MetroGIS Policy Board: Meeting Minutes
Wednesday, April 27, 2016, 7:00 – 9:00 pm
Metro Counties Government Center, 2099 University Avenue, St Paul

Meeting Minutes

Members Present:
Terry Schneider, Chair, City of Minnetonka
Debbie Goettel, City of Richfield
Mary Texer, Metro Chapter – Minnesota Association of Watershed Districts
Victoria Reinhardt, Ramsey County
Steve Elkins, Metropolitan Council
Pete Henschel (for Randy Maluchnik), Carver County
Chris Gerlach, Dakota County

Absent:
Randy Johnson, Hennepin County
Joseph Wagner, Scott County
Mjyke Nelson, Washington County
Randy Maluchnik, Vice Chair, Carver County
Jim Kordiak, Anoka County

Guests:
Mark Kotz, Metropolitan Council
Nancy Read, Metro Mosquito Control District

Staff:
Geoff Maas, MetroGIS Coordinator

1) Call to Order
Chair Schneider called the meeting to order at 7:20 PM

2) Approve Today's Meeting Agenda
Motion to approve: Texer
Second: Elkins
Unanimous approval, motion carried

3) Approve Meeting Summary from 2015 Annual Meeting
Motion to Motion to approve: Texer
Second: Elkins
Unanimous, motion carried

4) MetroGIS – 20th Anniversary (1996-2016)
Coordinator Maas indicated to the group that 2016 presents the twentieth year of continual operation of the MetroGIS collaborative. MetroGIS marks its official date of creation as February 8, 1996. Coordinator Geoff Maas illustrated a few slides to highlight the collaborative's past and indicated how closely MetroGIS has met its original thirteen (13) data needs as decided upon in 18896-97 during its formation.

Commissioner Reinhardt spoke about the early days of MetroGIS and how challenging some of the early discussion were between the partners and how gratified she is that now all the agencies are working together.

5) Election of New Policy Board Chair and Vice Chair
Mayor Terry Schneider has indicated he will be stepping down from the Minnetonka City Council at the end of 2016. With his stepping down from public service, he will no longer be serving as the MetroGIS Policy Board Chair.

Richfield Mayor Debbie Goettel asked to be considered for the Chair, and Mary Texer asked to be considered for the Vice Chair. Their election to their respective offices was unanimously approved by the Board.

Coordinator Maas thanked Mayor Schneider on behalf of the entire MetroGIS collaborative and the geospatial professional community for his nine (9) years of service as Chair of the Policy Board. Maas will contact Metro Cities and have them appoint another delegate from their group to represent their interest at the Policy Board with Mayor Schneider now stepping down.

6) Approval of Revised MetroGIS Guidelines and Operating Procedures
The MetroGIS collaborative has undergone a significant amount of re-structuring since 2012, moving toward a more directed technical and operational role. To accommodate these changes, MetroGIS' Operating Guidelines and Procedures have been modified to better align with the actual function of the collaborative.

Members of the Coordinating Committee and the MetroGIS Coordinator worked to review and amend the Operational Guidelines and procedures in 2014, and these changes were accepted by the full Coordinating Committee on August 28, 2015. According to the MetroGIS by-laws, the Policy Board must approve the Operating Guidelines and Procedures for them to go into effect.

The proposed changes to the MetroGIS Operating Guidelines and Procedures include the following:

Revised description of the roles of the Policy Board and Coordinating Committee that are more closely aligned with their actual current operational functions;

Policy Board to convene in person annually instead of quarterly; with electronic updates in between meetings as appropriate;

The creation and adoption of an Annual MetroGIS Work Plan and Annual Budget by the Coordinating Committee;

The MetroGIS Budget is programmed to align with the Annual Work Plan priorities as approved by the Coordinating Committee;

Clearer language on the process by which membership is maintained and added to the Coordinating Committee;

The addition of two (2) seats for City Government on the Coordinating Committee;

Gerlach: So there are already city seats at your Coordinating Committee, these two that are proposed would be in addition to the existing seats?

Maas: Yes, at present, we have a representative from LOGIS who represents the interests of the cities working with that group. LOGIS sends their GIS Coordinator (Ben Verbick). We also have two seats appointed by Metro Cities, these are Shoreview (represented by City Engineer, Mark Maloney) and Bloomington (represented by Hal Busch and his alternate Bob O'Neill). We see ourselves working more and more with city governments and would like to have them have a larger voice at our Coordinating Committee.

Schneider: This is a good step, I would also offer a suggestion that the two new seats from cities have a demonstrated ability to connect with other cities, to be able to leverage their network so we can have a larger awareness of what the collaborative is doing and how to work together. Perhaps not just taking candidates from larger cities, but finding individuals who can truly represent the larger municipal interest.

Chair Schneider asked for a motion to approve the revisions the MetroGIS Operational Guidelines and Procedures, motion: Texer, second: Goettel; unanimous approval of the revisions. Coordinator Maas will post the newly approved Operational Guidelines and procedures to the MetroGIS website.

