opportunity to provide substantive input into the Council's process from this point on. Member Schneider asked for clarification about how these discussions might affect MetroGIS's 2006 budget. In response, Vander Schaaf and Member Pistilli commented that the Council's proposed 2006 budget maintains at MetroGIS's 2005 funding level, as had been requested by the Policy Board. Member Pistilli and Chairperson Reinhardt agreed to discuss options following the meeting for providing input from the Policy Board to the Council concerning the findings and recommendations presented in its Program Evaluation Report for MetroGIS.

**Motion:** Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

## ATTACHMENT A

December 1, 2005

### COLLABORATIVE (GOVERNANCE) CHARACTERISTICS THAT CREATE PUBLIC VALUE (Collaboration To Address Common Geospatial Needs)

CHARACTERISTIC		CURRENT STRUCTURE	OPTION X
<b>Outcome / Value Proposition</b>			
	<b>Improved efficiency of stakeholder operations</b> (decision-making, service delivery, and infrastructure management) through use of community-defined regional solutions to common geospatial needs, that substantially reduce time and effort required to discover existing data, obtain data from others, manipulate data obtained from others prior to use, and move the dialogue from debate over data sources to substantive policy needs and opportunities.	<b>X</b>	
	<b>Minimized duplication of effort among stakeholder interests</b> and lowest cost for the taxpayer by leveraging investments in geospatial technology, data, and application development of others. <i>Build once, share many times.</i>	<b>X</b>	
	<b>Improved trust and mutual understanding</b> among government interests serving the Twin Cities through frequent opportunities to collectively define regional solutions to common geospatial needs and share knowledge with colleagues and peers.	<b>X</b>	
	<b>Enhanced stakeholder GIS-related programs</b> and capabilities through sharing of technology, data, and proven practices.	<b>X</b>	

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>	<b>OPTION X</b>
	<b>Local geospatial needs</b> , best practices, and data resources are reflected in state and national geospatial initiatives through involvement in policy and program development with similar objectives beyond the Twin Cities.	<b>X</b>	
	<b>Improved responsiveness of participant operations to changing expectations</b> of their clients through support of an environment that encourages knowledge sharing and innovation.	<b>X</b>	
<b>Authorizing Environment</b>			
	Common priority information needs (at minimum for essential stakeholders) are defined by the community, not any particular interest(s).	<b>X</b>	
	Policy makers (from all essential participants) are the keepers of a widely participatory process, ensuring all relevant and affected parties are involved in decision making, dominated by none.	<b>X</b>	
	A favorable “political reality check” is obtained from all affected interests when endorsing common geospatial priorities, related organizational policy, and regional solutions to address priority needs.	<b>X</b>	
	Policy makers, representing all essential stakeholders, establish regional geospatial and related organizational policy needed to address common priority needs. Policy making critical to achieve long-term objectives is consensus-based e.g., custodial roles and responsibilities, desired best practices, data standards.	<b>X</b>	
	Existing investments are leveraged to measurably improve service provisions and decision making community-wide.	<b>X</b>	
	Effective inter-organizational relationships are nurtured at the policy, management, and technical levels critical to sustaining long-term collaborative solutions.	<b>X</b>	

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>	<b>OPTION X</b>
	Policymakers advocate (champion) regional geospatial policy within their respective organizations and among their peers.	<b>X</b>	
	Champions at the policy, management, and technical levels are nurtured within essential stakeholder organizations by sharing benefits possible through participating in collaborative solutions to achieve common needs.	<b>X</b>	
	A Performance Measurement Program is supported to ensure that performance toward established public value-based outcomes is continually monitored and modifications are made, as needed, to maintain relevancy to essential stakeholders.	<b>X</b>	
<b>Operating Capacity</b>			
	Regional geospatial solutions effectively bundle and coordinate operational capacity across multiple organizations, as if a single enterprise, to collaboratively meet common needs that can not be met by any single organization. <i>(See Attachment B for 23 roles shared by ten MetroGIS stakeholders as of November 2005.)</i>	<b>X</b>	
	Coordinated regional geospatial solutions effectively increase access to, and use of, trusted, reliable and current geospatial data needed to support a wide variety of stakeholders' internal business needs.	<b>X</b>	
	Widely supported solutions to priority common geospatial needs of all essential stakeholders are efficiently and effectively sustained through institutionalizing custodian roles and responsibilities pertaining to geospatial data capture, maintenance, documentation and distribution.	<b>X</b>	
	Voluntary acceptance of community-defined custodial roles and responsibilities fosters an ethic of interdependence and cooperation, as well as, results in the best available data practices at the least cost to the taxpayer.	<b>X</b>	

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>	<b>OPTION X</b>
	Organizations with the greatest internal need voluntarily support custodian roles and responsibilities for endorsed regional solutions.	<b>X</b>	
	Collaboration to support custodian roles must cost the host organization(s) less than satisfying the particular information need in a non-collaborative environment.	<b>X</b>	
	Contributions to sustaining regional solutions include funding, human resources, data, equipment or combination thereof	<b>X</b>	
	Custodian organizations are free to achieve regionally-endorsed solutions (community endorsed deliverables) in a manner consistent with their internal needs.	<b>X</b>	
	Equity of contribution (to sustain a regional solution to a common geospatial need) is measured relative to internal benefit to the particular custodian, not organization to organization. (E.g., if a collaborative solution is less expensive than accomplishing an internal need on one's own, equity is achieved).	<b>X</b>	
	No organization is expected to perform a custodial role for the community for which they do not have an internally acknowledged business need or do not have sufficient resources.	<b>X</b>	
	<u>Point of note and topic for policy discussion:</u> Positive feedback from the participants of the forum hosted by MetroGIS on November 15, 2005 to seek partnering suggestions from non-government entities is a sign of MetroGIS's maturity and a realization that further effectiveness to achieve common needs may be possible by partnering beyond the government community.		

## ATTACHMENT B

### Contributions to Support MetroGIS Endorsed Regional Solutions

**(Last Updated: November 17, 2005)**

<b>Established Partnerships</b>	<b>Summary of Collaborative Roles</b> (Bundling Operational Capacity Across Organizations to Address Common Priority Needs)
<i>10 organizations have assumed a total of 23 roles in support of endorsed regional solutions to common geospatial related needs of the community.</i>	
(2 roles) <b>County: Anoka</b> Parcels	Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see <a href="http://www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf">www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf</a> )
County/MCD Boundaries)	Produce and maintain boundary data, submit quarterly updates to regional custodian (Council) in regional format. For detailed roles see <a href="http://www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf">www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf</a> )
(2 roles) <b>County: Carver</b> (Parcels, County/MCD Boundaries)	(All seven counties have agreed to assume responsibility for the same roles and responsibilities concerning the region parcel and city/county boundaries datasets. Their combined level of support is estimated to involve <b>20+ FTE</b> . This effort includes surveyors, assessors, and GIS staff.)
(2 roles) <b>County: Dakota</b> (Parcels, County/MCD Boundaries)	(Counties use these data to manage property-related records and to support their tax collection responsibilities.)
(2 roles) <b>County: Hennepin</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Ramsey</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Scott</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Washington</b> (Parcels, County/MCD Boundaries)	
(1 role) <b>DNR - Land Cover</b>	Manage regional database and collaborative process to acquire land cover data compatible with agreed upon data content standards. DNR uses this database to support a number of its metro area natural resources and wildlife management programs. Annual support is about <b>.5 FTE</b> . (For detailed roles see <a href="http://www.metrogis.org/data/datasets/land_cover/policy_summary.pdf">www.metrogis.org/data/datasets/land_cover/policy_summary.pdf</a> )

(1 role) <b>University of Minnesota Population Center</b> (Socioeconomic Characteristics)	Manage content of Socioeconomic Resources Website at <a href="http://www.datafinder.org/mg/socioeconomic_resources/index.asp">www.datafinder.org/mg/socioeconomic_resources/index.asp</a> . Annual support is about <b>.2 FTE</b> . (For detailed roles <a href="http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf">www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf</a> )
(7 roles) <b>Metropolitan Council</b> (Three categories: data management, data distribution, and fostering regional collaboration)	<ul style="list-style-type: none"> <li>▪ Annual support for <b>DataFinder and regional data custodian roles, combined about 1.25 FTE</b>.</li> <li>▪ 2005 budget to support <b>Foster Collaborative Environment: 1.75 FTE and \$86,000</b>.</li> </ul>
⇒ Census Geography data	Produce census geography data at time of decennial census that align with other locally produced foundation geospatial data.  (For detailed roles see <a href="http://www.metrogis.org/data/datasets/census/policy_summary.pdf">www.metrogis.org/data/datasets/census/policy_summary.pdf</a> )
⇒ County/MCD Boundary data	Assemble boundary data produced by counties into regional dataset.  (See County Boundaries above for the specific roles)
⇒ Planned Land Use data	Develop and manage regional dataset.  (For detailed roles see <a href="http://www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf">www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf</a> )
⇒ Parcel data	Assemble parcel data produced by counties into regional dataset.  (See County Parcels above for the specific roles.)
⇒ Street Centerline data	Contract with The Lawrence Group to maintain data to desired specifics.  (For detailed roles see <a href="http://metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf">metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf</a> )
⇒ DataFinder (one-stop, Web-based, data distribution portal)	Maintain DataFinder and DataFinder Café's hardware and software platform and update metadata posted on DataFinder.  (For details see Section 1.3.2 - <a href="http://www.metrogis.org/about/business_planning/bplan_0305.pdf">www.metrogis.org/about/business_planning/bplan_0305.pdf</a> )
⇒ Foster Collaborative Environment ( <i>regional solutions to common geospatial needs</i> )	Facilitate collaborative decision-making structure, including business planning, performance measures activities, and agreements, as well as, outreach and advocacy efforts to encourage use of and feedback about adopted solutions and best practices.  (For details see Section 1.3.2 - <a href="http://www.metrogis.org/about/business_planning/bplan_0305.pdf">www.metrogis.org/about/business_planning/bplan_0305.pdf</a> )
<b>(Total of 23 roles supported by 10 different organizations)</b>	



**TO:** MetroGIS Policy Board  
**FROM:** Policy Board Member Schneider  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Non Government Forum Results and Partnering Guidelines  
**DATE:** December 30, 2005 (For the January 18<sup>th</sup> meeting)

### **INTRODUCTION**

Based on the identification of a number of meaningful collaborative opportunities that were identified at the November 15<sup>th</sup> “Beyond Government Users” forum, the Policy Board is respectfully requested to support the recommendation of the Coordinating Committee to host a “Geospatial Technology Possibilities” forum and approve principles to guide future discussions to investigate collaborative opportunities with non-government interests in addressing common geospatial needs.

### **BACKGROUND**

On November 15<sup>th</sup>, MetroGIS hosted the “Beyond Government Users: Future Directions for MetroGIS”. The Policy Board requested the hosting of this forum at its April 2005 meeting. The results of this forum and a proposed “Geospatial Technology Possibilities” Forum, recommended by the Coordinating Committee at its December 2005 meeting, are intended to provide important foundation information for the pending MetroGIS Strategic Directions Workshop (Agenda Item 5e).

The Forum summary report can be viewed at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf). Twenty-nine individuals attended, representing 27 for-profit and 2 non-profit interests. The attendees concluded that collaborative opportunities with government interests should be investigated in three topical areas:

- How can we work together to reduce costs?
- What innovations can we work together to develop?
- How can we promote a statewide GIS cooperative effort?

Forty-five candidate ideas were identified for consideration within these three topical areas.

### **DISCUSSION**

The proposed next step is to engage the Coordinating Committee and participants of the November 15<sup>th</sup> forum to define and carry out a process to decide which of the 45 identified ideas have the most promise and evaluate the creation of an ongoing joint committee to flush out in more detail future cooperative efforts. However, before discussions begin, agreement is sought from the Policy Board on a few guiding principles to manage expectations. They are as follows:

- 1) Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
- 2) Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- 3) Contributions can comprise of funds, data, equipment and/or people.
- 4) Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

### **RECOMMENDATION**

That the Policy Board:

- 1) Support the recommendation of the Coordinating Committee to host a “Geospatial Technology Possibilities” forum, and
- 2) Approve the above-cited principles, subject to any desired additions or modifications, to guide pending talks with non-government interests who wish to further investigate collaborative opportunities with government interests in addressing common geospatial needs.



**To:** MetroGIS Policy Board

**From:** Policy Board Chairperson Reinhardt  
Staff Contact: Randall Johnson (651-602-1638)

**Subject:** Strategic Directions Workshop / MetroGIS Business Plan Update

**Date:** January 4, 2006  
(For Jan. 18<sup>th</sup> Meeting)

## INTRODUCTION

Acting in my capacity as Policy Board Chairperson, I am requesting Policy Board affirmation of the following proposals regarding preparations for the MetroGIS Strategic Directions Workshop and Business Plan Update initiatives:

- Set a tentative target timeframe of fall 2006 for the MetroGIS Strategic Directions Workshop.
- Resolve questions raised about MetroGIS's governance (in the Council's October 2005 Program Evaluation and Audit Report) before hosting the MetroGIS Strategic Directions Workshop.
- Investigate the realm of geospatial technology possibilities in preparation for the Strategic Directions Workshop at the same time that MetroGIS governance preferences are being discussed.
- Set a tentative target of the Policy Board's April 2007 meeting to receive an updated MetroGIS Business Plan.

## PREVIOUS POLICY BOARD CONSIDERATION

At its October 2005 meeting, the Policy Board decided to defer to its January 2006 meeting the setting of a date for the MetroGIS Strategic Directions Workshop. The members wanted to better understand implications of the Metropolitan Council's Program Evaluation and Audit Report regarding MetroGIS before it set a date for the Strategic Directions Workshop. (See Agenda Item 5c for more information.)

## "GEOSPATIAL TECHNOLOGY POSSIBILITIES" FORUM SUBSEQUENTLY PROPOSED

At its December 2005 meeting, the Coordinating Committee concluded that MetroGIS should investigate the realm of geospatial technology possibilities prior to hosting the subject Strategic Directions Workshop. This "possibilities" forum is tentatively targeted for April or May 2006. (See Agenda Item 5d in which Board acceptance of this concept is requested). The current concept involves inviting 2-3 national/internationally-respected geospatial visionaries to offer their perspectives and then break into theme-based groups to ask questions to gain a better understanding of cited possibilities. All agreed that up-to-date knowledge of geospatial technical possibilities and where the geospatial industry is generally headed are critical to achieving a successful Strategic Directions Workshop.

## TIMING OF STRATEGIC DIRECTIONS WORKSHOP

Following the determination that a Geospatial Technology Possibilities Forum should be hosted before the Strategy Directions Workshop, staff evaluated hosting the latter in May 2006. The conclusion was that regardless of whether it is held in late spring or fall 2006, the subsequent Business Plan Update process will not be complete until after core stakeholders have completed their respective 2007 budget preparation processes. Therefore, setting a target of fall 2006 for the Strategy Directions Workshop is suggested to give staff a couple of additional months to synthesize the results of the "Possibilities" Forum prior hosting the Strategy Directions Workshop.

## DISCUSSION

In my discussions with MetroGIS leadership and staff over the past few months, there appears to be general acknowledgement that governance and organizational questions raised in the Metropolitan

Council's recent Program Evaluation and Audit Report about MetroGIS should be resolved before hosting the Strategic Directions Workshop. They also acknowledge that the focus of the Strategic Directions Workshop is intended to be on geospatial program outcomes, not governance aspects of MetroGIS. Finally, there also appears to be general acknowledgement that investigation of geospatial possibilities should proceed simultaneously with dialogue on organizational/governance preferences for MetroGIS.

**RECOMMENDATION**

That the Policy Board affirm the four proposals outlined in the Introduction to this report pertaining to preparations for MetroGIS's Strategic Directions Workshop and Business Plan Update initiatives.



**TO:** MetroGIS Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Letter of Support Requested for Federal Grant Application

**DATE:** January 9, 2006  
(For the January 18<sup>th</sup> meeting)

### INTRODUCTION

Several MetroGIS stakeholder organizations respectfully request the Policy Board to authorize Chairperson Reinhardt to sign a letter of support for a federal geospatial technology grant application that they are developing. MetroGIS's role would be limited to assisting with communication needs and providing a forum for the vetting of any policy decision making necessary to achieve the desired outcome – both consistent with MetroGIS's core functions. No project funding from MetroGIS's resources is requested.

The written request submitted seeking MetroGIS's support is attached. The letter of support that would be signed by Chairperson Reinhardt will be draft once the application is nearer to completion.

### PROPOSAL INFORMATION

**Proposal Objectives:** The subject proposal would serve two primary purposes:

1. Several metro area counties, the Metropolitan Mosquito Control District, and the Metropolitan Airports Commission are interested in exploring whether they can cooperatively develop and support a common web-based application, using open-source software, that initially would be used to query parcel related data, along with other agency-specific data. The project concept is similar to that proposed last year for a Regional GIS Project funding via MetroGIS. However, since no MetroGIS funds are required, the problems encountered with the previous proposal have been overcome.
2. A partnership, with a geospatial data collaborative that serves the Fargo-Moorhead Metropolitan Area, is also proposed.

**Granting Agency:** The subject grant competition is funded by the Federal Geographic Data Committee (FGDC) for projects that further the vision of the National Spatial Data Infrastructure (NSDI). The maximum amount available is \$75,000. MetroGIS-related projects have been the recipients of three previous FGDC grants for a total award of in excess of \$166,000.