7) MetroGIS Existing Work Plan Brief Project Updates

MetroGIS 2016 Budget
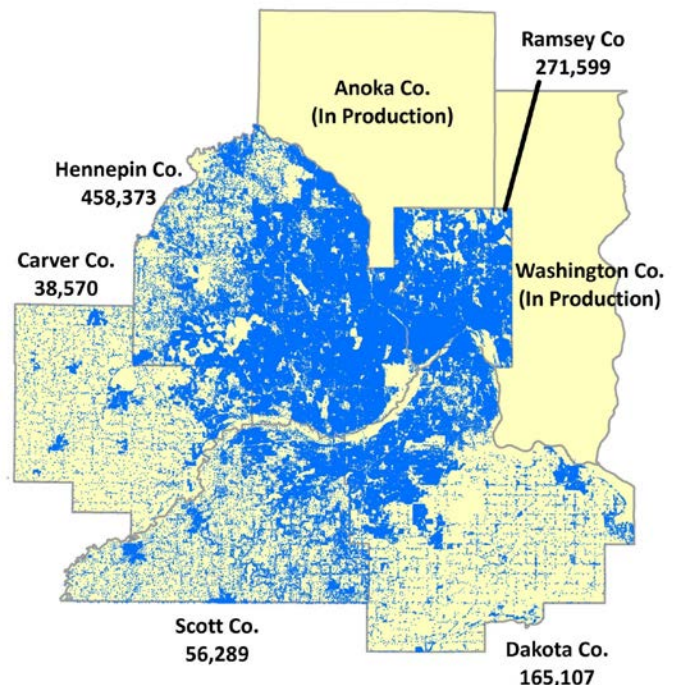Maas provided a brief description of the existing status of the 2016 budget, as follows:

Total 2016 Budget	***$86,000***
2016 Commitments:	
2016 Parcel Contract	*-$28,000*
Historical Aerial Project	*-$5,076*
Miscellaneous Expenses	*-$2,000**
*Earmarked, but not formally or contractually committed	
2016 Available Project Funds:	*$50,924*
Commons request (March 2016):	*-$14,110*
Remaining funds in 2016:	***$36,814***

Address Points – Development, Aggregation and Availability
Kotz provided a brief overview of the current status of the metro regional address point development and aggregation work. Re re-iterated that the development and aggregation of address points in the metro region remains a top MetroGIS priority. He described the roles played by Cities (as authoritative sources of the data), Counties (as aggregators of the city data) and of the Metropolitan Council (as aggregators and publishers of the data collected by the counties).
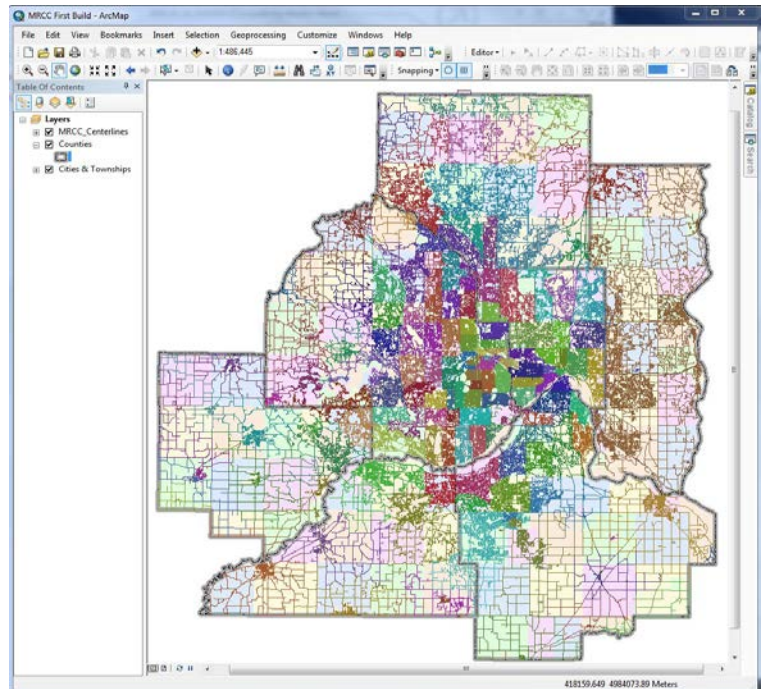
Kotz described the many needs for and uses of address point data including emergency dispatch services, delivery systems, geocoding, density analysis, development of applications and tracking the rates of development among many others. Kotz displayed a maps showing the present disposition of address point development in the region *(shown at right)* and explained that future efforts are to be focused on the development of robust aggregation and hosting methods, aligning the work of the metro with the needs of the 911 stakeholder community and determining a path toward sustainable maintenance of operations.

Metro Regional Centerlines Collaborative (MRCC) Project;

Maas provided an update on the status of the project including what has occurred in 2014 and 2015 in the development of the 'First Build' of the metro road centerline dataset (the result of the 'first build' is shown at right).

He praised the continued focus of the metro county GIS departments in delivering the project to its present status, continued willingness to work through issues as they emerged and toward the goal of a regionally integrated centerline dataset.