### Application Specifics

1. The application submittal deadline is February 1, 2006.
2. As of this writing, the applicants had not finalized their project specifications and budget. MetroGIS staff have been assured that the required local funding match will be provided by the organizations that will be directly involved in the project. One of the proposers will also serve as the responsible unit of government.

### BENEFITS TO THE METROGIS COMMUNITY

Award of this grant would be valuable to the MetroGIS community from at least four perspectives:

- 1) The applicants are proposing to use "open source" technology, in particular Minnesota MapServer that was initially developed at the University of Minnesota, to provide the desired Internet-based application capability. This project would provide valuable research and development experience for the MetroGIS community.
- 2) The grant application requirements mandate that Web Feature Service (WFS) technology must be a component of all proposals. WFS technology is expected to play an increasing important role in

application development to address common needs. E.g., achieving the Board's adopted vision for the Addresses of Occupiable Units Regional Dataset requires use of WFS technology. As such, this project would provide valuable research and development experience for the MetroGIS community.

- 3) One of the key elements of the proposal involves the on-line viewing and querying of GIS data. MetroGIS has previously identified a need for unified policy in this regard. The vetting of these issues among the agencies directly involved in the grant project should provide valuable information toward addressing the matter on a regional basis.
- 4) This proposal provides a somewhat rare and important opportunity to collaborate with another region to share expertise and resources. MetroGIS staff reached conceptual agreement in 2001 with the State of New York to collaborate on the development of what became DataFinder Café. Unfortunately, that partnership never materialized given the changes in priorities following 9/11. Other partnership opportunities that are consistent with the vision of the NSDI (e.g., with counties in western Wisconsin) are being cultivated. The proposed "collaboration of collaboratives" is important for two reasons: cooperation among regional geospatial collaboratives is a fundamental need to achieve the vision of the NSDI. Such partnerships also expand the pool of resources available to the partnering organizations, improving efficiencies through the leveraging of existing resources and reducing duplication of effort. Knowledge gained from this experience is expected to provide valuable insight, important to not only MetroGIS but also to other proponents of the NSDI vision.

#### **DISCUSSION**

As of this writing, the application specifics were still evolving. The decision to apply for the grant was made following the Coordinating Committee's December 14<sup>th</sup> meeting. As such, the preliminary concept is still being shared among the Coordinating Committee members for comment. The proposers have been asked to be prepared to provide an update on the status of the proposal at the Board meeting.

Signing of the requested letter of support by the MetroGIS Policy Board Chair assumes that any and all substantive concerns raised by Committee and or Policy Board members are resolved to the satisfaction of all affected parties.

#### **RECOMMENDATION**

That the Policy Board authorize Chairperson Reinhardt to sign a letter in support of the subject FGDC grant application with the understanding that any and all concerns raised are resolved to the satisfaction of all affected parties.

## Written Request for Support

**From:** "Knippel, Randy" <Randy.Knippel@CO.DAKOTA.MN.US>  
**To:** "Randall Johnson" <randy.johnson@metc.state.mn.us>  
**Date:** 1/5/06 8:37AM  
**Subject:** Request for MetroGIS support for FGDC grant application

Randy,

I am respectfully asking for approval to use the MetroGIS name in an application for an FGDC grant for a project that would include the development of software to help cities and counties create web applications. This is a spin-off from the MetroGIS regional project formerly known as "Common Web Application".

Following the canceling of the MetroGIS project, several counties continued to have conversations about the potential for pursuing such a project on our own. This led to discovering similar interest by the Community GIS Technical Committee (CGISTC), a GIS collaborative that includes Richland County, ND and Wilkin County, MN, among others in the southern Red River Basin. The Governor's Council on Geographic Information provided a letter of support to this organization for another FGDC grant in June, 2005. I have had numerous conversations with Doug Bartels, Richland County GIS Coordinator and CGISTC representative about the potential of this project. He is preparing the grant application.

The scope of this project will involve developing an open source user interface for web-based GIS applications suitable for county and city use. The server component of this application will be Mapserver, an open source product originally developed at the University of Minnesota and heavily used and supported by the Mn DNR (and other agencies). Since both the application and server components will be open source, the result will allow web applications to be developed and deployed with minimal cost. Also, as more cities and counties adopt this application, it will lead to greater consistency and commonality between those cities' and counties' web sites with respect to interactive mapping functionality and capabilities.

The ideal scenario would be for MetroGIS and the CGISTC to jointly apply for the grant. This would represent a strong image of collaboration since it demonstrates collaboration across local government jurisdictions as well as regions and states. The FGDC grant requires matching funds; however, no funds will be required of MetroGIS. We expect to be able to satisfy that requirement through in-kind matches provided by member organizations of both MetroGIS and CGISTC that have the desire to participate in this project. While we are still working out the details of this project, the expectation is that it will be administered jointly through a combined workgroup formed from members of both regional collaborative organizations.

The grant application must be submitted by February 1, therefore we will need properly authorized official notice from MetroGIS prior to that. Please contact me immediately if you have any questions. I have conferred with Nancy Read on this request.

-Randy K.

Randy Knippel  
GIS Manager  
Dakota County Office of GIS  
randy.knippel@co.dakota.mn.us  
phone: 952-891-7080

CC: "Rick Gelbmann" <rick.gelbmann@metc.state.mn.us>, "Nancy Read" <nancread@visi.com>



**TO:** Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638) and Steve Fester (651-602-1363)

**SUBJECT:** Project Updates

**DATE:** January 10, 2005  
(For the Jan. 18<sup>th</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted.

**A) MODIFICATION OF OPERATING GUIDELINES – BETWEEN MEETING DECISION PROCEDURES**

The Coordinating Committee granted first reading to a proposed amendment to MetroGIS's Operating Guidelines to authorize between-meeting decision making by the Committee as well as the Policy Board. See Attachment A for the language accepted by the Committee and an excerpt from the Committee's meeting summary. Second reading is scheduled for the Committee's March 2006 meeting.

**B) STATUS OF 2005 REGIONAL GIS PROJECT**

**(1) MetroGIS DataFinder Café – Upgrade Proposal (In progress)**

A project architecture that utilizes GeoCortex software (British Columbia, Canada), in combination with ArcIMS, has been found to be the most cost-effective way to achieve the functionality desired by the community. Funding has been arranged, with \$14,500 of the \$21,700 project cost being covered by a federal NSDI grant. The GeoCortex software licenses are currently under review. Once any concerns with the licenses are resolved, the project is expected to move forward quickly.

**(2) Common Application Design for Web-based Data Queries (Ceased)**

A mutual decision by all affected parties was made in November to cease this project. Committee and Policy Board members should have each received a letter via email confirming the decision to cease further consideration of this project (Attachment B). It is important to note that each of the parties concurs with this decision and believes that from a research perspective, this pilot project has served a useful purpose in that it has demonstrated the complexities that must be effectively addressed to collaboratively implement a geospatial application(s). Staff intends to document this experience, as a 2006 task, for future reference. The experience also has raised the need to rethink the guidelines for future Regional GIS (Pilot) Projects, in particular, when intellectual property rights are involved. (See Item B, below.)

**(3) Fill in Incomplete Attribute Fields in Regional Parcel Dataset (Indefinitely Postponed)**

The strategy reported at the September Committee meeting had been to conduct interviews one-on-one with county staff who are responsible for managing parcel data, specifically data associated with fields that are not fully populated. Michael Dolbow was to have served as the Project Manager. With Michael's announcement in October that he would be leaving the Council (to become the GIS Coordinator for the MN Department of Agriculture), work on this initiative ceased and no decision has been made as to whether or not it will continue to be pursued. An update will be provided at the Committee meeting as requested at the September meeting.

**C) CRITIQUE 2005 REGIONAL GIS PROJECT PROGRAM / PREPARE 2006 GUIDELINES**

The Coordinating Committee has created a workgroup to evaluate the criteria used to govern this program. The goal is to submit recommendations to the Committee at its March meeting. At that time decisions as to appropriate next steps pertaining to the 2006 program will be discussed.

- D) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS** (See <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

**(1) Address (Occupiable Units) Workgroup**

*(Nancy Read, Metropolitan Mosquito Control District, Workgroup Chair)*

Mark Kotz, staff to the Workgroup, presented a white paper at the State GIS/LIS Conference in October. He described the major components of the regional vision endorsed by the Policy Board last April (e.g., rationale, need for local government involvement and implementation concepts). The white paper can be viewed at

[http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf).

The Workgroup last met in December to refine a workplan for next phase of this project. A pilot project was defined at a conceptual level to refine technical and organizational components of the regional solution defined in the vision adopted by the Policy Board in April 2005. The group concurred that the next phase efforts should be categorized and addresses from three perspectives: Data Flow, Standards, and Web Application Proof of Concept.

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board [MESB; formerly Metropolitan 911 Board] and member of the Coordinating Committee, anticipates sharing the MetroGIS-endorsed vision for this regional solution with the MESB once a regional street centerline dataset is established that meets their needs. The MESB unanimously endorsed a GIS data management system last summer that has the potential of managing this dataset.

**(2) Existing Land Use**

Preparations for a user satisfaction forum remain on hold until following the Strategic Directions Workshop. See Agenda Item 5e. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

**(3) Emergency Preparedness Workgroup**

A summary of the Workgroup's activities follows. *(Submitted by Randy Knippel, Dakota County, Workgroup Chair)*

**a) Data Development and Standards**

At its October meeting, the Policy Board endorsed, for further testing in a full production environment, the interim regional Emergency Preparedness solution approved by the Committee at its September 2005 meeting. The Board's endorsement imposed a condition that the Workgroup modify its program illustration diagram to reflect program, as opposed to process, outcomes in addition to the following items called for in the Committee's endorsement:

- 1) Modifying the label "Owner" to "Regional Theme Manager" in the matrix of data listings,
- 2) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
- 3) Taking appropriate measures to ensure a transition begins as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community, and
- 4) Providing the Coordinating Committee with periodic updates as the interim solutions is tested and refined.

Workgroup Update – submitted by Randy Knippel, Workgroup Chairperson:

1. Modify Diagram: *See below*

- 2. Owner – Theme Manager Change: *Pending*
- 3. Expand endorsements: *See below*
- 4. Leadership transition: *See below*
- 5. Updates as the interim solution is tested and refined:

The Emergency Preparedness Workgroup Steering Committee believes that the following strategic move is the most effective way to address concerns raised by the MetroGIS Coordinating Committee at the September meeting.....

The Emergency Preparedness Workgroup Steering Committee has determined that our mission can be best served by joining forces with the Governor's Council on Geographic Information Emergency Preparedness Committee. The GCGI Committee has organized itself in the same manner as our workgroup providing direct alignment with our focus areas and is now co-chaired by Dan Johnson, former MN Executive Director of Homeland Security. Also, Committee member Judson Freed, Ramsey County Emergency Manager, will assume the position of Chair of the Minnesota Emergency Manager Association for 2006. These factors combined provide strong potential for the coming year. Our direct involvement and influence will increase that potential.

Each member of our workgroup will join a GCGI EP Committee focus group. We will continue to maintain our Metro focus but eliminate any redundancy between our efforts and the statewide efforts. We will meet as needed to keep each other updated on Metro activities and provide regular updates as we have previously. We consider this move temporary, until such time as we determine that this approach is no longer more effective than conducting independent meetings.

**b) Public Health - SNS/BT**

The Minnesota Department of Health is coming to closure on their bio-terrorism and mass dispensing site project. This project is driven by the County Health Departments. The makeup of this team is very similar to the makeup of the Emergency Preparedness data group. They require base map templates for consistent output from county to county. This will be an ongoing process for the next 3-4 months.

**c) Organizing GIS Resources**

A detailed GIS contact list covering 70 cities over 7 counties was compiled for a mailing to encourage GIS people to register on the Contact Database at the Governors Council GIS page. This is the beginning of getting a network of GIS users working in EM across the region.

**d) Outreach to Emergency Management Community**

A representative from the Workgroup is scheduled to attend and present at the Association of Minnesota Emergency Managers (AMEM) annual conference in partnership with the Governor's Council on Geographic Information Emergency Preparedness Committee.

**e) Governor's Council on Geographic Information – Coordination**

The GIS EP Contact website is operational ([http://gis.metc.state.mn.us/ep\\_status\\_map/](http://gis.metc.state.mn.us/ep_status_map/)) and available to promote. Others at the GCGI EP committee are working on a series of slide shows to convey the EM message.

**(4) Highway and Road Networks (Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Workgroup Chair)**

- a) **The “E911 Address and Street Centerline Workgroup”** had suspended its work on a regional addressable street centerline solution until the Metropolitan Emergency Services Board (MESB) had completed procurement of software designed to maintain consistency between the Master Street Address Guide (MSAG) and street centerline geography (regional

street centerline dataset). The procurement was essentially complete at the time of this writing. The Workgroup is scheduled to meet on January 12 to begin work on the next phase - development/acquisition of a regional street centerline dataset that satisfies E911 needs. The software system installed by MESB will serve as a foundation for metropolitan 911 response efforts and, in particular, serve as a means to efficiently maintain interoperable street centerline data for the entire region. The intent for Phase II is to work in concert with MetroGIS to pursue a regional solution that leverages resources from both communities, insuring that it meets the needs of both existing users of the TLG street centerline dataset, as well as, the additional needs of the E911 community. The workgroup is also charged with defining a set of business rules, roles and responsibilities for maintaining the regional street centerline product. The goal is to have one set of geometry for all users, but the attributes used by the E911 community may be in a separate, linked database to avoid confusion. Details of these rules and processes have not been finalized.

The MESB is responsible for defining the E911 related needs, business rules, and identifying local address authorities by working with representatives from the Metropolitan Emergency Services Board, LOGIS, and the Public Safety Answering Points (PSAPs). The specifications for the current TLG Street Centerline dataset would provide the standard for the non-911 user community. For those local government (e.g., counties and cities) entities that want to support primary street centerline data capture and transaction management, a survey will be conducted to determine which, if any, of the desired standards they will not be able to support. An RFP is then planned to secure a 3<sup>rd</sup> party to provide these data. A plan for achieving the initial conversion/enhancement would then be formulated, which would likely include a pilot product to serve as guide for the remainder of the data producers.

More information on this workgroup's efforts can be found at [http://www.metrogis.org/teams/workgroups/e911\\_streets/index.shtml](http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml).

- b) There are currently **169 licenses** issued to access and use The Lawrence Group's (TLG) Street Centerline Dataset, MetroGIS's currently endorsed regional solution for address matching. As of January 10<sup>th</sup>, the types of organizations licensed were as follows:
- Local gov't: **90**
  - Regional gov't: **11**
  - State/Federal gov't: **22**
  - Academic: **46**
- c) The **MetroGIS Roads & Highways Technical Workgroup** was inactive during 2005 due to organizational changes at MnDOT and complications with the software that is the foundation for this project. A proposal for the goals and procedures for a pilot project in the Metro Area to integrate local datasets with Mn/DOT's LDM was drafted by MetroGIS staff and forwarded to the workgroup group in January 2005. However, due to delays with the software development, efforts to establish a pilot area were postponed. The strategy had been to work together to see if MnDOT could transfer some of the attributes Mn/DOT carries (\*e.g. traffic volumes) to the local road geometries from a local agency (pilot area in Metro Area). However, the vendor that Mn/DOT is using is behind and that has caused a delay in the pilot moving forward. There is work that could be done in defining a core set of transportation features and attributes needed by all organizations, but there is currently no staff support to lead the effort as Michael Dolbow, who served as he lead staff for MetroGIS on this project, left MetroGIS in October to accept the GIS Coordinator position at the Department of Agriculture. No decision has been made as to whether someone with Mr. Dolbow's skills will be hired to replace him. Information about agreed upon goals, expectations, and participant roles can be viewed at [http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml).

**(5) Lakes, Wetlands, etc.** *(Nancy Read, Coordinating Committee Chairperson and Workgroup Member)*

The Hydrology Workgroup has not met for some time. A pilot project, to work through partnerships and organizational roles needed to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area, was delayed until for some time and is just now reengaging due to late delivery of required imagery. This pilot is viewed as a component of a broader Metro Area hydrologic solution that is anticipated once the statewide strategic planning effort is complete. The initial components of the proposed pilot can be viewed at [http://www.metrogis.org/data/info\\_needs/lakes\\_wetlands/workgroup/04\\_0929min.pdf](http://www.metrogis.org/data/info_needs/lakes_wetlands/workgroup/04_0929min.pdf) under the Lakes & Wetlands Workgroup. The pilot project partners include the Metropolitan Council, Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD).

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those that can be met with currently developed (or developing) data. The concept of hosting a strategy session will be vetted shortly among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a Regional solution.

**(6) Land Cover** *(Bart Richardson, MN DNR, Regional Custodian)*

The extent of coverage is now up to 75 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 5 percent in 2006. DNR, the regional custodian, is looking into creating tools to improve standardization of the data before delivery. DNR also held a technical forum on December 16<sup>th</sup> for individuals who have some MLCCS experience to review technical methodologies and standards, as well as, obtain thoughts about the future direction of the MLCCS. The DNR Natural Heritage has revised their native plant community classification system and, as such, there is need to start the public discussion whether to migrate to that new community classification. Finally, DNR is tentatively planning on hosting a user forum in the first half of 2006 to identify other desired improvements.