Future work on the MRCC project includes the 'Second Build' phase to occur during the summer of 2016, the development of a best practices guide for creators and users of the data and a goal date for completion by 9/30/2016 where the project will move into maintenance mode. Policy Board members reiterated their support for this important piece of data infrastructure.

Minnesota Geospatial Commons;

Maas provided a brief overview of the current status of the Geospatial Commons. The Commons now features eighteen (18) agencies posting their data, totaling over 530 resources available to geospatial consumers. The MetroGIS DataFinder resource was retired on December 15, 2015 and all its data holdings are now available on the Commons.

Free and Open Public Geospatial Data

Maas displayed the status map of Open Data in Minnesota on October 23, 2013, the evening the Policy Board approved their support for free and open data in contract to the current Open Data Map (from March 31, 2016). To date, nine (9) counties in Minnesota have adopted a resolution supporting opening their data, with another nine (9) now freely delivering their data without fee or licensure (without having adopting a resolution). Three (3) other counties (Waseca, Rice and Carlton) are currently in the process of reviewing an open data position.

Gerlach: It is encouraging to see this movement in just the past 3 years, what are some of the reasons the counties in orange *[on the map, orange counties show counties still selling/licensing' their data]* have not moved to open their data?

Maas: The main factor is that some counties see the money they receive from the sale of data as a 'plus' in their ledger, even though when compared against the staff time it takes to process

and handle sales it may be a 'wash' or even a loss. Also, the practice of selling and licensing data has been on-going since the early 1990s and existing practices are a challenge to change. We are getting a fair bit of traffic on our website and I am, as are others, fielding many questions about open data from our partners in Greater Minnesota about how to move to open data.

2016 Aerial Imagery Collection Effort
Kotz updated the group on the success of the 2016 aerial imagery collection effort. The Metropolitan Council's business need is for 1-foot resolution, leaf-off imagery, while the participating Counties (Anoka, Carver, Dakota and Scott) needed 6", leaf-off imagery. A Council-County partnership with the vendor enabled all agencies to get the data they needed; with the entire metro region was flown between April 9 and April 22. Some weather challenges caused intermittent delays, however the vendor was able to fly the entire area and meet the participating partner's requirements. Quality control on the images will be completed by August 2016, with final files delivered in fall/early winter of 2016.

Historical Aerial Imagery Mosaic and Archive
Maas provided a brief overview of a small project between the Council and the Borchert Map Library at the University of Minnesota. A large number of images from 1956 and 1966 are to be scanned and geo-rectified by undergraduate students at the University of Minnesota and to be assembled into a web-service with the option for downloading. During the due diligence for the project, the Metropolitan Council discovered that it had transferred its ownership in the images to the Minnesota History Center. Council staff is presently seeking permission from the History Center staff to move forward in making the material public.

8) Status of New Memorandum of Agreement between Counties and Council

The adoption of free and open data by the County Boards of the Seven Metropolitan Counties has made access to the data substantially easier between governments and between cities, counties and the public. While the counties have made their data freely and publicly available, the long-standing legal agreement between the Seven Metropolitan Counties and the Metropolitan Council for data availability was extended through December 31, 2016 to ensure that County Governments were remunerated ($4000/year) for their staff effort in placing their data in the MetroGIS standard.

The County Government and Metropolitan Council staff are developing new agreement language that promotes continued collaborative work of mutual benefit and support. This new Memorandum of Agreement re-states the shared commitment to work together on the development, standardization and availability of geospatial data and includes a formal contract whereby the Metropolitan Council will remunerate each Metropolitan County ($4000/year) to place its data into agreed upon standards and provide updated metadata.

9) Utility Infrastructure Integration (UI²) Pilot Project

This is new initiative which has arisen in late February 2016. Primary partners include Hennepin County's Public Works, Metropolitan Council's Environmental Services Department and the City of Golden Valley. A pilot project – in the City of Golden Valley in 2016 – will focus on developing eight to twelve core data attributes help agencies which manage utilities and infrastructure better understand where one another's future projects are occurring. The UI² initiative is intended help all utility and infrastructure interests better align their excavation work planning to eliminate redundant effort, capitalize on shared scheduling, save tax payer money and reduce operational costs. Private sector actors including CenterPoint Energy and Xcel Energy have expressed their interest in participating. Outreach and inclusion of the Minnesota Department of Transportation and telecommunications stakeholders is underway was well. The project will be led by Hennepin County's Public works-Transportation Department and has been identified as a priority project by the Hennepin county GIS Steering Committee.

10) Other Business

Coordinator Maas reiterated his thanks to out-going chair Schneider for his 9 years of service as Chair of the Policy Board and extended his gratitude to the board for their continued attention to the work of MetroGIS.

11) Next Policy Board Meeting:

The next policy board meeting is scheduled for Wednesday, April 26, 2017; 7:00 pm, at the Metro County Government Center in St. Paul.

12) Adjournment

Chair Schneider adjourned the meeting at 8:38 pm.