**(7) Parcels** *(Mark Kotz, Metropolitan Council, Regional Custodian)*

There are currently **67 licenses** issued to access and use the Regional Parcel Dataset. As of **January 10<sup>th</sup>**, the types of organizations licensed were as follows:

- Local gov't: **29** (8 added 3<sup>rd</sup> Party licenses)
- Regional gov't: **5** (1 added 3<sup>rd</sup> Party licenses)
- State/Federal gov't: **14** (2 added 3<sup>rd</sup> Party licenses)
- Academic: **19** (2 added 3<sup>rd</sup> Party licenses)

**(8) Socioeconomic Characteristics of Areas** *(Amy West, U of M Population Center, Regional Custodian)*

- a) The University of Minnesota Population Center staff, aided by Will Craig (CURA), oversees management of the content of the Socioeconomic Resources Page ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)), fix broken links, and coordinate efforts to add new data sources.
- b) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful

indicators of community well-being. Due to competing priorities, this proposal has not yet been shared with the MN Department of Health for sanctioning, but the Users Group hopes to do so by the end of January 2006. For more information contact Tim Zimmerman at [tim.zimmerman@co.hennepin.mn.us](mailto:tim.zimmerman@co.hennepin.mn.us) or 612-348-0307.

**E) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES** *(Submitted by Dave Drealan, Carver County, Workgroup Chair)*

▪ **Hennepin County Pilot Project: Regional Parcel Dataset Policy Investigation - Access by Non-Profit Interests:**

Hennepin County has instituted a policy permitting qualified non-profit interests to access its parcel data free of charge, subject to licensure that prohibits redistribution. This policy was enacted in cooperation with the M3D project. The results of this access trial are intended to serve as a pilot for possible consideration of a regional policy. M3D is a dynamic GIS-based Internet application that brings together labor market, housing and development information and analysis for the Twin Cities metro area into a single tool for economic and community developers. Neighborhood organization and non-profit interests are playing a central role in the M3D project. This Hennepin County access policy requires non-profits to be legally constituted, community-based, and working on a mission that benefits the public including: promoting jobs, economic development, affordable housing, environmental improvements, or community development in order to qualify for free access. Licensed data also must be secure and password-protected. Hennepin County retains the right to evaluate requests and approve or deny them on a case-by-case basis.

• **Pilot Project: View-Only, Web-based Access Policy Investigated for Parcel Data**

On September 30, Hennepin County officials agreed to consider a proposal from Nancy Read, Metropolitan Mosquito Control District, to aid in evaluation of policy implications regarding a community desire to view parcel boundaries and limited attribute data online without the ability to download the source data. The idea is that once an agreement-in-principle is reached with Hennepin County, that agreement-in-principle would be vetted through the County Data Producers Workgroup to negotiate a recommendation acceptable to each of the other six Metro Area counties. An update on the anticipated schedule for this proposal has been requested to share with the Board at the January meeting.

**ATTACHMENT A**  
**Proposed Amendment to MetroGIS Operating Guidelines**  
**Between Meeting Decision-Making**

*Excerpt from December 14, 2005 Coordinating Committee Meeting Summary.*

**5a) Modification of Operating Guidelines – Decision Making Between Meetings**

... After a brief discussion, the group elected to modify the proposed language (*next page*) to allow the possibility of either the Chair or the Vice Chair appointing a designee if they will be out of the touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

**Motion:** Claypool moved and Givens seconded to grant first reading to the modify MetroGIS's Operating Guidelines and authorize "between meeting decision-making", as set forth in the amendment dated November 27, 2005, subject to modifying the first bullet in Article II, Section 5b and Article III, Section 9b as follows: The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.

Motion carried, ayes all.

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**The proposal contained in the materials for the December 14, 2005  
Coordinating Committee agenda packet follows on the next page:**

## **PROPOSED MODIFICATIONS**

### **MetroGIS Operating Guidelines (Rules for Decision Making Between Meetings)**

**(~~Language crossed out to be deleted and~~ language underline to be added)**

#### **Article II Policy Board**

##### Section 5. Voting and Decision Making

- a) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.
- b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states “E-Vote Requested – Urgent MetroGIS Business”
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee’s quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.

##### Section 7. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

#### **Article III Coordinating Committee**

##### Section 8. Quorum

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

##### Section 9. Voting and Decision Making

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

a) At Meetings

(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Co-chairperson both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.

Section 11. Meetings

The Coordinating Committee shall meet as necessary to carry out its duties. The time and place of the meetings shall be at the discretion of the Committee membership.

Written notice (mail, facsimile, email) of the regular meetings of the Coordinating Committee shall be given to each member at least five (5) days prior to such meetings, and shall comply with the provisions of the open meeting law. Special meetings of the Coordinating Committee may be called by the Chair, provided that at least three (3) days written notice is given to each member and otherwise comply with the provisions of the open meeting law.

# ATTACHMENT B



## ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*

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Date: November 23, 2005

To: MetroGIS Policy Board and Coordinating Committee members

From: Victoria Reinhardt, Policy Board Chairperson  
Randy Knippel, Common Web-based Application Project Leader  
Mark Vander Schaaf, Metropolitan Council

**Subject: Regional GIS Pilot Program – Common Web-based Application Proposal**

This letter is to inform you that a mutual decision has been made to no longer pursue the “Common Application Design for Web-based Data Queries” that had been granted concept approval, as a Regional GIS Project, by the MetroGIS Policy Board at its July 2005 meeting.

It is very important to us that this decision is clearly understood to be mutually supported. A number of challenges have been encountered with this project leading to our decision. They include the need for special authorization to purchase software that would not be owned by the funding organization and accompanying interagency agreements. At best, these requirements would take several more months to accomplish and involve substantial legal expense compared to the value of the project. That said, the experience has been enlightening as it revealed the complexities of attempting to address common geospatial application needs. These lessons will serve the MetroGIS community well in future endeavors.

Even though the project as originally conceived has ceased, the parties who have championed this project continue to be committed to sharing the knowledge they gain in pursuing similar endeavors. MetroGIS Staff intend to document the experience thus far and is willing to assist with documentation of lessons learned from any subsequent related projects. We hope that MetroGIS will continue to be a forum for such collaboration.

cc: Randall Johnson, MetroGIS Staff Support Team  
Rick Gelbmann, GIS Manager, Metropolitan Council



**TO:** MetroGIS Policy Board

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Thank You to Dr. Zorica Nedovic-Budic

**DATE:** January 9, 2006  
(For the January 18<sup>th</sup> meeting)

## INTRODUCTION

Chairperson Reinhardt wanted to share with the Policy Board a letter of thank you she recently sent to Dr. Zorica Nedovic-Budic, on behalf of the MetroGIS community. This report provides context for the thank you.

## BACKGROUND

The subjects of Chairperson Reinhardt's letter of thank you are a book written by Ian Masser, which was published March 2005, and a review of that book written by Zorica Nedovic-Budic and published last month. Dr. Masser is an internationally respected authority on Spatial Data Infrastructures from technical as well as organizational perspectives. Dr. Budic is recognized as one of the top academic researchers in the U.S. and beyond, who specializes in multi-party partnerships established to create and manage Spatial Data Infrastructures. Her research and expertise are helping proponents of the National Spatial Data Infrastructure (NSDI) for the United States better understand the organizational side of successful geospatial collaborations and challenges that must be overcome to fully achieve the vision of the NSDI.

The book, entitled "*GIS Worlds –Creating Spatial Data Infrastructures*", cites MetroGIS's efforts as among the most successful Spatial Data Infrastructure initiatives from an international perspective. Dr. Masser's purpose for writing this book was to compare and contrast efforts worldwide that have successfully developed Spatial Data Infrastructures consistent with their respective national visions and to use the results of this research to accelerate efforts to achieve the vision of a global spatial data infrastructure. MetroGIS was the only entity cited within the U. S. for this purpose.

As if being identified by Dr. Masser's as the only U.S example suitable for his research was not high enough praise of MetroGIS's accomplishments, the following quote from Dr. Budic's review of Dr. Masser's book goes to another level in complimenting MetroGIS on its accomplishments:

"In the U.S. case, the author (Ian Masser) zeros in on one of the most successful (if not the most successful) examples of joint multiparty ventures in sharing core data sets – MetroGIS, a stakeholder-governed cooperation among seven counties in Minneapolis-St. Paul metropolitan area."

The full article can be reviewed at <http://www.urisa.org/Journal/Vol17No2/BudicReview.pdf>. (The quote is from the second page, near the top of the left column in the printed version.)

# ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*

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January 9, 2006

Zorica Nedovic-Budic, Ph.D.  
Department of Urban and Regional Planning,  
University of Illinois, Urbana-Champaign  
111 Temple Hoyne Buell Hall  
611 East Lorado Taft Drive  
Champaign, IL 61820

**RE: *High Praise Paid to MetroGIS's Accomplishments***

Dear Dr. Budic,

Randall Johnson, MetroGIS Staff Coordinator, recently informed me and others on the MetroGIS Policy Board of the high praise you bestowed on MetroGIS in your review of Ian Masser's book "*GIS Worlds – Creating Spatial Data Infrastructures*". We were extremely flattered to learn that Dr. Masser had selected MetroGIS as among the best Spatial Data Infrastructure programs that he investigated among an international field, but we were surprised when he selected MetroGIS as his lone U.S. example. Words cannot fully express our profound gratitude for your statement in your review of Dr. Masser's book that MetroGIS "...is one of the most (if not the most successful) examples of multiparty ventures in sharing core data sets....".

On behalf of MetroGIS's leadership and all of the individual and organizational contributions that it takes to maintain effective collaborative policies and relationships, I would like to thank you for your high praise of MetroGIS's efforts. We have worked hard to create and maintain an effective forum through which we can address common geospatial information needs in a manner that moves the entire community forward as if a single enterprise and to simultaneously embed the philosophy of the NSDI vision into our policies. The work of overcoming organizational obstacles and keeping pace with rapidly changing technology is endless and at times trying even after ten years of success. Praise of the type bestowed on our efforts by Dr. Masser and you make the journey all the more satisfying.

Again, thank you very much for your kind words. They mean a great deal coming from a person with knowledge and expertise of the magnitude that you possess.

Respectfully,

Victoria A. Reinhardt, Chairperson  
MetroGIS Policy Board *and*  
Ramsey County Commissioner

cc: MetroGIS Policy Board  
MetroGIS Coordinating Committee  
MetroGIS Staff Coordinator



*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Policy Board  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Information Sharing  
**DATE:** December 30, 2005  
(For the Jan. 18<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

## **B COORDINATING COMMITTEE OFFICERS FOR 2006**

At its December 14<sup>th</sup> meeting, the Coordinating Committee elected Nancy Read (Metropolitan Mosquito Control District) and Randy Knippel (Dakota County) to serve a second term as its Chairperson and Vice Chairperson for 2006.

## **C. PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

### **1. Submitted Articles for winter 2005 Issue of GIS/LIS Newsletter**

An article was submitted for the winter 2005 issue. It talks about the forum hosted on November 15<sup>th</sup> for private and non-profit interests entitled "Beyond Government Users: New Directions for MetroGIS". The Newsletter is expected to be published early January and can be viewed at <http://www.mngisli.org/newsletter/>.

### **2. Presentation at State GIS/LIS Conference**

None since last Policy Board meeting.

### **3. Staff Coordinator Attended Innovations in Governance Program at Harvard**

The Kennedy School of Government at Harvard University offers a one-week program each fall, entitled "Innovations in Governance". The program's purpose is to explore innovations in governance, in particular, for collaborative initiatives designed to address important public problems through a case study format.

The program proved to be a valuable opportunity to share MetroGIS's experience as a case study for constructive criticism. This opportunity was also timely, given governance-related questions raised in the Council's recent Program Evaluation and Audit Report about MetroGIS. A short paper, which documents information learned during this program relevant to MetroGIS's efforts, has been shared with individuals who expressed an interest. This paper is available to others upon request.

## **D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

### **1. Minnesota 3D Project – Needs Assessment Underway / Website Testing**

M3D consortium partners, including neighborhood and community organizations serving Minneapolis and several Twin Cities suburban municipalities, have been asked to respond to a community development/GIS-related needs assessment. The results will be used to help the M3D project team refine an Internet-based application that is the centerpiece of the M3D project. An alpha version was launched this past September (<http://map.deed.state.mn.us/m3d> - User Name: M3D / Password: test). A beta site should be ready for testing by February 2006 and is a candidate for the GIS Demonstration at the Board's April meeting. The results of the M3D Web application experience will likely be valuable to MetroGIS as investigations proceed into development of commonly needed geospatial-based applications.

An excerpt from the M3D Project Application's Executive Summary states: "Building on the existing GIS infrastructure, M3D is an Internet-accessible and integrated system of employment, housing and development information and analysis tools for neighborhoods, community development corporations, employment trainers, businesses, central cities, suburbs, counties of the Twin Cities metropolitan region, and the State of Minnesota....By combining new statewide data on employment and demographics through an agreement with the U.S. Bureau of Labor Statistics, the Social Security Administration, and the Census Bureau with the existing region-wide parcel level housing data, Minnesota 3-D will be a "first-of-its-kind" system.....M3D is a scalable, standards-based system that can accommodate expanded data layers and geographic coverage."... With emerging Internet-based mapping technologies, this is the most cost-effective way to maximize access, analytical capacity, and user-to-user information sharing." (*Submitted by Will Craig, U of M CURA*)

## **2. Regional Web Portal Could Provide Proof-of-Concept for State GIS Enterprise Architecture**

The Governors Council has endorsed the paper "MN State GIS Enterprise Conceptual Architecture Design" prepared by the Geospatial Architecture Committee (GAC). This document (<http://www.gis.state.mn.us/pdf/MNGISConceptualArchitectureDesign.pdf>) proposes a new delivery model for GIS in the State that consists in-part of a centralized "broker" that manages sanctioned mapping service providers. (*Submitted by Will Craig, U of M CURA*)

(Note from Staff Coordinator: MetroGIS's ApplicationFinder concept, which was accepted by the Coordinating Committee in December 2004, is an example of the type of service envisioned. Creation of a MetroGIS workgroup to further develop the ApplicationFinder concept has been on hold since December 2004, awaiting the results of the pending Strategic Directions Workshop that was initially proposed for February 2005 but subsequently postponed. The current target timeframe for the workshop is late spring 2006. In the meantime, the ApplicationFinder concept has been offered to the Governors Council as a resource for their work.)

## **3. Minnesota's Strategic Plan for GIS**

The Governor's Council on Geographic Information has recently adopted a strategic plan in three parts: organizational, technical, and data. In sum, these plans address Governor Pawlenty's goals in his Drive to Excellence initiative as well as the IT profession's goals of building a sound Enterprise Architecture.

Presently, the Minnesota Spatial Data Infrastructure (MSDI) is in fairly good shape, but it could be better. Most of what is in place today is the result of hard work by a few organizations and a cooperative spirit within the state. The new plan provides a more comprehensive strategy for moving forward.

Organization: The state needs fresh thinking about roles, responsibilities, and organizational relationships. The plan calls for designation and funding of a recognized authority that would oversee the development and implementation of the MSDI. Among other things that authority would be responsible for:

- Coordinating work across state agencies.
- Working with state and local stakeholders to identify GIS needs and priorities.
- Maintaining and expanding the MN Geographic Data Clearinghouse.

The full plan, A Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure, is available at <http://server.admin.state.mn.us/resource.html?Id=9084>

Technology: An enterprise architecture is needed to support sharing of data and application resources. The Council has developed a conceptual plan for this. The envisioned system would promote interoperability among providers, reducing long-term costs in data and software development. Among other things, the plan calls for:

- A catalog of data and application resources that are available in real time.
- Resource providers: public and private, state and local.
- A centralized “Broker,” responsible for the catalog, standards, security, and resource integrity, and growth of the system.

The full report, Minnesota State GIS Enterprise Conceptual Architecture Design, is available at <http://server.admin.state.mn.us/resource.html?Id=17091>

*Data:* The Council is focusing on eight thematic areas identified as high priority in surveys of the state GIS community. For each, the Council has a team working to document current status, costs of improvement, and strategies for advancement. The list includes the seven framework themes of national priority, plus soils which is particularly important for Minnesota: Cadastral (parcels), Elevation, Geodetic Control, Governmental Boundaries, Hydrology, Imagery, Soils, and Transportation.

The status of each theme is documented in Appendix B of A Foundation for Coordinated GIS listed above, but also on <http://www.gis.state.mn.us/MSDI>. For more information, including key contacts, see the websites listed above. *(Submitted by Will Craig, U of M CURA)*

(Note: David Arbeit and Rick Gelbmann, members of the Coordinating Committee, and the MetroGIS Staff Coordinator are members of the GCGI Strategic Planning Workgroup.)

#### **E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

##### **1. URISA Selects MetroGIS as Among the Best of Its ESIG Award Recipients.**

For many years, the Urban and Regional Information System Association (URISA) has annually recognized outstanding achievement in the successful development and application of spatial systems and technologies around the world with its Exemplary Systems in Government (ESIG) Awards. MetroGIS received this prestigious award in October 2002. URISA has recently recognized MetroGIS as among the best of the initiatives that it recognized in 2000-2004 in a special publication that can be viewed at <http://www.urisa.org/Journal/JrnlContents17-2.htm>. In the foreword, the editor states the following about MetroGIS:

“... the Minnesota MetroGIS Geodata Collaborative has allowed over 300 local and regional government units serving the seven-county Minneapolis - St Paul metropolitan area to access and share geospatial data. The MetroGIS, together with the institutional arrangements and coordination efforts that underpin it, have had a positive impact on improving the efficiency of government in the Twin Cities area, and it serves as an outstanding example of the type of geospatial data collaborative envisaged in the original NSDI Executive Order delivered by President Clinton in April, 2004.”

The publication includes a detailed explanation of each for six showcased award recipients. These explanations are essentially the same the narrative submitted for the initial award. The last section provides an update on accomplishments since 2002 and current challenges.

Quote from William Craig, U of M CURA: I just received the current issue of the URISA Journal, 17(2). This issue "showcases some of the best award recipients from the years 2000-2004." An international panel was organized to do this work. I'm happy and proud to see that MetroGIS appears in the publication. Congratulations.

##### **2. MetroGIS Recognized as U.S. Example of a Successful Spatial Data Infrastructure**

Last March, MetroGIS was recognized in a book written by Dr. Ian Masser, an internationally respected expert on spatial data infrastructures - technical and organizational aspects. Dr. Zorica Budic recently reviewed this book. Dr. Budic is considered to be one of, if not the top, academic researcher in the U.S. regarding collaboration/partnering to address common geospatial needs.

In her review, Dr. Budic states - "In the U.S. case, the author (Ian Masser) zeros in on one of the most successful (if not the most successful) examples of joint multiparty ventures in sharing core data sets – MetroGIS, a stakeholder-governed cooperation among seven counties in Minneapolis-St. Paul metropolitan area." The full article can be reviewed at <http://www.urisa.org/Journal/Vol17No2/BudicReview.pdf>. (The quote is from the second page, near the top of the left column of the printed version.) See Agenda Item 7a for a thank you letter sent to Dr. Budic by Chairperson Reinhardt for her high praise of MetroGIS's accomplishments.

**3. Draft National Street Address Data Standard in Second Review Phase**

MetroGIS's Address Workgroup's efforts to define workable address standards for a regional Occupiable Units Address Dataset played a substantial role in the recently released draft national standards that are being developed through the URISA under the auspices of the FGDC. Supporting organizations are NENA and the U.S. Census Bureau. The comment period for the first public review of the standard ended October 3rd. The standard is now open for comments in its second and final review period. Mark Kotz, staff to the MetroGIS Workgroup, monitored the national discussion and all changes to the language initially submitted by MetroGIS. None of the changes had a significant effect on the needs of the MetroGIS community.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The final review period for the standard ends in January. The standard is expected to be finalized in May of 2006. This standard will be evaluated for use with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset.

**4. Agreement Reached with U.S. Census Bureau to Use Regional Dataset**

MetroGIS staff have successfully brokered an agreement between the U.S. Census Bureau and The Lawrence Group (TLG) to incorporate the TLG regional street centerline dataset into the 2010 Census geography. Accuracy testing was completed mid-December with all data meeting or exceeding accuracy standards set by the Bureau. This agreement has been sought for several years, as Bureau use of locally-endorsed data is expected to result in substantial time and cost savings for local governments. Municipalities and counties will be able to "redistrict" new Census boundaries using centerline data that aligns very closely with their own. Similarly, the Metropolitan Council will not have to realign the final census products with accurate geospatial data, a project that cost over \$72,000 for the 1990 and 2000 Census boundaries.

Mike Dolbow and Rick Gelbmann of the Metropolitan Council's GIS Unit and Randall Johnson, MetroGIS Staff Coordinator, were instrumental in achieving this accomplishment.

**5. USGS Cooperative Agreements with Hennepin and Ramsey Counties**

The US Geological Survey (USGS) has signed Cooperative Agreements with both Hennepin County and Ramsey County to support the acquisition of high resolution digital orthoimagery for the Minneapolis-St. Paul metropolitan area. The Cooperative Agreements provide supplemental funding for the collection of orthophotos in spring 2006. The agreements will enable the sharing of locally-obtained imagery with Federal agencies involved with homeland security and homeland defense. Technical points of contact for the agreements include Hennepin County Surveyor Bill Brown and Ramsey County Surveyor David Claypool.

**F) DECEMBER 14, 2005 COORDINATING COMMITTEE MEETING MINUTES**

See [http://www.metrogis.org/teams/cc/meetings/05\\_1214/min.pdf](http://www.metrogis.org/teams/cc/meetings/05_1214/min.pdf).

**Meeting Summary  
MetroGIS Policy Board  
Room 1A, Metropolitan Council's Mears Park Offices  
October 19, 2005**

**1. CALL TO ORDER**

Chairperson Reinhardt called the meeting to order at 6:35 p.m.

Members Present: Jim Kordiak (Anoka County), Gary Delaney (Carver County), Tom Egan (Dakota County), Scott Simmer for Randy Johnson (Hennepin County), Victoria Reinhardt (Ramsey County), Joseph Wagner (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Conrad Fiskness (Metro Watershed Districts), Dan Cook (School Districts - TIES), Terry Schneider (AMM- City of Minnetonka), and Tony Pistilli (Metropolitan Council).

Members Absent: None

Coordinating Committee Members Present: Nancy Read (Chairperson), Will Craig, Rick Gelbmann, Jane Harper, Brad Henry, Randy Knippel, and Steve Lorbach.

Visitors: Mark Vander Schaaf (Metropolitan Council), Debra Ehret (MN Dept. of Health), and Carla Coates (Ramsey County).

Support Staff: Randall Johnson, Michael Dolbow, and Steve Fester.

**2. ACCEPT AGENDA**

Member Fiskness moved and Member Pistilli seconded to approve the meeting agenda, as submitted. Motion carried, ayes all.

**3. MEETING SUMMARY**

Member O'Rourke moved and Member Kordiak seconded to accept the July 27, 2005 meeting summary, as submitted. Motion carried, ayes all.

**CERTIFICATE OF APPRECIATION**

Chairperson Reinhardt presented a Certificate of Appreciation to Michael Dolbow for his significant contributions to MetroGIS over the past five years. Mr. Dolbow is member of the Metropolitan Council's GIS Unit and has been of a member of the MetroGIS staff support team for the past five years. He has accepted the position of GIS Coordinator for the Minnesota Dept. of Agriculture and will be leaving the Council and MetroGIS on October 28. In his comments, Mr. Dolbow noted that it has been a pleasure to work for MetroGIS because it is providing nationally recognized leadership to accomplish collaborative solutions to information needs shared by government interests that serve the Twin Cities. He wished the Policy Board well in its future efforts.

**4. GIS TECHNOLOGY DEMONSTRATION**

Rick Gelbmann, GIS Manager for the Metropolitan Council, demonstrated a natural resources planning application that the Council's GIS Unit is in the process of developing, entitled "Natural Resources Atlas Application". It runs on ArcReader software, which can be downloaded free of charge. The Council's GIS Unit is creating value by making it easy for the user to obtain a variety of data, which are produced by several organizations, by organizing and bundling it, and creating an easy means to access the it via the ArcReader software. This application is tentatively planned for release next spring.

Board members asked a number of questions ranging from who will have access to the application, how to add additional datasets, what triggers adding a specific property to a designated natural resources/park area, and value to the effort of investments made by counties and others to improving the spatial accuracy and completeness of their base map data, such as parcel boundaries. The latter investments were acknowledged as having substantial value. It was also noted that it is too early in the process to objectively respond to the other questions that were raised.

## **5. ACTION AND DISCUSSION ITEMS**

### **a) Emergency Preparedness – Proposed Interim Regional Solution Report**

Coordinating Committee Chairperson Read introduced the need for regional interoperability of emergency preparedness-related data with the following scenario. A jet aircraft is having difficulty and dumps fuel before landing. The fuel falls across a three county area. Emergency responders need to assess the impact on water intakes.

She then introduced Randy Knippel, Dakota County GIS Coordinator and Chair of the MetroGIS Emergency Preparedness Workgroup, noting that the Coordinating Committee had endorsed the proposed collaborative solution presented in the agenda materials at its September 21<sup>st</sup> meeting. The presentation slides can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_1019/slides.pdf](http://www.metrogis.org/teams/pb/meetings/05_1019/slides.pdf).

Knippel summarized the collaborative vision, noting that the seven counties are to be the core participants and that officials affiliated with each of the counties had been actively involved in the development of the vision. He commented that the initial focus is on public health related topics such as data related to the Strategic National Stockpile initiative and that a major benefit is provision of a common operating picture for how the GIS and Emergency Preparedness/Management communities can collaborate. The key is recognizing that all disasters are local and that local officials possess the detailed knowledge needed to quickly respond. Moreover, to apply outside resources – nearby communities, state, federal assistance – quickly and effectively, there is a compelling need to create systems that facilitate easy and comprehensive access to data about the specific locality involved. In short, the protocols proposed by the Workgroup are designed to capture a host of data important to effectively respond to emergencies and create a sustainable mechanism with defined organizational roles and responsibilities to keep these data current and readily accessible. He also noted that a website has been created to improve communication with and understanding by the emergency preparedness community.

Before concluding his presentation, Knippel invited Debra Ehert of the Minnesota Department of Health to comment from the perspective of a benefactor of the proposed vision. Ms. Ehert spoke strongly in favor of the proposal, noting that the efforts of the Workgroup have been critical to their ability to effectively integrate GIS technology into their day-to-day business functions. She emphasized that the existence of cross-jurisdictionally compliant data are critical to achieving the Department of Health's mandates, as there is a major spatial dynamic to their work.

Knippel concluded his presentation by summarizing the components of the recommendation. In response to a question from Member Delaney, Knippel commented that the Workgroup is asking if the Board concurs that the vision has political legitimacy before further testing is initiated. Policy Board members then suggested that in addition to seeking a finding of legitimacy from the Policy Board, the Workgroup should be seeking the desired acknowledgement from the Pawlenty Administration, in particular the Department of Public Safety, as well as from the Legislature, League of Cities, and Association of Minnesota (and Metropolitan) Counties. At the county level, Board members concurred that the focus should be on seeking legitimacy from the Emergency Management Coordinators (EMC), as opposed to directly from the County Boards, noting that if the EMC's are sold on the idea, they will recommend it to their respective county boards. Member Delaney noted that each of the county EMCs is responsible for

detailed plans to satisfy FEMA compliance standards and that access to accurate data is critical to their ability to effectively carry out this planning requirement.

Member Schneider commented that he supports the vision concept as most cities and counties have detailed plans that call for a high level of coordination. He concurred with other members that the plan should seek to obtain recognition at the state level sooner rather than later. He also offered constructive criticism concerning the graphic that illustrates the process, which is included in the agenda materials. The Board concurred with Member Schneider that the graphic needs to focus on demonstrable program-related outcomes familiar and important to policy makers and that the terminology needs to be more aligned with their worlds.

Vice-Chair Kordiak asked for clarification about how the Workgroup expects the Emergency Management community to use GIS technology. Knippel responded that the goal is to raise awareness of the value that the GIS professional can bring to a disaster response effort and include them on the team. No one is expecting the Emergency Managers to use the technology themselves in the time of a crisis.

Member Schneider noted that the presence of accurate data maintained in a system that permits analysis of “what if” scenarios would provide an enormously valuable training tool.

**Motion:** Member Egan moved and Member Delaney seconded, with the understanding that the process graphic will be improved to illustrate program rather than process outcomes, that the Policy Board and, in particular, each county representative:

- 1) Advocate among the leadership of their respective organizations for the next phase of testing and further refinement.
- 2) Offer suggestions for how the proposed roles and responsibilities might work better in their respective organization.
- 3) Authorize Chairperson Reinhardt to sign a letter inviting members of the EP community to attend an outreach event(s) at which the subject interim strategy will be explained and next steps discussed.

Motion carried, ayes all.

**b) Strategic Directions Workgroup and 2006 MetroGIS Work Plan**

Chairperson Reinhardt informed the Board members that she had added this topic to the agenda. The purpose of this item is to suggest that the Board set a target of February 2006 to host the Strategic Directions Workshop that has been postponed to allow the Metropolitan Council to evaluate the value of MetroGIS to its internal operations. She then recognized Member Pistilli, who provided a copy of the Metropolitan Council’s internal evaluation of the MetroGIS initiative to each of the Policy Board members, noting that the document had been printed the day before and had not yet been seen by members of the Metropolitan Council.

Member Pistilli characterized the findings set forth in the evaluation as complimentary to the products of MetroGIS’s efforts. He also noted that the evaluation raises some questions about MetroGIS’s reporting and organizational structures, commenting that, in his opinion, what seems to make MetroGIS work also raises these questions. He commented that he believes that discussion of the cited issues may lead to improvements. Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, briefly commented that the Council’s Audit Committee is scheduled to consider the document on November 2 and that the Council’s Community Development Committee is scheduled to consider it on November 7.

The sentiment expressed by Policy Board members was support for Council’s program evaluation process acknowledging that sufficient public value must be received in return for support of initiatives. In

response to a question from Chairperson Reinhardt, which was echoed by other Board members, Member Pistilli commented that he supports providing Policy Board members an opportunity to provide substantive input into the Council's process from this point on. Member Schneider asked for clarification about how these discussions might affect MetroGIS's 2006 budget. In response, Vander Schaaf and Member Pistilli commented that the Council's proposed 2006 budget maintains at MetroGIS's 2005 funding level, as had been requested by the Policy Board. Member Pistilli and Chairperson Reinhardt agreed to discuss options following the meeting for providing input from the Policy Board to the Council concerning the findings and recommendations presented in its Program Evaluation Report for MetroGIS.

**Motion:** Member Pistilli moved and Member Egan seconded the following actions:

1. That the Policy Board at its January 2006 meeting, set a target date for hosting MetroGIS's Strategic Directions Workshop.
2. Continue the work in progress for 2006, place on hold initiatives that are planned but not yet commenced, and include initiatives that are identified at the Strategic Directions Workshop as part of the Business Plan Update project.

### **c) 2006 Meeting Schedule**

Chairperson Reinhardt summarized the meeting schedule as proposed in the agenda materials.

**Motion:** Member Schneider moved and Member Fiskness seconded to set the 2006 Policy Board meetings dates as January 18, April 19, July 19, and October 18, with the understanding that the Board may elect to meet more often for a particular purpose. The 6:30 p.m. start time was maintained:

Motion carried, ayes all.

## **6. MAJOR PROJECT UPDATES**

**a1-3):** Regional GIS Project Proposals: The Staff Coordinator provided a status update on each of the subject proposals from the materials included in the agenda packet (common web application design, DataFinder Café Upgrade, and fill in incomplete parcel data attributes).

Steve Lorbach, representing St. Paul and the Ramsey County GIS Users Group, noted that he and his constituents support the concept of exploring opportunities to collaborate on common web application needs. He commented, however, that the project should encourage bids for varying systems architectures involving central server designs in addition to distributed server architectures. (*Editor's note: the commentor's reference to a "distributed server architecture" was in response to an application developed for a South Carolina community that the MetroGIS Workgroup had expressed interest in.*) Chairperson Reinhardt instructed staff to pass these comments along to the Workgroup and the Coordinating Committee for their consideration. She also commented that the Policy Board's role had been to affirm the general political legitimacy of the subject project, which is designed to investigate public value that can be achieved if multiple organizations collaborate on a common web application design, and that this affirmation had been granted at the July Board meeting and that design specifications are now under the purview of the Coordinating Committee.

The Staff Coordinator commented that the intent of this project is to seek bids for a variety of systems options to compare and contrast relative to the purposes sought and that to his knowledge the proposed bid specifications are consistent with this objective, but that he would look into the matter before the bid process is initiated.

### **c) Non-Government Perspective Forum**

Member Schneider and the Staff Coordinator updated the Board on preparations in progress for the November 15<sup>th</sup> forum, noting that 19 individuals from 8 targeted interest groups had thus far RSVPed

from a group of 90 individuals who had been targeted as candidate participants. Staff noted that a reminder would be sent on Monday, October 24<sup>th</sup> in hopes of increasing participation of around 30 individuals from as many of the 16 target interest groups as possible. Member Schneider reiterated that the objective of the Forum is to facilitate a combination of brainstorming and education on possibilities for non-government collaboration with government interests to address common information needs.

## **7. INFORMATION SHARING**

Chairperson Reinhardt called attention to three of the Information Sharing Items provided and encouraged the members to review the others on their own. The three items called out were as follows:

### **C) 7: Polaris Mid-Career Achievement Awards**

Chairperson Reinhardt called attention to Rick Gelbmann and Randy Knippel, both members of the Coordinating Committee, having been recently honored at the State GIS/LIS Conference with presentation of this prestigious award. Board members congratulated both and gave them a round of applause.

### **D) 3: Staff Coordinator to Attend Innovations in Governance Program at Harvard**

Chairperson Reinhardt called the Board's attention to the Staff Coordinator having been accepted to attend a one-week program, the beginning of November, at the Kennedy School of Government, Harvard University. The program is entitled "Innovations of Governance" and the focus is on regional collaboration to address important public issues. She noted that the case study proposed by the Staff Coordinator focuses on MetroGIS's collaborative organizational structure and, specifically, benefits that have been attained through its presence, as well as, challenges due to its uniqueness. She commented that from her experience this is not an easy program to be accepted into and that she appreciates the Staff Coordinator's dedication and commitment expressed in pursuing the challenge of participating.

### **D) 6: MetroGIS Leaders Cited in Article about "White Knights"**

Chairperson Reinhardt introduced Will Craig, member of the Coordinating Committee, to talk about an article that he wrote entitled "The White Knights of Spatial Data Infrastructure". He commented that his reason for writing the articles was to explore the internal motivation of several individuals, including the Staff Coordinator and members of the Coordinating Committee, who have provided substantive leadership to MetroGIS and the Minnesota geospatial community. The three common motivating factors identified are idealism, enlightened self-interest, and peer support. He noted that the article has been published in national and local journals, including the summer issue of the CURA Reporter, which he handed out copies of at the meeting.

## **8. NEXT MEETING**

The next meeting is scheduled for Wednesday, January 18, 2006.

## **9. ADJOURN**

The meeting adjourned at 8:35 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator