MetroGIS Policy Board Minutes: 2010-2013

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Policy Board Meeting

Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Tom Egan,
Vice-Chairperson
Dakota County

Dan Cook,
TIES

Steve Elkins,
City of Bloomington
Metro Cities

Dennis Hegberg,
Washington County

Randy Johnson,
Hennepin County

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Randy Maluchnik,
Carver County

Tony Pistilli,
Metropolitan Council

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, January 27, 2010
6:00 p.m.

Metropolitan County Government Offices
2099 University Avenue, St. Paul
(*Go to* http://www.mmcd.org/directions.html *for a map and directions*)

Agenda

Page

1. **Call to Order**

2. **Accept Agenda** — *action*

3. **Accept October Meeting Summary** — *action* — 1

4. **GIS Technology Demonstration** — 5
   How Use of Shared Web Services is Improving Organizational Efficiencies

5. **Action/Discussion Items**
   a) Geocoding Service Enhancements – Accept Final Report *(Wakefield/Read)* — *action* — 7
   b) Accomplishments in 2009 *(Wakefield/Johnson)* — *action* — 17
   c) Budget/Objectives for 2010 *(Wakefield/Johnson)* — *action* — 21
   d) Regional Policy Statement – Socioeconomic Web Resources Page
      (*Wakefield/Craig*) — *action* — 29
   e) Minnesota Geospatial Advisory Council (MGAC) – Summary 1st Meeting — 37
   f) Suggestions for Consideration by MGAC/MnGeo *(Wakefield)* — *action* — 41
   g) Modify remainder of 2010 Meeting Dates *(Johnson)* — *action* — 45

6. **Next Meeting**
   April 28, 2010 (*officer elections*)

7. **Adjourn**

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Major Activity Update *(see: www.metrogis.org/teams/pb/meetings/10_0127/index.shtml)* — *(Not in Packet)*
   a) GIS Web Applications Contest
   b) Glossary of Geospatial-Related Terms
   c) Regional Address Point Dataset – Access Policy / Liability Waiver
   d) Regional GIS Projects (2008 and 2009 authorizations)
   e) Next-Generation Regional Street Centerline Agreement
   f) Performance Metrics – Phase II Developing Metrics
   g) Streamlining Data Access for Emergency Responders
   h) Geospatial Commons – Benefits of Participation and Effective Governance

Information Sharing *(see: www.metrogis.org/teams/pb/meetings/10_0127/index.shtml)* — *(Not in Packet)*
   a) 2010 Coordinating Committee Officers and New Members
   b) 2010 Federal CAP Grant Application
   c) Survey for Demonstration Topics
   d) National Geospatial Advisory Committee: Results of December 1-2 Meeting
   e-g) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates
   h) December 2009 Coordinating Committee Meeting Summary

Mission Statement: *"....to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."*

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
October 14, 2009

1. **CALL TO ORDER**
Chairperson Schneider called the meeting to order at 6:05 p.m.

Members Present: Dan Cook (School Districts - TIES), Tom Egan (Dakota County), Steve Elkins (Metro Cities – City of Bloomington), Jim Kordiak (Anoka County), Roger Lake (Metro Watershed Districts)Victoria Reinhardt (Ramsey County), Molly O'Rourke for Dennis Hegberg (Washington County), Dave Hinrichs for Tony Pistilli (Metropolitan Council) and Terry Schneider (Metro Cities - City of Minnetonka). The Vice Chair of the Coordinating Committee, Peter Henschel, who attended in the capacity of a non-voting, ExOfficio member.

Members Absent: Gary Swensen for Randy Johnson (Hennepin County), Randy Maluchnik (Carver County), and Jim Joseph Wagner (Scott County)

Coordinating Committee Members Present: Randy Knippel, Rick Gelbmann, Nancy Read, Mark Vander Schaaf, and Peter Henschel.

Support Staff: Randall Johnson and Kathie Doty (KLD Consultants)

Visitors: None

2. **ACCEPT AGENDA**
Member Kordiak moved and Member Reinhardt seconded to approve the agenda, as proposed. Motion carried, ayes all.

3. **MEETING SUMMARY**
Member Kordiak moved and Member Egan seconded to approve the July 22, 2009 meeting summary, as submitted. Motion carried, ayes all.

4. **GIS TECHNOLOGY DEMONSTRATION**
Randy Knippel, Dakota County GIS Manager, explained how volunteers, with GIS expertise, from a number of Minnesota organizations created a virtual working environment, beginning with six people working over a weekend and eventually expanding to include 30 individuals, to support emergency responder mapping needs during the Red River Valley flood crisis. He explained the map products that were created, the key components of the virtual working environment, and lessons learned about what worked well and what could have worked better. The existence of web mapping services and dedicated volunteers were citied as major reasons for success. Lack of awareness among emergency responders, including FEMA, of existing GIS capabilities and institutional bans on use by volunteers of secured Instant Messaging tools, such as Jabber, were cited as obstacles that need attention. Notwithstanding, Knippel noted that the effort was extremely successful, serving as an opportunity to educate emergency responders of the value to their work of leveraging GIS technology. Click here to view Mr. Knippel's presentation slides.

Member Cook commented the TIES and similar school consortia organizations throughout the state have large scale plotters that should be able to be leveraged in the time of emergency to support field crews. Knippel thanked Member Cook for the idea and mentioned that another outcome of the Red River Valley experience is the recognition that an assessment of GIS capabilities and resources would greatly expedite set up the a virtual work environment. This comment led to a short conversation about VPN (virtual personal network) technology, which is needed to participate in the virtual work environment and a comment by

Chairperson Schneider that the lessons learned by the Red River Valley Team have huge implications for creating such environment for any number of other reasons.

Mr. Knippel was thanked for his presentation.

5. **ACTION/DISCUSSION ITEMS**
   a) **Performance Management Plan**
   Staff Coordinator Johnson provided an overview of the objectives to be served by the proposed Version 2 MetroGIS Performance Measurement Plan. He emphasized that adoption of the proposed Plan would complete Phase I of the project, with Phase II comprising development of actual measures in accordance with the general strategy set forth in the proposed Plan. Peter Henschel, Vice Chair of the Coordinating Committee, summarized the Coordinating Committee's recommendation that the Policy Board approve the proposed Plan. Kathie Doty, KLD Consultants and lead support for the project, was introduced to present the proposed Plan to the Board.

   Ms. Doty began by noting that the proposed components of the next-generation performance measurement strategy are designed to directly assess MetroGIS's progress towards achieving each of the major outcomes defined in the 2008-2011 MetroGIS Business Plan. She also stressed that the proposed strategy retains, but makes secondary, the DataFinder-related statistics that comprised the central theme of the current Performance Measurement strategy adopted in 2002. She explained that the proposed next-generation strategy is intended to provide a survey-based mechanism to monitor emerging needs as well as assess value created, from the stakeholders' perspective, of MetroGIS's accomplishments. Ms. Doty then explained the main points of the recommended strategy.

   Chairperson Schneider commented that he supports the proposed performance measurement strategy and emphasized that although current measures identify valuable information about "what" is happening, they fall short because they do not help decision makers understand "why" these trends are occurring nor a means to identify and monitor emerging needs. Further, he noted that the suggested strategy is intended to be implemented using basic tools and minimal consultant time to implement and support once operational.

   Motion: Member Egan moved and Member Reinhardt seconded to:
   1) Approve the proposed MetroGIS Performance Measurement Plan, dated September 2009
   2) Direct the Coordinating Committee to initiate Phase 2 - define actual metrics to accomplish the performance measurement objectives described in this plan.

   Motion carried, ayes all.

   b) **2010 Preliminary Major Work Objectives and Budget**
   Staff Coordinator Johnson summarized the proposed program objectives and associated budget as presented in the agenda report. Peter Henschel, Vice Chair of the Coordinating Committee, commented that the Coordinating Committee had suggested several modifications that were included in the version presented in the Policy Board's packet and stated that the Committee is seeking comment from the Board prior to finalizing a proposal for the Board's consideration at the January meeting.

   No changes were offered to the preliminary listing of 2010 projects or preliminary budget. However, a question of the Staff Coordinator about the status of 2009 projects led to a conversation during which the Board confirmed its desire to take steps to capture budgeted funds if agreements for in-progress projects are not able to be executed by year-end. The members offered ideas including pursing creation of standard templates for agreements to expedite subsequent projects, identifying projects for funding 2-3 years out, and finding a way to effectively communicate that although these projects are relatively small in cost and scope, they represent effective ways to catalyze solutions to information needs shared across the broad community.

Motion: Member Reinhardt moved and Member Egan seconded to authorize Chairperson Schneider to authorize, on the part of the Board, projects for year-end action that are not currently scheduled for funding but which have been citied as a priority by the Board if funding that would otherwise be lost can be captured. Motion carried, ayes all.

c) **2010 Schedule**
Member Elkins moved and Alternate Member O'Rourke seconded to adopt the 2010 meeting schedule proposed in the agenda report – January 27, April 28, July 28 and October 27.

Motion carried, ayes all.

Member Kordiak commented that he would like to hear about what the other partners are doing for future GIS Technology Demonstration. This comment led to agreement that a survey would be conducted in the coming weeks that focuses on emerging trends and potentially actual future agenda topics.

6. **MAJOR ACTIVITY UPDATES**
Staff Coordinator Johnson emphasized that there are numerous MetroGIS research and development projects in progress that once completed are expected to add considerable value to the community. He made specific mention of the proposed Regional Address Points Dataset.

There was no other discussion of the items presented in the agenda report.

7. **INFORMATION SHARING**
There was no discussion of the items presented in the agenda report.

8. **NEXT MEETING**
The next meeting of the Policy Board is scheduled for Wednesday, January 27, 2010.

9. **ADJOURN**
The meeting adjourned at 7:30 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 4

TO: Policy Board

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

SUBJECT: GIS Technology Demonstration

DATE: January 6, 2010
               (For the Jan 27th meeting)

<u>INTRODUCTION</u>
The topic for the GIS Technology Demonstration at the January Policy Board meeting will be "*How Use of Shared Web Services is Improving Organizational Efficiencies*".

Jim Bunning (Scott County), Tim Loesch (DNR), and Nancy Read, (Metropolitan Mosquito Control District), all members of the MetroGIS Coordinating Committee, have agreed to make this presentation.

<u>DEFINITION OF WEB SERVICE</u>
A software component accessible via the Internet for use in other applications. Web services are built using industry standards for structuring exchange of information among and computer networks and thus are not dependant upon any particular operating system or programming language, allowing access to them through a wide range of applications.

<u>DEMONSTRATION PURPOSE</u>
Examples at the state, regional, and local government levels will be used to illustrate the concept and value of shared web services for improving organizational efficiencies. The presenters will also explain how the investment made by MetroGIS to develop the foundation MetroGIS Geocoder Web Service is acting on the principle of "build once and use/share many times" through an array of stakeholder applications.

<u>RECOMMENDATION</u>
No action requested.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee Chairperson: Sally Wakefield (1000 Friends of Mn)
               Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Geocoder Service Enhancement Projects – Accept Final Reports

DATE: January 7, 2010
                (For Jan 27th Meeting)

INTRODUCTION
Two final project reports are presented in Attachments A and B for acceptance by the Policy Board. They document several enhancements that have been made to the MetroGIS Geocoder Service, involving an extension to include landmarks and enhancements to work better with local parcel and street centerline data.

Nancy Read, with the Metropolitan Mosquito Control District (MMCD), managed both projects. She has agreed to share with the Board why these enhancements are important and how MetroGIS's investment in them is making a difference.

PROJECT FINANCING AND SCOPE
These projects were funded as 2008 and 2009 MetroGIS Regional GIS Projects, respectively. Walter Sinclair, the main programmer for the Postal Address Geo-Coder (PAGC), the foundation for MetroGIS's Geocoder Service, and programmer for these enhancement projects, was under contract with MMCD, the lead organization for these projects. These projects entailed:

a. Landmark extension: This $5,000 project was approved in July 2008. Pertinent excerpts from the approved scope of work are provided in Attachment C.
b. Enhancements to work better with local data: This $1,000 project was approved in July 2009. Pertinent excerpts from the approved project scope are provided in Attachment D.

See http://www.metrogis.org/data/apps/geocoder/index.shtml for information about the MetroGIS Geocoder Service.

COORDINATING COMMITTEE CONSIDERATION
At its meeting on December 17th, the Coordinating Committee unanimously recommended that the Policy Board accept these final project reports.

RECOMMENDATION
That the Policy Board accept the final project reports for enhancements made to the MetroGIS Geocoder Service that are presented in Attachments C and D, as recommended by the Coordinating Committee.

ATTACHENT A

Final Report

Landmark (Point-of-Interest) addition to Metro Geocoder

MetroGIS Project (2008 funding year) -$5,000
Final Report – Draft 11/30/2009
prepared by Nancy Read, MMCD, for Geocoder work group

Background
The MetroGIS Geocoder Web Service project (2007 funding, completed in 2008) provides a web service that takes a requested address or intersection and returns the location coordinates (lat-long) for matching entries in the MetroGIS-endorsed Parcels or Streets data. It uses an open-source geocoding engine called PAGC, supported by an international development community. Hosting for the service is provided by MnGEO. The service has been in use for over a year, receiving up to 90,000 hits per month. The final report for that project, with a description of how Postal Address Geo-Coder (PAGC) works, is available at the Metro Geocoder web site, http://www.metrogis.org/data/apps/geocoder/index.shtml
(or search on "Metro Geocoder").

The original vision of the Geocoder work group was to be able to enter street address, intersection, or landmark name/point-of-interest as input for the geocoder. The project reported here adds the landmark/point-of-interest capability, allowing users to enter a name such as "Como Park" or "Lauderdale City Hall" and get a location returned.

Project Implementation
Although the landmark service has many aspects that are different from address or intersection look-up, the workgroup decided that the service would be most useful to application developers if it was combined with the existing service and could be accessed through the same call, so we contracted with the same developer as used in the original project to make modifications to the PAGC engine and web service code.

Because this is a point dataset, we also chose to use this landmark project to test PAGC's ability to geocode directly from a database using lat-long coordinates stored in the database, rather than using a shapefile. We plan to use that ability in the future when we replace the current Parcel Points in the geocoder with the upcoming Address Points dataset.

After examining readily available landmark/point-of-interest datasets, the TLG Landmarks provided with TLG Streets was chosen as the most reasonable starter dataset to use in this project (see Appendix for more discussion on Landmark / Point-of-Interest datasets; dataset development and maintenance was beyond the scope of this project).

The revised service, allowing landmark as well as address or intersection look-up, is being loaded and hosted at MnGeo. Details of access will be available at the Metro Geocoder web site (above) shortly.

Details of Geocoder Design and Construction
The PAGC library and webservice software was expanded to incorporate support for landmarks. Landmarks (or points of interest) are sites identified by name, rather than by a number and street address. The geocoder, so expanded, accepts the name, type (optional), city and/or county and/or state (also optional), and returns scored candidates, each with latitutde and longitude (and the site address if available).

To do this the PAGC library software was expanded to identify, match and score on new fields -- fields not used in address geocoding. The geocoding web service was also expanded to handle a landmark request, returning data from these (and other) fields in a manner consistent with the way it now handles intersections and site addresses.

Landmark Request
The geocoding webservice accepts a LandmarkSite request consisting of

> a) LandmarkName (used in matching/scoring)
> b) FeatureType (used in matching/scoring)
> c) CountyName (used in matching/scoring)
> d) CityName (used in matching/scoring)
> e) Zip/Postal Code (used in matching/scoring)
> f) State/Province Name (used in matching/scoring)
> g) MethodName, Version, CountryCode, MaximumResponses, ResponseFormat (as with current requests)

This request is passed to the PAGC library, which standardizes, matches, scores, and returns to the geocoding service a list of scored candidates. The gecoder returns that list, suitably formatted, to the requester.

Landmark Response
Each candidate returned, in addition to fields representing the dataSource field and id, has a geographic position and score, standardized or official name values corresponding to the 2 requested fields, as well as the Address Number and Street verbatim, if available. The Address data returned is not used in matching or scoring. The presentation and packaging of the response is consistent with that now employed for site and intersection responses.

Landmark Data and Processing
The PAGC libary and builder (pagc_build_schema) was modified to support the changes required handle this new, non-address schema type. New configuration flags were added to identify the fields, named here to correspond with the draft Street Address Data Standard: LandmarkName (SAD-2nd 1.7.4), CountyName (SADS-2nd 1.7.5.4), FeatureType (SADS-2nd 1.8.3.2). The LandmarkName is stored in two forms, the official name and the standardized name, but only the official name returned. The FeatureType is, for this version, stored and returned as just a standard code. The CountyName is stored and returned as official name only.

A dataset for Landmarks contains, at a minimum, the LandmarkName, and may contain other address attributes. However only those indicated will be used for scoring and matching. The library (accessed through pagc_build_schema) creates an internal record with fields for each landmark site, and indices for approximate, soundex and regular searches. The standardizer for the landmark name employs the current lexicons. Changes to the standardizer were needed due to the difference in nature between a site or intersection address and a landmark name. New library routines were written to perform the different kind of standardization required for the landmark name, to handle the building of the landmark name records and indices, to handle the searching, matching, scoring and formatting for the response.

Responder
The responder was expanded to handle the new elements of the request and the response. It also handles multiple reference datasets by conducting an ordered search on the set of datasets. In other words, search dataset 1 and if score is not high enough, search dataset 2 etc. This is basically what we are currently doing with precise and interpolated site addresses, but here it is with the same geocoding (precise) in each case.

New Documentation has been produced for these new features. The library interface and configuration has also been expanded to handle landmark requests.

International Note
The concept of a county – as a district name somewhere between city and province – can be applied to many environments outside of the United States. It should also be noted here that some of the functionality that would be introduced here would also be useful in environments where name rather than number is the more significant identifier in a site address.

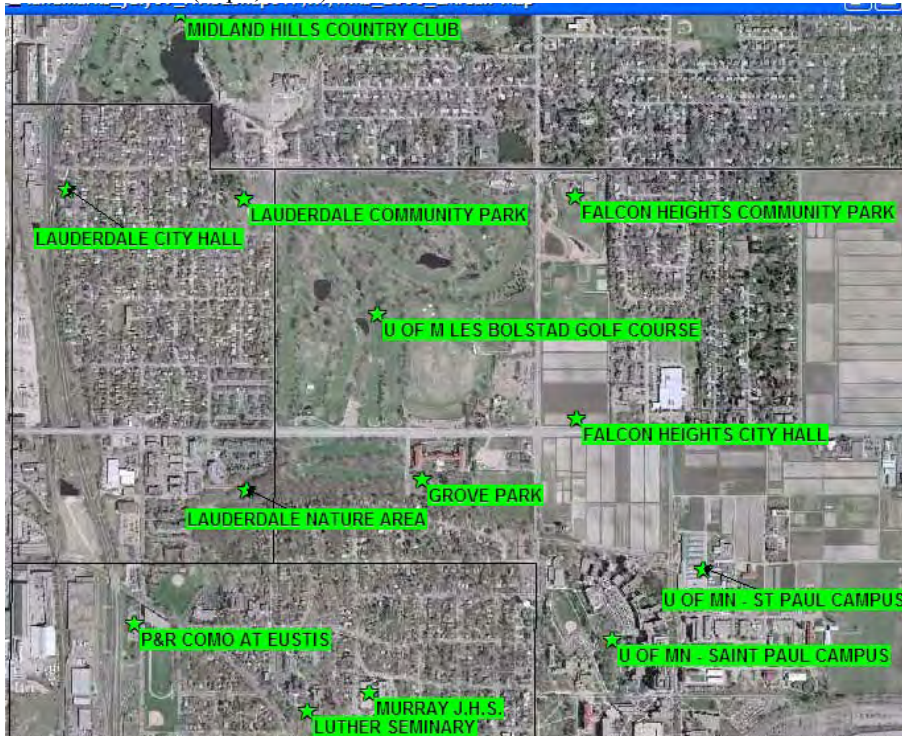**Appendix: Landmark / Point-of-Interest Data Available**

Datasets considered:
- GNIS – Geographic Names, USGS
- NCompass / TLG Landmarks
  - Part of MetroGIS streets package
  - Some points, some polygon centroids (water)
- Metro. Council
  - Transit, from bus route requests
  - Other data?
- 911
  - Each Public Service Answering Point (PSAP) has their own data
- HSIP + state creation/update CAP grant
  - Hospitals, Fire Stations, Police, Schools
- Commercial data sources?

Quick comparison of GNIS, TLG, and Transit data for an area near Lauderdale, MN suggested that TLG data currently contained the most useful versions of landmark names for use in geocoder (see examples, below). Development of a definitive data set, including a maintenance plan, is needed and would be a good area for further work by a MetroGIS and/or state groups. Some datasets, such as Police and Fire Stations, Hospitals, and Schools are currently being worked on through a CAP grant managed by MnGeo.
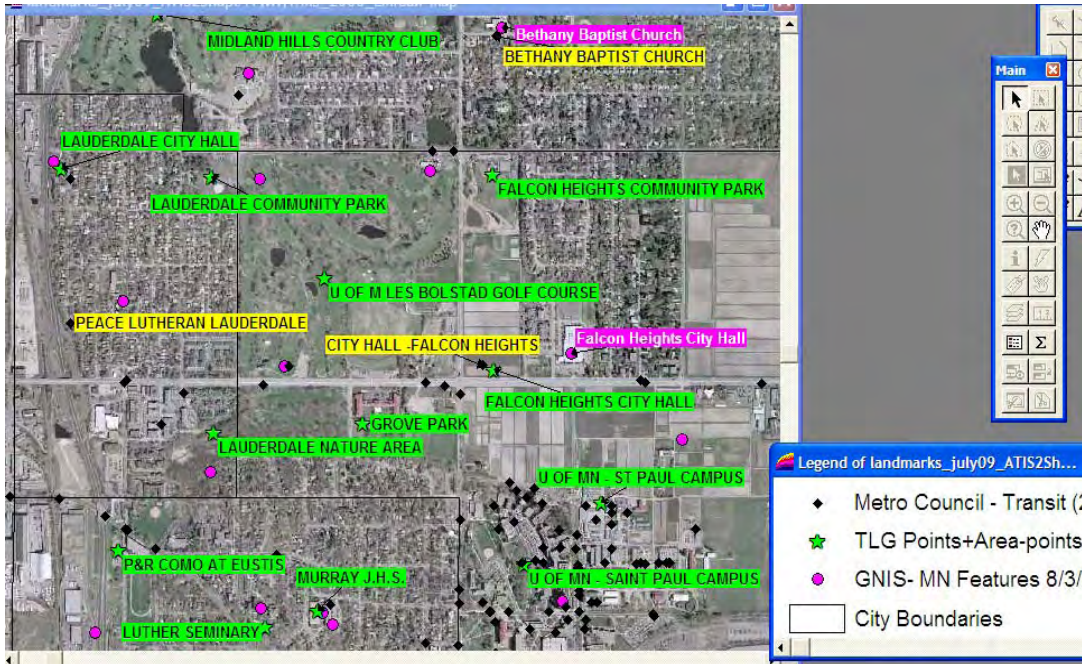
Examples
TLG Landmarks (Sept., 2009):

GNIS (2009):

Metropolitan Council – Transit data:

Comparison: TLG Landmarks, highlighting points missed by this dataset that are included in other datasets.

Final Report

MetroGIS Geocoder Web Service
Enhancement Project

Project funded through MetroGIS 2009 project funds: $1,000
Final Report: Draft Nov. 30, 2009
Prepared by Nancy Read, MMCD

As outlined in the MetroGIS Geocoder (2007 project fund year) final report (Dec. 2008), there were several items of continuing work needed on the geocoder to improve output to meet user's expectations. These have been addressed in this enhancement, as follows:

1. Change candidate matches returned such that alternate street names are more likely to be presented than alternate house numbers on the same street.
   - Completed.
2. Change how original street name is returned so that parsings of the name are not in conflict with returned name – for example, for "County Road B" do not return "County Road County Road B" (County Road parsed into PreType, then returned in addition to original name format)
   - Completed
3. Allow entry of House Number + Street Name as a continuous string rather than requiring splitting into separate fields.
   - Completed

Change #1 is already implemented in the active web service at MnGeo. A revised version with the other above enhancements is currently being loaded on the MnGeo server and will become active shortly. Changes will be announced on the Metro Geocoder web page,
http://www.metrogis.org/data/apps/geocoder/index.shtml

In addition to the above changes, a number of small errors in parcel data files and/or pre-processing have been found and either corrected or reported to Counties for correction.

ATTACHMENT C

Scope of Work
Geocoder Extension for Landmarks (Place Names)

Submitted by: Nancy Read (for subset of Geocoder Team)

a) **Statement of project objective and why the requested funding is needed.**
   The objective of the project is to expand the Geocoder service and application developed by a 2007
   MetroGIS project, to include geocoding by landmark place name. Last year's funding ($14,000) enabled
   development of open-source software and set up a geocoding web service using MetroGIS-sanctioned
   Parcel and Street layers. That service returns the x,y coordinates for a house number + street name or for
   an intersection of two street names. This new 2008 funding request would expand that service to return
   coordinates for a landmark or place name (e.g., park, school, hospital). Funding might also be used to
   improve the current landmark information available from TLG. The estimated cost for adding this
   functionality is $5,000. This might also cover any additional minor revisions needed in the Geocoder
   code.

b) **How the proposed project conforms to a Regional GIS Project objective(s).**
   This project improves the usability of current MetroGIS data, and expands a web service. In addition, it
   encourages development of a landmarks layer in conjunction with a private company, and could
   potentially be used as part of the Minnesota Structures CAP Grant under development by LMIC and the
   Governor's Council.

c) **Importance of the proposed project to implement a sustainable solution to a defined priority
   geospatial community need(s).**
   Data is most likely to be maintained if it is actively used. Developing a web service makes it easier for
   many users to access a common data set.

d) **Activities necessary to achieve the project objective and relationship of the requested funds.**
   A new guidance team will be assembled including members of the Geocoder Team who are interested in
   landmarks and some additional members with interest in structures. The team would handle hiring a
   programmer or other consultants as needed to expand the web service and explore landmark data
   maintenance. Funds would be used to pay those hired.

e) **Readiness for funding and status of any prerequisites (e.g., another software component, license
   agreement, etc.) that must be in place to proceed and their status.**
   The existing Geocoding web service and software gives us a ready starting point for this project, and
   TLG has indicated interest.

f) **Description of the benefit to the MetroGIS community and those stakeholders that would be
   expected to realize the greatest benefit.**
   Any stakeholders who would like to include look-up of locations by park name, school name, hospital
   name, etc. in their web sites could benefit from this web service. Users world-wide would benefit from
   the open source software developed, as with the current geocoder.

g) **Total value and description of required resources that would be leveraged if funding is awarded.**
   The project would leverage the work done on the existing geocoder and existing TLG landmark layer,
   and we hope to also explore mutual benefits with the Minnesota Structures CAP Grant group.

h) **Effect of receiving funding approval if for less than the full amount requested.**
   If less than the full amount is received, the project may be scaled back or delayed or done with a less
   robust approach.

i) **Time frame for project completion.**
   We would expect completion within 1 year of receiving funding.

ATTACHENT D

Scope of Work
Improving Geocoder Service Performance with Local Data

5/29/2009
Prepared by Nancy Read (nancread@mmcd.org, 651-643-8386)

Descriptive analysis of the problem/need.
Geocoder as developed needs a small amount of work on how to set options, add local information to lexicon, and pre-process data sets to provide the high quality results expected by stakeholders, and we would like to improve local documentation. In addition, if the PAGC geocoder software was restructured it would be easier to use with other data formats or to replicate the existing service in other locations (for example, for load management)

a) Who are the main stakeholders (users, data owners, etc)? – We know there are a large number of potential users, and we know that usage has increased to up to 97,000 hits/mo (April 2009), but we don't know much about specific actual users at this time. MMCD uses the geocoder web service in a production application daily. Other participants are considering switching to this geocoder after certain adjustments are made (see below) and as their own time allows.
b) How does this need relate to other defined MetroGIS needs and key datasets? – The Geocoder is one of the first examples of a MetroGIS project that delivers a working web service that involves processing on endorsed data sets, not just delivering data. It could be used as a basic part of fulfilling many other potential projects, such as the Jurisdiction Finder.
c) What are the key issues to resolving the need?
-Dealing with the subtle workings of getting the Geocoder to perform as expected with our local data sets involves someone having a block of time to define the issues, understand how the data processing choices are set in the programming code, test the effect of different settings on local "problem" addresses, and come up with solutions either through entries in the lexicon, combinations of settings, or working with the programmer to make modifications in the underlying code. In addition we would like to document what would be "best practices" for our local data, to help others that may want to set up an in-house or similar service. It has been difficult for workgroup participants to find a large enough block of time (up to 160 hrs) to fully resolve these technical "tuning" issues.
-The current PAGC geocoder code requires the underlying data to be delivered in shapefile format, which it then converts to Berkely DB for internal use. Some in the PAGC development community would like to convert how PAGC runs so that it can use data directly from sources such as Navteq or anything in SQLite. This would make it easier for us locally to package our current web service for setting up redundant sites, or to set up automatic updates of underlying data. The full proposal from the programmer to the PAGC development community is available at http://www.deadwrite.com/pagc_restructure.pdf

Approved strategy & funding to meet this need.
a) Hire short-term help that can focus on resolving existing geocoder issues and improve documentation for other potential users. This could be done cooperatively with an organization such as the University of Minnesota and/or a local company. **Estimated cost: $1000**
b) Why is this the best strategy for MetroGIS? – The above projects not only improve the Geocoder for local users and broaden the user base, but also have potential to leverage public/private/nonprofit/academic partnerships and demonstrate how meeting local needs can have national/international benefits.

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TO: Policy Board

FROM: Coordinating Committee Chairperson: Sally Wakefield (1000 Friends of Mn)
                Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Accomplishments in 2009

DATE: January 8, 2010
              (For Jan 27th Meeting)

<u>REQUEST</u>
That the Policy Board:
1) Accept the listing below of MetroGIS's major accomplishments during 2009.
2) Offer guidance for ways to overcome support limitations to expedite projects that act on MetroGIS's mission and which are important to maintaining relevancy to changing stakeholder needs.

<u>COORDINATING COMMITTEE CONSIDERATION</u>
At its meeting on December 17, the Coordinating Committee did not offer any additional accomplishments for 2009 other than those listed below.

<u>CONTEXT - WHAT IS METROGIS ABOUT?</u>
1. Mission: "…expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area." (*Source: 2008-2011 MetroGIS Business Plan, page 9*)

Stated another way, MetroGIS is about sustaining a forum through which policies are defined and implemented that allow its stakeholders to leverage one another's resources, as if a virtual enterprise, to collectively deal with shared information needs and, thereby, improve their respective GIS operations. Accomplishing this mission requires catalyzing and advocating for adoption of standards and best practices (data, services, and applications), resolving policy impediments (differences in access, licensing and liability requirements), and entering into sustained partnerships that allow organizations to sustain leveraging of one another's resources for a greater public benefit. These outcomes are accomplished through what is referred to as MetroGIS's "foster collaboration" function. MetroGIS's "foster collaboration" efforts also leverage the collaborative efforts of county based GIS users groups and the newly created MnGeo Statewide Geospatial Advisory Council.

Finally, MetroGIS's organizational structure, in particular the Policy Board, was created on the premise that these desired outcomes can not be effectively accomplished unless policy makers, representative of all key stakeholders, are actively engaged in dialogue to embrace opportunities for collaboration, design solutions to overcome obstacles, and advocate with their peers to implement desired solutions.

2. Regional Solutions Currently In Place: Currently, through MetroGIS's efforts, ten organizations (seven metro area counties, DNR, Metropolitan Council, and Population Center at the U of M) are serving in 23 defined custodian roles to support 8 MetroGIS-endorsed regional datasets and MetroGIS DataFinder.[1] The specifics of each of these regional (collaborative) solutions, the attendant custodian roles and responsibilities, and the organizations performing these responsibilities are defined in Regional Policy Statements[2] approved by the Policy Board. At the April 2010 Policy Board meeting, staff's intent is to bring a recommended regional policy statement for the Regional Geocoder Service to the Board for endorsement (see agenda item 5a).
MAJOR ACCOMPLISHMENTS IN 2009

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[1] In spring 2010, a proposal is anticipated to officially recognize the MetroGIS Geocoder Service as a regional solution.
[2] See http://www.metrogis.org/data/policy_board.shtml. A link to each adopted Regional Policy Statement is provided in the second column entitled "Associated Endorsed Regional Dataset(s)".

Despite several delays experienced with major projects, substantive progress was made, in large part, because of resources contributed by several stakeholders. These major accomplishments included:

- ✓ **GIS Web Applications Contest**: The concept of hosting a GIS Web Application Contest was approved, a preliminary design was completed, and funds were included in 2010 budget. Contest Planning Workgroup members provided the resources to accomplish these achievements. Alison Slaats and Sally Wakefield of 1000 Friends of Mn assumed critical leadership roles.

- ✓ **Regional Street Centerline Agreement**: A 1-year agreement with NCompass was executed to extend the agreement that expired December 31. This agreement continues to provide all government and academic interests that serve the state with access the NCompass Street Centerline dataset without fee.

- ✓ **Regional Address Points Dataset**: Mn League of Cities agreed to assist with development of a liability disclaimer for data contributed by cities and a draft data access policy was created.

- ✓ **Regional GIS Projects**:
  - Regional Geocoder Service: The functionality provided by the Regional Geocoder Service was expanded to included searches by landmarks and compatibility with the endorsed regional parcel and street centerline datasets was enhanced. Nancy Read, with the Metropolitan Mosquito Control District served as the lead support.
  - Proximity Finder Web Service: In December, SharedGeo was authorized to begin development.
  - Best Image Service: A project scope and funding were approved.

- ✓ **Performance Measurement Plan**: A new Plan was adopted to align MetroGIS's performance measurement strategy with the objectives set forth in the 2008-2011 MetroGIS Business Plan. The previous Plan was adopted in 2002. KLD Consulting served as the lead support.

- ✓ **Coordination with Related Efforts**:
  - Several members of the MetroGIS's leadership corps helped shape the organizational structure for MnGeo and, in particular, the structure for the new Statewide Geospatial Coordinating Council.
  - Four members of the MetroGIS Policy Board and two members of the Coordinating Committee were appointed to serve on the Statewide Geospatial Coordinating Council: Policy Board Chairperson Schneider (MetroGIS), Member Reinhardt (Metro Counties), Member Pistilli (Metropolitan Council) and Alternate Member Swenson (At Large). Coordinating Committee Chair Wakefield (Non-Profit) and Coordinating Committee member Wencl (Federal).
  - Lessons learned via MetroGIS's experiences concerning organizational structure and performance measurement were integrated into a white paper ("*Proposal to Measure Progress Toward Realizing the NSDI Vision*") that was written by the Governance Subcommittee of the National Geospatial Advisory Committee. This paper provides a high-level framework for establishing a national governance mechanism and performance measures for the NSDI. The MetroGIS Staff Coordinator serves on the Subcommittee and he and Hennepin County Commissioner Johnson serve on the full NGAC. (See the January 2010 Information Sharing report for more.)

ACTIONS IN 2009 TO EXPEDITE ACTION

Procurement and Legal Review Modifications – Project Funding Provided by the Council: Hopefully changes made during 2009 to the Council's procurement procedures and reorganization of the its legal services department will result in more timely launch of MetroGIS projects – projects important to maintaining relevance to changing stakeholder needs.[3] In addition, to aid in the transition to these new procedures, the 2010 MetroGIS work plan and budget (Agenda Item 5c) do not include a solicitation for Regional GIS Projects as has been the practice for the past several years. This remedial action was endorsed by the Policy Board at its October 2009 meeting.

Technical Leadership Workgroup – Surrogate Technical Coordinator: Had it not been for the members of the Technical Leadership Workgroup serving in the capacity of a surrogate Technical Coordinator,

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[3] See the Reference Section for more information on these changes.

substantially less progress would have been made in 2009. These individuals (see the Reference Section for the members) deserve special recognition and a big thank you. A thank you is also in order to the Metropolitan Council's GIS Unit for permitting Mark Kotz to assume a lead staff support role for this important workgroup.

Investigation of Supplemental Resources: The need to secure additional technical support was articulated in the 2008-2011 Business Plan. The Policy Board Chair has also stated on a number of occasions that a prerequisite for long-term sustainability is the securing of multiple funding sources.

In an attempt to address both needs simultaneously, the Staff Coordinator presented a concept to several stakeholder interests who have acknowledged they benefit greatly from MetroGIS's efforts. The **concept** involved **collaboratively funding a 3-5 year outsource contract** to retain the desired supplemental technical resource. All acknowledged interest in the idea. Unfortunately, a suitable multi-party mechanism for support of ongoing administrative costs (as opposed to defined deliverables) has not yet been identified. It is believed that a new organizational structure may be required to address this need, a structure capable of accommodating blended funding for ongoing support resources with authorization to expend these resources by a single entity.

MetroGIS's situation is not unique. This funding/organizational structure constraint applies to most, if not all, collaborative ventures across the country attempting to improve data sharing and interoperability of commonly needed geospatial data. As such, this lesson learned served as a driver for development of the NGAC white paper mentioned above. It is hoped that this paper will serve as a catalyst to engage the broad community in a long overdue dialogue to address organizational structure and performance measurement needs critical to realizing the vision of the National Spatial Data Infrastructure (NSDI).

In addition to continuing to explore organizational options via involvement in the work of the National Geospatial Advisory Committee, an application was also submitted on January 6th for a $50,000 **2010 NSDI Cooperative Agreement Program (CAP) grant.** If awarded, this project is expected to provide quantitative evidence of public value created when organizations actively participate in data sharing and other geospatial related collaborative activities. The application narrative can be viewed at http://www.metrogis.org/teams/pb/meetings/10_0127/CAP%20Grant_MetroGIS%20Proposal_Combined%20Docs.pdf. Award announcements are anticipated in March.

RECOMMENDATION
That the Policy Board:
1) Accept the listing below of MetroGIS's major accomplishments during 2009.
2) Recognize that the Technical Leadership Workgroup has performed an extremely valuable service over the past year <u>but</u> cannot be expected to function at the level expected of dedicated support.
3) Offer guidance for ways to overcome technical support limitations to expedite priority projects important to maintaining relevancy to changing stakeholder needs.

REFERENCE SECTION

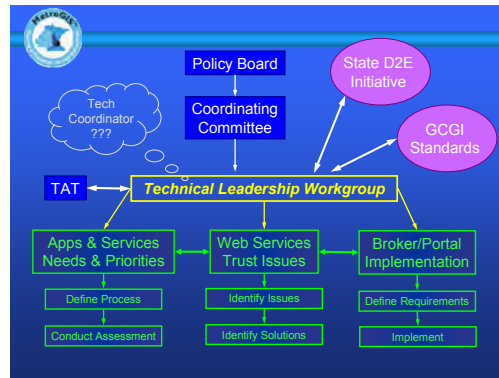**Example of Procurement and Legal Services Constraints Experienced in 2009**:
Less progress was been made on priority work objectives in 2009 than had been anticipated when they were adopted this time last year. The reasons are in large part related to changes in procurement procedures, lack of timely legal review, and limited availability of technical support. Inability to secure legal services also appears to be due in some part to the anticipated complexity of the intellectual property rights issues that need to be addressed for the proposed applications and web services.

Of particular note has been our the inability to secure legal services for over fourteen months to draft an agreement with Applied Geographics, the contractor selected to develop a web-based address editing tool. This project must be completed before work can commence on developing the actual regional address points dataset – the highest priority objective of MetroGIS. Another example is our inability to launch development of the proposed Best Image Service. Progress on this project has also been greatly slower than anticipated, again due to our inability to accomplish the required funding agreement with MnGeo. Delays associated with these higher priority projects also pushed back timelines for the leadership development plan, defining of shared application needs and associated solutions, designing a more fully functioning services broker, exploring methods for enhancing trust and reliability of shared services, streamlining access to data for first responders, and improving data sharing with adjoining counties.

The above mentioned delays not only affected projects ready to launch, it now appears that they also might be affecting our ability to interest consultants in submitting proposals. Case in point, it is possible that the performance metrics update project may be a casualty of the procurement delays encountered over the past year. A Request for Proposals was published on October 23 for this project. For the first time in over 14 years, and more tellingly in bad economy, no proposals were received.

Technical Leadership Workgroup
The Coordinating Committee authorized creation of this workgroup in March 2008. At its June 2008 meeting, the Committee authorized the Workgroup to proceed with a more integrated process of defining and addressing shared application and web service needs than had been originally anticipated when the workgroup was created. These revised scope of the workgroup is illustrated in the following schematic with the understand the members are volunteers and that the services of a technical coordinator are needed to accomplish this charge in a timely manner:

Technical Leadership Workgroup Members:
    Marl Kotz, Metropolitan Council – Chairperson
    Bob Basques, City of St. Paul
    David Bitner, MAC
    John Carpenter, Excensus
    Chris Cialek, LMIC
    Jim Maxwell, The Lawrence Group (TLG)
    Robert Taylor, Carver County
    Nancy Read, Metropolitan Mosquito Control District

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO:　　　　　Policy Board

FROM:　　　　Coordinating Committee Chairperson: Sally Wakefield (1000 Friends of Mn)
　　　　　　　　Staff Contact: Randall Johnson (651-602-1638)

SUBJECT:　　2010 Major Program Objectives and Budget – Final

DATE:　　　　January 8, 2010
　　　　　　　　　(For the Jan 27th Meeting)

INTRODUCTION

Endorsement is requested from the Policy Board Committee for a final listing of major program objectives that it believes MetroGIS should strive to accomplish in 2010 and the accompanying "foster collaboration" budget of $86,000; the same as for 2009.

PREVIOUS DIRECTION FROM THE POLICY BOARD AND COORDINATING COMMITTEE ACTION

1) The proposed final 2010 program objectives and budget presented herein are the same as the preliminary proposals endorsed by Policy Board in October; with the exception that "Execute the Next-Generation Street Centerline Data Access Agreement" has been added. When the preliminary 2010 work plan was developed, a multiple-year, street centerline agreement was anticipated which did not materialize. A one-year agreement was executed, which expires December 31, 2010. (See the Major Project Update report for more information.)

2) The Policy Board also previously concurred with the Committee's philosophy that rather than trim back suggested 2010 program expectations, given the need for additional resources, it is important to describe an optimistic picture of the mix of outcomes likely if supplemental resources can be secured. As such, the detailed 2010 program objectives presented in Attachment A include an ambitious slate of activities: fourteen "very high" and five "high" priorities. Those activities that can not be accomplished without supplemental professional services and/or dedicated technical coordination resources are preceded by "**".

OVERVIEW OF PROPOSED 2010 PROGRAM OBJECTIVES

Key outcomes sought in 2010 are as follows:

- Greatly expanded availability of web services and understanding of partnering opportunities to address shared information needs via hosting as web applications contest modeled after Washington D.C.'s Apps for Democracy contest
- Improved stakeholder capacities through successful completion of the two shared application projects approved in 2009 – Proximity Finder and Best Image Service
- Measurable progress on implementing a Regional Address Points Dataset
- Executed next-generation street centerline data access agreement
- Next-generation performance measurement metrics are assisting MetroGIS leadership to improve understanding of shared user needs and value of implemented solutions to shared needs (*Note, since the Board last viewed this objective, a federal grant has been submitted, that if awarded would provide $50,000 in supplemental resources directly applicable to this objective*.)
- Progress on adding dedicated technical support resources to MetroGIS's support team

RECOMMENDATION

That the Policy Board:
1) Approve the 2010 program objectives presented in Attachment A
2) Approve the 2010 "Foster Collaboration" budget presented in Attachment B.
3) Agree to reevaluate the 2010 budget and work plan by mid- year if dedicated supplemental technical support resources, consistent with the work program needs, are not able to be secured.

REFERENCE SECTION

<u>RATIONALE FOR PROPOSED WORK PROGRAM PRIORITIES</u>:
The following statements guided development of proposed work activities for the 2010 and their relative priority:
- Preferences of the Policy Board (e.g., ensure stakeholder needs are clearly understood and expand of outreach efforts to ensure that both key and non-traditional stakeholders are aware of MetroGIS's efforts.)
- Continued effort on several 2009 activities (Attachment A) that were not completed, in large part, because supplemental support resources were not secured as had been anticipated when they were defined.
- Priority activities identified in the 2008-2011 Business Plan not as yet included in a work plan.
- Needs identified over the past year (e.g., host Web Feature Services contest and develop actual implementation metrics for new performance measures)

<u>MAJOR ASSUMPTIONS</u>
The following major assumptions underlie MetroGIS's ability to continue to address shared information needs in a manner that creates public value:
- MetroGIS's approved by the Metropolitan Council 2010 "Foster Collaboration" function budget request will continue to be available.
- The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.
- 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.
- Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

<u>PERFORMANCE MEASUREMENT –PHASE II</u>
At its October meeting, the Policy Board adopted a <u>Performance Measurement Plan</u> to set the context for development of specific performance metrics, a project identified in this report as a 2010 priority. A Request for Proposals (RFP) for assistance with development of these metrics was published on October 23. No proposals were received.

The Committee concurred with postponing republishing this RFP until it is known whether MetroGIS will be awarded a 2010 CAP Grant for an ROI Study. Award announcements are anticipated in March. The application, which was submitted on January 6th can be viewed at <u>http://www.metrogis.org/teams/pb/meetings/10_0127/CAP%20Grant_MetroGIS%20Proposal_Combined%20Docs.pdf</u>

<u>SUPPLEMENTAL PROFESSIONAL SERVICES</u>
The proposed 2010 MetroGIS "foster collaboration" budget as presented herein allocates funding to acquire supplemental professional services to assist the Staff Coordinator with support of several non-technical project responsibilities. A preliminary scope of work for a proposed multiple-year contract is under development awaiting Board approval of a 2010 work plan and corresponding budget. The proposed contract would replace the 5-year contract with the firm Richardson Richter Associates that expired December 2008.

ATTACHMENT A

MetroGIS 2010 Program Objectives
(Changes are as recommended by the Coordinating Committee on December 17, 2009)

(**Indicates an activity that is at least in part dependent upon securing additional technical leadership and coordination resources*).***

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities[a]. (see Item 5)	**Very High**	<u>Ongoing.</u> Directive set forth in the 2008-2011 Business Plan. Need to secure planned Supplemental Professional Services Contractor to increase time available to expand outreach effort called for in July 2009. RFP process expected to be published fall 2009.	Designated Custodians and Staff Coordinator
2. Continue to seek addition of dedicated Technical Coordinator and technical administrative resources to the MetroGIS support team	**Very High**	<u>Carry over from 2009.</u> Changed tactic to investigating potential for 3-5 year outsource contract funded by multiple beneficiaries, as opposed to a permanent new position. Until these dedicated resources are secured, the Technical Leadership Workgroup will continue to fill this role to the extent possible. **Objectives preceded with "**" can not be fully achieved without these additional resources.**	Staff Coordinator with advice from Technical Leadership Workgroup –– Mark Kotz, Chair
3. Execute the Next-Generation Street Centerline Data Access Agreement (**Added at 12/17/09 Coordinating Committee meeting**)	**Very High**	The current agreement will expire 12/31/10. A RFP is anticipated to be published late winter.	Staff Coordinator
4. **Implement a Regional Address Points Dataset and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	**Very High**	<u>Carry over from 2009.</u> Applied Geographics has been selected to develop this application. Need to execute a contract before work on the actual database can begin. Once this application is developed, work on the actual regional dataset can begin.	Address Workgroup - Mark Kotz/Nancy Read Co-project mangers.

5. **Pursue implementation of solutions to specific shared needs for applications and web services specifically via:
  a) Implementation of Best Image Service (*2009 funded project*)
  b) Government Service Finder Prototype (*2009 funded project*)
  c) Host a Web Feature Services contest modeled after the Apps for Democracy contest hosted by Washington D.C.
	Very High
	Very High
	Very High
		<u>Ongoing.</u> Although a component of ongoing support, this generic objective is called out as a separate activity to call attention to the 3 specific projects, which involve MetroGIS funding – 2 approved and 1 proposed.	Each of the three project workgroups that proposed these projects with advice from the Technical Leadership Workgroup - Mark Kotz, Chair.

Part of 5c. **Populate metadata for GeoServices Finder, including creation of a template to promote standardization	**Very High**	<u>Carry over from 2009.</u>	

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
6. Expand effort related to "fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests.	**Very High**	These efforts should be coordinated with the development and implementation with the surveys proposed for the next-generation Performance Measures Plan expected to be endorsed October 2009. This expanded outreach initiative should also be designed to address the intent of the action "Evaluate stakeholder participation relative to needs to achieve current regional objectives" called for in Item "f", Section VIII of the Business Plan"	Staff Coordinator in conjunction with supplemental professional services to assist with defining the methods and materials.
7. Develop specific performance measure methods (measures of public value) to implement 2009 Performance Measurement Plan	**Very High**	Second phrase of the Performance Measurement Plan update process accomplished in 2009. The first phase was designated as a Very High priority. The Updated Plan calls for annual assessments of stakeholder satisfaction with MetroGIS's efforts via surveys. Coordinate performance measurement survey design with development of research method for second generation shared information needs evaluation (Item 8)	Staff Coordinator in conjunction with supplemental professional services
8. **Conduct second-generation identification of shared information needs. Phase I Only– Define research method.	**Very High**	Identified in the Business Plan as a 2009 objective to be conducted in conjunction with shared application needs assessment but not previously included in an annual work plan (Item "d". Section I of the Business Plan" (Attachment C of this report). In November 2008, a forum was hosted to identify shared application and service needs. The information gained only partially addresses the larger scope intended by this objective. The emphasis on actions to understand and act on emerging needs proposed in the new Performance Measurement Plan complements this objective, as is the call to continually assess user satisfaction via surveys and peer review forums.	Staff Coordinator with advice from the TLW
9. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	**Very High**	Carry over from 2009. Related to Objective 3, a priority need identified by the new Policy Board Chair spring 2009. Dependent upon securing the planned Supplemental Professional Services Contractor	Staff Coordinator in conjunction with supplemental professional services
10. Streamline Data Access for Emergency Responders	**Very High**	Carry over from 2009. A workgroup made progress in 2009 to define the issues but was unsuccessful in developing a strategy to address the need.	Workgroup, Gordon Chinander, Chair

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
11. Investigate organizational/governance structure changes necessary to effectively address priority shared geospatial needs	**Very High**	Carry over from 2009. A related initiative to explore partnering opportunities with non-government interests. The idea was explored with several local content experts who process desired expertise. Although interest was expressed, no substantive progress was made. As this topic is also a high priority of the National Geospatial Advisory Committee, in particular its Governance Subcommittee, the Staff Coordinator elected to integrate MetroGIS's experience and needs into a white paper developed by the Governance Subcommittee and endorsed by the full National Geospatial Advisory Committee (NGAC) on 12/2/09.	Staff Coordinator
12. ** Pursue implementation of a more fully developed geographic data, applications and service broker	**High**	2009 objective postponed to 2010 per Policy Board decision on July 22, 2009	Technical Leadership Workgroup - Mark Kotz, Chair
13. ** Explore methods for Enhancing Trust in reliability of shared services.	**High**	2009 objective postponed to 2010 per Policy Board decision on July 22, 2009.	Technical Leadership Workgroup - Mark Kotz, Chair
14. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	**High**	Carry over from 2009. Development of strategies to attain the deliverables called for in the key elements defined fall 2008. Dependent upon securing the planned Supplemental Professional Services Contractor.	Staff Coordinator in conjunction with supplemental professional services
15. ** Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	**High**	Carry over from 2009. The presence of Supplemental Professional Services (see item 1) and a Technical Coordinator are needed to free up sufficient time to effectively address this objective	Staff Coordinator in conjunction with advice from Technical Leadership Workgroup
16. **Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24, 2008 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	**High**	Carry over from 2009. De[pendent upon securing a qualified Supplemental Professional Services Contractor - see Priority No. 1. The original 2009 objective called for completing this plan. The Policy Board directed on July 22 that the survey of stakeholders called for in the next generation Performance Measurement Plan is to be incorporated into this activity.	Staff Coordinator in conjunction with supplemental professional services
STRETCH OBJECTIVES *TIME AND RESOURCES PERMITTING*			
17. **Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 16, above)	**Medium**	If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to "Prepare a support Plan for DataFinder". Otherwise, consolidate with a plan for the replacement application	

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
18. **Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset	**Medium**	Postpone until Peer Review Forum hosted for current NCompass (TLG) Street Centerline Dataset	
19. Refresh design of MetroGIS website	**Medium**		
20. **Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.	**Low**	Premature use of limited resources until work completed to identify priorities for shared application needs.	
21. **Explore Geospatial Marketplace – (Collaboration Registry/Portal)	**Low**	The TAT considered this idea at its April 17, 2008 meeting and did believe it to be a good use of resources, given other higher priorities at this time.	
22. Expand Outreach Plan to include a marketing component	**Low**	Policy Board directive July 2007 distinguishes marketing from outreach	
23. Investigate impact of cost recovery on ability to achieve desired data sharing	**Low**	Identified as a need in Appendix K to the 2008-2011 Business Plan	
24. **Conduct Peer Review Forums for endorsed regional solutions to shared information needs	**Low**	Carry over from 2009. Dependent upon availability of supplemental technical and administrative support. Should be coordinated with Item #8 and surveys associated with performance metrics. **NOTE:** *The Chair of the Technical Leadership Team believes that Item 8, if conducted, will achieve the purpose of this objective. Therefore, it can be assigned a low priority until after the second generation needs are known.*	

(1) Traditional activities that comprise the MetroGIS "foster collaboration" function include:

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs, including applications as well as a data (2009 addition)
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

ATTACHMENT B

2010 MetroGIS Foster Collaboration Budget

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

2010
MetroGIS "Foster Collaboration" Function Budget
(Funding provided by the Metropolitan Council)

Main Activity	Sub-Activity	2009 Approved	2010 Final Proposal
Professional Services/Special Projects		**$56,000**	**$55,500**
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs		
	(1) Host Web Feature Services Contest (assumes other partners) - *Priority 5*		$15,000
	(2) Populate Metadata for Geoservices Finder (*in conjunction with A1*) - *Priority 5*		$3,500
	(3) Project Plan/Outreach Tactics/Develop Framework for Regional Address Points Dataset - *Priority 4*		$10,000
	(4) Conduct Second -Generation Shared Information Needs Analysis / Ensure Stakeholder Needs are Understood - *Priority 8*		*Part of B(1)*
	(5) Regional GIS Projects	$35,000	$0
	B. Organizational Development and Communication Projects		
	(1) Develop Performance Measurement Methods to Implement New Plan Adopted 2009 - *Priority 7*		$15,000
	(2) Develop a Plan to Address Known Risks and Obstacles to Sharing (e.g., Security, Licensing, Budgets, etc.)[ii] -*Priority 16*	$7,000	$7,000
	(3) Develop new Communications/Outreach Plan - *Priorities 6 & 9*	$3,000	$3,000
	(4) Design New Outreach Materials (See below for printing)[i] - *Priorities 6 & 9*	$8,000	$2,000
	(5) Leadership Development Plan (*based upon 10 key elements defined in 2008*)	[iii]	[iv]
	C. Techncial Coordinator Outsource Contract (assumes other partners 3+/- year pilot)		*TBD* [v]
	D. DataFinder - Contingency Fund for Unexpected Repairs (*covered in new license 2010+*)	$3,000	$0
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement (*contract payments to counties per 2009-2011 agreement*)**	**$28,000**	**$28,000**
Outreach		**$1,600**	**$2,100**
	Printing Outreach Materials (e.g., Information Brochure) *Item B(4) must precede.* [vi]	$0	$500
	Advocacy/Networking Mileage (200 m/mo x $.48/mile = $1,152)[vii] [viii]	$1,200	$1,200
	Annual Report/Informational Brochure (see above)		
	• *Postage – 800 postcards ($0.30=$240) in addition to 1500+ via email*)	$300	$300
	• **Minimal for other communications**	$100	$100
Misc Office		**$400**	**$400**
	Website Domain registration (www.metrogis and www.datafinder - $20/ea)	$40	$40
	Specialty Team/Forum Support Materials	$360	$360
	TOTAL NON-STAFF PROJECT FUNDS	**$86,000**	**$86,000**
Dedicated Staff Support		**TBD**	**TBD**
	Grand Total	**TBD**	**TBD**

NOTES:

[i] Development/update of outreach materials to follow Outreach Plan Update project. See Item B(2).

[ii] This activity includes developing a Livelihood Scheme / Defining Organizational Competencies. See 2008-2011 MetroGIS Business Plan
  (Chapter 3 - Section VIII and Appendix H) for explanation of organizational competencies and Livelihood Scheme.

[iii] Request for bids conducted November 2008. No bids received, so project postponed.

[iv] TBD. If sufficient budgeted funds remain uncommitted as of the October Policy Board meeting and carry over of uncommitted funds to 2010 is permitted.

[v] If other sources of funding are determined to be potentially available, decide how much of MetroGIS's funds should be redirected.

[vi] Rely on Internet and on-demand printing for handouts

[vii] Travel by participants is paid by the participant's organization

[viii] Knowledge sharing opportunties constitute an important reason why individuals elect to participate in MetroGIS activities.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

From: Coordinating Committee Chairperson: Sally Wakefield (1000 Friends of Mn)
Staff Contact: Randall Johnson (651-602-1638)

Subject: Regional Policy Statement – Socioeconomic Web Resources Site

Date: September 28, 2009 *(Postponed from October Meeting Agenda)*
(For Jan 27ᵗʰ Meeting)

INTRODUCTION

During this past year significant enhancements were made to the MetroGIS Socioeconomic Web Resources Page under the direction of William (Will) Craig, Associate Director, CURA, University of Mn. These enhancements, in turn, have resulted in several suggested refinements to the Regional Policy Statement that governs the Socioeconomic Web Resources Page.

The purposes of this agenda item are:
1) Share these significant enhancements with the Policy Board.
2) Formally update the Regional Policy Statement that governs operation of the Socioeconomic Web Resources Page.
3) Provide Will Craig with an opportunity to personally explain this valuable resource to the Policy Board.

COORDINATING COMMITTEE RECOMMENDATION

At its meeting on September 10ᵗʰ, the Coordinating Committee unanimously recommended approval of the proposed changes to the policy statement outlined herein.

BACKGROUND

Initial Launch of Web Page: In 2004, the Policy Board adopted a Regional Policy Statement (Attachment A), which officially acknowledged the MetroGIS Socioeconomic Web Resources Page as a regional solution to the "socioeconomic characteristics of areas" shared information need. The University of Minnesota's Minnesota Population Center assumed the role of regional custodian. The Population Center works with Center of Urban and Regional Affairs (CURA) and others to keep this page current.

This web page (http://www.datafinder.org/mg/socioeconomic_resources/index.asp) became operational in early 2005. Information about the history of the site can be viewed at
http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/index.shtml

Recent Refinements: Data development work for the Transitway Impact Research Program (Attachment B) was the impetus for the significant refinements to the Socioeconomic Web Resources Page; the subject of this report. The rational and methodology used in adding **9 new data sources** are also described in the attachment. **In addition** to what is reported there, Excensus and other commercial data sources have been added as alternatives to public sources. This move to include commercial databases was part of the originally conceived Phase II Plan.

In addition to new data sources, links have also been added to the socioeconomic webpage to four comprehensive socioeconomic websites: Twin Cities Compass, M3D, MetroMSP, and the Metropolitan Council GIS Site. These resources replace DataPlace, a source formerly supported by Fannie Mae that no longer exists.

REGIONAL POLICY STATEMENT REFINEMENTS

When the subject Web Resources Page was initially developed and described in the initial Regional Policy Statement adopted in October 2004, the workgroup referred to their accomplishments as Phase I. Phase II was originally intended to focus on datasets not freely available; i.e., commercial datasets.

Recently, an opportunity to make progress on the desired Phase II outcomes was recognized via *Transit Impact Research Program* (TIRP); an initiative of the Hennepin County-University of Minnesota

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Partnership. The TIRP program is supported by the University's Center for Transportation Studies and the State and Local Policy Program (SLPP) at the Humphrey Institute of Public Affairs. The effort to document these Phase II-related resources was led by Will Craig, who also chaired of the Phase I Workgroup. Craig was assisted in the current effort by Amy West, Jason Borah, John Carpenter, and Tanya Mayer.

The TIRP project was created to find data that would be helpful to researchers looking at various aspects of transit improvements, starting with the Hiawatha Light Rail Transit line. Researches at the Humphrey Institute of Public Affairs had documented those data needs in a 2006 report Inventory of Data and Research on the Economic and Community Impacts of the Hiawatha LRT. Most of the data needs were already available in DataFinder's Socioeconomic Research page. A search was conducted for missing sources. Another two data categories and 6 data sources were located and added. At the same time, significant updates were made to 5 of the existing data sources; for example adding building permit data to the Metropolitan Council data page and Commercial real estate was added to the Realtors page.

Part of this work identified commercial datasets that could be important to TIRP research. As the designated Regional Custodian for Socioeconomic data, the Minnesota Population Center accepted its responsibility "to maintain the content of the MetroGIS Socioeconomic Web Resources Page" and added this information. Such work had been postponed until a "Phase II" – originally anticipated to begin in 2005. The Minnesota Population Center (and CURA) believe this is part of their regular custodian role and that the Regional Policy Statement should be updated to delete reference to Phase I. For instance, they continue to watch for any and all changes in data available, such as the coming addition of Revenue Dept income and sales tax data.

RECOMMENDATION
That the MetroGIS Policy Board:
1) Concur with the Coordinating Committee's finding that as the web page now includes data that was originally intended to be part of a Phase II effort, and the custodians are committed to continuing to monitor opportunities to improve upon the resources searchable – public and private – **the Phase I label and related language should be officially removed from the Regional Policy Statement, as illustrated in Attachment A**.
2) The members, if not currently aware, are **encouraged to become familiar** with the Socioeconomic Web Resources Page and encourage broader use via their respective interest groups.

ATTACHMENT A

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[1] 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, and commercial entities. 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).

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 and commercial entities.

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) 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. Check for broken links and report problems to the content team.

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 Minnesota Population Center 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). The review of available and desired data resources conducted for the TIAP project in 2006 served as the first user satisfaction forum.

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[1] 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 .

ATTACHMENT B

Transitway Data Management Project
Transitway Impacts Research Program
CTS Project #2009072
June 2009 Draft Report
(*Submitted by Will Craig, Associate Director, CURA*)

Introduction
This project is intended to provide data to research studies measuring the impacts of new Transitways in the Twin Cities region. It also is intended to archive data from existing studies so they can be used again in future studies.

The project is funded by the *Transitway Impacts Research Program*. TIRP intends to measure the economic, travel, and community impacts of new transitway corridors. Several studies have already been funded related to the Hiawatha Light Rail Transit (LRT) corridor. TIRP is an initiative of the Hennepin County-University of Minnesota Partnership. It is supported by the University's Center for Transportation Studies and the State and Local Policy Program (SLPP) at the Humphrey Institute of Public Affairs. Funding is being provided by Anoka, Dakota, Hennepin, Ramsey, and Washington counties; Metro Transit and the Metropolitan Council; and the Minnesota Department of Transportation. Additional partners include the cities of Minneapolis and St. Paul.

TIRP has a need to address three kinds of data issues in order to facilitate future research. First, it needs to document (and archive) data that has been collected and used as part of current research. Second, it needs to identify key data sources that should be used in transit research and will be available when needed, e.g., US Census. Third, it needs to identify more ephemeral data that needs to be collected, documented, and archived now, so that it is available to provide a "before" picture within the corridors.

DataFinder and Metadata[1]
The suggested tool for achieving these outcomes is DataFinder, a website developed by MetroGIS. DataFinder[sm] is a one-stop-shop for discovering geospatial data pertaining to the seven-county, Minneapolis-St. Paul Metropolitan Area. Its primary function is to facilitate sharing of GIS (Geographic Information System) data. DataFinder is essentially an online catalog of datasets that supports data sharing. More than 200 datasets are available, all fully documented. These datasets are indexed in a catalog using 19 standard categories, but can be found using keyword searches and geographic extent tools. Those tools will make it easy for future TIRP researchers to identify and find they need to support their projects. DataFinder often allows direct access to the data for download or as a Web Mapping Service. It always provides key contact information about the data custodian. See www.datafinder.org.

DataFinder is maintained by the GIS staff at the Metropolitan Council as part of its support for the MetroGIS data sharing collaborative. The Council has significant need for data developed by others, so this also helps meet their own business needs. Most of the data listed in DataFinder is also stored on their computers, but other regional custodians host data too.
Each dataset is documented with formal Metadata.   A metadata record is a file of information, usually presented as an XML document, which captures the basic characteristics of a data or information resource. It represents the who, what, when, where, why and how of the resource. Geospatial metadata are used to document geographic digital resources such as Geographic Information System (GIS) files, geospatial databases, and earth imagery. A geospatial metadata record includes core library catalog elements such as Title, Abstract, and Publication Data;

geographic elements such as Geographic Extent and Projection Information; and database elements such as Attribute Label Definitions and Attribute Domain Values.

In Minnesota, people use the *Minnesota Geographic Metadata Guidelines* as documented at http://www.gis.state.mn.us/stds/metadata.htm. This guideline was adapted from the standard developed by the Federal Geographic Data Committee by the Standards Committee of the Minnesota Governor's Council on Geographic Information in order to provide a streamlined implementation of that standard while retaining the essence of its original content. The Guidelines are an official state guideline adopted by the state Office of Enterprise Technology.

Socioeconomic Resources Guide
The Socioeconomic Resources section of DataFinder is an exception to the above rules. This page directs people to Census and other data that is well documented using other approaches. It also directs people to organizations and offices that can provide useful socioeconomic data, but have not considered themselves GIS practitioners; an example is the County Sherriff offices that maintain records about housing foreclosures. To be complete, this section also directs people to well-documented datasets within MetroGIS and other data resource websites. See http://www.datafinder.org/mg/socioeconomic_resources/.

The Socioeconomics Resource section matches well with the needs of this TIRP project. It will form the base for archiving and documenting data resources useful to transit impact studies. It already contains much useful information. Data is organized into 7 types of categories. Some 25 data providers are identified. In each instance data is either provided directly or contact information is provided so users can request data and get answers to questions about the data.

Data Categories
- Crime
- Demographics (place of residence)
- Employment locations
- Housing
- K-12 school data
- Location of services
- Transportation issues

Data Sources

- County Community Services
- County Sheriff
- Home Mortgage Disclosure Act (HMDA)
- Hunger Solutions Minnesota
- Independent School Districts
- MetroGIS
- Metropolitan Council
- MN Child Care & Referral Network
- Mn Dept. of Education
- Mn DEED
- Mn Dept of Health
- Mn Dept of Human Services
- Mn Dept of Public Safety

- Land Management Information Center
- State Demographic Center
- National Center for Education Statistics
- Twin Cities Realtors
- US Bureau of Economic Analysis
- US Internal Revenue Service
- US Census Products
  - Census Transportation Planning Package
  - County Business Patterns
  - County-to-County Worker Flows
  - Current Population Survey
  - Economic Census
  - US Census of Population & Housing

A sample query on the data category *location of services* will retrieve the following answer.

Location of services			
Information Need	**Data Source(s)**	**Minimum Mapping Resolution**	**Time Frequency**
Child Care Providers	MN Child Care Resource and Referral Network	Address	Continuous
Food Shelves	Hunger Solutions Minnesota	Address	N/A
Licensed Human Service Providers	MN Department of Human Services	Address	Monthly
Schools	MetroGIS	Block	Quarterly
	MN Land Management Information Center	Address	Annually
Workforce Centers	MN Department of Employment and Economic Development	Address	Continuous

If child care providers were the issue, the user would click on that data source and get the response shown below. The Child Care Network site provides direct access to individual child care centers, but the Network may be willing to provide a database of all centers for a given area. The Socioeconomic data page for the MN Child Care Resource and Referral Network data source is shown below. This is one of the less complex data sources, chosen to keep this narrative relatively brief.

MN Child Care Resource and Referral Network

Comments about this data source:
The online statewide database contains over 10,000 providers. It is updated regularly by local child care resource and referral agencies.

Time Series:
Current data on line.

How to access data:

- Click on "Search for Child Care" at http://www.mnchildcare.org/

What Data Does TIRP need?
This question has two parts. One part is to identify the kind of data that could be useful in a transit impact study. Much of that work has already been done by the Humphrey Institute. The other part is to identify ephemeral data that must be captured now if it is going to be available when needed for a transit study. That work will be done in the fall of 2009 in consultation with the TIRP.

The 2006 report Inventory of Data and Research on the Economic and Community Impacts of the Hiawatha LRT identified 17 different categories. Those categories are listed here, but the report provides more detail. See Appendix D of
http://www.hhh.umn.edu/centers/slp/pdf/reports_papers/data_research_hiawatha_lrt.pdf
- Business (e.g. number of employees, retail sales)
- Commercial (e.g., square footage, rental rates, vacancies)
- Construction-Demolitions-Improvements

- Crime and Safety
- Demographics
- Industrial (same as Commercial)
- Land Use & Zoning
- Live-Work (e.g., tenure, quality of life. commute)
- Method of Payment (e.g., type of transit ticket, where purchased)
- Operations & Maintenance (e.g., train schedule delays, total miles, car usage)
- Parking (e.g., availability around stations)
- Property Values (e.g., valuations and sales prices)
- Quality of Transit Services
- Residential (e.g., vacancies, rents, owner occupied)
- Taxes
- Traffic Count
- Travel Behavior

What Data Should Be Added to DataFinder?

Much of the data detailed in the Humphrey Institute paper is already available in DataFinder and its Socioeconomic Resources pages. A few new data sources and categories have been identified and are being added. Community surveys, parking surveys, and similar unique data collection efforts are not listed here because there is no organization with an ongoing to commitment to collect and provide such data. We know that Xcel Energy could provide data on housing vacancy and turnover, but they are reluctant to do this both because of privacy concerns and because of lack of economic returns for producing such data.

Specifically, the new <u>data sources</u> that will be added to DataFinder's Socioeconomic Resources page are:

- Minnesota Commercial Association of Realtors (for commercial and industrial properties)
- Local Employment Dynamics (for current information on place of work, place of residence, and interrelationship between the two)
- MetroMSP (for data on current property listings, local businesses, and employment)
- MetroTransit (for data on ridership, rider surveys, and crime on transit)
- Mn Department of Revenue (for new Block Group level data on income, income taxes, and sales taxes)
- Mn Department of Transportation (for data on traffic counts on major roads, but reference to contact individual cities for counts on minor roads)
- US Postal Service (for vacancy rates)
- Building Permits (for improvements, new construction, and demolitions)
- Housing Link (for affordable housing)

Two new <u>data categories</u> will be added

- Building Permits
- Taxes (including income, sales, and property taxes)

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5e

TO: Policy Board

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

SUBJECT: Mn Statewide Geospatial Advisory Council (MGAC) – Summary of 1st Meeting

DATE: January 7, 2010
             (For Jan 27th Meeting)

INTRODUCTION
The purpose of this agenda item is to provide an opportunity for members of MetroGIS's leadership, who are also members of the newly created Mn Statewide Geospatial Advisory Council (MGAC), to share their observations about the first meeting of the Council that was held on January 7.

COORDINATION OPPORTUNITY
Six individuals who are involved in the leadership of MetroGIS are also members of the Mn Statewide Geospatial Advisory Council. They are:

- Policy Board Chair Terry Schneider
- Policy Board member Victoria Reinhardt
- Policy Board alternate member Gary Swenson
- Policy Board member Tony Pistilli
- Coordinating Committee Chair Sally Wakefield
- Coordinating Committee member Ron Wencl

BACKGROUND ON MNGEO
The Mn Statewide Geospatial Advisory Council is one of two councils that advise the Mn Chief Geospatial Information Officer (MCGIO). The other is comprised solely of state agency representatives. The MCGIO position is currently held by David Arbeit, who directs the Mn Geospatial Information Office (MnGeo). David is also a charter member of the MetroGIS Coordinating Committee. MnGeo was created by the Legislature last May.

An excerpt from the Legislation that created MnGeo, pertaining to MnGeo's responsibilities and authorities, is provided in the Reference Section. The 23 members who comprise the Mn Statewide Geospatial Advisory Council are also listed in Attachment A.

RECOMMENDATION
No action is requested.

REFERENCE SECTION

Excerpt From the Legislation that created MGIO

Subd. 2. **Responsibilities; authority.**
> The office has authority to provide coordination, guidance, and leadership, and to plan the implementation of Minnesota's geospatial information technology. The office must identify, coordinate, and guide strategic investments in geospatial information technology systems, data, and services to ensure effective implementation and use of Geospatial Information Systems (GIS) by state agencies to maximize benefits for state government as an enterprise.

Subd. 3. **Duties.** (a) The office must:
(1) coordinate and guide the efficient and effective use of available federal, state, local, and public-private resources to develop statewide geospatial information technology, data, and services;
(2) provide leadership and outreach, and ensure cooperation and coordination for all GIS functions in state and local government, including coordination between state agencies, intergovernment coordination between state and local units of government, and extragovernment coordination, which includes coordination with academic and other private and nonprofit sector GIS stakeholders;
(3) review state agency and intergovernment geospatial technology, data, and services development efforts involving state or intergovernment funding, including federal funding;
(4) provide information to the legislature regarding projects reviewed, and recommend projects for inclusion in the governor's budget under section 16A.11;
(5) coordinate management of geospatial technology, data, and services between state and local governments;
(6) provide coordination, leadership, and consultation to integrate government technology services with GIS infrastructure and GIS programs;
(7) work to avoid or eliminate unnecessary duplication of existing GIS technology services and systems, including services provided by other public and private organizations while building on existing governmental infrastructures;
(8) promote and coordinate consolidated geospatial technology, data, and services and shared geospatial Web services for state and local governments; and
(9) promote and coordinate geospatial technology training, technical guidance, and project support for state and local governments.

ATTACHMENT A

Statewide Geospatial Advisory Council Contact List, January 2010

Brad Anderson – City, non-metro City of Moorhead 500 Center Avenue Moorhead, MN 56561 218-299-5125 brad.anderson@ci.moorhead.mn.us	**Haila Maze –** City, metro City of Minneapolis – CPED Planning 250 South 4th Street, Room 110 Minneapolis, MN 55415 612-673-2098 haila.maze@ci.minneapolis.mn.us
Rebecca Blue – Business SEH 3535 Vadnais Center Drive St. Paul, MN 55110 651-490-2148 rblue@sehinc.com	**Robert McMaster –** Education, U of M University of Minnesota 220B Morrill Hall, 100 Church Street SE Minneapolis, MN 55455 612-626-9425 mcmaster@umn.edu
Will Craig – At-large University of Minnesota 301 19th Avenue South, #330 Minneapolis, MN 55455 612-625-3321 wcraig@umn.edu	**Robert Meeks –** Education, K-12 Minnesota School Board Association 1900 West Jefferson Avenue St. Peter, MN 56082 507-934-2450 bmeeks@mnmsba.org
Rebecca Foster – MN GIS/LIS Consortium City of Edina 4801 West 50th Street Edina, MN 55424 952-826-0447 rfoster@ci.edina.mn.us	**Tim Ogg –** State Government Board of Water and Soil Resources 520 Lafayette Road North St. Paul, MN 55155 651-297-8024 tim.ogg@state.mn.us
Patricia Henderson – Regional, non-metro Arrowhead Regional Development Commission 221 West First Street Duluth, MN 55802 218-529-7547 phenderson@ardc.org	**Mark Olsen –** State Government Minnesota Pollution Control Agency 520 Lafayette Road North St. Paul, MN 55155 651-757-2624 mark.olsen@state.mn.us
Brian Huberty – Federal, other U.S. Fish & Wildlife Service 1 Federal Drive, MS 4056 Fort Snelling, MN 55111-4056 612-713-5332 brian_huberty@fws.gov	## Tony Pistilli – Metropolitan Council 4309 Edinbrook Terrace North Brooklyn Center, MN 55443 612-303-4337 tonypistilli@comcast.net
Stuart Lien – County, non-metro Clearwater County 213 Main Avenue North, Dept. 204 Bagley, MN 56621 218-694-3633 stuart.lien@co.clearwater.mn.us	## Victoria Reinhardt – County, metro Ramsey County 220 Courthouse, 15 West Kellogg Boulevard St. Paul, MN 55102 651-266-8363 victoria.reinhardt@co.ramsey.mn.us

John Mackiewicz – Business WSB & Associates 701 Xenia Avenue South, Suite 300 Minneapolis, MN 55416 763-287-7194 jmackiewicz@wsbeng.com	**Terry Schneider –** Regional, MetroGIS City of Minnetonka 15333 Boulder Creek Drive Minnetonka, MN 55345 612-720-7667 tschneider@eminnetonka.com
Rick Schute – State Government Minnesota National Guard Attn: J33, 20 West 12th Street St. Paul, MN 55155 651-268-8098 rick.schute@us.army.mil	**Mark Thomas –** Education, MnSCU Minnesota State Colleges and Universities 3010 Memorial Library Mankato, MN 56001 507-389-6915 mark.thomas@so.mnscu.edu
Dawn Sherk – Tribal White Earth Nation P.O. Box 418 White Earth, MN 56575 218-983-3263 dawns@whiteearth.com	**Sally Wakefield –** Non-profit 1000 Friends of Minnesota 1031 7th Street West St. Paul, MN 55102 651-312-1000 swakefield@1000fom.org
Stephen Swazee – At-large SharedGeo 4524 Oak Pond Road Eagan, MN 55123 612-239-6981 sdswazee@earthlink.net	*Ron Wencl – Federal, USGS* U.S. Geological Survey 2280 Woodale Drive Mounds View, MN 55112 763-783-3207 rwencl@usgs.gov
Gary Swenson – At-large Hennepin County A-075 Government Center, 300 Sixth Street South Minneapolis, MN 55487 612-543-0797 gary.swenson@ci.hennepin.mn.us	

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee Chairperson: Sally Wakefield (1000 Friends of Mn)
              Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Suggestions for Consideration by MGAC/MnGeo

DATE: January 7, 2010
              (For Jan 27th Meeting)

INTRODUCTION

The Coordinating Committee has identified several needs of the MetroGIS community which it believes maybe better addressed at a state level and recommends forwarding them to the newly created MnGeo Statewide Advisory Council for consideration.

COORDINATION OPPORTUNITY

The newly created Mn Statewide Geospatial Advisory Council (MGAC) met for the first time on January 7th Six of the MGAC members are also active in the leadership of MetroGIS (see Agenda Item 5e for a listing of their names). As such, an outstanding opportunity exists to elevate issues and opportunities before MetroGIS, which have statewide significance, to a more appropriate forum.

COORDINATING COMMITTEE CONSIDERATION

At it meeting on December 17th, the Coordinating Committee agreed the following listing of needs have importance beyond the metro area. As such the Committee offered them as topics to share with the newly created MnGeo Statewide Advisory Council for consideration. David Arbeit, State GIO, participated in the Committee's discussion and concurred that topics 1, 2 and 4 are definitively topics of mutual interest (see reference section). Although a formal recommendation was not made, none of the following suggested topics was removed from consideration:

1) Encourage MnGeo to take an active leadership role in the development of a state geospatial broker and portal site as is being defined by the joint MetroGIS/GCGI Geospatial Architecture Workgroup. (*Note that this topic is representative the type of collaborative projects anticipated by the law that authorized creation of MnGeo. See the highlighted text in the Reference Section.*)
2) Encourage MnGeo to take an active role in support of the proposed Minnesota GeoApps Contest, as a partner to MetroGIS, because of the great benefit it would bring the MN geospatial community in terms of the availability of more web services.
3) Access to licensed data (publically and privately produced) by emergency responders
4) State-wide geocoder service – *Reaffirm prior commitment (transition from GCGI to MnGeo – Att. A)*
5) Storm and surface water tracing tool **-** *Reaffirm prior commitment (transition from GCGI to MnGeo)*

PRIOR COMMITMENT FOR ATTENTION AT THE STATE LEVEL

Last March, in response to an earlier request from the MetroGIS Policy Board, the Governor's Council on Geographic Information (GCGI) agreed to work on two needs that had been identified by MetroGIS: 1) Implementing a **state-wide geocoder service and 2)** Recommending **a** solution to the need for a **storm and surface water tracing tool.** (See Attachment A for a letter dated March 9, 2009 for more information**.)**

RECOMMENDATION

That the Policy Board:

1) Agree on needs/opportunities defined by the MetroGIS community that it believes are more appropriately addressed at the state level.
2) Ask members of MetroGIS's leadership, who are also members of MnGeo Statewide Advisory Council, to pass the needs listed herein along to the full Statewide Geospatial Coordinating Council for consideration.

REFERENCE SECTION

1. Excerpt from Summary of the December 17, 2009 Coordinating Committee Meeting:

5f) Suggestions for Action by MnGeo Statewide Coordinating Council

"… Member Arbeit, the State GIO, commented that the first meeting of the MnGeo Statewide Coordinating Council is set for 1 p.m. on January 7, 2010. He also mentioned that he encourages recommendation and advice on ideas that this Council should consider and the role it should play, as outlined in the agenda report. Specifically, he mentioned that Item 1- **geospatial broker**, Item 2 - **web services contest** (he sees as a marketing tool for the broker), and Item 4 – **statewide geocoder service** as topics that are definitely appropriate for this Council's consideration. He commented that time will be provided on the January 7 meeting agenda to identify these and other suggested topics for the Council's consideration.

A comment about the appropriateness of Item 3 – Access to licensed data by first responders - led to a broader conversation about how the workgroups that reported to the now retired Governor's Council on Geographic Information (GCGI) will communicate with the new MnGeo organization. Arbeit stated that all of the workgroups remain intact and that all continue to work on the projects that were in progress when the change to MnGeo occurred; the only difference being they now report to him as opposed to the GCGI."

2. Excerpt From the Legislation that created MGIO

Subd. 2. **Responsibilities; authority.**

The office has authority to provide coordination, guidance, and leadership, and to plan the implementation of Minnesota's geospatial information technology. The office must identify, coordinate, and guide strategic investments in geospatial information technology systems, data, and services to ensure effective implementation and use of Geospatial Information Systems (GIS) by state agencies to maximize benefits for state government as an enterprise.

Subd. 3. **Duties.** (a) The office must:

(1) coordinate and guide the efficient and effective use of available federal, state, local, and public-private resources to develop statewide geospatial information technology, data, and services;

(2) provide leadership and outreach, and ensure cooperation and coordination for all GIS functions in state and local government, including coordination between state agencies, intergovernment coordination between state and local units of government, and extragovernment coordination, which includes coordination with academic and other private and nonprofit sector GIS stakeholders;

(3) review state agency and intergovernment geospatial technology, data, and services development efforts involving state or intergovernment funding, including federal funding;

(4) provide information to the legislature regarding projects reviewed, and recommend projects for inclusion in the governor's budget under section 16A.11;

(5) coordinate management of geospatial technology, data, and services between state and local governments;

(6) provide coordination, leadership, and consultation to integrate government technology services with GIS infrastructure and GIS programs;

(7) work to avoid or eliminate unnecessary duplication of existing GIS technology services and systems, including services provided by other public and private organizations while building on existing governmental infrastructures;

(8) promote and coordinate consolidated geospatial technology, data, and services and shared geospatial Web services for state and local governments; and

(9) promote and coordinate geospatial technology training, technical guidance, and project support for state and local governments.

ATTACHMENT A

MINNESOTA GOVERNOR'S COUNCIL ON GEOGRAPHIC INFORMATION

Victoria Reinhardt, Chairperson   March 26, 2009
MetroGIS Policy Board
15 West Kellogg Blvd. #220
St. Paul, MN 55102

RE: Action requested of the Governor's Council on Geographic Information by MetroGIS

Dear Victoria,

Thank you for passing on the geospatial application and web services needs that have been articulated by MetroGIS. The 2 issues you have brought to the attention of the council, implementing a state-wide geocoder service and recommending a solution to the need for a storm and surface water tracing tool have application statewide and may best be addressed once for the whole state rather than piecemeal in many parts of the state. Coordination is critical to ensure that GIS capabilities are developed in an efficient manner that meet local and state needs. As you know statewide coordination depends on the goodwill of volunteers taking on responsibilities that extend beyond their individual job and organizational responsibilities to benefit the Minnesota GIS community as a whole. As such 2 groups have been asked to formulate responses to your request, Land Management Information Center (LMIC) and the Hydrography Committee of the Governor's Council on Geographic Information. The following strategies were developed:

Implementing a state-wide geocoder service
LMIC is pleased to host the current MetroGIS Geocoder service. In response to the suggestion that this service be considered for an expansion that would ultimately include state-wide coverage, LMIC will work with its partners to investigate options that may be implemented to extend the current service, as well as those that might supersede the service with an off-the-shelf replacement. Our concise investigation will provide options (software and databases), costs and include recommendations, if clearly apparent.

Recommending a solution to the need for a storm and surface water tracing tool
The Hydrography Committee of the Governors Council on Geographic Information will research the opportunities for developing a statewide "storm water/hydrographic" network tracing tool. Initial efforts will be guided by the following questions: 1) Are existing desktop tracing tools adequate if you have existing data? 2) Is a web application needed and how can it be implemented? 3) If the storm water data existed statewide would that be enough? 4) Are the requirements of the draft storm water standard sufficient to create data that would work with the existing tools? 5) How well do State wide business needs and Regional/Local business needs for this tool match?

LMIC and the Hydrography Committee will periodically report to MetroGIS on its findings and progress.

Sincerely

Rick Gelbmann, Chairperson
Governor's Council on Geographic Information

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: GIS Technology Demonstration

DATE: January 14, 2010
                (For the Jan 27th meeting)

INTRODUCTION
A Policy Board member has brought to our attention a conflict with the remainder of the meeting dates set for 2010.

CURRENT SCHEDULE
The remaining dates for Policy Board meetings in 2010 are as follows:

April 28	*(4th Wednesday)*
July 28	*(4th Wednesday)*
October 27	*(4th Wednesday)*

SUGGESTED REVISED MEETING DATES OPTIONS
Suggested options for rescheduling the remainder of the meetings in 2010 are:

3rd Wednesday	**4th Thursday**:
April 21	April 29
July 21	July 29
October 20	October 28

RECOMMENDATION
Modify the dates for the remainder of the 2010 meetings to avoid a known conflict.

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
January 27, 2010

1. CALL TO ORDER
Chairperson Schneider called the meeting to order at 6:09 p.m.

Members Present: Dan Cook (School Districts - TIES), Randy Knippel for Tom Egan (Dakota County), Steve Elkins (Metro Cities – City of Bloomington), Randy Maluchnik (Carver County), Jim Kordiak (Anoka County), Roger Lake (Metro Watershed Districts), Gary Swenson for Randy Johnson (Hennepin County), Molly O'Rourke for Dennis Hegberg (Washington County), Dave Hinrichs for Tony Pistilli (Metropolitan Council) and Terry Schneider (Metro Cities - City of Minnetonka). Coordinating Committee Chairperson Sally Wakefield attended in the capacity of a non-voting, ExOfficio member.

Members Absent: Victoria Reinhardt (Ramsey County) and Joseph Wagner (Scott County)

Coordinating Committee Members Present: Jim Bunning, Rick Gelbmann, Randy Knippel, Tim Loesch. Nancy Read, Mark Vander Schaaf, Sally Wakefield, and Vice Chairperson Peter Henschel.

Support Staff: Randall Johnson

Visitors: Will Craig (U of M CURA), David Arbeit (MNGeo), Lezlie Vermillion Scott County Deputy Administrator and Public Works Division Director, and Marilyn McCarter, Scott County CIO.

2. ACCEPT AGENDA
Member Kordiak moved and Alternate Member Hinrichs seconded to approve the agenda, as proposed. Motion carried, ayes all.

3. MEETING SUMMARY
Member Kordiak moved and Alternate Member Hinrichs seconded to approve the October 14, 2009 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION
How Use of Shared Web Services is Improving Organizational Efficiencies was the topic of the demonstration. Chairperson Schneider informed the members this demonstration was developed in part of provide context for Agenda Item 5a.

Nancy Read, Metropolitan Mosquito Control District (MMCD) Technical Manager and member of the Coordinating Committee, introduced the topic by explaining what a web service is by using the example of the regional geocoding service that was developed under her direction as a MetroGIS funded project and the subject of Agenda Item 5a. Her explanation included the importance of the types of data (parcels, street centerlines, landmarks, and the pending address points dataset) and their characteristics to the ability of the geocoding service to return accurate map coordinates for addresses processed by the service. Read also acknowledged that when the Policy Board authorized MetroGIS funding to add a landmark extension to the regional geocoder functionality that Board members had raised questions as to which landmark database would be appropriate. She then showed map-based examples of the pros and cons of several of the best landmark data options and shared that the Geocoder Service Workgroup had concluded that the best option was the Landmark component of the NCompass Street Centerline Dataset. It was also noted that the Workgroup is considering teaming up with individuals associated with Open Street Map to explore options to improve the quality of landmark data. Chairperson Schneider asked if it would be possible to create a filter to allow the best aspects of multiple sources to be leveraged. Read responded that all options on the table but reiterated that the service is providing value under the current setup.

Read concluded her remarks by noting that as a result of the availability of the regional geocoding service, MMCD has greatly improved efficiencies related to processing of information received by phone

from the public. She offered that updating the regional parcel dataset more frequently than quarterly could further improve the efficiency of the service and that the workgroup is investigating a way to effectively inform users when programming changes are made to the code that operates the geocoder service. Click here to view Ms. Read's presentation slides.

Jim Bunning, Scott County GIS Manager and member of the Coordinating Committee, demonstrated a crime mapping application used by Scott County officials that incorporates the regional geocoding service explained by Ms. Read. The purpose of his demonstration was to help Policy Board members gain a better understanding of MetroGIS's objective to act on the motto build once and use by many. Click here to view Mr. Bunning presentation slides. Tim Loesch, DNR GIS Manager and member of the Coordinating Committee, closed the demonstration with a general overview of how web services are an essential component of DNR's geospatial technology enterprise. He showed a few examples of how use of web services is greatly improving efficiencies related to data acquisition and management. Click here to view Mr. Loesch's presentation slides.

5. **ACTION/DISCUSSION ITEMS**
    a) **Geocoder Service Enhancements – Accept Final Reports**
        Coordinating Committee Chair Wakefield explained that the Coordinating Committee had recommended acceptance of the final project reports, as presented in the agenda report.

        Member Kordiak asked about the significance of approving these final reports. Staff Coordinator Johnson explained that submission of a final project report is a requirement of the funding that MetroGIS provided for each project. These reports document the projects, what worked, what could be improved upon, and document recommendations for future action to resolve issues and or opportunities identified during these projects.

        Motion: Member Kordiak moved and Member Cook seconded to accept the final project reports for enhancements made to the MetroGIS Geocoder Service that are presented in Attachments C (Landmark Extension) and D (Improve Performance with Local Data) , as recommended by the Coordinating Committee.

        Motion carried, ayes all.

    b) **Accomplishments in 2009**
        Staff Coordinator Johnson introduced the topic by commenting that from time questions have been raised that go to the big picture of MetroGIS's purpose, major functions, and major accomplishments. In response, he touched on each of these topics in a presentation to provide context for both the report to the Policy Board on accomplishment in 2009 (Item 5b) and the report for the recommended 2010 work plan and budget (Item 5c).

        Johnson's concluded his comments with a brief summary of the major accomplishment during 2009, obstacles that had been encountered and remedial action that had been/was being pursued to address them. Chairperson Schneider commented that as MetroGIS's efforts have transitioned from a focus strictly on shared data needs to also addressing shared application needs that chances are better that one's ability to comprehend how they might be able to leverage collaborative solutions to accomplish more with less. He concluded his comment by stating that he is confident that solutions accomplished through MetroGIS's effort will get a lot more attention given the realities of the financial environment that we all have to deal with.

        Motion: Member Kordiak moved and Member Elkins seconded to:
        1) Accept the listing below of MetroGIS's major accomplishments during 2009.
        2) Recognize that the Technical Leadership Workgroup has performed an extremely valuable service over the past year but cannot be expected to function at the level expected of dedicated support.

        Motion carried, ayes all.

There was no discussion of Recommendation 3 from the Coordinating Committee other than Chairperson Schneider encouraged the members to think about ways to help the Coordinating Committee overcome technical support limitations needed to expedite priority projects important to maintaining relevancy to changing stakeholder needs.

c) Budget/Objectives for 2010
Coordinating Committee Chair Wakefield reported that the Coordinating Committee had recommended the Board's approval of the 2010 work program and budget as presented in the agenda report. Staff Coordinator Johnson summarized the major program objectives for 2010 noting that they are the same are preliminary accepted at the October 2009 meeting with the exception that achieving a Next Generation Street Centerline Data Access Agreement has been added because the agreement reached in 2009 was only for 1 year. He also reported that the budget was the same as preliminary approved by the Board in October. There were no questions.

Motion: Member Kordiak moved and Member Elkins seconded to that the Policy Board:
  1) Approve the 2010 program objectives presented in Attachment A of the agenda report
  2) Approve the 2010 "Foster Collaboration" budget presented in Attachment B of the agenda report.
  3) Agree to reevaluate the 2010 budget and work plan by mid- year if dedicated supplemental technical support resources, consistent with the work program needs, are not able to be secured.

Motion carried, ayes all.

d) Regional Policy Statement – Socioeconomic Web Resources Page
Will Craig, recently retired member of the Coordinating Committee, introduced himself and commented that he had chaired the workgroup that developed the MetroGIS Socioeconomic Web Resources Page that launched in 2004 and that he had recently guiding a significant upgrade to the site to integrate new data resources, in particular, private data sources.

At this point, Chairperson Schneider interrupted Mr. Craig's presentation to present him with a Certificate of Appreciation for his service as a active member of MetroGIS Coordinating Committee from its creation in February 1996 until September 2009 when he resigned to given another the allow opportunity to serve. Following a round of applauses and thank you comments, Craig demonstrated how one can use the Socioeconomic Web Resources Page to discover and access data, how the site is integrated with DataFinder, and properties of data sources that were added over past year as part of the grant received from the University's Transportation Center in conjunction with a research related to light rail. He concluded his remarks by explaining the changes proposed to the Regional Policy Statement that governs the Socioeconomic Web Resources Page and confirmed that the U of M Population Center remains committed to managing the web site content.

Chairperson Schneider concurred with the recommended changes to Regional Policy Statement, given that content management of site implies an evolutionary process to update (keep current) and expand data source listings as new data become available/are discovered.

Motion: Alternate Member O'Rourke moved and Member Elkins seconded to that the MetroGIS Policy Board:
  1) Concur with the Coordinating Committee's finding that as the Socioeconomic Web Resources Page now includes data that was originally intended to be part of a Phase II effort, and the University of Minnesota Population Center (designated custodian) is committed to continuing to monitor opportunities to improve upon the resources searchable – public and private, that the Phase I label and related language should be officially removed from the Regional Policy Statement, as illustrated in Attachment A of the agenda report.
  2) The members, if not currently aware, are encouraged to become familiar with the Socioeconomic Web Resources Page and encourage broader use via their respective interest groups.
Motion carried, ayes all.

e) **Minnesota Geospatial Advisory Council (MGAC) – Summary 1st Meeting**
Chairperson Schneider introduced this topic by calling to the Board's attention that several of its members had been appointed to the newly created Minnesota Geospatial Advisory Council (MGAC), one of two Councils that advise the Mn Chief Geographic Information Officer. He then introduced David Arbeit, Mn Chief Geographic Information Officer and member of the Coordinating Committee, to summarize events that led to the creation of the Mn Office of Geographic Information (MnGeo) in May of 2009, which he directs, its mission, its structure, and his general expectations for how it will function. He concluded his introductory comments by noting that there is now a home for several issues with which MetroGIS has grappled and which have ramifications broader than the metro area. He also stated that lessons learned through MetroGIS's efforts can and will be leveraged, encouraged MetroGIS representatives to call attention to issues and opportunities that MnGeo should be paying attention, and reported that among the first actions of the MGAC was approval of a letter of support for a 2010 federal grant proposal from the MetroGIS community. Staff Coordinator Johnson provided a brief summary of the proposal (see http://www.metrogis.org/teams/pb/meetings/10_0127/InfoShared.pdf).

Following Arbeit's comments, Chairperson Schneider commented that MetroGIS is well represented on the MGAC with 6 out of the 23 members and that former MetroGIS Policy Board Chairperson Reinhardt has agreed to serve as the first chairperson of the MGAC.

Alternate member Knippel asked Mr. Arbeit to explain the major differences between MnGeo and LMIC and between the Governor's Council on Geographic Information (CGGI) and the MGAC. His response was as follows:

	Then	**Now**
	LMIC	MnGeo
Legislative Mandate:	No	Yes
Authority to Act	None	Yes
Formal budgetary status	No	Yes
Influence Legislative priority setting	No	Yes
	GCGI	MGAC
	Existed by Executive Order	Created by Statute
Budget	No	Yes
Formal Coordination Role	No	Yes (mandate with several of "musts")

Arbeit closed by stating he believes that the existence of MnGeo, together with MGAC, create a platform from which to effectively advocate for Legislative initiatives. He also mentioned that Legislators are now more aware of the value of using geospatial technology and have becoming more map savvy.

Chairperson Schneider closed the discussion with a comment that believes the progress can be made to effective deal with geospatial coordination issues and opportunities issues for three major reasons:
- There is a better understanding of the need to and value of collaborating
- Advancements in technology
- Evolution of understanding in the Legislature of the value what can be accomplished with geospatial technology.

No changes were offered to the geospatial needs/opportunities cited by the Coordinating Committee that it believes are more appropriately addressed at the state level. The members of Policy Board, who are also members of MnGeo Statewide Advisory Council, agreed to pass these needs to the full Statewide Geospatial Coordinating Council for consideration.

f) **Suggestions for Consideration by MGAC/MnGeo**

Coordinating Committee Chairperson Wakefield summarized the five topics listed in the agenda report that the Coordinating Committee had identified to pass along for consideration by the MGAC. David Arbeit, Mn Chief Geographic Information Officer authority to who the MGAC provides advise, explained that 4 of the 5 topics are currently being worked on by MnGeo associated committees and workgroups. He agreed to make sure that MetroGIS leadership is apprised of these efforts. He conceded that the topic – Access to Licensed Data (publicly and privately-produced) by Emergency Responders" is not currently being worked on.

Member Kordiak moved and Alternate Member Hinrichs seconded to ask the members of MetroGIS leadership, who are also members of the MGAC, to pass along for consideration by the full MGAC the five topics presented in the agenda report entitled "Suggestions for Consideration by MGAC/MnGeo, dated January 7, 2010.

Motion carried, ayes all.

g) Modify remainder of 2010 Meeting Dates
Member Kordiak introduced the request to amend the meeting dates for the remainder of 2010.

Member Elkins moved and Alternate Member Swenson seconded to amend the Policy Board's 2010 meeting schedule to meet one week prior to the previously set dates but continue to meet on Wednesday evenings: April 21, July 21 and October 20:

Motion carried, ayes all.

6. **NEXT MEETING**
The next meeting of the Policy Board is scheduled for Wednesday April 21, 2010.

7. **ADJOURN**
Member Elkins moved and Alternate Member Swenson seconded to adjourn at 8:12 p.m.

Motion carried, ayes all.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Policy Board Meeting

Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Tom Egan,
Vice-Chairperson
Dakota County

Dan Cook,
TIES

Steve Elkins,
City of Bloomington
Metro Cities

Dennis Hegberg,
Washington County

Randy Johnson,
Hennepin County

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Randy Maluchnik,
Carver County

Tony Pistilli,
Metropolitan Council

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, April 21, 2010
6:00 p.m.

Metropolitan County Government Offices
2099 University Avenue, St. Paul
(*Go to http://www.mmcd.org/directions.html for a map and directions*)

Agenda

Page

1. **Call to Order**

2. **Accept Agenda**

3. **Accept January Meeting Summary**   *action*   **1**

4. **GIS Technology Demonstration**
   Coordinated Data Management via Internet - Council and Counties

5. **Action/Discussion Items**
   a) Regional Address Point Dataset –*Phase I Plan (Sally Wakefield/Mark Kotz)*   *action*   **7**
   b) 2010 NSDI CAP Grant Project Update *(Randall Johnson)*   **21**
   c) Guidance 2010 Work Plan / Budget Refinements *(Randall Johnson)*   *action*   **23**
   d) Glossary of GIS and Geospatial Terms *(Sally Wakefield)*   *action*   **45**

6. **Next Meeting**
   July 21, 2010

7. **Adjourn**

*********************** *Following Reports on MetroGIS Website* ***********************

Major Activity Update
   a) Authorized Regional Projects: *Address Editing Tool: Proximity Finder, Best Imager Service*
   b) Regional Address Point Dataset – Liability Waiver
   c) Next-Generation Regional Street Centerline Agreement – RFP Status
   d) Regional Policy Statement – MetroGIS Geocoder Service
   e) Performance Metrics – Phase II Developing Metrics
   f) Geospatial Commons –Benefits of Participation and Effective Governance Structure

Information Sharing
   a) Mn Statewide Geospatial Advisory Council: Results March 31 Meeting
   b) National Geospatial Advisory Committee: Results March 24-25 Meeting
   c-e) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates
   f) March 2010 Coordinating Committee Meeting Summary

Mission Statement: *"....to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."*

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
January 27, 2010

1. **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 6:09 p.m.

Members Present: Dan Cook (School Districts - TIES), Randy Knippel for Tom Egan (Dakota County),
Steve Elkins (Metro Cities – City of Bloomington), Randy Maluchnik (Carver County), Jim Kordiak
(Anoka County), Roger Lake (Metro Watershed Districts), Gary Swenson for Randy Johnson (Hennepin
County), Molly O'Rourke for Dennis Hegberg (Washington County), Dave Hinrichs for Tony Pistilli
(Metropolitan Council) and Terry Schneider (Metro Cities - City of Minnetonka). Coordinating
Committee Chairperson Sally Wakefield attended in the capacity of a non-voting, ExOfficio member.

Members Absent: Victoria Reinhardt (Ramsey County) and Joseph Wagner (Scott County)

Coordinating Committee Members Present: Jim Bunning, Rick Gelbmann, Randy Knippel, Tim Loesch.
Nancy Read, Mark Vander Schaaf, Sally Wakefield, and Vice Chairperson Peter Henschel.

Support Staff: Randall Johnson

Visitors: Will Craig (U of M CURA), David Arbeit (MNGeo), Lezlie Vermillion Scott County Deputy
Administrator and Public Works Division Director, and Marilyn McCarter, Scott County CIO.

2. **ACCEPT AGENDA**

Member Kordiak moved and Alternate Member Hinrichs seconded to approve the agenda, as proposed.
Motion carried, ayes all.

3. **MEETING SUMMARY**

Member Kordiak moved and Alternate Member Hinrichs seconded to approve the October 14, 2009
meeting summary, as submitted. Motion carried, ayes all.

4. **GIS TECHNOLOGY DEMONSTRATION**

How Use of Shared Web Services is Improving Organizational Efficiencies was the topic of the
demonstration. Chairperson Schneider informed the members this demonstration was developed in part
of provide context for Agenda Item 5a.

Nancy Read, Metropolitan Mosquito Control District (MMCD) Technical Manager and member of the
Coordinating Committee, introduced the topic by explaining what a web service is by using the example
of the regional geocoding service that was developed under her direction as a MetroGIS funded project
and the subject of Agenda Item 5a. Her explanation included the importance of the types of data (parcels,
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landmark database would be appropriate. She then showed map-based examples of the pros and cons of
several of the best landmark data options and shared that the Geocoder Service Workgroup had concluded
that the best option was the Landmark component of the NCompass Street Centerline Dataset. It was also
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from the public. She offered that updating the regional parcel dataset more frequently than quarterly could further improve the efficiency of the service and that the workgroup is investigating a way to effectively inform users when programming changes are made to the code that operates the geocoder service. Click here to view Ms. Read's presentation slides.

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5. **ACTION/DISCUSSION ITEMS**
   a) **Geocoder Service Enhancements – Accept Final Reports**
   Coordinating Committee Chair Wakefield explained that the Coordinating Committee had recommended acceptance of the final project reports, as presented in the agenda report.

   Member Kordiak asked about the significance of approving these final reports. Staff Coordinator Johnson explained that submission of a final project report is a requirement of the funding that MetroGIS provided for each project. These reports document the projects, what worked, what could be improved upon, and document recommendations for future action to resolve issues and or opportunities identified during these projects.

   Motion: Member Kordiak moved and Member Cook seconded to accept the final project reports for enhancements made to the MetroGIS Geocoder Service that are presented in Attachments C (Landmark Extension) and D (Improve Performance with Local Data) , as recommended by the Coordinating Committee.

   Motion carried, ayes all.

   b) **Accomplishments in 2009**
   Staff Coordinator Johnson introduced the topic by commenting that from time questions have been raised that go to the big picture of MetroGIS's purpose, major functions, and major accomplishments. In response, he touched on each of these topics in a presentation to provide context for both the report to the Policy Board on accomplishment in 2009 (Item 5b) and the report for the recommended 2010 work plan and budget (Item 5c).

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   Motion: Member Kordiak moved and Member Elkins seconded to:
   1) Accept the listing below of MetroGIS's major accomplishments during 2009.
   2) Recognize that the Technical Leadership Workgroup has performed an extremely valuable service over the past year but cannot be expected to function at the level expected of dedicated support.

   Motion carried, ayes all.

There was no discussion of Recommendation 3 from the Coordinating Committee other than Chairperson Schneider encouraged the members to think about ways to help the Coordinating Committee overcome technical support limitations needed to expedite priority projects important to maintaining relevancy to changing stakeholder needs.

c) Budget/Objectives for 2010

Coordinating Committee Chair Wakefield reported that the Coordinating Committee had recommended the Board's approval of the 2010 work program and budget as presented in the agenda report. Staff Coordinator Johnson summarized the major program objectives for 2010 noting that they are the same are preliminary accepted at the October 2009 meeting with the exception that achieving a Next Generation Street Centerline Data Access Agreement has been added because the agreement reached in 2009 was only for 1 year. He also reported that the budget was the same as preliminary approved by the Board in October. There were no questions.

Motion: Member Kordiak moved and Member Elkins seconded to that the Policy Board:
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Motion carried, ayes all.

d) Regional Policy Statement – Socioeconomic Web Resources Page

Will Craig, recently retired member of the Coordinating Committee, introduced himself and commented that he had chaired the workgroup that developed the MetroGIS Socioeconomic Web Resources Page that launched in 2004 and that he had recently guiding a significant upgrade to the site to integrate new data resources, in particular, private data sources.

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Chairperson Schneider concurred with the recommended changes to Regional Policy Statement, given that content management of site implies an evolutionary process to update (keep current) and expand data source listings as new data become available/are discovered.

Motion: Alternate Member O'Rourke moved and Member Elkins seconded to that the MetroGIS Policy Board:
  1) Concur with the Coordinating Committee's finding that as the Socioeconomic Web Resources Page now includes data that was originally intended to be part of a Phase II effort, and the University of Minnesota Population Center (designated custodian) is committed to continuing to monitor opportunities to improve upon the resources searchable – public and private, that the Phase I label and related language should be officially removed from the Regional Policy Statement, as illustrated in Attachment A of the agenda report.
  2) The members, if not currently aware, are encouraged to become familiar with the Socioeconomic Web Resources Page and encourage broader use via their respective interest groups.
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e) **Minnesota Geospatial Advisory Council (MGAC) – Summary 1st Meeting**
   Chairperson Schneider introduced this topic by calling to the Board's attention that several of its
   members had been appointed to the newly created Minnesota Geospatial Advisory Council
   (MGAC), one of two Councils that advise the Mn Chief Geographic Information Officer. He
   then introduced David Arbeit, Mn Chief Geographic Information Officer and member of the
   Coordinating Committee, to summarize events that led to the creation of the Mn Office of
   Geographic Information (MnGeo) in May of 2009, which he directs, its mission, its structure, and
   his general expectations for how it will function. He concluded his introductory comments by
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   have ramifications broader than the metro area. He also stated that lessons learned through
   MetroGIS's efforts can and will be leveraged, encouraged MetroGIS representatives to call
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   Following Arbeit's comments, Chairperson Schneider commented that MetroGIS is well
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   Alternate member Knippel asked Mr. Arbeit to explain the major differences between MnGeo
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	Then	**Now**
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Budget	No	Yes
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   report that the Coordinating Committee had identified to pass along for consideration by the
   MGAC. David Arbeit, Mn Chief Geographic Information Officer authority to who the MGAC
   provides advise, explained that 4 of the 5 topics are currently being worked on by MnGeo
   associated committees and workgroups. He agreed to make sure that MetroGIS leadership is

apprised of these efforts. He conceded that the topic – Access to Licensed Data (publicly and privately-produced) by Emergency Responders" is not currently being worked on.

Member Kordiak moved and Alternate Member Hinrichs seconded to ask the members of MetroGIS leadership, who are also members of the MGAC, to pass along for consideration by the full MGAC the five topics presented in the agenda report entitled "Suggestions for Consideration by MGAC/MnGeo, dated January 7, 2010.

Motion carried, ayes all.

g) Modify remainder of 2010 Meeting Dates
Member Kordiak introduced the request to amend the meeting dates for the remainder of 2010.

Member Elkins moved and Alternate Member Swenson seconded to amend the Policy Board's 2010 meeting schedule to meet one week prior to the previously set dates but continue to meet on Wednesday evenings: April 21, July 21 and October 20:

Motion carried, ayes all.

6. NEXT MEETING
The next meeting of the Policy Board is scheduled for Wednesday April 21, 2010.

7. ADJOURN
Member Elkins moved and Alternate Member Swenson seconded to adjourn at 8:12 p.m.

Motion carried, ayes all.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

TO: Policy Board

FROM: Coordinating Committee
               Chairperson: Sally Wakefield, 100 Friends of Mn
               Staff Contacts: Mark Kotz, Chair Address Workgroup, and Randall Johnson MetroGIS
               Staff Coordinator (651-602-1638)

SUBJECT: Regional Address Point Dataset –Phase I Plan and Interim Policy Statement

DATE: April 5, 2010
               (For Apr 21st Meeting)

INTRODUCTION

The Address Workgroup is ready to begin preliminary "Phase 1" distribution of address points data. Accordingly, the Coordinating Committee respectfully requests endorsement from the Policy Board of the following Phase 1 strategic project components:

1) Phase 1 workplan (*Attachment A*)
2) Modified interim policy statement (*Attachment B*) to govern the creation and initial operation of the proposed Regional Address Points Dataset.
3) Interim liability waiver (*Attachment C*) for organizations who elect to contribute address point data as part of Phase 1.
4) Database specifications (*Attachment D*)

Final approval of a formal regional policy statement and data specifications will not be sought from the Policy Board until Phase 1 is operational and the Workgroup has had an opportunity to evaluate for desired improvement and refine specifications, procedures and policies accordingly. (See Attachments E and F for a chronology of decision making and direction provided to date.)

PHASE 1 WORK PLAN – DEVELOPMENT OF REGIONAL ADDRESS POINTS DATASET

The Address Workgroup proposes to begin outreach efforts following acceptance by the Policy Board of the attached policy statement. The purpose of the outreach will be to seek contributions of existing address point data beyond Workgroup member organizations.

The Phase 1 dataset will be posted on DataFinder. To simplify Phase 1, only data which is authorized to be freely accessible will be distributed. The Phase 1 dataset is expected to include only a small portion of the metro area. The Workgroup proposes to use a liability disclaimer (Attachment C) developed in cooperation with the MN League of Cities Insurance Trust to govern access to these early contributions until a final version is approved by the Policy Board. The Metropolitan Council has agreed to serve as regional custodian for Phase 1. (See Attachment B for the roles and responsibilities of the regional custodian.)

This Phase 1 distribution process will provide valuable experience from which to refine methods and policies. This process and the subject components were approved by the Committee on March 17, 2010.

RECOMMENDATION

That the Policy Board accept the following strategic Phase I components of the proposed Regional Address Points Dataset, with the understanding that Policy Board acceptance will be sought prior to completing Phase 2:

1) Phase 1 workplan (*Attachment A*)
2) Interim policy statement (*Attachment B*) to govern the creation and initial operation of the proposed Regional Address Points Dataset.
3) Interim liability waiver (*Attachment C*) for organizations who elect to contribute address point data as part of Phase 1.
4) Database specifications (*Attachment D*)

ATTACHMENT A

2009-2010 Work Plan   *Updated based on the January 27, 2010 Workgroup meeting*

Phase 1 - Steps to get to Initial Data Distribution: Simple Open Access FTP Distribution

Step		Description	Status
1	✓	Have a willing preliminary distributor	Met Council is willing to distribute via FTP
2	✓	Finalize draft data specifications and publish (to be reviewed once National Standard is approved)	Revisions approved at February meeting
3	✓	Have interim liability disclaimer	Approved at January meeting
4	✓	Have preliminary registry of address authorities that are contributing data	Draft exists. Will modify once address authorities begin participating
5	✓	Have accurate metadata for dataset as a whole, with link to contact info for each authority or their designated data maintainer (info in registry)	Revised draft approved at January meeting
6		Have address authorities contributing data for distribution	Build it and they will come
7		Ensure that address authorities verify their ability to provide data for Open Access distribution as to not violate existing data license agreements	Counties and cities working on this.
8		Distribute data on DataFinder	

Phase 2: Steps to get to fully implementing the MetroGIS Vision: Phase 2

Step		Description	Status
1		Have a regional custodian organization	Metropolitan Council is a willing volunteer.
2		Have MetroGIS approved disclaimer language	PB Chair Schneider and CC member Ben Verbick working on this with LMCIT
3		Get approval from CC and Policy Board to distribute data, at least for data providers that want the open access option	Draft policy statement for dataset exists, pending completion of some of the details in this list of steps.
4		Evaluate possibility of distributing in different formats (e.g. KML) and web services	
5		Have synchronizer operational between 1 or more counties and regional custodian	
6		Have online web editing application operational	
7		Counties may need it get board approval to make a subset of their address points starter kit data feely available to cities with the ability to freely redistribute.	
8		Have legal issues with limited access distribution finalized (if option is wanted)	
9		Have clearly documented conditions for when a city's address points data is or is not bound by the parcel data licenses	
10		Have an outreach effort to encourage address authorities to participate	

REGIONAL ADDRESS POINTS DATASET
BUSINESS INFORMATION NEED POLICY SUMMARY

Preamble:
Official Address Authorities (primary custodians) are responsible for providing only the address points data and attributes 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. A guiding principle of MetroGIS is that no organization will be asked to perform a task for the MetroGIS community for which it does not have an internal business need. Within these bounds, it is expected that each primary custodian will work toward providing the most complete dataset practical. Intermediate aggregators must not alter data submitted by the primary custodians unless authorized to do so by the primary custodian. Intermediate aggregators andR regional custodians must not alter data submitted by the primary custodians or intermediate aggregator.to the regional dataset. 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.

Approval is required from the Policy Board prior to modifying any component of this policy summary.

Address Points – Regional Data Specifications

REGIONAL ADDRESS POINTS DATASET - OVERVIEW
This dataset comprises address point data that are standardized and integrated across the seven-county, Minneapolis-St. Paul metropolitan area, complete with geographic coordinates and a unique identifier for each address point.

These data are to include the officially assigned address for each residential and non-residential occupiable unit in the region and any other addresses assigned to infrastructure or other geographic features by the Official Address Authority[1] for a given area. Ideally, this dataset will be updated by local address authorities as soon as a new address is created or modified (e.g. building permit is issued).

County, regional and state government entities may act as intermediate, regional or state aggregators of the data. MetroGIS will designate a regional custodian that will combine the multiple point datasets into a single regional dataset and provide access to it in accordance with approved data access policies.

DESIRED DATA CONTENT
The MetroGIS Regional Address Points data specifications are presented in Exhibit 1 and are part of this official policy summary. To increase interoperability both within and beyond MetroGIS, these data specifications are intended to be interoperable with the National Address Data Standard once it is officially adopted (in draft form on August 11, 2009). MetroGIS's address points data specifications are preliminary until the national standard is adopted, at which time, refinements to the MetroGIS specifications may be needed.

Official Address Authorities that contribute to the Regional Address Points Dataset are free to utilize any hardware, software or database design they choose, provided they are able to export their data into the MetroGIS transfer format.

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[1] Official Address Authority means the government organization authorized to create or assign addresses for a particular jurisdiction.

Address Points – Roles and Responsibilities

A. Primary Custodian

Responsibility for the primary (source) data and its maintenance shall remain with each official address authority (city or county). These primary custodians shall be the single source of address points for the area within their jurisdiction.

Multiple methods to input address data to the regional dataset are available for use by local address authorities (e.g., web-based application, FTP). Varying levels of spatial accuracy are acceptable provided the method of data creation is documented in accordance with the data specifications.

Responsibilities

1. Update the primary address points dataset on a continuous basis.
2. Make the address points dataset available to an intermediate aggregator or the regional custodian, preferably on a daily basis, and in conformance to the MetroGIS address points data specifications.   Such specifications include, data file schema (field name, length and type). *It is understood that optional attribute fields will be populated at each address authority's discretion*.
3. Provide and periodically update information about the content and completeness of the data (metadata).
4. Provide a contact person for the dataset.

B. Intermediate Aggregator

With the consent of the primary custodians involved, some organizations may choose to serve in the role of intermediate aggregator which may consist of one or more of the following functions:

- Assist multiple primary custodians with their responsibilities to varying degrees
- Compile data from multiple primary custodians for submission to the regional custodian
- Act as a technical resource to primary custodians
- Accept the role of editing organization when authorized by primary address authority
- Host an online address points maintenance application that can be used by addressing authorities.

C. Regional Custodian

(A regional custodian has yet to be determined. The Project Plan will provide for the possibility of an interim custodian role to initiate development.

Responsibilities

1. Host an online address points maintenance application that can be used by addressing authorities.[2]

2. Accepting data from primary custodians (official address authorities) and intermediate aggregators on a daily basis.[3] **Note**: *As a matter of MetroGIS policy, the regional custodian shall **not** change the address points data received from the address authorities. The primary custodians, shall be the only entities authorized to modify address point data as it pertains to the regional dataset.*
3. Host an automated process to compile daily changes to the local address point data into the regional dataset, including, but not limited to, the following procedures:
   a) Adding and testing uniqueness of regional unique identifier

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[2] Some counties may also host such an application for their local address authorities. This may involve some user support such as setting up accounts and helping users to get started. This also will likely include some administrative work related to adjustments when annexations occur and affected point records change jurisdiction to a different address authority. MetroGIS is in the process of contracting for the development of a prototype application.).

[3] Several counties expect to aggregate the address points dataset for all cities within their border. The desire is for the regional custodian to be able to accept changes from any authorized source in an automated way on a daily basis. (MetroGIS has partnered with Carver County to created an automated data synchronization process.)

- b) Testing the dataset to see that it meets these aspects of the regional dataset specifications
  - ∗ (schema structure (field name, width, type and order) and valid code testing).
  - ∗ Uniqueness of unique IDs
  - ∗ Address Authority field contains valid entries
- b)c) Inform the primary custodian where a primary dataset does not meet these data specifications and request a corrected datasets. differs from a MetroGIS-endorsed standard.
- c)d) Compile and publish metadata for the regional dataset, including contact information for each primary custodian.
- d) Periodically test to verify that unique identifiers for address points are in fact unique metro wide.

4. Provide for data archive, backup, retrieval, and disaster recovery.
5. Provide for distribution of the dataset to authorized users. Exact distribution methods are yet to be determined. It is thought that both FTP and a web mapping services (WMS/WFS) will be needed.
6. Support distribution of one annual version of the address points dataset for each year, as determined by MetroGIS, as an annual archive along with appropriate metadata.
7. Support a distribution process which distinguishes between the two access types (see below) and which allows all users to access the data via the same mechanism.
8. In collaboration with MetroGIS, foster coordination among address authorities concerning contributing address data they produce to the regional dataset.
9. Participate in a 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).

D. Governance

The number of organizations expected to assume one or more of the custodial responsibilities is unprecedented. To ensure that timely communication occurs among the many participating organizations and that problem solving occurs in a timely manner, a proactive governance and communication mechanism is needed. It should include the following characteristics:

- The Address Workgroup serves as an advisor to the regional custodian regarding the full range of topics that arise in the course of supporting this regional database.
- All primary custodians and intermediate aggregators are able to readily pass along to the regional custodian concerns and suggestions that arise during day-to-day operations.
- The regional custodian quickly decides if the issue or opportunity involves policy, requiring action by MetroGIS, or is limited to operational refinement.
- Primary and intermediate custodians are regularly kept apprised by the regional custodian of refinements in operational requirements and policies.
- MetroGIS leadership is kept apprised of issues and opportunities in a timely manner.

Address Points – Access / Distribution Policies

Rules associated with access to the Regional Address Points Dataset, or any portion thereof, and the process to define these rules shall be approved by the MetroGIS Policy Board. The Board's objective is to secure participation by all official address authorities that serve the seven-county, Minneapolis-St. Paul metropolitan area and, thereby, achieve and maintain complete coverage of the entire metropolitan area. To maximize participation, two policy options are offered regarding data access.

1. Open access distribution: Data is freely available to anyone who agrees to the terms of an online liability disclaimer.
2. Limited access distribution: Data are made available only to: 1) organizations that qualify to receive parcel and street centerline data without fee (government and academic organizations) and 2) organizations that serve as official first responders (e.g., ambulance providers). Such organizations must first agree to the terms of a liability disclaimer. These authorized users may

utilize these data in public facing, Internet-based applications they host, provided the user of the application cannot download the source data in a format other than an image (view-only access).

Any data contributed by an address authority to the regional dataset under this option shall be made available to qualifying organizations free of charge, but under terms and conditions that prohibit the redistribution of the data in a form other than an image format. The terms and conditions must also give authority to aggregators or regional custodians to withhold the data from unauthorized users.

EXHIBIT 1

ADDRESS POINTS DATABASE SPECIFICATIONS

Attach here the database specifications (currently found at
http://www.metrogis.org/data/info_needs/street_addresses/MetroGIS_Address_Points_Database_Specifications.pdf)
prior to seeking official approval from the Policy Board, with the understanding that MetroGIS's address point database specifications will be reviewed and possibly revised when and if a ~~are preliminary until the~~ national address standard is adopted.

EXHIBIT 2

Operational/Procedural Clarifications

Business Rules for Address Points Dataset

Regional Custodian Data Validation:

As defined at the 12/17/2009 Address Workgroup meeting:

Level 1: Regional custodian will test incoming data for the following:
1.   Valid schema (field name, type, width and order matches MetroGIS specifications)
2.   Unique IDs – All records have a unique IDs and all IDs are unique (no duplicates)
3.   Valid address authority – the address authority is populated and valid for all records
If any of these three validation tests fail, the data **will not** be accepted and the contributor will be notified and asked to resubmit the data.

Level 2: Regional custodian will test incoming data for the following:
4.   county and municipal codes are valid
5.   no two records have the same complete address (all address fields combined)
If either of these two validation tests fail, the data **will** be accepted, but the contributor will be notified of the invalid data.

ATTACHMENT C

Proposed Interim Liability Waiver
(March 9, 2010 – Handout to Coordinating Committee)

The following notice language was developed by the Mn League of Cities and City of Minnetonka legal counsels in cooperation with LOGIS, the Address Workgroup Chair, and MetroGIS staff.

NOTICE:

By accessing these geographic information system (GIS) data, you agree to be bound by the terms and conditions provided below. These GIS data are made available as a public service. The data have been compiled using information received from Data Contributors including cities and counties. Data Contributors are not obligated to provide updates to data when newer versions become available. Although reasonable efforts have been made to ensure the accuracy of these data, no guarantee is given or implied.

Maps and data are to be used for reference purposes only. All users are strongly urged to independently verify these data before relying on such data. The use of these data is at the sole risk of the party using such data. Data Contributors may make changes or corrections to the data and to these conditions at any time without notice.

Data Contributors, and their officials, employees and agents, supplying these data cannot be held liable for any improper or incorrect use of the information. They assume no responsibility for any use of the information. They will not be liable for any direct, indirect, incidental, special, exemplary, or consequential damages however caused and on any theory of liability arising in any way out of the use of these data. All information is provided "as-is" without any warranty of any kind. All warranties of any kind, express or implied, such as merchantability and fitness for a particular purpose, are specifically disclaimed.

User agrees to defend, indemnify, and hold harmless, the Data Contributors, and their officials, employees and agents from and against all claims and expenses, including attorneys' fees, arising out of the use of these data.

This agreement is governed by the law of Minnesota, and any lawsuits involving this agreement or use of these data must take place in Minnesota. This agreement is the exclusive statement of the agreement between the parties and may be modified only by a written agreement.

By using these data, the user acknowledges that the above conditions have been read and that the user is bound by them.

Database Specifications

**Overview provided here. Detailed specifications available at
http://www.datafinder.org/metadata/MetroGIS_Address_Points_Database_Specifications.pdf**

MetroGIS Address Points Database Specifications
Approved by the MetroGIS Address Workgroup: 02/24/2010

Address Points Database Standards

In February 2010 a new draft of the national standard was published and submitted to the Federal
Geographic Data Committee as a proposed national standard.
http://www.urisa.org/about/initiatives/addressstandard. It is expected that the FGDC will have a
formal public review period for this standard. The intention of the MetroGIS Address
Workgroup is to review these specifications for possible modifications when and if a final
national address data standard is approved.

The database format for the MetroGIS Address Points Dataset is derived primarily from the
November 2005 published draft national standard and the February 2010 published draft national
standard, as well as the combined thought and experience of the MetroGIS Address Workgroup.
In 2006 the Workgroup conducted a data pilot project to test a preliminary set of data
specifications with real data in cities and counties. The results of that pilot suggested some
modest changes to the data specifications, mainly with optional items, and also provided some
comments on suggested changes and clarifications to the draft national standard. The
specifications were modified again after the publishing of the 2010 draft national standard.

At this time, the MetroGIS specifications focus on the ability to encode address point data into a
fairly simple, flat database file format (e.g. shapefile). For some database elements additional
work will need to be done to specify how these elements convert to the more complex XML
format of the draft national standard. A simplified XML schema will be used until a national
standard is approved.

The MetroGIS Address Points Dataset will consist of a geospatial points (e.g. a point shapefile) with the following attribute fields. All fields are required to be in the dataset. Those listed as optional are not required to be populated. All other fields are required to be populated where they apply to the address. For example, many addresses do not have occupancy types and thus occupancy type would not apply to those addresses.

Database Fields

Draft National Standard Element	Element Name	Database Field Name	XML Tag from Draft National Standard	Field Type	Field Width	Optional
2.4.1.1	National Address Unique Identifier	ADD_ID_NAT	<AddressID>	Text	60	
2.4.1.1	Local Address Unique Identifier	ADD_ID_LOC	<MNAddressIDLocal>	Text	50	
2.2.1.1	Address Number Prefix	ANUMBERPRE	<AddressNumberPrefix>	Text	6	
2.2.1.22	Address Number	ANUMBER	<AddressNumber>	Integer	10	
2.2.1.3	Address Number Suffix	ANUMBERSUF	<AddressNumberSuffix>	Text	6	
2.2.1.4	Separator Element	ANUMBERSEP	<Separator>	Text	1	
2.2.2.1	Street Name Pre Modifier	ST_PRE_MOD	<StreetNamePreModifier>	Text	10	
2.2.2.2	Street Name Pre Directional	ST_PRE_DIR	<StreetNamePreDirectional>	Text	9	
2.2.2.3	Street Name Pre Type	ST_PRE_TYP	<StreetNamePreType>	Text	24	
2.2.2.4	Street Name	ST_NAME	<StreetName>	Text	42	
2.2.2.5	Street Name Post Type	ST_POS_TYP	<StreetNamePostType>	Text	12	
2.2.2.6	Street Name Post Directional	ST_POS_DIR	<StreetNamePostDirectional>	Text	9	
2.2.2.7	Street Name Post Modifier	ST_POS_MOD	<StreetNamePostModifier>	Text	12	
2.2.3.1	Subaddress Type 1	SUB_TYPE1	<SubaddressType>	Text	12	
2.2.3.2	Subaddress Identifier 1	SUB_ID1	<SubaddressIdentifier>	Text	12	
2.2.3.1	Subaddress Type 2	SUB_TYPE2	<SubaddressType>	Text	12	
2.2.3.2	Subaddress Identifier 2	SUB_ID2	<SubaddressIdentifier>	Text	12	
Multi	Municipal Jurisdiction Name	MUNI_NAME	<MNMuniJurisdictionName>	Text	30	
None	Municipal Jurisdiction Code	MUNI_CODE	<MNMuniJurisdictionCode >	Text	8	
Multi	USPS Place Name	USPS_PLACE	<MNUSPSPlaceName>	Text	30	Optional
None	County Code	CO_CODE	<MNCountyCode>	Text	3	
Multi	County Name	CO_NAME	<MNCountyName>	Text	20	
2.2.5.3	State Code	STATE_CODE	<StateName>	Text	2	
2.2.5.4	ZIP Code	ZIP	<ZIPCode>	Text	5	
2.2.5.5	ZIP Plus 4	ZIP4	<ZIPPlus4>	Text	4	Optional
2.4.6.8	Location Description	LOC_DESC	<LocationDescription>	Text	40	Optional
2.2.4.1	Landmark Name	LANDMARK	<LandmarkName>	Text	40	Optional
None	Residence	RESIDENCE	<MNResidence>	Text	10	Optional
2.4.6.9	Mailable Address	MAILABLE	<MailableAddress>	Text	10	Optional
2.4.6.3	Lifecycle Status	STATUS	<AddressLifecycleStatus>	Text	1	Optional
2.4.3.2	Parcel Unique Identifier	PIN	<AddressParcelIdentifier>	Text	17	Optional
2.4.2.3	Longitude	LONGITUDE	<AddressLongitude>	Real	double	
2.4.2.4	Latitude	LATITUDE	<AddressLatitude>	Real	double	
None	Positional Accuracy Indicator	POSI_ACCU	<MNPositionalAccuracy>	Integer	2	Optional
None	Address Direct Source	ADIRSOURCE	<MNDirectSource>	Text	40	Optional
2.4.1.2	Address Authority	AAUTHORITY	<AddressAuthority>	Text	40	
None	Editing Organization	EDIT_ORG	<MNEditingOrganization>	Text	40	Optional
None	Update Date	UPDATEDATE	<MNUpdateDate>	Date	8	
None	Comments	COMMENTS	<MNComments>	Text	255	Optional

ATTACHMENT E

Chronology of Prior Direction and Status of Prerequisite Projects
MetroGIS Regional Address Points Dataset

1) **Policy Board**-July 22, 2009: The Board provided direction regarding its desired data access policy for the Regional Address Points Dataset in response to questions posed by the Coordinating Committee at its June 2009 meeting. (The specifics of direction received from the Policy Board are explained in the Reference Section and have been incorporated into the version of the Regional Policy Statement presented in Attachment A). The Board also directed the Committee to continue to refine this policy, which is one of the purposes of the action requested in this report. S

Specifically, the Policy Board granted concept approval to several foundation elements for this address points dataset policy and directed the Coordinating Committee to develop a detailed policy statement and an outreach plan to advocate for widespread acceptance among leadership of "official address authorities" (Agenda Item 5a at http://www.metrogis.org/teams/pb/meetings/09_0722/09_0722m_V3%20draft.pdf).

The statements on the following page were endorsed by the Policy Board as foundational principals for a detailed policy statement to guide MetroGIS's efforts related to development of a regional Address Points Dataset and its distribution.

Foundation Element 1: **Offer the options of either open or limited access to encourage broad participation by data producers:**
Assume that cities will generally want to make their data freely available to anyone requesting[4] it, but for those instances where the data producer would prefer to restrict access offer a limited access [5] option as well, provided support overhead is not excessive.

If the restricted access option is desired by a data producer, then the following rules would apply (the users would access the data via the same mechanism which could distinguish between the access types):
  ➢ Provide full access to government <u>and</u> all other organizations that serve as first responders (e.g., ambulance providers) via a password protected mechanism.
  ➢ Provide "view-only" access for all other interests to ensure transparency and understanding of the resource's existence

Foundation Element 2: **Each user would be required to acknowledge a liability disclaimer** (data provided "as is"). The exact method (e.g., shrink wrap) to accomplish this is to be determined.

Foundation Element 3: Some form of **agreement will be needed between the address authorities who produce** the data and the **organization(s) that is responsible for overseeing the distribution** mechanism to ensure that the distributing agent authorized (has sufficient legal foundation) to withhold access from non-qualifying interests. Strive for a simple, automated process to distinguish between authorized and unauthorized users to ensure minimal support overhead.

Foundation Element 4: **Don't use the term "license", as it is a loaded term with a range of meanings**. Use the term "available with these restrictions"

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[4] <u>Open access distribution</u>. Address authorities contribute data that is freely available to anyone who agrees online to a liability disclaimer.
[5] <u>Limited access distribution</u> (like parcel data). MetroGIS creates a terms and conditions document patterned after the parcel data agreement that allows MetroGIS to distribute the data only to licensed government and academic entities. MetroGIS would not expect all address authorities to participate. Data contributed under the terms and conditions would be available via a password protected FTP site and possibly a secure web service.

In addition to providing direction for desired access/ distribution policy, the Board also directed the Committee to**:**

"...propose an outreach plan that builds upon Chairperson Schneider's and Member Elkins' willingness to advocate among city leadership for the proposed Regional Address Points Dataset and related access/distribution policy proposed and endorsed by MetroGIS."

In so doing, the Board also acknowledged three key organizations (League of Cities, Metro Cities, and LOGIS) that will need to endorse the proposed policy if contributions to the Regional Address Points Dataset are to become widespread. Chairperson Schneider and Member Elkins, as the city representatives to the Policy Board, also agreed to advocate among the leadership of these organizations for the proposed Regional Address Points Dataset and acceptance of access/distribution policy proposed and endorsed by MetroGIS.

The Board also concurred that once the desired policy components are well articulated and agreed upon they should be shared that with Mn Information Policy Office (IPO) officials for comment.

2) **Coordinating Committee**:

December 17, 2009: Staff reported to the Committee that in response to an invitation from Policy Board Chair Schneider, Mayor of Minnetonka, and Ben Verbick, GIS Manager for LOGIS, Mn League of Cities officials had agreed to lead development of the subject disclaimer language. As of this writing, a time frame is not yet known.

It was also reported that the Metropolitan Council management had authorized the Council's GIS Unit to serve in the capacity of regional custodian and that the Address Workgroup would be offering an interim policy statement for Committee acceptance at the March meeting.

September 10, 2009: The Coordinating Committee tabled consideration of a draft Regional Policy Statement for the Regional Address Points Dataset, dated August 18, to investigate whether the Mn League of Cities could lend a hand with the standard liability disclaimer language.

March 26, 2009 the Committee provided feedback (see complete Attachment F for more information), on a data access policy concept suggested by the Address Workgroup and authorized the concept to be shared with the Policy Board for further direction (occurred July 22, 2009), subject to compliance with the following conditions:

a) Explore existing statute. What rules currently exist that pertain to access to address point data and does any entity(ies) currently have a salutatory mandate to collect address point data.

Status: *Response to inquiry to Mn Governor's Council on Geographic Information – no knowledge of existing laws specific to address data. No response to an inquiry to the Mn Office of Information Policy to assist in this investigation.)*

b) Present the topics to the Board as issues and opportunities, not as recommendations at this juncture.

Status: *In preparation for consideration by the July Policy Board meeting, the Staff Coordinator and Mark Kotz, Chair of the Address Workgroup, met on June 3 with Policy Board Chair Schneider and Member Elkins, the city representatives to the Policy Board. The purposes of this meeting were to: 1) share concept data access policy for the pending Regional Address Points Dataset suggested by the Coordinating Committee for refinement prior to sharing it with the full Policy Board, 2) seek advice concerning presenting the concept to the Board and 3) seek buy-in to advocate for agreement on a workable policy among address authorities (generally cities). A concept policy framework was agreed upon which they agreed to take the lead on to share with the Board at the July meeting for additional comment. A concept outreach strategy was also agreed upon through which to obtain widespread buy-in among cities, again to share with the Board for comment at the July meeting.*

c) Explain how the proposed web application will work with existing address creation operations. Share an expectation for how will the initial dataset will be populated.

Status:: *Accomplished in the July 22, 2009 presentation to the Policy Board- Item 5d at*
http://www.metrogis.org/teams/pb/meetings/09_0722/09_0722m_V3%20draft.pdf)

d) Arrange for local address authorities to participate in the presentation and state why they believe the proposed regional solution will be value to them.

Status: *Ben Verbick, LOGIS, and Joel Koepp, City of Roseville, participated in the July presentation to the Policy Board.*

STATUS OF PREREQUISITE PROJECTS (MARCH 3, 2010)

- Needs Assessment: A Needs Assessment was completed in June 2007, which demonstrated that Address Authorities are interested in contributing data to the proposed regional dataset. The final report can be viewed at
  http://www.metrogis.org/data/info_needs/street_addresses/web_editing_%20app_viability_assessment_final.pdf.

- Data Synchronization Mechanism: Development of this was successfully completed in December 2008. This project was managed by Carver County and funded by MetroGIS.

- Address Point Editing Tool: At the time of this writing (March 2010), contract negotiations were in progress to retain Applied Geographics to create a prototype web-based address points editing tool for a fee of $13,500. This tool is expected to be available by July 2010. Once the prototype is developed, outreach efforts are anticipated to begin to secure use of the application by local address authorities. The Metropolitan Council will serve as the contracting authority. The current expectation is that the tool could be available as early as July 2010. (scope of work available upon request.)

ATTACHMENT F

5b) Regional Address Point Dataset – Access Policy Preferences

Mark Kotz, Chairperson of the Technical Leadership Workgroup, began is presentation with a summary of the work to date to evolve the schema for a regional address points dataset. He then commented that it now time to agree on the **rules for access** to this proposed database before actually creating it and offered a recommendation from the Address Workgroup that suggested **two options** be made available to the producers/owners of the address point data - open access and licensing similar to the policies currently in place for parcel data.

1. License distribute (like parcel data). MetroGIS creates a license agreement patterned after the parcel data agreement that allows MetroGIS to distribute the data only to licensed government and academic users. MetroGIS would **not** attempt to get all address authorities to agree to the language of the license agreement and would **not** expect all address authorities to participate. Data contributed under this license would be available via a password protected FTP site and possibly a secure web service.
2. Open distribution. Address authorities contribute data that is freely available to anyone who agrees online to a liability disclaimer (exact method to be determined).

Additionally, the Address Workgroup's recommendation was that MetroGIS may wish to consider a method of charging for the protected (limited access) data and providing a portion of all sales to all participant organizations in a manner proportional to the amount of data they contribute. The idea to sell data is not a consensus view of the Address Workgroup, but many view it as a good idea. The workgroup wishes to stress that it is very important to approach the potential selling of data separately from the proposal of the two scenarios above, or that effort will be significantly delayed.

(Kotz's presentation slides can be viewed at
http://www.metrogis.org/teams/cc/meetings/09_0326/5b_Distribution%20Policy%20Recommendation.ppt
.)

The group **concurred with the proposed one-size-will-not-fit-all approach**. … a wide ranging discussion ensued that touched on data ownership, authoritative source, trusted stewards, intellectual property rights, need to investigate current statue to determine if statutory authority currently applies to this data type. Several of the specific comments were as follows:

Gelbmann expressed **concern about modeling** the licensure option proposal **after the paper-based licensing protocol** currently in place for parcel data. Brown stated that Hennepin County is in the midst

of developing a "check the box" online liability waiver process that is expected to greatly expedite the current licensing process. Read emphasized that cities want the **ability to review address data produced** by adjoining cities to ensure consistency, so at a minimum the default address point data license needs to be something like that used parcel data whereby government organizations are able to have access to **the entire geographic extent of the region**. The question the workgroup focused on was how to make it possible for those cities who want to offer access beyond the minimum protocol, hence the proposed option to formally allow for open access in a standardized manner….

Chinander cautioned that **not all emergency responders are government entities** and encouraged the modification of the draft policy to ensure access by all entities engaged in emergency response activities. Wencl concurred that effectively addresses emergency response needs should be priority for the proposed access policy, noting that federal agencies are looking for address-based data, not parcel data. Claypool added that as the National Grid is more widely used, the importance of address-based data also increases.

Slusarczyk asked how compliance with standards, specifically **data completeness and currency**, would be policed. Kotz commented that the reason for seeking active participation by address authorities to serve as the official source is that they have a business need for these data and, as such, compliance is not expected to be a problem. Several county members of Committee, who currently oversee similar operations, concurred. In response to the proposal that County involvement be optional, Slusarczyk added that he would **prefer that the counties have a role to oversee quality control**. Arbeit concurred that he believes that involving the counties in a quality control oversight role/some form of filter even if no formal authority is involved to require change, will be important to ensure consistency, in particular, if this model catalyzes interest beyond the metro area.

In response to a question from Chairperson Wakefield, a short discussion ensued during which county representatives shared that if the local address authorities were to participate, as proposed, their **county operations would benefit** by having to do less work to aggregate address data they are currently receiving from cities.

The members concurred that before the workgroup's recommendation is shared with the Policy Board for comment, the following actions should be accomplished (*Status – Reference Section*)**:**
1. Explore existing statute. What rules currently exist that pertain to access to address point data and does any entity(ies) currently have a salutatory mandate to collect address point data. Present the topics to the Board as issues and opportunities, not as recommendations at this juncture
2. Present the topics to the Board as issues and opportunities, not as recommendations at this juncture.
3. Explain how the proposed web application will work with existing address creation operations. Share an expectation for how will the initial dataset will be populated
4. Arrange for local address authorities to participate in the presentation and state why they believe the proposed regional solution will be value to them

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: MetroGIS Community's 2010 NSDI CAP Grant-Funded Project

DATE: April 8, 2010
(For April 21ˢᵗ Meeting)

INTRODUCTION

The purpose of this report is to update the Policy Board on the status of the return on investment study for which the MetroGIS community has been awarded a $50,000 federal grant to conduct. The project is entitled **Measuring Public Value of Geospatial Commons: A MetroGIS Case".**

When this agenda report was written, staff was unsure if a qualified consultant would be willing to work with us. A decision should be made by the time the Policy Board meets on April 21.

If a qualified contractor is willing to work with us, staff would take this opportunity to summarize the main objectives sought via this project and immediate next steps. A more complete briefing would be provided at the July 21 Board meeting.

The contingency of the project not moving forward is dealt with Agenda Item 5c.

PROJECT PURPOSE

The focus of this grant-funded project is development of a "Quantify Public Value" methodology. Through the process of developing this methodology, we believe that we will simultaneously make progress on next-generation performance measures called for in the MetroGIS's new Performance Measurement Plan adopted by the Policy Board last October. Prior to receiving this grant award, $15,000 had been allocated in MetroGIS's 2010 budget to develop these next generation measures.

PROGRESS AS OF THIS WRITING

Notice that funding had been awarded for this project was received on March 15. The funding authority is the Federal Geographic Data Committee (FGDC) through its National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program (CAP) program. The project involves hiring of a consultant. The Request for Proposals was published ion March 29. The deadline for submittal of proposals is Friday, April 16. Review of the proposals is scheduled for the morning of April 20. Responses to questions were posted on April 7. If the project proceeds (a qualified contractor is hired), required training for the each of the ROI grant recipients is scheduled for May 5-6 in Raleigh, North Carolina.

RECOMMENDATION

No action is requested.

EXCERPT FROM 3/31 PRESS RELEASE

MetroGIS, the regional geospatial data infrastructure serving the seven-county, Minneapolis-St. Paul metropolitan area, announces a new project. The Quantify Public Value project, supported by an US Federal Geographic Data Committee Cooperative Agreements Program (FGDC-CAP) award, involves conducting a Return-on-Investment (ROI) study and the development of a new methodology to study the public value of shared geographic information. The 300 local and regional organizations that serve the seven-county, Minneapolis-St. Paul metropolitan area - the MetroGIS community - comprise the project domain. The territorial focus of the project is Hennepin County, a study sponsor, and the 32nd largest county in the United States by population. The new Quantify Public Value (QPV) methodology extends the ROI methodology developed by the Geospatial Information & Technology Association (GITA) to account for multiple uses and reuse chains. Understanding the public value of data sharing is a key issue in discussions surrounding SDI development and continued support. QPV takes into account value chains and reuse benefits over a longer term perspective. The project involves the participation of government, industry, and academic groups. During the project the draft QPV method will be presented to experts in the SDI domain for refinement and discussion.

In the QPV project, the selected contractor will conduct an ROI case study and create a replicable methodology capable of quantifying value (direct and indirect) to both the taxpayer and participating government organizations, in particular, parcel data that adheres to standards that support interoperability. The release of a request for proposals (RfP) to conduct a Return-on-Investment (ROI) study and participate in other phases of the project has just been announced. Deadlines are 4/6/2010 (for questions) and 4/8/2010 (for proposal submissions).

MetroGIS is a nationally renowned organization. In 2002 it received the URISA Exemplary Systems in Government (ESIG) Award. The MetroGIS vision for the result of MetroGIS's its efforts, is "organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems". The coordinating role of MetroGIS is explained in the Mission Statement: - MetroGIS exists "to expand stakeholders' capacity to address shared geographic information technology needs and maximize investments in existing resources through widespread collaboration of organizations that serve the Twin Cities metropolitan area".

Contact Information:
For Project Administrative Matters: Randall Johnson, Metropolitan Council,
    randy.johnson@metc.state.mn.us
For Project Research Matters: Francis Harvey, University of Minnesota,
    francis.harvey@gmail.com

TO: Policy Board

FROM: Coordinating Committee
                     Chairperson: Sally Wakefield, 1000 Friends of Mn
                     Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2010 Work Plan and Related Budget Refinements

DATE: April 6, 2010
                     (For Apr 21st Meeting)

INTRODUCTION

Guidance is requested from the Policy Board regarding high-level outcomes desired for reuse of funds currently allocated to projects that have an uncertain fate or for which their importance has diminished relative to other opportunities that have recently become known. Acceptance of specific projects to accomplish these outcomes will occur at a later date.

The purpose of this report is to bring these concerns to the Board's attention now to ensure prudent use is made of limited resources. Approximately $29,000 in funding is involved. Desired project refinements should be agreed upon soon to ensure the new project(s) can be completed by year-end. The Board's preferences will guide the Committee's deliberations to define new uses for these resources and refine relative priorities for allocation of support resources.

SITUATION

1) <u>Geo Applications Creative Innovations Competition Project.</u> Required partner funding has not materialized. A total of $18,500 was allocated in the 2010 MetroGIS budget for this project toward an estimated $65,000 project budget (see the Reference Section for more information).

2) <u>NSDI grant-funded project</u> "*Measuring Public Value of Geospatial Commons: A MetroGIS Case".* By the time that the Policy Board meets on April 21, we should also know if a consultant is willing to work with us on this project. The deadline for consultant proposals is Friday, April 16. In January, when the 2010 work plan was adopted, work on the Phase II Performance Measurement (PM) Update Project was postponed until the results from the subject grant-funded project were known. Development of the proposed quantitative model is expected to have implications for development of the subject performance metrics. If the grant-funded project does not proceed, the 2010 work plan should be refined to reinstate Phase II PM project as a 2010 project. (*See Attachment A and Agenda Item 6a for more information about both projects*.)

3) <u>Supplemental Professional Services Contract</u>. The approved 2010 work plan and budget called for a professional services contractor to be retained to take the lead on various communication and outreach related projects (see Attachment A, Items 1, 6, 9, and 16). Procurement issues and support requirements for higher priority projects have precluded staff's ability to pursue this supplemental support. $12,000 is allocated for this purpose. Along with consideration of the programming refinements outline above, the relative value of these services should investigated relative to the value of to be defined new projects suggested below that address specific stakeholder business needs.

GOALS - CREATIVE INNOVATIONS COMPETITION PROPOSAL

To recognize the significant effort that has been made by many to prepare for the competition, it is suggested that the freed up funds be reallocated to support a project(s) that works toward the same four outcomes that the competition was designed to work toward. As such, several candidate projects to which to allocate these funds are offered below along with statement of the goal(s) they align with.

Four principal goals are listed below that underpin MetroGIS's decision to host of the subject competition. The sources of these goals are the 2008-2011 MetroGIS Business Plan (*organizational*

goals – OG) and a workshop hosted by MetroGIS in November 2008 to define shared service needs (*project goals – PG*) *[*order of listing is not intended to imply relative importance]:

- Catalyze Partnerships with Public-Private / Non-Traditional Users (OG): By catalyzing application development, organizational partnerships, which are important to addressing shared information needs, might also be identified. MetroGIS leadership has defined a goal of catalyzing partnerships that involve multiple sectors and non-traditional users to address shared information. It was hoped that the proposed competition could accomplish the identification of opportunities to act on this goal.
- Demonstrate the Value of Web Services/Applications to Policy Makers (OG): Assist decision makers better understand the value to their business operations that can be realized using web services and / or applications supported by web services when standardized across multiple jurisdictions.
- Expand Publishing of Web Services (PG): An incentive is needed to encourage data owners to publish their data as web services. The thought is that making their services available would lead to development of applications that would be recognized by the data owners as a low risk-high reward means to explore the potential of creating value important to them via publishing services.
- Implement Geospatial Commons (PG): The competition was expected to expedite in-progress work to stand up the infrastructure needed to centralize publishing and finding web services. This proposed infrastructure is now called the Geospatial Commons. MnGeo and MetroGIS were collaborating on this need before the competition idea was conceived. Significant progress has been made towards this end. Regardless of the fate of the competition, this important work should continue to be supported and will facilitate the sharing of data and web services long term.

CANDIDATE ALTERNATIVE USES FOR THE COMPETITION FUNDS

The MnGeo/MetroGIS Geospatial Commons Workgroup met on April 8. Its input is captured in the following table, along with ideas offered by the Staff Coordinator. Each is relates to the four previously defined goals identified above:

Candidate New Project *(See Reference Section for more information)*	Catalyze Public-Private Partnerships	Expand Publishing of Web Services	Demonstrate Value/Expand Resources)	Implement Geospatial Commons
1. Provide assistance to data owners to publish their data as web services	?	X	?	?
2. Create a template methodology for documenting and publishing web services via the Commons	?	X		X
3. Provide funding for projects that create applications/web services that apply to specific business needs. For example: a) Testbed for Place-Based Budgeting Web Application[1]	X	X	X	
b) Testbed to move Emergency Preparedness Structures Web Application from prototype to operations[2]		X	X	
4) Investigate collaborating with GITA to host a GECCo Forum in the Twin Cities[3]	X		?	?
5) Test implementation of the MN Geospatial Commons[4]	?	X		X

RECOMMENDATION

That the Policy Board:

1) Confirm that any new project that is funded with funds that were allocated to the Geo Applications Creative Innovations Competition should align with one or more of the four above-stated goals.
2) Request Chairperson Schneider to work with Coordinating Committee leadership to define new uses for approximately $29,000 in funding and revise the 2010 MetroGIS work plan and budget, accordingly (Attachments A and B) .
3) Request staff to report the revised MetroGIS work plan and budget back to the Policy Board via email.

REFERENCE SECTION

Alternative Uses for MetroGIS Project Funds

The following information supplements the project names listed in the table under the Candidate Alternative Uses for the Competition Funds section in the main body of the report

1) Place-based Budgeting Web Application: The idea that the MetroGIS community be considered as a testbed option was conceived by the Staff Coordinator during a NGAC discussion on March 25. This idea was shared with Hennepin County Commissioner Johnson at the NGAC meeting before offering the Twin Cities as candidate testbed location. At the March 31 meeting of the MGAC, staff learned of a similar interest of David Arbeit, state GIO. This type of application functionality has resonated well among policy makers that it has been shared with and acts on a current administration priority.

2) Emergency Preparedness Structures Web Application: The Emergency Management Preparedness Workgroup oversaw the prototyping via a federal grant of a web-based application that utilizes "crowd sourcing" and web services to populate the locations of and various descriptors (attributes) for hospitals, fire stations, medical clinics, and schools. This proposal would seek to move from prototype to operational application for the Twin Cities.

3) Geospatially Enabling Community Collaboration (GECCo) initiative of GITA (Geographic Information and Technology Association). The Staff Coordinator learned of this initiative (see Attachment D) while attending the March NGAC meeting. It appears to be well aligned with MetroGIS's goal to catalyze public-private partnerships. As of this writing, conversations were in progress with GITA leadership to learn more about how MetroGIS might leverage this initiative.

4) Test implementation of the MN Geospatial Commons: The MnGeo/MetroGIS "Commons" Workgroup has the CIO's of 3 large agencies and the state GIO signed on to this project. One risk is that draft project plan relies on a large amount of volunteer labor for the implementation team. Some seed money to jump start the installation and configuring of the ESRI software by a consultant could go a **long** way to fast tracking this project and getting something real implemented by GIS/LIS conference this fall. The state broker/portal/commons idea has been a standing priority of MetroGIS (see Activities 12 and 13 in the work plan in Attachment A) and the GCGI (now MnGeo). If timing is indeed "everything", knowing that this project has a committed workgroup, project manager and executive sponsors gives it a very high chance of success. The Commons workgroup will discuss this idea at its monthly meeting. Following the meeting, more detail will be possible as to what specifically would provide the most bang for the buck related to the MN Geospatial Commons test implementation.

Geo Applications Creative Innovation Competition

Preliminary Cost Estimate:

The preliminary estimate for hosting the competition was estimated to be $65,000, excluding awards, based upon the specifications outlined in the Project Charter:

- Technical Project Manager $24,000
- Contest Administrator – (cost for Wash D.C. Apps for Democracy) $30,000
- Assistance with development of Metadata for Mapping Services $10,000
- Misc Support (travel, supplies, advertisement, etc) $1,000
- Awards/Prizes (assume provided by sponsors? E.g., $1,000 per award?) $ 0 (*Partners*)
                                                                                                                      $65,000

Need for Dedicated Technical Project Manager and General Project Support:

The Competition Workgroup concluded in mid-January 2010 that the only realistic means to provide adequate support and successfully host the proposed competition would be to hire a consultant to serve in this capacity. This decision to seek consultant assistance was heavily influenced in that no responses were received to the support interest survey conducted on January 4.

Subsequently, a Project Charter and Solicitation for Statements of Interest to serve as Technical Project Manager were created (see Exhibit 1, Attachment C). The solicitation was published on March 1. Four responses were received by the noon March 18 deadline. The Coordinating Committee met at 1 p.m. on March 18 and was informed that four proposals had been submitted. The Committee directed staff to determine if at least one of the proposals was from a qualified proposer and, if so, to follow up with state agencies to confirm their intentions as to whether or not they were planning to contribute funding. A message was sent to several state agencies on Friday, March 19. Several state representatives responded, each expressing interest in the concept but also noting that funding was not available at this time. As of this writing, no all of the interests contacted had responded. The Committee was apprised that the required partner resources had not materialized and that timing was becoming a concern. In response, a discussion ensued about how the project plan might be modified to continue to make progress toward the major objectives. An except of the Committee's discussion and direction follows:

….Mark Kotz, representing the workgroup that developed the project charter, commented that the workgroup believes that the contest is needed to provide an incentive to data producers to stand up their services… Most Committee members concurred that the presence of a Technical Project Manager would expedite the standing up of web services but there was not unanimous agreement that if a deliverable, short of hosting the contest, is agreed to, that the revised project would be worth investment of MetroGIS's funds. Others believe that a chicken and an egg situation exists in that a full scoping of the project and possible implementation options that would affect the cost (e.g., the current proposal to retain a contest manager may not be needed) is too large of a task for a volunteer. The role of the proposed Technical Project Manager in the standing up of services was also questioned; some believing the role would be high level oversight and other commenting that the role would be more hands on…..

…Kotz… concluded by stating that if partners do not commit the needed additional funds that MetroGIS should investigate, soon, what we can do with the funds that are available, whether contest related or not. The Staff Coordinator commented that a decision to use the funds in another way should be made before the June meeting to have any chance of capturing them…

…The group deferred a decision on the option of a project that results in deliverables short of hosting a contest (standing up more services, advertisement of these services so they are used more, building of relationships and education of the value of services, etc.) until the supplemental funding question is resolved..

Motion: Member Bitner moved and Member Read seconded to:
1) Accept Member Bitner and Member Gelbmann's offer to head up a team to review the four statements of interest that were submitted regarding serving as the Technical Project Manager.
2) Accept Mark Kotz's offer to speak with state agencies about their willingness to partner with MetroGIS and contribute funding to this project.
3) Direct the Staff Coordinator to communicate the results of actions 1 and 2 with the Committee as soon as possible along with recommendations for next steps.

Motion carried ayes all.

ATTACHMENT A

Foundation Document
2010 MetroGIS Work Plan Refinements
(*Spring 2010*)

(*See Following Page*)

MetroGIS 2010 Program Objectives

(Suggested Modifications for Coordinating Committee Consideration Per Board Direction April 21, 2010)

(**Indicates an activity that is at least in part dependent upon securing additional technical leadership and coordination resources).

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities[a]. (see Item 5)	**Very High**	Ongoing. Directive set forth in the 2008-2011 Business Plan. Consider ~~Need to~~viability of ~~secure securing planned Supplemental~~ Professional Services Contractor to supplement support provided by the Staff Coordinator, in particular to increase time available to expand outreach effort called for in July 2009. ~~RFP process expected to be published fall 2009.~~	Designated Custodians and Staff Coordinator
2. Continue to seek addition of dedicated Technical Coordinator and technical administrative resources to the MetroGIS support team.	**Very High**	Carry over from 2009. Changed tactic to retaining the services of a project/technical coordinator on a project by project basis ~~investigating potential for 3-5 year outsource contract funded by multiple beneficiaries, as opposed to a permanent new position. Until these dedicated resources are secured, the~~The Technical Leadership Workgroup will continue to fill this role to the extent possible when a technical coordinator not available. **Objectives proceeded with "**" can not be fully achieved without these additional resources.**	Staff Coordinator with advice from Technical Leadership Workgroup –– Mark Kotz, Chair
3. Execute the Next-Generation Street Centerline Data Access Agreement	**Very High**	The current agreement will expire 12/31/10. A RFP is anticipated to be published late ~~winter~~spring.	Staff Coordinator
4. **Implement a Regional Address Points Dataset and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	**Very High**	Carry over from 2009. Applied Geographics has been selected to develop this application. ~~Need to execute a contract before work on the actual database can begin.~~ Application development anticipated to begin late spring 2010. Once this application is developed, work on the actual regional dataset ~~can~~planned to begin.	Address Workgroup - Mark Kotz/Nancy Read Co-project mangers.
5. **Pursue implementation of solutions to specific shared needs for applications and web services specifically via: a) Implementation of Best Image Service (*2009 funded project*) b) Government Service Finder Prototype (*2009 funded project*) c) ~~Host a Web Feature Services contest modeled after the Apps for Democracy contest hosted by Washington D.C.~~	**Very High** **Very High** ~~**Very High**~~	Ongoing. Although a component of ongoing support, this generic objective is called out as a separate activity to call attention to the 3 specific projects, which involve MetroGIS funding ~~— 2 approved and 1 proposed~~.	Each of the three project workgroups that proposed these projects with advice from the Technical Leadership Workgroup - Mark Kotz, Chair.
Part of 5c. **Populate metadata for GeoServices Finder, including creation of a template to promote standardization	**Very High**	Carry over from 2009. Component of Item 12.	

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
6. Expand effort related to "fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests. (Component of 2010 NSDI CAP grant awarded in March. Decision the week of April 19 if a consultant willing to work with us.)	**Very High**	These efforts should be coordinated with the development and implementation with the surveys proposed for the next-generation Performance Measures Plan expected to be endorsed October 2009. This expanded outreach initiative should also be designed to address the intent of the action "Evaluate stakeholder participation relative to needs to achieve current regional objectives" called for in Item "f", Section VIII of the Business Plan"	Staff Coordinator in conjunction with supplemental professional services to assist with defining the methods and materials.
7. Develop specific performance measure methods (measures of public value) to implement 2009 Performance Measurement Plan (Component of 2010 NSDI CAP grant awarded in March. Decision the week of April 19 if a consultant willing to work with us.)	**Very High**	Second phrase of the Performance Measurement Plan update process accomplished in 2009. The first phase was designated as a Very High priority. The Updated Plan calls for annual assessments of stakeholder satisfaction with MetroGIS's efforts via surveys. Coordinate performance measurement survey design with development of research method for second generation shared information needs evaluation (Item 8)	Staff Coordinator in conjunction with supplemental professional services
8. **Conduct second-generation identification of shared information needs. Phase I Only– Define research method. (Component of 2010 NSDI CAP grant awarded in March. Decision the week of April 19 if a consultant willing to work with us.)	**Very High**	Key component to catalyzing cross-sector partnerships. Identified in the Business Plan as a 2009 objective to be conducted in conjunction with shared application needs assessment but not previously included in an annual work plan (Item "d". Section I of the Business Plan" (Attachment C of this report). In November 2008, a forum was hosted to identify shared application and service needs. The information gained only partially addresses the larger scope intended by this objective. The emphasis on actions to understand and act on emerging needs proposed in the new Performance Measurement Plan complements this objective, as is the call to continually assess user satisfaction via surveys and peer review forums.	Staff Coordinator with advice from the TLW
9. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	**Very High**	Carry over from 2009. Related to Objective 3, a priority need identified by the new Policy Board Chair spring 2009. Dependent upon securing the planned Supplemental Professional Services Contractor	Staff Coordinator in conjunction with supplemental professional services
10. Streamline Data Access for Emergency Responders (Method: Explore partnering with GITA's GEOCo Initiative to accomplish this outcome.	**Very High**	Carry over from 2009. Component of defining cross-sector partnerships A workgroup made progress in 2009 to define the issues but was	Workgroup, Gordon Chinander, Chair

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
		~~unsuccessful in developing a strategy to address the need~~.	
11. Investigate organizational/governance structure changes necessary to effectively address priority shared geospatial needs	**Very High**	Carry over from 2009. A related initiative to explore partnering opportunities with non-government interests. The idea was explored with several local content experts who process desired expertise. Although interest was expressed, no substantive progress was made. As this topic is also a high priority of the National Geospatial Advisory Committee, in particular its Governance Subcommittee, the Staff Coordinator elected to integrate MetroGIS's experience and needs into a white paper developed by the Governance Subcommittee and endorsed by the full National Geospatial Advisory Committee (NGAC) on 12/2/09.	Staff Coordinator
12. ** Pursue implementation of a more fully developed geographic data, applications and service broker	**Very High**	2009 objective postponed to 2010 per Policy Board decision on July 22, 2009. A component of catalyzing cross sector partnerships.	Technical Leadership Workgroup - Mark Kotz, Chair
13. ** Explore methods for Enhancing Trust in reliability of shared services.	**Very High**	2009 objective postponed to 2010 per Policy Board decision on July 22, 2009. A requirement to accomplish Item 13.	Technical Leadership Workgroup - Mark Kotz, Chair
STRETCH OBJECTIVES *TIME AND RESOURCES PERMITTING*			
14. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	**High**	Carry over from 2009. Development of strategies to attain the deliverables called for in the key elements defined fall 2008. Dependent upon securing the planned Supplemental Professional Services Contractor.	Staff Coordinator in conjunction with supplemental professional services
15. ** Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	**High**	Carry over from 2009. The presence of Supplemental Professional Services (see item 1) and a Technical Coordinator are needed to free up sufficient time to effectively address this objective	Staff Coordinator in conjunction with advice from Technical Leadership Workgroup
16. **Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24, 2008 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	**High**	Carry over from 2009. De[pendent upon securing a qualified Supplemental Professional Services Contractor - see Priority No. 1. The original 2009 objective called for completing this plan. The Policy Board directed on July 22 that the survey of stakeholders called for in the next generation Performance Measurement Plan is to be incorporated into this activity.	Staff Coordinator in conjunction with supplemental professional services

Proposed Objective (Numbers intended to designate relative importance)	Proposed Priority	Comments	Lead Responsibility
~~**STRETCH OBJECTIVES**~~ ~~**TIME AND RESOURCES PERMITTING**~~			
17. **Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 16, above)	**Medium**	If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to "Prepare a support Plan for DataFinder". Otherwise, consolidate with a plan for the replacement application	
18. **Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset	**Medium**	Postpone until Peer Review Forum hosted for current NCompass (TLG) Street Centerline Dataset	
19. Refresh design of MetroGIS website	**Medium**		
20. **Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.	**Low**	Premature use of limited resources until work completed to identify priorities for shared application needs.	
21. **Explore Geospatial Marketplace – (Collaboration Registry/Portal)	**Low**	The TAT considered this idea at its April 17, 2008 meeting and did believe it to be a good use of resources, given other higher priorities at this time.	
22. Expand Outreach Plan to include a marketing component	**Low**	Policy Board directive July 2007 distinguishes marketing from outreach	
23. Investigate impact of cost recovery on ability to achieve desired data sharing	**Low**	Identified as a need in Appendix K to the 2008-2011 Business Plan	
24. **Conduct Peer Review Forums for endorsed regional solutions to shared information needs	**Low**	Carry over from 2009. Dependent upon availability of supplemental technical and administrative support. Should be coordinated with Item #8 and surveys associated with performance metrics. **NOTE:** *The Chair of the Technical Leadership Team believes that Item 8, if conducted, will achieve the purpose of this objective. Therefore, it can be assigned a low priority until after the second generation needs are known.*	

(1) Traditional activities that comprise the MetroGIS "foster collaboration" function include*:*

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs, including applications as well as a data (2009 addition)
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

ATTACHMENT B

**Foundation Document
2010 MetroGIS Budget Refinements
(*Spring 2010*)**

(*See Following Page*)

2010
MetroGIS "Foster Collaboration" Function Budget
(Funding provided by the Metropolitan Council)

Main Activity	Sub-Activity	2010 Approved January	2010 Refinements April
Professional Services/Special Projects		**$55,500**	**$28,500**
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs		
	(1) Host Web Feature Services Contest (assumes other partners) - *Original Priority 5*	$15,000	$0
	(2) Populate Metadata for Geoservices Finder / Provide assistance to data owners to publish their data as services (*in conjunction with A1*) - *Original Priority 5*	$3,500	$3,500
	(3) Project Plan/Outreach Tactics/Develop Framework for Regional Address Points Dataset - *Original Priority 4*	$10,000	$10,000
	(4) Conduct Second -Generation Shared Information Needs Analysis / Ensure Stakeholder Needs are Understood - *Org Priority 8*	*Part of A(1)*	(Part of 2010 NSDI Grant) *TBD if no grant*
	(5) Streamline Data Access For Emergency Responders (Partner with GITA GEOCo Initiative	N/A	*TBD?*
	(6) Pursue Implementation of Geospatial Commons (service broker)	N/A	*TBD?*
	(7) Testbed for Place-Based Budgeting Web Application	N/A	*TBD?*
	(8) Testbed to move Emergency Preparedness Structures Web Application from prototype to operations	N/A	*TBD?*
	(9) Test implementation of the MN Geospatial Commons	N/A	*TBD?*
	B. Organizational Development and Communication Projects		
	(1) Develop Performance Measurement Methods to Implement New Plan Adopted 2009 - *Original Priority 7*	$15,000	$15,000
	(2) Develop a Plan to Address Known Risks and Obstacles to Sharing (e.g., Security, Licensing, Budgets, etc.)[ii] *Org Priority 16*	$7,000	$0
	(3) Develop new Communications/Outreach Plan - *Original Priorities 6 & 9*	$3,000	$0
	(4) Design New Outreach Materials (Assume Mostly Internet Based - See below for printing)[i] - *Original Priorities 6 & 9*	$2,000	TBD
	(5) Leadership Development Plan (*based upon 10 key elements defined in 2008*)	(iv)	(iv)
	~~C. Techncial Coordinator Outsource Contract (assumes other partners 3+/- year pilot)~~	~~*TBD* (v)~~	(ix)
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement** (*contract payments to counties per 2009-2011 agreement*)	**$28,000**	**$28,000**
Outreach		**$2,100**	**$200**
	Printing Outreach Materials (e.g., Information Brochure) *Item B(4) must precede.* (vi)	$500	$0
	Advocacy/Networking Mileage (200 m/mo x $.48/mile = $1,152) (vii) (viii)	$1,200	$200
	Annual Report/Informational Brochure (see above)		
	• *Postage – 800 postcards ($0.30=$240) in addition to 1500+ via email*)	$300	$0
	• *Minimal for other communications*	$100	$0
Misc Office		**$400**	**$250**
	Website Domain registration (www.metrogis and www.datafinder - $20/ea)	$40	$40
	Specialty Team/Forum Support Materials	$360	$210
	TOTAL NON-STAFF PROJECT FUNDS	**$86,000**	**$56,950**
		Uncommitted	**$29,050**

NOTES:

[i] Development/update of outreach materials to follow Outreach Plan Update project. See Item B(2).

[ii] This activity includes developing a Livelihood Scheme / Defining Organizational Competencies. See 2008-2011 MetroGIS Business Plan
(Chapter 3 - Section VIII and Appendix H) for explanation of organizational competencies and Livelihood Scheme.

[iii] Request for bids conducted November 2008. No bids received, so project postponed.

[iv] TBD. If sufficient budgeted funds remain uncommitted as of the October Policy Board meeting and carry over of uncommitted funds to 2010 is permitted.

[v] If other sources of funding are determined to be potentially available, decide how much of MetroGIS's funds should be redirected.

[vi] Rely on Internet and on-demand printing for handouts

[vii] Travel by participants is paid by the participant's organization

[viii] Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.

[ix] Seek to retain a Project Coordinator on a project by project basis

Metropolitan Council

Published - March 1, 2010

Solicitation
Statement of Interest
Technical Project Leader – Geo Applications Contest

Introduction: Several organizations that serve the Twin Cities and greater Minnesota and which understand the power of using geospatial technology in conjunction with the Internet propose to host a Geo Applications Contest modeled after the Apps for Democracy contest hosted by Washington D. C. (http://www.appsfordemocracy.org/) The key outcomes sought by hosting of this contest are as follows:

- Significantly increase the number of organizations that are publishing geospatial web services (includes published documentation for each new service)
- Engage the growing community of internet-related application developers that are outside the typical Minnesota GIS community.
- Spur the creation of new and innovative applications that are based on our services and are of value to our customers and stakeholders.
- Demonstrate public value that can be created through data sharing and use of web services technology.

To effectively accomplish these outcomes and move this idea from concept to reality, a qualified Technical Project Leader is needed. The purpose of this Statement of Interest solicitation is to determine if there are any individuals, with the desired expertise, who are willing to serve in this capacity as a paid contractor. The project particulars are explained in detail in Exhibit 1 and the desired roles and qualifications of the Technical Project Leader are outlined in Exhibit 2.

Statements of Interest Requested: Interested Individuals, possessing the requisite skills defined herein are encouraged to reply to this request for Statements of Interest. The successful proposer would be retained as a professional services consultant and would work under the general direction of the Geo Applications Project Team. The form of the professional services contract will be determined once the organizational affiliation of the desired contractor is identified. The funding authority for this contract is anticipated to be the Metropolitan Council via MetroGIS and at least one other public interest. The goal is to have the individual hired by April 30, 2010.

Proposals will be judged based upon:

1) Proposer Statement of Interest in serving as the Technical Project Leader for the proposed Geo Applications Contest
2) Proposer qualifications
3) Cost

Questions about this solicitation for Statements of Interest must be submitted by close of business Monday, **March 8**, 2010 to be eligible for response. Answers to any and all questions submitted will then be shared on Wednesday, **March 10,** 2010 with all interests who request, and all who have responded to this solicitation of interest. For proposals to qualify for consideration, they must be received by email by the noon, Thursday, **March 18,** 2010. Please submit questions and final proposals (need not exceed 2-3 pages) to Randall Johnson, MetroGIS Staff Coordinator, randy.johnson@metc.state.mn.us – *subject line*: *Technical Project Manager -Geo Applications Contest.*

EXHIBIT 1

PROJECT CHARTER / BUSINESS CASE

I. Audiences

Prospective:
- Technical Project Manager
- Project Partners
- Contest Award Sponsors
- Volunteers for Variety of Task-Based Support Roles

II. Project Identification			
1. PROJECT NAME:	**Geo Applications Contest**		
2. COMMITTED FUNDING/ SUPPORT PARTNERS:	**MetroGIS, Metropolitan Council**		
3. INITIATION DATE:	**December 17, 2009 (Coordinating Committee Direction)**		
4. Project Managers:	**Name**	**Phone #**	**E-mail Address**
TECHNICAL	**TBD**		
ADMINISTRATIVE	**Randall Johnson**	**651-602-1638**	**randy.johnson@metc.state.mn.us**

5. BUSINESS NEED OR OPPORTUNITY

Use of geospatial web services has potential to drastically improve organizational efficiencies for both producers and users of geospatial data. A contest is proposed as a catalyst to promote creation, publishing and use of geospatial web services. Prizes would be offered for specified types of web application development as well as a general category covering all applications. Principal outcomes sought include:
- Significantly increase the number of organizations that are publishing geospatial web services (includes metadata developed for each new service)
- Engage the growing community of internet-related application developers that are outside the typical Minnesota GIS community.
- Spur the creation of new and innovative applications that are based on our services and are of value to our customers and stakeholders.
- Demonstrate public value that can be created through data sharing and use of web services technology.

III. Project Definition

1A. BUSINESS OBJECTIVES

- Promote the creation, publishing and use of geospatial web services, for consumption by public agencies and others
- Promote a centralized location for publishing information about geospatial services
- Engage emerging and new application developers and the user community
- Create public value with new applications available to government and citizens
- Promote innovation and new uses of existing geospatial data
- Promote and exemplify transparency and open government
- Identify cross-sector partnering opportunities to address shared information needs (**MetroGIS outcome**)
- Demonstrate that public value can be created when publicly-produced geospatial data are utilized in web applications developed by non-government interests (**MetroGIS outcome**)

1b. Agency: Intentions, Values, or Services Impacted by this Project

- Low risk way to evaluate new technology/applications using existing data
- Identify new users of data and new ways to use existing data
- Provide better support to internal and external users by using applications developed via the contest

Defining shared application needs and catalyzing collaborative solutions to those needs, is MetroGIS's top priority for 2010. $18,500 and a portion of the Staff Coordinator's time have been allocated to addressing this need.

2. PROJECT VALUES

- Minnesota government agencies and other organizations have a significant opportunity to increase efficiency by sharing businesses data and processes through web services.
- Focus - geospatial web services
- Non-spatial services welcome, but not main focus.
- Geographic extent - Minnesota
- Increased public awareness of the govt./agency resources (especially datasets) - leading to more efficiencies and more members of the community taking advantage of those efforts

3. PROJECT SUPPORT/PARTICIPATION ROLES

a) Project Managers:
- Administrative Manager
  - MetroGIS Staff Coordinator – Estimate $1/8^{th}$ to $1/4$ FTE over 6+ months (125-260 hours)
  - Schedule meetings and coordinate resources
  - Manage budgets and contracts
- Technical Project Manager & Manager - Estimate $1/8^{th}$ to $1/4$ FTE over 6+ months (125-260 hours)
  - Lead the project
  - Develop project scope and work plan
  - Chair Steering/Advisory Team

b) Task-Based Support Roles
- Steering/Advisory Team (*Technical Project Manager to Chair*)
  - Provide oversight & guidance to project managers
  - Assist with ad-hoc project needs
  - Promote and educate
- Contest Administrator
  - A hired consultant/vendor
  - Organizing & conducting actual contest
  - Make final rules, accept submissions, oversee judging
- High Level Champions/Advocates
  - Multiple – state, regional, county, city, etc.
  - Advocate for contest at high level
  - Encourage involvement of peer organizations
  - Advocate for funding
- Bush Beaters
  - Contact, encourage & assist potential data providers
  - Help document data and put in service format
- Data Producers
  - Stand up services

c) Participants – Develop awesome new apps

4. FOCUS

BREADTH

Any business process that relies upon use of geospatial data can theoretically make use of geospatial web services. The breadth of applicability of the proposed contest is limited only by the application developers' imagination of how to utilize web mapping services and the extent to which the producer-organizations elect to convert their data to services and make them available to others.

DEPTH

The application must utilize at least one GIS map service containing spatial data that falls within the state of Minnesota.

OTHER

Sponsors of specific awards may have input on the type of application that can win that award.

5. CONTEXT

DEFINITIONS
Definitions are provided here in the MetroGIS Glossary for 2010.

MetroGISglossary2010.doc

ASSUMPTIONS

- If more organizations were to publish their data via web services, significant improvements in organizational efficiencies would result. (Less duplication of effort and more leveraging of finite resources)
- Once web services are made available, the owners will recognize the value to themselves and others and continue to maintain them.
- The contest will be announced at the 2010 Mn GIS/LIS fall conference to engage producers to publish their data via web services in preparation for the contest and encourage application developers to begin to think about participating.
- Greatly expanded availability of data via web services, sufficient to provide the incentive to web application developers to participate in the proposed contest, will be available by early 2011 when the contest begins.
- Hosting a contest presents a low-cost, low risk way to catalyze innovation across all sectors regarding creation of web applications; some of which are expected to create public value important to the producers of the web services at no cost to them. This model was demonstrated to be effective in 2008 by Washington D.C with its Apps for America Contest.[1]
- The benefits of the proposed contest are compelling enough to attract:
  - ➢ A number of volunteers who are willing to serve in a variety of leadership roles
  - ➢ Several organizations that are willing to contribute funding for a qualified contest administrator and other staff roles that may not be able to be effectively supported by volunteers.
  - ➢ Several organizations that are willing to sponsor awards
  - ➢ Numerous application developers who are willing to participate.

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[1] In 2008, in Washington DC, the Office of the Chief Technology Officer had the goal of making DC.gov's Data Catalog useful for the citizens, visitors, businesses and government agencies of Washington, DC. The solution created was "Apps for Democracy" – a contest that cost Washington, DC $50,000 and returned 47 iPhone, Facebook and web applications with an estimated value in excess of $2,600,000 to the city. The first program was so successful it was followed by Apps for America 2 that was hosted last summer (http://sunlightlabs.com/contests/appsforamerica2/).

CONSTRAINTS / FREEDOMS

- A thorough project proposal must be developed by volunteers and volunteers must also solicit interest among candidates for serving in the critical role of Technical Project Manager. This process takes time, at the expense of loosing valuable project momentum.
- The role of Technical Project Manager may be found to be too time-consuming to expect a volunteer to accept it. If this is the case, additional fund raising will be needed to retain a qualified individual. A thorough project proposal must be developed by volunteers and volunteers must also solicit interest among candidates to serve in this capacity. The workgroup strongly believes that a pure volunteer for managing the project is unrealistic.
- A firm/person qualified to administer the contest may not be able to be retained for the available funding.
- A Technical Project Manager needs to be secured before a detailed support plan and related budget can be finalized to give the Project Manager an opportunity to oversee and take ownership of these efforts. Potential sponsoring organizations will likely want to review the project budget before they authorize funding.
- Best practices for contest rules have been developed and tested by others which can be leveraged.
- It was widely agreed that this project will require sponsorship dollars in order to succeed. How much influence those sponsors have on defining the desired judging criteria was discussed and some degree of control on that needs to take place.

RISKS / OPPORTUNITIES

- If a Technical Project Manager is not secured by May 2010, it will be difficult to influence 2011 budgets of potential sponsoring organizations.
- The window of opportunity for this novel web application contest idea may be not be as viable later this year as it was last year when the idea was conceived.

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6. BUDGET

- <u>Technical Project Manager</u> $24,000
- <u>Contest Administrator</u> – (use Wash D.C. Apps for Democracy as a guide?) $30,000
- <u>Assistance with development of Metadata for Mapping Services</u> $10,000
- <u>Misc Support (travel, supplies, advertisement, etc)</u> $1,000
- <u>Awards/Prizes</u> (assume provided by sponsors? E.g., $1,000 per award?) $ 0?   (*Partners*)
                                                                              $65,000

---

7. PARTNERS (COMMITTED TO DATE)

- <u>MetroGIS / Metropolitan Council</u> (2010 budget)
  a) $15,000 for contest administration expenses,
  b) Approximately a quarter time FTE for project/contest administration
  c) 3,500 for metadata development to incentivize existing public interests to document and publish their existing geospatial data via web mapping services.

IV. Proposed Solution and Desirability

1. GENERAL DESCRIPTION OF PROPOSED SOLUTION

December 2009-March 2010:
- Create workgroup to lead effort until Technical Project Manager can be secured
- Clarify objectives, refine project plan (project charter)
- Clarify responsibilities of the Technical Project Manager and Administrative Project Manager
- Identify and secure agency(ies)/organization(s) partner commitments needed to host the contest
- Identify candidates/procurement method to fill Technical Project Manager role
- Create plan to expand number of map services available

March-April 2010:
- Secure Technical Project Manager
- Launch procurement process to secure contest administrator
- Obtain commitments for all other support roles

April– December 2010:
- Set the ground work for the contest (pre-contest preparations)
- Engage data producers and expand number of web services available
- Establish contest rules and processes
- Identify possible award sponsors and secure commitments (set categories during rules creation)
- GIS/LIS conference (October 13-15) – advertise & educate, announce that the contest will begin in early 2011 and encourage data producers to participate by publishing their data as services and encourage application developers to being thinking about applications they could submit. .
- MN geospatial broker/commons (check availability of broker)

2011:
- Contest runs approximately March through June
- Judging of entries in July and August
- Awards at 2011 GIS/LIS Conference in October

2. BENEFITS

IMPROVED SERVICE
- Catalyzing of cross-sector sharing of data is expected to result in better data to support decision making and improved service delivery.
- Increased sharing of geospatial data, in the form of web mapping services, has been shown in other areas to catalyze development of applications that create public value and which are useful to the producer (e.g., BART, Washington D.C.), at no expense to the producers.

REDUCED COST
- Changing an organization's business model to increasingly rely upon use of web mapping services as a means to make data available to others has the potential to greatly reduce costs in comparison with supporting data access requests manually.
- Use of web mapping services by the data user can great improves productivity over manually accessing data produced by others. The most recent version of the data is automatically received; saving time and effort because no need to manually update and store locally.

3. FEASIBILITY

Explanation: Three critical elements must be in place for a successful project, most likely by early spring 2010, to enable launching of the contest at the fall 2010 Mn GIS/LIS conference:
- Technical project manager
- Partner commitments (funding and/or support commitments)
- Contest sponsors (awards)

These commitments must be secured by volunteers who have limited time to dedicate to this project.

4. SUSTAINABILITY

Explanation:
- **For the contest itself,** sustainability is not an issue as this contest is intended to be a onetime event.
- **For the Geo Applications** developed for this contest, the Technical Project Manager will oversee the development of contest criteria. Sustainability is anticipated to be one of several topics that will be discussed as candidates for judging criteria, along with usefulness and creativity.
- **Partnerships** will be identified to host web applications that provide public value and address shared information needs that cross sectors and agencies. These partnerships will be sustained as the applications are able to meet business needs.

5. ALTERNATE SOLUTIONS CONSIDERED, WITH ASSESSMENT

MetroGIS hosted two forums (January 2008 and November 2008) designed to define shared mapping services/web application needs for action by the MetroGIS community. The January forum produced a consensus on the roles that the MetroGIS should play regarding the definition of define priority shared

application needs and seeking collaborative solutions to them. At the December 2008 forum, several shared web service needs were defined and a solution to each has been implemented (e.g., geocoding service) or has been authorized (e.g., proximity finder and best image service). However, these forums and the resulting web services have not accomplished the objective of wide spread publication of web mapping services nor resulted in development of web applications that take advantage of them.

The proposed contest is viewed as a low-risk, low cost means to **accomplish the above-defined objectives** and **demonstrate tangible benefits** possible through expanded use of web services in a manner that **policy makers can compare and contrast to their existing business practices**.

EXHIBIT 2

RESPONSIBILITIES AND QUALIFICATIONS
– TECHNICAL PROJECT LEADER –
GEO APPLICATIONS CONTEST

Responsibilities of Technical Project Leader:
Project Leader will:

Lead monthly meeting with advisory group

Lead monthly meeting with other groups, as needed

Lead development of fundraising strategy

Define target participants/groups

Lead development of bush-beating strategy

Define conceptual judging strategies and preliminary criteria

Facilitate a project definition meeting with stakeholders

Develop a draft project plan to be approved by advisory group

The plan should include: fundraising strategy, understandable project charter with all benefits clearly defined, RFP for contest administrator, defined requirements framework for the contest, defined prizes and prize categories, outline for general judging criteria (what is important to us), contest timeline, defined criteria for providing code for applications submitted.

Qualifications of Technical Project Leader

Has strong conceptual understanding of geospatial data, geospatial services and applications.

Has understanding of the collaborative environment that has been cultivated in the Twin Cities metropolitan area and across greater Minnesota to widely leverage geospatial related investments that have been made by the various stakeholders.

Has demonstrated experience serving in the capacity of a project manager, in particular, for projects that entail multiple participant organizations.

Has statement from employer that they support the candidate serving in this capacity.

ATTACHMENT D

Geospatially Enabling Community Collaboration: The GECCo Initiative

"…reduce and/or eliminate the vulnerability of the infrastructures of   society's complex technology systems that increase the difficulty for attacks on U.S. systems.."
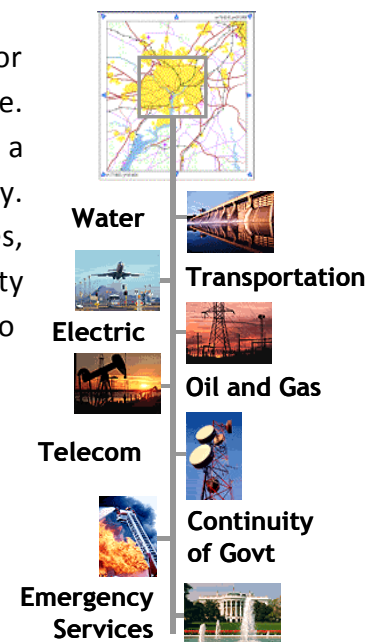
Excerpt, Homeland Security Presidential Directive 7

No matter the root cause of an emergency – terrorism, natural occurrences, or unintentional human error – the methods of preparing for, preventing, responding to, mitigating, and recovering from crisis are based on a common approach: the coordinated   use of geospatial information to provide a common, spatially-based operational picture (map). This cannot happen without the many mutually dependent agencies and public and private organizations charged with protecting our nation's citizens and infrastructure being able to efficiently and effectively share their geospatial data. GITA's GECCo initiative was developed to address the obstacles that need to be overcome before this can happen.

Purpose of the GECCo Initiative

Critical infrastructure is vital to a community that depends on it for economic security, quality of life, delivery of service, and governance. Disruption of one or more critical infrastructure assets would have a profound negative effect on all sectors within that community. Recognizing the importance of our infrastructure interdependencies, GITA began an initiative in 2004 called "Geospatially Enabling Community Collaboration," or GECCo.   The purpose of GECCo workshops is to facilitate an interactive dialogue at the local level among community infrastructure stakeholders to begin to address collaboration and information exchange issues that inhibit effective response and recovery in times of emergency. The workshops employ an interactive, cooperative approach to enhance existing security-related efforts and enable community stakeholders to develop a framework by which public and private organizations can better collaborate in order to protect critical infrastructure.   This framework includes intra- and inter-organizational collaboration and coordination, effective practices and guidelines, information access and exchange, interoperability and enterprise architecture, and data and technology requirements.

Water

Transportation

Electric

Oil and Gas

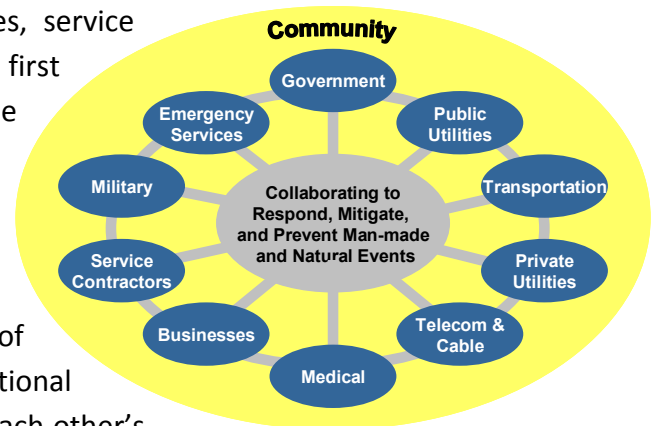Telecom

Continuity of Govt

Emergency Services

The outcome of each local or regional GECCo workshop is designed to enhance existing security-related efforts and enable community stakeholders to develop a framework so public and private organizations can better collaborate in order to protect critical infrastructure more effectively.

Results to Date

GECCo workshops have been held successfully in Honolulu, HI, Denver, CO, Western New York State, Seattle, WA, Tampa, FL, and Phoenix, AZ. The two-day sessions have attracted an average of 45 representatives of local area utilities, local, state and federal government agencies, military units, first responders, and other user organizations. In each case, workshop participants gained valuable insight by identifying and discussing barriers to collaboration and how to overcome them, opportunities for sharing data, and defining keys to successful collaboration among local and regional organizations. In several cases following a GECCo, a local working group was established to continue to identify better ways to cooperate to provide for community infrastructure security. More recently, as part of an effort to integrate the GECCo program with national efforts, emphasis is being placed on ongoing federal directives and programs, such as the protected Critical Infrastructure program (PCII), the Homeland Infrastructure Foundation-Level Data (HiFLD) program, and the Homeland Security Infrastructure Program (HSIP).

Community Collaboration

A community includes a variety of public and private organizations, including governmental agencies (local, state, and federal), public and private utilities, transportation, telecommunications and cable organizations, businesses, service contractors, military, emergency services and first responders, and other organizations. The goal of the GECCo initiative is to develop a replicable framework and tool set that stakeholders in communities across the U.S. can employ in constructing collaborative models for protecting critical infrastructure against both natural and man-made events. GITA's vision is a growing network of GECCo communities nationwide that contribute to national directives and programs, while continuing to gain from each other's experiences.

About GITA

GITA is a non-profit association focused on providing education, information exchange, and applied research on the use and benefits of geospatial information and technology worldwide. Its membership includes federal, state, and local government agencies, utilities, infrastructure management organizations, and private sector companies. Visit us at www.gita.org.

MetroGIS

Agenda Item 5d

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield (1000 Friends of Mn)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Glossary of Geospatial and GIS Terms

DATE: April 5, 2010
(For the Apr 21st meeting)

REQUEST
The Coordinating Committee respectfully submits the attached Glossary of Geospatial and GIS Terms to the Policy Board for its acceptance and recommends that it be managed as a living document.

COORDINATING COMMITTEE CONSIDERATION
A work group of the Committee, headed up by Joella Givens (MnDOT) and Mike Fiebiger (Ramsey County), refined the subject glossary for the Committee's consideration. This activity was undertaken in response to a request from Chairperson Schneider.

At its meeting on March 17, the Committee accepted the listing of terms as presented in this report. The only concern raised was if the listing of terms is to continue to include proprietary products (i.e., ArcGIS, MrSID) all similar products should also be included. The Committee compromised by asking staff to add a preamble stating that this listing of terms is intended to be a starting place and as the need for additional terms is recognized that they be added. The group concurred with the goal for this document to be managed as "living" and that posting it in an Internet environment would enable users to offer modifications.

REFINEMENT FOLLOWING COMMITTEE CONSIDERATION
During discussion to develop the agenda for the April Board meeting, and in response to the Committee's concern for including proprietary terms, Chairperson Schneider suggested that the terms be separated into two listings – User Terminology and Proprietary Terms/Products – for the recommendation to the Board. This idea was shared with the Workgroup and they believe that terms should be called out (**) but not moved to a separate listing to simplify the user experience. The later method is used in the attached version. Which method is preferred by the Board members – the target audience?

ACHIEVING GOAL OF A LIVING DOCUMENT
This goal can be met in a couple of ways. The simplest being to post the document on the MetroGIS website with a link from the front page so it is easily found by Policy Board and Committee members. Any desired modifications would be submitted to MetroGIS staff. The MetroGIS web site does not have the capacity to support online editing. Staff would be responsible for monitoring the listing of terms for any needed modifications and additions.

Other options investigated (SharePoint and Wikipedia) have drawbacks that do not make them as attractive as posting on the MetroGIS site, at least not at the present time. If SharePoint is used, a stakeholder origination would have to host the site. In the past, these sites have had restricted access – only preregistered persons are permitted to access the site. Stakeholder support would also be required. Such requests should be limited to only critical support needs. The Wikipedia option does not appear to allow for presenting the listing of terms in the document format presented in this report, making it difficult for Board members to locate terms directly relevant to our particular situation here in the Twin Cities. On the positive side, anyone would wanted to offer modifications could to so.

RECOMMENDATION
That the Policy Board:
1) Accept the Coordinating Committee's attached proposed Glossary of Geospatial and GIS Terminology.
2) Direct staff to post these terms on the MetroGIS Website, as described herein.

GLOSSARY OF
GEOSPATIAL AND GIS TERMINOLOGY

<u>PREAMBLE</u>: *This listing of geospatial terms was developed at the direction of the MetroGIS Policy Board to help its members better understand recommendations they are asked to consider. This listing is intended to be a starting place and that as the need arises, additions and modifications are to be incorporated. Users are encouraged to offer such modifications as they recognize the need<u>. Proprietary Terms/Products are followed by " ** "</u>. It is understood that the listing of these terms is incomplete.*

<u>GEOSPATIAL AND GIS TERMINOLOGY</u>

ArcGIS**: A collection of software products developed by ESRI. This includes ArcView, ArcEditor, and ArcInfo levels of functionality as well as the main applications of ArcMap, ArcCatalog, and ArcToolbox.

Annotation: Descriptive text used to label geographic features on a map. This text is used for display rather than analysis.

Application: A program (software) or web mapping service designed to perform a specific task. Examples include word processing software, database programs, and mapping tools.

GIS applications can be used to solve problems, automate tasks, and generate information within a specific field of interest. They can also be used to search, analyze, and map data to answer particular questions.

Arc: An ordered string of vertices (x, y coordinate pairs) that begin at one location and end at another. Connecting the arc's vertices creates a line. The vertices at each endpoint of an arc called nodes.

Attribute: Descriptive information about a geographic feature or location that is usually stored in a table. Examples include ownership of a parcel of land, the population of a neighborhood, or the speed limit or name of a road.

Basemap: A map containing geographic features used for locational reference. Roads are commonly found on basemaps.

Best Practice or Best Management Practice: A recognized technique, method, or process related to developing, documenting, managing, sharing, distributing, or utilizing geographic data or applications which promotes consistency and compatibility of the data. It is a reflection of what the GIS community has found to work most efficiently and effectively. Best practices or guidelines may evolve into standards when officially adopted and mandated.

Broker: A searchable catalog or directory of datasets and services that provide information about resource availability and accessibility. This is similar to conducting a Google search, then following a link to the information of interest.

The broker function facilitates enforcement of requisite standards and protocols, as well as possibly providing authentication (security) services. Examples include the Federal Geographic Data Committee (FGDC) Clearinghouse and Geospatial One-Stop (Geodata.gov) sites. The Clearinghouse provides a single point of contact regarding available resources while at the same time tracking data accessibility. Geodata.gov provides access to maps, data and other geospatial services.

Buffer: A zone of a specified distance around coverage features, useful for proximity analysis.

Business Information Need: Data needed to accomplish a business task. For example, needing to know the owner of a parcel of property in order to contact them, needing to know which community a particular property is located, or finding the drainage outlet for a particular wetland.

Cadastre: An official record of dimensions, land value, and ownership used to calculate taxes.

Cadastral Survey: A boundary survey taken for the purposes of ownership and taxation.

Cartography: The art and science of making maps.

Catalog: A collection of data or metadata that is searchable and often organized by category, to assist the discovery and retrieval of datasets or services.

Catalog Entry: An item in the list of contents of a catalog that is searchable by keyword or category for example.

Clearinghouse: A central institution or agency for the collection, maintenance, and distribution of information, metadata, and data. A clearinghouse provides widespread access to information and is generally thought of as reaching or existing outside organizational boundaries.

Clip: The spatial extraction of those features from one map layer that reside entirely within a boundary defined by features in another map layer, much like a cookie cutter.

Coordinate: A set of numbers (x, y values) that designate location in a given reference system (coordinate system). Coordinates represent locations on the Earth's surface relative to other locations.

Consensus: General agreement or accord about a particular decision. This is the preferred means of decision-making by MetroGIS.

DataFinder: A one-stop-shop for finding geospatial data pertaining to the seven county Twin Cities metropolitan area. Its primary function is to facilitate sharing of GIS data among organizations and provides metadata describing GIS datasets, which can be directly downloaded or used via web services.

DataFinder Café: An interactive tool for viewing and downloading GIS datasets. It allows users to download datasets by user defined geographic extents or selections. The Café also allows users to browse GIS datasets, print maps, and save mapping sessions for later use or for sharing with others.

Data Standard: An approved model of what data should be recorded, how data should be recorded, and how data should be supported by a system in order to retain its full meaning.

A standard should be a well defined set of properties or specifications for measuring acceptability, quality, and accuracy for a specific type of data which is accepted as correct by custom, consent, or authority that facilitates the creation, use, or dissemination of such data.

Dataset: A collection of related data, which is grouped or stored together.

Datum: The reference location from which measurements of the Earth are made. A datum defines the size and shape of the Earth and the origin and orientation of the coordinate systems used to map the Earth. Knowing the datum is important because referencing the wrong datum can result in significant error.

Endorsed Regional Solution: Specifications for geospatial data that benefit the user community which have been approved by a regional entity such as MetroGIS. The endorsement of a regional dataset involves guidelines for access, content, and distribution in order to provide a consistent dataset across the region's jurisdictions.

Field: In a database, another term for column.

Geocoding: A GIS process for converting street addresses, intersections or named locations

into spatial data that can be displayed or mapped. For example, the geographic location for an address may be found by comparing it to reference data, such as address points, street centerlines or zip code boundaries. Reverse geocoding is the opposite, for example finding attribute information from a point on a map.

Geocoding Service (Address Locator): A service that allows the user to geocode non-spatial data using a web or desktop application.

Geographic Data (Geospatial Data): Data having two components: spatial and attribute. The spatial component is the location of the feature data in map coordinates. The attribute component is the data that describes the feature.

> Examples of spatial data:
> - point: fire hydrant
> - line: street
> - polygon: parcel boundary
> - raster: aerial photography or shaded relief
>
> Examples of attributes data:
> - fire hydrant: diameter of pipe
> - street: street name
> - parcel: property owner name
> - shaded relief: elevation

Geographic Information System (GIS): An organized collection of computer hardware, software, geographic data, and personnel designed to collect, store, update, manipulate, analyze and display geographic information. GIS is the merging of database technology and cartography.

Georeferencing: A process for aligning geographic data to a known coordinate system so it can be used with other geographic data. Georeferencing may involve shifting, rotating, scaling, and rubber sheeting (stretching) the data or image. This method is not as precise as orthorecitification.

Geospatial Web (GeoWeb): A relatively new term that reflects a blending of geographic (location-based) information with information from the Internet. This has created an environment where searches can be based on location as well as keywords.

The GeoWeb is currently characterized by geo-browsers such as Google Earth, Google Maps, Bing Maps, and Yahoo Maps.

Global Positioning System (GPS): A system of global navigation satellites used for determining location on the earth. A GPS can be very accurate, making it a useful tool for surveying and GIS as well as navigation.

Hydrography: The measurement and description of water bodies.

Infrastructure: The system of human-made physical structures that provide communication, transportation, utilities and other public services including hospitals, police and fire stations. This information is often included within a core set of GIS data. Also refers to the collection of computers, servers, other related hardware and connecting cables that allow a group of computer users to communicate and share information.

Interoperability: The capability of components or systems to exchange data with other components or systems, or to perform in multiple environments. For example, interoperability is required for a GIS user using software from one vendor to study data compiled with GIS software from a different provider.

Layer: A thematic set of spatial data, layers are organized by subject matter.

Legend: The reference area on a map that lists and explains the colors, symbols, line patterns,

shadings and annotations used on the map; the symbol key to interpret the map.

Light Detection and Ranging (LIDAR): An optical remote sensing technique that uses laser pulses to determine elevation with high accuracy.

Line: A set of ordered coordinate pairs that represent a linear feature with no area, or with a shape too narrow to be displayed as a polygon.

Map: A graphic representation of geospatial data. A map displays data.

Map Projection: A mathematical model that transforms the locations of features on the Earth's surface (sphere) to locations on a two-dimensional surface (flat map).

Mashup: A mixture or combination of content, elements, or scripts from multiple sources or websites. For example, one could add schools information from the Department of Education and public transportation routes from MetroGIS to a Google Map.

Metadata: Information that describes the content, quality, condition, origin, and other characteristics of data. Metadata answers questions about how, when and where the data was collected. It can also provide information about origin, source, reliability and accuracy.

MetroGIS: A geospatial collaborative organization serving the Twin Cities metropolitan area. Its primary functions focus on: a) the development and implementation of a collaborative regional solution for sharing information needs (e.g., geospatial data, related applications, standards and best practices), b) widespread sharing of geospatial data via DataFinder.org website, c) the value of GIS technology as a core business tool, and d) sharing knowledge relevant to the advancement of GIS technology. Beneficiaries of these efforts include local and regional governments, as well as, state and federal government, academic institutions, nonprofit organizations and business interests.

> Distinguishing Characteristics include:
> - Unincorporated organization -*no mandate or legal standing*
> - Cannot own data, receive, or spend funds-*rely on stakeholders*
> - Elected officials comprise the Policy Board
> - Consensus-based decisions on matters fundamental to success
> - Voluntary compliance for endorsed policies/procedures
> - Forum to foster collaboration on a breadth of shared geospatial program needs - *more than just data.*

Metropolitan Area: The seven county service area of the Metropolitan Council. Governments within Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties are represented on the MetroGIS Policy Board.

Metropolitan Council: A 17-member council that serves as a regional planning organization for the seven-county Twin Cities metropolitan area.

The council runs the regional bus and light rail system, collects and treats wastewater, manages regional water resources, plans regional parks, and administers funds that provide housing opportunities for low and moderate income individuals and families.

Minnesota Geospatial Information Office (MnGeo): Established in May 2009, this is the first state agency in Minnesota with legislatively defined responsibility for coordinating GIS within Minnesota. The organizational structure includes two advisory committees that make recommendations to the Chief Geospatial Information Officer (CGIO). These committees include a statewide geospatial advisory council and a state agency advisory council.

MrSID**: MrSID is a compression format applied to raster data, most commonly aerial photos.

National Spatial Data Infrastructure (NSDI): The technologies, policies and people necessary to promote sharing of geospatial data throughout all levels of government, the private and non-profit sectors, and the academic community. The goal is to reduce duplication of effort among agencies, improve quality and reduce costs related to geographic information, to make

geographic data more accessible to the public, to increase the benefits of using available data, and to establish key partnerships with states, counties, cities, tribal nations, academia and the private sector to increase data availability.

Open Geospatial Consortium (OGC): The OGC is a non-profit, international, voluntary consensus standards organization that is leading the development of standards for geospatial and location based services.

Open Source Data Model: A standard that has members of the GIS user communities cooperatively working to correct and improve spatial data and attributes in exchange for less restrictive uses of the data.

Open Source Software: A program in which the source code is available to the user for their use and/or modification from its original design free of charge. Open source code is typically created as a collaborative effort in which programmers improve upon the code and share the changes within the community. The result of this collaboration is the fast and affordable development of high quality technologies and software products.

Orthophotography (Orthoimagery): An aerial photograph geometrically corrected so that the scale is uniform and distortion is corrected to remove camera tilt and/or ground relief. This is similar to georeferencing an aerial photo, but much more accurate.

Peer Review Forums: A facilitated event at which users of a particular regional solution are invited to share ideas on how to improve the solution, including but not limited to data content, access and custodial responsibilities.

Through these events, MetroGIS identifies ways to ensure that solutions maintain their relevance with changing user needs, and leverage resources that were not available when the solution was implemented.

Point: A single x, y coordinate point that represents a geographic feature.

Polygon: A representation of an area defined by lines that make up its boundary. For example, it may represent a building footprint, parcel, city limits, or country's boundary.

Projection: A mathematical model that transforms the locations of features on the Earth's surface (sphere) to locations on a two-dimensional surface (flat map).

Raster: A way of representing geographic features by dividing the world into discrete squares called cells. Aerial photos are a common example of raster data.

Remote Sensing: The process of acquiring information about an object without contacting it physically. Methods include aerial photography, radar, and satellite imaging.

Service Broker: A searchable catalog or directory of services that provides information about resource availability and accessibility.

Services: Reusable, self-contained collections of executable software components. They are software that can work in different operating systems, networks and application frameworks. They are basic to creating highly integrated and distributed application systems. GIS data is often provided via a web service. Spatial data served out by one organization via a web service can be consumed by GIS users with access to the web and the software to consume the service.

Shapefile: A shapefile is a dataset that is associated with ESRI's GIS software products. Shapefiles contain spatial geometry (points, lines, polygons) in multiple files.

Shared Business Information Need: Information needed to carry out the business of more than one organization.

SOAP: Is an acronym for **S**IMPLE **O**BJECT **A**CCESS **P**ROTOCOL which is a XML (defined below) based protocol developed for exchanging information between peers in a decentralized, diverse environment. **SOAP** allows programs on different computers to

communicate regardless of operating system or platform; it is used in Web Services.

Spatial Data (Geospatial Data): Information about the locations and shapes of geographic features, which are often stored as coordinates and topology, data that can be mapped.

Spatial Data Infrastructure (SDI): A framework that facilitates access to geographic information using a minimum set of standard practices, protocols, and specifications.

Stakeholder: A person, group or organization with an existing or potential interest in MetroGIS. This includes both users of its services and contributors.

Succession Planning: Strategies to accomplish successful transitions in leadership roles critical to an organization's long term success (e.g., committees, staff support, and advocates within critical stakeholder organizations).

Topology: The spatial relationship between geographic objects. For example, topological information for a city boundary would include the names of adjacent cities.

Vector: A coordinate based data structure commonly used to representing geographic features as an ordered list of vertices.

"View only" Access: Data is displayed as a map, graphic or summary table. A user may print or save the displayed information, but cannot download or edit the data.

Web Coverage Service (WCS): An interface standard of the Open Geospatial Consortium (OGC) that provides geographical coverages (e.g. aerial photography, land cover data, digital elevation models) across the web using platform independent calls. The coverages are provided as objects that can be spatially analyzed by the end user.

Web Services: GIS Web Services are self-contained application components that can be published or accessed over the World Wide Web. Each performs a specific GIS function as part of a larger web site, portal or business application.

Web Feature Service (WFS): A Web Service that allows a user to request, create, update, delete and/or save geospatial data as if it were on the user's own computer or network.

Web Mapping Service (WMS): A Web Service that permits a user to request and obtain a *map image*, which can be viewed on its own or with other geospatial data. The image created by the WMS cannot be edited but it can be combined with other WMS data as well as locally stored data. A WMS is a virtual copy of the geospatial data, meaning that when the user's computer is shut off, the map image is no longer available.

WIKI: A website that allows the creation and editing of any number of interlinked web pages through a web browser. They are often used in an ongoing process of creation and collaboration that promotes meaningful discussion and teamwork across the web.

XML (eXtensible Markup Language): A standardized general purpose language for designing text formats that allows the interchange of data between computer applications. XML is designed for creating web documents such as the production of GIS metadata.

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Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
April 21, 2010

1. **CALL TO ORDER**
Vice Chairperson Egan called the meeting to order at 6:10 p.m.

Members Present: Dan Cook (School Districts - TIES), Tom Egan (Dakota County), Steve Elkins (Metro Cities – City of Bloomington), Randy Maluchnik (Carver County), Jim Kordiak (Anoka County), Roger Lake (Metro Watershed Districts), Jim Bunning for Joseph Wagner (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), for Tony Pistilli (Metropolitan Council).

Members Absent: Terry Schneider (Metro Cities - City of Minnetonka), Gary Swenson for Randy Johnson (Hennepin County), and Victoria Reinhardt (Ramsey County).

Coordinating Committee Members Present: Rick Gelbmann, Nancy Read, and Mark Vander Schaaf,

Support Staff: Randall Johnson

Visitors: Judy Sventek and Dave Hinrichs (Metropolitan Council), and Jane Harper (retiring Coordinating Committee member from Washington County)

RECOGNITION OF RETIRING COORDINATING COMMITTEE MEMBER HARPER
Vice chairperson recognized Jane Harper's retirement from the Coordinating Committee after nearly a decade of service and leadership by presenting her with a Certificate of Achievement (attached) that he read aloud.

2. **ACCEPT AGENDA**
Member Pistilli moved and Member Kordiak seconded to approve the agenda, as proposed. Motion carried, ayes all.

3. **MEETING SUMMARY**
Member Pistilli moved and Member Kordiak seconded to approve the January 27, 2010 meeting summary, as submitted. Motion carried, ayes all.

4. **GIS TECHNOLOGY DEMONSTRATION**
The Staff Coordinator introduced this presentation as the top the choice among Council members in the survey conducted in February. He then introduced Judy Sventek, with the Metropolitan Council's Environmental Services Division to talk about a collaborative pilot project involving Dakota and Scott Council water quality data pertaining to streams via the Internet. Ms. Sventek's talk covered an explanation of the streams involved, the type of data collected for them, how the results of the monitoring are used, screen shots from the actual web-based application used to manage the data, and expectations for the next phase(s) in the evolution of this collaborative. She noted that the current application was built in-house by the Council as an extension of applications that were in place to test the idea of a collaborative model.

A question from Member Kordiak about how the application was created and by who led to a conversation about how partners might be identified and a suggestion that a needs analysis involving the broader community be conducted before the pending RFP for enhancements to the current functionality is published. Members Kordiak and Pistilli speculated that many other interests could benefit from this tool and would likely join the effort if given the opportunity. The Staff Coordinator also commented that this has been the experience of MetroGIS for over a decade for its efforts to catalyze regional solutions to shared geospatial information needs.

The members thanked Ms. Sventek for her presentation and encouraged the partners to expand the geographic scope of the collaboration. Click here to view Ms. Sventek's presentation slides.

5. **ACTION/DISCUSSION ITEMS**
   a) **Regional Address Point Dataset**
   Mark Kotz, Chair of the Address Workgroup, made a presentation to elaborate on the information presented in the agenda report and explain the rationale for the recommendations. Click here to view Mr. Kotz's presentation slides.

   Member Kordiak asked for clarification about the difference between parcel addresses and the proposed address points dataset. Kotz commented that the proposal is to capture the address for every habitable unit using the example of 4 apartment buildings with 40 apartment units each on one taxable parcel would have 161 addresses in the proposed address points database, as opposed to one address in the current parcel dataset.

   Vice Chairperson asked if the proposed database will have the capability to locate units by floor. Kotz stated that this capability has been discussed but since there are multiple unresolved issues with this capability, the workgroup proposes to launch the dataset without a "z-value" field to begin with. The Staff Coordinator commented asked the members to keep in mind that the proposal is for a creating a database, not development of applications to consume and visualize the data. He speculated that once these data are available, its presence will catalyze development of a host of applications.

   Vice Chairperson asked also asked for clarification about the target audience for the proposed liability disclaimer. Kotz responded that disclaimer is intended to communicate to prospective users of the data that the producers (cities) do not warrant its use and that they have access "as is". The members were comfortable with this proposal.

   Motion: Member Pistilli moved and Member Elkins seconded t that the Policy Board endorse the following strategic Phase I components of the proposed Regional Address Points Dataset, (as presented in the agenda report dated April 5, 2010), with the understanding that Policy Board approval will be sought prior to commencing Phase 2:
   1) Phase 1 workplan (*Attachment A*)
   2) Interim policy statement (*Attachment B*) to govern the creation and initial operation of the proposed Regional Address Points Dataset.
   3) Interim liability waiver (*Attachment C*) for organizations who elect to contribute address point data as part of Phase 1.
   4) Database specifications (*Attachment D*)

   Motion carried, ayes all.

   b) **2010 NSDI CAP Grant Project Update**
   Staff Coordinator Johnson shared that the purpose of the study is to develop a trusted methodology to help policy makers evaluate public value creation potential that can be realized through data sharing. He reported that a major obstacle to the study moving forward had been overcome in that a well qualified consultant had been selected the day prior. Johnson confessed that he was not sure that a qualified proposal would be received. Once the consultant agreement is finalized their name will be released.

   Johnson went on to thank Hennepin County for agreeing to serve as the focus of the study, noting that the study concept had been shared with Commissioner Randy Johnson by the Staff Coordinator following a related presentation at the April 2008 National Geospatial Advisory Committee meeting, which led to Johnson encouraging the FGDC to create a grant category for such a study. He also thanked the Metropolitan Council for agreeing to responsibility to serve as the lead sponsor to apply for the grant and manage the grant award.

Johnson went on to explain that required training for each of the recipients of the Return on Investment (ROI) grants is planned for May 5-6 in North Carolina. The consultant will attend with Francis Harvey and the Staff Coordinator. The actual project is expected to begin late May, assuming the federal award agreement and consultant agreement are in place by that time. Johnson invited Board members and Committee members to contact him if they interested in serving as an advisor to the project, particularly those who represent non-government interests.

He concluded his remarks with a recommendation that the performance measurement project referenced in the report for the next agenda item, which the Board placed on hold until the fate of this grant-funded project was known, should continue to remain on hold given that the grant-funded project now appears to be reality. A deliverable of the grant-funded project is a series of metrics that can be integrated into MetroGIS's next generation performance measurement program.

c) **Guidance 2010 Work Plan / Budget Refinements**
Staff Coordinator Johnson stated that the partnership resources needed to move forward with the Geo Applications Innovations Competition given concept approval by the Board in October 2009 had not materialized and that the purpose of this agenda item was to seek guidance from the Board on how it would prefer the resources allocated for that purpose to be reallocated. He then summarized the four strategic goals that the Competition had been designed to work toward and asked the Board if these purposes should continue to be the target for the subject funds.

Vice Chairperson Egan commented he is fine with Chairperson Schneider working with the Coordinating Committee leadership to define alternative uses for these funds but to clarify recommendation 3 presented in the agenda report (*Request staff to report the revised MetroGIS work plan and budget back to the Policy Board via email*) to stipulate that Board ratification is required before acting on any new plans.

Motion: Member Kordiak moved and Member Elkins seconded to that the Policy Board:
1) Confirm that any new project that is financed with funds that had been allocated to the Geo Applications Creative Innovations Competition should align with one or more of the four goals for the Competition as listed in the agenda report.
2) Request Chairperson Schneider to work with Coordinating Committee leadership to define new uses for approximately $29,000 in funding and revise the 2010 MetroGIS work plan and budget, accordingly.
3) Before acting on the revised 2010 work plan and budget, obtain Board ratification of the proposed changes.

Motion carried, ayes all.

d) **Glossary of GIS and Geospatial Terms**
Staff Coordinator Johnson summarized the origin and purpose of the proposed glossary. And thanked Mike Fiebiger and Joella Givens for their leadership to develop it.

Motion: Alternate Member O'Rourke moved and Member Pistilli seconded that the Policy Board:
1) Accept Glossary of Geospatial and GIS Terminology, as proposed by the Coordinating Committee and attached to the agenda report.
2) Direct staff to post the glossary on the MetroGIS Website, as described in the agenda report.

Motion carried, ayes all.

6. **INFORMATION SHARING (***added at the meeting***)**
a) **Update on Cooperative Aerial Image Project for Metro Area**
Rick Gelbmann, GIS Manager for the Metropolitan Council, informed the Board members of the 2010 Cooperative Mapping Program that involves local, regional, state and federal funds to fund imagery capture for the greater metro area. Members asked several questions about how the

imagery will be used and about the model that allows model that allows multiple resolutions to be accommodated. [Click here](#) to view Mr. Gelbmann's presentation slides.

7. <u>NEXT MEETING</u>
The next meeting of the Policy Board is scheduled for Wednesday April 21, 2010.

8. <u>ADJOURN</u>
Member Elkins moved and Member Pistilli seconded to adjourn at 7:55 p.m.

Motion carried, ayes all.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

CERTIFICATE OF APPRECIATION

Jane Harper
Washington County

Thank you for your invaluable contributions and leadership that have been critical to realizing the vision that grounds MetroGIS's efforts - "*organizations serving the Twin Cities metropolitan area are successfully collaborating to use geographic information technology to solve real world problems*".

Your professional skill, tireless enthusiasm, and dedication to achieving acceptance of Geographic Information Systems (GIS) technology as a standard business tool of government, the vast additional efficiencies that can be achieved through its collaborative use; and advocacy for widespread access to geospatial data that is produced by the government community have greatly benefited our region and its citizens.

You have distinguished yourself as a willing participant serving as Washington County's representative to the MetroGIS Coordinating Committee from March 2001 to July 2009, holding the leadership position of Committee vice chair for 2002 and its chair in 2003 and 2004.

On behalf of the MetroGIS Policy Board, Coordinating Committee, and the broader MetroGIS community that their members represent, thank you for your valued contributions and leadership.

September 2009

Terry Schneider, Chair
MetroGIS Policy Board

Sally Wakefield, Chair,
MetroGIS Coordinating Committee

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Policy Board Meeting

Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Tom Egan,
Vice-Chairperson
Dakota County

Dan Cook,
TIES

Steve Elkins,
City of Bloomington
Metro Cities

Dennis Hegberg,
Washington County

Randy Johnson,
Hennepin County

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Randy Maluchnik,
Carver County

Tony Pistilli,
Metropolitan Council

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, July 21, 2010
6:00 p.m.

Metropolitan County Government Offices
2099 University Avenue, St. Paul
(*Go to* http://www.mmcd.org/directions.html *for a map and directions*)

Agenda

*********************** *Following Reports on MetroGIS Website* ***********************

Major Activity Update
   a) Regional Address Point Dataset Implementation / Address Editing Tool Development
   b) Regional Policy Statement for Geocoder Service
   c) 2009 Regional GIS Projects: *Proximity Finder and Best Image Service*
   d) RFP for Next-Generation Regional Street Centerline Solution
   e) Streamlining Data Access for Emergency Responders (*Leverage GITA-GECCo Initiative*)
   f) Performance Measures – Phase II
   g) Geospatial Commons – Benefits of Participation and Effective Governance

Information Sharing
   a) National Geospatial Advisory Committee: Results June 22-23, Meeting
   b) Mn Statewide Geospatial Advisory Council: Results June 30, Meeting
   c) Metro and State Geospatial Initiatives Updates
   d) National / Federal Geospatial Initiatives Updates (*MetroGIS Represented TFTN*)
   e) Other Presentations/ Outreach/Studies
   f) June 2010 Coordinating Committee Meeting Summary

Mission Statement: *"....to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."*

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Metropolitan Counties Government Center
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Support Staff: Randall Johnson

Visitors: Judy Sventek and Dave Hinrichs (Metropolitan Council), and Jane Harper (retiring Coordinating Committee member from Washington County)

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2. ACCEPT AGENDA

Member Pistilli moved and Member Kordiak seconded to approve the agenda, as proposed. Motion carried, ayes all.

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4. GIS TECHNOLOGY DEMONSTRATION

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The members thanked Ms. Sventek for her presentation and encouraged the partners to expand the geographic scope of the collaboration. Click here to view Ms. Sventek's presentation slides.

5. **ACTION/DISCUSSION ITEMS**

   a) **Regional Address Point Dataset**

   Mark Kotz, Chair of the Address Workgroup, made a presentation to elaborate on the information presented in the agenda report and explain the rationale for the recommendations. Click here to view Mr. Kotz's presentation slides.

   Member Kordiak asked for clarification about the difference between parcel addresses and the proposed address points dataset. Kotz commented that the proposal is to capture the address for every habitable unit using the example of 4 apartment buildings with 40 apartment units each on one taxable parcel would have 161 addresses in the proposed address points database, as opposed to one address in the current parcel dataset.

   Vice Chairperson asked if the proposed database will have the capability to locate units by floor. Kotz stated that this capability has been discussed but since there are multiple unresolved issues with this capability, the workgroup proposes to launch the dataset without a "z-value" field to begin with. The Staff Coordinator commented asked the members to keep in mind that the proposal is for a creating a database, not development of applications to consume and visualize the data. He speculated that once these data are available, its presence will catalyze development of a host of applications.

   Vice Chairperson asked also asked for clarification about the target audience for the proposed liability disclaimer. Kotz responded that disclaimer is intended to communicate to prospective users of the data that the producers (cities) do not warrant its use and that they have access "as is". The members were comfortable with this proposal.

   Motion: Member Pistilli moved and Member Elkins seconded t that the Policy Board endorse the following strategic Phase I components of the proposed Regional Address Points Dataset, (as presented in the agenda report dated April 5, 2010), with the understanding that Policy Board approval will be sought prior to commencing Phase 2:
   1) Phase 1 workplan (*Attachment A*)
   2) Interim policy statement (*Attachment B*) to govern the creation and initial operation of the proposed Regional Address Points Dataset.
   3) Interim liability waiver (*Attachment C*) for organizations who elect to contribute address point data as part of Phase 1.
   4) Database specifications (*Attachment D*)

   Motion carried, ayes all.

   b) **2010 NSDI CAP Grant Project Update**

   Staff Coordinator Johnson shared that the purpose of the study is to develop a trusted methodology to help policy makers evaluate public value creation potential that can be realized through data sharing. He reported that a major obstacle to the study moving forward had been overcome in that a well qualified consultant had been selected the day prior. Johnson confessed that he was not sure that a qualified proposal would be received. Once the consultant agreement is finalized their name will be released.

   Johnson went on to thank Hennepin County for agreeing to serve as the focus of the study, noting that the study concept had been shared with Commissioner Randy Johnson by the Staff Coordinator following a related presentation at the April 2008 National Geospatial Advisory Committee meeting, which led to Johnson encouraging the FGDC to create a grant category for such a study. He also thanked the Metropolitan Council for agreeing to responsibility to serve as the lead sponsor to apply for the grant and manage the grant award.

Johnson went on to explain that required training for each of the recipients of the Return on Investment (ROI) grants is planned for May 5-6 in North Carolina. The consultant will attend with Francis Harvey and the Staff Coordinator. The actual project is expected to begin late May, assuming the federal award agreement and consultant agreement are in place by that time. Johnson invited Board members and Committee members to contact him if they interested in serving as an advisor to the project, particularly those who represent non-government interests.

He concluded his remarks with a recommendation that the performance measurement project referenced in the report for the next agenda item, which the Board placed on hold until the fate of this grant-funded project was known, should continue to remain on hold given that the grant-funded project now appears to be reality. A deliverable of the grant-funded project is a series of metrics that can be integrated into MetroGIS's next generation performance measurement program.

c) **Guidance 2010 Work Plan / Budget Refinements**
Staff Coordinator Johnson stated that the partnership resources needed to move forward with the Geo Applications Innovations Competition given concept approval by the Board in October 2009 had not materialized and that the purpose of this agenda item was to seek guidance from the Board on how it would prefer the resources allocated for that purpose to be reallocated. He then summarized the four strategic goals that the Competition had been designed to work toward and asked the Board if these purposes should continue to be the target for the subject funds.

Vice Chairperson Egan commented he is fine with Chairperson Schneider working with the Coordinating Committee leadership to define alternative uses for these funds but to clarify recommendation 3 presented in the agenda report (*Request staff to report the revised MetroGIS work plan and budget back to the Policy Board via email*) to stipulate that Board ratification is required before acting on any new plans.

Motion: Member Kordiak moved and Member Elkins seconded to that the Policy Board:
1) Confirm that any new project that is financed with funds that had been allocated to the Geo Applications Creative Innovations Competition should align with one or more of the four goals for the Competition as listed in the agenda report.
2) Request Chairperson Schneider to work with Coordinating Committee leadership to define new uses for approximately $29,000 in funding and revise the 2010 MetroGIS work plan and budget, accordingly.
3) Before acting on the revised 2010 work plan and budget, obtain Board ratification of the proposed changes.

Motion carried, ayes all.

d) **Glossary of GIS and Geospatial Terms**
Staff Coordinator Johnson summarized the origin and purpose of the proposed glossary. And thanked Mike Fiebiger and Joella Givens for their leadership to develop it.

Motion: Alternate Member O'Rourke moved and Member Pistilli seconded that the Policy Board:
1) Accept Glossary of Geospatial and GIS Terminology, as proposed by the Coordinating Committee and attached to the agenda report.
2) Direct staff to post the glossary on the MetroGIS Website, as described in the agenda report.

Motion carried, ayes all.

6. **INFORMATION SHARING (**added at the meeting**)**
a) **Update on Cooperative Aerial Image Project for Metro Area**
Rick Gelbmann, GIS Manager for the Metropolitan Council, informed the Board members of the 2010 Cooperative Mapping Program that involves local, regional, state and federal funds to fund imagery capture for the greater metro area. Members asked several questions about how the

imagery will be used and about the model that allows model that allows multiple resolutions to be accommodated. Click here to view Mr. Gelbmann's presentation slides.

7. **NEXT MEETING**
The next meeting of the Policy Board is scheduled for Wednesday April 21, 2010.

8. **ADJOURN**
Member Elkins moved and Member Pistilli seconded to adjourn at 7:55 p.m.

Motion carried, ayes all.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

CERTIFICATE OF APPRECIATION

Jane Harper
Washington County

Thank you for your invaluable contributions and leadership that have been critical to realizing the vision that grounds MetroGIS's efforts - "*organizations serving the Twin Cities metropolitan area are successfully collaborating to use geographic information technology to solve real world problems*".

Your professional skill, tireless enthusiasm, and dedication to achieving acceptance of Geographic Information Systems (GIS) technology as a standard business tool of government, the vast additional efficiencies that can be achieved through its collaborative use; and advocacy for widespread access to geospatial data that is produced by the government community have greatly benefited our region and its citizens.

You have distinguished yourself as a willing participant serving as Washington County's representative to the MetroGIS Coordinating Committee from March 2001 to July 2009, holding the leadership position of Committee vice chair for 2002 and its chair in 2003 and 2004.

On behalf of the MetroGIS Policy Board, Coordinating Committee, and the broader MetroGIS community that their members represent, thank you for your valued contributions and leadership.

September 2009

Terry Schneider, Chair
MetroGIS Policy Board

Sally Wakefield, Chair,
MetroGIS Coordinating Committee

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 4

TO: Policy Board

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

SUBJECT: GIS Technology Demonstration

DATE: July 6, 2010
                     (For the Jul 21ˢᵗ meeting)

<u>INTRODUCTION</u>
The topic for the GIS Technology Demonstration at the July Policy Board meeting will be "*Multi-county collaboration for public access property information application*".

Jim Bunning, with Scott County, and Peter Henschel, with Carver County, will be the presenters.

<u>OVER VIEW OF PRESENTATION</u>
Collaborating together between counties provides many opportunities in sharing staff resources and expertise, cost sharing GIS application purchasing, developing GIS data and map standards and building common GIS applications. The presentation will cover some of the successes Carver, Dakota and Scott Counties have seen in working together.

<u>DEMONSTRATION TOPIC PREFERENCES</u>
This demonstration topic was rated as a top preference of Policy Board members in the survey conducted this past spring. The survey results are presented in Attachment A. Board members affirmed their interest in these topics at the April meeting.

<u>RECOMMENDATION</u>
No action requested.

7

ATTACHMENT A

Survey Results –Technology Demonstration Priorities

Of the 40 Policy Board and Coordinating Committee members invited to participate in GIS Technology Demonstration Topic survey in early March, 27 did so, for a 68 percent response rate. Seven Policy Board and twenty Committee members participated.

The four **bolded** topics listed in the table below stand out as the most desirable demonstration candidates. At least half of the Policy Board members cited them as "most" or "very" important [see number in the "(x)"], with an overall ranking as least "very" important.

These results are intended to serve a guide for selecting demonstration topics. For example, a topic that came to staff's attention after the survey was in progress is the emergency management web application, referred to as the Minnesota Structures Collaborative (MSC).

CANDIDATE DEMONSTRATION TOPICS	POLICY BOARD RANKING (# PB)	OVERALL RANKING	DOT EXERCISE TOTAL VOTES
• **Coordinated Data Management via Internet - Council and Counties** (*Presented at the April 2010 PB Meeting*)	**2.57 (7)**	**2.22**	**26**
• **Emergency response maps consistent across jurisdictions, based on U.S. National Grid** (*scheduled for October 2010 meeting*)	**2.28 (6)**	**1.96**	**26**
• **Multi-county collaboration for public access property information application**	**2.14 (5)**	**2.15**	**20**
• **Collaborative Application Development Among Counties (general)**	**2.00 (5)**	**2.20**	**30**
• Using the USNG for emergency response	1.86 (4)	1.48	8
• Data Practices Law- Relationship to MetroGIS Objectives	1.71 (3)	1.93	27
• LOGIS gGov - public facing interactive map offers information on city services, data, general geography	1.57 (3)	1.48	11
• Scott / Dakota / Carver GIS Collaboration	1.57 (3)	1.73	12
• Crowd-sourcing, Open Street Map - opportunities to engage the public in improving GIS data	1.43 (3)	1.70	28
• Parcel maintenance has moved from CAD to Geodatabase	1.43 (3)	1.19	5
• Base map web service developed by the Metropolitan Council	1.23 (3)	1.88	34
• ArcGIS Server based Public Parcel Viewer (FLEX API technology)	1.14 (2)	1.67	14
• Natural Resources Digital Atlas- Metropolitan Council	1.14 (2)	1.27	6
• Active Living Ramsey County Recreation Portal	1.14 (1)	1.15	4
• New Public website. Foreclosure data is now online	1.00 (3)	1.22	5
• Regional Base Map Service – North St. Paul Testimonial	1.00 (2)	1.31	7
• Active Living Recreational Web Portal - Carver County	1.00 (1)	1.04	0
• Historical Census Mapping - U of M	1.00 (1)	.92	3
• Cyclopath	.86 (1)	1.08	3
• maps.umn.edu	.71 (0)	.81	1

TO: MetroGIS Policy Board

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

SUBJECT: Election of Policy Board Officers

DATE: June 18, 2010
                 (For the Jul 21st Meeting)

<u>INTRODUCTION</u>
The Policy Board is respectfully requested to elect its officers for the coming year. A roster of current Board members is attached.

<u>BACKGROUND</u>
In April 2009, Members Schneider and Egan were elected to serve as the Board's Chair and Vice Chair, respectively. Chairperson Schneider has indicated that he willing to serve another term, if that is the wish of the Board. Vice Chairperson Egan would prefer to step down but will serve if that is the wish of the Board.

<u>OPERATING GUIDELINES</u>
1. The operating guidelines call for the annual election of a chair and vice-chair. When within the year is not specified. The April meeting is traditionally when elections have been held.
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".

<u>RECOMMENDATION</u>
That the MetroGIS Policy Board elect a chair and vice-chair to serve until April 2011.

Policy Board Members
June 2010

Member last	Member first	Represents	Begin date
Cook	Dan	TIES	September 1998
Egan	Tom	Dakota Co.	January 2005
Elkins	Steve	AMM (Bloomington)	October 2007
Hegberg	Dennis	Wash. Co.	January 2003
Johnson	Randy	Hennepin Co.	January 1997
Kordiak	Jim	Anoka Co.	January 2000
Lake	Roger	MAWD	October 2006
Maluchnik	Randy	Carver Co.	January 2009
Pistilli	Tony	Metropolitan Council	April 2003
Reinhardt	Victoria	Ramsey Co.	January 1997
Schneider	Terry	AMM (Minnetonka)	January 1997
Wagner	Joseph	Scott Co.	January 2005

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Geospatial Commons Workgroup (Joint MnGeo and MetroGIS effort)
Chair: Mark Kotz
VIA Coordinating Committee
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Minnesota Geospatial Commons – Test Implementation

DATE: June 18, 2010
(For the Jul 21ˢᵗ Mtg.)

REQUEST

The Geospatial Commons Workgroup, a collaborative effort by MnGeo and MetroGIS, is seeking endorsement from MetroGIS of a test implementation of the Minnesota Geospatial Commons. This is the new name for the "broker/portal implementation" that was previously endorsed by the Coordinating Committee and Policy Board and given as a charge to the MetroGIS Technical Leadership Workgroup.

Mark Kotz, Chair of the Geospatial Commons and Technical Leadership Workgroups, will attend the July 21ˢᵗ Board meeting to explain progress made on the Mn Geospatial Commons project. The Project Charter is presented in Attachment A.

PROJECT FUNDING

The Geospatial Commons Workgroup has requested and the Committee has endorsed $5,000 in 2010 GIS Regional Project funding to develop "clip, zip, ship" enhancement to support the Commons (see Agenda Item 5c). The Workgroup also expects to present a request for 2011 funding. More specific information will be provided by mid September, prior to the Committee considering a preliminary 2011 MetroGIS work plan and budget. That request will not be for more than 25% of the project resources.

PURPOSE AND RELEVANCE TO METROGIS COMMUNITY AND BEYOND

Quoting from the project plan document (attached):

"…The Minnesota geospatial community has access to a large number of shared geospatial datasets, mainly through multiple data download sites. However, no one web location exists through which people and organizations can find and share such data. Shared web services and applications are even less accessible, and only modestly promoted as a potential shared resource. There exists in Minnesota a significant opportunity to collaboratively develop a single location through which all Minnesota geospatial resources can be found and shared.

Many in the community are very interested in this opportunity and have a compelling business need to see it succeed, not the least of which are the agencies that manage the biggest GIS data distribution sites in the state (DNR, Met Council, MnGeo & Mn/DOT). Further, the existence of a collaboratively developed Commons may eliminate the need for existing, disparate GIS data download sites, saving several organizations from the responsibility of maintaining their own sites and upgrading them periodically.

The coordinated geospatial commons that is envisioned would greatly advance our ability to share web services in particular, by both providing a place to publish information about them and also by facilitating assessments of the reliability and trustworthiness of such web services. The increased usage of web services will produce efficiency gains for many organizations, in particular those that develop geospatial applications.

Perhaps most importantly, the Commons will provide a one stop location for a broad array of GIS users in Minnesota, whether professional or casual, to find and share useful resources, and will promote greater sharing of geospatial data, services and application."

RECOMMENDATION

That the Policy Board endorse the proposed Minnesota Geospatial Commons – Test Implementation project.

ATTACHMENT A

Project Plan

Project Name: Minnesota Geospatial Commons – Test Implementation

Date: 05/18/2010   Version: 1.1

Prepared By: Mark Kotz

A   Executive Summary

Business Need/Opportunity

The Minnesota geospatial community has access to a large number of shared spatial datasets, mainly through multiple data download sites. However, no one web location exists through which people and organizations can find and share such data. Shared web services and applications are even less accessible, and only modestly promoted as a potential shared resource. There exists in Minnesota a significant opportunity to collaboratively develop a single location through which published Minnesota geospatial resources can be found and shared.

Many in the community are very interested in this opportunity and have a compelling business need to see it succeed, not the least of which are the agencies that manage the biggest GIS data distribution sites in the state (DNR, Met Council, MnGeo & Mn/DOT). Further, the existence of a collaboratively developed Commons may eliminate the need for existing, disparate GIS data download sites, saving several organizations from the responsibility of maintaining their own sites and upgrading them periodically.

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Perhaps most importantly, the Commons will provide a one stop location for a broad array of business and GIS users in Minnesota and beyond, whether professional or casual, to find and share useful resources, and will promote greater sharing of geospatial data, services and applications.

Statement of Work

This effort includes the following:
- Define the needed functions of the Commons
    - Begin with those functions needed by the major data producers
    - Get additional input from the broader MN geospatial community
- Assess existing sites and products and choose a product for a test bed implementation
- Further define the critical functions and requirements (i.e. role of the broker, services documentation)
- Form a multi agency implementation team advised by the Commons workgroup
- Create and approve a project charter
- Create and approve a project plan for the test bed implementation
- Implement a test bed Commons focusing on high priority functions
- Test functionality and assess strengths and deficiencies of software product and implementation methods
- Make recommendations and project plan for a full production Commons, including
    - Roles and responsibilities
    - Functions to include
    - Implementation methods

- o   Timeline
- o   Governance
- Report findings
- Seek commitment and/or funding

This effort does not include the following:
- Implementing a final production Commons

Project Objectives
Business Objectives for the project are:
- Define the needed functions of the Commons
- Implement a test bed version of the Commons
- Make recommendations and develop a project plan for a full production Commons
- Report to MnGeo and the geospatial community

Constraints
The following limitations and constraints have been identified for this project:
- The effort relies on voluntary participation by multiple government agencies
- This project has no defined budget
- This project will proceed within the bounds of the prioritized Commons functional requirements previously defined by the Geospatial Architecture Workgroup
- Upon approval of this Project Charter, the next milestone will be the completion of a Project Plan.

Assumptions
The following assumptions were made when developing this Project Charter:
- This project has the approval of MnGeo to host the test bed Commons.
- Participating agencies will continue to support staff involvement with this project.
- More specific staff commitment levels will be defined in the project plan.

The Project Charter was approved on 3/19/ 2010.

B   Scope Overview

Business Scope

Phase 1 – Requirements
- Define and prioritize preliminary list of functions
- Assess user needs and modify functions and priorities if appropriate
  - o   Create online survey
  - o   Advertize on existing data discovery sites and GIS/LIS newsletter
  - o   Compile results and compare to functions list and modify as appropriate.
- Assess web service requirements
  - o   Clarify what comprises comprehensive documentation of a web service.
  - o   Agree on a list of key characteristics that must be addressed to achieve "trust" in a web service.
  - o   Further define the roles of the Broker (both machine and human) and the Enterprise Service Provider with respect to quality of service and trust.
  - o   More clearly define the options for, and recommended functions of the broker and how it interfaces with the service provider and the application client.

Phase 2 – Implementation – ESRI Geoportal Extension
- Identify a host server
- Identify training needs of implementation group
- Research functionality and configuration options
- Develop a plan for which Commons functions will be implemented
- Develop a configuration plan
- Define how selected geoportal software will fit into existing architecture
- Install and/or configure hardware and firewall connections
- Install and configure software
- Implement client functions and complete UI/design work
- Individual agencies contribute resources (e.g. data, services, applications) to test Commons
- Develop a test plan and test cases
- Test implemented functions
- Assess how implemented functions meet workgroup defined needs
- Describe what other functionality is needed
- Recommend how that functionality might be acquired or created
- Recommend whether the ESRI product should be used for a production site
- Modify implementation if appropriate

Phase 3 – Make Recommendations and Plan for Production Commons
- Make recommendations for a production Commons
  - Functions to include
  - Implementation strategy
  - Roles and responsibilities
  - Estimated up front and ongoing costs
  - Benefits and risks
  - Potential sources of funding
- Articulate the benefits of sharing services and of achieving a system that effectively supports sharing of services.
- Model service level agreements
  - Develop or find a template or model for a service level agreements (SLA).
  - Work toward an SLA for the MnGeo image service.
- Report to stakeholder organizations, including participating agencies, MetroGIS Policy Board and the MN Geospatial Advisory Councils
- Report to the MN geospatial community, federal partners, NSGIC and others. They may have valuable input or assistance.
- Propose a project plan for a production Commons

Scope Management Plan
Proposed scope changes will be assessed in terms of impact to project schedule, cost and resource usage. Any changes to this scope must be documented in a revised version of the project plan. Approval of Project Manager is required. Any scope changes involving staffing or funding changes also require the approval of the project owners.

Budget Overview
Estimated budget for the project by state fiscal year:

Budget Amount: $0	Fiscal Year: 2010	Funded?	☐ Yes	☐ No
Budget Amount: $0	Fiscal Year: 2011	Funded?	☐ Yes	☐ No

All staff time, hardware, software and other resources will be contributed in-kind from participating organizations. A request will be made to MetroGIS to fund staffing for some key project tasks.

Budget Management

Any changes to the budget must be documented in a revised project plan. Approval of Project Manager and Project Owners is required.

C   Project Team

The following people and organizations are stakeholders in this project and included in the project planning. Additional project team members are added as needed.

Executive Sponsors: Commit resources & advocate for project
- David Arbeit, Minnesota CGIO, MnGeo
- Dave Hinrichs, CIO Metropolitan Council
- Kathy Hofstedt, CIO Mn/DOT
- Robert Maki, CIO Minnesota DNR

Project Owners: Ensure adequate resources are available and track project status
- Chris Cialek; MnGeo
- Rick Gelbmann, Metropolitan Council
- Tim Loesch, Minnesota DNR
- Dan Ross, Mn/DOT

Project Manager: Lead the planning and execution of the project, chair workgroup
- Mark Kotz, Metropolitan Council

Project Workgroup: Plan and design the Commons, advise Implementation Workgroup
- Mark Kotz, Met. Council (Chair)
- Bob Basques, St. Paul
- Chris Cialek, MnGeo
- Jessica Deegan, Met. Council
- Jessica Fendos, DEED
- Josh Gumm, Scott County
- Leslie Kadish, MN Historical Society
- Steve Lime, DNR
- Charlie McCarty, Mn/DOT
- Chris Pouliot, DNR
- Nancy Rader, MnGeo
- Nancy Read, Metro Mosquito Control District
- Dan Ross, Mn/DOT
- Hal Watson, DNR
- Paul Weinberger, Mn/DOT

Implementation Team: Implement test bed version of ESRI Geoportal Extension
- Jessica Deegan, Met. Council (Co-Team Lead)
- Jim Dickerson, MnGeo
- Josh Gumm, Scott County
- John Harrison, Mn/DOT
- Susanne Maeder, MnGeo
- Chris Pouliot, DNR (Co-Team Lead)

Survey Team: Plan and implement a user survey

- Jessica Deegan, Met. Council
- Chris Pouliot, DNR
- Alison Slaats, 1000 Friends of Minnesota

Service Requirements Team: Identify issues related to web services requirements and how they might be implemented using a broker in the Commons environment
- Hal Watson, DNR (Team Lead)
- Jessica Fendos, DEED
- Susanne Maeder, MnGeo
- Matt McGuire, Met. Council

Project Team Management
The project manager coordinates the project tasks assigned to team members. Changes to the project team require approval of the Project Manager and Project Owner for the affected agency if relevant. Changes will be tracked in revisions to the project plan.

D   Project Schedule

Key project tasks, responsible groups and estimate hours:

Detailed project schedule is provided below.

Schedule Management
The project Schedule will be posted online and updated as tasks are completed. Any changes to the schedule must be documented in a revised project schedule. Sign-off from Project Manager is required

Project Tasks with Estimated Completion Dates and Total Person Hours Required

Task (time estimates to the right are in total person hours for task)	Completion Date	Resources if not full team	Implementation	Work group	Service Reqs	Survey	Project Mngr	MnGeo	Sponsors
Preliminary functions defined and prioritized	11/13/09								
Workgroup agrees to implement ESRI Geoportal Toolkit as test bed	02/04/10								
Approve project charter	03/15/10								
Online survey is launched	03/16/10						10		
Create draft project plan	03/26/10							5	
Draft project plan reviewed by workgroup	04/08/10			8					
Research functionality and configuration options	04/29/10		30						
Identify training needs (if any) of implementation group.	05/01/10	1 person	2						
Project plan approved by workgroup	05/06/10			5					
Identify a host server	05/07/10								1
Clarify what comprises comprehensive documentation of a web service	05/14/10				9				
Develop plan for which Commons functions will be implemented in test	05/15/10		20						
Designate how selected geoportal software & components will fit into existing architecture	05/15/10	1 person	4						
Report on survey results to date and how they compare with list of functions	05/21/10						2		
Project plan approved by executive sponsors, owners and project manager	05/21/10								3
Develop a configuration plan	06/04/10		20						
Install and/or configure hardware and firewall connections	06/11/10	1 person	3						
Agree on a key characteristics to achieve "trust" in a web service	06/18/10				9				
Install and configure software (including toolkit and underlying software)	06/25/10	1 person	20						
Online survey is ended	06/30/10						0		
Compile survey results and compare to functions list	07/09/10						4		
Define roles of Broker (machine & human) and Provider relate to quality of service & trust	07/15/10				12				
Develop a test plan, test cases, and tracability matrix	07/16/10		10						
Define options for, and recommended functions of broker and how it interfaces with service provider and the application client	08/06/10	2 people			20				
Implement client functions and complete UI/design work. (tasks broken down by functionality pieces eventually)	09/17/10		?						
Individual agencies contribute resources (e.g. data, services, applications) to test Commons	09/24/10			15					
Test implemented functions	09/24/10			15					

Task	Date								
Revise any needed implementation pieces	10/01/10		?						
Revise data or service contributions	10/07/10				6				
Test Bed running with real data & services - open for comments	**10/11/10**		**?**						
Give presentation about Commons at MN GIS/LIS Consortium Conference	10/15/10						5		
Assess how implemented functions meet workgroup defined needs	11/04/10				10				
Describe what other functionality is needed	11/04/10				10				
Modify implementation if appropriate, based on feedback	12/02/10		?						
Recommend how that functionality might be acquired or created	12/02/10			?					
Recommend whether the ESRI product should be used for a production site	12/02/10			?					
Create draft recommendations for a production Commons	12/16/10						8		
Modify and approve recommendations for a production Commons	01/06/11			?					
Create draft project plan for a productions commons	01/20/11						10		
Modify and approve project plan for a production commons	02/03/11			?					
Report to stakeholder organizations and geospatial community	02/11/11			?					
Model service level agreements	02/11/11	2 people			8				
Articulate the benefits of sharing services and a system that supports such sharing	02/11/11			?					
			109+	69+	58	16	28	1	3

E   Communication Plan

The Geospatial Commons Workgroup will maintain a schedule of monthly meetings. All workgroup members, subgroup members, project owners and other who have expressed interest are included in the CC list for meeting agendas and meeting notes. If a particular meeting is not needed, it will be cancelled. The workgroup maintains a Basecamp web site for collaborative work. This site is accessible only to authorized users. Additional or alternate workgroup collaborative work sites will be considered if the need arises.

The workgroup chair/project manager will report progress to the following groups at their request:
- MetroGIS Coordinating Committee
- MetroGIS Policy Board
- State Government Geospatial Advisory Council
- State Agency Geospatial Advisory Council

Key stakeholder organizations will be kept abreast of the progress of the workgroup through their representatives on the workgroup.

The workgroup will also maintain a web page under the MnGeo advisory committee site at http://www.mngeo.state.mn.us/workgroup/commons/index.html. The project schedule will be updated periodically and posted on this site.

It is expected that workgroup members will provide presentations about the project at various venues. Specifically, the project will be presented at the Minnesota GIS/LIS Conference in October.

Individual task teams will work closely on a weekly or daily basis while completing specific tasks.

F   Issues Management

As issues arise within the project, each team will determine if the issue is significant enough to report it to the Project Manager. The Project Manager, in consultation with the Team Lead, will decide if the issue should be reported to the full Workgroup. If so, the collaborative work site will be used as a place to describe and track issues. For project work to continue efficiently, it is desirable that most issues be resolved within each team or with consultation with the Project Manager. Issues may include testing results, unexpected problems, and other items that impact project completion.

G   Project Plan Documents Summary

All significant electronic project documentation will be posted on the collaborative work site. Teams will determine when a document is sufficiently complete to post on the site.

H   Approval

Below is documentation of confirmation that **project sponsors, project owners and project manager have reviewed the information contained in this document and approve of this as the formal project plan for the Minnesota Geospatial Commons – Test Implementation project.**

To indicate approval, send an email to mark.kotz@metc.state.mn.us stating that that you approve the project plan for the Commons Test Implementation project.

Executive Sponsors: Commit resources & advocate for project
- David Arbeit, Minnesota CGIO, MnGeo
- Dave Hinrichs, CIO Metropolitan Council
- Kathy Hofstedt, CIO Mn/DOT
- Robert Maki, CIO Minnesota DNR

Project Owners: Ensure adequate resources are available and track project status
- Chris Cialek; MnGeo
- Rick Gelbmann, Metropolitan Council
- Tim Loesch, Minnesota DNR
- Dan Ross, Mn/DOT

Project Manager: Lead the planning and execution of the project, chair workgroup
- Mark Kotz, Metropolitan Council

The Project Plan will be approved by the Project Executive Sponsors, Project Owners and Project Manager
Project Changes will be approved by the Project Owners and Project Manager

TO: MetroGIS Policy Board

FROM: Coordinating Committee
               Chairperson: Sally Wakefield, 1000 Friends of Mn
               Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Next-Generation MetroGIS Needs Assessment

DATE: July 6, 2010
               (For the Jul 21st Meeting)

<u>INTRODUCTION</u>
Policy Board approval is requested concerning recommendations to:
1) Conduct a Next-Generation MetroGIS Needs Assessment, beginning immediately.
2) Create a workgroup to oversee all aspects of the project.
3) Retain professional consulting assistance to assist with the assessment (*see Agenda Item 5d*)
4) Set an expectation that the results are to be presented to the Board at its April 2011 meeting to finalize the 2011 work plan and budget.
5) Define the project scope to include an evaluation of *not only shared information needs* (data, web services and applications) *but also* an assessment of *process and organizational development needs* required to realize MetroGIS's vision and mission.

<u>PURPOSE</u>
This next-generation assessment is proposed to ensure that limited resources are being used to tackle the highest priority share information needs of the MetroGIS community. Remaining relevant to changing stakeholder needs is a must to maintain creditability. This assessment is also proposed because 2011 is the final year for the current MetroGIS Business Plan timeframe. Sufficient support resources must be captured to maintain relevance. Capture of such resources is not possible unless the value of collaborative solutions to shared geospatial needs is clearly understood by executives and policy makers.

<u>COORDINATING COMMITTEE CONSIDERATION</u>
At its meeting on June 17, the Coordinating Committee recommended that Policy Board approve a revised work plan for 2010 (see Agenda Item 5d). Among the recommended projects is the subject needs assessment, which would begin in 2010 and be completed by April 2011. Since the results of the proposed assessment will not be known until spring 2011, the current thought is to postpone final Board action on a 2011 work plan and set aside a pool of funds in the 2011 budget until the assessment results are known. The Board would normally approve a 2011 work plan at its October meeting.

<u>MAJOR ASSUMPTIONS</u>
- The Policy Board concurs that the proposed needs assessment should be pursued.
- The Metropolitan Council's 2011 budget will provide funding for MetroGIS of not less than provided for 2010 ($86,000 for non-staff expenses).
- The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on several application related priority objectives while efforts are in play to secure a dedicated Technical Coordinator.
- Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, continue to be performed in accordance with expectations. These roles and the organizations that support them are presented in Attachment A.
- Representatives from key stakeholder organization will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

- An agreement will be executed between the Metropolitan Council and a qualified data provider authorizing access to street centerline data beyond 2010 and consistent with requirements of the current agreement.

PROPOSED PROJECT SCOPE –NEEDS ASSESSMENT

The following topic areas are offered as candidates for desired deliverables from the proposed assessment, in accordance with the proposal to include an evaluation of not only shared information needs (data, web services and applications) but also an assessment of process and organizational development needs. Policy Board approval and comment on the topics it wishes to be addressed in the assessment to ensure that the study addresses those topics of most importance to the Board. These topics will, in turn, under pin the drafting of the scope of work:

- Identify emerging shared needs important to realizing MetroGIS's vision and mission be they technology or organizational in nature.
- Evaluate the relative value and priority of previously identified candidate projects and needs (see Reference Section) against emerging needs.
- Evaluate whether the membership on the Coordinating Committee and or Policy Board should be modified to encourage partnerships and ensure that all relevant and affected interests are provided an opportunity to shape policy and solutions to shared needs.
- Evaluate support requirements needed to accomplish top priority shared needs.
- Recommend a plan of action to address shared needs that are critical to realizing MetroGIS's vision and mission.

RECOMMENDATION

That the Policy Board:

1) Ratify the recommendation to pursue a next-generation needs assessment, with a target of April 2011 to present the results to the Board.
2) Offer ideas about topics that it would like included in proposed next –generation MetroGIS needs assessment.

REFERENCE SECTION

PRINCIPAL THEMES - PREVIOUSLY DEFINED NEEDS

A. **Unresolved Key Needs Defined in Business Plan:** Some 30 program objectives were identified in the 2008-2011 MetroGIS Business Plan. They are listed in Attachment A and are sorted by the eight major activity areas defined in the Plan and by relative priority within each activity area.

Although important accomplishments have been achieved over the past three years, substantive progress remains elusive for three of the highest-priority objectives defined in the 2008-2011 Business Plan:
- Defining Shared Application Needs,
- Accomplishing Partnerships with Non-Government Interests,
- Securing Adequate Technical Coordination Capacity.

Since 2011 is the final year for the current Business Plan timeframe, a focus on projects that target these long-standing, high priority objectives is suggested. Remaining relevant to changing stakeholder needs, a higher order goal of the three above-cited objectives, will not be possible unless sufficient support resources are captured. Capture of such resources is not possible unless the value of collaborative solutions to shared geospatial needs is clearly understood by executives and policy makers.

B. **Benefits/Public Value Created:** A compelling case needs to be made to realize sustained resource contributions from multiple sources. The MetroGIS Quantify Public Value (QPV) Study (Agenda Item 5e) was pursued to address this need, specifically to develop a means to measure public value created via the MetroGIS geospatial commons (spatial data infrastructure).

The study is anticipated to be complete by June 2011. The goal is to develop a trusted, replicable prototype "QPV" methodology. The scope is limited to parcel data and Hennepin County, given the relatively small budget. If successful, the model is expected to provide insight important to development of an effective performance measurement program for MetroGIS's efforts as well as provide important insight needed to define benefits associate with support of the "fostering collaboration function"; the means by which regional solutions to shared geospatial needs are accomplished. Defining this benefit is a requirement to expanding support of this function beyond the Metropolitan Council, a need that has been recognized for some time by the Policy Board and understood to be vital to long-term stability of this function. More should be known by late fall 2010 whether the study will yield the desired methodology. The results are expected to provide insight that is important to other important MetroGIS program objectives.

C. **Goals That Underpinned Cancelled Geo Applications Innovations Competition:**
The following four goals underpinned MetroGIS's decision to host of the Geo Applications Innovations Competition. The sources of these goals are the 2008-2011 MetroGIS Business Plan (organizational goals – OG) and a workshop hosted by MetroGIS in November 2008 to define shared service needs (*project goals – PG*) *[order of listing is not intended to imply relative importance]*. These goals continue to be sound reasoning for outcomes of MetroGIS's efforts as they serve as vehicles to "demonstrate value to policy makers" and "catalyze partnership" opportunities:

- **Catalyze Partnerships with Public-Private / Non-Traditional Users (OG)**: By catalyzing application development, organizational partnerships, which are important to addressing shared information needs, might also be identified. MetroGIS leadership has defined a goal of catalyzing partnerships that involve multiple sectors and non-traditional users to address shared information. It was hoped that the proposed competition could accomplish the identification of opportunities to act on this goal.

- **Demonstrate the Value of Web Services/Applications to Policy Makers (OG):** Assist decision makers better understand the value to their business operations that can be realized

using web services and / or applications supported by web services when standardized across multiple jurisdictions.

- **Expand Publishing of Web Services (PG):** An incentive is needed to encourage data owners to publish their data as web services. The thought is that making their services available would lead to development of applications that would be recognized by the data owners as a low risk-high reward means to explore the potential of creating value important to them via publishing services.

- **Implement Geospatial Commons (PG):** The competition was expected to expedite in-progress work to stand up the infrastructure needed to centralize publishing and finding web services. This proposed infrastructure is now called the Geospatial Commons. MnGeo and MetroGIS were collaborating on this need before the competition idea was conceived. Significant progress has been made towards this end. Regardless of the fate of the competition, this important work should continue to be supported and will facilitate the sharing of data and web services long term.

CANDIDATE 2011 REGIONAL GIS (TECHNICAL) PROJECTS

Each of the following candidate projects aligns with one or more the four goals that underpinned the Cancelled Geo Applications Innovations Competition. Each is tentatively included as a candidate project in the preliminary 2011 work plan (Attachment C):

1) Place-based Budgeting Web Application: The idea that the MetroGIS community be considered as a testbed option was conceived by the Staff Coordinator during a NGAC discussion on March 25. This idea was shared with Hennepin County Commissioner Johnson at the NGAC meeting before offering the Twin Cities as candidate testbed location. At the March 31 meeting of the MGAC, staff learned of a similar interest of David Arbeit, state GIO. This type of application functionality has resonated well among policy makers that it has been shared with and acts on a current administration priority.

2) Emergency Preparedness Structures Web Application: The Emergency Management Preparedness Workgroup oversaw the prototyping via a federal grant of a web-based application that utilizes "crowd sourcing" and web services to populate the locations of and various descriptors (attributes) for hospitals, fire stations, medical clinics, and schools. This proposal would seek to move from prototype to operational application for the Twin Cities.

3) Geospatially Enabling Community Collaboration (GECCo) initiative of GITA (Geographic Information and Technology Association). The Staff Coordinator learned of this initiative (see Attachment D) while attending the March NGAC meeting. It appears to be well aligned with MetroGIS's goal to catalyze public-private partnerships. As of this writing, conversations were in progress with GITA leadership to learn more about how MetroGIS might leverage this initiative.

4) Test implementation of the MN Geospatial Commons: The MnGeo/MetroGIS "Commons" Workgroup has the CIO's of 3 large agencies and the state GIO signed on to this project. One risk is that draft project plan relies on a large amount of volunteer labor for the implementation team. Some seed money to jump start the installation and configuring of the ESRI software by a consultant could go a **long** way to fast tracking this project and getting something real implemented by GIS/LIS conference this fall. The state broker/portal/commons idea has been a standing priority of MetroGIS (see Activities 6 in the work plan in Attachment A) and MnGeo. If timing is indeed "everything", knowing that this project has a committed workgroup, project manager and executive sponsors gives it a very high chance of success. The Commons workgroup is working on a proposal that would provide the most bang for the buck related to the MN Geospatial Commons test implementation.

ATTACHMENT A

Established Partnerships	Summary of Collaborative Roles
11 organizations have assumed a total of *24 roles* in support of endorsed regional solutions to shared geospatial related needs of the community	(Bundling Operational Capacity Across Organizations to Address Shared Priority Needs)
I. Fostering Collaboration	

Primary Sponsor – **Metropolitan Council**
    Foster Collaborative Environment (*regional solutions to shared geospatial needs*)
	Facilitate collaborative decision-making structure; including business planning, performance measures monitoring and reporting, needs assessments, and agreements, as well as outreach and advocacy efforts to encourage use of and feedback about adopted regional solutions and best practices.
	    (For details see Section 1.3.2 – www.metrogis.org/about/business_planning/bplan_0305.pdf)

II. Regional Data Solutions	
(2 roles) **County:** *Anoka* (Parcels, County/MCD Boundaries)	Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf) Produce and maintain boundary data, submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf)
(2 roles) **County: Carver** (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 was estimated in 2007 to involve **20+ FTE**. This effort includes surveyors, assessors, and GIS staff.)
(2 roles) **County: Dakota** (Parcels, County/MCD Boundaries)	
(2 roles) **County: Hennepin** (Parcels, County/MCD Boundaries)	
(2 roles) **County: Ramsey** (Parcels, County/MCD Boundaries)	

(2 roles) **County: Scott** (Parcels, County/MCD Boundaries)	(Counties use these data to manage property-related records and to support their tax collection responsibilities.)
(2 roles) **County: Washington** (Parcels, County/MCD Boundaries)	
(1 role) **DNR** - Land Cover	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 **.5 FTE.** (For detailed roles see www.metrogis.org/data/datasets/land_cover/policy_summary.pdf)
(1 role) **University of Minnesota Population Center** (Socioeconomic Characteristics)	Manage content of Socioeconomic Resources Website at www.datafinder.org/mg/socioeconomic_resources/index.asp. Annual support is about **.2 FTE.** (For detailed roles www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf)
(5 roles) **Metropolitan Council**	
⟹ 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 www.metrogis.org/data/datasets/census/policy_summary.pdf)
⟹ 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 www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf)
⟹ 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 www.metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf)
III.--Regional Web Services and Applications	
(1 role) – **Metropolitan Council** Host DataFinder Application (one-stop data discovery and distribution portal)	Maintain hardware and software platform for DataFinder and DataFinder Café and maintain currency of metadata posted on DataFinder. …... …… (For details see Section 1.3.2 - www.metrogis.org/about/business_planning/bplan_0305.pdf)
(1 role) – **MnGeo** Host Geocoder Service	Maintain hardware and software platform required to host the regional Geocoder service. (For details see – *adoption of the regional policy statement anticipated Oct 2010)*
(1 role) – **MnGeo** Host GeoServices Finder	Maintain hardware and software platform required to host GeoServices Finder. (For details see – *adoption of the regional policy statement anticipated Oct 2010)*
(Total of 25 roles supported by 11 different organizations)	

ATTACHMENT B

Approved 2008 and 2009 Work Program Priorities
(Appendix in 2008-2011 Business Plan)
Sorted by Major Activity Area

Notes: Work on a project in one activity area often achieves objectives in another area as well.

Work Program Item (## added 9/12/07 by Coordinating Committee.)	Overall Rank	Suggested Program Year	Requires Additional Technical Support	Status June 2010
I. Develop and Maintain Regional Data Solutions to Address Shared Information Needs				
a. Execute Next-Generation Parcel Data Sharing Agreement. Current agreement expires 12/08. (*Also Areas 3 and 6*)	1	2008		Completed.
b. Execute Street Centerline Agreement. Current agreement expires 12/09. (*Also Areas 3 and 6*)	2	2009		Completed
c. Adopt Best Practices to Provide View-Only Access to Licensed Data Via Applications (*Also Area 6*)	5	2008*		Completed
d. Conduct second generation identification of shared information needs (Related to Activity 2a - Shared Application Need Assessment).	6	2009	X	**No progress – Proposed for Revised 2010 Workplan**
e. Make substantive progress to achieve vision for next-generation (E911 Compatible) Street Centerlines dataset. (*Also Areas 3 and 6*)	8	2009	X	**Partially addressed** with Ib. A workgroup also defined a high-level strategy for improvements which was forwarded to MnGeo for statewide action
f. Decide next steps for emergency preparedness regional solution. (*Also Area 6*)	9	2009	X	**Combined with MnGeo efforts - Also 2011 project proposal to partner with GITA to use their GECCo program to refine relationships/opportunities**
g. Make substantive progress to achieve the vision for Addresses of Occupiable Units dataset. This includes implementation of a web-editing application to foster participation by smaller entities. (*Also Areas 3 and 6*)	13	2008	X*	**In process:** Web editing application contract was not able to be let until May 2010. Policy Board approval of a Phase I database development plan authorized April 2010
h. Achieve regional solution for jurisdictional boundaries such as school districts and water management organizations.	20	2009		**No progress** – Need to secure regional custodian commitments.

i. Investigate partnering opportunities with non-government Interests. (*Also Areas: 2, 3, and 7*)	28	2008	X	**Some progress.** *Set as the top priority in 2007* Defining shared web services in 2008 resulted in implementation of valuable services but no partnering. Effort to foster partnering via hosting of a Geo Applications Innovations Competition failed to attract required funding partners. A focus of MetroGIS's 2010 "Measuring Benefits of Geospatial Commons" study.
Conduct Peer Review Forums. Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology and Street Centerlines.	32	2009+	X	**None hosted since Business Plan adopted in 2007**. .

II. Expand Endorsed Regional Solutions To Include Support And Development Of Application Services

##**Secure technical leadership and coordination resources needed to accomplish desired expansions in scope.** (*Also Area 8*)	N/A	Begin 2007 2008	X	**Some progress.** *This was the highest priority next step when the Business Plan was adopted in Oct 2007.* Economic slowdown resulted in a hiring freeze. Investigation of partnered funding for new hire also failed as no defined deliverable. Created Technical Leadership Workgroup (TLW) as a temporary surrogate and increased outsourcing overseen by (TLW). 2010 "Measuring Benefits of Geospatial Commons" is viewed as a means to define benefit needed to justify investments.
a. Develop policy framework and plan for shared applications and begin implementation (e.g., define the range of sharing options and those appropriate for MetroGIS).	3	Begin 2007 2008	X	**Premature awaiting defining of shared applications.** *This is a top priority in moving toward an expanded scope.*
b. Apply lessons learned from Geocoding Pilot Project.	10	2008*		**Completed**. Several improvements to original application implemented
c. Implement ApplicationFinder. (*Also Area 6*)	11	2008	X	**Some progress with implementation of GeoServices Finder.** Joint MetroGIS/MnGeo workgroup (MN Geospatial Commons) also in progress
d. Pursue web-based "message board" to facilitate partnering on shared application needs.	16	2008?	X	**Premature**: To be pursued after, or with, development of ApplicationFinder (Priority 11).

III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available, and Enlisting More Users

a. Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data sharing and interoperability. (*Also Area 6*)	4	2008	X	**Ongoing.** Informal communication as the opportunity arises.
b. Advocate for MetroGIS's efforts in development of statewide geospatial polices.	14	Ongoing		**Satisfied.** MetroGIS is well represented on MGAC and MnGeo workgroups.
c. Develop a management and support plan for DataFinder which incorporates tactics suggested in this Business Plan. (*Also Area 6*)	24	2009	X	**Not started.** Implement after Activities 8f and 8g.
d. Investigate enhancements to DataFinder. (*Also Area 6*)	30	2009?	X	**In process.** Component of MN Geospatial Commons project. Full compliance premature until after Activities 3c, 8f and 8g, if a need is

				identified.
e. Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder, and investigate the potential for an "open source data model." (*Also Area 6*)	31	2008 metadata "lite" component	X	**No action.** Work on as specific data models are considered. Related to 2010 MetroGIS study - Measuring Public Value of Geospatial Commons"
f. Investigate impact of cost recovery policies on the ability to achieve desired data sharing. (*Also Areas 1 and 6*)	34	?		**In process** - Focus of 2010 MetroGIS study - Measuring Public Value of Geospatial Commons" The Board asked to address within the context of a practical, as opposed to a theoretical, situation.

IV. Promote a Forum for Knowledge Sharing

a. Host or co-host educational forums. (*Also Area 2*)	7	2008?		**No action**. Need to decide purpose of forums
b. Leverage electronic tools.	12	Ongoing		**As opportunity arises.** This is a component of the "fostering collaboration" function: "Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders"

V. Build Advocacy and Awareness of the Benefits of Collaborative Solutions to Shared Needs

a. ##Update the Outreach Plan. Focus on ensuring stakeholder awareness of regional datasets and DataFinder, not on increasing participation in the MetroGIS organization.	N/A	Fall 2007		**No progress**. Added on 9/12/07. The Coordinating Committee concluded the existing Outreach Plan should be updated. No progress due to need to dedicate resources to higher priority projects.
b. Develop briefing materials to support leaders' advocacy for benefits of collaboration among their peers. (*Also Area 6*)	17	2009		**Remains premature**: Implement after shared application role is defined.
c. Expand MetroGIS Outreach Plan to include a marketing component and begin implementation. (*Also Area 6*)	33	2009		**No progress**. Board direction July, 2007: Not sure if "marketing" is appropriate. Once shared applications role is defined reassess need and purpose. Leverage marketing expertise possessed by stakeholders before consultant assistance is considered.

VI. Expand MetroGIS Stakeholders

a. See III.a "Working relationships with adjoining jurisdictions."				Expands relationships beyond metropolitan area
b. See If "Next steps for emergency preparedness solution."				Expands types of users
c. See I.g "Addresses of Occupiable Units."				Expands types of users, in particular with cities
d. III.e "Geospatial Marketplace				Expands relationships with non-government users

VII. Maintain Funding Policies that Make the Most Efficient and Effective Use of Available Resources and Revenue for System-Wide Benefit

a. Advocate for legislative funding initiatives valuable to outcomes defined by MetroGIS. (*Also Area 6*)	15	Ongoing		**No action.** Implement as opportunities arise.
b. Update Performance Measurement Plan (e.g., measures of public value) to align with Business Plan.	21	2008		**Phase I Completed.** Phase II on hold for results of MetroGIS's 2010 "Measure Benefits of Geospatial Commons Study" Proposed as 2011 project
c. Investigate creation of a partnership, or joint powers body, to expedite cost sharing on shared data acquisitions, applications, etc. (*Also Area 6*)	25	2009	X?	**In process.** Staff Coordinator is a member of NGAC Subcommittee tasked with recommending options. Objective - Seeks to streamline management and spending of funds (contracting and intellectual property rights) when multiple organizations are involved.
d. Foster community-focused philosophy regarding GIS return on investment	26	Ongoing		**In process.** MetroGIS's 2010 "Measure Benefits of Geospatial Commons Study" and related Phase II performance measures project.

VIII. Optimize MetroGIS Governance and Organizational Structure				
. ##**Ensure accomplishments are maintained while continuing support of foundation activities for traditional "foster collaboration" function.** [2]	N/A	Ongoing		**Called out as top annual work objectives priority**. The Coordinating Committee concluded on 9/12/07 that continued support of these ongoing activities functions should be articulated as a priority need.
b. ##**Secure technical leadership and coordination resources needed to accomplish desired expansions in scope.** (*Also Area 2*)	N/A	Begin 2007 2008	X	**Minimal progress.** *Highest Priority Next Step expectation 2007* See Section II.
c. Develop a Leadership Succession Plan and ensure adequate support.	18	Begin2007 2008		**Phase I completed**. No progress on Phase II.
d. Update operating guidelines to align with this Plan.	19	2009		**Premature.** Pursue after Outreach (Priority 33a) and Performance Measurement Plans (Priority 21) are updated.
e. Update Performance Measurement Plan (measures of public value) to align with this Business Plan. Implement Performance Measurement Plan.	21	2008	X?	**Completed Phase I.** Phase II on hold for results of MetroGIS's 2010 "Measure Benefits of Geospatial Commons Study"
f. Evaluate stakeholder participation relative to needs to achieve current regional objectives.	22	2009	X	**Indirect progress.** Related to MetroGIS's 2010 "Measure Benefits of Geospatial Commons Study". This is also a component of Activities 8g, 8h, and 8i.
g. Conduct Participant Satisfaction Survey.	23	2009		**Indirect progress.** Related to MetroGIS's 2010 "Measure Benefits of Geospatial Commons Study". No other progress awaiting progress on "shared applications" implementation is underway (Activity 2a, Priority 3).
h. Seek reaffirmation of role expectations by key stakeholders (i.e., sponsors and custodians).	27	Begin 2007		**Ongoing.** Formal endorsement was not expected, rather indirectly via renewal of agreements.
i. Conduct an evaluation of "Organizational Competencies" once Technical Leadership resource need is addressed and a plan for addressing shared applications is in place.	29	2009 (2008, time permitting)		**Premature.** Awaiting adoption of "shared applications" plan and resolution of current technical leadership support needs, complete the work to apply "organizational competencies" concepts fostered by Professor John Bryson, University of MN, to MetroGIS's Business/Work Planning efforts. Work on this management tool had to be postponed until the competency resources and needs related to applications are established.

[2] The referenced on-going "foster collaboration" functions are listed in Attachment A:

ATTACHMENT C

Candidate 2011 Program Objectives
(For Evaluation as Part of Proposed Needs Assessment)

(Objectives proceeded with "**" cannot be fully achieved without these additional resources).

Proposed Objective (Numbers intended to designate relative importance)	Priority	Status – Comments June 2010	Estimated Non-Staff Cost (MetroGIS)	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities[a].	**Very High**	<u>Ongoing.</u> Directive in the 2008-2011 Business Plan established this item as the top annual priority. Key to maintaining relevance to changing stakeholder needs	N/A	Designated Custodians and Staff Coordinator
2. **Implement solutions to shared technical geospatial (web service/ application) needs: a) Complete Best Image Service (*funded 2009*) b) Complete Government Service Finder Prototype (*funded 2009* *c) ??Place-based Budgeting Web Application* *d) ??Emergency Preparedness Structures Web Application*	**Very High** **Very High** *TBD* *TBD*	Pursuit of Regional GIS Projects is a key means to address research and development needs as well as demonstrate value to policy makers. This generic objective is called out as a separate. In so doing, each of these projects plays a key role to accomplishing objectives vital accomplishing long-term sustainability.	Prior year Prior year *TBD* *TBD*	Project workgroups with advice from the Technical Leadership Workgroup
3. Complete Quantify Public Value (QPV) study and methodology development. (*Incorporates task in 2009 work plan "Investigate impact of cost recovery on ability to achieve desired data sharing"*)	**Very High**	<u>Project in process.</u> Key component to catalyzing cross-sector partnerships required to sustain support. Federally funded study launched May 2010. Anticipated completion June 2011. Results expected to provide insight for Items 5, 6 and 12.	$5,000 (*Contingency to address currently unrecognized opportunities*)	Staff Coordinator, Francis Harvey, and W4Sight, LLC

4. Continue to seek addition of dedicated Technical Coordinator and related technical administrative resources to the MetroGIS support team.
 	
(**On hold for results of QPV Study results are available, which is anticipated June 2011**)
	Very High	<u>On Hold.</u> Key to maintaining relevance to changing stakeholder needs
		A. Continue to investigate options to secure this resource via contributions from multiple interests, once the results of the 2010 QPV study (Item #3) are available.
		B. In the absence of dedicated technical coordination resources:
		  1) To the extent possible, the Technical Leadership Workgroup will continue to serve as a surrogate technical coordinator.
		  2) When possible, retain the services of a project/technical coordinator on a project-by-project basis.
			N/A	Staff Coordinator with advice from Technical Leadership Workgroup – Mark Kotz, Chair

Proposed Objective (Numbers intended to designate relative importance)	Priority	Status – Comments June 2010	Estimated Non-Staff Cost (MetroGIS)	Lead Responsibility
5. Develop specific performance measure methods (measures of public value) to implement 2009 Performance Measurement Plan (*Substantive progress needed on QPV study (Item #3) to complete this project, results need to be integrated*)	**Very High**	Key component to defining value and sustaining support commitments. This project is the second phase of the Performance Measurement Plan update process accomplished in 2009. The Updated PM Plan calls for annual assessments of stakeholder satisfaction with MetroGIS's efforts via surveys. Consider coordinating performance measurement survey design with research method for second generation shared information needs evaluation (Item 9)	$10,000 *(Assumes Phase 1 initiated in 2010)* *Actual dependent on RFP*	Staff Coordinator in conjunction with supplemental professional services
6. **Complete second-generation shared information needs assessment. (Integrate with results of QPV study (Item #4) and follow-on QPV Item 3)	**Very High**	Key component to catalyzing cross-sector partnerships. Identified in the Business Plan as an objective to be conducted in conjunction with shared application needs assessment (Item "d". Section I of the Business Plan" The emphasis placed on actions to understand and act on emerging needs called for in the Updated Performance Measurement Plan complements this objective, as is the call to continually assess user satisfaction via surveys and peer review forums.	$15,000 *(Assumes Phase 1 initiated in 2010)* *Actual dependent on RFP*	Staff Coordinator with advice from the TLW and professional services consultant
7. **Develop/populate the Regional Address Points Dataset and oversee the data population process to resolve issues as they occur.	**Very High**	<u>Project in process.</u> Key deliverable to engage cities, utilities, and emergency management interests. • Provide technical assistance to aid producers contribute address point data • Make presentations at county user group meetings, conferences, etc. and sponsor workshops to encourage participation/ contributions	 $5,000	Address Workgroup - Mark Kotz/Nancy Read, Co-project managers.
8. **Implement a more fully developed geographic data, applications and service broker (MN Geospatial Commons). This item includes "explore methods for Enhancing Trust in reliability of shared services", as it is a requirement to achieve the former.	**Very High**	A component of catalyzing cross-sector partnerships– a top priority of the Policy Board leadership. Collaborating with MnGeo via joint workgroup. • Partner for test implementation project	 Up to $5,000??	Technical Leadership Workgroup - Mark Kotz, Chair

Proposed Objective (Numbers intended to designate relative importance)	Priority	Status – Comments June 2010	Estimated Non-Staff Cost (MetroGIS)	Lead Responsibility
9. Investigate organizational/governance structure changes necessary to effectively address priority shared geospatial needs	**Very High**	Key to establishing and sustaining cross sector (non-government) partnerships. Also a high priority of the National Geospatial Advisory Committee (NGAC). MetroGIS's experience and needs were integrated into a white paper developed by the NGAC Governance Subcommittee, endorsed by the full NGAC on 12/2/09, and subsequently set as a 2010-2011 NGAC work priority.	$5,000??	Staff Coordinator and professional services consultant
10. Streamline Data Access for Emergency Responders	**TBD**	Key component to catalyzing cross-sector partnerships. Explore leveraging GITA's GEOCo Initiative to accomplish.	Partner up to $5,000?	Partner with MnGeo Emergency Management Workgroup
		TOTAL	**$TBD**	
STRETCH OBJECTIVES *TIME AND RESOURCES PERMITTING*				
11. Refresh and expand functionality of MetroGIS's organizational website (metrogis.org) to better support collaboration. (e.g., improve ease of access, support on-line collaborative document editing, add survey tools.)	**TBD**	Implementation Phase. Defined as a need during the 2008-2011 Business Planning process. No substantive changes have been made to the architecture since 2001.	TBD (If funding not committed to higher priorities)	Staff Coordinator and Council GIS Unit support TBD
12. Expand effort related to "fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests. Leverage and integrate results of QPV study (Item #3)	**TBD**	Coordinate with surveys proposed for the next-generation Performance Metrics and Next Generation Information Needs Assessment. Design to address the intent of the action "Evaluate stakeholder participation relative to needs to achieve current regional objectives" called for in Item "f", Section VIII of the Business Plan"	$10,000??	Staff Coordinator in conjunction with supplemental professional services to assist with defining the methods and materials.
13. Apply QPV methodology to MetroGIS's "foster collaboration" function and/or other endorsed regional solutions to shared geospatial needs	**TBD**	Important to demonstrating public value created/benefits a key component to sustaining/ growing support. Assumes Item #5 is successful	TBD? (If other priorities do not materialize)	Staff Coordinator and professional services consultant.
14. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	**TBD**	Need identified by Policy Board Chair Spr. 2009. Dependent upon securing the planned Supplemental Professional Services Contractor (Postponed to 2011 due to procurement issues and support requirements for higher priority projects.)		Staff Coordinator in conjunction with supplemental professional services

Proposed Objective (Numbers intended to designate relative importance)	Priority	Status – Comments June 2010	Estimated Non-Staff Cost (MetroGIS)	Lead Responsibility
15. Building upon the key elements defined for a Leadership Development Plan in 2008; agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	**TBD**	Development of strategies to attain the deliverables called for in the key elements defined fall 2008. Dependent upon securing the planned Supplemental Professional Services Contractor.		Staff Coordinator in conjunction with supplemental professional services
16. **Explore Geospatial Marketplace – (Collaboration Registry/Portal)	**TBD**	The TAT considered this idea on April 17, 2008 and did believe it to be a good use of resources, given other higher priorities.		
17. **Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	**TBD**	Carry over. The presence of Supplemental Professional Services (see item 1) and a Technical Coordinator are needed to free up sufficient time to effectively address this objective		Staff Coordinator in conjunction with advice from Technical Leadership Workgroup
18. Expand Outreach Plan to include a marketing component	**Premature**	Policy Board directive July 2007 distinguishes marketing from outreach. Postpone until Outreach Plan updated (Item 14)		
19. **Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24, 2008 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	**Premature**	Postpone until Performance Metrics surveys are complete. The Policy Board directed on July 22, that the survey of stakeholders called for in the next-generation Performance Measurement Plan is to be incorporated into this activity. Also dependent upon securing a qualified Supplemental Professional Services Contractor.		Staff Coordinator in conjunction with supplemental professional services
20. **Populate metadata for GeoServices Finder, including creation of a template to promote standardization.	**Premature**	Postpone until Mn Geospatial Commons is closer to operational. Decide if this should be a MnGeo responsibility		???
21. **Conduct Peer Review Forums for endorsed regional solutions to shared information needs	**Premature**	Postpone until after the second generation needs are known: Dependent upon availability of supplemental technical and administrative support. Should be coordinated with Item #4 and surveys associated with performance metrics (Item # 7.		

Proposed Objective (Numbers intended to designate relative importance)	Priority	Status – Comments June 2010	Estimated Non-Staff Cost (MetroGIS)	Lead Responsibility
22. **Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset	**Premature**	Postpone until Peer Review Forum hosted for Street Centerline Dataset that is the subject of the agreement to go into effect January 1, 2011		
23. **Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 16, above) .	**Premature**	Postpone until the Geospatial Commons (portal) project is complete. If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to "Prepare a support Plan for DataFinder". Otherwise, consolidate with a plan for the replacement application.		
24. **Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.	**Premature**	Premature use of limited resources until work completed to identify priorities for shared application needs. Potentially a component of MnGeo Geospatial Commons initiative.		

(1) Traditional activities that comprise the MetroGIS "foster collaboration" function include:

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs, including applications as well as a data (2009 addition)
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

ATTACHMENT D

Geospatially Enabling Community Collaboration: The GECCo Initiative

Background

"…reduce and/or eliminate the vulnerability of the infrastructures of society's complex technology systems that increase the difficulty for attacks on U.S. systems.."
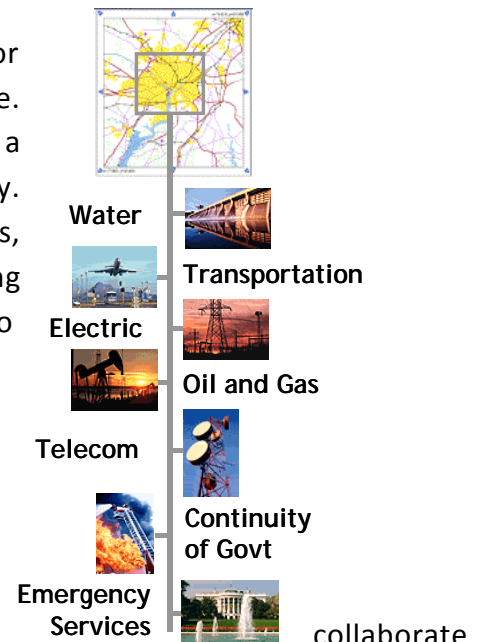
Excerpt, Homeland Security Presidential Directive 7

No matter the root cause of an emergency – terrorism, natural occurrences, or unintentional human error – the methods of preparing for, preventing, responding to, mitigating, and recovering from crisis are based on a common approach: the coordinated use of geospatial information to provide a common, spatially-based operational picture (map). This cannot happen without the many mutually dependent agencies and public and private organizations charged with protecting our nation's citizens and infrastructure being able to efficiently and effectively share their geospatial data. GITA's GECCo initiative was developed to address the obstacles that need to be overcome before this can happen.

Purpose of the GECCo Initiative

Critical infrastructure is vital to a community that depends on it for economic security, quality of life, delivery of service, and governance. Disruption of one or more critical infrastructure assets would have a profound negative effect on all sectors within that community. Recognizing the importance of our infrastructure interdependencies, GITA began an initiative in 2004 called "Geospatially Enabling Community Collaboration," or GECCo. The purpose of GECCo workshops is to facilitate an interactive dialogue at the local level among community infrastructure stakeholders to begin to address collaboration and information exchange issues that inhibit effective response and recovery in times of emergency. The workshops employ an interactive, cooperative approach to enhance existing security-related efforts and enable community stakeholders to develop a framework by which public and private organizations can better collaborate in order to protect critical infrastructure. This framework includes intra- and inter-organizational collaboration and coordination, effective practices and guidelines, information access and exchange, interoperability and enterprise architecture, and data and technology requirements.

Water

Transportation

Electric

Oil and Gas
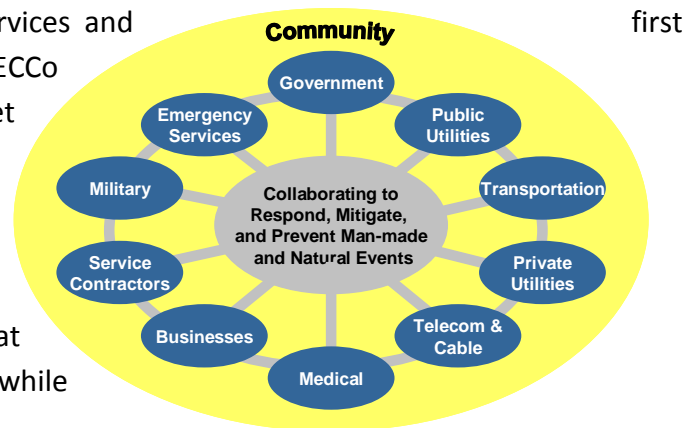
Telecom

Continuity of Govt

Emergency Services

The outcome of each local or regional GECCo workshop is designed to enhance existing security-related efforts and enable community stakeholders to develop a framework so public and private organizations can better collaborate in order to protect critical infrastructure more effectively.

Results to Date

GECCo workshops have been held successfully in Honolulu, HI, Denver, CO, Western New York State, Seattle, WA, Tampa, FL, and Phoenix, AZ. The two-day sessions have attracted an average of 45 representatives of local area utilities, local, state and federal government agencies, military units, first responders, and other user organizations. In each case, workshop participants gained valuable insight by identifying and discussing barriers to collaboration and how to overcome them, opportunities for sharing data, and defining keys to successful collaboration among local and regional organizations. In several cases following a GECCo, a local working group was established to continue to identify better ways to cooperate to provide for community infrastructure security. More recently, as part of an effort to integrate the GECCo program with national efforts, emphasis is being placed on ongoing federal directives and programs, such as the protected Critical Infrastructure program (PCII), the Homeland Infrastructure Foundation-Level Data (HiFLD) program, and the Homeland Security Infrastructure Program (HSIP).

Community Collaboration

A community includes a variety of public and private organizations, including governmental agencies (local, state, and federal), public and private utilities, transportation, telecommunications and cable organizations, businesses, service contractors, military, emergency services and first responders, and other organizations. The goal of the GECCo initiative is to develop a replicable framework and tool set that stakeholders in communities across the U.S. can employ in constructing collaborative models for protecting critical infrastructure against both natural and man-made events. GITA's vision is a growing network of GECCo communities nationwide that contribute to national directives and programs, while continuing to gain from each other's experiences.

About GITA

GITA is a non-profit association focused on providing education, information exchange, and applied research on the use and benefits of geospatial information and technology worldwide. Its membership includes federal, state, and local government agencies, utilities, infrastructure management organizations, and private sector companies. Visit us at www.gita.org.

TO: Policy Board

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

SUBJECT: Ratify Revisions - 2010 Work Plan and Budget

DATE: June 18, 2010
(For Jul 21st meeting)

REQUEST

Board ratification is requested for revisions to MetroGIS's 2010 work plan and "foster collaboration" budget as recommended by the Coordinating Committee.

This proposal was developed, in accordance with direction received from the Policy Board on April 21, by the staff support team in collaboration with the Technical Leadership Workgroup (TLW) and leadership of the Policy Board and Coordinating Committee.

COORDINATING CONSIDERATION

At its meeting on June 17th, the Committee unanimously recommended that the Board ratify the modifications to the 2010 work plan and budget as presented in this report.

REASONS FOR RECOMMENDED REVISIONS

Two principal drivers have resulted in a need to reallocate $57,000 in funding that had been designated for projects that will not proceed as had been anticipated when the 2010 work plan was adopted in January.

1) Cancellation of the Geo Applications Innovations Competition
2) Award of federal NSDI CAP grant to undertake Quantify Public Value study (*Agenda Item 5b*)

OVERVIEW OF REVISIONS TO PROJECTS FUNDED BY METROGIS

(*See attached work plan and budget for specifics*)

Cancelled Projects:

a) Geo Applications Innovations Competition: $15,000
b) Populate Metadata for GeoServices Finder (prerequisite for competition) $ 3,500

Postponed Projects (*primarily awaiting results of Quantify Public Value study*)

a) Phase II Performance Metrics $15,000
b) Three communication-related projects $12,000
c) Technical Assistance for Contributions to Address Points Dataset $10,000
d) Miscellaneous outreach/admin $ 1,500

Proposed/Revised Projects (*A synopsis of each of these projects is provided on the next page*)

a) 2nd Generation Shared Information Needs Assessment $15,000
b) Refresh/add Web 2.0 Functionality to MetroGIS website $17,000
c) Consolidated Clip, Zip, and Ship Tool $5,000
d) Geocoder Service Enhancements $10,000
e) Revised Performance Metrics project $15,000 $10,000**

   ***The Coordinating Committee has agreed that a **pilot project to test a stormwater digital
   data exchange standard** should take precedence over this project if the pilot can meet
   conditions imposed by the Committee. The review is in process. If possible, the results
   will be shared with the Board before the July 21 meeting.*

RECOMMENDATION

That the Policy Board ratify revisions to 2010 MetroGIS work plan and "foster collaboration" budget, as recommended by the Coordinating Committee and presented in this report.

SYNOPSIS

PROPOSED/REVISED 2010
METROGIS-FUNDED PROJECTS

1. Project Name:

Second - Generation Shared Information Needs Analysis - Phase I (*Activity A1*)

Amount requested
$20,000 Estimated. Actual cost dependent upon results of RFP

Summary
Conduct an assessment to identify geospatial needs (e.g., data, services and applications) shared by the cross-sector, stakeholders that comprise the MetroGIS community and conduct an exercise to define the highest priorities. The MetroGIS Staff Coordinator would serve as the project manager. A workgroup would oversee development of the RFP and conduct of the assessment. Phase 1 2010 – Retain contractor and work on process design.

How funding would be used
Funding would be used to retain a consultant to work under the general direction of MetroGIS workgroup.

Benefit to MetroGIS community
Ensure that MetroGIS's efforts to foster collaborative solutions to shared needs are relevant to changing stakeholder needs.

_____

2. Project Name:

Refresh and Expand Collaborative Functionality of MetroGIS Website (*Activity B1*)
Phase I –Needs Assessment and Design Specifications

Amount requested
$12,000 Estimated. Actual cost dependent upon results of RFP

Summary
The design of the metrogis.org website was last modified in 2001. Redesign is needed to update the site's look and feel, improve functionality, restructure current content organization, expand its purpose to meet more user needs, and simplify content management. One goal of this organization is to incorporate Web 2.0 functionality so that MetroGIS partners can easily participate in shared project work tasks, discuss ideas, opinions and preferences without the need to physically attend a meeting. Another is to improve the manner in which the institutional memory is organized to expedite locating information about the range of MetroGIS activities, successes and initiatives. Tanya Mayer, with the Council GIS Unit, would serve as the technical project manager.

How funding would be used
Funding would be used to retain a consultant to work under the general direction of MetroGIS workgroup.

Benefit to MetroGIS community
If a clear understanding of shared geospatial needs must exist in order to ensure that MetroGIS is able to pursue timely collaborative solutions that are relevant to changing stakeholder needs.

3. Project Name:

Zip, Clip & Ship Functionality for Minnesota Geospatial Commons (*Activity A2a*)

Amount requested
$5,000

Summary
Hire programming consultant to develop a tool for agencies to make available zip, clip & ship functionality of datasets via their services within the Minnesota Geospatial Commons. Jessica Deegan, with the Council's GIS Unit, would serve as project manager.

How funding would be used
Funding would be used to hire programming assistance in two distinct pieces.

1) Develop a template geoprocessing model for agencies to implement zip, clip & ship functionality from their data services.

2) Develop functionality to consolidate requests for the end user from federated data storage/service delivery points.

The funding request estimates 50 hours for a senior level programmer at $100 per hour. *Estimate based on current going rate for $95/ hour consulting fees for a senior programmer at MnGeo.*

Benefit to MetroGIS community
Having a zip, clip & ship mechanism in the Commons would restore functionality for an end user acquiring clipped data downloads. This functionality was initially a part of DataFinder Café but is presently not supported. In addition, MetroGIS data and services customers would have consolidated access to clipped data from variety of other data sources, such as Mn DNR and MnGeo.

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4. **Project Name:**

Metro Geocoder Service Enhancements (*MetroGIS Framework Service*) (*Activity A2b*)

Amount requested
$10,000

Summary
Hire programming consultant to accomplish the "Geocoder Extensions" listed below. Nancy Read, with Metropolitan Mosquito Control District, would serve as project manager. A RFP process may be needed for the parser functionality component.

Geocoder Extensions – Funding Request, 2010
The Metro Geocoder is one of the first examples of a MetroGIS project that delivers a working web service that involves processing on endorsed data sets, not just delivering data. It can be used as a basic part of fulfilling other potential web service projects, such as the Proximity Finder / Jurisdiction Finder. It can use the new Addressable Units data set as a data source, and could be used in conjunction with the Address Edit tool. It could easily be expanded to provide a statewide geocoding solution. It demonstrates the use of open source code for solution development.

There are a few things about the current Geocoder implementation that users have requested be revised to expand use:

1. Add a "universal search" parser front-end so user could send service a text string and it figures out which parts are street (or intersection or landmark), city, state, zip. Currently the end-user application has to be set up to enter parts separately. Example:

Mailing Address 1	11646 5th St Ne
Mailing Address 2	
Mailing City	
Location City	Blaine
Mailing State	Minnesota
Mailing Zip	55434

Users would like to be able to enter this in one string, similar to major online public geocoders.

2. Add return of a "standardized" address, possibly USPS

3. Add an easy batch interface – the State geocoder group now getting started (Mike Dolbow, Kent Treichel, Tim Zimmerman, John Wiersma) is particularly interested in a batch interface, but other metro users have also used the existing geocoder that way

4. More code/instructions/examples for using geocoder with ESRI products

5. The current PAGC geocoder code requires the underlying data to be delivered in shapefile format, which it then converts to Berkely DB for internal use. Some in the PAGC development community would like to convert how PAGC runs so that it can use data directly from sources such as Navteq or anything in SQLite. This would make it easier for us locally to package our current web service for setting up redundant sites, or to set up automatic updates of underlying data. The full proposal from the programmer to the PAGC development community is available at http://www.deadwrite.com/pagc_restructure.pdf

The original Geocoder group includes Jim Maxwell (TLG), Dave Bitner (MAC), Kent Treichel (MN Dept. of Revenue), Pete Olsen, Chris Cialek, and Jim Dickerson (LMIC), Bob Basques (City of St. Paul), Gordy Chinander (Metro Emergency Services Board), Mark Kotz (Metro Council), and Nancy Read (MMCD, project manager and contact for correspondence, nancread@mmcd.org, 651-643-8386). Additional participants for Landmarks: Matt McGuire (Metro Council), Ron Wencl (USGS). We plan to coordinate with the State Geocoder group (listed above) as well.

How funding would be used
Funding would be used to hire programming assistance

Benefit to MetroGIS community
A more responsive geocoding service that can be called up to support numerous stakeholder applications.
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5. **Project Name: (*Substitute Stormwater Data Exchange Standard Pilot if Ready*)**

Develop Performance Measurement Methods/Metrics - Phase I (*Activity B1*)

Phase I – Make as much progress as possible in 2010 (S

Amount requested
$10,000 Estimated in 2010. Actual cost dependent upon results of RFP

Summary
In October 2009, the Policy Board adopted an updated Performance Measurement Plan. This plan provides guidance for development of actual metrics to measure progress toward accomplishing outcomes defined for MetroGIS's efforts. The results of the in-progress MetroGIS Quantify Public Value (QPV) study are expected to provide insight and information valuable to the development of metrics, hence, work on metrics development has been postponed until sufficient progress is made on the QPV study. The MetroGIS Staff Coordinator would serve as the project manager. A workgroup would oversee development of the RFP to retain consultant assistance and oversee conduct of the project.

How funding would be used
Funding would be used to retain a consultant to work under the general direction of MetroGIS workgroup.

Benefit to MetroGIS community
One cannot manage what one cannot measure. MetroGIS cannot achieve it stated mission (enhance stakeholder operating capacity) unless its efforts are able to remain relevant to changing stakeholder needs. MetroGIS leadership cannot be sure that MetroGIS's efforts are relevant without a means to progress/impact. The purpose of this project is to provide these means.
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ATTACHMENT A

MetroGIS 2010 Program Objectives
(Recommended Revisions - June 2010)

*(Objectives proceeded with "**" cannot be fully achieved without these additional resources).*

Program Objective (Numbers intended to designate relative importance)	Priority	Status - Comments	Estimated Non-Staff MetroGIS Expense	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities[(a)].	**Very High**	Ongoing. Directive in the 2008-2011 Business Plan established this item as the top annual priority. Key to maintaining relevance to changing stakeholder needs.	N/A	Designated Custodians and Staff Coordinator
~~3~~2. Execute a Next-Generation Street Centerline Data Access Agreement	**Very High**	In process. The current agreement will expire 12/31/10. A RFP is anticipated to be published by mid-summer.	N/A	Staff Coordinator
~~12~~3. ** Pursue implementation of a more fully developed geographic data, applications and service broker, including "explore methods for Enhancing Trust in reliability of shared services", as it is a requirement to achieve the former" (formerly Item 13).	**Very High**	In process. A component of catalyzing cross-sector partnerships– a top priority of the Policy Board leadership. Collaborating with MnGeo via joint workgroup. Geospatial Commons Test implementation in progress. • Retain a programming consultant to create a clip, zip and ship function valuable to DataFinder	$5,000	Technical Leadership Workgroup - Mark Kotz, Chair
~~13. ** Explore methods for Enhancing Trust in reliability of shared services.~~ *(combined with old #12, new #3)*	~~**High**~~	~~2009 objective postponed to 2010 per Policy Board decision on July 22, 2009. A requirement to accomplish Item 12.~~		~~Technical Leadership Workgroup - Mark Kotz, Chair~~
4. **Implement a Regional Address Points Dataset and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	**Very High**	In process. Application development anticipated to begin late spring 2010 via contract with Applied Geographics. Phase I contributions to actual regional dataset began spring 2010. Technical assistance/outreach plan to assist producers contribute data to be devised for 2011 implementation	1) *Prior funding* ~~2) $10,000 (premature for 2010)~~	Address Workgroup - Mark Kotz/Nancy Read Co-project mangers.
5. Develop Quantify Public Value (QPV) methodology (Incorporates 2009 work plan task "Investigate impact of cost recovery on ability to achieve desired data sharing")	**Very High**	In process. Key component to catalyzing cross-sector partnerships – a top priority of Policy Board leadership. Study launched May 2010 with fed grant. Anticipated completion June 2011. Results expected to provide insight for Items 7, 10 and 11.	N/A	Staff Coordinator, Francis Harvey, and W4Sight, LLC

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Program Objective (Numbers intended to designate relative importance)	Priority	Status - Comments	Estimated Non-Staff MetroGIS Expense	Lead Responsibility

56. **Implementation solutions to shared technical geospatial (web service / applications) needs:
  a) Best Image Service (*2009 funded project*)
  b) Government Service Finder Prototype (*2009 funded project*)
  c) Host a Web Feature Services contest modeled after the Apps for Democracy contest hosted by Washington D.C.c) Part of 5c.
  d)**Populate metadata for GeoServices Finder, including creation of a template to promote standardization (*Potential future component of the MN Geospatial Commons project - Item 3.*)
  c) (*See #3 - consolidated clip, zip and ship functionality*)
  d) Geocoder Service Enhancements (*MetroGIS Framework Service*)
	Very High
	Very High
	
	Very High
	
	Very High
	
	Very High
	
	Very High
		Ongoing. Pursuit of Regional GIS Projects is a key means to address research and development needs as well as demonstrate value to policy makers This generic objective is called out as a separate. In so doing, each of these projects plays a key role to accomplishing objectives vital accomplishing long-term sustainability.	Prior year funding
			Prior year funding
			
			$18,500
			
			$3,500
			
			(*see Item 3*)
			
			$10,000
				Project workgroups that proposed the projects with advice from the Technical Leadership Workgroup - Mark Kotz, Chair.

87. **Conduct second-generation shared information needs assessment. (Phase I: Retain contractor and imitate work on research design.) (*Results of Quantify Public Value (QPV) study (#5) expected offer some insight.*)	**Very High**	Not started. Key component to catalyzing cross-sector partnerships. Identified in Business Plan to be conducted in conjunction with shared application needs assessment. In November 2008, a forum was hosted to identify shared application and service needs. Actionable results for several shared service needs but on progress on shared application opportunities. Complimenting this activity: Performance Measurement Plan calls for actions to understand and act on emerging needs and continually assess user satisfaction via surveys and peer review forums.	$20,000 (Phase I)	Staff Coordinator with advice from consultant and TLW
8. Refresh and expand functionality of MetroGIS's organizational website (metrogis.org) to better support collaboration. (e.g., improve ease of access, support on-line collaborative document editing, add survey tools.) (*Phase I –Needs Assessment and Design Requirements*)	**Very High**	Defined as a need during the 2008-2011 Business Planning process. No substantive changes have been made to the architecture since 2001.	$12,000	Staff Coordinator and Council GIS Unit support TBD

Program Objective (Numbers intended to designate relative importance)	Priority	Status - Comments	Estimated Non-Staff MetroGIS Expense	Lead Responsibility
~~11~~9. Investigate organizational/governance structure changes necessary to effectively address priority shared geospatial needs	**Very High**	<u>In process.</u> Related to exploring partnering opportunities with non-government interests. Also a high priority of the National Geospatial Advisory Committee (NGAC). MetroGIS's experience and needs were integrated into a <u>white paper</u> developed by the NGAC Governance Subcommittee and endorsed by the full NGAC on 12/2/09 and subsequently set as a 2010-2011 NGAC work priority	N/A	Staff Coordinator
~~7~~10. Develop specific performance measure methods (measures of public value) to implement 2009 Performance Measurement Plan. Phase I Fall 2010 – Develop RFP, assuming sufficient progress on QPV study (Item 5) (Component of 2010 Quantify Public Value (QPV) study (#5).	**Very High**	<u>On hold for QVP Study</u>: Second phase of the Performance Measurement Plan update process accomplished in 2009. The Updated Plan calls for annual assessments of stakeholder satisfaction with MetroGIS's efforts via surveys. Coordinate performance measurement survey design with development of research method for 2nd generation shared information needs evaluation (Item 8)	$~~15,000~~10.000 (Phase I)	Staff Coordinator with supplemental professional services
STRETCH OBJECTIVES TIME AND RESOURCES PERMITTING				
~~6~~11. Expand effort related to "fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests. (Component of Quantify Public Value (QPV) study (#5).	**Very High**	<u>On hold for QVP Study.</u> Coordinate with surveys proposed for the next-generation Performance Measures (Item 11). Design to address the intent of the action "Evaluate stakeholder participation relative to needs to achieve current regional objectives" called for in Item "f", Section VIII of the Business Plan"	N/A (Coordinate with Item 10)	Staff Coordinator with supplemental professional services to assist with defining the methods and materials.
		TOTAL	**$57,000**	

Program Objective (Numbers intended to designate relative importance)	Priority	Status - Comments	Estimated Non-Staff MetroGIS Expense	Lead Responsibility
~~2~~12. Continue to seek addition of dedicated Technical Coordinator and technical administrative resources to the MetroGIS support team. (On Hold for Results of Quantify Public Value (QPV) study (#5) might offer some insight.).	**Very High**	In process Key to maintaining relevance to changing stakeholder needs A. Continue to investigate options to secure this resource via contributions from multiple interests, once the results of the 2010 QPV study (Item #3) are available. B. In the absence of dedicated technical coordination resources: 1) To the extent possible, the Technical Leadership Workgroup will continue to serve as a surrogate technical coordinator. 2) When possible, retain the services of a project/technical coordinator on a project-by-project basis.	N/A	Staff Coordinator with advice from Technical Leadership Workgroup – Mark Kotz, Chair

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[1] Traditional activities that comprise the MetroGIS "foster collaboration" function include*:*

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs, including applications as well as a data (2009 addition)
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

ATTACHMENT B

2010 MetroGIS Budget Refinements
(*June 2010*)

(*See Following Page*)

Main Activity	Sub-Activity	2010 Approved (1/27/2010)	2010 Recommended Revisions (6/2010)
Professional Services/Special Projects		$55,500	$57,000
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs		
	(1) Host Web Feature Services Contest (assumes other partners)	$15,000	
	(2) Populate Metadata for Geoservices Finder (*in conjunction with A1, above*)	$3,500	
	(3) Techncial Assistance/Outreach to Populate Regional Address Points Dataset (*Postpone to 2011*)	$10,000	
	(1) Conduct Second -Generation Shared Information Needs Analysis / Ensure Stakeholder Needs are Understood (*Phase I*)	*Part of B(1)* old	$20,000
	(2) Regional GIS Projects:		
	(a) Consolidated clip, zip and ship tool Geosptial Commons/ DataFinder		$5,000
	(b) Geocoder Enhancements		$10,000
	B. Organizational Development and Communication Projects		
	(1) Develop Performance Measurement Methods to Implement New Plan Adopted 2009 (*Phase I - Design*)	$15,000	$10,000
	(2) Refresh and Expand collaborative functionality of MetroGIS web site (*Phase I - Design*)		$12,000
	(2) Develop a Plan to Address Known Risks and Obstacles to Sharing (e.g., Security, Licensing, Budgets, etc.) [iii]	$7,000	$0
	(3) Develop new Communications/Outreach Plan	$3,000	$0
	(4) Design New Outreach Materials [i]	$2,000	$0
	(5) Leadership Development Plan (*based upon 10 key elements defined in 2008*)	[iv]	[iv]
	C. Technical Coordinator Outsource Contract (assumes other partners 3+/- year pilot)	*TBD* [v]	$0
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (*contract payments to counties per 2009-2011 agreement*)	$28,000	$28,000
Outreach		$2,100	$600
	Printing Outreach Materials (e.g., Information Brochure) *Item B(4) must precede.* [vi]	$500	$0
	Advocacy/Networking Mileage (200 m/mo x $.48/mile = $1,152) [vii] [viii]	$1,200	$500
	Annual Report/Informational Brochure (see above)		
	• *Postage – 800 postcards ($0.30=$240) in addition to 1500+ via email*)	$300	$50
	• *Minimal for other communications*	$100	$50
Misc Office		$400	$400
	Website Domain registration (www.metrogis and www.datafinder - $32/ea)	$64	$64
	Specialty Team/Forum Support Materials	$336	$336
	TOTAL NON-STAFF PROJECT FUNDS	$86,000	$86,000

NOTES:

[i] Develop/update of outreach materials to follow Outreach Plan Update project. See Item B(3).

[ii] This activity includes developing a Livelihood Scheme / Defining Organizational Competencies. See 2008-2011 MetroGIS Business Plan
   (Chapter 3 - Section VIII and Appendix H) for explanation of organizational competencies and Livelihood Scheme.

[iii] Request for bids conducted November 2008. No bids received, so project postponed.

[iv] If sufficient budgeted funds remain uncommitted as of the October Policy Board meeting pursue an out source contract

[v] TBD. Needs to be proceeded by agreement on a organizational structure that permits sharing of ongoing administrative costs and if other sources of funding
   are determined to be potentially available, decide how much of MetroGIS's funds should be redirected.

[vi] Rely on limited on-demand printing for handouts. Otherwise distribution of PDFs via Internet

[vii] Travel by participants is paid by the participant's organization

[viii] Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5e

TO: Policy Board

FROM: Francis Harvey, Research Coordinator - QPV Study
Randall Johnson, Administrative Coordinator - QPV Study (651-602-1638)

SUBJECT: Measuring Public Value of Geospatial Commons: A MetroGIS Case Study
(*Short Title - MetroGIS QPV Study*)

DATE: July 6, 2010
(For Jul 21ˢᵗ Meeting)

<u>INTRODUCTION</u>
The purpose of this report is to update the Policy Board on the status of the MetroGIS QPV Study. This study is supported by a $50,000 federal grant that was awarded to the project in April.

The primary objective for pursuing this study is to create a replicable methodology capable of quantifying value (direct and indirect) to both the taxpayer and participating government organizations attributable to data sharing, specifically parcel data. (See Attachment A for an overview of the design and deliverables.)

The funding authority is the Federal Geographic Data Committee (FGDC), through its National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program (CAP) program.

<u>PROJECT STATUS</u>
In late April, Danielle Scarfe and Molly Managan, with W4Sight, Chicago, IL, were retained to assist with several components of the study. They joined Francis Harvey and Randall Johnson the week of May 4 for training on a Return on Investment (ROI) methodology developed by Geospatial Information & Technology Association (GITA), use of which is a requirement of the grant funding.

The study is comprised of four major tasks. Completion is anticipated by June 2011. Work on Task 1 officially launched the week of May 10. The purpose of Task 1 is to describe the costs and benefits to Hennepin County of utilizing geospatial technology to manage parcel data. Gary Swenson, Hennepin County GIS Manager, is assisting with support of Task 1. Due to limited resources, the scope of this prototyping effort has been limited to parcel data, in particular, that which adheres to standards that support interoperability. Progress can be followed on the study website at http://sdiqpv.net/sdiqpv/Welcome.html.

<u>STUDY MANAGEMENT TEAM AND PROSPECTIVE ADVISORY TEAM MEMBERS</u>
At the March Committee and April Policy Board meetings, members were invited to serve as study advisors, in particular, related to defining survey questions and identifying interview candidates with desired expertise. Those who have expressed interest are listed in Attachment B.

<u>IMPACT ON 2010 WORK PLAN AND BUDGET</u>
Through the process of developing the proposed QPV methodology, progress is expected to also be made on developing next-generation performance measures called for in the MetroGIS's new Performance Measurement Plan, adopted by the Policy Board last October. Prior to receiving this grant award, $15,000 had been allocated in MetroGIS's 2010 budget to develop these next-generation measures. However, since it is unlikely the QPV study results will be far enough along in 2010 to do more than develop a Request for Proposals by year-end, work on the performance measurement project is proposed to be moved to 2011. (See Agenda Reports 5c and d.)

<u>RECOMMENDATION</u>
That Policy Board members:
1) Ask questions, as needed, to understand the study purpose, deliverables, and design.
2) Identify any individuals that should be added to the listing of advisors in Attachment B, whose expertise would be valuable to this study.

Fact Sheet
MetroGIS Quantify Public Value (QPV) Study
(*June 2010*)

Introduction and Context:
Does this situation sound familiar? You are a GIS program manager. Your intuition tells you that sharing geospatial data produced by your organization would likely result in substantive efficiency improvements for your organization but without hard numbers to prove your case, sharing remains a novel thought. If so, MetroGIS's Quantify Public Value (QPV) Study, summarized below, will hopefully provide a means to act on your intuition. Our goal is to create a replicable methodology capable of quantifying value (direct and indirect) to both the taxpayer and participating government organizations attributable to data sharing, specifically parcel data.

David Claypool, a visionary active in the early Twin Cities (Minnesota) geospatial community, asserted that "organizations that are using GIS on their own are not getting the full benefit of the technology". Subsequently, MetroGIS was created to foster knowledge sharing and sharing of resources to accomplish collaborative solutions to shared geospatial needs. The mission being "to expand stakeholders' capacity to address shared geographic information technology needs and maximize investments in existing resources through widespread collaboration of organizations that serve the Twin Cities metropolitan area". The culture of the geospatial profession, which serves the Twin Cities, has enthusiastically embraced the notion of using the natural intra-organizational integrating capacities of geospatial technology to improve organizational effectiveness and understands that public value is created in so doing.

Need for Quantitative Measures of Value:
Over the past decade, MetroGIS completed eleven stakeholder testimonials to document public value created through its efforts. Substantive organizational efficiency improvements have been described. These testimonials, or qualitative measures of value created, provide insight and value but leadership acknowledged, in adopting MetroGIS's second performance measurement plan, that quantitative measures are needed to fully realize MetroGIS's mission because more complex, cross-sector solutions are desired than the current structure is capable of accomplishing.

Study Funded:
Acting on this need, a proposal for a 2010 NSDI CAP Grant was submitted. The awarded project proposes development of a methodology capable of quantitatively measuring public value created when organizations actively participate in a geospatial commons. The study is entitled *"Measuring Public Value of Geospatial Commons: A MetroGIS Case Study"*, "*MetroGIS Quantify Public Value (QPV) Study*" for short. The lead proposers represent major stakeholders in the Twin Cities geospatial community (spatial data infrastructure) – 1000 Friends of Minnesota, Hennepin County, MetroGIS, and the Metropolitan Council. The 300 local and regional organizations that serve the seven-county, Minneapolis-St. Paul metropolitan area - the MetroGIS community - comprise the study domain. The territorial focus of the study is Hennepin County, the 32nd largest county in the United States by population. The study involves participation by representatives from multiple government, non-profit, utility, industry, and academic interests.

Understanding the public value of data sharing is a key issue in discussions surrounding spatial data infrastructure (SDI) development and continued support. The proposed QPV methodology extends the Return on Investment (ROI) methodology developed by the Geospatial Information & Technology Association (GITA) to account for multiple uses and reuse chains of parcel data produced by Hennepin County. Due to limited resources, the scope of this prototyping effort has

been limited to parcel data, in particular, that which adheres to standards that support interoperability. QPV takes into account value chains and reuse benefits over a longer-term perspective. The results of the Hennepin County-based ROI component will be shared with an international team of scientific advisors who are experts on SDI. These experts will assist in defining shortcomings in the ROI methodology that must be resolved to effectively account for value chains and reuse benefits which create public value.

Status of QPV Study:

The federal cooperative funding agreement was executed in April. W4Sight was then retained to assist with major components of the study. The study officially launched on May 10, 2010. It consists of four major tasks. Completion is anticipated by June 2011. Task 1 involves conducting GITA's ROI analysis for Hennepin County; defining costs and value internal to Hennepin County of utilizing geospatial technology to manage parcel data. Task 2 involves defining benefits for a SDI environment, initiating the outward looking QPV analysis, and is scheduled to begin in September 2010. Experts specializing in SDI development will be invited to participate, beginning with Task 2.

Contact Information:

-Study Administrative Matters: Randall Johnson, MetroGIS Staff Coordinator,
  randy.johnson@metc.state.mn.us
-Study Research Matters: Francis Harvey, University of Minnesota, francis.harvey@gmail.com
-The project website is http://sdiqpv.net
-MetroGIS's website is http://www.metrogis.org

QPV Advisory Team <u>Prospective</u> Members
(*May 25, 2010*)

Research/Scientific Community- Spatial Data Infrastructure (SDI) Experts:
1) Joep Crompvoets (Joep.Crompvoets@soc.kuleuven.be) - Belgium
2) Cameron Easton (cameron.easton@scotland.gsi.gov.uk) - United Kingdom
3) Yola Georgiadou (georgiadou@itc.nl) - Netherlands
4) Doug Halsing (dhalsing@usgs.gov) – US (Washington D.C.)
5) Kate Lance (klance_remote@yahoo.com or Kate.T.Lance@nasa.gov) – US (Texas?)
6) Bastiaan von Loenen (B.vanLoenen@tudelft.nl) - Netherlands
7) Roger Longhorn (ral@alum.mit.edu) - Belgium
8) Zorica Nedovic-Budic (zorica.nedovic-budic@ucd.ie)- Ireland
9) Martin Plante (Martin.Plante@USherbrooke.ca) - Canada
10) Abbas Rajabifard (abbas.r@unimelb.edu.au) - Australia
11) David Tulloch (dtulloch@crssa.rutgers.edu) – US (New Jersey)
12) Danny Vandenbroucke (danny.vandenbroucke@SADL.kuleuven.be) – Belgium

General Advisors (*survey questions and interview candidates*):
13) Bob Samborski (bsamborski@gita.org) – US (Colorado)
14) Greg Babinski w/King County, WA and/or Cy Smith (cy.smith@state.or.us) – US (Oregon)
15) David Arbeit (david.arbeit@state.mn.us) – US (Twin Cities)
16) Larry Charboneau (larry@ncompasstech.com) US (Twin Cities)
17) Will Craig (wcraig@umn.edu) – US (Twin Cities)
18) David DiSera (ddisera@ema-inc.com) – US (Twin Cities)
19) Mike Dolbow (mike.dolbow@state.mn.us) US (Twin Cities)
20) Kathie Doty (kdoty@umn.edu) – US (Twin Cities) US (Twin Cities)
21) Rick Gelbmann (rick.gelbmann@metc.state.mn.us)
22) Laura Kalambokidis - U of M Economist (kalam002@umn.edu) – US (Twin Cities)
23) Tony Pistilli (tony.pistilli@metc.state.mn.us) – US (Twin Cities)
24) Steve Swazee (sdswazee@sharedgeo.org) – US (Twin Cities)

_____

QPV Study Management Team:
- Randall Johnson, Administrative Coordinator, MetroGIS Staff Coordinator
- Francis Harvey, Study Research Coordinator, U of M
- Danielle Scarfe, W4Sight, Research Consultant
- Gary Swenson, GIS Manager, Hennepin County

Advisors to Study Management Team
- Terry Schneider, Mayor Minnetonka (city in Hennepin County), Chair MetroGIS PB)
- Peter Henschel, Carver County GIS Manager
- Randy Knippel, Dakota County GIS Manager
- Sally Wakefield, Ex Dir 1000 Friends Mn, Chair MetroGIS Coordinating Committee
- *Private Sector Rep- TBD*

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
July 21, 2010

1. CALL TO ORDER
Chairperson Schneider called the meeting to order at 6:08 p.m.

Members Present: Terry Schneider (Metro Cities - City of Minnetonka), Steve Elkins (Metro Cities – City of Bloomington), Jim Kordiak (Anoka County), Victoria Reinhardt (Ramsey County), Jim Bunning for Joseph Wagner (Scott County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), and Tony Pistilli (Metropolitan Council).

Members Absent: Dan Cook (School Districts - TIES), Randy Maluchnik (Carver County), Tom Egan (Dakota County), and Randy Johnson (Hennepin County)

Coordinating Committee Members Present: Nancy Read, Jim Bunning, Peter Henschel

Support Team: Randall Johnson and Mark Kotz (Chair MnGeo Geospatial Commons and MetroGIS Address Workgroups)

Visitors: Dave Hinrichs (Metropolitan Council)

2. ACCEPT AGENDA
Member Elkins moved and Member Reinhardt seconded to approve the agenda, as proposed. Motion carried, ayes all.

3. MEETING SUMMARY
Alt. Member O'Rourke moved and Member Elkins seconded to approve the April 21, 2010 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION
Jim Bunning, GIS Manager for Scott County, and Peter Henschel, GIS Supervisor for Carver County, shared ways in which Carver, Dakota, and Scott Counties are partnering to deal with shared geospatial related needs, which include: sharing staff and resources, using web-based collaboration tools (e.g., SharePoint), developing shared data and map standards the create common look and feel among their web applications, build applications one and share them (e.g. property information search). It was noted funding for some of the application development work related to trails and parks data was received via the SHIP grant program.

Following the presentation, several questions were asked including:
- Do the seven county GIS managers regularly share information? Yes
- Is the aerial imagery temporal comparison function (SWIPE) being promoted? This function is relatively new but all concurred that the ability to do heads-up comparison of imagery for a select location for multiple time frames has enormous potential for a wide variety of interests.

Click here to view the presentation slides.

5. ACTION/DISCUSSION ITEMS
a) Elect Officers
Chairperson Schneider commented that both he and Vice Chairperson Egan are willing to accept reappointment if that is the wish of the Board.

Motion: Member Pistilli moved and Member Kordiak seconded to reelect Members Schneider and Egan to continue to serve in their current Chairperson and Vice Chairperson roles until April 2011.   Motion carried, ayes all.

b) **Minnesota Geospatial Commons – Test Implementation**

Mark Kotz summarized the proposed Minnesota Geospatial Commons – Test Implementation project. He emphasized that the term "commons" was deliberately selected to convey the intention that the proposed geospatial commons is where one shares, not just accesses, geospatial data, services, applications and best practices. He then summarized four major functions to be provided by the commons: find; evaluate usefulness; share data, services, applications and best practices; and performance of administration functions for the commons. Kotz then summarized key points about the proposed test implementation including 300 hours of time having been committed by sponsoring organizations to administer the test, MnGeo will host the commons, and the goal is to have a demonstration in place for the fall GIS/LIS Conference. Kotz then asked the Board for its endorsement of the proposed test implementation. (**Click here** to view Kotz's presentation slides.)

Motion: Member Kordiak moved and Member Reinhardt seconded that the Policy Board endorse the proposed Minnesota Geospatial Commons – Test Implementation project. Motion carried, ayes all.

Chairperson Schneider thanked Kotz for his ability to communicate highly technical topics in a manner that makes sense to policy makers (the why, who, cost, and benefits).

c) **Next Generation Needs Assessment**

Staff Coordinator Johnson summarized a proposal for a next generation needs assessment and invited the members to offer ideas for any topics that should be added or subtracted from the preliminary scope that is presented in the agenda report.

Chairperson Schneider commented that the Twin Cities environment 13 years ago when the last comprehensive needs assessment was conducted, was very different from the situation we find ourselves in today. This next generation effort will need to seek opportunities to interact/ collaborate with other interests – "if you do this, we can do that". Opportunities that cross the boundary between public and non-public interests also need to be a focus of the assessment.

Member Pistilli asked if the Quantify Public Value (QPV) Study will be coordinated with this next generation needs assessment. The Staff Coordinator commented that the two efforts are seeking similar information regarding cross-sector partnership opportunities that have the potential to create public value and that the RFP for the proposed needs assessment will inform the prospective proposers of this fact and call attention for the need to coordinate and leverage the work of each by the other.

Motion: Member Pistilli moved and Member Elkins seconded to that the Policy Board ratify the Coordinating Committee's recommendation to pursue a next-generation needs assessment with a scope as described in the agenda report and with a target of April 2011 to present the results to the Board.

Motion carried, ayes all.

d) **Ratify 2010 Work Plan / Budget Refinements**

Staff Coordinator Johnson summarized proposed revisions to the 2010 work plan and budget outlined in the agenda report. Each of five new projects, which involve a combined $57,000 in project funding, was also briefly explained.

In response to the proposed project involving a pilot to test the proposed Stormwater Digital Data Exchange Standard, Member Kordiak asked if knowing where all of the catch basins are located in the Twin Cities is really necessary, to which Read responded "yes" for treating mosquitoes and responding to spills. Chairperson Schneider commented that managing stormwater is a major concern of cities and that he is pleased that the Committee elected to advance it. He continued by noting that cities are being mandated to understand the entire drainage system that serves their

communities, monitor them for anomalies, and to effectively address anomalies in a timely manner. Standardized data is essential to addressing his business need.

Chairperson Schneider further commented that he encourages use of a "scalable RFP", in which subsequent phases are explained, - examples of this leads to this and this leads to this – and to communicate the idea earlier on for both the consultants and prospective partners that if additional resources are brought to the project the type of additional progress that could be made. In addition to setting this expectation in RFP, he suggested that drafting of letters to prospective sponsors should also be pursued to proactively invite them to engage – if additional resources were to be contributed, this is what we could do.

Motion: Member Kordiak moved and Member Pistilli seconded that the Policy Board approve revisions to 2010 MetroGIS Work Plan and $57,000 "foster collaboration" budget, as presented in the Attachments A and B to the addendum agenda report, dated July 20, 2010, subject to the addressing the comments offered therein regarding the Stormwater Digital Data Exchange Standard Pilot.

Motion carried, ayes all.

e) **Quantify Public Value (QPV) Project Update**
Staff Coordinator Johnson introduced the presentation noting that it was initially created for a presentation requested by the Hennepin County GIS Users group on July 28. He also mentioned that the study idea was conceived during a conversation with Hennepin County Commissioner Johnson while attending a NGAC meeting and that once the idea was conceived contact was made with the FDGC to create a grant funding category for such a project. The category was created for the 2010 grant cycle and our proposal was selected for funding. **Click here** to view his presentation slides.

Chairperson Schneider concurred that a key to the success of the study will be to achieve trust among the interests that model is designed to serve. Johnson concurred, noting that the study design calls for use of a broadly participatory process which is intended to build the trust needed for acceptance of the model. Johnson also reiterated that the purpose of this study is to create a prototype and that repeated use of the model will be important to further refine it for use beyond the Twin Cities.

No action was requested of the Board other than to suggest any individuals believed to possess expertise that would be helpful as the project progresses. The listing of advisors presented in the agenda report was found to be acceptable.

6. INFORMATION SHARING
No information was offered.

7. NEXT MEETING
The next meeting of the Policy Board is scheduled for Wednesday, October 20, 2010.

8. ADJOURN
Member Elkins moved and Member Reinhardt seconded to adjourn at 7:50 p.m.

Motion carried, ayes all.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Policy Board Meeting

Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Tom Egan,
Vice-Chairperson
Dakota County

Dan Cook,
TIES

Steve Elkins,
City of Bloomington
Metro Cities

Dennis Hegberg,
Washington County

Randy Johnson,
Hennepin County

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Randy Maluchnik,
Carver County

Tony Pistilli,
Metropolitan Council

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, October 20, 2010
6:00 p.m.

Metropolitan County Government Offices
2099 University Avenue, St. Paul
(*Go to* http://www.mmcd.org/directions.html *for a map and directions*)

Agenda

			Page
1.	**Call to Order**		
2.	**Accept Agenda**	*action*	
3.	**Accept July Meeting Summary**	*action*	1
4.	**GIS Technology Demonstration**		5
	Emergency response maps consistent across jurisdictions, based on U.S. National Grid"		
5.	**Action/Discussion Items**		
	a) GECCo Event – Letter of Support *(S. Wakefield / DiSera)*	*action*	7
	b) 2010 Accomplishments *(S. Wakefield / R. Johnson)*		**13**
	c) 2011 Program Objectives and Budget *(S. Wakefield / R. Johnson)*	*action*	19
	d) Refine Coordinating Committee's E-Vote Process *(S. Wakefield / R. Johnson)*	*action*	25
	e) Set 2011 Meeting Schedule *(R. Johnson)*	*action*	31
6.	**Next Meeting**		
	January XX, 2011		
7.	**Adjourn**		

********************** *Following Reports on MetroGIS Website* **********************

Major Activity Update (*see Agenda Item 5b***)**

Information Sharing

   a) Mn Statewide Geospatial Advisory Council: Results September 29, Meeting
   b) National Geospatial Advisory Committee: Results September 22-23 Meeting
   c-e) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates
   f) September 16, 2010 Coordinating Committee Meeting Summary

Mission Statement: *"....to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."*

1. CALL TO ORDER
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Support Team: Randall Johnson and Mark Kotz (Chair MnGeo Geospatial Commons and MetroGIS Address Workgroups)

Visitors: Dave Hinrichs (Metropolitan Council)

2. ACCEPT AGENDA
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Member Pistilli asked if the Quantify Public Value (QPV) Study will be coordinated with this next generation needs assessment. The Staff Coordinator commented that the two efforts are seeking similar information regarding cross-sector partnership opportunities that have the potential to create public value and that the RFP for the proposed needs assessment will inform the prospective proposers of this fact and call attention for the need to coordinate and leverage the work of each by the other.

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Motion carried, ayes all.

d) Ratify 2010 Work Plan / Budget Refinements

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In response to the proposed project involving a pilot to test the proposed Stormwater Digital Data Exchange Standard, Member Kordiak asked if knowing where all of the catch basins are located in the Twin Cities is really necessary, to which Read responded "yes" for treating mosquitoes and responding to spills. Chairperson Schneider commented that managing stormwater is a major concern of cities and that he is pleased that the Committee elected to advance it. He continued by noting that cities are being mandated to understand the entire drainage system that serves their

communities, monitor them for anomalies, and to effectively address anomalies in a timely manner. Standardized data is essential to addressing his business need.

Chairperson Schneider further commented that he encourages use of a "scalable RFP", in which subsequent phases are explained, - examples of this leads to this and this leads to this – and to communicate the idea earlier on for both the consultants and prospective partners that if additional resources are brought to the project the type of additional progress that could be made. In addition to setting this expectation in RFP, he suggested that drafting of letters to prospective sponsors should also be pursued to proactively invite them to engage – if additional resources were to be contributed, this is what we could do.

Motion: Member Kordiak moved and Member Pistilli seconded that the Policy Board approve revisions to 2010 MetroGIS Work Plan and $57,000 "foster collaboration" budget, as presented in the Attachments A and B to the addendum agenda report, dated July 20, 2010, subject to the addressing the comments offered therein regarding the Stormwater Digital Data Exchange Standard Pilot.

Motion carried, ayes all.

e) **Quantify Public Value (QPV) Project Update**
Staff Coordinator Johnson introduced the presentation noting that it was initially created for a presentation requested by the Hennepin County GIS Users group on July 28. He also mentioned that the study idea was conceived during a conversation with Hennepin County Commissioner Johnson while attending a NGAC meeting and that once the idea was conceived contact was made with the FDGC to create a grant funding category for such a project. The category was created for the 2010 grant cycle and our proposal was selected for funding. **Click here** to view his presentation slides.

Chairperson Schneider concurred that a key to the success of the study will be to achieve trust among the interests that model is designed to serve. Johnson concurred, noting that the study design calls for use of a broadly participatory process which is intended to build the trust needed for acceptance of the model. Johnson also reiterated that the purpose of this study is to create a prototype and that repeated use of the model will be important to further refine it for use beyond the Twin Cities.

No action was requested of the Board other than to suggest any individuals believed to possess expertise that would be helpful as the project progresses. The listing of advisors presented in the agenda report was found to be acceptable.

6. **INFORMATION SHARING**
No information was offered.

7. **NEXT MEETING**
The next meeting of the Policy Board is scheduled for Wednesday, October 20, 2010.

8. **ADJOURN**
Member Elkins moved and Member Reinhardt seconded to adjourn at 7:50 p.m.

Motion carried, ayes all.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration

DATE: October 5, 2010
(For Oct 20th Meeting)

INTRODUCTION

The topic for the GIS Technology Demonstration at the October Policy Board meeting is *"Emergency response maps consistent across jurisdictions, based on U.S. National Grid"*.

This topic was rated as a top preference of Policy Board members in the survey conducted this past spring (see Attachment A). Randy Knippel, Dakota County GIS Manager, has agreed to present this topic.

OVER VIEW OF PRESENTATION

The US National Grid was established as a standard by FEMA in 2001 and by Minnesota in 2009. It provides an opportunity to create interoperable maps across jurisdictions and between various levels of government. This is especially important for disaster preparedness and response. However, its implementation is voluntary and depends on individual organizations adopting it as a standard as well. As an organizational standard, it becomes a foundation for standardized map products and causes it to be integrated into normal emergency preparedness procedures and training. MetroGIS is uniquely positioned to influence its constituent organizations to work together in this regard, providing an example for the rest of the state. This presentation will give an overview of the US National Grid and show examples of how it is being implemented in Dakota County, in other MetroGIS organizations, and beyond.

RECOMMENDATION

If the Policy Board concurs that wide spread use of the National Grid Mapping Standard would benefit the MetroGIS community, the Board is encouraged to direct the Coordinating Committee to offer an outreach strategy to advocate for its use.

ATTACHMENT A
Technology Demonstration Priorities

<u>**POLICY BOARD DIRECTION SURVEY RESULTS**</u>

A) A survey was conducted in March to identify prospective demonstration topics of the greatest interest to Policy Board members. The top four desired topics are listed in the table below. (The complete survey results are presented in Attachment A.) At the April meeting, Policy Board members agreed that they would be comfortable if the topics ranked 2-4 results below were to be scheduled for the next three Policy Board meetings. The #1 and #3 ranked topics (see below) were demonstrated at the April and July Policy Board meetings. During the July demonstration, the presenters (Jim Bunning and Peter Henschel) mentioned that their presentations would both cover topics #3 and #4.

DEMONSTRATION TOPICS SELECTED	**POLICY BOARD RANKING (# PB)**	**OVERALL RANKING**	**DOT EXERCISE TOTAL VOTES**
1) Coordinated Data Management via Internet - Council and Counties (***Presented at April PB Meeting***)	2.57 (7)	2.22	26
2) Emergency response maps consistent across jurisdictions, based on U.S. National Grid	2.28 (6)	1.96	26
3) Multi-county collaboration for public access property information application (***Presented at July PB Meeting***)	2.14 (5)	2.15	20
4) Collaborative Application Development Among Counties (general) (***Presented at July PB Meeting***)	2.00 (5)	2.20	30

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MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
                Chairperson: Sally Wakefield, 1000 Friends of Mn
                Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Co-sponsor GECCo Event and Authorize Letter of Support

DATE: October 4, 2010
                (For the Oct 20th meeting)

INTRODUCTION
The Policy Board's support is respectfully requested for MetroGIS to co-sponsor a GECCo event in the Twin Cities in 2011. "GECCo" stands for "Geospatially Enabling Community Collaboration. A draft letter of support is offered in Attachment A for the Policy Board's approval.

The Geospatial Information & Technology Association (GITA) developed the GECCo model (Attachment B) and would provide the facilitators for the Twin Cities event. Dave DiSera, VP & CTO for EMA (Roseville) and past member of the GITA Board of Directors, has agreed to attend the October Policy Board meeting to explain the GECCo method and summarize support that has been garnered to date (Attachment C) for hosting a GECCo event in the Twin Cities.

COORDINATING COMMITTEE CONSIDERATION
At its meeting on September 16, the Coordinating Committee unanimously recommended that the Policy Board authorize MetroGIS to offer up to $3,000 to assist in hosting a Twin Cities GECCo event, tentatively in the 3rd quarter of 2011. (This amount is included 2011 budget proposal presented in Agenda Item 5c.) The total event cost would vary depending up the travel expenses for the facilitators. The total cost is estimated to be in the range of $15 to $20,000. MetroGIS funds would be used for such items as facility rental and facilitator fee and travel expenses.

CONTEXT STATEMENT
The purpose of the GECCo initiative is "to facilitate an interactive dialogue at the local level among community infrastructure stakeholders and emergency responders to begin to address collaboration and information exchange issues that inhibit effective response and recovery in times of emergency". Six GECCo events have been hosted across the country thus far.

In the years since 9/11 and Katrina, many of the nation's utilities have been working to deliver improved geospatial awareness about their infrastructure to the first response community. To a large degree, spearheading this effort has been GITA through its GECCo program. Constructed like other outreach and collaboration efforts in the emergency preparedness world, to date, the previous GECCo events have been staged across the U.S. using the model of one day of presentations, followed by a half day practical exercise. Throughout each event, ongoing engagement between attendees from the utility geospatial and first response communities has been promoted as the key to future situational awareness. Effectively, at a GECCo's core is the idea that geospatial data sharing makes us all safer.

It is the intent of the proposed Twin Cities GECCo, to further open the lens on geospatial data sharing by substantially increasing the diversity and number of attending individuals/organizations.   For the first time, and central to the Twin Cities effort, the full spectrum of public sector geospatial and response resources of a region will be asked to participate in the process in hopes of creating a lasting dialogue on geospatial data sharing that is both vertically and horizontally encompassing. Thus, by using emergency response as the "door-opener" across the region, it is believed past GECCo successes can be improved upon in a way that

ultimately and permanently supports the NSDI. It is also thought that with success in delivering an expanded event in the Twin Cities, this new approach could then be duplicated across the United States.

VALUE TO METROGIS COMMUNITY

Co-hosting a GECCo event presents a timely and cost effective opportunity for MetroGIS to act on two high priorities of the MetroGIS Policy Board: 1) foster partnerships to collaboratively address shared geospatial needs and 2) improve use of geospatial technology among emergency responders.

The GECCo method is proven to be effective in bringing all relevant and affected stakeholders together to improve cross-organization understanding of emergency response-related needs. GITA officials are excited about the opportunity to host a GECCo forum in the Twin Cities because they are aware that this community has proven it is serious about collaborative solutions to geospatial needs. They are also aware that a core philosophy of MetroGIS is that policy makers must be engaged to catalyze action needed to actually accomplish desired solutions, in particular solutions that involve multiple organizations/sectors. Engaging policy makers has not been previously an objective of the GECCo methodology and GITA is excited for the opportunity to expand their methodology for the proposed event.

The expectation is that agreement will be reached during the GECCo event on several actionable solutions to obstacles that impede the open flow of geospatial data during emergencies affecting the Twin Cities and during exercises designed to prepare for emergencies. Planning for the event would begin immediately with a core group of MetroGIS participants.

RECOMMENDATION

That the Policy Board authorize:
1) A contribution of up to $3,000 in the 2011 to co-sponsor a GECCo event in the Twin Cities contingent upon all other financing required for a successful event to be obligated.
2) Chairperson Schneider to sign a Letter of Support (Attachment A) to host a GECCo event in the Twin Cities.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

October 21, 2010

VIA EMAIL

Mr. Robert Samborski
Geospatial Information and Technology Association
14456 East Evans Avenue
Aurora, CO 80014

> *Re: Letter of Support - Twins Cities Geospatially Enabling Community Collaboration
> (GECCo) Event*

Dear Mr. Samborski,

On behalf of the MetroGIS Policy Board, I am writing in support of efforts to bring a GECCo event to the Twin Cities. It is my understanding that indications of local support are important factor in determining where your association will stage its next event. For that reason, please consider MetroGIS an enthusiastic proponent of a Twin Cities GECCo and of our action on October 20, 2010 to authorize an expenditure of up to $3,000 in support of this event.

As you may be aware, MetroGIS has a long history of catalyzing collaborative regional solutions to information needs shared by organizations, public and non-public sector institutions alike, that serve the seven-county, Minneapolis-St. Paul Metropolitan Area. Additionally, current high priorities of the MetroGIS Policy Board include: 1) defining opportunities to establish partnerships whereby resources can be leveraged across sectors to address shared needs and 2) improving access by first responders to critical geospatial data needed in times of emergencies. Finally, the Policy Board is also aware there remain many complex emergency response issues related to information flows and interoperability that will require grass roots efforts and policy decisions to fix.

As such, MetroGIS believes that a Twin Cities GECCo focused ion the emergency response community - by bringing into focus these data sharing issues of the public-private infrastructure - would be of substantial benefit to the Twin Cities metropolitan region and greater Minnesota and, in so doing, has the potential to create significant public value.

Therefore, the MetroGIS Policy Board is excited about the GECCo premise and strongly urges GITA to bring a GECCo event to the Twin Cities at the earliest possible date. MetroGIS staff and members of MetroGIS's Coordinating Committee stand ready to help promote the event among our constituents and serve on the event planning and/or post event coordination committees.

Sincerely,

Terry Schneider, Chairperson
MetroGIS Policy Board

cc: Randall Johnson
    MetroGIS Staff Coordinator

Geospatially Enabling Community Collaboration: The GECCo Initiative

Background

No matter the root cause of an emergency – terrorism, natural occurrences, or unintentional human error – the methods of responding to, mitigating, and ideally preventing reoccurrences are based on a coordinated approach that can be greatly enhanced by the use of geospatial information and technology. This cannot happen without enabling the many mutually dependent agencies and organizations charged with protecting our nation's citizens and infrastructure to efficiently and effectively share their information. GITA's GECCo initiative was developed to address the obstacles that need to be overcome before this can happen.

The GECCo Initiative

Critical infrastructure is vital to a community that depends on it for economic security, quality of life, delivery of service, and governance. Disruption of one or more critical infrastructure assets would have a profound negative effect on all sectors within that community. Recognizing the importance of our infrastructure interdependencies, GITA began an initiative in 2004 called "Geospatially Enabling Community Collaboration," or GECCo. The purpose of the GECCo initiative is to facilitate an interactive dialogue at the local level among community infrastructure stakeholders and emergency responders to begin to address collaboration and information exchange issues that inhibit effective response and recovery in times of emergency. The workshops employ an interactive, cooperative approach to enhance existing security-related efforts and enable community stakeholders to develop a framework by which public and private organizations can better collaborate in order to protect critical infrastructure and respond more effectively to emergency situations.

Results to Date

GECCo workshops have been held successfully in Honolulu, HI, Denver, CO, Western New York State, Seattle, WA, Tampa, FL, Phoenix, AZ. The two-day sessions include representatives of local and regional area utilities, government agencies (local, regional, tribal, state, and federal) military units, medical community, and other user organizations. In each case, workshop participants gained valuable insight by identifying and discussing barriers to collaboration and how to overcome them, opportunities for sharing data, and defining keys to successful collaboration among public and private sector organizations. Following the most recent GECCo in Phoenix, AZ, a local working group was established to continue to identify better ways to cooperate to provide for public and private data sharing. As part of their effort to integrate the GECCo program with federal efforts, emphasis was placed on ongoing national directives and programs, including DHS/IICD and FGDC/NSDI initiatives.

Ongoing GECCo Activities

The GECCo initiative was intended to support ongoing federal, state, and local government programs from its inception, and GITA, DHS, and FGDC have maintained a dialog since then. GITA's goal is to assist

in developing a replicable framework and toolset that stakeholders in communities across the U.S. can employ in constructing collaborative models for sharing data. Each succeeding GECCo workshop leverages the efforts and experiences of earlier versions. GITA's vision is a growing network of GECCo communities nationwide that will contribute to national directives and programs, while continuing to gain from each other's experiences. The next GECCo workshop has been announced for Dallas/Ft. Worth, TX in early 2011. This program will incorporate DHS and FGDC materials and processes to continue to integrate federal, state. And local efforts. Sites for additional GECCo initiatives include Washington, DC, Boston, MA, New York, NY, and Miami, FL. GITA has extensive local and regional contacts in utilities and government agencies in each of these locations.

About the Geospatial Information & Technology Association

Incorporated in 1982 as a non-profit educational association, GITA is headquartered in Aurora, Colorado. The mission of the organization is to provide education, information exchange, and applied research on the use and benefits of geospatial information and technology worldwide. Over the past several years, the association has become recognized as the thought leader in application of geospatial technology in solutions to our growing infrastructure-related problems. As such, it is the professional association and leading advocate for anyone using geospatial technology to help operate, maintain, and protect infrastructure assets. GITA's 2,500 individual members are geospatial professionals representing organizations such as electric and gas utilities, pipeline companies, telecommunications organizations, water and wastewater entities, and all levels of government. Association membership also includes over 100 corporate user affiliate companies (utilities and government agencies) as well as 80 of the leading providers of private sector geospatial services and solutions.

GITA is governed by a volunteer Board of Directors, currently numbering fifteen. The board reflects the diversity of the geospatial industry and an equal division between users and vendors is maintained. GITA has a staff of nine employees and has a history of strong management and financial reserves.

Contact: Robert M. Samborski
                Executive Director, GITA
                14456 East Evans Avenue, Aurora, CO 80014
                Tel: (303) 337-0513   Email: bsamborski@gita.org

ATTACHMENT C

**Email from Steve Swazee, August 12, 2010, (*updated October 2, 2010)*

Randy,
Here are some GECCo updates for you:

1.) As of Oct 2, I (Swazee) completed an initial phone/email GECCo outreach to the following Minnesota organization's:

- Association of Minnesota Emergency Managers (http://www.amemminnesota.org/)
- Department of Homeland Security – Federal Security Director Office - Minneapolis
- Federal Executive Board (www.minnesota.feb.gov/)
- FBI's InfraGard Program (http://www.infragard.net/)
- Metropolitan Emergency Management Association (http://www.mema-mn.com/)
- Metropolitan Emergency Service Board (http://www.mn-mesb.org/)
- MetroGIS (http://www.metrogis.org/)
- Minnesota Chapter of GITA
- MnGeo
- Minnesota Department of Natural Resources – Firewise/ICS (http://www.mnics.org/)
- Minnesota E911 (http://www.911.state.mn.us/)
- Minnesota GIS/LIS Consortium (http://www.mngislis.org/)
- Minnesota Geospatial Information Office (http://www.mngeo.state.mn.us/)
- Minnesota Homeland Security and Emergency Management (http://www.hsem.state.mn.us/)
- Minnesota Sheriffs Association (www.mnchiefs.org/)
- Minnesota State Fire Chiefs Association (http://www.msfca.org/)
- United States Geological Survey – Minnesota Office http://www.usgs.gov/
- Wisconsin Chapter of GITA

2.) In addition to your verbal commitment (Yes, Dave DiSera is planning to appear before the Board on October 20 to help build understanding and encourage formal commitment on their part), four entities have already offered letters of support:

- Federal Executive Board (www.minnesota.feb.gov/)
- FBI's InfraGard Program (http://www.infragard.net/)
- Minnesota National Guard (http://www.minnesotanationalguard.org/)
- United States Geological Survey – Minnesota Office (http://mn.water.usgs.gov/)

3.) The Minnesota and Wisconsin GITA chapters are also now onboard with supporting the effort.

4.) A review of this web site: Northern Lights Exercise will give you a sense of the InfraGard effort in the upper Midwest. Like them, I have been bemoaning the fact we weren't able to align the TC"s GECCo with this event. Thus, my continued drum beating about why we need to give consideration to national alignment between GECCo and InfraGard.

5.) Finally, an update concerning the Minnesota Department of Homeland Security and Emergency Management:

I also received a note from a staffer at the state's Division of Homeland Security and Emergency Management (HSEM) concerning GECCo. He has been assigned as the point of contact for the event and indicated he will be back to me about a formal position concerning a TC's GECCo. Of interest in that note was an indication that 3rd quarter of 2011 would work better from their perspective.

6.) During the week if September 20th, DHS agreed to provide funding for 10+ more of these events across the country, including here in the Twin Cities.

Hope this helps update the situation.

Steve

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: 2010 Accomplishments and Project Update

DATE: October 8, 2010
(For the Oct 20th meeting)

INTRODUCTION

The purpose of this report is to update Policy Board members on accomplishments made thus far this year – projects completed and in process – to provide context for setting the 2011 work plan.

SCORE CARD *(Additional information about these projects and a high-level qualitative "score card" - where by performance is charted against strategic objectives - are provided in the Reference Section.)*

I. Completed:

- Glossary of GIS and Geospatial Terms *- Developed, Adopted and Posted on MetroGIS Website*
- MGAC Asked to Take on Five Topics as Statewide Initiatives.
  a) Encouraged MnGeo to take an active leadership role in the development of a state geospatial broker and portal site as is being defined by the joint MetroGIS/GCGI Geospatial Architecture Workgroup.
  b) Encouraged MnGeo to take an active role in support of the proposed Minnesota Geo Applications Contest, as a partner to MetroGIS, because of the great benefit it would bring the MN geospatial community in terms of the availability of more web services.
  c) Access to licensed data (publically and privately produced) by emergency responders)
  d) Statewide Geocoder web service – *Requested affirmation of prior commitment (transition from GCGI to MnGeo)*
  e) Storm and surface water tracing tool **-** *Requested affirmation of prior commitment (transition from GCGI to MnGeo)*
- Regional Policy Statement – Socioeconomic Web Resources Page *- Adopted*

II. In Process:

- Conduct Next Generation MetroGIS Needs Assessment *(Fall 2010 to Spring 2011)*
- Develop Best Image Service. *(Expected to be complete by year end.)*
- Develop Proximity Finder Web Service. *(Expected to be complete by year end.)*
- Expand Geocoder Service Functionality *(Expected to be complete by year end)*
- Geospatial Commons – Benefits of Participation and Effective Governance. *(Via NGAC)*
- Implementation of a Regional Address Points Dataset:
  a) Phase 1 project work plan approved.
  b) Interim policy statement approved to govern the creation and initial operation of the proposed Regional Address Points Dataset.
  c) Interim liability waiver approved for organizations that elect to contribute address point data as part of Phase 1.
  d) Database specifications endorsed
  e) Development of Address Points Web Editing Tool commenced. *(Expected to be completed by year-end.)*
- Measuring Public Value of Geospatial Commons (QPV Study). *(On schedule. May 2011 completion)*
- Minnesota Geospatial Commons – Test Implementation. *(MetroGIS/MnGeo Collaboration)*
- Test Stormwater Digital Data Exchange Standard *(Expected to be complete by year end)*

III. Authorized / Procurement In Process:

- Develop Clip, Zip, Ship Tool to Support Geospatial Commons. *(Contractor selection in process.)*
- Next-Generation Street Centerline Solution. *(Contract authorized Sept 22. Contract negotiations in process.)*
- ~~Refresh/Expand Functionality MetroGIS Website~~. *(No acceptable response to RFP. Project dropped.).*

IV. Authorization Pending *(See Agenda Report 5a)*

- Streamlining Data Access for Emergency Responders. *(Via GECCo Event).*

RECOMMENDATION

No action is requested. Policy Board members are, however, encouraged to ask questions about any of the above-cited projects for which they are not clear on the objectives or other aspects.

REFERENCE SECTION

I. PERFORMANCE REPORT CARD - PREVIOUS REQUEST FROM POLICY BOARD VICE CHAIR

When the Policy Board considered adoption of the preliminary 2010 MetroGIS work plan, Policy Board Vice-Chair Egan encouraged use of a method, such as the Balance Score Card methodology, to illustrate relationships between work objectives, organizational mission and objectives, and performance. This exercise is difficult to accomplish until performance measures are in place. Although an updated Performance Measures Plan was adopted by the Policy Board in October 2009, the Board agreed to postpone development of the accompanying metrics until the in-progress MetroGIS Quantify Public Value (QPV) study is complete. The QPV study is anticipated to be complete by late spring 2011.

The following high-level qualitative assessment is offered as an attempt to at least a partially address this reporting preference – an accounting of the relationships between work objectives, organizational mission and objectives, and performance - until detailed metrics are available.

Strategic Objectives Defined in the 2008-2011 MetroGIS Business Plan

I.   Develop and Maintain Data Regional Solutions to Address Shared Information Needs ....
II. Expand Endorsed Regional Solutions to Include and Support and Development of
     Application Services ....
III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available and
     Enlisting More Users ....
IV. Promote a Forum for Knowledge Sharing ....
V.   Build Advocacy and Awareness of the Benefits of Collabortative Soltions to Shared Needs ....
VI. Expand MetroGIS Stakeholders ....
VII. Maintain Funding Policies That Make the Most Efficient and Effective Use of Available Resources
     and Revenues for System-Wide Benefit ....
VIII. Optimize MettoGIS Goverance and Organizational Structure ....

Key outcomes sought in the initial 2010 work plan are:

- **Greatly expanded availability of web services and understanding of partnering opportunities to address shared information needs via replication of Washington D.C.'s Apps for Democracy contest.**

  - ➤ Related Organizational mission and objectives:
    II. Expand Endorsed Regional Solutions to Include and Support and Development of
         Application Services
    III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available
         and Enlisting More Users
    V.   Build Advocacy and Awareness of the Benefits of Collabortative Soltions to Shared
         Needs ....
    VI. Expand MetroGIS Stakeholders

  - ➤ Performance: N/A. In April, the Policy Board authorized abandoning this project due to inability to secure a qualified project manager and partner funding. In response, at the July meeting, the Board authorized a Next-Generation Needs Assessment and five technical projects designed to foster improved leveraging of existing resources (see Item III on the previous page).

- **Improved stakeholder capacities through successful completion of the three shared application projects approved in 2009 – Geocoder enhancements, Proximity Finder and Best Image Service**

  - ➤ Related Organizational mission and objectives:
    II. Expand Endorsed Regional Solutions to Include and Support and Development of
         Application Services

III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available and Enlisting More Users

V. Build Advocacy and Awareness of the Benefits of Collabortative Soltions to Shared Needs ....

VI. Expand MetroGIS Stakeholders

➢ Performance: All three projects are on schedule to be completed or essentially complete by December 31, 2010.

- **Measurable progress on implementing a Regional Address Points Dataset**

  ➢ Related Organizational mission and objectives:
    I. Develop and Maintain Data Regional Solutions to Address Shared Information Needs
    III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available and Enlisting More Users
    V. Build Advocacy and Awareness of the Benefits of Collabortative Soltions to Shared Needs ....
    VI. Expand MetroGIS Stakeholders

  ➢ Performance: The Policy Board authorized launch of Phase I of the process to develop a Regional Address Points Dataset at its July meeting. The "container" for the dataset was posted on DataFinder shortly thereafter. Assistance was received from the Mn League of Cities to draft a liability waiver acceptable to cities, which was necessary to begin securing city contributions of data. Additional contributions are expected once development of the in-process web based address point editing application is complete, which is expected by year end. However, outreach resources beyond those currently available will be needed to systematically encourage cities to participate.

- **Next-generation performance measurement metrics are assisting MetroGIS leadership to improve understanding of shared user needs and value of implemented solutions to shared needs**

  ➢ Related Organizational mission and objectives:
    VII. Maintain Funding Policies That Make the Most Efficient and Effective Use of Available Resources and Revenues for System-Wide Benefit
    VIII. Optimize MettoGIS Goverance and Organizational Structure

  ➢ Performance: N/A. Postponed development of metrics until Quantify Public Value project is essentially complete.

- **Expanded understanding of GIS technology among traditional as well as non-traditional users**

  ➢ Related Organizational mission and objectives:
    III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available and Enlisting More Users
    V. Build Advocacy and Awareness of the Benefits of Collabortative Soltions to Shared Needs ....
    VI. Expand MetroGIS Stakeholders

  ➢ Performance: The Policy Board: A) Endorsed a Glossary of GIS and Geospatial Terms at its April meeting and B) Authorized a Next-Generation MetroGIS Needs Assessment at its July meeting.

- **Progress on adding a Technical Coordinator to MetroGIS's support team**

  ➢ Related Organizational mission and objectives:

➢ Performance: A) The Metropolitan Council's CIO agreed to support hiring of a "project manager" to assist with MetroGIS's technical support needs. The position has not been filled due to a hiring freeze. B) This need is a driver for the in-process MetroGIS Quantify Public Value project. The assumption is that if tangible value can be documented, prospective partners who are or could receive substantive value from collaborating to accomplish share geospatial needs are potential sources of long term financing solutions.

In the mean time, MetroGIS Technical Leadership Workgroup is providing advice as time permits as a surrogate Technical Coordinator.

II. SUPPLEMENTAL INFORMATION – IN PROCESS PROJECTS

A) CONDUCT NEXT GENERATION METROGIS NEEDS ASSESSMENT: Applied Geographics (Boston, MA) was retained in early October to provide lead support for this project. This project was authorized by the Policy Board in July and declared its top priority. The assessment is to identify geospatial needs (e.g., data, services and applications) shared by the cross-sector, stakeholders that comprise the MetroGIS community and conduct an exercise to define the highest priorities. The Board asked for the results if possible by its April 2011 meeting. $15,000 in 2010 and between $25,000 and $35,000 in 2011.

B) DEVELOP BEST IMAGE SERVICE: A contract with MnGeo was expected by early October. The purpose is to implement a single aerial imagery web service that shows the best imagery available for any given place in the metro area. Its primary use is as a backdrop for web applications.

C) DEVELOP A PROXIMITY FINDER WEB SERVICE: SharedGeo and Houston Engineering are responsible for this project which is authorized for $18,750. The sponsors in collaboration with the Proximity Finder Workgroup refined the specifications for programming of the prototype service, which are documented in a report dated May 20. .

The first demo of the Proximity Finder prototype was held on August 20th, 2010. A second demo is proposed for October 18. The development team showed off the required proximity finder web service via "What's near me?" and "What city am I in?" use cases in an easy-to-use GeoMoose interface. Currently, the proposed web service output formats include GeoJSON, GML, and KML. A data upload tool will be a separate component that the development team will further develop to allow users to upload data to this testbed application so that users don't have to code and maintain this service locally. It is estimated that this data loader can be demonstrated at the next demo. Proximity Finder work group is in the process of conducting the first round of testing and review.

D) EXPAND GEOCODER SERVICE FUNCTIONALITY: Two separate contracts ($2,000 and $8,000) in place by early October to add a parcer functionality and the ability to use data from multiple sources.

E) GEOSPATIAL COMMONS – BENEFITS OF PARTICIPATION AND EFFECTIVE GOVERNANCE
To accomplish long-term sustainability, support resources available to supporting MetroGIS's "foster collaboration" function need to be expanded as acknowledged in the MetroGIS 2008-2011 Business Plan. Additionally, MetroGIS's current organizational structure (voluntary collaboration of willing organizations) will also need to evolve to a structure with capacity to receive and spend funding from multiple sources. The current structure was intended to serve as a means from which to clarify

collaborative objectives for addressing sharing information needs and devise an organizational structure appropriate for collaboration across sectors, supported by multiple stakeholders.

Addressing these organizational development needs has also been recognized by the National Geospatial Advisory Committee (NGAC) as essential ingredients to realizing the vision of the National Spatial Data Infrastructure (NSDI). Accordingly, the FGDC (Federal Geographic Data Committee) authorized offering of the Category 5 Return on Investment NSDI Grant category. The NGAC has also engaged in an initiative directly related to MetroGIS's organizational needs.

1) 2010 NSDI CAP Grant – Category 5 ROI Studies that focus on Multiple Agency Collaborative Endeavors. MetroGIS was awarded a $50,000 grant under this category for a study entitled "Measuring Public Value of Geospatial Commons: A MetroGIS Case Study". (*Working title* – Quantify Public Value (QPV) Study). See description in D, above.

   Although substantial progress has been made through MetroGIS's efforts to establish a geospatial commons (regional solutions to shared information needs and one stop shop to access over 270 geospatial datasets), many believe that significant potential exists to greatly enhance the value of these resources if non-government interests were to have the opportunity to add value to these resources that, in turn, would be value to the community, in particular, public producers. This purpose of this study is develop a replicable methodology that is capable of measuring the public value created from such chaining / reuse of geospatial data.

2) National Geospatial Platform and NGAC Involvement: The Governance Subcommittee of the National Geospatial Advisory Committee (NGAC) developed a whitepaper entitled "Proposal to Measure Progress Toward Realizing the Vision of the NSDI. The high-level concepts presented in this paper were endorsed by the full NGAC on December 2, 2009 and the Subcommittee was authorized to begin work to build upon those high level concepts. Five categories of metrics are proposed, one focusing on organizational aspects of collaboration to achieve the vision of the NSDI. The need for an appropriate national organization structure is the same need faced by MetroGIS at the regional level. This need is also recognized in the emerging Geospatial Platform initiative in the federal space. The NGAC is expected to play a key advisory role in shaping this initiative, governance being among the primary areas of involvement.

F) IMPLEMENT REGIONAL ADDRESS POINTS DATASET / ADDRESS EDITING TOOL DEVELOPMENT
   - Address Editing Tool (Technical Leadership Workgroup, Project Lead) $13,500. Applied Geographics (AppGeo), Boston, MA, work began on this project the week of June 7. The project (deliver a prototype application) is expected to be complete by year-end.
   - The Policy Board approved an interim liability disclaimer an authorized the work plan and database structured for Phase I development of the Regional Address Points dataset.
   - A key milestone was also reached. The dataset is now available on DataFinder, though only one city is populated thus far.

G) MEASURING PUBLIC VALUE OF PARTICIPATING IN GEOSPATIAL COMMONS
   Overarching Goal - Create a replicable methodology capable of quantifying value (direct and indirect) to both the taxpayer and participating government organizations when government organizations share geospatial data, in particular, parcel data that adheres to standards that support interoperability. The project is supported with a 2010 NSDI CAP Grant. Francis Harvey, University of Minnesota, is the Research Coordinator and Randall Johnson is the Administrative Project Coordinator.

   The first of four major project tasks was completed late September – Conduct an inward looking Return on Investment study focused on costs and benefits of Hennepin County geo-enabling parcel data to support internal functions. The Task 1 Summary Report and 3rd Quarter Project Report to be submitted to the federal grant authorities detail the findings and obstacles. These documents will be posted on the project website once submitted to the federal authorities.

   Preparations are also underway for Tasks 2 and 3. Task 2 involves developing a methodology for outward looking component referred to as a Quantify Public Value (QPV) study. The purpose is to quantify benefits, from the taxpayer's perspective, that could be realized via the work of the

institutions (public, non-profit, for-profit, utilities, academic) that serve the geographic extent of Hennepin County if parcel data (Hennepin County's component of MetroGIS's <u>endorsed regional parcel dataset</u>) were to be placed into the public domain. Task 3 involves the actual administration of the QPV methodology.

H) MINNESOTA GEOSPATIAL COMMONS – TEST IMPLEMENTATION
- Test version of the commons is being implemented on a server an MnGeo, targeting October for a public look at the first draft. Also, survey of user community was completed with over 500 responses, helping to define and prioritize the functionality of the Commons.
- The workgroup met on September 9 to continue preparations for a presentation about the Geospatial Commons at the GIS/LIS Conference. Topics included:
  - ✓ Morphing the look and feel of the interface toward the design sub-team recommendations
  - ✓ Clear direction and recommendations defined on service requirements
  - ✓ A draft service level agreement for the MnGeo Image Server

I) TEST STORMWATER DIGITAL DATA EXCHANGE STANDARD: The Ramsey Washington Metro Watershed District has been retained to guide the testing this proposed standard. The test is being conducted standard to ensure that local government producers of the subject data have the capacity to adhere to the standard.

III. SUPPLEMENTAL INFORMATION – PROJECTS AUTHORIZED BUT NOT STARTED

A) DEVELOP CLIP, ZIP, SHIP TOOL TO SUPPORT GEOSPATIAL COMMONS
The project purpose is to develop of a software tool to Select, Compress, and Deliver geospatial data via the Mn Geospatial Commons, a joint project of MnGeo and MetroGIS. As this writing neither a contractor nor a project manager had been conferred.

B) NEXT-GENERATION REGIONAL STREET CENTERLINE SOLUTION
- The contract with NCompass to provide access to their Street Centerline Dataset is scheduled to expire December 31, 2010. An RFP, to secure access to street centerline data which meet the current regional standards was issued on July 30. Four proposals were received. On September 22, the Metropolitan Council authorized award of the next-generation a contract to NCompass. Contract negotiations are in process.

- In addition to securing continued access to street centerline data that meets MetroGIS stakeholder needs, the July 30 RFP invited proposals to investigate the practicality of a new collaborative regional model for managing street centerline data. On September 22, the Metropolitan Council authorized award of this project to Applied Geographics. See Agenda Report 5c for more information. Contract negotiations are in process

B) PERFORMANCE MEASUREMENT – PHASE II
(See Item D above for an explanation of the Quantify Public Value (QPV) Study. The Policy Board concurred that work on developing performance measures should be postponed until the results of the QPV study are known.

IV. SUPPLEMENTAL INFORMATION – AUTHORIZATION PENDING

STREAMLINING DATA ACCESS FOR EMERGENCY RESPONDERS
Last fall, this workgroup identified five topic areas for further investigation. At its January 2010 meeting, the Policy Board included this topic area in its list of ideas to bring to MnGeo's/State Emergency Management Committee for attention at a statewide level. This matter was a topic of discussion at the March 31 meeting of the Statewide Geospatial Advisory Council (MGAC). Subsequently an opportunity arose to co-sponsor a GECCo event with the GITA organization to act on this need (see Agenda Item 5a for more information).

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2011 Major Program Objectives and Budget

DATE: October 8, 2010
(For the Oct 20th Meeting)

INTRODUCTION
Comment is requested from the Policy Board on a listing of major program objectives that the Coordinating Committee believes MetroGIS should strive to accomplish in 2011 and on an accompanying "Foster Collaboration" budget. The proposed budget is the same as for 2010 - $86,000.

The Coordinating Committee will incorporate any changes desired by the Policy Board into its final 2011 work program recommendation, which is scheduled to be considered by the Policy Board at its January meeting. The 2011 budget cannot be finalized until the "Foster Collaboration" funding request to the Metropolitan Council has been formally approved, which will not occur until mid-December.

RELATED DIRECTION FROM THE POLICY BOARD – NEEDS ASSESSMENT
In accordance with direction received from the Policy Board at the July 2010 meeting, work is in process on a top priority deliverable for 2011 – Next Generation MetroGIS Needs Assessment. The goal is to share the results with the Policy Board at the April 2011 meeting (see Reference Section).

COORDINATING COMMITTEE CONSIDERATION
At its September 16th meeting, the Coordinating Committee endorsed the listing of 2011 work priorities listed in Attachment A and the accompanying 2011 "Foster Collaboration" budget presented in Attachment B. (Refer to the Reference Section for major assumptions regarding capacities.)

1) <u>Ongoing Initiatives</u>: Until the results of the above-referenced **Next-Generation MetroGIS Needs Assessment** are known, the Committee concurred that work priorities for 2011 should focus on the following other in-process projects that will continue into 2011:
   - Geospatial Commons Testbed (*Collaborative effort between MnGeo and MetroGIS*)
   - Regional Address Points Dataset – Phase I Implementation (*Authorized April 2010*)
   - Next-Generation Parcel Data Sharing Agreement (*Current agreement expires December 2011*)
   - Best Image Service (*2010 project via needs assessment but procurement issues delayed start*)
   - Appropriate Organizational Structure (*Via Liaison with NGAC Governance Subcommittee*)
   - Measuring Public Value of Geospatial Commons (QPV Study) (*Launched May 2010 – completion proposed June 2010*)

2) <u>Additional Initiatives</u>: The Committee also concurred that the two following additional projects should be added for 2011 to the above-listing of in-process work priorities to: **A)** Act on a current top priority of the Policy Board - **foster partnerships to collaboratively address shared geospatial needs** and **B)** take advantage of current **cost sharing opportunities (**see Reference Section for rationale)**:**
   - Co-Sponsor GECCo Event: (*See Agenda Item 5a for more information.*)
   - Conduct Feasibility Study – New Street Centerline Collaboration Model *(contract authorized Sept 22.)*

RECOMMENDATION
That the Policy Board:
   1) Endorse the program objectives presented in Attachment A as priorities for 2011.
   2) Endorse the 2011 "Foster Collaboration" budget presented in Attachment B.
   3) Recommend that the Metropolitan Council authorize use of its funding that comprises the MetroGIS 2011 "Foster Collaboration "budget.

REFERENCE SECTION

1) MAJOR ASSUMPTIONS UNDERPINNING 2011 WORK PROGRAM

1. MetroGIS's 2011 funding request of $86,000 for the "foster collaboration" function will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.
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 contract with a qualified data provider will be in place by December 31, 2010 to secure access to street centerline data that meets or exceeds the specifications for the current dataset provided by NCompass and through which access is authorized, without additional fee, to government and academic interests.
5. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

2) NEXT GENERATION METROGIS NEEDS ASSESSMENT – STATUS UPDATE

A) Description Approved by Policy Board at July 2010 Meeting

Amount requested – Phase 1
2010 cost $15,000. 2011 between $25,000 and $35,000 established via an RFP process.

Summary
Conduct an assessment to identify geospatial needs (e.g., data, services and applications) shared by the cross-sector, stakeholders that comprise the MetroGIS community and conduct an exercise to define the highest priorities. The MetroGIS Staff Coordinator would serve as the project manager. A workgroup would oversee development of the RFP and conduct of the assessment. Phase 1 2010 – Retain contractor and work on process design and discovery.

How funding would be used
Funding would be used to retain a consultant to work under the general direction of MetroGIS workgroup

Benefit to MetroGIS community
Ensure that MetroGIS's efforts to foster collaborative solutions to shared needs are relevant to changing stakeholder needs.

Delivery of Results
The results are to be presented at the Board's April 2011 meeting. Delivery in April is desired to enable acting on the recommendations to the maximum extent possible yet in 2011.

B) Update Since July Policy Board Meeting – Needs Assessment

A Request for Proposals was published on August 16 seeking a qualified contractor to assist with this assessment. A contract is expected to be executed the week of October 4, 2010 to the firm of Applied Geographics, which submitted the best proposal. The goal is to begin the project early in October 2010 and complete it by April 2011, as requested by the Policy Board. The proposed agreement with the contractor would give the project team authority to extend the delivery date if an unexpected valuable opportunity is discovered that requires additional time. The proposed project, due to budget limitations, the current contract will address the first of two major phases - information needs. The second phase - organizational needs – will need to be the subject of a subsequent project. The proposed fee for Phase I ranged from $40,000 to $52,000. A cost of up to $50,000 ($15,000 in 2010 and up to $35,000 in 2011) was anticipated for Phase I and corroborated by the Committee at its September 16th meeting.

The consultant agreement includes the option to accelerate the project to accomplish more in 2010 if other approved 2010 projects encumber less funding than approved.

3) RATIONALE –TWO ADDITIONAL PROGRAM OBJECTIVES FOR 2011
(Recommended by Coordinating Committee at its September 16-2010 Meeting**)**

Project Name: Co-Sponsor GECCo Forum

- Purpose: "Facilitate an interactive dialogue at the local level among community infrastructure stakeholders and emergency responders to begin to address collaboration and information exchange issues that inhibit effective response and recovery in times of emergency".

- Cost: The Committee unanimously concurred that MetroGIS should partner in this effort for up to $3,000 toward the estimated total cost of $15,000 to $20,000.

- Value: GECCo leaders are aware that it is our expectation that the deliverables are to be more than identifying and agreeing on opportunities. Establishment of actual partnerships to address specified needs is the goal, given the collaborative environment that already exists in this community. However, if such partnerships were not to materialize, the $3,000 investment can be justified in that co-sponsoring this forum would also act on another priority MetroGIS objective– foster awareness among non-traditional stakeholders of the value of partnering to address geospatial needs. Additionally, lessons learned through this exercise might also provide valuable insight for measuring public value creation, another MetroGIS objective.

- Comment**:** The GECCo methodology is tested. This is the best vehicle identified to date to catalyze real partnerships since MetroGIS's partnering objective was set as a priority. Policy makers and executives understand the need to partner and share resources to effectively provide emergency management services. Therefore, the emergency management domain is a natural area to focus on to demonstrate the value of partnering to address shared geospatial needs.

Project Name: Conduct Feasibility Study – New Street Centerline Collaboration Model

Proposals for this study were invited in response to an "Extended Agreement" option of the RFP for in the Next-Generation Street Centerline Solution issued in July. Applied Geographics, Inc., located in Boston, has been selected as the best proposal. A significant portion of the study cost is proposed to be captured from the Council's street centerline budget line item. The Council authorized entering to a contract on September 22nd.

- Purpose**:** Investigate "the feasibility and practicality of developing a new collaborative model for the maintenance of a street centerline network than utilizes input from multiple entities that may include a combination of private and government sectors".

- Cost**:** The Committee concurred with the idea that MetroGIS project funding be used as a safety net in the amount of $10,400 in 2011 and $12,700 in 2012 toward a proposed total cost of $40,400. A grant opportunity and possible partnering will be investigated to pay some or all of these safety net costs. Council management has agreed to pay the reminder of the proposed $40,400 cost. Council action required a commitment for the source of the remainder of the project costs, hence the proposal of MetroGIS funds as a safety net.

- Value**:** This project is designed to pursue two core MetroGIS objectives and has state and national significance regarding realization of the National Spatial Data Infrastructure (NSDI). They are:
  a) Pursue partnerships, in particular cross-sector partnerships, to address shared geospatial needs,
  b) Pursue transaction-based, data management systems that incorporate local data producers as integral players. MetroGIS's in-progress regional address points dataset seeks the same transaction-based data management paradigm.

- Comment. To abide by the Council's internal procurement timeline, this project and cost sharing opportunity was shared with Policy Board Chair Schneider and Coordinating Committee Chair and Vice Chair Wakefield and Henschel early in the process for their comment as to the appropriateness of the "safety net" funding recommendation. Each concurred that the importance of this study and the cost sharing opportunity warrant designating use of MetroGIS funding as a safety net. The study would not begin until spring 2011 when the results of the Next-Generation MetroGIS Needs Assessment are known.

ATTACHMENT A

Proposed
Major 2011 MetroGIS Program Objectives

(*******Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources*).

1) Sustain traditional "foster collaboration" support activities[1]

2) Complete/Make Substantial Progress on Geospatial Commons Testbed (*in conjunction with MnGeo*)

3) Complete/Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation

4) Implement Best Image Service (*Procurement delays may push completion into 2011*)

5) Complete Next-Generation MetroGIS Needs Assessment (*Phase I - Information Needs*)

6) Complete Quantify Public Value (QPV) Study

7) Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement

8) Co-Sponsor GECCo Forum (*Tentatively Third Quarter 2011*)

9) Conduct Feasibility Study – New Street Centerline Collaboration Model (*Planned Start - Second Quarter 2011*)

10) *(TBD project(s) following completion of Next Generation MetroGIS Needs Assessment)*

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[1] Traditional activities that comprise the MetroGIS "foster collaboration" function include*:*
- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

ATTACHMENT B

Preliminary 2011 MetroGIS Budget
"Foster Collaboration" Function

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

Main Activity	Sub-Activity	2010 Approved	2011 Preliminary	2012 Preliminary
Professional Services/Special Projects		**$57,000**	**$57,900**	**$12,700**
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs			
	X) Regional GIS Projects - 2010			
	a) Refresh/add Web 2.0 Functionality to MetroGIS website	$17,000		
	b) Consolidated Clip, Zip, and Ship Tool (Geospatial Commons)	$5,000		
	c) Geocoder Service Enhancements	$10,000		
	d) Digital Stormwater Data Exchange Standard Pilot	$10,000		
	(1) Regional GIS Projects - 2011			TBD
	(a) Best Image Service *(Contingency and estimate for 2011 component. $15,250 total authorized)*		$5,000	
	(b) TBD Project(s) *(Priorities to be set via Second Generation Needs Assessment)*		$4,500	
	(2) Feasibility Study - New Street Centerline Collaboration Model *(Contingency if partnering or grant funds do not materialize)*		$10,400	$12,700
	(3) Co-host GECCo Forum		$3,000	
	B. Organizational Development and Communication Projects			
	(1) Performance Metrics (Phase II) *(Suggested Potponing for Results of Second Generation Needs Assessment)*		TBD	
	(2) Second Generation MetroGIS Needs Assessment	$15,000	$35,000	
Data Access/Sharing Agreements		**$28,000**	**$28,000**	TBD
Outreach			**$0**	
			TBD	
Misc Office	**Brochure/Hand outs** - TBD based upon results of the Next Generation Needs Assessment and Web Refresh Assessment	**$1,000**	**$100**	
			$100	
	Website Domain registration (www.metrogis and www.datafinder - $32/ea)	**$86,000**	**$86,000**	

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5d

TO: Policy Board

FROM: Coordinating Committee
                Chairperson: Sally Wakefield, 1000Freinds of Minnesota
                Contact: Randall Johnson (651-602-1638)

SUBJECT: Coordinate Committee's E-Vote Process – Modify Guidelines

DATE: September 30, 2010
                (For Oct. 20 Meeting)

INTRODUCTION

The Coordinating Committee is recommending that the Policy Board modify the MetroGIS Operating Guidelines concerning the Committee's E-Vote procedures. These changes are recommended in response to lessons learned from use of this procedure for the first time in June. The Committee unanimously recommended approval the suggested changes on September 16th.

The Committee's current E-Vote procedure and the proposed revisions are presented in Attachment A. The rules for amending MetroGIS's Operating Guidelines are also presented in Attachment B. Both 15-day advance notice requirements have been satisfied.

E-VOTE AUTHORIZED AND ADMINISTERED

This procedure was adopted by the Policy Board in January 2007 but had not been used until this past June. At its June meeting, the Committee agreed to add the Stormwater Digital Data Exchange Standard Pilot Project to its recommended changes to the 2010 work plan revisions, subject to:

1) Submittal of a project description to the full Committee for review offline between its June meeting and the July Policy Board meeting.
2) A Committee finding (via E-Vote) that the project sufficiently benefits the region and a qualified project manager is demonstrated to be available.

The Committee recommended approval via an E-vote completed on July 16 with the following results: 21 of 25 (84%) Ayes, 0 Nays, 1 Abstain, and 3 Did Not Vote. The Policy Board subsequentially added this project to the revised 2010 MetroGIS work plan at its July 21 meeting, subject to the addressing the comments offered herein regarding the Stormwater Digital Data Exchange Standard Pilot Project.

DISCUSSION – LESSONS LEARNED

The Committee's June E-Vote process was initiated on July 9 with the email message to Committee members presented in Attachment C. After a few members had voted, a couple of clarifying questions were asked via "reply to all" emails. Satisfactory responses were provided and the voting resumed. A few more questions were raised and satisfactory responses were again provided via an ongoing dialogue. Ultimately the Policy Board approved the project subject to addressing the comments raised during the E-Vote Process. None of the questions resulted in any previous votes being withdrawn but the potential existed.

To avoid this confusing situation from reoccurring, two procedural changes are suggested:
1) Add a comment period prior to the vote, the same as is done before voting at a Committee meeting. Three working days is suggested to offer questions. The voting would not commence until the question is answered to the satisfaction of the Chair or Vice Chair in the event the Chair is not available.
2) Post the document on a SharePoint-type site that permits on-line editing so that everyone can see the modifications as they occur. Use of versioning through email attachments is not an effective way to accomplishing document editing in a group setting.

RECOMMENDATION

That the Policy Board modify MetroGIS's Operating Guidelines recommended by the Coordinating Committee on September 16, 2010 and as illustrated in Attachment A.

ATTACHMENT A

Excerpt

MetroGIS Operating Guidelines
Coordinating Committee Voting Procedures
(As recommended by the Coordinating Committee on September 16, 2010)

(The base language is as adopted on 2007. Proposed changes are illustrated as follows:

~~to be deleted~~ and <u>to be added</u>.)

Article III

<u>Section 9. Voting and Decision Making</u>

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:

(1) This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting of the Committee must be called for consider such decisions if between regularly scheduled meetings.

(2) The Committee Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.

(3) The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".

(4) <u>Members are provided with at least three (3) full business days to pose questions for clarification. Responses must be satisfactory to the Committee Chairperson, or Vice Chairperson in the absence of the Chairperson, before voting may commence. Any resulting changes to the proposal must be documented during this clarification period via version tracking software whereby the members can view and track suggested modifications and the members offering them.</u>

(4<u>5</u>) Members are provided with at least ~~five (5)~~<u>two (2)</u> ~~working~~ <u>full business</u> days to respond <u>once the comment period expires. The members shall be notified by email that the voting period has commenced.</u>

(5) The rules set forth in Sections 8 in this Article governing the Committee's quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.

(6) Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote, either at a meeting or electronically. If ten percent or more of the members state the topic is inappropriate for an E-vote, the motion is automatically tabled to the next regular or special meeting of the Committee.

(7) Motions must be supported by a minimum of 75 percent of the votes cast to be approved.

(8) The Committee is apprised of the results and the course of action to be followed by email immediately following conclusion of the voting.

(9) The action is ratified at next regular or special meeting of the Committee as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

ATTACHMENT B

Excerpt

MetroGIS Operating Guidelines
Operating Guideline Amendment Procedures

Article V
Amendments

Section 1.

Amendments to these Operating Guidelines may be proposed by any member of the Coordinating Committee or Policy Board. A statement explaining the purpose and effect of the proposed amendment shall accompany the amendment proposal.

Section 2.

To become effective, amendments to these Operating Guidelines shall receive <u>two readings</u>; one before the Coordinating Committee and one before the Policy Board, each preceded by written notice to each member of the Coordinating Committee and each member of the Board at least fifteen (15) days prior to their respective consideration. Amendment proposals may be considered at a regular or a special meeting of the Committee and/or the Policy Board, provided the notification requirements in this Section are satisfied.

Amendments initiated by the Policy Board shall move forward from the Coordinating Committee to the Policy Board for consideration whether or not the Coordinating Committee recommends approval. Policy Board approval shall require at least a majority vote in favor, as outlined in Article II, Section 5.

ATTACHMENT C

E-Vote Initiation Message
July 9, 2010

Coordinating Committee Members:

Your E-Vote Response is Requested by 8 a.m., Friday, July 16.

As Chair, I fully support the proposed Stormwater Data Exchange Standard Pilot Project as explained below. It builds upon standards work and involves multi-jurisdictional partners – a great project for MetroGIS. As such, I encourage you to participate in this E-Vote. (See below for more about the E-Vote process.)

Sincerely,

Sally Wakefield
Chair, MetroGIS Coordinating Committee

_____

Proposal as submitted by Nancy Read, MMCD and member of the Stormwater Standard Development Workgroup (nancread@mmcd.org or 651-643-8386).

In response to direction received from the Committee at the June meeting, the following documents are attached.
- Description for proposed Stormwater Data Exchange Standard Pilot Project
- Support document describing draft standard
- Current draft standard (note – this standard has not yet been released for public comment)

Project Overview:
This project potentially addresses many MetroGIS activity areas and values:
  - It is a step toward enabling "build once, use many times" for a data layer of concern to many units of government, which currently has no unified solution. Currently users who need cross-border stormwater system data assemble it as needed, often at considerable expense.
  - It demonstrates (and tests) the process of working with cities to support a multi-sourced data layer.
  - It could be one of the first MetroGIS projects to heavily involve watershed districts.
  - The majority of users and significant issues are in the metro area, but the standard is intended to handle statewide data consistently as well.

The outcome of this project will not be a finished metro-wide data layer, but rather supports an approach for sharing that could be a base for future continuously-updated information.

Nancy Read has checked with some of the watershed districts and others that have been involved with the development of the standard, and there is interest in working on this project, and the amount of funding available is seen as reasonable for a pilot project.

If MetroGIS agrees to provide funding for this project, Nancy Read will assemble a small group of members of the Stormwater Standards workgroup and Coordinating Committee together with MetroGIS staff to oversee the project from procurement through next step recommendations. A member of the workgroup, who is also a member of the Coordinating Committee, will serve as the liaison to the Committee. It is hoped that a person affiliated with a watershed district will agree to provide project management.

E-Vote Requested by 8 a.m., Friday, July 16. *(comments provided by Staff Coordinator)*
In accordance with direction agreed upon by the Committee at the June meeting, Committee members are respectfully requested to decide whether the information provided in this message is sufficient to warrant recommending funding for this pilot project in 2010. **For the project to proceed, at least 14 Committee members must submit an E-Vote and at least 75 percent of those votes must be cast for approval.**

To Vote – *Respond to this message stating "yes" to approve and "no" to deny – by the deadline*

The results of the E-Vote will be shared with the Policy Board before the Board makes a decision on July 21 about repurposing 2010 project funds, as recommended by the Committee at the June meeting. If this pilot project is approved, the subject funds ($10,000) would be redirected from the Phase II Performance Measurement (PM) Project. Note, that the PM project starting in 2010 is dependent upon a prerequisite project for which sufficient progress in 2010 is not a given.

<u>Questions:</u>

If you have any questions about the:

- Project – please contact Nancy Read at nancread@mmcd.org or 651-643-8386
- E-Vote process - please contact me (sally.wakefield@1000FOM) or Randall Johnson (randy.johonson@metc.state.mn.us).

Thank You in Advance for Your Participation.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

To: MetroGIS Policy Board

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

Subject: 2011 Meeting Schedule - MetroGIS Policy Board

Date: October 4, 2010
(For Oct 20th Meeting)

INTRODUCTION
A suggested meeting schedule for 2011 is presented below for the Board's consideration. No Policy Board meetings have been scheduled beyond October 20, 2010.

BACKGROUND
Meeting location: Metro Counties Government Center (2099 University Avenue, St. Paul).

Nancy Read, with the Metropolitan Mosquito Control District and member of the Coordinating Committee, has hosted the Policy Board's meetings at the Metro Counties Government Center since mid-2006 and is again willing to do so for the 2011 meetings if the Board wishes to continue to meet there.

Meeting dates and times: According to a survey of Board members conducted late September-early October, three members would prefer to continue to meet on the 3rd Wednesday. Also, no one mentioned a problem attending on the 3rd Wednesday. One member asked that Board consider meeting during work hours. The meetings have been held in the evening beginning at 6:00 or 6:30 p.m. since the Board was created to minimize conflicts with other meeting obligations.

SUGGESTED 2011 MEETING SCHEDULE

Date	Anticipated Major Topics	GIS Demonstration Suggestions
Jan 19, 2011 *3rd Wednesday*	• 2011 Program Objectives and Budget • Regional Policy Statement – Geocoder service	• **?Emergency management web application** - referred to as the Minnesota Structures Collaborative (MSC) • ?Metro Transit's **NexTrip** application
Apr 20th *3rd Wednesday*	• Election of Officers • Authorize Next Steps – Findings Next-Generation MetroGIS Needs Assessment • Results Quantify Public Value (QPV) Project	
Jul 20 *3rd Wednesday*	• Regional Policy Statements –Best Image Service, Proximity Finder Service • Authorize Regional GIS Project 2011?	
Oct 19th *3rd Wednesday*	• Regional Parcel Data Sharing Agreement • Preliminary Results - New Collaboration model - Regional Street Centerline Solution • Next Steps – GECCo Event (if hosted)	

RECOMMENDATION
The MetroGIS Policy Board is respectfully requested to decide:
1) The dates it wishes to meet in 2011 and the meeting location.
2) Whether to continue to meet in the evenings or move the meeting to normal work hours.

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
October 20, 2010

1. CALL TO ORDER
Chairperson Schneider called the meeting to order at 6:02 p.m.

Members Present: Terry Schneider (Metro Cities - City of Minnetonka), Jim Kordiak (Anoka County), Victoria Reinhardt (Ramsey County), Jim Bunning for Joseph Wagner (Scott County), Gary Swenson for Randy Johnson (Hennepin County), Molly O'Rourke for Dennis Hegberg (Washington County), Roger Lake (Metro Watershed Districts), Randy Knippel for Tom Egan (Dakota County),

Members Absent: Steve Elkins (Metro Cities – City of Bloomington), Dan Cook (School Districts - TIES), Randy Maluchnik (Carver County), Victoria Reinhardt (Ramsey County) and Tony Pistilli (Metropolitan Council).

Coordinating Committee Members Present: Sally Wakefield, Nancy Read, Jim Bunning, Peter Henschel, Randy Knippel, Rick Gelbmann, and Mark Vander Schaaf

Support Team: Randall Johnson

Visitors: Dave Hinrichs (Metropolitan Council) and Dave DiSera (EMA and GITA)

2. ACCEPT AGENDA
Member O'Rourke moved and Member Kordiak seconded to approve the agenda, adding a new Item 5a – HUD Grant – Transistway Planning. Motion carried, ayes all.

3. MEETING SUMMARY
Member O'Rourke moved and Member Kordiak seconded to approve the July 21, 2010 meeting summary, as submitted. Motion carried, ayes all.

4. GIS TECHNOLOGY DEMONSTRATION
Randy Knippel, GIS Manager for Dakota County, presented the topic entitled *"Emergency response maps consistent across jurisdictions, based on U.S. National Grid".* He noted that a request from fire chiefs for standardized of city "fire map" books across the communities that serve Dakota County was the impetus for his office to explore and eventually implement the US National Grid as a means to accomplish the request for standardized maps. Knippel cited the benefits of using this solution, which included: consistent means across jurisdictions to locate places, quicker response by GIS professionals when these standardized mapping products are in place, reduced cost for templates, software and hardware, integration into standard training protocol resulting in improved confidence in using the maps and in turn quicker response.

Knippel explained that the state (MnGeo) has produced 10 kilometer maps for the entire state and that 22 communities in the twin Cities (all Dakota County communities and some LOGIS members) have created 1 kilometer maps for their communities. He encouraged the Policy Board to ask the Coordinating Committee to offer a strategy for encouraging the development of 1 kilometer maps for the other cities that serve the Twin Cities. Click here to view Knippel's presentation slides.

Chairperson Schneider asked if the US Grid can be cross referenced to other established grids such as that used with USGS topos, and Township and Range/Public Land Survey. Knippel explained that these standards are not interoperable across the county and beyond which the case for the US National Grid making it the best option to serve as cartographic display standard. Chairperson Schneider questioned whether MetroGIS was the most effective option to promote use of the US National Grid. After a short

discussion, noting to get attention of the local community leaders, the suggested outreach strategy should include a means to demonstrate that the Emergency Management community understands the value.

Action: The Board accepted Knippel's suggestion to ask that the Coordinating Committee develop a suggested strategy for the Board's consideration to promote use of the US National Grid cartographic mapping standard by the communities that serve the Twin Cities.

5. ACTION/DISCUSSION ITEMS
a) HUD Grant – Transitway Planning
Mark Vander Schaaf, Metropolitan Council Director of Planning and Growth Management, announced that earlier in the week, a broad consortium of government non-profit and foundations serving this regions region had been awarded a $5 million grant for transitway planning. $200,000 of these funds is budgeted for visualization tools for which geospatial technology will be critical component. The deliverable will be a series of implementation plans for five transit corridors. Vander Schaaf commented that governance lessons learned via MetroGIS's operation of a virtual organization will be useable to managing the collaboration that will govern this project.

b) GECCo Event – Letter of Support
Staff Coordinator Johnson introduced the topic by noting that he had learned about the GECCo GECCo (Geographically Enabling Community Collaboration) initiative in conversation with Dave DiSera while they were attending an NGAC meeting this past March. Johnson stated that he believes that MetroGIS cost-hosting a GECCo initiative would be a cost effective way to act on the Policy Board's priority to seek out public-private partnerships to address shared information needs and, as such, encouraged presentation of the initiative to MetroGIS leadership.

Dave DiSera, representing GITA (Geographic Information Technology Association), the creators of the GECCo imitative explained its genesis – need to get public and private sectors to understand interdependencies and catalyze working better together to protect critical infrastructure following 9/11, provided examples of outcomes accomplished via the six GECCo events held to date, and explained anticipated outcomes for a Twin Cities GECCo, including broadly engaging policy makers which has not occurred in the previous events. See the presentation slides for more information.

Chairperson Schneider commented that MetroGIS cannot accomplish its goal of catalyzing public – private partnerships by itself and that the investment and effort to host a GECCo event would be a good way to make progress to better frame the issues and foster open dialogue needed to effectively act on those needs.

Motion: Alt. Member Bunning moved and Member Kordiak seconded to that the Policy Board authorize:
1) A contribution of up to $3,000 in the 2011 to co-sponsor a GECCo event in the Twin Cities contingent upon all other financing required for a successful event to be obligated.
2) Chairperson Schneider to sign the Letter of Support provided in the agenda report to host a GECCo event in the Twin Cities.

Motion carried, ayes all.

b) 2010 Accomplishments
Staff Coordinator Johnson summarized the accomplishments thus far in 2011 as presented in the in the agenda report, noting that this information was provided as context for setting the 2011 workplan. There were no questions.

c) 2011 Program Objectives

Staff Coordinator Johnson summarized a preliminary proposal by the Coordinating Committee for a 2011 Work plan and associated budget as presented in the agenda report. No refinements were offered.

Chairman Schneider commented that there remains a need to broaden financial support for MetroGIS's efforts beyond the Metropolitan Council. To this comment, the Staff Coordinator responded that demonstration of value is a key to broadening financial support and that understanding value creation potential is a core objective of three current initiatives – Quantify Public Value Study, Next Generation Needs Assessment and Feasibility Study to Explore a New Collaboration Model for maintaining street centerline data.

No modifications were offered, other than it was noted that the work plan should be modified to include development of an outreach/advocacy strategy to foster broader use of the US National Grid among organizations serving the Twin City metropolitan area as agreed earlier in the meeting.

d) Refine Coordinating Committee E-Vote Process

Due to lack of time, this item was postponed to the January meeting.

e) Set 2011 Meeting Schedule

Chairperson Schneider asked if any of the members had a problem with any of the dates offered in the agenda report for the 2011 meeting (January 19, April 20, July 20, and October 19). No objections were offered. After limited discussion, the current 6:00 p.m. start time was also retained.

6. INFORMATION SHARING

No information was offered.

7. NEXT MEETING

The next meeting of the Policy Board is scheduled for Wednesday, January 19, 2011.

8. ADJOURN

The meeting adjourned at 8:03 p.m.

Motion carried, ayes all.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Policy Board Meeting

Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Dan Cook,
TIES

Steve Elkins,
City of Bloomington
Metro Cities

Dennis Hegberg,
Washington County

Joseph Harris,
Dakota County

Randy Johnson,
Hennepin County

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Randy Maluchnik,
Carver County

Tony Pistilli,
Metropolitan Council

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, January 19, 2011
6:00 p.m.

Metropolitan County Government Offices
2099 University Avenue, St. Paul
(Go to http://www.mmcd.org/directions.html *for a map and directions*)

Agenda

********************* *Following Reports on MetroGIS Website* ***********************

Major Activity Update
   (See Agenda Item 6b)

Information Sharing
   a) 2011 Coordinating Committee Officers Elected
   b) National Geospatial Advisory Committee: Results December 7-8 Meeting
   c-e) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates
   f) December 16, 2010 Coordinating Committee Meeting Summary

Mission Statement: *"....to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."*

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Metropolitan Counties Government Center
2099 University Avenue, St. Paul
October 20, 2010

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Support Team: Randall Johnson

Visitors: Dave Hinrichs (Metropolitan Council) and Dave DiSera (EMA and GITA)

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Chairperson Schneider asked if the US Grid can be cross referenced to other established grids such as that used with USGS topos, and Township and Range/Public Land Survey. Knippel explained that these standards are not interoperable across the county and beyond which the case for the US National Grid making it the best option to serve as cartographic display standard. Chairperson Schneider questioned whether MetroGIS was the most effective option to promote use of the US National Grid. After a short

discussion, noting to get attention of the local community leaders, the suggested outreach strategy should include a means to demonstrate that the Emergency Management community understands the value.

Action: The Board accepted Knippel's suggestion to ask that the Coordinating Committee develop a suggested strategy for the Board's consideration to promote use of the US National Grid cartographic mapping standard by the communities that serve the Twin Cities.

5. **ACTION/DISCUSSION ITEMS**
    a) **HUD Grant – Transitway Planning**
        Mark Vander Schaaf, Metropolitan Council Director of Planning and Growth Management, announced that earlier in the week, a broad consortium of government non-profit and foundations serving this regions region had been awarded a $5 million grant for transitway planning. $200,000 of these funds is budgeted for visualization tools for which geospatial technology will be critical component.   The deliverable will be a series of implementation plans for five transit corridors.   Vander Schaaf commented that governance lessons learned via MetroGIS's operation of a virtual organization will be useable to managing the collaboration that will govern this project.

    b) **GECCo Event – Letter of Support**
        Staff Coordinator Johnson introduced the topic by noting that he had learned about the GECCo GECCo (Geographically Enabling Community Collaboration) initiative in conversation with Dave DiSera while they were attending an NGAC meeting this past March. Johnson stated that he believes that MetroGIS cost-hosting a GECCo initiative would be a cost effective way to act on the Policy Board's priority to seek out public-private partnerships to address shared information needs and, as such, encouraged presentation of the initiative to MetroGIS leadership.

        Dave DiSera, representing GITA (Geographic Information Technology Association), the creators of the GECCo imitative explained its genesis – need to get public and private sectors to understand interdependencies and catalyze working better together to protect critical infrastructure following 9/11, provided examples of outcomes accomplished via the six GECCo events held to date, and explained anticipated outcomes for a Twin Cities GECCo, including broadly engaging policy makers which has not occurred in the previous events. See the presentation slides for more information.

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        Motion: Alt. Member Bunning moved and Member Kordiak seconded to that the Policy Board authorize:
        1) A contribution of up to $3,000 in the 2011 to co-sponsor a GECCo event in the Twin Cities contingent upon all other financing required for a successful event to be obligated.
        2) Chairperson Schneider to sign the Letter of Support provided in the agenda report to host a GECCo event in the Twin Cities.

        Motion carried, ayes all.

    b) **2010 Accomplishments**
        Staff Coordinator Johnson summarized the accomplishments thus far in 2011 as presented in the in the agenda report, noting that this information was provided as context for setting the 2011 workplan.   There were no questions.

c) 2011 Program Objectives

Staff Coordinator Johnson summarized a preliminary proposal by the Coordinating Committee for a 2011 Work plan and associated budget as presented in the agenda report. No refinements were offered.

Chairman Schneider commented that there remains a need to broaden financial support for MetroGIS's efforts beyond the Metropolitan Council. To this comment, the Staff Coordinator responded that demonstration of value is a key to broadening financial support and that understanding value creation potential is a core objective of three current initiatives – Quantify Public Value Study, Next Generation Needs Assessment and Feasibility Study to Explore a New Collaboration Model for maintaining street centerline data.

No modifications were offered, other than it was noted that the work plan should be modified to include development of an outreach/advocacy strategy to foster broader use of the US National Grid among organizations serving the Twin City metropolitan area as agreed earlier in the meeting.

d) Refine Coordinating Committee E-Vote Process

Due to lack of time, this item was postponed to the January meeting.

e) Set 2011 Meeting Schedule

Chairperson Schneider asked if any of the members had a problem with any of the dates offered in the agenda report for the 2011 meeting (January 19, April 20, July 20, and October 19). No objections were offered. After limited discussion, the current 6:00 p.m. start time was also retained.

6. INFORMATION SHARING

No information was offered.

7. NEXT MEETING

The next meeting of the Policy Board is scheduled for Wednesday, January 19, 2011.

8. ADJOURN

The meeting adjourned at 8:03 p.m.

Motion carried, ayes all.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 4

TO: Policy Board

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

SUBJECT: GIS Technology Demonstration

DATE: December 27, 2010
                 (For the Jan 19th meeting)

INTRODUCTION
The topic for the GIS Technology Demonstration at the January Policy Board meeting will be LOGIS's gGOV web application.

Ben Verbick, GIS Manager for LOGIS and members of the MetroGIS Coordinating Committee, has agreed to make this presentation.

PURPOSE OF DEMONSTRATION
- Improve understanding of how geographic information technology is being used to support stakeholder business needs, in this case, at the municipal level.
- Highlight LOGIS's efforts to develop and manage collaborative solutions to shared geospatial needs.
- Illustrate the concept and value of shared web services for improving organizational efficiencies.
- Demonstrate the value of an enterprise geodatabase model for all municipal GIS needs.

gGOV APPLICATION
gGov is a web-based, interactive map tool that LOGIS's member cities can use to geographically expose to the public their own map layers, places of interest, public amenities, documents, photos and other images.

Akin to Bing Maps and Google Maps, the gGOV interface is a very simple and intuitive interactive map tool.   gGov attempts to address nearly all of a city's public interactive mapping needs via a single application and provide an efficient means for them to incorporate geographic data that it routinely produces and uses. Geographic data are comprised of "features" roads, parcels, lakes, buildings, etc. that are illustrated by points, lines and polygons and "attributes" that describe a feature such as street name, property address, lake quality. These data holdings include public park and recreation facilities and amenities, street and utility information, property data, places of interest, polling locations, school districts, busing zones, land use, zoning, construction sites and information, event routes… virtually any geographic information the city uses or produces.

Most importantly, this application provides the user city with the ability to easily and quickly modify, add, or remove map feature and attribute data to efficiently meet the information demands of the public. For instance, quickly alerting the public of a road detour in times of emergencies or for a planned parade.

RECOMMENDATION
No action requested.

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
                Chairperson: Sally Wakefield, 1000Freinds of Minnesota
                Contact: Randall Johnson (651-602-1638)

SUBJECT: Coordinate Committee's E-Vote Process – Modify Guidelines

DATE: September 30, 2010
                (For Oct. 20 Meeting)   ***Postponed to January Policy Board Meeting***

INTRODUCTION

The Coordinating Committee is recommending that the Policy Board modify MetroGIS's Operating Guidelines concerning the Committee's E-Vote procedure. These changes are recommended in response to lessons learned from use of this procedure for the first time in June. The Committee unanimously recommended approval the suggested changes on September 16th.

The Committee's current E-Vote procedure and the proposed revisions are presented in Attachment A. The rules for amending MetroGIS's Operating Guidelines are also presented in Attachment B. Both 15-day advance notice requirements have been satisfied.

E-VOTE AUTHORIZED AND ADMINISTERED

This procedure was adopted by the Policy Board in January 2007 but had not been used until this past June. At its June meeting, the Committee agreed to add the Stormwater Digital Data Exchange Standard Pilot Project to its recommended changes to the 2010 work plan revisions, subject to:

1) Submittal of a project description to the full Committee for review offline between its June meeting and the July Policy Board meeting.
2) A Committee finding (via E-Vote) that the project sufficiently benefits the region and a qualified project manager is demonstrated to be available.

The Committee recommended approval via an E-vote completed on July 16 with the following results: 21 of 25 (84%) Ayes, 0 Nays, 1 Abstain, and 3 Did Not Vote. The Policy Board subsequentially added this project to the revised 2010 MetroGIS work plan at its July 21 meeting, subject to the addressing the comments offered herein regarding the Stormwater Digital Data Exchange Standard Pilot Project.

DISCUSSION – LESSONS LEARNED

The Committee's June E-Vote process was initiated on July 9 with the email message to Committee members presented in Attachment C. After a few members had voted, a couple of clarifying questions were asked via "reply to all" emails. Satisfactory responses were provided and the voting resumed. A few more questions were raised and satisfactory responses were again provided via an ongoing dialogue. Ultimately the Policy Board approved the project subject to addressing the comments raised during the E-Vote Process. None of the questions resulted in any previous votes being withdrawn but the potential existed.

To avoid this confusing situation from reoccurring, two procedural changes are suggested:
1) Add a comment period prior to the vote, the same as is done before voting at a Committee meeting. Three working days is suggested to offer questions. The voting would not commence until the question is answered to the satisfaction of the Chair or Vice Chair in the event the Chair is not available.
2) Post the document on a SharePoint-type site that permits on-line editing so that everyone can see the modifications as they occur. Use of versioning through email attachments is not an effective way to accomplishing document editing in a group setting.

RECOMMENDATION

That the Policy Board approved modification of MetroGIS's Operating Guidelines as recommended by the Coordinating Committee on September 16, 2010 and as illustrated in Attachment A.

ATTACHMENT A

Excerpt

MetroGIS Operating Guidelines
Coordinating Committee Voting Procedures
(As recommended by the Coordinating Committee on September 16, 2010)

(The base language is as adopted on 2007. Proposed changes are illustrated as follows:

~~to be deleted~~ and <u>to be added.</u>)

Article III

<u>Section 9. Voting and Decision Making</u>

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:

(1) This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting of the Committee must be called for consider such decisions if between regularly scheduled meetings.

(2) The Committee Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.

(3) The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".

(4) <u>Members are provided with at least three (3) full business days to pose questions for clarification. Responses must be satisfactory to the Committee Chairperson, or Vice Chairperson in the absence of the Chairperson, before voting may commence. Any resulting changes to the proposal must be documented during this clarification period via version tracking software whereby the members can view and track suggested modifications and the members offering them.</u>

(4<u>5</u>) Members are provided with at least ~~five (5)~~<u>two (2)</u> ~~working~~ <u>full business</u> days to respond <u>once the comment period expires. The members shall be notified by email that the voting period has commenced.</u>

(5) The rules set forth in Sections 8 in this Article governing the Committee's quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.

(6) Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote, either at a meeting or electronically. If ten percent or more of the members state the topic is inappropriate for an E-vote, the motion is automatically tabled to the next regular or special meeting of the Committee.

(7) Motions must be supported by a minimum of 75 percent of the votes cast to be approved.

(8) The Committee is apprised of the results and the course of action to be followed by email immediately following conclusion of the voting.

(9) The action is ratified at next regular or special meeting of the Committee as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

ATTACHMENT B

Excerpt

MetroGIS Operating Guidelines
Operating Guideline Amendment Procedures

Article V
Amendments

Section 1.

Amendments to these Operating Guidelines may be proposed by any member of the Coordinating Committee or Policy Board. A statement explaining the purpose and effect of the proposed amendment shall accompany the amendment proposal.

Section 2.

To become effective, amendments to these Operating Guidelines shall receive two readings; one before the Coordinating Committee and one before the Policy Board, each preceded by written notice to each member of the Coordinating Committee and each member of the Board at least fifteen (15) days prior to their respective consideration. Amendment proposals may be considered at a regular or a special meeting of the Committee and/or the Policy Board, provided the notification requirements in this Section are satisfied.

Amendments initiated by the Policy Board shall move forward from the Coordinating Committee to the Policy Board for consideration whether or not the Coordinating Committee recommends approval. Policy Board approval shall require at least a majority vote in favor, as outlined in Article II, Section 5.

ATTACHMENT C
E-Vote Initiation Message
July 9, 2010

Coordinating Committee Members:

Your E-Vote Response is Requested by 8 a.m., Friday, July 16.

As Chair, I fully support the proposed Stormwater Data Exchange Standard Pilot Project as explained below. It builds upon standards work and involves multi-jurisdictional partners – a great project for MetroGIS. As such, I encourage you to participate in this E-Vote. (See below for more about the E-Vote process.)

Sincerely,

Sally Wakefield
Chair, MetroGIS Coordinating Committee

_____

Proposal as submitted by Nancy Read, MMCD and member of the Stormwater Standard Development Workgroup (nancread@mmcd.org or 651-643-8386).

In response to direction received from the Committee at the June meeting, the following documents are attached.
- Description for proposed Stormwater Data Exchange Standard Pilot Project
- Support document describing draft standard
- Current draft standard (note – this standard has not yet been released for public comment)

Project Overview:
This project potentially addresses many MetroGIS activity areas and values:
- It is a step toward enabling "build once, use many times" for a data layer of concern to many units of government, which currently has no unified solution. Currently users who need cross-border stormwater system data assemble it as needed, often at considerable expense.
- It demonstrates (and tests) the process of working with cities to support a multi-sourced data layer.
- It could be one of the first MetroGIS projects to heavily involve watershed districts.
- The majority of users and significant issues are in the metro area, but the standard is intended to handle statewide data consistently as well.

The outcome of this project will not be a finished metro-wide data layer, but rather supports an approach for sharing that could be a base for future continuously-updated information.

Nancy Read has checked with some of the watershed districts and others that have been involved with the development of the standard, and there is interest in working on this project, and the amount of funding available is seen as reasonable for a pilot project.

If MetroGIS agrees to provide funding for this project, Nancy Read will assemble a small group of members of the Stormwater Standards workgroup and Coordinating Committee together with MetroGIS staff to oversee the project from procurement through next step recommendations. A member of the workgroup, who is also a member of the Coordinating Committee, will serve as the liaison to the Committee. It is hoped that a person affiliated with a watershed district will agree to provide project management.

E-Vote Requested by 8 a.m., Friday, July 16. *(comments provided by Staff Coordinator)*
In accordance with direction agreed upon by the Committee at the June meeting, Committee members are respectfully requested to decide whether the information provided in this message is sufficient to warrant recommending funding for this pilot project in 2010. **For the project to proceed, at least 14 Committee members must submit an E-Vote and at least 75 percent of those votes must be cast for approval.**

To Vote – *Respond to this message stating "yes" to approve and "no" to deny – by the deadline*

The results of the E-Vote will be shared with the Policy Board before the Board makes a decision on July 21 about repurposing 2010 project funds, as recommended by the Committee at the June meeting. If this pilot project is approved, the subject funds ($10,000) would be redirected from the Phase II Performance Measurement (PM) Project. Note, that the PM project starting in 2010 is dependent upon a prerequisite project for which sufficient progress in 2010 is not a given.

<u>Questions:</u>
If you have any questions about the:

- Project – please contact Nancy Read at nancread@mmcd.org or 651-643-8386
- E-Vote process - please contact me (sally.wakefield@1000FOM) or Randall Johnson (randy.johonson@metc.state.mn.us).

Thank You in Advance for Your Participation.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
Contact: Mark Kotz, Chair MetroGIS Address Workgroup & MnGeo Standards Committee

SUBJECT: New Municipal ID Standard

DATE: January 10, 2010
(For the Jan 19th Mtg.)

REQUEST
That the Policy Board endorse, as a best practice for MetroGIS, the municipal ID standard that has been adopted by the State of Minnesota and presented in Attachment A. This set of codes for **c**ities, **t**ownships and **u**norganized territories (CTUs) in Minnesota is derived from a federal data standard.

Mark Kotz, Chair of the Address Workgroup and the Standards Committee, will attend the January 19th Board meeting to explain this proposal.

COORDINATING COMMITTEE CONSIDERATION
At meeting on December 16, 2010, the Coordinating Committee unanimously recommended that the Policy Board endorse use of these state and nationally recognized CTU Identifier Codes for use as a best practice by the MetroGIS community.

RATIONALE AND VALUE
In 1999, the Policy Board endorsed the use of the then national standard FIPS 55-3 place codes for municipalities. In 2006 those FIPS 55-3 codes for municipalities were retired by the federal government and replaced by the Geographic Names Information System (GNIS) "civil" codes. In 2009 the State of Minnesota also adopted the GNIS civil codes as a state standard identifier for cities, townships and unorganized territories (CTUs).
http://www.state.mn.us/portal/mn/jsp/content.do?programid=536911234&id=-536891917&agency=OETweb

To align with national and state coding standards, the Committee concurred with recommendations of the MetroGIS Address Workgroup & MnGeo Standards Committee that MetroGIS also adopt this coding scheme as a standard identifier for municipalities. A crosswalk of all such codes is provided on the MetroGIS DataFinder web site at http://www.datafinder.org/metadata/county_ctu_lut.htm .

OUTREACH– IF ENDORSED
Assuming the recommended endorsement is granted, an explanation of the subject standard will be added to the MetroGIS website at http://www.metrogis.org/data/standards/index.shtml. A synopsis of this information will also be added to "standards/best practices" fact sheet (Attachment B) and used as a handout when speaking/attending stakeholder functions.

RECOMMENDATION
That the Policy Board endorse use of the municipal codes defined in the state "Codes for the Identification of Cities, Townships and Unorganized Territories (CTUs) in Minnesota" standard as a best practice/standard for the MetroGIS community, replacing endorsement of the former FIPS 55-3 codes.

ATTACHMENT A

Codes for the Identification of Cities, Townships and Unorganized Territories (CTUs) in Minnesota

Date Issued: Approved by the Minnesota Governor's Council on Geographic Information 03/25/2009

Introduction:
This standard provides a set of codes that uniquely identify more than 2700 cities, townships and unorganized territories (CTUs) within the state of Minnesota. These codes originate from the U.S. Geographic Names Information System and are recognized as a formal federal standard.

Applicability:
Who cares about this standard?
This standard is important to all developers of public databases containing information about cities, townships and unorganized territories in Minnesota.

When do they apply? When do they not apply?
This standard has been developed to improve the exchange of public data about cities, townships and Census Bureau-defined unorganized territories. It is understood that some counties define unorganized territories differently than the Census Bureau. Such county-defined unorganized territories are not included within the scope of this standard. Use of this standard is *mandatory* when both of the following two conditions exist:
- a state agency is transferring data to an external requestor, AND
- no other previously-agreed-to coding scheme for CTUs has been designated.

Use of this standard is recommended when local governments exchange data, or when any new public databases are being designed that must incorporate a coding scheme for these CTUs. Use of this standard by local government, the private sector and the public in general is strongly encouraged, but voluntary. This standard applies to data that are being transferred, and does not attempt to restrict how those data are internally stored or used.

Purpose of this Standard:
The purpose of this standard is to provide a single, common coding scheme to identify all cities, townships and Census Bureau-defined unorganized territories in Minnesota. It is intended to be used primarily when data are being transferred between a state agency and some external customer. Its use will improve the shareability of data resources by avoiding unnecessary duplication and reducing incompatibilities in collecting, processing and disseminating data.

Standard Requirements:
The city, township and unorganized territory identification codes that make up this standard comprise a subset of the federal Geographic Names Information System (GNIS). The GNIS is maintained by the U.S. Board on Geographic Names, U.S. Geological Survey, Department of the Interior; http://geonames.usgs.gov/. These GNIS feature identifier codes are also American National Standards Institute standards (ANSI INCITS 446-2008); http://webstore.ansi.org/

GNIS contains a nationally unique six to eight digit Feature ID code for each city, township and Census Bureau-defined unorganized territory in Minnesota and the nation. Within GNIS, cities and

townships fall within the "civil" class of features. Census Bureau-defined unorganized territories fall within the "Census" class of features.

GNIS implements these codes as integers (e.g. City of Saint Cloud = 2396483). The U.S. Census Bureau implements the codes as eight character text codes with leading zeros included (e.g. City of Saint Cloud = 02396483). Each format may be useful for different purposes. Because both formats are so prominently used at the federal level, both of these formats are considered to be in compliance with this Minnesota state standard. The text-with-leading-zeros format is recommended for most purposes.

GNIS Feature ID codes are unique nationwide. However, at times a state or county code will be used in conjunction with these codes. This is typically done to identify the portions of a city that are split by multiple counties. In such a case, two existing State of Minnesota data standards are of use:

1. *Codes for the Identification of the States, and the District of Columbia*
   http://www.state.mn.us/portal/mn/jsp/content.do?programid=536911234&id=-536891917&agency=OETweb

2. *Numeric Codes for the Identification of Counties in Minnesota*
   http://www.state.mn.us/portal/mn/jsp/content.do?programid=536911234&id=-536891917&agency=OETweb

Used together, these three codes provide a unique identifier for all portions of cities that cross county boundaries (termed *Minor Civil Divisions* by the U.S. Census Bureau) For example, the City of Saint Cloud falls within the Counties of Benton, Sherburne and Stearns:

State Code	County Code	GNIS Feature ID Code for Saint Cloud	Composite Code
27	009	02396483	2700902396483
27	141	02396483	2714102396483
27	145	02396483	2714502396483

Therefore, the Census unique identifier for that portion of St. Cloud within Benton County is 2700902396483.

Examples of GNIS feature identifier codes for CTUs are listed below. A complete list with a crosswalk to legacy Census codes can be found at http://www.lmic.state.mn.us/GovernmentUnits/.

CTU Identifier Code		CTU Name	CTU Type
GNIS Feature ID Text Format	GNIS Feature ID Integer Format		
02394789	2394789	Forest Lake	City
00664194	664194	Forest Lake Township (historical)	Township
00664196	664196	Forest Prairie Township	Township
00664197	664197	Forestville Township	Township
02394797	2394797	Fort Ripley	City
00664201	664201	Fort Ripley Township	Township
00664202	664202	Fort Snelling (unorganized territory)	Unorganized Territory

Compliance:
What constitutes compliance?
In cases where a state agency's databases include information about cities, townships and/or Census-defined unorganized territories, that agency must be capable of incorporating CTU identifier codes in a form consistent with this standard (in either GNIS Feature ID text or integer format) for the

purpose of exchanging data between organizations. Agencies may continue to structure and store data using alternate coding schemes as they see fit, provided the capability exists to readily output a format that complies with this standard if requested to do so by a data sharing partner. It is recommended that agencies integrate this standard into new database designs whenever possible.

How will compliance be measured?
Evidence of compliance will be determined based on reports of satisfactory data transfers from receiving customers.

References and Sources of More Information:

Further information about this standard may be obtained from the Land Management Information Center (LMIC), 658 Cedar Street, Room 300, St. Paul, MN 55155; phone: 651-201-2499; fax: 651-296-3698; e-mail: clearing.house@state.mn.us

The Metropolitan Council distributes a CTU code crosswalk table for the seven county Twin Cities metropolitan area. The table includes many attributes related to CTUs including coding schemes currently or historically used by other organizations.
http://www.datafinder.org/metadata/county_ctu_lut.htm

The U.S. Department of Interior, United States Geological Survey maintains the Geographic Names Information System, which includes codes for a wide variety of geographic features.
http://geonames.usgs.gov/

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

MetroGIS Data Standards/Guidelines and Best Practices

To Improve Ease of Sharing Commonly Needed Data

<u>*Introduction*</u>

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

An explanation for each of the endorsed best practices and standards listed below is provided at http://www.metrogis.org/data/standards/index.shtml. Included in each explanation is a description of the item, the date it was adopted or endorsed, where to obtain related information, and a contact person.

These best practices are meant to supplement or enhance standards and guidelines associated with specific data themes for which MetroGIS has endorsed a regional solution (companion summary document).

<u>*MetroGIS Endorsed Best Practices*</u>
- Thematic Data Categories (DataFinder)
- Municipal Boundary Mapping Guidelines
- Metadata Guidelines
- Metro-Wide Coordinate System
- National Standard for Spatial Data Accuracy (NSSDA)

<u>*MetroGIS Endorsed Data Content Standards*</u>
- Address Guidelines and Issues for Working with Address Data
- ~~County and Minor Civil Division Coding Exchange Standards~~
- Municipal~~CTU~~ Identifier Codes
- Minnesota Land Cover Classification System (MLCCS)
- Regional Planned Land Use Coding Scheme and Dataset
- Unique Parcel ID Guidelines

MetroGIS   *Agenda Item 6b*

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: 2010 Accomplishments and Project Demonstrations

DATE: December 30, 2010
              (For the Jan 19th meeting)

INTRODUCTION

The purpose of this report is to highlight accomplishments in 2010 as a result of MetroGIS's efforts. They include development of several geospatial web services and an application (geospatial tools), each an example of acting on our guiding principle to "build once, use many times".

Three of these geospatial tools (**bolded below**) will be demonstrated to the Policy Board, along with an explanation of how their availability will or is benefiting the community.

COMPLETED PROJECTS   *(* Project Explanation Provided in the Reference Section)*

- Adopted Regional Policy Statement – Socioeconomic Web Resources Page
- *Completed Testing of Stormwater Digital Data Exchange Standard
- Created Glossary of GIS and Geospatial Terms - *Developed, Adopted and Posted on MetroGIS Website*
- ***Developed Address Points Web Editing Tool**
- ***Developed Best Image Service**
- ***Developed Proximity Finder Web Service**
- *Enhanced Metro Geocoder Service
- Executed Next-Generation Street Centerline Data Access Agreement
- Requested MGAC to Take on Five Topics as Statewide Initiatives.
  a) Encouraged MnGeo to take an active leadership role in the development of a state geospatial broker and portal site as is being defined by the joint MetroGIS/GCGI Geospatial Architecture Workgroup.
  b) Encouraged MnGeo to take an active role in support of the proposed Minnesota Geo Applications Contest, as a partner to MetroGIS, because of the great benefit it would bring the MN geospatial community in terms of the availability of more web services.
  c) Access to licensed data (publically and privately produced) by emergency responders)
  d) Statewide Geocoder web service – *Received affirmation of prior commitment (transition from GCGI to MnGeo)*
  e) Storm and surface water tracing tool **-** *Received affirmation of prior commitment (transition from GCGI to MnGeo)*

IN-PROCESS PROJECTS – Completion Expected in 2011   *(See Reference Section)*

- Conduct Next-Generation MetroGIS Needs Assessment
- Develop Regional Address Points Dataset - Phase I:
- Explore Next-Generation Regional Street Centerline Collaboration Model
- Investigate Appropriate Organizational Structure for SDI – *Implement and Manage Collaborative Solutions to Shared Geospatial Needs* (*Via Liaison with NGAC Governance Subcommittee*)
- Measure Public Value of Geospatial Commons (QPV Study)
- Streamline Data Access for Emergency Responders *via Hosting a GECCo Forum in 2011*
- Test Implement - Minnesota Geospatial Commons (*MetroGIS/MnGeo Collaboration*)

AUTHORIZED PROJECTS THAT FAILED TO PROGRESS   *(See Reference Section)*

- Develop Clip, Zip and Ship Tool to Support Geospatial Commons
- Geospatial Applications Contest
- Refresh/Expand Functionality MetroGIS Website

RECOMMENDATION

No action is requested.

REFERENCE SECTION

(ADDITIONAL INFORMATION ABOUT 2010 PROJECTS)

I. Complete/Substantially Completed Projects in 2010

a) Completed Testing Stormwater Digital Data Exchange Standard

This project was completed in December with presentation of the draft final project report to the Coordinating Committee on December 16**.**

Objective: To test application of the stormwater data exchange standard (Standard) to ensure that local government producers of the subject data have the capacity to adhere to the Standard**:**

(1) Data collection – Thirteen MS4s contributed to request for data, twelve of these data sets came in GIS format (shapefile or geodatabase), one as a paper map. Some producer GIS datasets were partial or unverified and actively undergoing revisions.

(2) Designation of in-depth study area - The in-depth study area is 7122-acre Battle Creek which includes land in five municipalities (Landfall, Maplewood, Oakdale, St. Paul, and Woodbury), two counties (Ramsey and Washington), and contains a major MnDOT highway intersection (I-94 and I-494/I-694)

(3) Data Migration Process – Features and attributes were individually inventoried to illustrate parallel data fields, and guide migration efforts. Reformatted data was then appended into relevant template feature classes residing in a UTM 15 feature dataset of a geodatabase intended to comply with the Standard data model. Final migration tasks include linking systems from different producers, checking directionality and topology, correcting errors, and creating some basic metadata for the combined dataset.

(4) Lessons learned:
   i. SDSSDE attributes – The flexible and simplified approach to schema data model specifications may limit utility and cause difficulties when combining datasets.
   ii. SDSSDE geometry – Directionality appears to be substantially correct, but connectivity is lacking in all but one.
   iii. Challenges for data producers – Challenges will be better defined following meetings with data producers (early to mid-December).

b) Develop Address Points Web Editing Tool / Regional Address Points Dataset

The Phase I implementation of the MetroGIS Address Points Dataset went live this past summer on DataFinder with data contributed by the City of Roseville. Contributions by more cities are encouraged, though due to lack of resources, very little promotion of the project has occurred. Development of a prototype Web-based Address Points Editing Application was completed in December with assistance from Applied Geographics. It incorporates the new national address data standard which is expected to be approved shortly by the Federal Geographic Data Committee.

c) Develop Best Image Service

The project workgroup developed a definition of what "best" means to provide a foundation for MnGeo's development of the service, which MnGeo has agreed to host. The service became operational on December 29th. Documentation will follow by mid-2011.

At small scales the service will involve Landsat imagery and at larger scales it will utilize aerial photography. At 1:10,000 the service will switch to 1 foot resolution. A script has also been created to allow individuals to browse the imagery if they don't have the GIS software required to activate the actual web service.

A workgroup will meet annually to determine changes to the best image service. The current paradigm is that any imagery available on the MnGeo imager server will be considered for inclusion as "best". All

imagery utilized in the Best Image Service must be first submitted to MnGeo so that MnGeo can to make it a publicly available web service.

d) Develop Proximity Finder Web Service
The approved Phase 1 project was completed by SharedGeo and Houston Engineering in December. It involved creation of a proximity finder service for the application and another for the data uploader; the software to create these services and not a hosted-service itself. The initial specifications for programming of the prototype service are documented in a report dated May 20.

There currently is no defined long-term host for the proximity finder service. SharedGeo and Houston Engineering hosted the application during the development and testing phases. The software is freely available to anyone that wants to host it. The web service is designed to support two use cases:
- What's near me?
- What city am I in?

The process involved two demonstrations of proximity finder prototype, one in August and the other in October. The development team demonstrated the required proximity finder web service via "What's near me?" and "What city am I in?" via use cases in an easy-to-use GeoMoose interface.

The service output formats for the Phase 1 service include GeoJSON, GML, and KML. The accompanying data upload tool is a separate component that allows users to upload data to the Phase 1 testbed application so that users don't have to code and maintain this service locally. The current service supports only WGS, Lat Long coordinates, though clients may be able to project on the fly. Interaction with the Finder service is in LAT/LON - LL84 - EPSG:4326, but the Loader service can use others and tries to detect the coordinate system of the uploaded file by looking in the *.prj SHP file and will re-project to WGS84 (EPSG:4326) while it is loading if necessary.

Now that the Phase 1 project is complete, discussion will switch defining a permanent host and the layers that should be included in the application. Some of the "starter" data sets from the MN Structures Collaborative were used as sample datasets in the Phase 1 project. The service could be used in conjunction with those datasets or potentially with the application developed by SharedGeo for MnGeo to allow users to edit that data. A history of the project is available on the project web site at http:\\proximity.houstoneng.net/webpage/proxfinder.html.

e) Enhanced Metro Geocoder Service
Two contractors were involved in this round of enhancements to the Metro Geocoding Service:
- Steve Woodbridge, who will be working on a "universal one-line parser" to allow requests to the service to come in as one line instead of already split into micro (house# + street) and macro (city, state, zip) parts,
- Walter Sinclair, who will be restructuring the underlying PAGC geocoder code so that it can use other kinds of databases for its internal storage in addition to the current choice, Berkeley DB level 4.1-4.4 (a relatively old version in this business).

The expectation is that a proposed regional policy statement for the Metro Geocoder Service will be ready for consideration by the Coordinating Committee at its March 2011 meeting.

f) Execute Next-Generation Street Centerline Agreement
A next-generation agreement was executed between the Metropolitan Council and NCompass. In January, all currently licensed users will need to renew their licenses to access data newer than 2010. The relicensure period will run for six or so months during which the old password can continue to be used to access 2010 and older data and a new password provides access to 2011 and older street centerline data owned by NCompass. This is the same process that was successfully used to transfer to a new parcel data license a few years ago.

II. In-Process Projects – Completion Expected in 2011

a) **Conduct Next Generation MetroGIS Needs Assessment**
In November, Applied Geographics (Boston, MA) began preparations to conduct the next-generation MetroGIS Needs Assessment. *See Agenda Item 6c*.

b) **Develop Regional Address Points Dataset - Phase I:**
- Phase 1 project work plan approved (*populate with data volunteered by current producers as test platform*).
- Interim policy statement approved governing creation and initial operation of the proposed regional dataset.
- Interim liability waiver approved for organizations that elect to contribute address point data as part of Phase 1.
- Database specifications endorsed

c) **Explore Next-Generation Regional Street Centerline Collaboration Model**
In addition to securing continued access to street centerline data that meets the community's needs, the RFP invited proposals to investigate the practicality of a new collaborative regional model for managing street centerline data. A proposal from Applied Geographics was awarded. The project is scheduled to begin late spring following completion of the Next-Generation MetroGIS Needs Assessment, which is also being supported by Applied Geographics. Applied Geographics also served as the lead support to develop a strategic plan for the Transportation for the Nation (TFTN) initiative. The intent is that MetroGIS's study will be able to leverage, possibly test, ideas developed for the TFTN initiate.

d) **Investigate Appropriate Organizational Structure for SDI – Implement and Manage Collaborative Solutions to Shared Geospatial Needs** (*Via Liaison with NGAC Governance Subcommittee*)

To accomplish long-term sustainability, support resources available to supporting MetroGIS's "foster collaboration" function need to be expanded; a need acknowledged in the MetroGIS 2008-2011 Business Plan. Additionally, MetroGIS's current organizational structure (voluntary collaboration of willing organizations) will also need to evolve to a structure with capacity to receive and spend funding from multiple sources. The current structure was intended to serve as a means from which to clarify collaborative objectives for addressing sharing information needs and devise an organizational structure appropriate for collaboration across sectors, supported by multiple stakeholders.

Addressing these organizational development needs has also been recognized by the National Geospatial Advisory Committee (NGAC) as essential ingredients to realizing the vision of the National Spatial Data Infrastructure (NSDI). Accordingly, the FGDC (Federal Geographic Data Committee) authorized offering of the Category 5 Return on Investment NSDI Grant category. The NGAC has also engaged in an initiative directly related to MetroGIS's organizational needs.

(1) 2010 NSDI CAP Grant – Category 5 ROI Studies that focus on Multiple Agency Collaborative Endeavors. In April, a $50,000 grant was awarded to the MetroGIS community under this category for a study entitled "Measuring Public Value of Geospatial Commons: A MetroGIS Case Study". (*Working title* – Quantify Public Value (QPV) Study) (*See Agenda Item 6f*).

Although substantial progress has been made through MetroGIS's efforts to establish a geospatial commons (regional solutions to shared information needs and one stop shop to access over 270 geospatial datasets), many believe that significant potential exists to greatly enhance the value of these resources if non-government interests were to have the opportunity to add value to these resources that, in turn, would be value to the community, in particular, public producers. This purpose of this study is to develop a replicable methodology that is capable of measuring the public value created from such chaining / reuse of geospatial data.

(2) National Geospatial Platform and NGAC Involvement: The Governance Subcommittee of the National Geospatial Advisory Committee (NGAC) developed a whitepaper entitled "Proposal to Measure Progress Toward Realizing the Vision of the NSDI. The high-level concepts presented in this paper were endorsed by the full NGAC on December 2, 2009 and the Subcommittee was authorized to begin work to build upon those high level concepts. Five categories of metrics were proposed, one focusing on organizational aspects of collaboration to achieve the vision of the NSDI.

The need for an appropriate national organization structure is the same need faced by MetroGIS at the regional level. This need is also recognized in the emerging Geospatial Platform initiative in the federal space. The NGAC is expected to play a key advisory role in shaping this initiative, governance being among the primary areas of involvement. From January to September 2010, the Subcommittee conducted outreach to identify existing on-going initiatives aligned with forwarding the principles outlined in the white paper. Connections were made with NSGIC, NaCO and the FGDC.

e) **Measure Public Value of Geospatial Commons (QPV Study)**
   See Agenda Item 6f.

f) **Streamline Data Access for Emergency Responders** *VIA Hosting GECCo Forum in 2011*
   At its January 2010 meeting, the Policy Board included this topic area in its list of ideas to bring to MnGeo's/State Emergency Management Committee for attention at a statewide level. Subsequently, at its October 2010 meeting, the Policy Board authorized a letter of support to co-host in 2011, with GITA, a GECCo forum in the Twin Cities to act on this need. Steve Swazee, Executive Director of SharedGeo and member of the GITA Board of Directors is the lead organizer. Planning is underway with the tentative timeframe of September 2011. A local advisory committee is expected to be created shortly.

g) **Test Implement - Minnesota Geospatial Commons** (MetroGIS/MnGeo Collaboration)
   (1) The Commons will have 4 functional areas, Find, Evaluate, Share and Administer. MnGeo is hosting a test implementation using the ArcGIS 9.3 Geoportal Extension. The project is being worked on by staff from MnGeo, Metropolitan Council, DNR, MnDOT, DEED and Scott County. Phase 1 is wrapping up with a test version is expected to be available by year-end. Then a project plan will be proposed for a production version of the Commons.
   (2) A survey of user community with over 500 responses, which provided direction useful to define and prioritize the functionality of the proposed Commons.
   (3) The workgroup made a presentation about the Geospatial Commons at the Mn GIS/LIS Conference. Topics included:
       ✓ Morphing the look and feel of the interface toward the design sub-team recommendations
       ✓ Clear direction and recommendations defined on service requirements
       ✓ A draft service level agreement for the MnGeo Image Server

III. Abandoned 2010 Projects

- **Develop Clip, Zip and Ship Tool to Support Geospatial Commons**.
  The Commons workgroup was not ready for this project and no one came forward to serve as the project manager following Jessica Deegan's job change. $5,000 had been budgeted for this project. Insufficient time remained to enable these funds to be captured once the decision was made to not to proceed.

- **Geospatial Applications Contest**
  At its April 2010 meeting, the Policy Board concluded that insufficient collaborative support had been secured to effectively host the proposed contest. In response, then Board directed the Coordinating Committee to recommending and alternative plan for utilizing the $35,000+ in funding that had been dedicated to hosting the contest. Alternative uses for these funds were approved by the Policy Board at its July 2010 meeting, resulting in the launch of several projects defined herein in the "in-process" sections.

- **Refresh/Expand Functionality MetroGIS Website**.
  An attempt was made to secure a consultant through the Office of Enterprise Technology's (OET) relatively new ASAP procurement. Unfortunately, a qualified person did not respond and insufficient time remained to switch to the standard RFP procurement process. As such, the project had to be abandoned. $17,000 had been budgeted for this project. Insufficient time remained to enable these funds to be captured.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 6c

TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield (1000 Friends of Mn)
Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2011 Major Program Objectives and "Foster Collaboration" Budget

DATE: January 4, 2011
(For the Jan 19th Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests the Policy Board's approval of the 2011 MetroGIS work plan and accompanying budget presented herein, with the understanding that refinements are expected following completion of the in-process *Next-Generation MetroGIS Needs Assessment*. The project budget is the same as for 2010, $86,000.

PREVIOUS COMMITTEE AND POLICY BOARD DIRECTION

1. September 16: A preliminary 2011 work plan and budget were approved by the Committee for consideration by the Board.
2. October 20: The Policy Board accepted the Committee's work program recommendation with one change - add (see #10 below) "develop a plan to promote broader use the U.S. National Grid by organizations serving the Twin Cities". No changes to budget.
3. December 16: The Committee recommended approval of the attached work plan which includes development of an outreach plan to foster increased use of the US National Grid. No changes were made to the budget reviewed by the Policy Board at its October meeting.

MAJOR PROPOSED 2011 WORK PROGRAM ACTIVITIES

Refer to the Reference Section for major assumptions that underpin efforts planned for 2011. See Attachment A for the accompanying "foster collaboration" budget.

1. Sustain traditional "foster collaboration" support activities
2. Complete Phase I (*Information Needs*) Next-Generation MetroGIS Needs Assessment (*in process*)
3. Complete/Make Substantial Progress on Geospatial Commons Testbed (*in collaboration with MnGeo*)
4. Complete/Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (*in process*)
5. Complete Quantify Public Value (QPV) Study (*in process*)
6. Investigate Appropriate Organizational Structure (*in process via NGAC*)
7. Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement
8. Co-Host GECCo Forum (*Tentatively Third Quarter*)
9. Investigate New Street Centerline Collaboration Model (*Third Quarter start*)
10. Develop a plan to promote broader use the U.S. National Grid in the Twin Cities
11. *(TBD project(s) following completion of Next-Generation MetroGIS Needs Assessment)*

PRELIMINARY RESULTS - JANUARY 13 NEEDS ASSESSMENT WORKSHOP AND SURVEY

A formal presentation of the needs assessment workshop and survey results is tentatively planned for the April Board meeting. To the extent possible, early results that will likely influence work planning for the remainder of 2011 will be shared with the Board at the January 19th meeting for preliminary direction.

RECOMMENDATION

That the Policy Board approve:
1) The program objectives listed above as priorities for 2011, with the understanding that additional priorities are anticipated when the results of the *Next-Generation MetroGIS Needs Assessment* are known.
2) The 2011 "Foster Collaboration" budget presented in Attachment A.

REFERENCE SECTION

MAJOR ASSUMPTIONS UNDERPINNING 2011 WORK PROGRAM

1. The Metropolitan Council's budget will continue to include $86,000 for projects, in addition to staff support at not less than the 2010 allotment.

2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.

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. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

5. A contract will be executed in early 2011 with Applied Geographics, the selected contractor, to support a study to investigate options for a new street centerline collaboration model.

ATTACHMENT A

2011 MetroGIS Budget
"Foster Collaboration" Function

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

Main Activity	Sub-Activity	2011 Preliminary	2012 Preliminary	Comment
Professional Services/Special Projects		**$57,900**	**$12,700**	
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs			
	1) Regional GIS Projects - 2011			
	(a) TBD Project(s) *(Priorities to be set following Next Generation Needs Assessment)*	$9,500		
	(2) Feasibility Study - New Street Centerline Collaboration Model *(Contingency if partnering or grant funds do not materialize)*	$10,400	$12,700	*Approved by PB 10/20/10*
	(3) Co-host GECCo Forum *(September 2011)*	$3,000		
	B. Organizational Development and Communication Projects			
	(1) Performance Metrics (Phase II) (Postponed for Results of Next Generation Needs Assessment)	TBD		
	(2) Next Generation MetroGIS Needs Assessment *(Total budget $50,000, includes an addition $15,000 in 2010)*	$35,000		
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement (contract payments to counties per 2009-2011 agreement)**	**$28,000**	**TBD**	
Outreach	**Brochure /Hand outs /Web domain registrations (www.metrogis and www.datafinder - $32/ea)**	**$100**		
		$86,000		
	Projects not listed because no funding from MetroGIS budget:			
	- Quantify Opublic Value Study - $50,000 NSDI CAP Grant			
	- Street Centerline Data Sharing Agreement - Funded by the Metropolitan Council from another source			
	- Testing of Geosptial Commons - Joint Project with MnGeo with voluntary support			
	- Investigate Appropriate Organizational Structure - Leverage work of NGAC;s Governance Subcommittee			
	- Phase 1 Regional Address Points Dataset development - Voluntary effort by the Address Workgroup.			

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 6d

TO: Policy Board

FROM: David Arbeit, MGIO
              MnGeo

SUBJECT: 2011 NSDI Cap Grant – MetroGIS Endorsement

DATE: January 5, 2011
              (For the Jan 19th Mtg.)

<u>REQUEST</u>
Policy Board endorsement is requested for a $40,000 federal grant proposal by MnGeo that will leverage MetroGIS's Regional Parcel Dataset to develop a business plan to create a statewide solution.

A link to the grant application narrative can be found at
http://www.metrogis.org/teams/pb/meetings/11_0119/index.shtml

<u>OVERVIEW</u>
The grant is offered by the Federal Geographic Committee (FGDC) to foster activities in-line with realizing the vision of the National Spatial Data Infrastructure (NSDI). The following project description is an extract from the actual grant application (**bolding is for the Policy Board's information**). The complete application is presented in Attachment A:

"MnGeo, working collaboratively with stakeholders and with local governmental units through their statewide organizations, will **develop a detailed business plan for managing and providing access to accurate and current parcel data for the entire state** based upon maintained and authoritative local sources. The business plan will build upon two generations of strategic plans for an integrated Minnesota SDI that supports the NSDI and an integrated parcel data for the nation vision. **It builds upon a successful strategy for sharing parcel data within the Minneapolis-St. Paul region** and strategies suggested by Minnesota's Digital Cadastral Data Committee, which works with counties throughout the state and advises MnGeo. This project complements other data integration projects guided by MnGeo, which has statutory authority to coordinate GIS in Minnesota and is staffed with the skills, knowledge and experience to successfully meet the goals of this grant."

<u>RECOMMENDATION</u>
That the Policy Board:
1) Endorse MnGeo's application for a $40,000 federal grant that seeks to develop a business plan for as statewide parcel dataset that builds upon MetroGIS's Regional Parcel Dataset.
2) Authorize its Chairperson to sign and submit the attached letter of endorsement (Attachment A)

ATTACHMENT A

MetroGIS Letter of Endorsement
MnGeo 2011 NSDI CAP Grant Application

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

January 20, 2011

Mr. Milo Robinson
Federal Geographic Data Committee
590 National Center
Reston, VA 20192

Dear Mr. Robinson,

On behalf of the MetroGIS Policy Board, I am writing in support of the CAP grant request from the Minnesota Geospatial Information Office (MnGeo) to develop a business plan for facilitating public availability of parcel data for the State of Minnesota. The Policy Board unanimously authorized this letter of endorsement on January 19, 2011.

Policy Board members are excited about MnGeo's grant application, in particular, their intent to leverage the regional parcel data solution that MetroGIS implemented over a decade ago for the seven-county Minneapolis - St. Paul metropolitan area. A statewide parcel data solution that is works in tandem with Twin Cities metropolitan area solution has been a goal of MetroGIS for some time, as business information needs of numerous MetroGIS stakeholders which involve parcel data to effectively address, do not stop at the boundaries of our seven-county region.

Finally, we believe that it is important to note that MetroGIS modeled its parcel data and other regional data solutions to shared information needs after NSDI principles. The technical and organizational components of MetroGIS's parcel data solution are documented in a regional policy statement. This policy statement not only sets forth agreed upon standards for normalizing parcel data across our seven-county region (parcel geography and 66 attributes commonly used by numerous government and other interests that serve the region), it is in line with the seven NSDI Framework Functions. This policy statement also documents organizational roles and responsibilities necessary to sustain the solution, as well as documents the organizations that have agreed to perform these critical custodial responsibilities.

If you have any questions, please do not hesitate to contact either me (terryschn@qwest.net / 612-720-7667) or Randall Johnson, MetroGIS Staff Coordinator (randy.johnson@metc.state.mn.us / 651-602-1638).

Sincerely,

Terry Schneider
Chair, MetroGIS Policy Board

cc: David Arbeit, MGIO, MnGeo
    Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 6e

TO: Policy Board

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

SUBJECT: Mn Statewide Geospatial Advisory Council (MGAC) – Observations from 1st Year

DATE: December 27, 2010
(For Jan 19th Meeting)

INTRODUCTION

The purpose of this agenda item is to provide an opportunity for members of MetroGIS's leadership, who are also members of the Mn Statewide Geospatial Advisory Council (MGAC), to share their observations from the December 29th meeting of the MGAC as well as about the first year of the MGAC's existence.

The preliminary summary of the December meeting was not available at the time this report was written. When available, the meeting notes will be accessible at http://www.mngeo.state.mn.us/councils/statewide/index.html.

TIES TO METROGIS

Six individuals involved in the leadership of MetroGIS are also members of the MGAC. They are:

- Policy Board Chair Terry Schneider
- Policy Board member Victoria Reinhardt (MGAC Chair)
- Policy Board alternate member Gary Swenson
- Coordinating Committee Chair Sally Wakefield
- Coordinating Committee member Ron Wencl

- Policy Board member Tony Pistilli (Council term expired December 31, 2010)

BACKGROUND ON MNGEO

The Mn Statewide Geospatial Advisory Council is one of two councils that advise the Mn Chief Geospatial Information Officer (MCGIO). The other is comprised solely of state agency representatives. The MCGIO position is currently held by David Arbeit, who directs the Mn Geospatial Information Office (MnGeo). David is also a charter member of the MetroGIS Coordinating Committee. MnGeo was created by the Legislature May 2009.

An excerpt from the Legislation that created MnGeo, pertaining to MnGeo's responsibilities and authorities, is provided in the Reference Section. The 23 members who comprise the Mn Statewide Geospatial Advisory Council are also listed in Attachment A.

RECOMMENDATION

No action is requested.

REFERENCE SECTION

Excerpt From the Legislation that created MGIO

Subd. 2. **Responsibilities; authority.**
The office has authority to provide coordination, guidance, and leadership, and to plan the implementation of Minnesota's geospatial information technology. The office must identify, coordinate, and guide strategic investments in geospatial information technology systems, data, and services to ensure effective implementation and use of Geospatial Information Systems (GIS) by state agencies to maximize benefits for state government as an enterprise.

Subd. 3. **Duties.** (a) The office must:
(1) coordinate and guide the efficient and effective use of available federal, state, local, and public-private resources to develop statewide geospatial information technology, data, and services;
(2) provide leadership and outreach, and ensure cooperation and coordination for all GIS functions in state and local government, including coordination between state agencies, intergovernment coordination between state and local units of government, and extragovernment coordination, which includes coordination with academic and other private and nonprofit sector GIS stakeholders;
(3) review state agency and intergovernment geospatial technology, data, and services development efforts involving state or intergovernment funding, including federal funding;
(4) provide information to the legislature regarding projects reviewed, and recommend projects for inclusion in the governor's budget under section 16A.11;
(5) coordinate management of geospatial technology, data, and services between state and local governments;
(6) provide coordination, leadership, and consultation to integrate government technology services with GIS infrastructure and GIS programs;
(7) work to avoid or eliminate unnecessary duplication of existing GIS technology services and systems, including services provided by other public and private organizations while building on existing governmental infrastructures;
(8) promote and coordinate consolidated geospatial technology, data, and services and shared geospatial Web services for state and local governments; and
(9) promote and coordinate geospatial technology training, technical guidance, and project support for state and local governments.

ATTACHMENT A

Statewide Geospatial Advisory Council Contact List, January 2010

Brad Anderson – City, non-metro City of Moorhead 500 Center Avenue Moorhead, MN 56561 218-299-5125 brad.anderson@ci.moorhead.mn.us	**Haila Maze –** City, metro City of Minneapolis – CPED Planning 250 South 4th Street, Room 110 Minneapolis, MN 55415 612-673-2098 haila.maze@ci.minneapolis.mn.us
Rebecca Blue – Business SEH 3535 Vadnais Center Drive St. Paul, MN 55110 651-490-2148 rblue@sehinc.com	**Robert McMaster –** Education, U of M University of Minnesota 220B Morrill Hall, 100 Church Street SE Minneapolis, MN 55455 612-626-9425 mcmaster@umn.edu
Will Craig – At-large University of Minnesota 301 19th Avenue South, #330 Minneapolis, MN 55455 612-625-3321 wcraig@umn.edu	**Robert Meeks –** Education, K-12 Minnesota School Board Association 1900 West Jefferson Avenue St. Peter, MN 56082 507-934-2450 bmeeks@mnmsba.org
Rebecca Foster – MN GIS/LIS Consortium City of Edina 4801 West 50th Street Edina, MN 55424 952-826-0447 rfoster@ci.edina.mn.us	**Tim Ogg –** State Government Board of Water and Soil Resources 520 Lafayette Road North St. Paul, MN 55155 651-297-8024 tim.ogg@state.mn.us
Patricia Henderson – Regional, non-metro Arrowhead Regional Development Commission 221 West First Street Duluth, MN 55802 218-529-7547 phenderson@ardc.org	**Mark Olsen –** State Government Minnesota Pollution Control Agency 520 Lafayette Road North St. Paul, MN 55155 651-757-2624 mark.olsen@state.mn.us
Brian Huberty – Federal, other U.S. Fish & Wildlife Service 1 Federal Drive, MS 4056 Fort Snelling, MN 55111-4056 612-713-5332 brian_huberty@fws.gov	**Tony Pistilli –** Metropolitan Council 4309 Edinbrook Terrace North Brooklyn Center, MN 55443 612-303-4337 tonypistilli@comcast.net
Stuart Lien – County, non-metro Clearwater County 213 Main Avenue North, Dept. 204 Bagley, MN 56621 218-694-3633 stuart.lien@co.clearwater.mn.us	**Victoria Reinhardt –** County, metro Ramsey County 220 Courthouse, 15 West Kellogg Boulevard St. Paul, MN 55102 651-266-8363 victoria.reinhardt@co.ramsey.mn.us

John Mackiewicz – Business WSB & Associates 701 Xenia Avenue South, Suite 300 Minneapolis, MN 55416 763-287-7194 jmackiewicz@wsbeng.com	**Terry Schneider –** Regional, MetroGIS City of Minnetonka 15333 Boulder Creek Drive Minnetonka, MN 55345 612-720-7667 tschneider@eminnetonka.com
Rick Schute – State Government Minnesota National Guard Attn: J33, 20 West 12th Street St. Paul, MN 55155 651-268-8098 rick.schute@us.army.mil	**Mark Thomas –** Education, MnSCU Minnesota State Colleges and Universities 3010 Memorial Library Mankato, MN 56001 507-389-6915 mark.thomas@so.mnscu.edu
Dawn Sherk – Tribal White Earth Nation P.O. Box 418 White Earth, MN 56575 218-983-3263 dawns@whiteearth.com	**Sally Wakefield –** Non-profit 1000 Friends of Minnesota 1031 7th Street West St. Paul, MN 55102 651-312-1000 swakefield@1000fom.org
Stephen Swazee – At-large SharedGeo 4524 Oak Pond Road Eagan, MN 55123 612-239-6981 sdswazee@earthlink.net	**Ron Wencl –** Federal, USGS U.S. Geological Survey 2280 Woodale Drive Mounds View, MN 55112 763-783-3207 rwencl@usgs.gov
Gary Swenson – At-large Hennepin County A-075 Government Center, 300 Sixth Street South Minneapolis, MN 55487 612-543-0797 gary.swenson@ci.hennepin.mn.us	

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Francis Harvey, Research Coordinator, QPV Study
      Randall Johnson, Administrative Coordinator, QPV Study (651-602-1638)

SUBJECT: Quantify Public Value (QPV) of Geospatial Commons Study

DATE: January 6, 2011
      (For the Jan 19thMeeting)

REQUEST

The purpose of this report is to share with Policy Board members findings to date of the MetroGIS QPV Study and inform the Board of pending scope changes. Last year, the Policy Board postponed development of performance metrics for MetroGIS until the results of this study are known.

STUDY PURPOSE

"*Develop a trusted methodology capable of quantitatively measuring public value created when organizations actively participate in geospatial commons*".

ORIGINAL TASKS/MILESTONES

 1. Jun to Aug. 2010: Conduct GITA ROI Analysis for Hennepin County internal operations
 2. Sept. to Dec.: Define Extended ROI Methodology – Those enhancements to the base ROI needed to
   account for a geospatial commons environment [aka - Quantify Public Value (QPV) Methodology V1]
 3. Jan. to Mar. 2011: Apply QPV V1 Methodology to a range of non-public and public entities that serve
   the geographic extent of Hennepin County AND who use / could use parcel data to support their
   business needs. (*See Attachment A*)
 4. Apr.: Refine QPV Methodology by critiquing the processes and results for Tasks 1-3 and agree on
   enhancements to the QPV model [aka - QPV Methodology V2]

STATUS

 Task 1: Complete – Although not the result we had expected. We were required to use a Return on
   Investment (ROI) methodology developed by GITA to qualify for grant funding. During the course of
   this task – internal focus on Hennepin County's benefit from geo-enabling parcel data – it became
   apparent that the GITA method was not appropriate for our objectives. GITA and FGDC concurred
   with our findings. In mid October, the FDGC formally authorized our study to continue but rather than
   build upon the GITA ROI, as had been planned when the grant was awarded, we received authorization
   to attempt to develop a method to measure public value that works for our needs. (See the 3rd Quarter
   Project Report submitted to FGDC for more information.)

 Task 2: In-process - A Webinar, involving nine scientific advisors from across the globe, was hosted on
   December 1. Francis Harvey, QPV Study Research Coordinator, then began working on a revised study
   strategy. Randall Johnson received permission from the FGDC grant administrator on December 8 to
   pursue several modifications to the original scope (see Attachment B). A proposed revised strategy is
   scheduled to be shared with the Study Advisory Team on January 27th.

 Task 3: Tentatively planned to begin with a test Interview in early February.

OUTREACH

- Maintain a project website at **http://sdiqpv.net/sdiqpv/Welcome.html**
- Article submitted to Mn GIS/LIS
- Presentation made to Hennepin County GIS Users Group and a another planned
- Presentation made to MnGeo Digital Cadastral Data Committee

RECOMMENDATION

That Policy Board members ask questions to clarify understanding of the QPV Study.

ATTACHMENT A

Supplemental Explanation for Task 3
(Excerpt from Slide Presentation)

Interviewees – Task 3

Representatives of a variety of non-profit, for-profit, utility, and government interests

_____

1) **Whose operations do/could benefit from access to parcel data produced by Hennepin County**

AND

2) **Who believe their value added data/web service/ applications do/could improve the cost - effectiveness of:**

a) **Hennepin County operations**

AND/OR

b) **Operations of one or more taxing jurisdictions that serve Hennepin County's citizens.**

ATTACHMENT B

Approval to Pursue Scope Modifications
December 8, 2010

1) **Message sent by Randall Johnson to Milo Robinson (federal grant administrator) to document the understanding arrived at during their meeting on December 8, 2010:**

Milo:

Thank you for meeting with me yesterday (Dec 8) to talk about ways in which the MetroGIS Quantify Public Value (QPV) Study Team can modify our study and move forward after realizing that the required GITA ROI methodology is not appropriate for our needs. I also want to thank you for your ready support of us making radical modifications to the original project plan. To ensure that everyone is on the same page before our team expends time and effort to develop a revised project plan, I'd appreciate if you would confirm the accuracy of the following statements:

 1) No grant funds, in addition to the previously authorized $50,000, are available from the FDGC.
 2) A time extension of up to 12 months (from April 2011), depending upon our anticipated needs, will be authorized.
 3) Our Task 3 deliverable remains a primary objective but substantial changes to the original study plan and budget are permissible, as our team deems appropriate, to accomplish this outcome (e.g., changing the Task 4 forum from on-site in the Twin Cities to an Webinar and reallocating the Task 4 forum funds to Task 3).
 4) If our team determines that additional skills/resources are needed to effectively carry out the revised project plan:
   a) The project may be postponed while these required skills/resources are being secured. This process may include publishing a RFP.
   b) If our team determines that insufficient funding is available to effectively accomplish the Task 3 deliverable, we may cease the study with no further obligation.
 5) If a 2011 Category 5 Grant proposal seeks a similar objective, we may seek out a collaborative partnership with the sponsors.
 6) There is no obligation to revisit the incomplete Task 1 deliverable using a new methodology. The results, as described in the 3rd Quarter Project Report, satisfy our obligation.

Finally, as we discussed, I encourage FGDC and GITA leadership to develop a means for prospective NSDI CAT 5 Grant applicants to determine if their projects are compatible with the GITA ROI methodology before they invest time and effort to develop them.

2) **Milo Robinson's response to the confirmation message above:**

Randy, I concur

In regard to your project (statement 4b) I would rather see you continue work than shut down your effort. Should this scenario develops lets discuss further before a final decision is made.

Milo

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
January 19, 2011

1. CALL TO ORDER
Chairperson Schneider called the meeting to order at 6:03 p.m.

Members Present: Terry Schneider (Metro Cities - City of Minnetonka) Steve Elkins (Metro Cities – City of Bloomington), Jim Kordiak (Anoka County), Victoria Reinhardt (Ramsey County), Jim Bunning for Joseph Wagner (Scott County), Gary Swenson for Randy Johnson (Hennepin County), Roger Lake (Metro Watershed Districts), Dan Cook (School Districts - TIES), Dave Hinrichs for Tony Pistilli (Metropolitan Council), and Randy Knippel for Joseph Harris (Dakota County).

Members Absent: Randy Maluchnik (Carver County) and Molly O'Rourke for Dennis Hegberg (Washington County)

Coordinating Committee Members Present: Sally Wakefield, Nancy Read, Jim Bunning, Randy Knippel, Rick Gelbmann, and Mark Vander Schaaf, Ben Verbick

Support Team: Randall Johnson

Visitors: Brian Fischer (Huston Engineering), Mark Kotz (Chair, MetroGIS Address Workgroup and Metropolitan Council), Matt McGuire (Metropolitan Council) and Thomas Walkington and Tianpeng Gao (Hamline University).

Chairperson Schneider and member Reinhardt welcomed Professors Walkington and Gao and asked them share their interest in attending the Policy Board's meeting. They explained that Professor Gao is a visiting professor at Hamline University from China and the Professor Walkington is a visiting professor at Professor's Gao's university in southwest China. Professor Gao is interested in how land information and eGov technology can be used to improve government/organizational efficiencies. He shared that he is intrigued about how similar MetroGIS's work to foster collaborative solutions to shared geospatial information needs is to efforts in China to improve organizational efficiencies.

2. ACCEPT AGENDA
The meeting agenda was accepted as proposed. Motion carried, ayes all.

3. MEETING SUMMARY
The Board's October 20, 2010 meeting summary, was accepted as submitted.

4. GIS TECHNOLOGY DEMONSTRATION
Ben Verbick, GIS Manager for LOGIS, demonstrated a web-based application entitled gGOV, which developed by LOGIS. The target audience is the general public. This interactive map tool allows cities to geographically immediately upload and expose to the public their own map layers, places of interest, public amenities, documents, photos, other images as well as information that affects the public such as detours, road closures, etc. Click here to view Mr. Verbick's presentation slides.

In response to questions from the members, the following information was shared:
- LOGIS supports the base application and the member cities manage the data displayed accessible via the application.
- Enhancements to the application are defined through LOGIS supported user groups.
- The standard LOGIS membership fee covers LOGIS support of the application.

- The application is developed on an ESRI software platform. Is a city is not using ESRI software they could not leverage the existence of this platform to expose their geospatial information with the public, though Verbick commented that all current LOGIS members are doing so.
- The application is capable of tying to a variety of databases maintained by the member cities.

Verbick agreed to share a link to the application with the Policy Board members.

5. UNFINISHED BUSINESS
   a) Refine Coordinating Committee's E-Vote Process
   Coordinating Committee Chair Wakefield and Staff Coordinator Johnson summarized the proposal as outlined in the agenda packet.

   A brief discussion ensured in response to a question about how the proposed E-Vote process balances with the open meeting law. Member Reinhardt commented that when the original E-Vote authorizing was adopted that the Policy Board decided it should not apply to the Board, but only the Coordinating Committee to avoid conflicts with the opening law as elected officials. At that time distinction was made with the committee members not being elected and that their action comprised recommendations, not final decisions. There was a general concurrence that the proposed 3-day comment period might lead to amendments of substance. In the end, the Board concurred that the current language adequately provides for a means to move time sensitive matters forward. No action was taken on the proposed amendment.

6. ACTION/DISCUSSION ITEMS
   a) New Municipal ID Standard
   Mark Kotz explained the proposed standard, its genesis, and the value of fostering its wide spread use among MetroGIS stakeholders. Click here to view Mr. Kotz's presentation slides.

   Motion: That the Policy Board endorse use of the municipal codes defined in the state "Codes for the Identification of Cities, Townships and Unorganized Territories (CTUs) in Minnesota" standard as a best practice/standard for the MetroGIS community, replacing endorsement of the former FIPS 55-3 codes

   b) 2010 Accomplishments
   Staff Coordinator Johnson commented that despite a small budget, several substantive accomplishments were made in 2010. He then introduced the project managers for three of the higher profile projects to share them with the Board. They were as follows:

   (1) Best Image Service
   Matt McGuire explained the purpose the Best Image Service, key decisions that went into its development and intent to establish a workgroup that will meet at least once a year to decide the "best" imagery for the various scale thresholds. He closed his comments by stating that for imagery to be used in this service, it must be loaded onto the MnGeo map server and available free of charge to anyone who wishes access. Click here to view Mr. McGuire's presentation slides.

   Alternate Member Swenson's question about how data are discovered for inclusion in the service led to a wide ranging discussion about the value of seeking out higher resolution imagery owned by the counties to include in this application. Alternate Member Knippel noted that he is concerned that Google and other commercial providers of map information do not currently use lower resolution imagery in their applications than the counties own which concerns him because the county tax payers are increasingly using the commercial products. He challenged county leadership to think more critically about the value trade-offs associated with placing high resolution imagery into the public domain as opposed to continuing the policy of requiring a fee for access.

Chairperson Schneider commented: 1) that the pending mechanism to decide "best" imagery will provide a central coordinating point that he believes will help to frame the philosophical/policy differences/constraints and catalyze discussion to address these differences resulting in further coordination, 2) asked if oblique imager can be included to which Mr. McGuire stated is possible but that that current application only supports orthoimagery.

Coordinating Committee Chair Wakefield asked if performance measures are incorporated in to the Best Imager Service, specifically to track the number of times used and by whom. McGuire agreed to pass this request along to MnGeo, who hosts the service. Following this logic, Brian Fisher commented that the existence of the current MnGeo imagery service has greatly streamlined their application development and maintenance efforts resulting in substantial cost saving to their clients.

Chairperson Schneider closed the discussion with a call for more examples/use cases of accomplishing higher quality at lower cost via collaborative efforts.

(2) Online Address Points Editing Tool

Mark Kotz, Chair MetroGIS Address Workgroup and manager for this project, summarized the process to prototype an Online Address Points Editing Tool and explained the tools relationship to enabling the community to realize the vision of the Regional Address Points Dataset. He stressed that this web-browser based application is designed for use by smaller cities that do not have in-house GIS support. He also explained how the pending National Address Standard was incorporated into the design. Click here to view Mr. Kotz's presentation slides

In response to a question about ability to validate against t postal addresses, Kotz explained that cities are the official source of addresses, not the postal service. He went on to explain the intent is establish a regional database which contains an address for each physical occupiable unit - commercial and residential, which is not the case with postal addresses that include P.O. boxes.

Alternate member Swenson commented that to ensure that this tool is used it must be incorporated into city workflows. He then asked to what extent did the tool developers understand these processes. Kotz responded that a key component of the development process was conducting a feasibility study from which city work flow were investigated and ideas for making the tool useful to city business needs were identified. Kotz mentioned that a conclusion of the study was that some 40 smaller cities were likely to use the tool. This exchange led to brief discussion during which it was acknowledged that current joint powers agreements involve providing services to adjoining cities and that access to addresses for other cities in a common format directly useable with home city addresses is needed to insure sharability in times of emergencies. Chairperson Schneider commented that he believes most cities would readily see the value to participating.

Kotz restated that the next steps involve the need to clarify ownership of the application to facilitate further refinement by local application developers (the prototype was developed with the assistance of Applied Geographics) and establish who will host the application for further refinement. Applied Geographics agreed to host it through mid-February.

Member Cook asked for an estimate of the cost to complete the application to which Kotz remarked less than the original investment of $13,500. Alternate Member Knippel shared that Dakota County has an immediate business need for the functionality provided by this application to support county-wide conversion to next generation E911 dispatch. The

conversion requires county-wide standardization of addresses that are currently created and maintained by numerous cities and the county itself.

Member Cook commented that MetroGIS as doing a good job developing tools and policies that improve efficiencies but sees a need to improve marketing efforts to get the word out.

(3) Proximity Finder Service
Brian Fischer, Houston Engineering and lead developer of the Proximity Finder Service, explained the purpose of the service and process used to develop proof concept or prototype service. He emphasized that the actual development time was only 2 days because of the ability to leverage services that had previously been made available in response to shared needs (e.g., MetroGIS Geocoder, MnGeo Image Service) and existence of trusted data that works across the entire metro area (e.g., MetroGIS Regional Parcel, Street Centerline and Jurisdictional Boundaries Datasets). Click here to view Mr. Fischer's presentation slides.

Fischer closed his comments by stating the next steps involve acting on recommendations set forth in the project report to move toward a production-level application, steps that are beyond the scope of this project. These recommendations will be presented to the Coordinating Committee in March. There were no questions form Board members.

c) **2011 Program Objectives and Budget**
Staff Coordinator Johnson summarized the proposed final 2011 work plan and budget for MetroGIS's "foster collaboration" function, as outlined in the agenda report.

Motion: Alternate member Knippel moved and Member Elkin seconded that the Policy Board approve:
  1) The program objectives listed above as priorities for 2011, with the understanding that additional priorities are anticipated when the results of the *Next-Generation MetroGIS Needs Assessment* are known.
  2) The 2011 "Foster Collaboration" budget presented in Attachment A of the agenda report.

Motion carried, ayes all

d) **2011 NSDI Grant Endorsement – MnGeo Applicant**
Staff Coordinator Johnson commented that the proposal grant-funded project would leverage MetroGIS accomplishment standardized parcel data and vastly increasing sharing of these data. Chairperson Schneider commented that the application deadline was January 6th and, as such, that had submitted a letter of support as the Chair but thought it appropriate to also seek endorsement from the entire Board.

Motion: Member Cook moved and Member Elkin seconded that the Policy Board:
  1) Endorse MnGeo's application for a $40,000 federal grant that seeks to develop a business plan for as statewide parcel dataset that builds upon MetroGIS's Regional Parcel Dataset.
  2) Authorize its Chairperson to sign and submit the letter of endorsement presented in Attachment A of the agenda report.

Motion carried, ayes all

e) **December 29 Statewide Geographic Advisory Council (MGAC) Meeting**
Member Reinhardt, who serves is chair of the MGAC, summarized the meeting. She shared a prominent topic was uncertainly over the future of the Council given the need for Legislative action to lift the sunset set in law for 2010. She also mentioned that since there is no fiscal note involved, the prospect of securing action to continue the Council is more likely than if a note

were involved. The Council has suggested that the bill include the addition of tribal interests to the MGAC.

f) Quantifying Public Value (QPV) Study Update December 29 Statewide
Staff Coordinator Johnson shared the status of the study.   He explained that because of unexpected difficulties deploying a required ROI methodology, the study scope was in process of modification and that the rescoping would be the focus of an advisory team meeting scheduled for January 27.

7. INFORMATION SHARING
No information was offered.

8. NEXT MEETING
The next meeting of the Policy Board is scheduled for Wednesday, April 20, 2011.

8. ADJOURN
The meeting adjourned at 8:15 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Policy Board Meeting

Wednesday, April 20, 2011
6:00 p.m.

Metropolitan County Government Offices
2099 University Avenue, St. Paul
(Go to http://www.mmcd.org/directions.html for a map and directions)

Agenda

*********************** *Following Reports on MetroGIS Website* ***********************

Major Activity Update
   a) Explore New Collaborative Street Centerline Data Maintenance Model
   b) Next-Generation Regional Parcel Data Sharing Agreement
   c) Streamlining Data Access for Emergency Responders (*Co-host GECCo and National Grid*)
   d) Regional Address Point Dataset Implementation / Address Editing Tool Development
   e) Geospatial Commons (Collaboration between MnGeo and MetroGIS)
   f) Performance Measures – Phase II (*on hold for QPV Study*)
   g) Documenting Benefits & Organizational Structure for Cross Sector, Shared Power Environment
   h) MetroGIS Geocoder Service (Regional Policy Statement)

Information Sharing
   a-c) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates
   d) March 24, 2011 Coordinating Committee Meeting Summary

Mission Statement: *"....to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."*

Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Dan Cook,
TIES

(Open)
**City of xxx
Metro Cities**

Dennis Hegberg,
Washington County

Joseph Harris,
Dakota County

Randy Johnson,
Hennepin County

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Randy Maluchnik,
Carver County

(Open)
Metropolitan Council

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
January 19, 2011

1. CALL TO ORDER

Chairperson Schneider called the meeting to order at 6:03 p.m.

Members Present: Terry Schneider (Metro Cities - City of Minnetonka) Steve Elkins (Metro Cities – City of Bloomington), Jim Kordiak (Anoka County), Victoria Reinhardt (Ramsey County), Jim Bunning for Joseph Wagner (Scott County), Gary Swenson for Randy Johnson (Hennepin County), Roger Lake (Metro Watershed Districts), Dan Cook (School Districts - TIES), Dave Hinrichs for Tony Pistilli (Metropolitan Council), and Randy Knippel for Joseph Harris (Dakota County).

Members Absent: Randy Maluchnik (Carver County) and Molly O'Rourke for Dennis Hegberg (Washington County)

Coordinating Committee Members Present: Sally Wakefield, Nancy Read, Jim Bunning, Randy Knippel, Rick Gelbmann, and Mark Vander Schaaf, Ben Verbick

Support Team: Randall Johnson

Visitors: Brian Fischer (Huston Engineering), Mark Kotz (Chair, MetroGIS Address Workgroup and Metropolitan Council), Matt McGuire (Metropolitan Council) and Thomas Walkington and Tianpeng Gao (Hamline University).

Chairperson Schneider and member Reinhardt welcomed Professors Walkington and Gao and asked them share their interest in attending the Policy Board's meeting. They explained that Professor Gao is a visiting professor at Hamline University from China and the Professor Walkington is a visiting professor at Professor's Gao's university in southwest China. Professor Gao is interested in how land information and eGov technology can be used to improve government/organizational efficiencies. He shared that he is intrigued about how similar MetroGIS's work to foster collaborative solutions to shared geospatial information needs is to efforts in China to improve organizational efficiencies.

2. ACCEPT AGENDA

The meeting agenda was accepted as proposed. Motion carried, ayes all.

3. MEETING SUMMARY

The Board's October 20, 2010 meeting summary, was accepted as submitted.

4. GIS TECHNOLOGY DEMONSTRATION

Ben Verbick, GIS Manager for LOGIS, demonstrated a web-based application entitled gGOV, which developed by LOGIS. The target audience is the general public. This interactive map tool allows cities to geographically immediately upload and expose to the public their own map layers, places of interest, public amenities, documents, photos, other images as well as information that affects the public such as detours, road closures, etc. Click here to view Mr. Verbick's presentation slides.

In response to questions from the members, the following information was shared:
- LOGIS supports the base application and the member cities manage the data displayed accessible via the application.
- Enhancements to the application are defined through LOGIS supported user groups.
- The standard LOGIS membership fee covers LOGIS support of the application.

- The application is developed on an ESRI software platform. Is a city is not using ESRI software they could not leverage the existence of this platform to expose their geospatial information with the public, though Verbick commented that all current LOGIS members are doing so.
- The application is capable of tying to a variety of databases maintained by the member cities.

Verbick agreed to share a link to the application with the Policy Board members.

5. **UNFINISHED BUSINESS**
   a) **Refine Coordinating Committee's E-Vote Process**
   Coordinating Committee Chair Wakefield and Staff Coordinator Johnson summarized the proposal as outlined in the agenda packet.

   A brief discussion ensured in response to a question about how the proposed E-Vote process balances with the open meeting law. Member Reinhardt commented that when the original E-Vote authorizing was adopted that the Policy Board decided it should not apply to the Board, but only the Coordinating Committee to avoid conflicts with the opening law as elected officials. At that time distinction was made with the committee members not being elected and that their action comprised recommendations, not final decisions. There was a general concurrence that the proposed 3-day comment period might lead to amendments of substance. In the end, the Board concurred that the current language adequately provides for a means to move time sensitive matters forward. No action was taken on the proposed amendment.

6. **ACTION/DISCUSSION ITEMS**
   a) **New Municipal ID Standard**
   Mark Kotz explained the proposed standard, its genesis, and the value of fostering its wide spread use among MetroGIS stakeholders. Click here to view Mr. Kotz's presentation slides.

   Motion: That the Policy Board endorse use of the municipal codes defined in the state "Codes for the Identification of Cities, Townships and Unorganized Territories (CTUs) in Minnesota" standard as a best practice/standard for the MetroGIS community, replacing endorsement of the former FIPS 55-3 codes

   b) **2010 Accomplishments**
   Staff Coordinator Johnson commented that despite a small budget, several substantive accomplishments were made in 2010. He then introduced the project managers for three of the higher profile projects to share them with the Board. They were as follows:

   (1) Best Image Service
   Matt McGuire explained the purpose the Best Image Service, key decisions that went into its development and intent to establish a workgroup that will meet at least once a year to decide the "best" imagery for the various scale thresholds. He closed his comments by stating that for imagery to be used in this service, it must be loaded onto the MnGeo map server and available free of charge to anyone who wishes access. Click here to view Mr. McGuire's presentation slides.

   Alternate Member Swenson's question about how data are discovered for inclusion in the service led to a wide ranging discussion about the value of seeking out higher resolution imagery owned by the counties to include in this application. Alternate Member Knippel noted that he is concerned that Google and other commercial providers of map information do not currently use lower resolution imagery in their applications than the counties own which concerns him because the county tax payers are increasingly using the commercial products. He challenged county leadership to think more critically about the value trade-offs associated with placing high resolution imagery into the public domain as opposed to continuing the policy of requiring a fee for access.

Chairperson Schneider commented: 1) that the pending mechanism to decide "best" imagery will provide a central coordinating point that he believes will help to frame the philosophical/policy differences/constraints and catalyze discussion to address these differences resulting in further coordination, 2) asked if oblique imager can be included to which Mr. McGuire stated is possible but that that current application only supports orthoimagery.

Coordinating Committee Chair Wakefield asked if performance measures are incorporated in to the Best Imager Service, specifically to track the number of times used and by whom. McGuire agreed to pass this request along to MnGeo, who hosts the service. Following this logic, Brian Fisher commented that the existence of the current MnGeo imagery service has greatly streamlined their application development and maintenance efforts resulting in substantial cost saving to their clients.

Chairperson Schneider closed the discussion with a call for more examples/use cases of accomplishing higher quality at lower cost via collaborative efforts.

(2) Online Address Points Editing Tool

Mark Kotz, Chair MetroGIS Address Workgroup and manager for this project, summarized the process to prototype an Online Address Points Editing Tool and explained the tools relationship to enabling the community to realize the vision of the Regional Address Points Dataset. He stressed that this web-browser based application is designed for use by smaller cities that do not have in-house GIS support. He also explained how the pending National Address Standard was incorporated into the design. Click here to view Mr. Kotz's presentation slides

In response to a question about ability to validate against t postal addresses, Kotz explained that cities are the official source of addresses, not the postal service. He went on to explain the intent is establish a regional database which contains an address for each physical occupiable unit - commercial and residential, which is not the case with postal addresses that include P.O. boxes.

Alternate member Swenson commented that to ensure that this tool is used it must be incorporated into city workflows. He then asked to what extent did the tool developers understand these processes. Kotz responded that a key component of the development process was conducting a feasibility study from which city work flow were investigated and ideas for making the tool useful to city business needs were identified. Kotz mentioned that a conclusion of the study was that some 40 smaller cities were likely to use the tool. This exchange led to brief discussion during which it was acknowledged that current joint powers agreements involve providing services to adjoining cities and that access to addresses for other cities in a common format directly useable with home city addresses is needed to insure sharability in times of emergencies. Chairperson Schneider commented that he believes most cities would readily see the value to participating.

Kotz restated that the next steps involve the need to clarify ownership of the application to facilitate further refinement by local application developers (the prototype was developed with the assistance of Applied Geographics) and establish who will host the application for further refinement. Applied Geographics agreed to host it through mid-February.

Member Cook asked for an estimate of the cost to complete the application to which Kotz remarked less than the original investment of $13,500. Alternate Member Knippel shared that Dakota County has an immediate business need for the functionality provided by this application to support county-wide conversion to next generation E911 dispatch. The

conversion requires county-wide standardization of addresses that are currently created and maintained by numerous cities and the county itself.

Member Cook commented that MetroGIS as doing a good job developing tools and policies that improve efficiencies but sees a need to improve marketing efforts to get the word out.

(3) Proximity Finder Service
Brian Fischer, Houston Engineering and lead developer of the Proximity Finder Service, explained the purpose of the service and process used to develop proof concept or prototype service. He emphasized that the actual development time was only 2 days because of the ability to leverage services that had previously been made available in response to shared needs (e.g., MetroGIS Geocoder, MnGeo Image Service) and existence of trusted data that works across the entire metro area (e.g., MetroGIS Regional Parcel, Street Centerline and Jurisdictional Boundaries Datasets). Click here to view Mr. Fischer's presentation slides.

Fischer closed his comments by stating the next steps involve acting on recommendations set forth in the project report to move toward a production-level application, steps that are beyond the scope of this project. These recommendations will be presented to the Coordinating Committee in March. There were no questions form Board members.

c) **2011 Program Objectives and Budget**
Staff Coordinator Johnson summarized the proposed final 2011 work plan and budget for MetroGIS's "foster collaboration" function, as outlined in the agenda report.

Motion: Alternate member Knippel moved and Member Elkin seconded that the Policy Board approve:
  1) The program objectives listed above as priorities for 2011, with the understanding that additional priorities are anticipated when the results of the *Next-Generation MetroGIS Needs Assessment* are known.
  2) The 2011 "Foster Collaboration" budget presented in Attachment A of the agenda report.

Motion carried, ayes all

d) **2011 NSDI Grant Endorsement – MnGeo Applicant**
Staff Coordinator Johnson commented that the proposal grant-funded project would leverage MetroGIS accomplishment standardized parcel data and vastly increasing sharing of these data. Chairperson Schneider commented that the application deadline was January 6th and, as such, that had submitted a letter of support as the Chair but thought it appropriate to also seek endorsement from the entire Board.

Motion: Member Cook moved and Member Elkin seconded that the Policy Board:
  1) Endorse MnGeo's application for a $40,000 federal grant that seeks to develop a business plan for as statewide parcel dataset that builds upon MetroGIS's Regional Parcel Dataset.
  2) Authorize its Chairperson to sign and submit the letter of endorsement presented in Attachment A of the agenda report.

Motion carried, ayes all

e) **December 29 Statewide Geographic Advisory Council (MGAC) Meeting**
Member Reinhardt, who serves is chair of the MGAC, summarized the meeting. She shared a prominent topic was uncertainly over the future of the Council given the need for Legislative action to lift the sunset set in law for 2010. She also mentioned that since there is no fiscal note involved, the prospect of securing action to continue the Council is more likely than if a note

were involved. The Council has suggested that the bill include the addition of tribal interests to the MGAC.

   f) Quantifying Public Value (QPV) Study Update December 29 Statewide
   Staff Coordinator Johnson shared the status of the study.   He explained that because of unexpected difficulties deploying a required ROI methodology, the study scope was in process of modification and that the rescoping would be the focus of an advisory team meeting scheduled for January 27.

7. INFORMATION SHARING
No information was offered.

8. NEXT MEETING
The next meeting of the Policy Board is scheduled for Wednesday, April 20, 2011.

8. ADJOURN
The meeting adjourned at 8:15 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: GIS Technology Demonstration
                Scott County – Collaborative Internet Application for Road Closures

DATE: April 1, 2011
                (For the Apr 20th meeting)

INTRODUCTION
The topic for the GIS Technology Demonstration at the April Policy Board meeting will be a web-based dynamic mapping application that is updated daily that shows road closures and flooding within Scott County. Via this application citizens are able to quickly and easily means obtain this time-sensitive information. It can be accessed at http://maps.co.scott.mn.us/FloodMapping/.

Jim Bunning, GIS Manager for Scott County, will be the lead presenter. A MnDOT representative will also be invited to participate.

OVERVIEW
This application is a great example of collaboration across organizations to address a shared need. Carver County created the application, shared it with Scott County, who simply changed the URL to point to theirs and now they have the same application serving a public information need. The web service (road related data) that is core to the application also complies with MnDOT standards and, as such, they are also using it for their mapping application.

The presentation will touch on two aspects of the application:
  – Public facing component used by citizens to obtain information about road closures.
  – Behind the scenes application that makes it possible for community officials to update the county wide data base directly in real time. Once they post their change to the database, it is automatically integrated into the web service used to share the information with the public.

RELATED WEB LINKS
  – From http://gis.co.scott.mn.us, click on http://www.dot.state.mn.us/flood/ to access a MN DOT dynamic map for road closures and flooding
  – For the 2011 Spring Flood page maintained by the Scott County Emergency Manager Chris Weldon, go to http://www.co.scott.mn.us/PublicSafetyJustice/CountySheriff/emhs/Pages/SpringFlooding2011.aspx. The page has quite a bit of information about flooding and such.

RECOMMENDATION
No action requested.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5a

TO: Policy Board

FROM: Coordinating Committee
Chairperson: Sally Wakefield, 1000 Friends of Minnesota
Staff Contact: Randall Johnson, Staff Coordinator (651-602-1638)

SUBJECT: Next Generation MetroGIS Needs Assessment –Preliminary Results

DATE: April 8, 2011
(For the Apr 20th Meeting)

INTRODUCTION
The Coordinating Committee respectfully requests direction from the Policy Board on six policy-related considerations that arose when considering the preliminary results of the Next Generation MetroGIS Needs Assessment. The Committee is requesting direction on these matters prior to attempting to develop recommendations for next steps.

CONTEXT FOR AGENDA ITEM
Applied Geographics (AppGeo), Boston, MA, is serving as the lead support for this project. Michael Terner, with AppGeo, will join the Policy Board via the phone and Internet screen sharing to:

- Provide a synopsis the findings from the assessment (*Item B, Reference Section*)
- Share six policy related matters identified by the Coordinating Committee (*below*)
- Facilitate discussion to fully understand the Policy Board's direction on each matter.

The Coordinating Committee anticipates offering its prioritized recommendations to the Policy Board for consideration at the July Board meeting. The goal is to ensure that limited resources are used to tackle the highest priority, and most achievable shared geospatial-related needs of the MetroGIS community. (*See Reference Section for an explanation of the major process components for this initiative.*)

DIRECTION SOUGHT – SIX POLICY CONSIDERATIONS
The preliminary results of the needs assessment were shared with the Coordinating Committee on March 24th, principally to ensure nothing of significance had been over looked. The project team also reported that all of the needs and opportunities contained in the preliminary results align with one or more the eight strategic objectives defined in the current 2008-2011 MetroGIS Business Plan (*Item C, Reference Section*). No additions or refinements were offered to the summarized results.

In the course of its discussion, the Committee identified six policy considerations for which direction from the Board is requested before attempting to develop more tangible and actionable recommendations for next steps.

1) <u>Maintain status quo or expand function</u>: Although not suggested by those surveyed, the Committee wants to be sure the Policy Board weighs in on the question "Should MetroGIS continue to serve principally as a forum to collectively establish standards and roles and responsibilities for support of collaborative solutions?" Stated another way, should MetroGIS consider offering services beyond its current "foster collaboration" functions of:

a) Support a forum to foster collaboration,

b) Catalyze solutions to geospatial data, web service, and application needs shared by its stakeholders, and support an Internet data, service,

c) Support an online discovery tool for geospatial data, services and application (e.g., DataFinder).

Comment: Does the Policy Board believe MetroGIS should seek to expand its current "foster collaboration" function? For example performing targeted fee-for-service work.

2) <u>Greater Emphasis on Collaborative Space</u>: Consider greater investment in tools and activities that create and sustain collaborative space (e.g., web-based tools) for MetroGIS stakeholders to use not only for outcomes of regional significance but also for those solutions that may not be of regional significance.

Comment: This request is consistent with the over arching policy of fostering collaborative solutions to shared geospatial needs. From the taxpayer's perspective, projects don't have to be regional in scope to result in important, smaller scale efficiencies though collaboration. Doing so would also be consistent with a guiding principal that states "Value knowledge sharing as highly as data sharing" (*Item D, Reference Section*).

3) <u>Multiple Funding Sources</u>: Should MetroGIS continue to seek out an organizational structure that permits it (MetroGIS and Policy Board) to receive, manage, and expend funding from multiple sources?

Comment: For some time Policy Board members have expressed concern that sources of funding, in addition to the Metropolitan Council, need to be secured or MetroGIS will have difficulty achieving long-term sustainability for its "foster collaboration" function. Is this preference still the case?

4) <u>Role of MetroGIS Policy Board</u>: Do Policy Board members believe that continued existence of the Policy Board, comprised of policy makers, is important to achieving MetroGIS's vision and mission? What do Board members believe their role is? Should be? What changes in membership should be considered?

Comments:

a) Principles that have guided (*Item D, Reference Section*) MetroGIS's structure and actions from the beginning have recognized the importance of policy makers' involvement and advocacy to accomplishing collaborative solutions to shared needs. Excerpts from these principles include:

1. **Pursue collaborative, efficient solutions of greatest importance to the region** when choosing among options.

2. **Ensure that actively involved policy makers set policy direction**.

3. Pursue comprehensive and sustainable solutions that coordinate and leverage resources: i.e., build once, make available for use by many.

c. **Seek cross-sector (public, non-profit, academic, utility and for-profit) solutions**, including data enhancements from many sources to serve shared geographic information needs when in the public interest.

9. **Enlist champions with diverse perspectives** when implementing policies and carrying out activities.

b) The Coordinating Committee believes this discussion might be best served if the Committee were to first specify what it needs from the Policy Board to be successful. Does the Board concur?

5) <u>Authority to Commit Resources</u>: To improve nimbleness, consider authorizing designated officials (e.g., Chairpersons, Staff Coordinator) to commit MetroGIS resources up to a designated amount.

> <u>Comment</u>: Currently, expenditures must be included as line items in a budget approved by the Policy Board, which meets quarterly. Typically changes to the budget are also vetted through the Coordinating Committee, which meets the month prior to each Policy Board meeting.

6) <u>"Push" Data to Commercial Providers</u>: Consider pursuing a policy of "pushing" locally-produced data (e.g., imagery, parcels, street centerlines, jurisdictional boundaries) to national providers (e.g., Google, Bing, Map Quest) so that these high quality, locally-produced data, which are paid for by taxpayers, are available for the taxpayer to use in ever-increasing commercial applications that they use in their personal lives. Key policy issue - define the boundary between governments standing up applications versus having the private sector do so in a manner that leverages locally-produced data.

> <u>Comment</u>: The Committee believes this idea is a game changer, with potential for significant additional reduction in duplication of effort. It is also consistent with the current Board's policy to seek out partnerships with non-government interests.

<u>**RECOMMENDATION**</u>

That the Policy Board offer:
1) Direction as to its preference(s) for each of the six policy considerations, presented above.
2) Ideas for needs and opportunities, in addition to those identified to date, that the Committee should consider as it develops its recommendations to ensure MetroGIS remains relevant to changing stakeholder needs.

REFERENCE SECTION

A) PROCESS OVERVIEW

Context – Two Major Phases Anticipated: This next-generation needs assessment began December 2010. Policy Board consideration of action priorities for the next 3-5 years concerning shared geospatial data, web service, and application needs (Phase I) is anticipated at the July 2011 Policy Board meeting.

The original project design anticipated a Phase II, not yet funded, through which solutions to organizational issues and opportunities would be developed. These Phase II efforts would further improve the community's capacity to more fully accomplish and sustain solutions to shared geospatial needs and improve the effectiveness of MetroGIS's efforts. The project team concedes that fully addressing some Phase I (data, web service, and application) needs may involve organizational change. Solutions to these needs are expected to be out of scope for the current Phase I initiative.

Step 1 –Gather Ideas via Two-Part Process: Last December, an invitation was sent via email to over 600 individuals encouraging each to participate in a web-based survey. Over the years, each of the prospective respondents had asked to be kept apprised of MetroGIS activities and accomplishments. Nearly 200 individuals submitted responses. Another role of the survey was to encourage stakeholders to self select and participate in a workshop to build upon the results of the survey, which was held on January 13 at St. Kates College in St. Paul. 58 individuals registered and 50 attended.

Step 2- Clarify and Confirm Accuracy: AppGeo summarized the ideas and information obtained in Step 1. These preliminary results were shared in the form of a preliminary slide presentation with the workshop participants in early March to ensure nothing had been overlooked and that the ideas had been correctly captured. No changes were requested. (See Item B, below, for the specifics.)

Step 3 – Clarify Policy Foundation Before Developing Recommendations: The Step 2 results were shared with the Coordinating Committee for comment on March 24. No changes were offered to the Step 2 results, but the Committee did agree that it desired direction from the Policy Board on six policy-related matters before attempting to offer recommendations for next steps (See main body of the report. The complete summary of the Committee's consideration is also provided in Attachment A.) These policy topics are scheduled to be considered by the Policy Board on April 20.

Step 4 –Develop Actionable Recommendations: A ranking exercise will be conducted to identify those activities that would have the greatest potential value to the community. The results of this exercise will be combined with the policy direction received from the Policy Board to develop recommended actionable next steps. These next steps are tentatively scheduled to be considered by the Coordinating Committee at its June meeting to agree on an action plan recommendation to share with the Policy Board.

Step 5 – Adopt Action Plan: The prioritized next step recommendations are tentatively planned to be shared with the Policy Board at its July meeting. An action plan will be presented with the

goal of ensuring that limited resources are used to tackle the highest priority, and most achievable shared geospatial-related needs of the MetroGIS community.

B) <u>NEEDS ASSESSMENT - WHAT WE HEARD</u>

A high-level overview follows of suggested actions to improve upon solutions previously implemented by MetroGIS, as well as, to improve upon MetroGIS's operations. These "needs statements" are presented in three broad categories. No relative rating of importance is intended:

- **<u>Data, Services and Products</u>**
  - ➢ Address quality, currency, and documentation shortcomings with current regional data solutions
  - ➢ Improve standardization, pursue additional endorsed regional datasets (e.g., impervious surfaces)
  - ➢ Demonstrate capabilities to develop derivative products (e.g., regional base map –
  - ➢ Make data into more useful end-user oriented products (e.g., Google Earth compatible)
  - ➢ Identify key data initiatives to prototype
  - ➢ Pursue facilitation of group purchases (e.g., of geospatial data sets)

- **<u>Communication and Collaboration</u>**:
  - ➢ Explore and potentially leverage Web 2.0 and social networking capabilities
  - ➢ Re-vamp www.metrogis.org website
  - ➢ Document geospatial success stories / return on investment (ROI) successes
  - ➢ Expand MetroGIS's participants to more fully engage non-profits, for-profits & collar counties

- **<u>Organizational</u>**
  Re-examine the overall organizational structure (Is there an opportunity to be more nimble?)
  Examples of organizational approaches that might be explored include:
  - ➢ Governance and committee structure
  - ➢ Funding models
  - ➢ Mission/mandate

C) <u>POLICY FOUNDATION SET FORTH IN 2008 – 2011 METROGIS BUSINESS PLAN</u>
(*www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf*)

1) <u>Vision Statement</u>: The vision for the result of MetroGIS's efforts, or destination expected to be attained, is "*organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems*".
The efficient use of geospatial information and shared knowledge of best practices benefit the region's citizens and their leaders:
- They are better able to solve real-world problems.
- In solving these problems, they make better decisions.
- Because better decisions are made, regional economies are strengthened.
- Citizens are better informed regarding geophysical and geopolitical objects and events.
- Because of all these factors, citizens and their leaders are more likely to reach community goals.

And, ultimately these outcomes play a substantive role in providing citizens a safe place to live and work; enhancing environmental systems and green space; improving housing and transportation systems.

2) <u>*Mission Statement*</u>: MetroGIS exists to enhance the capacities of its principal stakeholders to carry out their responsibilities in the most effective and economical way possible". Specifically, "*to expand stakeholders' capacity to address shared geographic information technology needs and maximize investments in existing resources through widespread collaboration of organizations that serve the Twin Cities metropolitan area***"**.

3) <u>*Core Services and Desired Outcomes*</u>:

    a) *Foster GIS Coordination Among Stakeholders*

- Provide an inclusive, trusted forum to collaboratively resolve geospatial data and GIS technology-related issues and opportunities of common interest.
- Improve trust and mutual understanding within the GIS community through frequent opportunities to communicate with colleagues and peers.
- Build sustainable solutions to common geospatial data-related needs through the use of collaborative and consensus-based processes that seek to institutionalize custodian roles and responsibilities pertaining to data capture, maintenance, documentation and distribution of commonly needed data.
- Enhance individual stakeholder GIS programs and capabilities through sharing technology and proven practices with colleagues and peers.

    b) *Oversee Solutions To Shared Information Needs*

- Increase access to, and use of, trusted, reliable and current data needed to support business needs through sharing data and creating community-endorsed [regional data solutions and related applications]. *Build once and share many times.*
- Improve decision support for its entire stakeholder community through the use of minimal [data standards] pertaining to assembly of data produced by multiple organizations into regional datasets. These datasets work together horizontally within a given geospatial data theme and vertically among themes.
- Facilitate use of data standards and best practices.

    c) *Support Internet-based mechanisms for discovery and ready access to geospatial data, web services and applications.*

- Support *MetroGIS DataFinder (www.datafinder.org)* as a node of the National Spatial Data Infrastructure (NSDI).
- Advance GeoServices Finder as the go-to means to discover and leverage existing GIS web services and applications of value to the MetroGIS community.

4) <u>*Strategic Objectives*</u>

    a) *Develop and maintain regional data solutions to address shared information needs.*

    b) *Expand endorsed regional solutions to include support and development of application services.*

    c) *Facilitate better data sharing by improving processes, making more data available, and enlisting more users.*

    d) *Promote a forum for knowledge sharing.*

    e) *Build advocacy and awareness of the benefits of collaborative solutions to shared needs.*

    f) *Expand MetroGIS stakeholders.*

    g) *Maintain funding policies that make the most efficient and effective use of available resources and revenue for system-wide benefit.*

    h) *Optimize MetroGIS governance and organizational structure.*

D) GUIDING PRINCIPLES

MetroGIS makes a practical assumption that organizations cooperate out of self-interest. Very early, participants agreed to support the "data sharing" ideal only if it met their own business needs. In other words, MetroGIS must serve a diverse collection of functional ends, not data sharing for its own sake. For MetroGIS, the principal stakeholders are the Metropolitan Council, other regional agencies, and local units of government - counties, cities, school districts, and watershed districts - few of which need geodata for the same purpose or use it in the same form. The principal challenge for MetroGIS is to meet the shared geospatial needs of these organizations without costing them more in resources or time than would otherwise be the case if they developed or assembled the data they need from others on their own.

Based on this "self-interest" assumption, MetroGIS is guided by several fundamental principles, including the following, which operate in concert with its vision and mission statements to guide MetroGIS decision-making and operations:

1. **Pursue collaborative, efficient solutions of greatest importance to the region** when choosing among options.
2. **Ensure that actively involved policy makers set policy direction**.
3. Pursue comprehensive and sustainable solutions that coordinate and leverage resources: i.e., build once, make available for use by many.
   a. Leverage the Internet and related technology capabilities.
   b. Value knowledge sharing as highly as data sharing.
   c. **Seek cross-sector (public, non-profit, academic, utility and for-profit) solutions**, including data enhancements from many sources to serve shared geographic information needs when in the public interest.
   d. Pursue interoperability with jurisdictions which adjoin the Twin Cities metropolitan area, seeking consistency with standards endorsed by state and national authorities.
4. Acknowledge that the term "stakeholder" has multiple participation characteristics: contributor of resources, consumer of the services, active knowledge sharer, potential future contributor, potential future user, continuous participant, infrequent participant.
5. Acknowledge that funding is not the only way to contribute: data, equipment and people are also valuable partnership assets.
6. Rely upon voluntary compliance for all aspects of participation.
7. Rely upon a consensus-based process for making decisions critical to sustainability.
8. Ensure that all relevant and affected perspectives are involved in the exploration of needs and options.
9. **Enlist champions with diverse perspectives** when implementing policies and carrying out activities.

ATTACHMENT A

EXCEPT
Meeting Summary
MetroGIS Coordinating Committee
Metropolitan Counties Government Building
March 24, 2011

a) Next Generation MetroGIS Needs Assessment

Michael Terner, with Applied Geographics and lead support for this project, was introduced. He joined the Committee meeting via the Internet.

Terner began his presentation with a brief overview of the pre-workshop survey conducted in December, the needs assessment workshop hosted on January 13, and a recap of the MetroGIS's current policy foundation. He then noted that a number of ideas had been captured for next-generation projects, including ideas for improving MetroGIS's effectiveness, and that all of them can be "mapped" to one or more of the current strategic objectives defined in the 2008-2011 MetroGIS Business Plan.

Terner then highlighted the suggestions received in three major categories of findings: ***Communication & Collaboration***, ***Data, and Organizational.*** He closed his presentation with a slide entitled "discussion starters" and encouraged comment from the members.

Henry commented that the substance of the presentation to the Policy Board needs to focus on policy issues. A suggestion was made to using Slide 20 (a lot has changed in recent years) to launch the presentation with the Board and also to set the stage for offering insight into how MetroGIS's efforts can make a difference to address the ever-changing geospatial environment. A lengthy discussion ensued during which several policy issues and opportunities were offered to share with the Policy Board for direction prior to attempting to recommend specific next step actions.

The policy related considerations identified by the Committee were as follows:

1) Status quo or expand function: Should MetroGIS continue to serve principally as a forum to collectively establish standards and roles and responsibilities for support of collaborative solutions? Stated another way, should MetroGIS consider offering services beyond its current "foster collaboration" functions of:
   a) Support a forum to foster collaboration,
   b) Catalyze solutions to geospatial data, web service, and application needs shared by its stakeholders, and support an Internet data, service,
   c) Support an online discovery tool for geospatial data, services and application (e.g., DataFinder).

2) Collaborative Space Emphasis: Consider greater investment in tools and activities that create a collaborative space (e.g., web-based tools) for MetroGIS stakeholders to use regardless of whether the solutions would be regional in significance. If no additional resources, this means less investment in solutions to shared data, service and application needs.

3) Multiple Funding Sources: Should MetroGIS continue to seek out an organizational structure that permits it (Policy Board) to receive, manage, and expend funding from multiple sources?

4) <u>Role of MetroGIS Policy Board</u>: Do Policy Board members believe that continued existence of the Policy Board, comprised of policy makers, is important to achieving MetroGIS's vision and mission? What do Board members believe their role is? Should be? What changes in membership should be considered? The Coordinating Committee believes this discussion might be best served if the Committee were to first specify what it needs from the Policy Board to be successful.

5) <u>Authority to Commit Resources</u>: To improve nimbleness, consider authorizing designated officials (e.g., Chairpersons, Staff Coordinator) to commit MetroGIS resources up to a designated amount. Currently, expenditures must be included as line items in a budget approved by the Policy Board, which meets quarterly.

6) <u>"Push" Data to Commercial Providers</u>: Consider pursuing a policy of "pushing" locally-produced data (e.g., imagery, parcels, street centerlines, jurisdictional boundaries) to national providers (e.g., Google, Bing, Map Quest) so that these high quality, locally-produced data, which are paid for by taxpayers, are available for the taxpayer to use in ever-increasing commercial applications that they use in their personal lives. This idea is a game changer, consistent with the current policy to seek out partnerships with non-government interests, with potential for significant additional reduction in duplication of effort. Key policy issue - define the boundary between governments standing up applications versus having the private sector do so in a manner that leverages locally-produced data.

The Staff Coordinator agreed to share this list of issues with the Committee members for confirmation before developing the presentation for the April 20 Policy Board meeting

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5b

TO: Policy Board

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

SUBJECT: Mn Statewide Geospatial Advisory Council (MGAC) –March 31 Meeting

DATE: April 1, 2011
(For Apr, 20 Meeting)

INTRODUCTION

The purpose of this agenda item is to provide an opportunity for members of MetroGIS's leadership, who are also members of the Mn Statewide Geospatial Advisory Council (MGAC), to share their observations about the March 31 meeting of the MGAC.

The preliminary summary of the March MGAC meeting was not available at the time this report was written. When available, the meeting notes will be accessible at http://www.mngeo.state.mn.us/councils/statewide/index.html.

TIES TO METROGIS

Six individuals involved in the leadership of MetroGIS are also members of the MGAC. They are:

- Policy Board Chair Terry Schneider
- Policy Board member Victoria Reinhardt (MGAC Chair)
- Policy Board alternate member Gary Swenson
- Coordinating Committee Chair Sally Wakefield
- Coordinating Committee member Ron Wencl

- Policy Board member Tony Pistilli's Council appointment expired December 31, 2010. Rick Gelbmann, Council GIS Manager, has been appointed to fill this position until a new Council designee is appointed.

BACKGROUND ON MNGEO

The Mn Statewide Geospatial Advisory Council is one of two councils that advise the Mn Chief Geospatial Information Officer (MCGIO). The other is comprised solely of state agency representatives. The MCGIO position is currently held by David Arbeit, who directs the Mn Geospatial Information Office (MnGeo). David is also a charter member of the MetroGIS Coordinating Committee. MnGeo was created by the Legislature May 2009. Current MGAC appointments expire June 30, 2011.

An excerpt from the Legislation that created MnGeo, pertaining to MnGeo's responsibilities and authorities, is provided in the Reference Section. The 23 members who comprise the Mn Statewide Geospatial Advisory Council are also listed in Attachment A.

RECOMMENDATION

No action is requested.

REFERENCE SECTION

Excerpt From the Legislation that created MGIO

Subd. 2. **Responsibilities; authority.**
> The office has authority to provide coordination, guidance, and leadership, and to plan the implementation of Minnesota's geospatial information technology. The office must identify, coordinate, and guide strategic investments in geospatial information technology systems, data, and services to ensure effective implementation and use of Geospatial Information Systems (GIS) by state agencies to maximize benefits for state government as an enterprise.

Subd. 3. **Duties.** (a) The office must:
  (1) coordinate and guide the efficient and effective use of available federal, state, local, and public-private resources to develop statewide geospatial information technology, data, and services;
  (2) provide leadership and outreach, and ensure cooperation and coordination for all GIS functions in state and local government, including coordination between state agencies, intergovernment coordination between state and local units of government, and extragovernment coordination, which includes coordination with academic and other private and nonprofit sector GIS stakeholders;
  (3) review state agency and intergovernment geospatial technology, data, and services development efforts involving state or intergovernment funding, including federal funding;
  (4) provide information to the legislature regarding projects reviewed, and recommend projects for inclusion in the governor's budget under section 16A.11;
  (5) coordinate management of geospatial technology, data, and services between state and local governments;
  (6) provide coordination, leadership, and consultation to integrate government technology services with GIS infrastructure and GIS programs;
  (7) work to avoid or eliminate unnecessary duplication of existing GIS technology services and systems, including services provided by other public and private organizations while building on existing governmental infrastructures;
  (8) promote and coordinate consolidated geospatial technology, data, and services and shared geospatial Web services for state and local governments; and
  (9) promote and coordinate geospatial technology training, technical guidance, and project support for state and local governments.

ATTACHMENT A

Statewide Geospatial Advisory Council Contact List, January 2010

Brad Anderson – City, non-metro City of Moorhead 500 Center Avenue Moorhead, MN 56561 218-299-5125 brad.anderson@ci.moorhead.mn.us	**Haila Maze –** City, metro City of Minneapolis – CPED Planning 250 South 4th Street, Room 110 Minneapolis, MN 55415 612-673-2098 haila.maze@ci.minneapolis.mn.us
Rebecca Blue – Business SEH 3535 Vadnais Center Drive St. Paul, MN 55110 651-490-2148 rblue@sehinc.com	**Robert McMaster –** Education, U of M University of Minnesota 220B Morrill Hall, 100 Church Street SE Minneapolis, MN 55455 612-626-9425 mcmaster@umn.edu
Will Craig – At-large University of Minnesota 301 19th Avenue South, #330 Minneapolis, MN 55455 612-625-3321 wcraig@umn.edu	**Robert Meeks –** Education, K-12 Minnesota School Board Association 1900 West Jefferson Avenue St. Peter, MN 56082 507-934-2450 bmeeks@mnmsba.org
Rebecca Foster – MN GIS/LIS Consortium City of Edina 4801 West 50th Street Edina, MN 55424 952-826-0447 rfoster@ci.edina.mn.us	**Tim Ogg –** State Government Board of Water and Soil Resources 520 Lafayette Road North St. Paul, MN 55155 651-297-8024 tim.ogg@state.mn.us
Patricia Henderson – Regional, non-metro Arrowhead Regional Development Commission 221 West First Street Duluth, MN 55802 218-529-7547 phenderson@ardc.org	**Mark Olsen –** State Government Minnesota Pollution Control Agency 520 Lafayette Road North St. Paul, MN 55155 651-757-2624 mark.olsen@state.mn.us
Brian Huberty – Federal, other U.S. Fish & Wildlife Service 1 Federal Drive, MS 4056 Fort Snelling, MN 55111-4056 612-713-5332 brian_huberty@fws.gov	**Tony Pistilli –** Metropolitan Council (*Council term expired December 31, 2010*) Replaced by Rick Gelbmann, Council GIS Manager 651-602-1371 rick.gelbmann@metc.state.mn.us
Stuart Lien – County, non-metro Clearwater County 213 Main Avenue North, Dept. 204 Bagley, MN 56621 218-694-3633 stuart.lien@co.clearwater.mn.us	**Victoria Reinhardt –** County, metro Ramsey County 220 Courthouse, 15 West Kellogg Boulevard St. Paul, MN 55102 651-266-8363 victoria.reinhardt@co.ramsey.mn.us

John Mackiewicz – Business WSB & Associates 701 Xenia Avenue South, Suite 300 Minneapolis, MN 55416 763-287-7194 jmackiewicz@wsbeng.com	**Terry Schneider –** Regional, MetroGIS City of Minnetonka 15333 Boulder Creek Drive Minnetonka, MN 55345 612-720-7667 tschneider@eminnetonka.com
Rick Schute – State Government Minnesota National Guard Attn: J33, 20 West 12th Street St. Paul, MN 55155 651-268-8098 rick.schute@us.army.mil	**Mark Thomas –** Education, MnSCU Minnesota State Colleges and Universities 3010 Memorial Library Mankato, MN 56001 507-389-6915 mark.thomas@so.mnscu.edu
Dawn Sherk – Tribal White Earth Nation P.O. Box 418 White Earth, MN 56575 218-983-3263 dawns@whiteearth.com	**Sally Wakefield –** Non-profit 1000 Friends of Minnesota 1031 7th Street West St. Paul, MN 55102 651-312-1000 swakefield@1000fom.org
Stephen Swazee – At-large SharedGeo 4524 Oak Pond Road Eagan, MN 55123 612-239-6981 sdswazee@earthlink.net	*Ron Wencl – Federal, USGS* U.S. Geological Survey 2280 Woodale Drive Mounds View, MN 55112 763-783-3207 rwencl@usgs.gov
Gary Swenson – At-large Hennepin County A-075 Government Center, 300 Sixth Street South Minneapolis, MN 55487 612-543-0797 gary.swenson@ci.hennepin.mn.us	

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5c

TO: Policy Board

FROM: Randall Johnson, Administrative Coordinator, QPV Study (651-602-1638)
             Policy Board Chairperson Schneider, QPV Advisory Team Member

SUBJECT: Quantify Public Value (QPV) Study (of Geospatial Commons)

DATE: April 5, 2011
             (For the Apr 20th Meeting)

INTRODUCTION
The purposes of this agenda item are to share with Policy Board members:
1) Challenges that the MetroGIS QPV Study has incurred and subsequent remedial efforts
2) In-process discussions to refine the methodology.

STUDY PURPOSE
Substantial progress has been made through MetroGIS's efforts to collaboratively address geospatial needs shared by local and regional government that serve the metro area. In turn, these solutions have resulted in improved organizational efficiencies and improvements in information needed to effectively solve problems faced by these institutions. Notwithstanding these accomplishments, many believe that significant additional potential exists if non-government interests could add value to these solutions that, in turn, would create additional public value.

The purpose of MetroGIS QPV Study is to develop a replicable methodology capable of measuring public value created from such chaining / reuse of geospatial data. Specifically, the scope of this study involves documenting public value creation potential to Hennepin County taxpayers if parcel data that Hennepin County produces were to be shared with non-government interests.

RELEVANCE TO OTHER METROGIS OBJECTIVES
Insight expected to be gained through the course of this study is not only important to address the objective stated above but also to:
1) Identify prospective cross-sector partnerships to address shared information needs and subsequent efforts develop an action plan to act on shared needs.
2) Develop next-generation performance measures for MetroGIS as called for in the Performance Measurement Plan that was adopted in October 2009.

CHALLENGES AND REMEDIAL ACTIONS – QPV STUDY
The QPV Study has experienced two major setbacks that combined have resulted in a delay of approximately 9 months. A time extension has been approved through April 29, 2012. An over view of events leading to the extension follows:
- April to June 2010: A $50,000 federal grant was awarded to the study. A consultant team was retained. The Study Support Team attended training on the Return on Investment (ROI) methodology required as condition of grant funding. The study officially began in June 2010.
- September 2010: In the course of conducting Task 1, the Study Support Team concluded that the required ROI methodology was not appropriate for our study objectives.
- December 2010: The federal grant authority agreed that the required ROI method was not appropriate to our objectives and agreed that a time extension would be approved upon formal request. Work began on developing a revised methodology, suitable for our objectives, from scratch.
- February 2011: The consultant team that conducted the Task 1 ROI interviews and test interview on February 8th for the evolving new methodology withdrew from the study. They could not commit to the change in scope and longer time frame.
- March 24, 2011: The federal grant authority granted a one-year time extension from April 29, 2011 to April 29, 2012.

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NEED TO RETHINK METHODOLOGY

Our finding in September 2010 that the required ROI methodology was not appropriate for our needs resulted in a need to completely rethink the study methodology. Although a time extension has been approved, the $17,000 of $50,000 grant spent in the course of coming to this conclusion could not be recaptured. Given the remaining limited funding, the revised study cannot be as broad reaching as had been originally been intended. Notwithstanding, the Support and Advisory Teams remain optimistic that the revised study will yield valuable results.

DISCUSSION

A key component of the revised methodology that currently under consideration involves the definition of "themes of benefits" from the perspective of policy makers who represent a variety of government, non-profit, for-profit academic and utility interests. Once these "benefits themes" are defined, examples would then sought out, through yet to be defined processes, of how non-government access to parcel data could create public value/important to policy makers. Chairperson Schneider is playing an integral role in defining this methodology. He will share his thoughts with the Board members at the April meeting for comment.

RECOMMENDATION

No action is requested. Policy Board members are encouraged to ask questions to clarify their understanding of the QPV Study and offer advice.

REFERENCE SECTION

Task 1. Jun to Aug. 2010: Conduct GITA ROI Analysis for Hennepin County internal operations
Task 2. Sept. to Dec.: Define Extended ROI Methodology – Those enhancements to the base ROI needed to account for a geospatial commons environment   [aka - Quantify Public Value (QPV) Methodology V1]
Task 3. Jan. to Mar. 2011: Apply QPV V1 Methodology to a range of non-public and public entities that serve the geographic extent of Hennepin County AND who use / could use parcel data to support their business needs. (*See the Reference Section for further information*)
Task 4. Apr. 2011: Refine QPV Methodology by critiquing the processes and results for Tasks 1-3 and agree on enhancements to the QPV model [aka - QPV Methodology V2]

STATUS
Task 1: Deploy GITA ROI methodology to Hennepin County Internal Operations. **Complete –** However, realized that the GITA ROI methodology, which was required by FGDC to qualify for the awarded NSDI CAP grant, is not appropriate to our QPV study needs. GITA and FGDC concurred with this finding. FDGC authorized the study to continue with understanding that a methodology would be created from scratch. (See the 3rd and 4th Quarter Project Reports to FGDC for more information.)

Task 2: Develop Methodology for Outward Facing Component of Study. **In-process** -

Rather than build upon GITA-ROI methodology to conduct the outward facing component of the study potential for creation of public value Hennepin County taxpayers if Hennepin County were top share it parcel data with non-government interests, as had been planned when the grant was awarded, a method to measure public value creation for this component of the study is under development by the Study Support Team and Advisory Team.

- Scientific Advisors: A Webinar was hosted on December 1, 2010 with nine scientific advisors knowledgeable of ROI methods applicable to Spatial Data Infrastructures across the globe. Each had also submitted written comments prior to the December 1st Webinar. The purpose of this event was to gain insight on how best to proceed with development of a methodology from scratch.

- Local Advisory Team: This team has met two times (January 29, 2011 and March 17) to assist with the new study design. The members are listed in Attachment **XX.** Following the Team's January meeting, a test interview was conducted on February 8th, the results of which were shared with the Team at the March meeting. At the March meeting, a revised methodology was agreed upon, subject to further refinement once a concept offered by Chairperson Schneider is more fully defined, a topic for discussion at the Team's meeting scheduled for April 25. Supplemental support resources need to be secured before Task 3 – Main Component of the Study can be launched, which currently is anticipated to occur mid to late August.

OUTREACH
- Maintain a project website at **http://sdiqpv.net/sdiqpv/Welcome.html**
- Article submitted to Mn GIS/LIS
- Presentation made to Hennepin County GIS Users Group
- Presentation made to MnGeo Digital Cadastral Data Committee

Supplemental Explanation for Task 3
(Excerpt from Slide Presentation)

Interviewees – Task 3

Representatives of a variety of non-profit, for-profit, utility, and government interests

1) **Whose operations do/could benefit from access to parcel data produced by Hennepin County**

AND

2) **Who believe their value added data/web service/ applications do/could improve the cost - effectiveness of:**

   a) **Hennepin County operations**

   AND/OR

   b) **Operations of one or more taxing jurisdictions that serve Hennepin County's citizens.**

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: MetroGIS Staff Coordinator
              Randall Johnson (651-602-1638)

SUBJECT: Refinements - 2011 MetroGIS "Foster Collaboration" Work Objectives and Budget

DATE: April 1, 2011
              (For the Apr 20th Meeting)

INTRODUCTION

Two refinements to the conditionally approved 2011 MetroGIS work plan and budget are suggested below. These revisions are requested in preparation for recommending next steps to address needs and opportunities identified during the in-progress Next Generation MetroGIS Needs Assessment (Agenda Item 5a).

APPROVED MAJOR 2011 WORK PROGRAM ACTIVITIES

The Policy Board approved the following work objectives and accompanying budget (Attachment A) at its January 19th meeting. (*Refer to the Reference Section for major assumptions that underpin efforts planned for 2011.*)

Suggested modifications are illustrated below and in the accompanying budget (Attachment A)

1. Sustain traditional "foster collaboration" support activities *(ongoing)*
2. Complete Phase I (*Information Needs*): Next-Generation MetroGIS Needs Assessment (*in process*)
3. Complete/Make Substantial Progress on Geospatial Commons Testbed (*in collaboration with MnGeo*)
4. Complete/Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (*in process*)
5. Complete Quantify Public Value (QPV) Study (*in process*)
6. ~~Investigate Appropriate Organizational Structure (*in process via NGAC)*~~
6. Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement (*Second Quarter start*)
7. Co-Host GECCo Forum (*Tentatively Third Quarter*)
8. Investigate New Street Centerline Collaboration Model (*Third Quarter start*)
9. Develop a plan to promote broader use the U.S. National Grid in the Twin Cities *(in process)*
10. *(TBD project(s) following completion of Next-Generation MetroGIS Needs Assessment)*
    a) *–??Investigate Appropriate Organizational Structure - if among the highest priorities from Needs Assessment).*

COORDINATING COMMITTEE CONSIDERATION

The changes explained herein were shared with the Coordinating Committee on March 24th, without objection, to free up resources to address needs identified during the in progress needs assessment.

Work Plan:
- Delete "via NGAC" for Investigate Appropriate Organizational Structure and move to TBD project status. **_Rational_**: Leveraging NGAC resources is no longer an option, as this topic is no longer a priority of the NGAC. This topic is anticipated to be a focus of the planned, but as yet unfunded, Phase II Next Generation Needs Assessment – Organizational Structure Component.

Budget
- Delete $3,000 for GECCo Forum. **_Rationale:_** GITA officials have arranged for federal funding.

RECOMMENDATION

That the Policy Board refine the conditionally approved 2011 work plan and budget, as described herein.

REFERENCE SECTION

MAJOR ASSUMPTIONS UNDERPINNING 2011 WORK PROGRAM

1. The Metropolitan Council's budget will continue to include $86,000 for projects, in addition to staff support at not less than the 2010 allotment.

2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.

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. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

5. A contract will be executed in early 2011 with Applied Geographics, the selected contractor, to support a study to investigate options for a new street centerline collaboration model.

ATTACHMENT A

2011 MetroGIS Budget
"Foster Collaboration" Function

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

Main Activity	Sub-Activity	2011 Preliminary	2012 Preliminary
		2011	**2012**
		Preliminary	Preliminary
Professional Services/Special Projects		**$57,900**	**$12,700**
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs		
	1) Regional GIS Projects - 2011		
	(a) TBD Project(s) *(Priorities to be set following Next Generation Needs Assessment)* ***Increased from $9,500***	$12,500	
	(2) Feasibility Study - New Street Centerline Collaboration Model *(Contingency if partnering or grant funds do not materialize)*	$10,400	$12,700
	~~(3) Co-host GECCo Forum (*September 2011*)~~ (Federal funding secured) Will participate but no longer contribute funding	$0	
	B. Organizational Development and Communication Projects		
	(1) Performance Metrics (Phase II) (Postponed for Results of Next Generation Needs Assessment)	TBD	
	(2) Next Generation MetroGIS Needs Assessment (*Total budget $50,000, includes an addition $15,000 in 2010*)	$35,000	
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement (contract payments to counties per 2009-2011 agreement)**	**$28,000**	**TBD**
Outreach	**Brochure /Hand outs /Web domain registrations (www.metrogis and www.datafinder - $32/ea)**	**$100**	
		$86,000	
	Projects not listed because no funding from MetroGIS budget:		
	- Quantify Public Value Study - $50,000 NSDI CAP Grant		
	- Street Centerline Data Access Agreement - Funded by the Metropolitan Council from another source		
	- Testing of Geospatial Commons - Joint Project with MnGeo with voluntary support		
	- Phase 1 Regional Address Points Dataset development - Voluntary effort by the Address Workgroup.		

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5e

TO: MetroGIS Policy Board

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

SUBJECT: Election of Policy Board Officers

DATE: April 1, 2011
(For the Apr 20th Meeting)

INTRODUCTION
The Policy Board is respectfully requested to elect its officers for the coming year. A roster of current Board members and past officers is attached.

BACKGROUND
Chairperson Schneider has served as Chair since April 2009. There is currently no vice chair. The vice chair position was last held by Commissioner Egan, who resigned from the Policy Board in December 2010. Chairperson Schneider has indicated that he willing to serve another term, if that is the wish of the Board. In the past, the Board's preference has been that county representative serve as an officer.

OPERATING GUIDELINES
1. The operating guidelines call for the annual election of a chair and vice-chair. When within the year is not specified. The April meeting is traditionally when elections have been held.
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 to serve until April 2012.

Policy Board Members
April 1, 2011

Member last	Member first	Represents	Begin date
Cook	Dan	TIES	September 1998
Harris	Joseph	Dakota Co.	January 2005
(Vacant)		Metro Cities *XXX*	
Hegberg	Dennis	Wash. Co.	January 2003
Johnson	Randy	Hennepin Co.	January 1997
Kordiak	Jim	Anoka Co.	January 2000
Lake	Roger	MAWD	October 2006
Maluchnik	Randy	Carver Co.	January 2009
(Vacant)		Metropolitan Council	
Reinhardt	Victoria	Ramsey Co.	January 1997
Schneider	Terry	Metro Cities (Minnetonka)	January 1997
Wagner	Joseph	Scott Co.	January 2005

Past Policy Board Officers

Terms	Chair	Vice- Chair
1997- 2001	Victoria Reinhardt	Dennis Berg
2001- 2009	Victoria Reinhardt	Jim Kordiak
2009 - 2010	Terry Schneider	Tom Eagan

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
April 20, 2011

1. CALL TO ORDER

Chairperson Schneider called the meeting to order at 6:03 p.m.

Members Present: Terry Schneider (Metro Cities - City of Minnetonka), Randy Maluchnik (Carver County) Molly O'Rourke for Dennis Hegberg (Washington County), Victoria Reinhardt (Ramsey County), Joseph Harris (Dakota County), Jim Bunning for Joseph Wagner (Scott County), William Brown for Randy Johnson (Hennepin County), Roger Lake (Metro Watershed Districts), Dan Cook (School Districts - TIES), Dave Hinrichs (Metropolitan Council)

Seat Open: Metropolitan Council

Members Absent: Jim Kordiak (Anoka County)

Coordinating Committee Members Present: Sally Wakefield, Nancy Read, Jim Bunning, Rick Gelbmann, and Mark Vander Schaaf

Support Team: Randall Johnson

Visitors: Steve Elkins (Candidate to represent the Metropolitan Council)

2. ACCEPT AGENDA

The meeting agenda was accepted as proposed.

3. MEETING SUMMARY

The Policy Board's January 19, 2011 meeting summary was accepted, as submitted.

4. GIS TECHNOLOGY DEMONSTRATION

Jim Bunning, GIS Manager for Scott County, demonstrated a web-based application used by Scott County this spring to disseminate information about road closures due to flooding. Bunning noted that the application was initially developed by Carver County and that Scott County had the same business need for which the Carver County application was developed. As such, with a minor programming modification to point to Scott County's data, Scott County was able to leverage the application in it entirety. He stressed that Scott and Carver County routinely collaborate in this manner. Bunning also noted that the editing component of the application meets MnDOT data standards, which permits these road closure data to be consumed by a similar MnDOT statewide application in addition to using it locally.

Bunning then demonstrated both components of the application – the public facing viewer and the editor. The later permits local community content experts (emergency managers, city engineers, etc.) to upload information themselves, providing near-real time information to the public. Enabling local content experts to upload the data themselves greatly reduces the time it takes to "push" the information to the public.

Bunning concluded by sharing some of the improvements that will be looked into for the next generation of this application. They included the ability to use a smart phone in the field to upload data, in particular photos. The programmers will also be investigating the potential of more fully leveraging the MnDOT application, as opposed to supporting a separate application, if the MnDOT application does not prove to be too complex to suit the local content manager's business needs.

The members asked several questions to clarify understanding of the functionality that is provided, components of data that the application runs on, how the public viewer component might be linked to local community website, an opportunity to expend this type of application to rapidly provide other types of information such as crime related.

5. **ACTION/DISCUSSION ITEMS**
   a) **Next Generation MetroGIS Needs Assessment**
   Staff Coordinator Johnson provided a brief introduction for this project. He then introduced Michael Terner, with AppGeo Boston, MA, who is the lead support for this project, noting that Terner would be joining the meeting via a phone and GoToMeeting Internet connection.

   Using a slide presentation, Terner summarized the needs assessment process; explained the high-level major findings that have been divided into three major categories of: data, communication, and organizational needs; he explained six policy related questions for which the Coordinating Committee has requested direction from the Policy Board before attempting to work on recommendations. The remainder of the time was dedicated to discussing and receiving direction on the following six policy questions:

   o **Should MetroGIS expand its areas of activity (add fee for service function)?**
   o **Should locally produced data be "pushed" to commercial mapping providers?**
   o **Should the definition of collaboration be broadened (e.g., a different standard other than "regional significance")?**
   o **Is the current role of the Policy Board still relevant?**
   o **Can MetroGIS resources be expended more flexibly?**
   o **Should MetroGIS Continue to seek/obtain funding support from multiple organizations?**

   At the conclusion of his presentation, Terner commented that notwithstanding the suggestions for improvements, MetroGIS remains among the top regional organizations in existence. He then invited the Board members to decide how they would like to attack the six discussion questions. Chairperson Schneider commented that the goal from his perspective is what measures need to be taken to ensure MetroGIS does the right things at the right time? In short, how can MetroGIS be both more nimble and more effective?

   Chairperson Schneider commented that the role of the Board has changed since its inception. At that time, among its most important roles was to find ways for the seven counties to work better together in a manner that also improved efficiencies for other government interests. Chairperson Schneider went on to comment that he believes these roles has been achieved and that now the question is how to enhance MetroGIS's effectiveness. Paraphrasing, he said "the turf battles have been settled, and the larger sums of money have been spent." Members concurred that more can be done and that GIS technology will continue to play a vital role in the region's planning.

   All concurred that with some of the major issues settled there is a need to be more flexible and open to acting on smaller scale needs, including the needs of others, with similar interests in regional collaboration (i.e., the driving reason for MetroGIS's existence). He also noted that citizens' knowledge of geospatial technology and their expectations have changed, which in turn has broadened the potential set of shared needs. A wide-ranging discussion ensured, during which the following direction was provided:
   - Call to change the current organizational structure by:
     - Modifying the role of the Policy Board to move/share the current responsibility to define the organizational vision and activities to those who

are experts within geospatial industry. The Board's roles should be to endorse guiding principles, and provide advocacy, political support, and in general a political reality check, as opposed to direction for specific activities. It was observed that the way Policy Board has functioned recently is more like a "Guidance Body" than a "Policy Board", and perhaps that's what is now most needed.

- Creating a "super" committee, or a "sub" committee that would be designed to act in a more agile fashion and potentially meet more regularly, than the quarterly Policy Board schedule and on an as-needed basis. Such a committee would be smaller than the Policy Board and it was suggested should be no more than 3-5 people. This committee could act as an additional bridge between the Policy Board and Coordinating Committee and could be more responsive to opportunities that present themselves and could provide approvals for smaller scale expenditures. It was also suggested that non-Policy Board members might be appointed to this kind of a committee.

- Utilizing/modifying, as needed, the Executive Committee of Policy Board to act on contracts when windows of opportunity are discovered and to improve nimbleness. It was suggested that a reconstituted Executive Committee could potentially act as the "super"/"sub" committee.

• Delegate authority to the Coordinating Committee, or another surrogate for approvals to spend up to $50k without explicit Policy Board approval (*once the Policy Board approves higher level, overall budget).* Discussion indicated that there was general agreement of this concept amongst Board members. It was observed that recently MetroGIS has not always been able to fully spend its budget due to "contracting delays."

• Modify the Committee structure and activities to be bring more non-government interests into the fold in substantive ways and in so doing recapture the leadership role that has slipped in the past few years. With governments collaborating better, this would be a natural evolution of expanding collaboration throughout the *region.*

• Acknowledgment that two types of funding are involved to make progress with the types of collaboration solutions sought by MetroGIS:
  - Funding for administrative focused functions involved in fostering collaboration
  - Funding for specific projects.

All concurred that partners/multiple funding sources should continue be sought for projects that have distinct deliverables (e.g., application development, imagery collection). Specific mention was made to seek out a public-private pilot with CB Richard Ellis to demonstrate value that could be created if they have an ability to "hang" their data on public parcel data records.

The conversation was not definitive with regard to the fostering collaboration component. An argument was offered that it is appropriate for the Council to continue to wholly fund the foster collaboration component, given that the Council is generally viewed as the largest beneficiary of MetroGIS's efforts. Indeed, it was pointed out (by Rick Gelbmann) that Council has a business requirement for what MetroGIS does which is why they funded it in the first place. Others commented that efforts should be rekindled to investigate opportunities to bring more resources to the table. No specifics offered other

than the counties believe their in-kind contributions of data and human resources are considerable.

- Continue the long-standing tradition of presenting a GIS technology demonstration at each Policy Board meeting. Indeed, Board members observed that continuing education on geospatial matters has been one of the most valuable functions of the Policy Board both personally and to the parent organizations of Board members.

- Clarify and/or refine the definition of "regional significance" to include projects with less than a full seven-county geographic extent, provided they comply with MetroGIS's "produce once and use many times" guiding principal. (E.g., if three counties develop an application or web service that could be used by others it *could* be considered "regionally significant".)

- Board members acknowledged that seeking further avenues for data dissemination – such as using commercial mapping tools like Google Maps – was worth investigating further.

At the conclusion of Board's consideration of this topic, the members were asked if they thought that the remotely facilitated discussion, which lasted for more than an hour, was effective. All concurred that they thought that the remotely facilitated discussion was well done and that the results were meaningful. Mr. Terner was thanked for his effort.

b) **Statewide (Minnesota) Geographic Advisory Council (MGAC)**
Chairperson Schneider and Member Reinhardt, who is the Chairperson for the MGAC, briefly commented that the majority of the conservation at the March 31st MGAC meeting concerned the eminent sun-setting of the Council and the unknown whether the Legislature e will have time to consider an extension this session. There was no other discussion.

c) **Quantifying Public Value (QPV) Study Update**
Chairperson Schneider shared with the members that the QPV Study Advisory Team is slowly making progress to define a methodology. He mentioned that the next meeting of the Team is scheduled for April 25, at which time the goal is to reach agreement on an overarching strategy. There was no discussion, due to the lateness of the hour.

d) **2011 Program Objectives and Budget Refinement**
Staff Coordinator Johnson commented that the GECCo forum proposed for September has been approved for federal funding, meaning that the $3,000 allocated by MetroGIS is now available to be used for another purpose. He noted that the results of the MetroGIS Needs Assessment will be presented at the July meeting and will include a use for these funds. No action was requested.

e) **Election of Officers**
Chairperson Schneider commented that he is willing to serve as chairperson for another year and that Member Maluchnik has volunteered to serve as vice chair if that was the wish of the members.

Motion: Alternate Member O'Rourke moved and Member Reinhardt seconded to elect Members Schneider and Maluchnik as chairperson and vice-chairperson, respectfully, for 2011. Motion carried ayes all.

6. MAJOR PROJECT UPDATES
No questions were asked.

7. INFORMATION SHARING
No questions were asked.

8. **<u>NEXT MEETING</u>**
   The next meeting of the Policy Board is scheduled for Wednesday, July 20, 2011.

9. **<u>ADJOURN</u>**
   The meeting adjourned at 7:56 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
April 20, 2011

1. CALL TO ORDER

Chairperson Schneider called the meeting to order at 6:03 p.m.

Members Present: Terry Schneider (Metro Cities - City of Minnetonka), Randy Maluchnik (Carver County) Molly O'Rourke for Dennis Hegberg (Washington County), Victoria Reinhardt (Ramsey County), Joseph Harris (Dakota County), Jim Bunning for Joseph Wagner (Scott County), William Brown for Randy Johnson (Hennepin County), Roger Lake (Metro Watershed Districts), Dan Cook (School Districts - TIES), Dave Hinrichs (Metropolitan Council)

Seat Open: Metropolitan Council

Members Absent: Jim Kordiak (Anoka County)

Coordinating Committee Members Present: Sally Wakefield, Nancy Read, Jim Bunning, Rick Gelbmann, and Mark Vander Schaaf

Support Team: Randall Johnson

Visitors: Steve Elkins (Candidate to represent the Metropolitan Council)

2. ACCEPT AGENDA

The meeting agenda was accepted as proposed.

3. MEETING SUMMARY

The Policy Board's January 19, 2011 meeting summary was accepted, as submitted.

4. GIS TECHNOLOGY DEMONSTRATION

Jim Bunning, GIS Manager for Scott County, demonstrated a web-based application used by Scott County this spring to disseminate information about road closures due to flooding. Bunning noted that the application was initially developed by Carver County and that Scott County had the same business need for which the Carver County application was developed. As such, with a minor programming modification to point to Scott County's data, Scott County was able to leverage the application in it entirety. He stressed that Scott and Carver County routinely collaborate in this manner. Bunning also noted that the editing component of the application meets MnDOT data standards, which permits these road closure data to be consumed by a similar MnDOT statewide application in addition to using it locally.

Bunning then demonstrated both components of the application – the public facing viewer and the editor. The later permits local community content experts (emergency managers, city engineers, etc.) to upload information themselves, providing near-real time information to the public. Enabling local content experts to upload the data themselves greatly reduces the time it takes to "push" the information to the public.

Bunning concluded by sharing some of the improvements that will be looked into for the next generation of this application. They included the ability to use a smart phone in the field to upload data, in particular photos. The programmers will also be investigating the potential of more fully leveraging the MnDOT application, as opposed to supporting a separate application, if the MnDOT application does not prove to be too complex to suit the local content manager's business needs.

The members asked several questions to clarify understanding of the functionality that is provided, components of data that the application runs on, how the public viewer component might be linked to local community website, an opportunity to expend this type of application to rapidly provide other types of information such as crime related.

5. **ACTION/DISCUSSION ITEMS**
   a) **Next Generation MetroGIS Needs Assessment**
      Staff Coordinator Johnson provided a brief introduction for this project. He then introduced Michael Terner, with AppGeo Boston, MA, who is the lead support for this project, noting that Terner would be joining the meeting via a phone and GoToMeeting Internet connection.

      Using a slide presentation, Terner summarized the needs assessment process; explained the high-level major findings that have been divided into three major categories of: data, communication, and organizational needs; he explained six policy related questions for which the Coordinating Committee has requested direction from the Policy Board before attempting to work on recommendations. The remainder of the time was dedicated to discussing and receiving direction on the following six policy questions:

      o **Should MetroGIS expand its areas of activity (add fee for service function)?**
      o **Should locally produced data be "pushed" to commercial mapping providers?**
      o **Should the definition of collaboration be broadened (e.g., a different standard other than "regional significance")?**
      o **Is the current role of the Policy Board still relevant?**
      o **Can MetroGIS resources be expended more flexibly?**
      o **Should MetroGIS Continue to seek/obtain funding support from multiple organizations?**

      At the conclusion of his presentation, Terner commented that notwithstanding the suggestions for improvements, MetroGIS remains among the top regional organizations in existence. He then invited the Board members to decide how they would like to attack the six discussion questions. Chairperson Schneider commented that the goal from his perspective is what measures need to be taken to ensure MetroGIS does the right things at the right time? In short, how can MetroGIS be both more nimble and more effective?

      Chairperson Schneider commented that the role of the Board has changed since its inception. At that time, among its most important roles was to find ways for the seven counties to work better together in a manner that also improved efficiencies for other government interests. Chairperson Schneider went on to comment that he believes these roles has been achieved and that now the question is how to enhance MetroGIS's effectiveness. Paraphrasing, he said "the turf battles have been settled, and the larger sums of money have been spent." Members concurred that more can be done and that GIS technology will continue to play a vital role in the region's planning.

      All concurred that with some of the major issues settled there is a need to be more flexible and open to acting on smaller scale needs, including the needs of others, with similar interests in regional collaboration (i.e., the driving reason for MetroGIS's existence). He also noted that citizens' knowledge of geospatial technology and their expectations have changed, which in turn has broadened the potential set of shared needs. A wide-ranging discussion ensured, during which the following direction was provided:
      - Call to change the current organizational structure by:
        - Modifying the role of the Policy Board to move/share the current responsibility to define the organizational vision and activities to those who

are experts within geospatial industry. The Board's roles should be to endorse guiding principles, and provide advocacy, political support, and in general a political reality check, as opposed to direction for specific activities. It was observed that the way Policy Board has functioned recently is more like a "Guidance Body" than a "Policy Board", and perhaps that's what is now most needed.

- Creating a "super" committee, or a "sub" committee that would be designed to act in a more agile fashion and potentially meet more regularly, than the quarterly Policy Board schedule and on an as-needed basis. Such a committee would be smaller than the Policy Board and it was suggested should be no more than 3-5 people. This committee could act as an additional bridge between the Policy Board and Coordinating Committee and could be more responsive to opportunities that present themselves and could provide approvals for smaller scale expenditures. It was also suggested that non-Policy Board members might be appointed to this kind of a committee.

- Utilizing/modifying, as needed, the Executive Committee of Policy Board to act on contracts when windows of opportunity are discovered and to improve nimbleness. It was suggested that a reconstituted Executive Committee could potentially act as the "super"/"sub" committee.

- Delegate authority to the Coordinating Committee, or another surrogate for approvals to spend up to $50k without explicit Policy Board approval (*once the Policy Board approves higher level, overall budget).* Discussion indicated that there was general agreement of this concept amongst Board members. It was observed that recently MetroGIS has not always been able to fully spend its budget due to "contracting delays."

- Modify the Committee structure and activities to be bring more non-government interests into the fold in substantive ways and in so doing recapture the leadership role that has slipped in the past few years. With governments collaborating better, this would be a natural evolution of expanding collaboration throughout the *region.*

- Acknowledgment that two types of funding are involved to make progress with the types of collaboration solutions sought by MetroGIS:
  - Funding for administrative focused functions involved in fostering collaboration
  - Funding for specific projects.

All concurred that partners/multiple funding sources should continue be sought for projects that have distinct deliverables (e.g., application development, imagery collection). Specific mention was made to seek out a public-private pilot with CB Richard Ellis to demonstrate value that could be created if they have an ability to "hang" their data on public parcel data records.

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- Board members acknowledged that seeking further avenues for data dissemination – such as using commercial mapping tools like Google Maps – was worth investigating further.

At the conclusion of Board's consideration of this topic, the members were asked if they thought that the remotely facilitated discussion, which lasted for more than an hour, was effective. All concurred that they thought that the remotely facilitated discussion was well done and that the results were meaningful. Mr. Terner was thanked for his effort.

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c) **Quantifying Public Value (QPV) Study Update**
Chairperson Schneider shared with the members that the QPV Study Advisory Team is slowly making progress to define a methodology. He mentioned that the next meeting of the Team is scheduled for April 25, at which time the goal is to reach agreement on an overarching strategy. There was no discussion, due to the lateness of the hour.

d) **2011 Program Objectives and Budget Refinement**
Staff Coordinator Johnson commented that the GECCo forum proposed for September has been approved for federal funding, meaning that the $3,000 allocated by MetroGIS is now available to be used for another purpose. He noted that the results of the MetroGIS Needs Assessment will be presented at the July meeting and will include a use for these funds. No action was requested.

e) **Election of Officers**
Chairperson Schneider commented that he is willing to serve as chairperson for another year and that Member Maluchnik has volunteered to serve as vice chair if that was the wish of the members.

Motion: Alternate Member O'Rourke moved and Member Reinhardt seconded to elect Members Schneider and Maluchnik as chairperson and vice-chairperson, respectfully, for 2011. Motion carried ayes all.

6. MAJOR PROJECT UPDATES
No questions were asked.

7. INFORMATION SHARING
No questions were asked.

8. **<u>NEXT MEETING</u>**
   The next meeting of the Policy Board is scheduled for Wednesday, July 20, 2011.

9. **<u>ADJOURN</u>**
   The meeting adjourned at 7:56 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Policy Board Meeting

Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Randy Maluchnik,
Vice-Chairperson
Carver County

Dan Cook,
TIES

Steve Elkins
Metropolitan Council

Dennis Hegberg,
Washington County

Joseph Harris,
Dakota County

Randy Johnson,
Hennepin County

Dave Kelso,
City of Circle Pines
Metro Cities

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, July 20, 2011
6:00 p.m.

Metropolitan County Government Offices
2099 University Avenue, St. Paul
(Go to http://www.mmcd.org/directions.html *for a map and directions*)

Agenda

Page

1. **Call to Order and New City Representative (*Councilmember Kelso*)**

2. **Accept Agenda** — *action*

3. **Accept April Meeting Summary** — *action* — *1*

4. **GIS Technology Demonstration**
   GIS Web Viewer – Exploring and Discovering Recreation Opportunities — *7*

5. **Action/Discussion Items**
   a) Next Generation MetroGIS Needs Assessment (*S. Wakefield / R. Johnson*) — **action** — *9*
   b) 2011 Program Objectives and Budget Refinements (*S. Wakefield / R. Johnson*) — **action** — *25*
   c) Amend Operational Guidelines: – Create Steering Committee & Modify Rules for Executive Committee of Policy Board (*S. Wakefield / R. Johnson*) — **action** — *31*
   d) Statewide Geographic Advisory Council: June 30 meeting/Appointments — *47*
   e) State Government Shut Down – Impacts and Opportunities — **action** — *49*

6. **Next Meeting**
   October 19, 2011

7. **Adjourn**

*********************** *Following Reports on MetroGIS Website* ***********************

Major Activity Update
   a) Explore New Collaborative Street Centerline Data Maintenance Model
   b) Quantifying Public Value (QPV) Study
   c) Next-Generation Regional Parcel Data Sharing Agreement
   d) Geospatial Commons (Collaboration between MnGeo and MetroGIS)
   e) Regional Policy Statements (*Geocoder Service and Best Image Service*)
   f) Regional Address Point Dataset Implementation / Address Editing Tool Development
   g) Streamlining Data Access for Emergency Responders (*Co-host GECCo and National Grid Plan*)
   h) Performance Measures – Phase II (*on hold for QPV Study*)
   i) Documenting Benefits & Organizational Structure for Cross Sector, Shared Power Environment

Information Sharing
   a) New City Representative appointed to the Coordinating Committee
   b &c) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates
   d) June 23, 2011 Coordinating Committee Meeting Summary

Mission Statement: *"....to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."*

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
April 20, 2011

1. CALL TO ORDER

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Seat Open: Metropolitan Council

Members Absent: Jim Kordiak (Anoka County)

Coordinating Committee Members Present: Sally Wakefield, Nancy Read, Jim Bunning, Rick Gelbmann, and Mark Vander Schaaf

Support Team: Randall Johnson

Visitors: Steve Elkins (Candidate to represent the Metropolitan Council)

2. ACCEPT AGENDA

The meeting agenda was accepted as proposed.

3. MEETING SUMMARY

The Policy Board's January 19, 2011 meeting summary was accepted, as submitted.

4. GIS TECHNOLOGY DEMONSTRATION

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c) Quantifying Public Value (QPV) Study Update December 29 Statewide
Chairperson Schneider shared with the members that the QPV Study Advisory Team is slowly making progress to define a methodology. He mentioned that the next meeting of the Team is scheduled for April 25, at which time the goal is to reach agreement on an overarching strategy. There was no discussion, due to the lateness of the hour.

d) 2011 Program Objectives and Budget Refinement
Staff Coordinator Johnson commented that the GECCo forum proposed for September has been approved for federal funding, meaning that the $3,000 allocated by MetroGIS is now available to be used for another purpose. He noted that the results of the MetroGIS Needs Assessment will be presented at the July meeting and will include a use for these funds. No action was requested.

e) Election of Officers
Chairperson Schneider commented that he is willing to serve as chairperson for another year and that Member Maluchnik has volunteered to serve as vice chair if that was the wish of the members.

Motion: Alternate Member O'Rourke moved and Member Reinhardt seconded to elect Members Schneider and Maluchnik as chairperson and vice-chairperson, respectfully, for 2011. Motion carried ayes all.

6. MAJOR PROJECT UPDATES
No questions were asked.

7. INFORMATION SHARING
No questions were asked.

8. **<u>NEXT MEETING</u>**
   The next meeting of the Policy Board is scheduled for Wednesday, July 20, 2011.

9. **<u>ADJOURN</u>**
   The meeting adjourned at 7:56 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: GIS Technology Demonstration:
GIS Web Viewer - Exploring and Discovering Recreational Opportunities

DATE: July 8, 2011
(For the Jul 20th meeting)

<u>INTRODUCTION</u>
The topic for the GIS Technology Demonstration at the July Policy Board meeting will be a public-facing, Internet-based application (aka GIS Web Viewer) that helps citizens discover recreational opportunities in their area.

The presenters will be Matt Koukol, GIS Manager for Ramsey County, Jim Bunning, GIS Manager for Scott County, and Brian Fischer, GIS Manager for Houston Engineering.

<u>OVERVIEW</u>
The purposes of the application are to assist citizens "Explore and Discover" Recreation opportunities within a specific geographic area and promote Active Living and Healthy eating.

The application is being collaboratively developed by Anoka, Carver, Ramsey, Scott and 11 Southeast MN Counties. Technical support is being provided by Houston Engineering. Each county supports its own *"Recreational Opportunities"* application but each application also has a similar look and feel and all use a common data model.

Participation of local government is essential to the on-going success of this project in Ramsey County, so they have implemented an on-line editor for the creation, update, and deletion of recreational features by approved local partners. The southeast MN counties have also developed an iPhone, iPad, and Android application to explore recreation opportunities.

The map applications can be accessed from the following locations:
http://goramsey.co.ramsey.mn.us
http://www.goscottgo.org
http://www.goanokacounty.org
http://www.gocarvergo.org
http://76.10.117.11/SoutheastSite/ (in development)

<u>RECOMMENDATION</u>
No action requested.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
                  Chairperson: Sally Wakefield, Envision Minnesota
                  Staff Contact: Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: Next-Generation MetroGIS Needs Assessment: Action Recommendations

DATE: July 10, 2011
                  (For the Jul 20th Meeting)

INTRODUCTION

Policy Board endorsement of several new initiatives is requested to ensure that MetroGIS remains relevant to changing stakeholder needs. The needs and opportunities that these projects are intended to address were identified during the recently completed MetroGIS Next-Generation Needs Assessment. Each of the suggested projects is summarized in the Reference Section.

COORDINATING COMMITTEE RECOMMENDATION

On June 23rd, the Coordinating Committee endorsed pursing the subject projects over the next 18 months, in addition completing in progress initiatives. (See Attachment A for a complete summary of the Committee's consideration.)

The Committee's recommended actions include the six projects (**bold**) recommended by AppGeo, the consultant that conducted the needs assessment (separate document), and five previously approved projects (*italics*) postponed by the Board until the results of the needs assessment were known. The candidate projects are listed in their order of relative priority, as defined by the Committee on June 23rd.

Priority	Project	Estimate of Cost/When
1	**Identify Improvements to Regional Solutions**	$12K / Immediately
1	*Create Outreach Plan*	$0-staff / Aug.
1	**Redesign & Re-Launch MetroGIS Web-site & Social media (includes collaborative forum)**	($5-10K) /2011 & 2012
4	*Implement Address Points Editing Tool*	$10K / fall 2011 after city testing of prototype.
5	**Streamline MetroGIS processes to improve flexibility and nimbleness (includes refining what is meant by "regional significance")**	$0, staff / July
6	**Have Regional Base Map Services (*push data to commercial providers*)**	
7	**Pursue Public Private Partnership**	
8	*Define Organizational Structure for Cost Sharing Across Sectors*	
9	*Develop Leadership Succession Plan*	
10	*Develop Performance Metrics (Phase II)*	

Each of the recommended projects is to involve the following process requirements:
- Evaluating and learning from related past MetroGIS actions.
- Garnering a clear understanding of current stakeholder preferences for a particular initiative prior to finalizing an action plan.

- Solutions will not be complete until an evaluation of organizational capabilities has been conducted and a willing entity, with sufficient operating capacity, has accepted responsibility for support.

DISCUSSION

The final listing of candidate projects and their relative priority will be used as the foundation for MetroGIS work programming over the next 18 months. This newly defined projects will be in addition to projects currently in-progress; the focus of Agenda Item 5b.

RECOMMENDATION

That the Policy Board:
1) Identify any opportunities or needs of the MetroGIS community for which a project(s) should be added to the candidate projects recommended herein by the Coordinating Committee.
2) Comment on/endorse the relative priority of the candidate projects suggested by Coordinating Committee, together with any additional projects suggested by the Policy Board.

REFERENCE SECTION

A) OVERVIEW OF PROCESS - NEXT GENERATION NEEDS ASSESSMENT

AppGeo (Boston, MA) was retained to provide lead support for this assessment. Michael Terner served as the consultant project lead. The assessment began in December 2010 with a web-based survey. A workshop followed on January 13, which was attended by over 50 stakeholders representing a wide variety of interests from the government, non-profit, for-profit, academic, and utility communities.

Ideas and preferences captured via these events and policy-related direction received from the Policy Board at its April 20 meeting (Attachment B) are the principal drivers for the resulting recommendations, as presented herein. On June 23, 2011, Mr. Terner presented AppGeo's draft final recommendations to the Coordinating Committee for comment. The Committee accepted each of the recommended projects as proposed. The Committee also agreed on several design requirements for these projects. These requirements are outlined in the June 23rd meeting summary that is presented in Attachment A.

The entire assessment and recommended courses of action were undertaken within the context of the mission, vision, strategic objectives, major functions, and guiding principles established for MetroGIS in the 2008-2011 Business Plan.

B) PROJECT DESCRIPTIONS

The following ten projects were identified as priorities for 2011 and 2012 by the Coordinating Committee on June 23, 2011. The purpose statements are intended to provide high-level guidance for subsequent development of detailed project scopes. Each of these projects also can be tied back to one or more strategic objectives presented in the 2008-2011 MetroGIS Business Plan. To the extent applicable, ideas and direction presented in the Business Plan (see Chapter 3, starting on page 26) will serve as the starting place from which to develop detailed scopes for the following projects.

1) Prototype a Process to Identify Improvements to Regional Solutions

Purpose: The process is to identify desired improvements needs to provide a means to continuously monitor changing stakeholder needs and ensure important needs, which are suitable for collaborative solutions, to become apparent. The process is to involve a combination of Web 2.0 technology and face to face meetings of affected stakeholders.

The current system of evaluating need for improvement on a set cycle by a face-to-face "peer review" process is no longer adequate. The new system also needs to be help MetroGIS leadership decide what is more important –small changes to established solutions verses pursuing new solutions. The new system also needs to build on the current system in which roles and responsibilities are defined (who does what) but also effectively monitor user satisfaction with the carrying out of these responsibilities.

The process should, as in the past, involve defining a "wish" list from which a "to do" list is generated. To make the "to do" list, a finding would continue to be made that the required resources exist (funding, equipment, and human resources- support and advocacy). In addition, the next-generation process should also include a listing of desirable projects which do not qualify for the "to do" list but which MetroGIS would serve as the as the advocate to secure the required resources.

Time frame: Designed as a follow-on component of the Next Generation MetroGIS Needs Assessment, subject to corroboration as a high priority at the conclusion of the assessment. The Coordinating Committee concurred on June 23, 2011 that this project is among the highest priorities for next steps.

Resources: Component of the contract with AppGeo for the Needs Assessment. AppGeo is prepared to begin immediately.

2) Create Outreach Plan

Purpose: Develop a multi-faceted strategy to guide MetroGIS's communications and outreach activities with leadership of organizations to both inform them of MetroGIS objectives, efforts and

accomplishments if they are not aware or not taking for advantage of these accomplishments but also to create a means for those aware to communicate / interact with MetroGIS leadership to ensure that emerging needs are understood early on.

The main communication strategies are to include, but not be limited to: the main information website (www.metrogis.org), establishment of an on-line collaboration forum, face-to-face outreach, and written materials.

Time frame: Beginning in August 2011, establish a Social Media Workgroup to define the main strategy areas and define the scope / objectives for each major strategy. The goal would be complete this scoping exercise by mid-fall to enable RFPs to be developed and published in late fall if outsourcing will be required to implement/accomplish the various strategies.

Resources: Volunteer team members supported by MetroGIS staff for this scoping component.

3) **Redesign & Re-Launch MetroGIS Web-site & Social media (includes collaborative forum)**
Purpose: To improve communication among stakeholders and between stakeholders and MetroGIS leadership to ensure that opportunities for collaboration are broadly understood and that emerging needs related to geospatial technology are understood by MetroGIS leadership early on to act in a timely manner.

The project involves components: update the website's look and feel, improve functionality, restructure current content organization, expand its purpose to meet collaborative needs, and simplify content management. Specific outcomes of this project are as follows:
a) Stakeholders can use web-based collaborative technology to participate in MetroGIS shared work tasks, discussions and information sharing.
b) MetroGIS' institutional memory is accessible, understandable, and easy to use.
c) Reporting of performance metrics (dash board for key measures) is supported. This project would create the architecture to support the metrics reporting.
d) The file library is reorganized and archive system is streamlined to help users find information on the site more quickly and improve efficiencies related to on-going site maintenance with a flexible design that allows for ease of future site changes.
e) The site content can easily be updated not only be MetroGIS staff but also via distributed editing by multiple participants from their respective systems.
f) Provide a means for Committee members to monitor the wishes of their respective constituencies through an interactive web presence that offers stakeholders a "real 'time opportunity to share their needs, share opportunities for lowering the cost of doing business across the region, and inform themselves about collaborative opportunities.
g) Accomplish the transition from the current to the new website without breaking links embedded in important documents posted on the current website (e.g., 2008-2011 MetroGIS Business Plan, project reports, meeting summaries, etc.).
h) Facilitate collaborative work efforts among MetroGIS partners. This may include an online meeting place for: document editing, web surveys, meeting packet access, project information and documents as well as feedback, comments and questions from partners and those seeking information. The site should be a cross-organizational web-based collaborative tool that facilitates the data and application sharing goals of MetroGIS.

Time frame: Refinement of this general scope would occur fall 2011. An RFP would be published late 2011 or early 2012. Reconstruction of the site would occur in 2012.

Resources: MetroGIS Staff to serve as project manager. The Social Media Advisory Team created for the project scoping would continue to advise the consultant retained with MetroGIS project funds to redevelop the website.

4) **Implement Address Points Editing Tool (*to Populate Regional Address Point Dataset*) -**
Excerpt for update submitted on June 8, 2011by John Slusarczyk and Ben Verbick

Purpose and Timing: On May 11, 2011 the Address Workgroup agreed that completion of Phase 1 of the Regional Address Points Database project is a priority. A subgroup was formed including Ben Verbick (LOGIS), John Slusarczyk (Anoka County) and several LOGIS member city staff (Oak Grove and Ramsey) to test the prototype Address Points Editing application developed by Applied Geographics. For testing purposes, the address points database and editing application will be hosted by LOGIS instead of Anoka County for security and IT reasons. After testing the prototype for 60 days, the subgroup will develop a scope of work and a list of application enhancements to be completed by year-end. A plan for hosting Version 2 of the application will be included in the plan as well.

Resources: There is an estimated cost of $10,000 to complete Phase 1 of the project with an actual cost to be determined once the contractor has reviewed the desired improvements. This expense is proposed to be paid with 2011 MetroGIS project funds.

5) **Streamline MetroGIS processes to improve nimbleness (includes refining what is meant by "regional significance")**

Purpose: To enable quicker decision making when windows of opportunity present themselves and to improve the voice of non-government stakeholders in defining strategic direction, two types of organizational changes are needed: a) improve operational efficiencies and 2) define a process to monitor and adjust strategic direction, which actively involves industry leaders to advise the Policy Board.

Definition of the term "regional significance" should be revisited to ensure that important opportunities are not being inadvertently overlooked, in particular involving Research and Development focused projects.

Time frame: The Coordinating Committee, at its June 23, 2011 meeting, directed the MetroGIS Staff, the Chair and Vice Chair to develop a proposal to present to the Policy Board at its July 23 meeting.

Resources: Staff time and time spend by Committee leadership to refine the proposal.

6) **Have Regional Base Map Services (*push locally produced data to commercial providers*)**

Purpose: To make data into more useful end-user oriented products." Given web mapping technological advances and the fact that most of the public uses commercial mapping sites such as Google Maps there is merit in pursuing the development of a consistent, region-wide base map with superior cartographic quality and available as a consumable tile service.

Time frame: Fall 2011

Resources: MetroGIS staff and volunteers to serve on a project advisory team.

7) **Pursue Public Private Partnership**

Purpose: Act on a strategic objective set forth in the 2008-2011 MetroGIS Business Plan. In particular, seek out opportunities for bi-lateral (cross sector) data sharing and document the lessons learned and how the experience creates public value, beginning with two opportunities referenced by AppGeo in their report (CBRE and CenterPoint Energy). Consideration should also be given to the five ideas described in Appendix I of the 2008-2011 MetroGIS Business Plan.

Time frame: Ongoing

Resources: Staff

8) **Define Organizational Structure for Cost Sharing Across Sectors**
Purpose: In addition to resources provided by the Metropolitan Council, have the ability as a collaborative organization to receive, manage, and spend resources contributed by multiple organizations. The specifics will need to be tailed to the requirements of the organizations involved.

Time frame: TBD, depending upon potential contributions.

Resources: MetroGIS Staff, legal staff of candidate partners and possibility a contractor.

9) **Develop Leadership Succession Plan**

Purpose: Provide direction for MetroGIS participants and staff as they prepare for the future retirement or other replacement of political leadership, key staff and technical support. This Plan provides MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the "next generation" of new leaders before vacancies occur. Ten principles were adopted by the Policy Board in October 2008 from which to base this plan (Attachment C).

Time frame: TBD

Resources: TBD

10) **Develop Performance Metrics (*Phase II*)**

Purpose: Corroborate the Phase I Plan, adopted by the Policy Board in October 2009, and develop and implement methods to accomplish the desired objectives.

Time frame: TBD

Resources: TBD

C) **CORE POLICY ELEMENTS SET FORTH IN 2008 – 2011 METROGIS BUSINESS PLAN**
(www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf)

- ***Vision Statement***: The vision for the result of MetroGIS's efforts, or destination expected to be attained, is "*organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems*".
  The efficient use of geospatial information and shared knowledge of best practices benefit the region's citizens and their leaders:
    - They are better able to solve real-world problems.
    - In solving these problems, they make better decisions.
    - Because better decisions are made, regional economies are strengthened.
    - Citizens are better informed regarding geophysical and geopolitical objects and events.
    - Because of all these factors, citizens and their leaders are more likely to reach community goals.

  And, ultimately these outcomes play a substantive role in providing citizens a safe place to live and work; enhancing environmental systems and green space; improving housing and transportation systems.

- ***Mission Statement***: MetroGIS exists to enhance the capacities of its principal stakeholders to carry out their responsibilities in the most effective and economical way possible". Specifically, "*to expand stakeholders' capacity to address shared geographic information technology needs and maximize investments in existing resources through widespread collaboration of organizations that serve the Twin Cities metropolitan area***"**.

- ***Core Services and Desired Outcomes***:
  1) *Foster GIS Coordination Among Stakeholders*
     - Provide an inclusive, trusted forum to collaboratively resolve geospatial data and GIS technology-related issues and opportunities of common interest.
     - Improve trust and mutual understanding within the GIS community through frequent opportunities to communicate with colleagues and peers.
     - Build sustainable solutions to common geospatial data-related needs through the use of collaborative and consensus-based processes that seek to institutionalize custodian roles and responsibilities pertaining to data capture, maintenance, documentation and distribution of commonly needed data.
     - Enhance individual stakeholder GIS programs and capabilities through sharing technology and proven practices with colleagues and peers.

2) *Oversee Solutions To Shared Information Needs*
  - Increase access to, and use of, trusted, reliable and current data needed to support business needs through sharing data and creating community-endorsed <u>regional data solutions and related applications</u>. *Build once and share many times.*
  - Improve decision support for its entire stakeholder community through the use of minimal <u>data standards</u> pertaining to assembly of data produced by multiple organizations into regional datasets. These datasets work together horizontally within a given geospatial data theme and vertically among themes.
  - Facilitate use of data standards and best practices.
3) *Support Internet-based mechanisms for discovery and ready access to geospatial data, web services and applications.*
  - Support *MetroGIS DataFinder (<u>www.datafinder.org</u>)* as a node of the National Spatial Data Infrastructure (NSDI).
  - Advance GeoServices Finder as the go-to means to discover and leverage existing GIS web services and applications of value to the MetroGIS community.

- ***<u>Strategic Objectives</u>***
  1) *Develop and maintain regional data solutions to address shared information needs.*
  2) *Expand endorsed regional solutions to include support and development of application services.*
  3) *Facilitate better data sharing by improving processes, making more data available, and enlisting more users.*
  4) *Promote a forum for knowledge sharing.*
  5) *Build advocacy and awareness of the benefits of collaborative solutions to shared needs.*
  6) *Expand MetroGIS stakeholders.*

     Maintain funding policies that make the most efficient and effective use of available resources and revenue for system-wide benefit.
  7) *Optimize MetroGIS governance and organizational structure.*

ATTACHMENT A

EXCERPT
SUMMARY OF JUNE 23, 2011
COORDINATING COMMITTEE MEETING

5. ACTION AND DISCUSSION ITEMS

a) Next Generation MetroGIS Needs Assessment – Draft Final Recommendations

Michael Terner, with AppGeo and lead support for this project, was introduced by the Staff Coordinator. He joined the Committee meeting via the Internet and phone line.

Terner began his [presentation](#) with a brief overview of the objectives of the Next-Generation MetroGIS Needs Assessment. He then presented two recommended actions for each of the three action themes shared at the previous Committee meeting (1. Communication and Collaboration, 2. Data, and 3. Organizational). Terner's recommendations addressed a "need" and an "opportunity" for each of these themes. The members were encouraged to ask questions about any aspects of these recommendations that they were not clear on in preparation for a ranking exercise planned as part of the Agenda Item 5b. The ensuring discussion is summarized as follows:

Comments that apply to all three themes:

- Committee members concurred that each recommendation addresses an important need. No other options were offered.
- Each of the scopes was deemed a reasonable and doable.
- The finalize project scopes should include a project description (charter) describing project importance and the specific outcomes to be sought.

1) Communication and Collaboration:
   - Revamp informational website
   - Social media Committee and Collaboration Forum

   The discussion about the collaborative forum began with question to Mark Kotz regarding the status of incorporating social media/Web 2.0 tools into the design of the proposed Geospatial Commons. He noted that although the primary focus has been on addressing a stakeholder preference to have one place to go to find out who is doing what. Web 2.0 tools have been discussed but are a low priority at the present time.

   Terner commented that he and his assistant had spent a fair amount of time on the MetroGIS information website and found it to be cumbersome and does not take advantage of current technology. He encouraged MetroGIS to treat this site as our calling card and increase its importance as a corporate asset.

   Desired Outcomes: The group concurred that a design requirement should be support of distributed editing by multiple participants from their respective systems. Terner offered that this requirement is doable offering an option referred to as "crosslinks" and another that works by granting "edit" privileges for a "branch" of the website, in addition to staff. The revised site should also help Committee members better represent their constituencies by providing an interactive web presence that offers stakeholders a "real 'time opportunity to share their needs, share opportunities for lowering the cost of doing business across the region, and inform themselves about collaborative opportunities.

2) Data:
   - Identify required improvements to regional solutions
   - Plan for development of regional, base map title service

   All concurred with Terner's comment that GIS is IT and that IT changes rapidly and the need to turn data into more user friendly products, such as web services.

Desired Outcomes: The process to identify improvements needs to provide a means to continuously monitor changing stakeholder needs, allow important needs, suitable for collaborative solutions, to become apparent. The current system of evaluating need for improvement on a set cycle is no longer adequate. The new system also needs to be help MetroGIS leadership decide what is more important –small changes to established solutions verses pursuing new solutions. The new system also needs to build on the current system in which roles and responsibilities are defined (who does what) but also effectively monitor user satisfaction with the carrying out of these responsibilities.

Three types of data were data were noted by the Terner: 1) that with a local authoritative source, 2) federal/state produced data which can be used as a base to improve upon, and 3) data which represent a snap shot in time (e.g., imagery, LiDAR) which must be redone to update.

The members concurred that the new system should incorporate the idea that geospatial data represent two broad types of objects: 1) physical objects (street signs, roads, bridges, buildings, etc.), which are candidates for crowd sourced updating and 2) invisible/conceptual objects (e.g., street centerlines, jurisdictional boundaries) which require authoritative sources.

The members also concurred that the process should, as in the past, involve defining a "wish" list from which a "to do" list is generated. To make the "to do" list a finding would continue to be made that the required resources (funding, equipment, and human resources- support and advocacy) exist. In addition, the next-generation process should also include a listing of desirable projects which do not qualify for the "to do" list but which MetroGIS would serve as the as the advocate to secure the required resources.

Lastly, "pushing" data to provide providers will require an understanding of commercial licensing restrictions.

3) Organizational:
   - Streamline MetroGIS process to make organization more nimble
   - Pursue a public-private partnership

   Desired Outcomes: Two types of organizational changes are needed – a) improve operational efficiencies and 2) define a process to monitor and adjust strategic direction, which actively involves industry leaders to advise the Policy Board. In addition, the definition of the term "regional significance" should be revisited to ensure that important opportunities are not being inadvertently overlooked, in particular involving Research and Development focused projects. Seek out opportunities for bi-lateral (cross sector) data sharing and document the lessons learned and how the experience creates public value.

   Authorization: The Committee authorized the Staff Coordinator, together with the Chair and Vice Chair, to craft an amendment to the Operating Guidelines that addresses the general outcomes defined above for presentation to the Policy Board at its July meeting. Motion carried, ayes all.

Editor's note: The following process requirements preceded the project recommendation in the agenda report presented to the Coordinating Committee. No mention was made of any issue with these requirements; therefore, they are included with the specific project recommendations:

"Each of the following suggested projects would begin with an evaluation of: 1) all related past MetroGIS actions focusing in what worked well and what did not work as well as had been hoped for, and 2) needs and preferences of the current stakeholder/user community. Additionally, solutions will not be complete until an evaluation of organizational capabilities has been conducted and a willing entity with sufficient operating capacity has accepted responsibility for support."

ATTACHMENT B

5a) <u>**Next Generation MetroGIS Needs Assessment**</u>

Staff Coordinator Johnson provided a brief introduction for this project. He then introduced Michael Terner, with AppGeo Boston, MA, who is the lead support for this project, noting that Terner would be joining the meeting via a phone and GoToMeeting Internet connection.

Using a slide [presentation,](#) Terner summarized the needs assessment process; explained the high-level major findings that have been divided into three major categories of: data, communication, and organizational needs; and explained six policy related questions for which the Coordinating Committee has requested direction from the Policy Board before attempting to work on recommendations. The remainder of the time was dedicated to discussing and receiving direction on the following six policy questions:

- o **Should MetroGIS expand its areas of activity (add fee for service function)?**
- o **Should locally produced data be "pushed" to commercial mapping providers?**
- o **Should the definition of collaboration be broadened (e.g., a different standard other than "regional significance")?**
- o **Is the current role of the Policy Board still relevant?**
- o **Can MetroGIS resources be expended more flexibly?**
- o **Should MetroGIS Continue to seek/obtain funding support from multiple organizations?**

At the conclusion of his presentation, Terner commented that notwithstanding the suggestions for improvements, MetroGIS remains among the top regional organizations in existence. He then invited the Board members to decide how they would like to attack the six discussion questions. Chairperson Schneider commented that the goal from his perspective is what measures need to be taken to ensure MetroGIS does the right things at the right time? In short, how can MetroGIS be both more nimble and more effective?

Chairperson Schneider commented that the role of the Board has changed since its inception. At that time, among its most important roles was to find ways for the seven counties to work better together in a manner that also improved efficiencies for other government interests. Chairperson Schneider went on to comment that he believes these roles have been achieved and that now the question is how to enhance MetroGIS's effectiveness. Paraphrasing, he said "the turf battles have been settled, and the larger sums of money have been spent." Members concurred that more can be done and that GIS technology will continue to play a vital role in the region's planning.

All concurred that with some of the major issues settled there is a need to be more flexible and open to acting on smaller scale needs, including the needs of others, with similar interests in regional collaboration (i.e., the driving reason for MetroGIS's existence). He also noted that citizens' knowledge of geospatial technology and their expectations have changed, which in turn has broadened the potential set of shared needs. A wide-ranging discussion ensured, during which the **<u>following direction was provided</u>**:

- Call to change the current organizational structure by:
  - Modifying the role of the Policy Board to move/share the current responsibility to define the organizational vision and activities to those who are experts within geospatial industry. The Board's roles should be to endorse guiding principles, and provide advocacy, political support, and in general a political reality check, as opposed to direction for specific activities. It was observed that the way Policy Board has functioned recently is more like a "Guidance Committee" than a "Policy Board", and perhaps that's what is now most needed.
  - Creating a "super" committee, or a "sub" committee that would be designed to act in a more agile fashion and potentially meet more regularly, than the quarterly Policy Board schedule and on an as-needed basis. Such a committee would be smaller than the Policy Board and it was suggested should be no more than 3-5 people. This committee could act as an additional

bridge between the Policy Board and Coordinating Committee and could be more responsive to opportunities that present themselves and could provide approvals for smaller scale expenditures. It was also suggested that non-Policy Board members might be appointed to this kind of a committee.

- Utilize/modify, as needed, the Executive Committee of Policy Board to act on contracts when windows of opportunity are discovered and to improve nimbleness. It was suggested that a reconstituted Executive Committee could potentially act as the "super"/"sub" committee.

- Delegate authority to the Coordinating Committee, or another surrogate for approvals to spend up to $50k without explicit Policy Board approval (*once the Policy Board approves higher level, overall budget).* Discussion indicated that there was general agreement of this concept amongst Board members. It was observed that recently MetroGIS has not always been able to fully spend its budget due to "contracting delays."

- Modify the Committee structure and activities to be bring more non-government interests into the fold in substantive ways and in so doing recapture the leadership role that has slipped in the past few years. With governments collaborating better, this would be a natural evolution of expanding collaboration throughout the *region.*

- Acknowledgment that two types of funding are involved to make progress with the types of collaboration solutions sought by MetroGIS:
  - Funding for administrative focused functions involved in fostering collaboration
  - Funding for specific projects.

  All concurred that partners/multiple funding sources should continue be sought for projects that have distinct deliverables (e.g., application development, imagery collection). Specific mention was made to seek out a public-private pilot with CB Richard Ellis to demonstrate value that could be created if they have an ability to "hang" their data on public parcel data records.

  The conversation was not definitive with regard to the fostering collaboration component. An argument was offered that it is appropriate for the Council to continue to wholly fund the foster collaboration component, given that the Council is generally viewed as the largest beneficiary of MetroGIS's efforts. Indeed, it was pointed out (by Rick Gelbmann) that Council has a business requirement for what MetroGIS does which is why they funded it in the first place. Others commented that efforts should be rekindled to investigate opportunities to bring more resources to the table. No specifics offered other than the counties believe their in-kind contributions of data and human resources are considerable.

- Continue the long-standing tradition of presenting a GIS technology demonstration at each Policy Board meeting. Indeed, Board members observed that continuing education on geospatial matters has been one of the most valuable functions of the Policy Board both personally and to the parent organizations of Board members.

- Clarify and/or refine the definition of "regional significance" to include projects with less than a full seven-county geographic extent, provided they comply with MetroGIS's "produce once and use many times" guiding principal. (E.g., if three counties develop an application or web service that could be used by others it *could* be considered "regionally significant".)

- Board members acknowledged that seeking further avenues for data dissemination – such as using commercial mapping tools like Google Maps – was worth investigating further.

ATTACHMENT C

KEY ELEMENTS AND RECOMMENDATIONS – LEADERSHIP DEVELOPMENT PLAN
(As adopted by the Policy Board on October 22, 2008)

PREAMBLE:
1. Recognition of Challenges - Leadership Development Planning
Due to MetroGIS's unique organizational structure – which relies on the willful collaboration of staff and political leadership from numerous public entities – the MetroGIS Leadership Development Plan differs from most corporate, non-profit and governmental transitional plans. The following are unique challenges faced by MetroGIS in preparing for the transition from current to future leadership and staff:

- Political factors outside of MetroGIS control
  - Statewide election of Governor, affecting Metropolitan Council
  - Local elections, affecting composition of MetroGIS leadership and political support of MetroGIS
- Participant organization factors outside of MetroGIS control
  - Staffing decisions at individual counties, agencies and other entities may affect staff and technical resources available to MetroGIS
- Financial support outside of MetroGIS control
  - MetroGIS's "foster collaboration" function is funded by the Metropolitan Council. If the Council changes its financial priorities, or if Council membership changes significantly via a gubernatorial election or retirements, MetroGIS funding could be vulnerable.

2. Assumption: This Plan assumes that the Metropolitan Council will continue to serve as the lead custodian for MetroGIS's "foster collaboration" function in accordance with its role as MetroGIS's principle sponsor. This role includes provision of dedicated staff support and project funding to catalyze sustainable solutions to shared geospatial information needs.

PROPOSED KEY ELEMENTS - LEADERSHIP DEVELOPMENT PLAN
1. Statement of Purpose – The MetroGIS Leadership Development Plan provides direction for MetroGIS participants and staff as they prepare for the future retirement or other replacement of political leadership, key staff and technical support. This Plan provides MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the "next generation" of new leaders before vacancies occur.

Research Existing Models: The Coordinating Committee suggested that staff should investigate how other organizations deal with transitions in key leadership, in addition to the materials listed under "*Leadership Development Planning Resources*" in the Reference Section of the accompanying agenda report, before a workgroup is formed to expand upon the preliminary direction suggested herein to achieve the ten key elements. Blake commented that the references cited in the Reference Section of the agenda report provide a good starting place for such proven practices.

2. Identification of Key Leaders and Staff – The MetroGIS Leadership Development Plan specifically addresses the development (or succession) plans for, at a minimum, the following key individuals and positions:

- MetroGIS Policy Board and Coordinating Committee membership
- MetroGIS staff, particularly the Staff Coordinator position
- Key participant organization staff (e.g. county GIS managers, technical staff)
- Technical Advisory Team
- MetroGIS workgroup participants
- Champions and advocates within critical stakeholder organizations

3. Identification of Requisite Skills and Experience for Key Leaders and Staff – MetroGIS staff (or designated workgroup) will develop thorough job descriptions and/or identification of skills needed to fill the positions listed above. This includes details on each position's general duties and obligations, expected time commitment and a description of any required technical expertise.

Document Standard Operating Procedures: As a complimentary project, the Coordinating Committee recommended that a priority should be added to document Standard Operating Procedures important to a seamless transition in leadership should be documented (e.g., meeting preparations, hosting forums, data sharing practices, out sourcing/Request for Bids). Staff was directed to speak with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

4. Development of a Leadership Development Structure – MetroGIS staff (or designated workgroup) should draft detailed procedures to be followed in the event of the retirement or other replacement of the individuals identified in #2 above. Delineation of key responsibilities – including the identification of potential successors and the development and implementation of training programs and materials – should be offered in the Plan.

In the case of dedicated MetroGIS staff, there should be a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff. The input and recommendations are intended to assist the Metropolitan Council in their decisions, not to supersede their decision-making role. In the case of workgroup participants, the process can be a less formal recruitment of interested and qualified staff from participant organizations.

The following elements should be included in the Leadership Development Planning Structure:
- Development of an Advisory Committee to provide input to the Metropolitan Council regarding their MetroGIS staff decisions (e.g. recruiting, interviewing, hiring)
- Drafting of a Recruitment Process for identifying potential new staff and Technical Support. MetroGIS staff will share a draft with the Metropolitan Council to seek guidance and input.
- Development of "performance measures" for reviewing the success of individual staff or leader transitions to gauge the success of the leadership development process
- Development of expected timelines to hire, train and fully integrate new staff into support responsibilities. In particular, authorization to offer an "overlap" period should be pursued during which a current and future Staff Coordinator can work together to make a seamless transition. Overlap period options (e.g., long: 4 - 6 weeks, short: 2 - 3 weeks) should be developed to provide guidance for the optimum timing (e.g., period covering preparations for a Coordinating Committee meeting and subsequent Policy Board meeting) and the topics to cover. As with all staffing decisions, the timeline is intended to provide informal input to the Metropolitan Council, which ultimately makes all decisions related to MetroGIS decisions.

   Test and Refine: The Coordinating Committee recommends testing and refining the above-outlined structure, by applying it as a component of the process to hire a Technical Coordinator, assuming permission is received to create and fill this position.

5. Plan for Maintaining Political Legitimacy during Transitional Phases – MetroGIS's effectiveness is in large part due to the political support of its participating organizations. Without this support, much of the professional staff assistance MetroGIS needs – in implementing its programs, staffing its workgroups and maintaining the viability of DataFinder – would likely be unavailable. It is important to prepare MetroGIS to maintain this support and political legitimacy during transitional phases. Specific tactics for achieving this are discussed below. Staff was directed to speak with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

6. Address "Volunteer Burnout" – MetroGIS relies heavily on volunteers from participant organizations for technical assistance, workgroup participation and other key organizational activities. As discussed in the 2008-2011 MetroGIS Business Plan, the potential pool of participants for these activities has shrunk in recent years, largely due to volunteer burnout. MetroGIS should contain a variety of strategies for growing participation in workgroups and reducing the burden on frequent volunteers to ensure the vitality of future volunteer projects. Possible strategies include:
- Institute regular newsletter (or listserv) communications with larger GIS community, including information on current and upcoming workgroup projects, technical needs and opportunities for participation and coordination. The mailing list should include GIS departments and specialists in adjoining counties, select private enterprises and other "non-traditional" potential MetroGIS participants.

- More active involvement of "next generation" surrogates to increase the potential pool of volunteers from current participant organizations (discussed in Recommendation #7 below).
- Consider creating an online forum at the MetroGIS website that allows current and potential participants to share opportunities for coordination and updates on current projects.
- Investigate potential to add a mechanism to the MetroGIS website capable of supporting regular (daily updates?) postings of specific needs – technical and other - to keep stakeholders and potential participants aware of needs and opportunities to contribute. (Comment: viewed as a component of both the Outreach and Leadership Development Plans.)
- Investigate potential to support a means for potential contributors to identify themselves and explain how their skills/knowledge aligns with stated needs. (Comment: This functionality is similar to that previously identified as part of a "portal".)

7. Increase Involvement of "Next Generation" Substitutes/Surrogates – Members of the MetroGIS Policy Board, Coordinating Committee, Technical Advisory Team and workgroups will arrange for a designated substitute, or surrogate, to attend any meeting, workshop or key event to which a member is unable to attend. A key component to leadership development is the early and frequent involvement of the "next generation" of MetroGIS leaders and participants. Involvement of surrogates will allow future active participants to learn the MetroGIS organizational structure, build relationships with current participants, and develop a broader understanding and interest among stakeholders needed to successfully transition to new leadership. In addition, MetroGIS will regularly send pertinent meeting minutes and agendas to designated surrogates regardless of their involvement in a given meeting. This will allow surrogates to remain informed of MetroGIS's activities on an ongoing basis.

8. Update Printed "Outreach" and Informational Materials – Printed outreach and information materials, including the MetroGIS Information Brochure, are important tools for both outreach and leadership development. From a leadership development perspective, these materials allow MetroGIS to more effectively communicate MetroGIS's mission and key activities to surrogates and other interested parties. They also serve as a valuable educational tool for potential champions and advocates within current participant organizations.

Immediate Project: The Coordinating Committee recommends creating a one-page summary document of MetroGIS's purpose, its current activities, who is involved, etc. and post on the website for stakeholders to use when they train in new staff/policy makers about MetroGIS. Share this summary with the Coordinating Committee and Policy Board Chairs for suggested modifications to assist them in the upcoming transition to their successors.

9. Consider Reinstituting Bimonthly Coordinating Committee Meetings – As MetroGIS begins to take a more active role in the world of applications and services, there will be an increasing need for more frequent input and direction from the Coordinating Committee. While MetroGIS's role relating to applications is still being defined, it appears clear that the organization will, at a minimum, have increased coordination responsibilities. Staff recommends that the Coordinating Committee consider holding meetings every two months instead of the current quarterly meeting schedule. Any change in schedule that has budget implications for MetroGIS will be discussed with Metropolitan Council staff prior to implementation.

Investigate Option: The Coordinating Committee recommends that the option of creating an Executive Committee should be investigated before moving to additional Committee meetings. In the investigation, acknowledge that to make more progress on work objectives, a greater need exists for workgroups to frame and address issues and opportunities than for the Committee to meet. Also investigate if an Executive Committee could relieve the Coordinating Committee of administrative items and its usefulness to provide leadership during transitions of key staff and committee leadership. The investigation should also include exploring modifications to the existing "e-vote" authority to allow the Committee to take action on non-administrative items under specified circumstances.

10. Continue Utilizing Consultants to Assist in Business Planning, Strategic Planning Sessions and to "Fill Gaps" as Needed – Due to MetroGIS's relatively limited dedicated staff resources, the organization has routinely utilized consultant services to help conduct key organizational activities, including business planning and strategic planning sessions. …. Involvement in consultants has played a key role in achieving the organization's goals.

DRAFT RECOMMENDATIONS

Next-Generation MetroGIS Needs Assessment

Prepared by AppGeo
June 2011

Presented to Coordinating Committee
June 23, 2011

(Distributed As a Separate Document)
(In the event members do not want to print this 14-page report)

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
               Chairperson: Sally Wakefield, Envision Minnesota
               Staff Contact: Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: 2011 MetroGIS Work Plan and Budget Refinements / Direction for 2012 Work Plan

DATE: July 5, 2011
               (For the Jul 20ᵗʰ Meeting)

REQUEST

The Coordinating Committee requests the following actions by the Policy Board:

1) Endorse its recommended refinements to 2011 work plan.
2) Comment on its preliminary thinking for the 2012 MetroGIS work plan.

COORDINATING COMMITTEE RECOMMENDATION

On June 23ʳᵈ, the Coordinating Committee recommended that the Policy Board approve modifications to the 2011 MetroGIS work planning and budget proposals described below. The Committee also began its consideration of candidate projects for 2012, for which refinements will be made at the Committee's September meeting. (See Agenda Item 5a for a description of these projects and Attachment B for complete summary of the Committee's discussion).

The Committee's recommendation assumes that all currently in-progress projects will be completed and that 2011 projects cannot be carried over to 2012, hence all affected projects must be completed by year-end.

CURRENT 2011 WORK PLAN

The current 2011 MetroGIS work plan, as refined by the Policy Board on April 20, 2011, follows:

1) Sustain traditional "foster collaboration" support activities
2) Complete Phase I (*focus on Information Needs*) Next-Generation MetroGIS Needs Assessment
3) Complete/Make Substantial Progress on Geospatial Commons Testbed (*jointly with MnGeo*)
4) Complete/Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation
5) Complete Quantify Public Value (QPV) Study (*time extension granted to April 29, 2012*)
6) Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement
7) Co-Host GECCo Forum (***Tentatively Third Quarter no MetroGIS funding***)
8) Investigate New Street Centerline Collaboration Model
9) Develop a Plan To Promote Broader Use of the U.S. National Grid in the Twin Cities
10) *(TBD project(s) following completion of Next-Generation MetroGIS Needs Assessment)*

Work is in progress for each of the above-listed 2011 program objectives. Objective 10 is the subject of the remainder of this report. A total of $12,500 in MetroGIS funding is not yet committed for 2011.

ADDITIONAL 2011 PROJECTS (*IN ADDITION TO ITEMS 1-9, ABOVE*)

MetroGIS staff support time is assumed to be required to resource each of these projects but not all require funding. (See the table in Attachment A for the tentative staging of 2011 with 2012 activities.)

a) Create Outreach Plan (*Phase I – define objectives for website reimage, online collaborative forum, and incorporating social media*) $ 2,500 est. & Staff
b) Prototype a Process to Identify Improvements to Regional Solutions   (*Part of Needs Assessment*)
c) Implement Address Points Editing Tool $10,000 est.
d) Streamline MetroGIS processes to improve flexibility and nimbleness (*includes refining what is meant by "regional significance"*) $0 (Staff)
e) Have Regional Base Map Services (*push data to commercial providers*) $0 (Staff) (*time permitting*)
f) Pursue Public Private Partnership $0 (Staff)
g) Develop Leadership Succession Plan (*document current SOPs*) $0 (Staff)
                                                           $12,500

PRELIMINARY THINKING - 2012 WORK PLAN AND BUDGET

At the time of this writing, the impacts of the state government shut down are unknown. An assumption has been made that the same amount of funding currently available to MetroGIS ($57,900) will also be available, beginning January 1, 2012, to fund MetroGIS projects.

Candidate projects are listed in order of their relative priority, based upon a ranking exercise completed by Coordinating Committee members at its June 23rd Committee meeting. The primary purpose of the exercise was to define priorities for the remainder of 2011. To facilitate Board comment on the individual candidate projects as well as their staging, a preliminary 2011-2012 budget / work plan is presented in Attachment A.

(See Agenda 5a for information about each of these projects. The cost estimates are preliminary and need to be confirmed via responses to Requests for Proposals.)

	Cost
2011-2012 Projects In-Progress – Contracts Executed)	
• Feasibility Study - New Street Centerline Collaboration Model *(Assume no Partner(s) Emerges To Share Contract Cost)*	$12,700
• Quantify Public Value (QPV) Study *(Time extension granted to April 29, 2012)*	$N/A (*federal grant*)

Preliminary Candidate Projects for 2012 (in of order of priority)

a) Re-Launch MetroGIS Web-site & Pursue Social Media *(Includes collaborative forum.)*	$ up to $25,000
b) Pursue Enhancements to Regional Datasets[1] / Services / Applications on Variety of Shared Needs Projects	$(*TBD*)

([1]*The prototyping process conducted in 2011 is to define a plan for enhancing either the Regional Street Centerline or Regional Parcel Dataset*)

c) Pursue Public-Private Partnership (*ongoing*)	$0 (Staff)
d) Define Organizational Structure Appropriate for Cost Sharing Across Sectors / Plan to Sustain Critical MetroGIS Competencies	$ up to $10,000
e) Performance Metrics (Phase II)	$?
f) Develop Leadership Succession Plan	$?
	$xx,xxx

Potential Additional Projects Associated with the Pending Next-Generation Parcel Data Sharing Agreement [2]:

g) Programming to Extract Parcel Attribute Data from County Systems	$?
h) *TBD* during negotiations	$?
	$57,900

([2]*Negotiations for the Next-Generation Parcel Data Sharing Agreement are expected to be complete before the 2012 MetroGIS work plan and budget are finalized.*)

RECOMMENDATION

That the Policy Board:

1) Endorse refinements to MetroGIS's work plan for the remainder of 2011, as recommended herein by the Coordinating Committee.
2) Offer direction regarding any additions or modifications to the suggested candidate initiatives for 2012.

Main Activity	Sub-Activity	2011 Approved (4/20/2011)	2011 Proposed Revisions	2012 Preliminary
			Costs are Estimates - Need RFP to Validate	
Professional Services/Special Projects	*Sub-Activity*	*$57,900*	*$57,900*	*$57,900*
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs			
	1) Regional GIS Projects (*2011 uses to be defined via needs assessment*)	*$12,500*		
	(a) Implement/Enhance Address Points Editing Tool (*Move from prototype to operational*)		$10,000	
	(b) Redesign & Re-Launch MetroGIS Web-site Incorporating Social media (***includes online collaborative forum***)		Staff	$25,000
	(c) Have Regional Base Map Services (*push data to commercial providers*)		Staff	?
	(d) Pursue Public Private Partnership		Staff	Staff
	(e) Pursue Enhancements to X, Y, Z Regional Datasets / Services / Applications (*Define through TBD process -B1, below*)		*?*	$10,200
	B. Organizational Development and Communication Projects			
	(1) Next-Generation MetroGIS Needs Assessment / *Includes prototype process to identify improvements to Regional Solutions*	*$35,000*	$35,000	
	(2) Study to define New Street Centerline Collaboration Model (*2-yr Contract in place October 2010*)	*$10,400*	$10,400	$12,700
	(3) Streamline MetroGIS processes to improve nimbleness (*includes refining what is meant by "regional significance"*)		Staff	
	(4) Outreach Plan (*postponed for Needs Assessment results*)		Staff	?
	(5) Define Organizational Structure for Cost Sharing Across Sectors / Plan to Sustain Critical Competencies (*postponed for Needs Assessment results*)			$5,000
	(6) Develop Leadership Succession Plan (*Postponed for Needs Assessment results*)		Staff	?
	(7) Performance Metrics (Phase II) (*Postponed for Results of Next Generation Needs Assessment results*)	*TDB*		?
	C. Discretionary (*Per 6/23/11 Coordinating Committee recommendation, up to $5,000 designated for Staff/leadership to use to achieve defined objectives*)		$2,500	$5,000
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement (contract payments to counties per agreement)**	*$28,000*	*$28,000*	*$28,000*
Outreach	**Brochure /Hand outs /Web domain registrations (www.metrogis and www.datafinder - $32/ea)**	*$100*	**$100**	**$100**
		$86,000	**$86,000**	**$86,000**
	Projects not listed because no funding from MetroGIS budget:			
	- Quantify Public Value Study - $50,000 NSDI CAP Grant			
	- Street Centerline Data Sharing Agreement - Funded by the Metropolitan Council from another source			
	- Testing of Geosptial Commons - Joint Project with MnGeo with voluntary support			

ATTACHMENT B

Excerpt
Meeting Summary
MetroGIS Coordinating Committee
June 23, 2011

5a) Next Generation MetroGIS Needs Assessment – Draft Final Recommendations
Michael Terner, with AppGeo and lead support for this project, was introduced by the Staff Coordinator. He joined the Committee meeting via the Internet and phone line.

Terner began his presentation with a brief overview of the objectives of the Next Generation MetroGIS Needs Assessment. He then presented two recommended actions for each of the three major summary categories of needs identified at the previous Committee meeting (1. Communication and Collaboration, 2. Data, and 3. Organizational). Terner's recommendations addressed a "need" and an "opportunity" in each of these three major categories. The members were encouraged to ask questions about any aspects of these recommendations that they were not clear on in preparation for a ranking exercise planned as part of the Agenda Item 5b. The ensuring discussion is summarized as follows:

Comments that apply to all three major summary categories:

- Committee members concurred that each recommendation addresses an important need. No other options were offered.
- Each of the scopes was deemed a reasonable and doable.
- The finalize project scopes should include a project description (charter) describing project importance and the specific outcomes to be sought.

1) Communication and Collaboration:
   - Revamp informational website
   - Social media Committee and Collaboration Forum

   The discussion about the collaborative forum began with question to Mark Kotz regarding the status of incorporating social media/Web 2.0 tools into the design of the proposed Geospatial Commons. He noted that although the primary focus has been on addressing a stakeholder preference to have one place to go to find out who is doing what. Web 2.0 tools have been discussed but are a low priority at the present time.

   Terner commented that he and his assistant had spent a fair amount of time on the MetroGIS information website and found it to be cumbersome and does not take advantage of current technology. He encouraged MetroGIS to treat this site as our calling card and increase its importance as a corporate asset.

   Desired Outcomes: The group concurred that a design requirement should be support of distributed editing by multiple participants from their respective systems. Terner offered that this requirement is doable offering an option referred to as "crosslinks" and another that works by granting "edit" privileges for a "branch" of the website, in addition to staff. The revised site should also help Committee members better represent their constituencies by providing an interactive web presence that offers stakeholders a "real 'time opportunity to share their needs, share opportunities for lowering the cost of doing business across the region, and inform themselves about collaborative opportunities.

2) Data:
   - Identify required improvements to regional solutions
   - Plan for development of regional, base map title service

   All concurred with Terner's comment that GIS is IT and that IT changes rapidly and the need to turn data into more user friendly products, such as web services.

Desired Outcomes: The process is to identify desired improvements needs to provide a means to continuously monitor changing stakeholder needs and ensure important needs, which are suitable for collaborative solutions to become apparent. The current system of evaluating the need for improvement on a set cycle by a face-to-face "peer review" process is no longer adequate. The new system also needs to be help MetroGIS leadership decide what is more important –small changes to established solutions verses pursuing new solutions. The new system also needs to build on the current system in which roles and responsibilities are defined (who does what) but also effectively monitor user satisfaction with the carrying out of these responsibilities.

Three types of data were data were noted by the Terner: 1) that with a local authoritative source, 2) federal/state produced data which can be used as a base to improve upon, and 3) data which represent a snap shot in time (e.g., imagery, LiDAR) which must be redone to update.

The members concurred that the new system should incorporate the idea that geospatial data represent two broad types of objects: 1) physical objects (street signs, roads, bridges, buildings, etc.), which are candidates for crowd sourced updating and 2) invisible/conceptual objects (e.g., street centerlines, jurisdictional boundaries) which require authoritative sources.

The members also concurred that the process should, as in the past, involve defining a "wish" list from which a "to do" list is generated. To make the "to do" list a finding would continue to be made that the required resources (funding, equipment, and human resources- support and advocacy) exist. In addition, the next-generation process should also include a listing of desirable projects which do not qualify for the "to do" list but which MetroGIS would serve as the as the advocate to secure the required resources.

Lastly, "pushing" data to provide providers will require an understanding of commercial licensing restrictions.

3) Organizational:
   - Streamline MetroGIS process to make organization more nimble
   - Pursue a public-private partnership

   Desired Outcomes: Two types of organizational changes are needed – a) improve operational efficiencies and 2) define a process to monitor and adjust strategic direction, which actively involves industry leaders to advise the Policy Board. In addition, the definition of the term "regional significance" should be revisited to ensure that important opportunities are not being inadvertently overlooked, in particular involving Research and Development focused projects. Seek out opportunities for bi-lateral (cross sector) data sharing and document the lessons learned and how the experience creates public value.

   Authorization: The Committee authorized the Staff Coordinator, together with the Chair and Vice Chair, to craft an amendment to the Operating Guidelines that addresses the general outcomes defined above for presentation to the Policy Board at its July meeting. Motion carried, ayes all.

Editor's note: The following process requirements preceded the project recommendation in the agenda report presented to the Coordinating Committee. No mention was made of any issue with these requirements; therefore, they are included with the specific project recommendations:

"Each of the following suggested projects would begin with an evaluation of: 1) all related past MetroGIS actions focusing in what worked well and what did not work as well as had been hoped for, and 2) needs and preferences of the current stakeholder/user community. Additionally, solutions will not be complete until an evaluation of organizational capabilities has been conducted and a willing entity with sufficient operating capacity has accepted responsibility for support."

b) **2011 Work Plan Refinements and Direction for the 2012 Work Plan**
   Staff Coordinator Johnson introduced Mark Kotz who was asked to conduct a paired comparison exercise to rank the importance of each of the candidate projects identified in the previous agenda item (green). Johnson also informed the group that previously approved but postponed projects (brown) were included in the draft listing. Kotz began the exercise

with several questions designed to clarify the members' preferences and understand of the candidate projects. The results follow. Work on the Outreach Plan to define outcomes for the Website redesign and social media projects. Work on Identify Improvements to Regional Solutions to be accomplished under the current AppGeo Needs Assessment contract.

Priority	Item	Estimate of Cost/when	Count
1	Redesign & Re-Launch MetroGIS Web-site & social media	2012 (5-10K)	11111111
1	Identify Improvements to Regional Solutions	$12K / Immediately	11111111
1	Create Outreach Plan	$0-staff / Aug.	11111111
4	Implement Address Points Editing Tool	$10K / soon if sole source?	111111
5	Streamline MetroGIS Processes (Guidance Committee, Nimble)	$0, staff / July	11111
6	Have Regional Base Map Services (push, pull, etc)	$??	1111
7	Pursue Public Private Partnership		111
8	Define Organizational Structure for Cost Sharing Across Sectors		11
9	Develop Leadership Succession Plan		1
10	Develop Performance Metrics		

Motion: Alternate member Logman moved and Bitner seconded to authorize the Staff Coordinator, together with the Chair and Vice Chair, to craft a budget for the remainder of 2011 to present to the Policy Board at its July meeting, based upon the priority preferences defined in the above described exercise resource availability subject to sharing it for comment with the Committee. Motion carried, ayes all.

Motion: Read moved and Bitner seconded to direct staff to add a category to the budget named "discretionary project funds for regionally significant initiatives" involving a small amount of funding (e.g., $5,000) that can be committed by the Staff Coordinator. Motion carried, ayes all.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Sally Wakefield, Coordinating Committee Chairperson (Envision Minnesota)
             Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: Amend Operational Guidelines: – Create Steering Committee & Modify Rules
             for Executive Committee of Policy Board

DATE: July 5, 2011
             (For Jul 20th Meeting)

INTRODUCTION

Policy Board comment is requested on two suggested changes to MetroGIS's Operating Guidelines to improve organizational flexibility, responsiveness, and nimbleness.

Note: This report assumes that the Policy Board, as part of Agenda Item 5a, directed the Coordinating Committee to offer a recommendation to improve organizational nimbleness.

COORDINATING COMMITTEE RECOMMENDATION

On June 23rd, the Coordinating Committee unanimously recommended that the Policy Board authorize several actions to address needs and opportunities to ensure that MetroGIS remains relevant to changing stakeholder needs. One of these recommendations calls for modifying MetroGIS's Operating Guidelines to improve the organization's flexibility and nimbleness, the subject of this report. This recommendation is in response to direction provided by the Policy Board at its April 20th meeting (Attachment A). An excerpt from the consultant's final Needs Assessment report is also provided in Attachment B.

To expedite action to accomplish these organizational changes, the Committee unanimously:

1) Concurred that "two types of organizational changes are needed – a) improve operational efficiencies and b) define a process to monitor and adjust strategic direction, which actively involves industry leaders to advise the Policy Board".

2) Authorized the Staff Coordinator, together with the (Committee's) Chair and Vice Chair, to craft an amendment to the Operating Guidelines that addresses the general outcomes defined above for presentation to the Policy Board at its July meeting. Motion carried, ayes all."

    This report was shared subsequently with the Committee members for comment. No changes were offered.

CLARIFY PREFERENCES

A two-part discussion is suggested for the Policy Board's July 20th meeting:

1) **<u>Corroborate that direction provided by the Board in April was accurately captured.</u>**
   The first step in this comment process is to ensure that direction offered by Board members as at last April's meeting was correctly captured. If not, the conversation should begin with agreeing on desired changes. The draft summary language is presented in Attachment A.

2) **<u>Comment on suggested modifications to MetroGIS's organizational structure</u>**.
   Building on direction received from the Policy Board at its April meeting, the following two ideas for modification of MetroGIS's organizational structure are offered for comment:

   A. Create a "Strategic Steering Committee"– this committee would be expressly charged with advising the Policy Board on strategy direction (*suggested in response to the Policy Board's preference for having experts on the geospatial industry and related practices* "*set direction for specific activities*" *– April 20th meeting, Item "1A", Attachment A*).

(1) Purpose:
The principal role of the MetroGIS Strategic Steering Committee is to provide lead support for the Policy Board's responsibility to "Maintain an up-to-date business plan to guide the operations of MetroGIS." (*see Article II, Section 4, Item "d"*).

(2) Powers and Responsibilities:
a) Consistently monitor industry and other collaborative efforts happenings for relevance to MetroGIS needs and objectives.
b) Advise the Policy Board on strategic objectives important to the long-term success of MetroGIS.
c) Keep the Policy Board apprised of circumstances for which change in MetroGIS policy or activities should be investigated.
d) Serve as the planning/oversight team for formal MetroGIS strategic planning activities.

(3) Composition:
a) Members' Collective Knowledge. **Collectively, the membership *must* be broadly knowledgeable of:**
- The state of geospatial industry and where it is headed.
- Collaborative initiatives elsewhere with objectives similar to those of MetroGIS.
- How key MetroGIS stakeholders utilize geospatial technology.
- What is working and what is not working by organizations serving the Twin Cities for to address shared geospatial needs.
- General operational functions of major organizational constituencies: local and regional government, for-profit, non-profit, and utility.

b) Members' Individual Organizational Perspectives: To the extent willing to serve, individuals possessing operational experience from the following organizational domains shall be sought out to participate (*Note: this listing was created for the QPV Study. Changes are offered for this application*):
- Academic
- Business community (Chamber of Commerce, major employer, regional economic development agency etc.)
- Consulting (civil, surveying, traffic, demographic, market research etc.)
- County/City/School District/Water Management
- Non-profit
- Public Utility
- Real estate/development
- Regional governance
- ~~State agencies~~ MnGeo (for state government)

c) Number of Members: No maximum number is set for the total number of members or for total individual within any particular domain. The percentage of local and regional government representatives shall not exceed *50* percent of the total Committee membership.

d) Appointment: MetroGIS leadership shall be responsible for identifying candidates who meet the required qualifications and constituencies and for recruiting these individuals to serve. Members need not reside in the Twin Cities to serve on this committee. Upon a candidate's acceptance, no further action is required for them to serve.

e) Standing Members: The Coordinating Committee Chairperson and MetroGIS Staff Coordinator.

(4) <u>Liaison with the Policy Board</u>:
   a) The Strategic Steering Committee Chairperson shall serve as an Ex officio member on the Policy Board.
   b) The Policy Board Chairperson shall serve as an Ex officio member on the Strategic Steering Committee.

(5) <u>Voting and Decision Making</u>: Each member shall have one vote. A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

(6) <u>Meetings</u>: The members would maintain ongoing communication with one another through a Web 2.0 technology(ies). The members would physically meet as they deem necessary.

Note: Other topics – chair, vice chair, quorum and absenteeism, to be the same as the rules for the Coordinating Committee (see Attachment B, Article II).

B. Modify Rules and Activate the Executive Committee of the Policy Board *to address the preference to be more flexible and nimble (Items 1 "B" and "C", Attachment A).*

Section 6. Executive Committee (*From Article II of Adopted Operational Guidelines*)
~~The Policy Board may create~~There shall be an Executive Committee of the Policy Board. ~~If an Executive Committee is created, t~~ The following procedural specifications shall govern its activities:

   a) It shall be comprised of the following ~~three~~ members:
      (1) Policy Board Chairperson
      (2) Policy Board Vice Chairperson
      (3) Metropolitan Council Representative to the Policy Board *(Primary Sponsor of MetroGIS)*
      (4) Chairperson, Strategic Steering Committee
      (5) MetroGIS Staff Coordinator (Ex officio)
      (6) Chairperson, Coordinating Committee Chairperson (Ex officio?)

   b) Its domain shall be restricted to urgent, non-policy matters, unless the Policy Board expressly delegates a matter of policy to the Committee to decide. Such delegation is restricted to a case-specific basis.

   c) Assess opportunities and approve/empower MetroGIS staff to pursue partnerships and projects. To remain more vital and relevant it is important that MetroGIS has the ability to engage in a timely manner in an increasing variety of geospatial opportunities that may originate both inside and outside of government.

   d) Following Policy Board approval of the annual MetroGIS budget, approve project funding for amounts up to 50 percent of MetroGIS's budget, but not greater than $50,000.

   e) Its decision making rules shall comply with the following requirements:
      (1) All three Policy Board members must be present to take action.
      (2) A unanimous decision is required for all decisions.
      (3) The Policy Board Chair shall preside over meetings.

   ~~d~~f)Decisions of the Executive Committee may go into effective immediately.

   ~~e~~g)A written summary of each meeting of the Executive Committee shall be provided to the Policy Board at its next regular meeting.

RELATIONSHIP TO CURRENT COORDINATING COMMITTEE
If the suggested Strategic Steering Committee is created, the Coordinating Committee's current charge to "advise the Policy Board on matters concerning the implementation and operation of MetroGIS" would not change from current practice. Rather, the new committee would be specifically charged with

advising the Policy Board on matters of strategic direction for the MetroGIS organization, a function that has not been a focus of the current Committee's efforts.

AMENDMENT PROCEDURE
Modifications to the adopted MetroGIS Operating Guidelines require two readings of before they can go into effect. In this case, the earliest these changes could go into effect is October 2011. However, if the Policy Board is generally satisfied with the suggested changes proposed herein, work could begin immediately on identifying candidates to serve on the proposed "Strategic Steering Committee", with the understanding that the Committee is not officially created until the amendment is adopted. There are no decisions otherwise pending, to staff's knowledge that would be affected if the changes do not go into effect until October.

RECOMMENDATION
That the Policy Board:

1) Confirm that direction given at its April meeting has been correctly summarized (Attachment A) regarding its (Board's) ideas and preferences for improving MetroGIS's flexibility, responsiveness, and nimbleness.

2) Comments on the two ideas described herein to accomplish the earlier direction from the Board.

3) Direct the Coordinating Committee to revise the proposed amendment language presented herein to accomplish the Board's refined preferences.

**Excerpt
Summary
April 20, 2011 Policy Board Meeting**

5a) Next-Generation MetroGIS Needs Assessment

(1) <u>Call to change the current organizational structure by</u>:

   (a) Modifying the role of the Policy Board to <u>move/share the current responsibility to define the organizational vision and activities to those who are experts within geospatial industry</u>. The Board's roles should be to endorse guiding principles, and provide advocacy, political support, and in general a political reality check, as opposed to direction for specific activities. It was observed that the way Policy Board has functioned recently is more like a "Guidance Body" than a "Policy Board", and perhaps that's what is now most needed.

   (b) <u>Creating a "super" committee</u> or a "sub" committee that would be designed to <u>act in a more agile fashion and potentially meet more regularly, than the quarterly Policy Board schedule</u> and on an as-needed basis. Such a committee would be smaller than the Policy Board and it was suggested should be no more than 3-5 people. This committee could act as an additional bridge between the Policy Board and Coordinating Committee and could be more responsive to opportunities that present themselves and could provide approvals for smaller scale expenditures. It was also suggested that non-Policy Board members might be appointed to this kind of a committee.

   (c) Utilize/modify, as needed, the <u>Executive Committee of Policy Board to act on contracts</u> when windows of opportunity are discovered and to improve nimbleness. It was suggested that a reconstituted Executive Committee could potentially act as the "super"/"sub" committee.

(2) <u>Delegate authority</u> to the Coordinating Committee, or another surrogate for approvals <u>to spend up to $50k without explicit Policy Board approval</u> (*once the Policy Board approves higher level, overall budget*). Discussion indicated that there was general agreement of this concept amongst Board members. It was observed that recently MetroGIS has not always been able to fully spend its budget due to "contracting delays."

(3) <u>Modify the committee structure</u> and activities to be ***bring more non-government interests into the fold*** in substantive ways and in so doing recapture the leadership role that has slipped in the past few years. With governments collaborating better, this would be a natural evolution of expanding collaboration throughout the region.

ATTACHMENT B

EXCERPT FROM CONSULTANT'S FINAL REPORT
NEXT-GENERATION METROGIS NEEDS ASSESSMENT

Organizational

5. Streamline MetroGIS processes to make the organization more flexible, responsive and nimble

Problem: Over the past 15 years, MetroGIS has evolved within a very formal governance structure. This structure includes oversight by both a Coordinating Committee and a Policy Board and a very tightly structured mission and mandate. This structure never envisioned the state of GIS technologies in the second decade of the 21st century where technology is rapidly evolving and the general public has access to, and utilizes high quality geospatial data on a regular basis. At present, MetroGIS can appear process bound and inflexible in being able to move quickly enough to capitalize on new developments and opportunities.

Actionable recommendations:
(a) Work with the Policy Board to **create a "Guidance Committee" (GC)** that could meet more regularly than the quarterly schedule of the PB itself. The GC would have authority to:

> **(1)** Following Policy Board approval of the annual MetroGIS budget, approve project funding for amounts up to 50 percent of MetroGIS's budget, but not greater than $50,000.

> **(2)** Assess opportunities and approve/empower MetroGIS staff to pursue partnerships and projects.

> **(3)** The details of membership (i.e. limited to only PB members, or not?), appointment, meetings (e.g., could "electronic meetings" take place?), etc. will be worked out after there is agreement to pursue this course of action.

(b) Pursue a **policy clarification on the definition of "regional significance."** Currently, "regional significance" is construed to mean that data development projects must encompass *all seven counties and address an information need of multiple organizations represented on the Policy Board or be classified as "critical" to society*. Development of web services have been required to "run" on and add value to endorsed regional datasets. Supporting projects that involve a geographic extent of multiple counties, but not necessarily the entire, seven-county area can still be considered to be "regionally significant." Such a policy clarification opens the possibility of becoming involved in additional projects and preserving the flexibility to remain relevant in additional, previously unanticipated settings. Guidelines for pursuing such projects (e.g., improves data interoperability) should be adopted.

(c) Modify the Committee structure, including the Policy Board; staff assignments; and associated activities to **bring more *non-governmental* interests into MetroGIS projects**, initiatives and activities, including data sharing. To remain more vital and relevant it is important that MetroGIS has the ability to engage in an increasing variety of geospatial opportunities that may originate both inside and outside of government. MetroGIS staff should be empowered to uncover and pursue emerging trends and new technologies that may benefit the community

ATTACHMENT C

MetroGIS Operating Guidelines

Article I - Definitions
Article II - Policy Board
Article III - Coordinating Committee
Article IV - Advisory Teams
Article V – Amendments
Article VI - Procedure

Article I
Definitions

For the purpose of these Operating Guidelines, the following terms shall have the meaning as provided within these Sections:

Section 1.

"MetroGIS" means a regional geographic information systems (GIS) initiative serving the seven-county Minneapolis-St. Paul (Minnesota) metropolitan area, which provides a regional forum to promote and facilitate widespread sharing of geospatial data. It operates as a voluntary, self-governed collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations and businesses, through which participants easily and equitably share commonly needed geospatial data that are accurate, current, of common benefit and readily usable.

Section 2.

"Operating Guidelines" means the procedures and rules that govern the organizational aspects and decision making of the MetroGIS Policy Board, Coordinating Committee, Technical Advisory Team and work groups.

Section 3.

"Stakeholder" is defined as one of the following classes of participants relative to the MetroGIS initiative:

Essential Participant: Organizations whose participation is vital to the existence of the MetroGIS. They are producers of essential data and/or providers of essential functionality or resources. These organizations are both influencers and beneficiaries of the MetroGIS. (Examples: The seven metro area counties and the Metropolitan Council.)

System Enhancer: Organizations, which produce data or possess resources (equipment, staff, or funds) that, although not essential to the existence of the MetroGIS, would enhance the functionality or benefits received from it. These organizations are beneficiaries of the MetroGIS and are influencers to varying degrees based on the importance of their data or resources to the functionality of the MetroGIS and to the degree of their participation. (Examples: Cities, school districts, utilities, watershed districts, state agencies, and federal agencies.) System Enhancer organizations are represented by class of organization, not by individual organizations.

Secondary Beneficiary: Organizations or individuals, which are solely users of MetroGIS data or services. They do not produce data or contribute resources that would enhance the functionality of the MetroGIS. (Examples: general public, business geographics, and nonprofits.)

Section 4.

"Policy Board" means collectively the members of the MetroGIS Policy Board. It is comprised of elected officials from local government stakeholders and a member of the Governor-appointed Metropolitan

Council. The Policy Board decides policies to effectively guide the implementation and ongoing operation of MetroGIS.

Section 5.

"Coordinating Committee" means collectively the members of the MetroGIS Coordinating Committee. The Coordinating Committee is comprised of managers and administrators from stakeholder organizations. The Coordinating Committee advises the Policy Board on matters concerning the design, implementation and operation of MetroGIS.

Section 6.

"Technical Advisory Team" means collectively the members of the standing MetroGIS Technical Advisory Team. The Technical Advisory Team is comprised of technical staff from stakeholder organizations. It exists primarily to create a technical user forum to foster information sharing related to GIS technology within MetroGIS community and to serve as a resource for the Coordinating Committee, MetroGIS workgroups and MetroGIS staff for review and/or approval of technical issues (standards, data development, data delivery, applications, etc.)

Section 7.

"Workgroups" means ad-hoc or special purpose groups responsible for recommending strategies and mechanisms and framing policy needs for consideration by the MetroGIS Coordinating Committee related to specified data access, content, standards issues and/or related applications.

Article II
Policy Board

Section 1. Purpose

There shall be a MetroGIS Policy Board. Its purpose is to effectively guide the implementation and operation of MetroGIS.

Section 2. Composition

The Policy Board shall decide the interests that comprise its membership according to the guidelines set forth in this Section. The Policy Board's composition shall consist of a minimum of twelve members, one representing each of the following eleven MetroGIS stakeholder organizations, with the exception of AMM, which shall be permitted two representatives:

Association of Metropolitan Municipalities (AMM)
Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington
Metro Chapter of the Minnesota Association of Watershed Districts (MAWD)
Metropolitan Council
Technology Information Education Services (TIES)

The Policy Board may expand its membership, as it deems necessary, to successfully carry out the objectives of MetroGIS.

Designation of an alternate for each Policy Board member appointee is encouraged. Designation of an alternate Policy Board member shall be by the governing body of the respective stakeholder organization. Designated alternate members are encouraged to attend all Board meetings, voting only in the absence of the primary representative.

Section 3. MetroGIS Endorsement and Board Membership

To be eligible for representation on the Policy Board, an organization or class of organization must:

a) Be classified as either an essential stakeholder or a system enhancer stakeholder.
b) Have adopted a resolution endorsing MetroGIS.

Policy Board members shall be appointed by the governing body of their respective organizations and shall serve at the discretion of those organizations.

Section 4. Powers and Responsibilities

The purpose of the Policy Board is to maintain the form and function of the policy making body for MetroGIS and through a voluntary, collaborative, and cooperative process seek the powers and resources necessary to effectively govern MetroGIS.

The Board shall have the following responsibilities:

a) Determine the interests to be served by MetroGIS.
b) Represent stakeholders that are Essential Participants and System Enhancers (those with membership on the Board) and serve as liaisons with their respective policy bodies.
c) Represent Secondary Beneficiary stakeholders to MetroGIS.
d) Maintain an up-to-date business plan to guide the operations of MetroGIS.
e) Determine the appropriate mechanisms and policies for development and implementation of MetroGIS.
f) Ensure the decision-making process involves all relevant and affected parties and is dominated by none to achieve the broadest efficiencies possible.

Section 5. Voting and Decision Making

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.

Section 6. Executive Committee

The Policy Board may create an Executive Committee. If an Executive Committee is created, the following procedural specifications shall govern its activities:

a) It shall be comprised of the following three members:
   (1) Policy Board Chairperson
   (2) Policy Board Vice Chairperson
   (3) Metropolitan Council Representative to the Policy Board
b) Its domain shall be restricted to urgent, non-policy matters, unless the Policy Board expressly delegates a matter of policy to the Committee to decide. Such delegation is restricted to a case-specific basis.
c) Its decision making rules shall comply with the following requirements:
   (1) All three members must be present to take action.
   (2) A unanimous decision is required for all decisions.
   (3) The Policy Board Chair shall preside over meetings.
d) Decisions of the Executive Committee may go into effective immediately.
e) A written summary of each meeting of the Executive Committee shall be provided to the Policy Board at its next regular meeting.

Section 7. Meetings

The Board shall meet as necessary to carry out its responsibilities. The time and place of the meetings shall be at the discretion of the Board membership.

Written notice (mail, facsimile, email) of the regular meetings of the Board shall be given to each member at least five (5) days prior to the meetings and shall comply with all applicable provisions of the Open Meeting

Law. Special meetings of the Board or Executive Committee meetings may be called by the Board Chair, at their discretion, provided that at least three (3) days written notice is given to each member.

Section 8. 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.

Section 9. Chair

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.

Section 10. Vice Chair

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.

Section 11. Member Absenteeism

The Board'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 Board members.

If a member misses three (3) consecutive meetings and does not arrange for an alternate, the member shall be contacted to investigate options to ensure the member's constituency is appropriately represented in the affairs of MetroGIS.

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Article III
Coordinating Committee

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Section 1. Purpose

There shall be a Coordinating Committee. Its purpose is to advise the Policy Board on matters concerning the implementation and operation of MetroGIS.

Section 2. Composition

The Policy Board shall approve the interest categories to be represented by the members of the Coordinating Committee. The approved interest categories shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, non-profit organizations that serve as adjunct resources for local government, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS.

The Coordinating Committee shall be responsible for selecting organizations or individuals to represent each of the approved general interest categories. To qualify for consideration, candidate organizations, classes of organizations, and individuals must: 1) be an essential participant stakeholder or a system enhancer stakeholder or 2) possess special expertise or knowledge important to the MetroGIS mission not provided by another member.

Each Coordinating Committee member is encouraged to seek appointment of an alternate. Designation of an alternate member shall be by the governing body of the respective stakeholder organization. Designated alternate members are encouraged to attend Committee meetings, voting only in the absence of the primary representative.

Committee member selection shall be subject to the following guidelines:

- Members of the Coordinating Committee shall include a variety of government, academic, utility, non-profit, and private-sector perspectives. Producers and users of geographic information and a diversity of operational areas important to the long-term success of MetroGIS shall be represented.

- Private sector representatives must represent a broad perspective. Appropriate measures must be employed so that no particular firm receives or is perceived to receive an unfair competitive advantage. (E.g. Gopher State One Call to represent utility interests, advisory committee with a liaison to the Coordinating Committee, etc.)

- Each organization represented on the Policy Board shall also be represented on the Coordinating Committee and shall have the same number of voting members on each.

- An organization(s) selected to represent a specified stakeholder interest category shall appoint their respective representative(s). Members and their alternates shall serve at the discretion of the organization they represent.

- Individuals determined to possess perspective and/or expertise that helps further the mission and goals of MetroGIS may serve on the Coordinating Committee at the discretion of the Coordinating Committee, subject to the guidelines set forth in this Section.

- Persons representing academic, for-profit, and non-profit interests may comprise up to thirty (30) percent of the Committee's membership.

- Members who represent broad communities, as opposed to single organizations, are expected to make an attempt to bring the communities' ideas and concerns to MetroGIS's deliberations but they are not expected to establish regular, formalized communication channels with their broad communities.

Section 3. Powers and Responsibilities

The Committee shall have the following powers and responsibilities:

- 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 between the Policy Board, the Committee, the Technical Advisory Team and any ad hoc work groups.

- Coordinate the work of the Technical Advisory Team and the ad hoc work groups.

- 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.

Section 4. Liaisons to Technical Advisory Team and Ad Hoc Work Groups

The Coordinating Committee shall appoint at least one member to serve as liaison to the Technical Advisory Team and each ad hoc work group. Said appointments shall be for a term decided at the time of appointment. It is desirable for each liaison to attend Policy Board meetings. Liaisons are responsible for:

- Presenting recommendations to the Coordinating Committee and Policy Board.

- Informing their respective group of direction received from the Coordinating Committee and Policy Board.

Section 6. Chair

The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected. Additional duties of the Chair are to:

- Guide the preparation of agendas and agenda materials for Coordinating Committee and Policy Board meetings.

- Present plans, studies, reports and such measures to the Policy Board as are deemed necessary to carry out the mission of MetroGIS.

- Serve as liaison between the Policy Board and the Coordinating Committee.

Section 7. Vice Chair

The Coordinating Committee 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. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected.

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:

(1) This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting of the Committee must be called for consider such decisions if between regularly scheduled meetings.
(2) The Committee Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
(3) The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
(4) Members are provided with at least five (5) working days to respond.
(5) The rules set forth in Sections 8 in this Article governing the Committee's quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.
(6) Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If ten percent or more of the members state the topic is inappropriate for an E-vote, the motion is automatically tabled to the next regular or special meeting of the Committee.
(7) Motions must be supported by a minimum of 75 percent of the votes cast to be approved.
(8) The Committee is apprised of the results and the course of action to be followed by email immediately following conclusion of the voting.
(9) The action is ratified at next regular or special meeting of the Committee as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

Section 10. Member Absenteeism

The Committee'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 Committee members.

If a member misses three (3) consecutive meetings and does not arrange for an alternate, the Staff Coordinator and/or Coordinating Committee Chair shall contact the member and investigate options to ensure the member's constituency is appropriately represented in the affairs of MetroGIS.

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.

Article IV
Advisory Teams

Section 1. Purpose

Advise the Coordinating Committee on matters concerning data access, data content, policy, standards, applications and other areas as may be identified and serve as a mechanism for widespread knowledge sharing among entities that comprise MetroGIS's stakeholder community.

Section 2. Creation of Teams

a) A standing Technical Advisory Team shall be created and maintained at the discretion of the Coordinating Committee. This Team will be relied upon by the Coordinating Committee for advice when it is not practical to convene a special purpose workgroup. Its primary function is to facilitate knowledge sharing among MetroGIS stakeholders.

b) Ad Hoc or Special Purpose Workgroups are created and populated at the discretion of the Coordinating Committee and are to be dissolved when its assigned responsibility has been fulfilled. Once operational, Workgroups will generally report directly to the Coordinating Committee, as opposed to the Technical Advisory Team.

Section 3. Composition

- Team members shall have acknowledged expertise relevant to the objectives and tasks of the team to which assigned. Team members shall: 1) represent a variety of points view and be affiliated with organizations or interests with jurisdiction within one or more of the Metro Area Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington or 2) possess desired knowledge or expertise not otherwise provided.

- Each team shall have a liaison member from the Coordinating Committee.

Section 4. Chair

Each team shall designate a chairperson from its membership. The chairperson shall preside at the meetings and perform the usual duties of a chairperson. The team chairperson may be someone other than a designated liaison to the Coordinating Committee.

Section 5. Powers and Responsibilities

The tasks and responsibilities of each team shall be determined by the Coordinating Committee. The teams shall have the following powers and duties:

- Present the Coordinating Committee with plans, studies, and recommendations for action that address each of its tasks as assigned by the Coordinating Committee or Policy Board.

- Perform such other duties as may be prescribed by the Coordinating Committee.

Section 6. Decision Making Process and Voting

Teams shall be free to determine decision-making rules consistent with their task(s) but a consensus process is encouraged. If a recommendation to the Coordinating Committee receives less than unanimous support, the differing opinion(s) must be carried forward with the recommendation. Team recommendations shall be carried forward to the Coordinating Committee by the team's Liaison to the Coordinating Committee or staff or the team chairperson in the absence of a Liaison. Each team shall work to resolve issues before it within the team. Situations where issues of policy arise that are beyond a team's scope or where additional direction is needed shall be passed to the Coordinating Committee for consideration and direction.

Teams shall not be subject to a formal quorum requirement to either convene their meetings or to act on matters before them. The membership of these teams shall have the discretion to act on matters regardless of the number of members present to expeditiously move proposals, concerns, and issues forward to the next level of review, provided the meeting notification guidelines set forth herein for a regularly scheduled or a special meeting, as the case may be, have been satisfied.

Section 7. Meetings

Teams shall meet as necessary to carry out their duties. The time and place of the meetings shall be at the discretion of each team.

Written notice (mail, facsimile, email) of the regular meetings of each team shall be given to each member at least five (5) days prior to such meetings. Special meetings of the teams may be called by the respective

Chairs, provided that at least three (3) days written notice is given to each affected member and otherwise comply with the provisions of the open meeting law.

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Article V
Amendments
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Section 1.

Amendments to these Operating Guidelines may be proposed by any member of the Coordinating Committee or Policy Board. A statement explaining the purpose and effect of the proposed amendment shall accompany the amendment proposal.

Section 2.

To become effective, amendments to these Operating Guidelines shall receive two readings; one before the Coordinating Committee and one before the Policy Board, each preceded by written notice to each member of the Coordinating Committee and each member of the Board at least fifteen (15) days prior to their respective consideration. Amendment proposals may be considered at a regular or a special meeting of the Committee and/or the Policy Board, provided the notification requirements in this Section are satisfied.

Amendments initiated by the Policy Board shall move forward from the Coordinating Committee to the Policy Board for consideration whether or not the Coordinating Committee recommends approval. Policy Board approval shall require at least a majority vote in favor, as outlined in Article II, Section 5.

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Article VI
Procedure
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Section 1. Rules of Parliamentary Procedure

The rules of parliamentary procedure and practice contained in Robert's Rules of Order, Newly Revised, shall be used as guidelines for the Coordinating Committee's and Policy Board's decision making unless otherwise stated herein. Decisions that result from a process that does not meet the strict procedures set forth in Robert's Rules of Order shall remain in effect if the decision resulted from due consideration of the options presented for discussion.

The Technical Advisory Team and Ad Hoc Work Groups shall have the discretion to devise and follow decision making rules acceptable to their members.

Section 3. Public Notice of Meetings

Public notification of meetings of the Policy Board shall be provided via the Metropolitan Council's Metro Meetings publication until such time that the provisions of the Open Meeting Law dictate otherwise.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5d

TO: Policy Board

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

SUBJECT: Mn Statewide Geospatial Advisory Council (MGAC) –June 30 Meeting

DATE: July 7, 2011
              (For Jul 20 Meeting)

INTRODUCTION

The purpose of this agenda item is to provide an opportunity for members of MetroGIS's leadership, who are also members of the Mn Statewide Geospatial Advisory Council (MGAC), to share their observations about the June 30 meeting of the MGAC.

The preliminary summary of the June MGAC meeting was not available at the time this report was written. When available, the meeting notes will be accessible at http://www.mngeo.state.mn.us/councils/statewide/index.html.

TIES TO METROGIS

Six individuals, involved in the leadership of MetroGIS, also served as charter members of the MGAC. They are:

	Representing
▪ Policy Board Chair Terry Schneider	MetroGIS
▪ Policy Board member Victoria Reinhardt (MGAC Chair)	Counties
▪ Policy Board alternate member Gary Swenson	At large
▪ Coordinating Committee Chair Sally Wakefield	Non-Profit
▪ Coordinating Committee member Ron Wencl	Federal Government
▪ Policy Board member Tony Pistilli	Metropolitan Council

Rick Gelbmann, Council GIS Manager, was appointed to fill Councilmember Pistilli's appointment when he left the MGAC December 31, 2010.

BACKGROUND ON MnGEO

The Mn Statewide Geospatial Advisory Council is one of two councils that advise the Mn Chief Geospatial Information Officer (MCGIO). The other is comprised solely of state agency representatives. The MCGIO position is currently held by David Arbeit, who directs the Mn Geospatial Information Office (MnGeo). David is also a charter member of the MetroGIS Coordinating Committee. MnGeo was created by the Legislature May 2009. The initial 23 MGAC member appointments expired June 30, 2011. July 15th is the deadline for applications for appointment to serve on the MGAC.

An excerpt from the Legislation that created MnGeo, pertaining to MnGeo's responsibilities and authorities, is provided in the Reference Section.

RECOMMENDATION

No action is requested.

REFERENCE SECTION

Excerpt From the Legislation that created MGIO

Subd. 2. **Responsibilities; authority.**

The office has authority to provide coordination, guidance, and leadership, and to plan the implementation of Minnesota's geospatial information technology. The office must identify, coordinate, and guide strategic investments in geospatial information technology systems, data, and services to ensure effective implementation and use of Geospatial Information Systems (GIS) by state agencies to maximize benefits for state government as an enterprise.

Subd. 3. **Duties.** (a) The office must:

   (1) coordinate and guide the efficient and effective use of available federal, state, local, and public-private resources to develop statewide geospatial information technology, data, and services;

   (2) provide leadership and outreach, and ensure cooperation and coordination for all GIS functions in state and local government, including coordination between state agencies, intergovernment coordination between state and local units of government, and extragovernment coordination, which includes coordination with academic and other private and nonprofit sector GIS stakeholders;

   (3) review state agency and intergovernment geospatial technology, data, and services development efforts involving state or intergovernment funding, including federal funding;

   (4) provide information to the legislature regarding projects reviewed, and recommend projects for inclusion in the governor's budget under section 16A.11;

   (5) coordinate management of geospatial technology, data, and services between state and local governments;

   (6) provide coordination, leadership, and consultation to integrate government technology services with GIS infrastructure and GIS programs;

   (7) work to avoid or eliminate unnecessary duplication of existing GIS technology services and systems, including services provided by other public and private organizations while building on existing governmental infrastructures;

   (8) promote and coordinate consolidated geospatial technology, data, and services and shared geospatial Web services for state and local governments; and

   (9) promote and coordinate geospatial technology training, technical guidance, and project support for state and local governments.

MetroGIS
Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5e

TO: Policy Board

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

SUBJECT: State Government Shut Down – Impacts and Opportunities

DATE: July 8, 2011
(For Jul 20 Meeting)

INTRODUCTION
The purposes of this agenda item are to provide the members with an opportunity to reflect on:
- Affects of the state government shutdown.
- Opportunities for MetroGIS to assume leadership to avert these affects.

SERVICE IDLED
MetroGIS relies upon the state to host two web services (Geocoder and Best Image) and our main information website (www.metrogis.org). Work-arounds for all three services are now in place but they were down for several days. Although a backup MetroGIS information website was put up on Friday, July 1, the current thinking is that it will not be updated to minimize issues with the main website can once again go live.

DISCUSSION
The MetroGIS community, in concert with the statewide geospatial community, has worked hard for well over a decade to minimize duplication of effort in the development and management of geospatial resources. These efforts have resulted in tremendous gains in efficiency by many organizations.

Ironically, even though generally not deemed to be mission critical, if the collaborative solutions promoted by MetroGIS cannot be trusted to be available when needed, organizations will once again revert to internal solutions. The state government shut down provides a wakeup call that planned redundancy is important regardless of whether a service is deemed mission critical. All solutions have to be able to be trusted to ensure that organizations continue to view collaborative efforts as being worth their investment.

RECOMMENDATION
Direct the Coordinating Committee to include in its recommended courses of action for solutions to shared geospatial needs, a plan for redundancy to ensure that resources, supported by MetroGIS, are not lost to lack of redundancy.

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
July 20, 2011

1. **CALL TO ORDER**
Chairperson Schneider called the meeting to order at 6:03 p.m.

Members Present: Terry Schneider (Metro Cities - City of Minnetonka), Molly O'Rourke for Dennis Hegberg (Washington County), Victoria Reinhardt (Ramsey County), Randy Knippel for Joseph Harris (Dakota County), Roger Lake (Metro Watershed Districts), Dick Carlstrom for Dan Cook (School Districts - TIES), Dave Steve Elkins (Metropolitan Council).

Members Absent: Jim Kordiak (Anoka County), Randy Maluchnik (Carver County), Joseph Wagner (Scott County), and Gary Swenson for Randy Johnson (Hennepin County).

Coordinating Committee Members Present: Sally Wakefield, Nancy Read, Rick Gelbmann, and Matt Koukol.

Support Team: Randall Johnson

Visitors: Dave Hinrichs (Metropolitan Council) and Brian Fisher (Houston Engineering)

2. **ACCEPT AGENDA**
Member Reinhardt moved and Alternate Member Knippel seconded to approve the meeting agenda was accepted as proposed. Motion carried, ayes all.

3. **MEETING SUMMARY**
Member Reinhardt moved and Alternate Member O'Rourke seconded to approve the Policy Board's April 20, 2011 meeting summary as submitted. Motion carried, ayes all.

4. **GIS TECHNOLOGY DEMONSTRATION**
Matt Koukol GIS Manager for Ramsey County and Brian Fischer, Houston Engineering which provided the technical support, explained and demonstrated a public-facing, Internet-based application (aka GIS Web Viewer) that helps citizens discover recreational opportunities in their area. The application was collaboratively developed with Statewide Health Improvement Program (SHIP) grant funds by Anoka, Carver, Ramsey, Scott Counties and 11 Southeast MN Counties.

The purpose of the application is to assist citizens "Explore and Discover" Recreation opportunities within a specific geographic area and promote Active Living and Healthy eating. Each county supports its own "*Recreational Opportunities"* application but each application also has a similar look and feel and all use a common data model.

Recognizing that participation of local government is essential to the on-going success of this application, Ramsey County, has also implemented an on-line editor for the creation, update, and deletion of recreational features by approved local partners. The southeast MN counties have also developed an iPhone, iPad, and Android application to explore recreation opportunities.

Following the presentation, Member Reinhardt asked why the three other metro area counties had not participated. Alternate Member Knippel mentioned that Dakota County used their SHIP grant funds for other purposes. The presenters were not aware whey the other two counties did not participate.

Member Reinhardt asked, from the user's perspective, if there are any plans to make it easy for those near county boundaries to quickly obtain the same recreation information for an adjoining county(ies). The presenters noted that this capability is currently a function of the Carver/Scott County application. The two other metro counties (Anoka and Ramsey) currently only provide the user with a link to access

similar information provide the adjoin counties. They noted that this topic has been discussed by the counties but that the project funding available was not sufficient to take on the standard setting required to accomplish seamless across each of the applications. The counties are, however, interested in a next-phase project to accomplish better coordination between their applications.

Chairperson Schneider asked if lessons learned had been documented. His comment led to a short discussion about the potential for MetroGIS to fund a project to accomplish this documentation. Other questions asked included:
- Who maintains the data (*to the maximum extent possible the organization responsible for the various recreation facilitates searchable via the application*),
- What type of expenses are involved in replicating the application in another county (*if same technology platform, fully transferable with some programming modifications*),
- Are the web services that the consumed by the applications accessible for other uses (*yes, all services are open access but some are of little value as stand-alone services, due to the programming used to incorporate into this particular application*).
- Who owns the source code. *The counties*

5. **ACTION/DISCUSSION ITEMS**
   a) **Next Generation MetroGIS Needs Assessment-Action Recommendations**
   b) **2011 MetroGIS Work Plan and Budget Refinements / Direction 2012 Work Plan**
      Randall Johnson, MetroGIS Staff Coordinator, and Sally Wakefield, Coordinating Committee Chairperson, presented agenda items 5a and 5b as a single [presentation].

      Johnson began the presentation with an overview of MetroGIS's current policy foundation, review of the current 2011 work plan, and the major milestones in the Needs Assessment process to provide context for the second part of the presentation –summary of each new project and the Coordinating Committee for work programming for the next 18 months. Chairperson Wakefield presented the second half of the presentation. At the completion of the presentation, Board approval was requested for the Committee's recommended revisions to the 2011 work plan and for comment on the preliminary 2012 work plan.

      Rick Gelbmann, GIS Manager for the Metropolitan Council, announced that the Council recently hired an individual (Janie Norton) to fill a new GIS Project Manager position and that this position was created to provide technical support for MetroGIS. Gelbmann noted that Janie will start on July 25 and will be supporting several of the projects described in this presentation. Chairperson Schneider encouraged Council management to permit Janie to be exposed to relevant conversations of the Policy Board and Coordinating Committee and others in addition to working with technical personnel so that she is better able to make connections been needs and resources.

      Motion: Member Reinhardt moved and Member Elkins seconded to revise the 2011 work plan and budget as recommended by the Coordinating Committee and presented in the agenda report. Motion carried, ayes all.

      Member Reinhardt asked the Member Elkins if the Council expects any issues with funding the 2012 budget as anticipated in the agenda report. Member Elkins did not anticipate any changes. No changes were offered to the list of preliminary 2012 projects presented.

   c) **Amend Operational Guidelines – Create Strategic Steering Committee and Modify Rules for Executive Committee of the Policy Board.**
      Randall Johnson, MetroGIS Staff Coordinator, commented that this agenda item is in response to two organizational issues identified during the recent Needs Assessment. He noted that the purpose of this evening's discussion is to share concept solutions with the Board for direction. Refined proposals would then be presented for Board consideration at the October meeting.

      Johnson explained that the first issue is a concern that the MetroGIS organization lacks flexibility to react quickly to opportunities. The second is that the Board has struggled with how to best

provide strategic direction when the members are not experts in the use of the technology. A separate concept solution was offered for each shortcoming. A summary of the subsequent discussion and action for each follows:

A) <u>Create new Strategy Steering Committee</u>:
Member Reinhardt commented that she is uncomfortable with delegating this important activity to small group of people. Her concern was echoed by others. After a wide-ranging conversation, the group concluded that creating a new committee is not appropriate, rather emphasis should be put on implementing an on-line collaboration environment to build upon the Coordinating Committee, whereby through an open process individuals can self-organize into communities of interest, share values and needs, and in so doing MetroGIS leadership is able to continuously monitor emerging stakeholder needs and modify strategic direction, accordingly.

All also agreed that the proposed Outreach Plan project component that relates to the Website redesign/on-line forum creation initiative is the place to start and that organizational changes are at best premature. The key is define the type of mechanism that will be most effective to bring new strategic ideas to light –integrating the committee with the electronic forum, or expanding a Coordinating Committee, or some combination of both. There was also some discussion about exploring recruiting committee members as representatives of disciplines (e.g., land planners, economic development, public safety) as opposed to organizations (e.g., cities, counties, agencies). In the end, all concurred that the emphasis should be on creating a good tool capable of attracting interested people and fostering dialogue among communities of interest that have potential to bring resources to the projects of shared need.

B) <u>Amend Rules for Executive Committee of Policy Board</u>
Member Reinhardt agreed that the suggested modifications to the existing rules addressed the operational deficiency. Other concurred and agreed with Member Reinhardt's suggestion to refining the membership section (Section a) to remove mention of the "Chairperson, Strategic Steering Committee" and stipulate that the Chair of the Coordinating Committee is an Ex Officio (no-voting) member.

Motion: Member Reinhardt moved and Member Elkins seconded to direct the Coordinating Committee to refine the language as agreed to by the Board and bring the revised amendment back to the Policy Board at the October meeting for second reading and final approval. Motion carried, ayes all

Chairperson Schneider commented that these changes, while important, will not change the fundamental way that we do business. He encouraged the Coordinating Committee to continue to explore opportunities to bring non-government interests to the table to ensure MetroGIS is able to continually incorporate new ideas that keep the organization relevant and increase the potential of capturing additional resources through ambitious collaborative ventures. For instance, he noted that several organizations are making good progress at marketing the Twin Cities region. He challenged the Committee to reach out to these organizations and offer the significant expertise possessed by the geospatial community to supplement their resources.

Chairperson Schneider also offered a thought that if the proposed new on-line collaboration tool could encourage individuals to gel as communities of interest; those communities could be offered a seat at the MetroGIS table to influence policy and activities.

d) **Statewide Geographic Advisory Council (MGAC): June 30 Meeting and Appointments**
Member Reinhardt and Chairperson Schneider summarized the topics discussed at this meeting. The meeting was held the day before the state government shutdown so anticipated impacts on geospatial community were a large focus. A brief explaining was offered by staff for how the MetroGIS website and two MetroGIS web services, all hosted on state servers, were moved to the

Council's and SharedGeo's servers to keep them available. Another focus was the process for the next round of appointments to serve on the MGAC).

e) **State Government Shutdown – Impacts and Opportunities**
All agreed that from this point on, custodial roles and responsibilities for regional solutions must include a plan to ensure access is lost to the primary dataset, service, or application. It was agreed that redundancy (Continuation of Operation) planning should not be limited to services/data classified as "critical", but rather if there is any connectivity, there needs to be a plan to ensure the asset can be accessed 24/7. If this surety is not provided, trust will be compromised and organizations will revert to inward looking solutions at the expense of collaborative solutions.

6. **MAJOR PROJECT UPDATES**
No questions were asked.

7. **INFORMATION SHARING**
No questions were asked.

8. **NEXT MEETING**
The next meeting of the Policy Board is scheduled for Wednesday, October 19, 2011.

9. **ADJOURN**
The meeting adjourned at 8:02 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Policy Board Meeting

Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Randy Maluchnik,
Vice-Chairperson
Carver County

Dan Cook,
TIES

Steve Elkins
Metropolitan Council

Dennis Hegberg,
Washington County

Joseph Harris,
Dakota County

Randy Johnson,
Hennepin County

Dave Kelso,
City of Circle Pines
Metro Cities

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

Sally Wakefield,
Chairperson
1000 Friends of MN

Peter Henschel,
Vice-Chairperson
Carver County

Staff Coordinator

Randall Johnson

Wednesday, October 19, 2011
6:00 p.m.

Metropolitan County Government Offices
2099 University Avenue, St. Paul
(Go to http://www.mmcd.org/directions.html for a map and directions)

Agenda

Page

1. **Call to Order**

2. **Accept Agenda** — *action*

3. **Accept July Meeting Summary** — *action* — *1*

4. **GIS Technology Demonstration** — *5*
    TIES - Efforts to Foster Greater Use of GIS Technology By Metro Area School Districts

5. **Action/Discussion Items**
    a) Preliminary 2012 Program Objectives and Budget (*S. Wakefield / R. Johnson*) — *action* — *7*
    b) Modify Rules for Executive Com. of Policy Board (*S. Wakefield / R. Johnson*) — *action* — *15*
    c) Board Preferences for 2012 GIS Technology Demonstrations (*R. Johnson*) — *action* — *19*
    d) Set 2012 Meeting Schedule (*R. Johnson*) — *action* — *21*
    e) Statewide Geographic Advisory Council: Member Reappointment Status — *23*

6. **Next Meeting**
    January xx, 2012

7. **Adjourn**

*********************** *Following Reports on MetroGIS Website* ***********************
8. Major Activity Update
    a) Sustaining Implemented Regional Solutions: Upgrade of DataFinder Platform
    b) Quantifying Public Value (QPV) Study
    c) Leadership Succession Strategy
    d) Outreach/Communication Strategy-Phase I (*Refresh Website and add On-line Collaboration Forum*)
    e) Explore New Collaborative Street Centerline Data Maintenance Model
    f) Define Process to Indentify Desired Enhancements to Regional Solutions
    g) Next-Generation Regional Parcel Data Sharing Agreement
    h) Regional Policy Statements (*Geocoder Service and Best Image Service*)
    i) Regional Address Point Dataset Implementation / Address Editing Tool Development
    j) Performance Measures – Phase II (*on hold for QPV Study*)
    k) Documenting Benefits & Organizational Structure for Cross Sector, Shared Power Environment
    aa) Geospatial Commons (*Collaboration between MnGeo and MetroGIS*)
    bb) Streamlining Data Access for Emergency Responders (*GECCo and National Grid Plan*)

9. Information Sharing
    a &b) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates
    c) September 22, 2011 Coordinating Committee Meeting Summary

Mission Statement: *"....to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."*

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
July 20, 2011

1. CALL TO ORDER

Chairperson Schneider called the meeting to order at 6:03 p.m.

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Support Team: Randall Johnson

Visitors: Dave Hinrichs (Metropolitan Council) and Brian Fisher (Houston Engineering)

2. ACCEPT AGENDA

Member Reinhardt moved and Alternate Member Knippel seconded to approve the meeting agenda was accepted as proposed. Motion carried, ayes all.

3. MEETING SUMMARY

Member Reinhardt moved and Alternate Member O'Rourke seconded to approve the Policy Board's April 20, 2011 meeting summary as submitted. Motion carried, ayes all.

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Matt Koukol GIS Manager for Ramsey County and Brian Fischer, Houston Engineering which provided the technical support, explained and demonstrated a public-facing, Internet-based application (aka GIS Web Viewer) that helps citizens discover recreational opportunities in their area. The application was collaboratively developed with Statewide Health Improvement Program (SHIP) grant funds by Anoka, Carver, Ramsey, Scott Counties and 11 Southeast MN Counties.

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d) Statewide Geographic Advisory Council (MGAC): June 30 Meeting and Appointments
Member Reinhardt and Chairperson Schneider summarized the topics discussed at this meeting. The meeting was held the day before the state government shutdown so anticipated impacts on geospatial community were a large focus. A brief explaining was offered by staff for how the MetroGIS website and two MetroGIS web services, all hosted on state servers, were moved to the

Council's and SharedGeo's servers to keep them available. Another focus was the process for the next round of appointments to serve on the MGAC).

e) State Government Shutdown – Impacts and Opportunities
All agreed that from this point on, custodial roles and responsibilities for regional solutions must include a plan to ensure access is lost to the primary dataset, service, or application. It was agreed that redundancy (Continuation of Operation) planning should not be limited to services/data classified as "critical", but rather if there is any connectivity, there needs to be a plan to ensure the asset can be accessed 24/7. If this surety is not provided, trust will be compromised and organizations will revert to inward looking solutions at the expense of collaborative solutions.

6. MAJOR PROJECT UPDATES
No questions were asked.

7. INFORMATION SHARING
No questions were asked.

8. NEXT MEETING
The next meeting of the Policy Board is scheduled for Wednesday, October 19, 2011.

9. ADJOURN
The meeting adjourned at 8:02 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
                Chairperson: Sally Wakefield, Envision Minnesota
                Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: GIS Technology Demonstration

DATE: September 29, 2011
                (For Oct 19th Meeting)

INTRODUCTION
The topic for the GIS Technology Demonstration at the October Policy Board meeting is entitled "*TIES Efforts To Foster Greater Use Of GIS Technology By Metro Area School Districts*".

Dick Carlstrom, GIS Coordinator with TIES, will lead the presentation.

OVER VIEW OF PRESENTATION
The purpose of this presentation is to demonstrate how geospatial technology (GIS) and regional data solutions accomplished via MetroGIS's efforts (e.g., parcels, street centerlines, city/county boundaries, etc.) are being used across TIES' member districts to support enrollment projections, school boundary determination and other applications. Mr. Carlstrom will also touch on what is working and what could be improved upon in terms of availability of data produced by others that is important to supporting school district operations.

RECOMMENDATION
No action is requested.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5a

TO: Policy Board

FROM: Coordinating Committee
              Chairperson: Sally Wakefield, Envision Minnesota
              Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: Preliminary 2012 Major Program Objectives and "Foster Collaboration" Budget

DATE: September 29, 2011
                 (For the Oct 19th Meeting)

INTRODUCTION

A preliminary listing of major recommended program objectives for 2012 and an accompanying 2012 "Foster Collaboration" budget are offered for the Policy Board's information and comment. The proposed project budget is $86,000, the same as for 2011. This is in addition to approximately 2 FTE of staff support.

STATUS

The Coordinating Committee is planning to finalize its 2012 work plan and budget recommendation at its December meeting. In process testing of a prototype Address Points Editing Tool needs to conclude before more specificity is possible. The 2012 budget also cannot be finalized until the "Foster Collaboration" funding request to the Metropolitan Council has been formally approved, which will not occur until mid-December.

COORDINATING COMMITTEE CONSIDERATION

At its September 22nd meeting, the Coordinating Committee accepted the following preliminary listing of priority work objectives for 2012 and an accompanying 2011 "Foster Collaboration" budget. These projects act on needs defined in the MetroGIS Next Generation Needs Assessment that concluded this past summer and are in addition to support provided to sustain currently operational regional solutions to shared geospatial needs. (Refer to the Reference Section for major assumptions regarding capacities required to accomplish the 2012 work plan, an explanation of each project, and an excerpt from the Committee's meeting summary).

- In-process projects expected to extend into 2012 for which MetroGIS is accountable for progress. (*The complete listing of approved 2011 work objectives is presented in the Reference Section.*)
    - ✓ Define New Collaborative Street Centerline Maintenance Model
    - ✓ MetroGIS QPV Study (*Expected to be complete by January*)
    - ✓ Move Prototype Address Points Editing Tool to Operational Status
    - ✓ Make Substantial Progress to Complete Phase I of the Regional Address Points Dataset
    - ✓ Develop Leadership Succession Plan

- Priority activities proposed for 2012 - listed in order of priority suggested by the Committee. (Detailed project descriptions are provided in the Attachment A.)
    - ✓ Create Outreach Plan (*Phase I in 2011 to establish strategic outreach objectives. Complete plan in 2012)*
    - ✓ Redesign & Re-Launch MetroGIS Web-site & Social media (*includes collaborative forum*)
    - ✓ Explore Regional Base Map Service (*push locally-produced data to commercial providers*)
    - ✓ Explore Public-Private Partnership Opportunities
    - ✓ Define Organizational Structure for Cost Sharing Across Sectors (*driven by partners involved*)
    - ✓ Develop Performance Metrics (*Phase II*) / Plan to Sustain Critical Competencies

RECOMMENDATION

That the Policy Board comment on the Coordinating Committee's preliminary:
  1) Listing of major program objectives for 2012, as listed above and described in Attachment A.
  2) 2012 "Foster Collaboration" budget presented in Attachment B.

REFERENCE SECTION

A) Major Assumptions Underpinning 2012 Work Program

1. MetroGIS's 2012 funding request of $86,000 for the "foster collaboration" function will be approved by the Metropolitan Council.
2. The addition of a Project Manager to the MetroGIS Support Team will provide the support capacity needed to continue to move forward on a range of priority objectives.
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 contract will be in place by December 31, 2011 that provides continued support for the Regional Parcel Dataset and access to it by those who currently have access.
5. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

B) Adopted 2011 Work Plan (*Last Revised by the Policy Board in July 2011*)

The following revised listing of activities was adopted by the Policy Board on July 20th to guide MetroGIS's efforts for the remainder of 2011 (*the **activities in bold** are <u>not</u> staffed or funded by MetroGIS. Progress is monitored because they involve MetroGIS stakeholders and their outcomes are important to realizing MetroGIS objectives but MetroGIS is not accountable for their progress. From this point on they will be distinguished from activities for which MetroGIS is accountable)*:

1) Sustain traditional "foster collaboration" support activities[1]
2) Complete Next-Generation MetroGIS Needs Assessment
3) **Make Substantial Progress on Geospatial Commons Testbed** (*jointly with MnGeo*)
4) Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (*in process*) (*#12 is a component*)
5) Complete Quantify Public Value (QPV) Study (*Time extension granted to 4/29/12.*
6) Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement
7) **Co-Host GECCo Forum** (*Tentatively Third Quarter*)
8) Investigate New Street Centerline Collaboration Model
9) Develop a plan to promote broader use the U.S. National Grid in the Twin Cities
10) Create Outreach Plan (*Phase I – define objectives for 2012 website reimage and online collaborative forum to incorporate web2.0/social media*)
11) Prototype a Process to Identify Improvements to Regional Solutions (*Phase II #2 Needs Assessment*)
12) Implement Address Points Editing Tool (*component of #4*)
13) Streamline MetroGIS processes to improve flexibility and nimbleness (*includes refining what is meant by "regional significance"*)
14) Explore Regional Base Map Services (push data to commercial providers) (*time permitting*)
15) Explore Public Private Partnership
16) Develop Leadership Succession Plan (*document standard operating procedures*)

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[1] Traditional activities that comprise the MetroGIS "foster collaboration" function include*:*

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

c) **Preliminary 2012 Work Plan and Budget**

Staff Coordinator Johnson noted that the proposed work plan reflects general direction provided by the Committee at its June meeting. He also mentioned that it is difficult to be more specific at this time because the testing of Address Points Editing Application ran into an unexpected delay which most likely will result in the need to fund much, if not all, of the project enhancements in 2012, assuming the Committee concurs that the project warrants further support.

Johnson then invited Members Knippel and Verbick to describe the issues that had been encountered with the Address Points Editing Application and their understanding of testing process. After a wide ranging conversation, it was agreed that the project should remain a priority. The Committee also requested that staff keep the Committee apprised of efforts taken to capture as much of the 2011 funding for the Address Points Editor as possible by allocating to other uses that have been defined as priorities.

The Committee also concluded that the previous low priority assigned to leadership succession planning should be revised to high priority for 2011 and concluded that no funding is necessary at this time. Bitner thanked Gelbmann for his efforts to secure a new Project manager position but also commented that he would prefer more input from the MetroGIS community when critical support positions are filled. Bitner volunteered to lead a Succession Planning Workgroup, with the understanding others would volunteer to participate, for the purpose of formalizing a means to: 1) nimbly interact with the organization that supplies the subject support person and 2) effectively transition among Board and Committee leaders.

Motion: Member Brandt moved and Member Bitner seconded to create a Succession Planning Workgroup. Motion carried, ayes all.

Chairperson Wakefield and Member Gelbmann volunteered to work with Member Bitner. Staff was asked to send a message to all Committee members to ask them to consider volunteering to serve on this workgroup. (*Editor's note: This message was sent to all Committee members on September 23. No additional volunteers were noted.*)

The final discussion around concerning work planning involved moving on the Phase I of the Website redesign project. Member Read volunteered to host a one-time brainstorming session to develop a high level strategy as defined in the agenda materials. Members Brandt, Gelbmann, and Knippel volunteered to participate with Member Read.

Staff was asked to send a message to all Committee members to ask them to consider volunteering to serve on this workgroup. (*Editor's note: This message was sent to all Committee members on September 23. No additional volunteers were noted.*)

ATTACHMENT A

OVERVIEW
PROPOSED 2012
METROGIS-FUNDED PROJECTS

The activity purpose statements that follow are intended to provide high-level guidance for subsequent development of detailed project scopes. Each is listed in the relative order of importance decided by the Committee at it June meeting. (Numbers out of order reflect refinements made by the Committee at its September 22nd meeting.) Each of these projects also can be tied back to one or more of the eight strategic objectives presented in the 2008-2011 MetroGIS Business Plan. These activities are in addition to 2011 activities that will extend into 2012 that are currently in process.

Finally, to the extent applicable, ideas and direction presented in the Business Plan (see Chapter 3, starting on page 26) are to serve as the starting place from which to develop detailed scopes for the following projects.

1) **Create Outreach Plan**
   Purpose: Develop a multi-faceted strategy to guide MetroGIS's communications and outreach activities with leadership of organizations to both inform them of MetroGIS objectives, efforts and accomplishments if they are not aware or not taking for advantage of these accomplishments but also to create a means for those aware to communicate / interact with MetroGIS leadership to ensure that emerging needs are understood early on.

   The main communication strategies are to include, but not be limited to: MetroGIS's main information website (www.metrogis.org), establishment of an on-line collaboration forum, face-to-face outreach, and written materials.

   Time frame: The expectation is that Phase 1 will be completed by mid fall. Phase I is to consist of defining the main strategy areas and defining the scope / objectives for each major strategy. A Team was created at the September Coordinating Committee meeting to conduct Phase I. Once Phase I is complete, an RFP will be developed and published, preferably by late fall if outsourcing will be required to implement/accomplish the various strategies. The main body of the Outreach Plan is to be completed in 2012 once the website/on-line forum projects are fully defined and to integrate any additional relevant information from those projects.

   Resources: Phase 1 - Volunteer team members (Outreach Advisory Team – referred to Social Media Advisory Team in Needs Assessment final report prepared by AppGeo report) to be supported by MetroGIS staff for the scoping component. Phase II – MetroGIS staff and advisory team.

9~~1~~) **Leadership Succession Plan**
   Purpose: Provide direction for MetroGIS participants and staff as they prepare for the future retirement or other transitions of political leadership, key staff and technical support. This Plan provides MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the "next generation" of new leaders before vacancies occur. Ten principles were adopted by the Policy Board in October 2008 from which to base this plan (Attachment C to the Coordinating Committee's September 22, 2011 agenda report).

   Time Frame: An advisory team was created by the Coordinating Committee at it s September 22nd meeting. The team is anticipated to begin its work immediately and complete the effort winter 2012.

   Resources: Volunteer team members

1) **Redesign & Re-Launch MetroGIS Web-site & Social media (*includes collaborative forum*)**
   Purposes: Redesign of the www.metrogis.org website is needed to update the site's look and feel, restructure content organization, simplify content management, leverage Web 2.0 technology to fostered

improved collaboration and communication among stakeholders, and ensure that emerging stakeholder needs, related to use of geospatial technology, are communicated to MetroGIS leadership early on to enable timely crafting of collaborative solutions needs with regional significance.

Generally, the project's deliverables are twofold:

- A technical plan and design specifications to transition from the legacy website to the next-generation website, using state-of-the-art technologies.
- Accomplishing the transition to the next-generation website.

A) **Maintain all current hyperlinks:** Accomplish the transition from the current to the new website without breaking links embedded in important documents that posted on the current website (e.g., [2008-2011 MetroGIS Business Plan](#), project reports, meeting summaries, etc.). For instance, maintaining the existing MetroGIS website as an archive that is easily accessible via the new website.

B) **Support collaborative work efforts among MetroGIS partners:** This "online meeting place" solution must provide a cross-organizational, web-based collaborative tool, or combination of integrated tools (e.g., SharePoint, Linked-In, Word Press [Content Management System], Survey Monkey, etc.), that facilitates the data and application sharing goals of MetroGIS that address the following design requirements.

   (1) Sharing of information MetroGIS's objectives, accomplishments, projects, collaborative opportunities, etc., with its stakeholder community.

   (2) Stakeholders are provided a "real 'time opportunity to easily communicate to MetroGIS leadership their changing geospatial needs and preferences and opportunities for lowering the cost of doing business across the region.

   (3) Stakeholders are able to actively and easily participate in MetroGIS shared work tasks, discussions and information sharing via state-of-the-art, web-based collaborative technologies. (E.g., Online document editing, web surveys, meeting packet access, project information and documents as well as feedback, comments and questions from partners and those seeking information.

   (4) Members of MetroGIS committees and teams, who represent constituencies (e.g., cities, school districts, water management organizations, counties, non-profits, utilities, for-profits, and academics), are able to easily communicate with their constituencies so that they can be responsive to changing needs and preferences.

   (5) Stakeholders are able to easily collaborate on projects among themselves. This may include an online meeting place for: document editing, web surveys, meeting packet access, project information and documents as well as feedback, comments and questions from partners and those seeking information. The site should be a cross-organizational web-based collaborative tool that facilitates the data and application sharing goals of MetroGIS.

C) **Support reporting of performance metrics (dash board for key measures).** A separate Performance Measurement project calls for web-based reporting of the metrics to be developed. This website resign project must create the architecture to support the planned metrics reporting.

D) **Reorganize and streamline the file library and archive** system to help users find information on the site more quickly and improve efficiencies related to on-going site maintenance specifically:

   (1) The next generation website is well organized and sustainable with a flexible design that allows for ease of future site design changes.

   (2) Information on the current web site is archived and accessible via the new site ensuring MetroGIS' complete institutional memory is easy to access. (E.g., the transition from the current to the new website must be made without breaking links embedded in important documents posted on the current website (e.g., [2008-2011 MetroGIS Business Plan](#), project reports, meeting summaries, etc.).

   (3) Site content can be easily updated by MetroGIS staff housed at the Metropolitan Council, as well as, remotely by project managers and others authorized to make modifications.

   (4) MetroGIS' institutional memory is accessible, understandable, and easy to use. 11

Time frame: Refinement of this preliminary scope would occur fall 2011 following the outcome of Phase 1 of Creating an Outreach Plan. The current thinking is to publish and an RFP in late 2011 or early 2012. Reconstruction of the site and associated collaboration tools would occur in 2012.

Resources: MetroGIS Staff to serve as project manager. The Outreach Advisory Team created for the project scoping would continue to advise the consultant retained with MetroGIS project funds to redevelop the website. In their final report for the MetroGIS Next Generation Needs Assessment, the contractor (AppGeo) estimated that the main website could be updated for $5,000-10,000. The suggested budget included $20,000 given this project is bigger than just revising the website and because it is the number 1 priority for 2012.

6) **Have Regional Base Map Services (*push locally produced data to commercial providers*)**

Purpose: To make data into more useful end-user oriented products." Given web mapping technological advances and the fact that most of the public uses commercial mapping sites such as Google Maps there is merit in pursuing the development of a consistent, region-wide base map with superior cartographic quality and available as a consumable tile service.

Time frame: Fall 2011 (*time permitting*) – most likely 2012

Resources: MetroGIS staff and volunteers to serve on a project advisory team.

7) **Pursue Public-Private Partnership**

Purpose: Act on a strategic objective set forth in the 2008-2011 MetroGIS Business Plan. In particular, seek out opportunities for bi-lateral (cross sector) data sharing and document the lessons learned and how the experience creates public value, beginning with two opportunities referenced by AppGeo in their report (CBRE and CenterPoint Energy). Consideration should also be given to the five ideas described in Appendix I of the 2008-2011 MetroGIS Business Plan.

Time frame: Ongoing

Resources: MetroGIS Staff

8) **Define Organizational Structure for Cost Sharing Across Sectors**
Purpose: In addition to resources provided by the Metropolitan Council, have the ability as a collaborative organization to receive, manage, and spend resources contributed by multiple organizations. The specifics will need to be tailed to the requirements of the organizations involved

Time frame: TBD, once organizations desiring to partner are identified (*Project #4*).

Resources: MetroGIS Staff, legal staff of candidate partners and possibility a contractor.

9) **Develop Performance Metrics (*Phase II*)**

Purpose: Corroborate the Phase I Plan, adopted by the Policy Board in October 2009, and develop and implement methods to accomplish the desired objectives. One cannot manage what one cannot measure. MetroGIS cannot achieve it stated mission (enhance stakeholder operating capacity) unless its efforts are able to remain relevant to changing stakeholder needs. MetroGIS leadership cannot be sure that MetroGIS's efforts are relevant without a means to progress/impact. The purpose of this project is to provide these means.

The Phase I plan provides guidance for development of actual metrics to measure progress toward accomplishing outcomes defined for MetroGIS's efforts. The results of the in-progress MetroGIS Quantify Public Value (QPV) study is expected to provide insight and information valuable to the development of metrics, hence, work on metrics development has been postponed until sufficient progress is made on the QPV study.

Time frame: TBD

Resources: The MetroGIS Staff Coordinator would serve as the project manager. A workgroup would determine if consultant assistance should be pursued. Currently, no funding is allocated for consultant assistance.

ATTACHMENT B

Preliminary 2012 MetroGIS Budget
"Foster Collaboration" Function

(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

ATTACHMENT B
2011-2012
MetroGIS "Foster Collaboration" Function Budget

Main Activity		2011 Approved (7/20/2011)	2012 Preliminary
	(Funding provided by the Metropolitan Council)		
		Costs are Estimates - Need RFP to Validate	
		2011	**2012**
		Approved (7/20/2011)	**Preliminary**
Professional Services/Special Projects	***Sub-Activity*** *(The number preceeding each activity represents the"first cut" relative priority defined by the the Coordinagting Committee in June.)*	***$57,900***	***$57,700***
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs		
	(ongoing) Pursue Enhancements to TBD Regional Datasets / Services / Applications (*Define through TBD process -B1, below*)		Staff?
	(1) Redesign & Re-Launch MetroGIS Web-site Incorporating Social media (***includes online collaborative forum***) Phase I 2011	Staff	$15,000
	(2) Implement/Enhance Address Points Editing Tool (*Move from prototype to operational - $10,000 total.* **Premature as of September 30 to decide if more than 50% of the project to extend into 2012)**	$10,000	$5,000
	(3) Explore Regional Base Map Service (*Initial attempt to act on new objective to "push" data to commercial providers*)	Staff *(time permitting*)	Staff
	(4) Explore Public-Private Partnership	Staff	Staff
	B. Organizational Development and Communication Projects		
	(2011) Next-Generation MetroGIS Needs Assessment / *Includes prototype process to identify improvements to Regional Solutions*	$35,000	
	(2011) Study to define New Street Centerline Collaboration Model (*2-yr Contract in place October 2010*)	$10,400	$12,700
	(4) Develop Leadership Succession Plan	Staff	Staff
	(1) Outreach Plan (*refine objectives in 2011 including Website and On-line Forum (A1, above). Complete Plan in 2012*)	Staff	$5,000
	(2) Streamline MetroGIS processes to improve nimbleness (*includes refining what is meant by "regional significance"*)	Staff	
	(5) Develop Performance Metrics Phase II (*How well doing to achieve 8 strategic objectives?*) / Plan to Sustain Critical Competencies (*See Strategy 1 on Pg 48 of 2008-2011 Business Plan*)		$15,000
	(3) Define Organizational Structure for Cost Sharing Across Sectors (*dependent on specifics of Public-Private partnership -#A4*)		?
	C. Discretionary (*Per 6/23/11 Coordinating Committee recommendation, up to $5,000 designated for Staff/leadership to use to achieve defined objectives. Formal amendment scheduled for 2nd reading at October Policy Board meeting*)	$2,500	$5,000
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement (contract payments to counties per agreement)**	***$28,000***	***$28,000***
Outreach	**Brochures for Website & Hand outs /Web domain registrations (www.metrogis and www.datafinder - $36/ea)**	**$100**	**$300**
		$86,000	**$86,000**
	Projects not listed because no funding from MetroGIS budget:		
	- Quantify Public Value Study - $50,000 NSDI CAP Grant		
	- Parcel Data Sharing Agreement - Funded by the Metropolitan Council from another source		
	- Testing of Geosptial Commons - Joint Project with MnGeo with voluntary support		

Last Updated:
September 6, 2011

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5b

TO: Coordinating Committee

FROM: Policy Board
            Staff Contact: Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: Modify Operational Guidelines: Rules for Executive Committee of Policy Board

DATE: September 28, 2011
            (For Oct. 19th Meeting)

REQUEST
Grant second reading and amend MetroGIS's Operating Guidelines pertaining to the conduct of the Executive Committee of the Policy Board.

COORDINATING COMMITTEE RECOMMENDATION
At its September 22nd meeting, the Coordinating Committee unanimously recommended that the Policy Board amend MetroGIS's Operating Guidelines, as illustrated in Attachment A. This action concluded first reading of the proposed amendment.

The Committee's action was in response to a directive from the Policy Board on July 20th. The Board's action on July 20 was in response to findings of the MetroGIS Next Generation Needs Assessment conducted earlier in the year which cited a need to improve MetroGIS's organizational flexibility, responsiveness, and nimbleness.   The Board unanimously concurred that the subject modifications would improve organizational nimbleness and asked the Committee to comment on the suggested changes. (See Reference Section for a more complete summary.)

DISCUSSION
In addition to the specific language suggested by the Policy Board at its July meeting, as housekeeping measures, the Committee also suggests adding mention of the Coordinating Committee Chair as a non-voting, ex-officio member of the Policy Board to acknowledge current practice and updating the "AMM" name to "Metro Cities" for the organization relied upon to select city representatives to serve on MetroGIS bodies.

RECOMMENDATION
That the Policy Board grant second reading and authorize amendment of MetroGIS's Operating Guidelines governing the Executive Committee of the Policy Board as presented herein in Attachment A, as recommended by the Coordinating Committee on September 22, 2011.

REFERENCE SECTION

AMENDING METROGIS'S OPERATING GUIDELINES

Modification of MetroGIS Operating Guidelines requires two readings before they can go into effect, typically one before the Coordinating Committee and one before the Policy Board, each preceded by at least 15 days notice. Specifically,

Article V, Amendment to Operating Guidelines

"Section 1.

Amendments to these Operating Guidelines may be proposed by any member of the Coordinating Committee or Policy Board. A statement explaining the purpose and effect of the proposed amendment shall accompany the amendment proposal.

Section 2.

To become effective, amendments to these Operating Guidelines shall receive two readings; one before the Coordinating Committee and one before the Policy Board, each preceded by written notice to each member of the Coordinating Committee and each member of the Board at least fifteen (15) days prior to their respective consideration. Amendment proposals may be considered at a regular or a special meeting of the Committee and/or the Policy Board provided the notification requirements in this Section are satisfied.

Amendments initiated by the Policy Board shall move forward from the Coordinating Committee to the Policy Board for consideration whether or not the Coordinating Committee recommends approval. Policy Board approval shall require at least a majority vote in favor, as outlined in Article II, Section 5."

EXCERPT - SUMMARY JULY 20, 2011 POLICY BOARD MEETING

5a) Next-Generation MetroGIS Needs Assessment

1. Create new Strategy Steering Committee:
   Member Reinhardt commented that she is uncomfortable with delegating this important activity to small group of people. Her concern was echoed by others. After a wide-ranging conversation, the group concluded that creating a new committee is not appropriate, rather emphasis should be put on implementing an on-line collaboration environment whereby through an open process individuals can self-organize into communities of interest, share values and needs, and, in so, doing MetroGIS is able to continuously monitor emerging stakeholder needs and modify strategic direction accordingly.

   All also agreed that the proposed Outreach Plan project component that relates to the Website redesign/on-line forum creation initiative is the place to start and that organizational changes are at best premature. The key is define the type of mechanism that will be most effective to bring new strategic ideas to light –integrating the committee with the electronic forum, or expanding a Coordinating Committee, or some combination of both. There was also some discussion about exploring recruiting committee members as representatives of disciplines (e.g., land planners, economic development, public safety, etc.) as opposed to organizations (e.g., cities, counties, agencies). In the end, all concurred that the emphasis should be on creating a good tool capable of attracting interested people and fostering dialogue among communities of interest that have potential to bring resources to the projects of shared need.

2. Amend Rules for Executive Committee of Policy Board
   Member Reinhardt agreed that the suggested modifications to the existing rules addressed the operational deficiency. Other concurred and agreed with Member Reinhardt's suggestion to refining the membership section (Section a) to remove mention of the "Chairperson, Strategic Steering Committee" and stipulate that the Chair of the Coordinating Committee is an Ex Officio (no-voting) member.

Motion: Member Reinhardt moved and Member Elkins seconded to direct the Coordinating Committee to refine the language as agreed by the Board and bring the revised amendment back to the Policy Board at the October meeting for second reading and final approval. Motion carried, ayes all

Chairperson Schneider commented that these changes, while important, will not change the fundamental way that we do business. He encouraged the Coordinating Committee to continue to explore opportunities to bring non-government interests to the table to ensure MetroGIS is able to continually incorporate new ideas that keep the organization relevant and increase the potential of capturing additional resources through ambitious collaborative ventures. … He challenged the Committee to reach out to these organizations and offer the significant expertise possessed by the geospatial community to supplement their resources.

Chairperson Schneider also offered a thought that if the proposed new on-line collaboration tool could encourage individuals to gel as communities of interest; those communities could be offered a seat at the MetroGIS table to influence policy and activities.

ATTACHMENT A

Article II – Operating Guidelines
Policy Board

(As recommended for approval by the MetroGIS Coordinating Committee on September 22, 2011.)

Section 2. Composition
The Policy Board shall decide the interests that comprise its membership according to the guidelines set forth in this Section. The Policy Board's composition shall consist of a minimum of twelve voting members, one representing each of the following eleven MetroGIS stakeholder organizations, with the exception of ~~AMM~~Metro Cities, which shall be permitted two representatives:

Metro Cities [formerly the Association of Metropolitan Municipalities (AMM)]
Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington
Metro Chapter of the Minnesota Association of Watershed Districts (MAWD)
Metropolitan Council
Technology Information Education Services (TIES)
The Coordinating Committee Chairperson shall be a non-voting, ex-officio member of the Policy Board.

The Policy Board may expand its membership, as it deems necessary, to successfully carry out the objectives of MetroGIS.

Designation of an alternate for each Policy Board member appointee is encouraged. Designation of an alternate Policy Board member shall be by the governing body of the respective stakeholder organization. Designated alternate members are encouraged to attend all Board meetings, voting only in the absence of the primary representative.

Section 6. Executive Committee (*From Article II of MetroGIS Operating Guidelines*)
~~The Policy Board may create~~There shall be an Executive Committee of the Policy Board. ~~If an Executive Committee is created, t~~ The following procedural specifications shall govern its activities:

a) It shall be comprised of the following ~~three~~ members:
    (1)   Policy Board Chairperson
    (2)   Policy Board Vice Chairperson
    (3)   Metropolitan Council Representative to the Policy Board (<u>Note</u>: *Primary Sponsor of MetroGIS)*
    (4)   MetroGIS Staff Coordinator (Non-voting, Ex officio)
    (5)   Chairperson, Coordinating Committee Chairperson (Non-voting, Ex officio)

b) Its domain shall be restricted to urgent, non-policy matters, unless the Policy Board expressly delegates a matter of policy to the Committee to decide. Such delegation is restricted to a case-specific basis.

c) Assess opportunities and approve/empower MetroGIS staff to pursue partnerships and projects. To remain more vital and relevant, it is important that MetroGIS has the ability to engage in a timely manner in an increasing variety of geospatial opportunities that may originate both inside and outside of government.

d) Following Policy Board approval of the annual MetroGIS budget, approve project funding for amounts up to 50 percent of MetroGIS's budget, but not greater than $50,000.

e) Its decision making rules shall comply with the following requirements:
    (1)   All three Policy Board members must be present to take action.
    (2)   A unanimous decision is required for all decisions.
    (3)   The Policy Board Chair shall preside over meetings.

~~d~~f) Decisions of the Executive Committee may go into effective immediately.

~~e~~g) A written summary of each meeting of the Executive Committee shall be provided to the Policy Board at its next regular meeting.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: GIS Technology Demonstration Preferences for 2012

DATE: September 29, 2011
                    (For Oct 19nd Meeting)

INTRODUCTION

Policy Board members are encouraged to identify GIS technology demonstration topics that you would like to learn more about.

BACKGROUND

An outcome of the recently concluded Next-Generation MetroGIS Needs Assessment was that the Policy Board acknowledged that it wants to continue its long-standing practice of learning about a particular application of geospatial technology at each of its meetings.

POTENTIAL 2012 GIS TECHNOLOGY DEMONSTRATION CANDIDATES (*NO ORDER OF PRIORITY INTENDED*)

1) Invite Brendon Slotterback to talk about his concept of "location efficiency"- describing places that maximize investments in public infrastructure while locating people close to other amenities.

   Quoting Coordinating Committee Chairperson Wakefield "… During a recent presentation, Brendon plugged MetroGIS often – all of the data used in the analysis was made available via MetroGIS and he identified some data needs as well. Given that HUD is now using these criteria to score grant applications and location efficiency is becoming more accepted as a planning criteria coupled with the fact that this analysis was built using MetroGIS data I thought it might make a good presentation for the policy board. This is ***the*** trend of the future among the land use planning wonks."

2) Invite MnDOT to talk about their "Collaborative Initiative to Improve Sharing of Parcel and ROW Data". This initiative was the topic of a feature article in the June 2011 Issue of APWA Reporter (American Public Works Association).

3) Repeat any of the previous presentations (see attached listing)

4) Preferences identified at the October Policy Board meeting

DISCUSSION

Four sound demonstration candidates are sought for presentation at the Board's 2012 meeting. If fewer than four are identified at the October Policy Board meeting, a survey of Policy Board and Coordinating Committee is suggested, as has been conducted in the past to identify candidate demonstration topics.

RECOMMENDATION

That the Policy Board offer preferences about GIS technology demonstration topics that it would like to learn more about at its meetings in 2012.

PAST POLICY BOARD GIS TECHNOLOGY DEMONSTRATION TOPICS

- July 2011   GIS Web Viewer-Exploring and Discovering Recreational Opportunities (Anoka, Carver, Ramsey, Scott)
- Apr 2011   Scott County – Collaborative Internet Application for Road Closures
- Jan 2011   LOGIS's gGov Application
- Oct 2010   Emergency response maps consistent across jurisdictions, based on U.S. National Grid
- Jul 2010   Multi-county collaboration for public access property information application
- Apr 2010   Coordinated Data Management via Internet - Council and Counties
- Jan 2010   How Use of Shared Web Services is Improving Organizational Efficiencies
- Oct 2009:   Red River Valley Flood Response
- Jul 2009:   LOGIS –Improving Service Delivery through Collaborative GIS Programs
- Apr. 2009:   Safe Road Map Project – University of Minnesota Connection
- Jan. 2009:   Twin Cities Economic Development Website
- Oct. 2008   Regional Data Sets and Analysis of School District Housing Stock
- Jul. 2008:   Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008:   Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008:   GIS's Role In Response to I-35W Bridge Collapse
- Oct. 2007:   Metropolitan Mosquito Control District's Web Application
- Jul. 2007:   Metropolitan Council's new "Maps" Web site
- Apr. 2007   Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007:   Effective Decisions Through Effective Data Distribution
- Oct. 2006:   M3D Internet Application
- Jul. 2006:   State Geospatial Architecture
- Apr. 2006:   Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006:   *No presentation*
- Oct. 2005:   Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 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 PSAPs
- 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

Cooperation, Coordination, Sharing Geographic Data

Agenda Item: 5d

To: MetroGIS Policy Board

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

Subject: 2012 Meeting Schedule - MetroGIS Policy Board

Date: September 21, 2011
      (For Oct 19th Meeting)

INTRODUCTION
A suggested meeting schedule for 2012 is presented below for the Board's consideration and endorsement. No Policy Board meetings have been scheduled beyond October 19, 2011.

BACKGROUND
<u>Meeting location</u>: Metro Counties Government Center (2099 University Avenue, St. Paul).

Nancy Read, with the Metropolitan Mosquito Control District and member of the Coordinating Committee, has hosted the Policy Board's meetings at the Metro Counties Government Center since mid-2006. She is again willing to do so for the 2012 meetings if the Board wishes to continue to meet there.

<u>Meeting dates and times</u>: According to a survey of Board members conducted last year, those members who responded would prefer to continue to meet as in the past - quarterly on the 3rd Wednesday of the month. At the October 2010 meeting, a decision was also made to continue to meet from 6 to 8 pm.

SUGGESTED 2012 MEETING SCHEDULE

Date	Anticipated Major Topics
Jan 18, 2012 *3rd Wednesday*	• 2012 Program Objectives and Budget • Regional Policy Statement – Geocoder and Best Image services • Refine Definition of Regional Significance • Plan for Defining Enhancements to Endorsed Regional Solutions • Results of Quantify Public Value (QPV) Study
Apr 18th *3rd Wednesday*	• Election of Officers • Leadership Succession Strategy • Preliminary Outreach and Communication Strategy (*Website Redesign and On-line Forum*) • Recommendations for New Collaboration Model - Regional Street Centerline Dataset
Jul 18th *3rd Wednesday*	• Public-Private Partnership Strategy – one specific opportunity • Strategy for Accomplishing Regional Address Points Dataset • ?
Oct 17th *3rd Wednesday*	• Endorsement of Regional Base Map Service • ?

RECOMMENDATION
The MetroGIS Policy Board is respectfully requested to set its meeting dates for 2012.

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MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5e

TO: Policy Board

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

SUBJECT: Mn Statewide Geospatial Advisory Council (MGAC): Member Reappointment Status

DATE: September 29, 2011
         (For Oct 19th Meeting)

<u>INTRODUCTION</u>
The purpose of this agenda item is to provide an opportunity for those Policy Board members who sought reappointment to the Mn Statewide Geospatial Advisory Council (MGAC) to share their expectations of serving on the MGAC.

<u>COORDINATION OPPORTUNITY</u>
2010 was the first year that the MGAC was operational. Six individuals listed below, who are involved in the leadership of MetroGIS, were also among the 23 members of the initial Mn Statewide Geospatial Advisory Council. Their appointments expired on June 30, 2011.

- Policy Board Chair Terry Schneider
- Policy Board member Victoria Reinhardt
- Policy Board alternate member Gary Swenson
- Policy Board member Tony Pistilli
- Coordinating Committee Chair Sally Wakefield
- Coordinating Committee member Ron Wencl

At the time of this writing, the results of the 2011 appointment process had not been released but are expected to available prior to the by the Policy Board's October meeting.

<u>ROLE OF MGAC</u>
The Mn Statewide Geospatial Advisory Council is one of two councils that advise the Mn Chief Geospatial Information Officer (MCGIO). The other is comprised solely of state agency representatives. The MCGIO position is currently held by David Arbeit, who directs the Mn Geospatial Information Office (MnGeo). David is also a charter member of the MetroGIS Coordinating Committee.

Excerpt from 2011 Legislation:
<u>Geospatial advisory councils created</u>. The chief information officer must establish a governance structure that includes advisory councils to provide recommendations for improving the operations and management of geospatial technology within state government and also on issues of importance to users of geospatial technology throughout the state.

(a) A statewide geospatial advisory council must advise the Minnesota Geospatial Information Office regarding the improvement of services statewide through the coordinated, affordable, reliable, and effective use of geospatial technology. …. The members must represent a cross-section of organizations including counties, cities, universities, business, nonprofit organizations, federal agencies, tribal governments, and state agencies…..

<u>RECOMMENDATION</u>
No action is requested.

ATTACHMENT A

Statewide Geospatial Advisory Council Contact List, October 2011

(*Not available at the time of this writing*)

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
October 19, 2011

1. **CALL TO ORDER**
Chairperson Schneider called the meeting to order at 6:03 p.m.

Members Present: Terry Schneider (Metro Cities - City of Minnetonka), Dave Kelso (Metro Cities - City of Circle Pines), Jim Kordiak (Anoka County), Victoria Reinhardt (Ramsey County), William Brown for Randy Johnson (Hennepin County), Jim Bunning for Joseph Wagner (Scott County), Roger Lake (Metro Watershed Districts), Dick Carlstrom for Dan Cook (School Districts - TIES), and Steve Elkins (Metropolitan Council).

Members Absent: Molly O'Rourke for Dennis Hegberg (Washington County), Joseph Harris (Dakota County), and Randy Maluchnik (Carver County).

Coordinating Committee Members Present: Sally Wakefield, Nancy Read, and Rick Gelbmann.

Support Team: Randall Johnson and Janie Norton

Visitors: none

2. **ACCEPT AGENDA**
Member Reinhardt moved and Kordiak seconded to approve the meeting agenda was accepted as proposed. Motion carried, ayes all.

3. **MEETING SUMMARY**
Member Kordiak moved and Alternate Member Gelbmann seconded to approve the Policy Board's July 20, 2011 meeting summary as submitted with the exception that an announcement was approved to before Item 4. Motion carried, ayes all.

Nancy Read explained the Dr. Carl Reed, CTO for the Open Geographic Consortium would be speaking at this location the evening of Thursday, October 27 and encouraged the Board members to attend. She noted that the topic is emergency management and is especially designed for policy makers– the title "*Rapid Advancement in Geospatial Technology – What Every Policy Maker Needs to Know*". Read agreed to send the web address to register for the talk to staff to pass along the members. Read also informed the Board members that the reason that Dr. Reed is in town is to participate in a two day GECCo (Geospatially Enabling Community Collaboration) event on October 27 and 28. MetroGIS is a co-sponsor of the two day event.

4. **GIS TECHNOLOGY DEMONSTRATION**
Dick Carlstrom, GIS Coordinator for TIES, used a series of slides to share several uses that TIES makes of regional data solutions to support analytical needs of school districts. The topics included defining the cut off between walkers and students who are eligible to ride the bus, setting student attendance boundary areas for elementary school, and understanding housing stock an and how changes in hosing stock impact school attendance (housing is a district's DNA). In the course of his comments, Carlstrom commented that his work on understanding housing stock was done in collaboration with Hazel Reinhardt, former state demographer.

Member Elkins commented that cities are aware of Ms. Reinhardt's work with housing and are also using it to understand their housing stock. He noted that one finding is that smaller single level floor plans are increasing more attractive to empty nesters who want to downsize and move from the suburbs to locations closer to their jobs. These homes used to be the starter home for young couples with small children – resulting in smaller school census than when the domain of young couples.

Member Kordiak asked if TIES is willing to work with other jurisdictions to assist with this type of research for other uses. Carlstrom stated that to date, TIES had focused on school district needs but would be willing to talk.

5. ACTION/DISCUSSION ITEMS
a) 2012 Preliminary MetroGIS Work Plan and Budget Refinements
Randall Johnson, MetroGIS Staff Coordinator, noted that a final recommendation is anticipated to be made by the Coordinating Committee at its December meeting after the results of two studies in –progress studies are available (address points editing tool and identify enhancements for existing regional solutions). Johnson then summarized the projects currently in progress that are expected to continue into 2012 and those tentatively anticipated to begin in 2012 and asked if the Board if they had any suggested additions. No changes were offered. The following is a summary of the discussion points:

- During Johnson's comments about the in-progress next generation street centerline model study, Chairperson Schneider commented that a state law was recently passed that requires cities to locate all utilities within their right of way. He suggested that staff consider this mandate during this study.

- Chairperson Schneider also commented that he is pleased with the revised methodology for the Quantify Public Value (QPV) Study. He went on to explain that the rescoped study focuses on asking representatives of several distinct communities of practice to help us understand values they use to decide on investments and policy.

- The final item talked about was the Leadership Succession Plan. Chairperson Schneider commented that sharing of resources is becoming more and more common. He encouraged the individuals involved this effort to think about the possibility of job sharing with MnGeo to support activities important to both communities.

b) Modify Rules for Executive Committee of the Policy Board
Randall Johnson, MetroGIS Staff Coordinator, summarized the information provided in the agenda report, noting that the only change from the language proposed by the Board at its July meeting was the addition of "non-voting" before each reference to "ex-officio".

Following a motion by Member Reinhardt and a second by Member Kordiak to approve as recommended by the Coordinating Committee, Member Kordiak asked for clarification about Items "d" and "e(1)" under Section 6. The members concurred with the following refinements:
- Item d was revised to read:
  d) Following Policy Board approval of the annual MetroGIS budget, <u>the Executive Committee may</u> approve project funding for amounts up to 50 percent of MetroGIS's budget, but not greater than $50,000.

- Item e(1) was revised to read:
  e) Its decision making rules shall comply with the following requirements:
    (1) All three <u>voting members of the</u> Policy Board ~~members~~ must be present to take action.

Motion: Members Reinhardt and Kordiak accepted the revised language. Motion carried, ayes all.

c) GIS Technology Demonstration Preferences for 2012
Staff Coordinator Johnson began this topic by asking the Policy Board to confirm its long-standing preference to learn about some facet of GIS technology at each meeting. Chairperson Schneider commented that although the members benefit from these presentations that if there is need for an important business item that the GIS demonstration should be deferred to the next

meeting. The group concurred with Chairperson Schneider. The members also concurred that their preference for the January 2012 meeting is for a presentation from Professor John Bryson about the findings from the Defining Values component of the MetroGIS Quantify Public Value Study instead of a GIS demonstration is there is not sufficient time to do both.

The members concurred that the following GIS Demonstration topics would be good choices for the April and July 2012 meetings:

- Brendon Slotterback's concept of location efficiency.
- Cyclopath

d) 2012 Meeting Schedule
The meeting schedule suggested by staff for 2012 was accepted: January 18, April 18, July 18, and October 17.

e) Mn Statewide Geospatial Advisory Committee (MGAC) Appointments
No appointments had been made, so this item was deferred to the next meeting.

6. MAJOR PROJECT UPDATES
No questions were asked.

7. INFORMATION SHARING
No questions were asked.

8. NEXT MEETING
The next meeting of the Policy Board is scheduled for Wednesday, January 18, 2012.

9. ADJOURN
The meeting adjourned at 7:55 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Policy Board Meeting

Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Randy Maluchnik,
Vice-Chairperson
Carver County

Dan Cook,
TIES

Steve Elkins,
Metropolitan Council

Joseph Harris,
Dakota County

Dennis Hegberg,
Washington County

Dave Kelso,
City of Circle Pines
Metro Cities

Randy Johnson,
Hennepin County

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

David Bitner
Chairperson
MAC

David Brandt
Vice-Chairperson
Washington County

Staff Coordinator

Randall Johnson

Wednesday, January 18, 2012
6:00 p.m.

Metropolitan County Government Offices
2099 University Avenue, St. Paul
(Go to http://www.mmcd.org/directions.html for a map and directions)

Agenda

Page

1. **Call to Order**

2. **Accept Agenda** ⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀*action*

3. **Accept October Meeting Summary** ⠀⠀⠀⠀⠀*action* ⠀*1*

4. **Special Presentation – Professor John Bryson**
   Findings: Defining Values Component of MetroGIS Quantify Public Value Study ⠀*5*

5. **Action/Discussion Items**
   a) Leadership Succession Strategy (*D. Bitner*) ⠀⠀⠀⠀⠀⠀⠀⠀*9*
   b) Strategic Communication Objectives *(N. Read / D. Bitner)* ⠀⠀*action* ⠀*15*
   c) 2011Accomplishments *(D. Bitner / R. Johnson)* ⠀⠀⠀*action* ⠀*21*
   d) 2012 Program Objectives and Budget *(D. Bitner / R. Johnson)* ⠀*action* ⠀*27*
   e) Nov. 29 Statewide Geographic Advisory Council Mtg. *(Members attending)* ⠀*37*
   f) Staff Coordinator Retirement - *Thank You for the Opportunity to Make a Difference!* ⠀*39*

6. **Next Meeting**
   April 18, 2012

7. **Adjourn**

*********************** *Following Reports on MetroGIS Website* ***********************

Major Activity Update
   (See Agenda Item 5c)

Information Sharing
   a) Coordinating Committee Officers Elected for 2012
   b-e) Outreach and Other Metro, State and Federal Geospatial Initiatives Updates
   f) December 15, 2011 Coordinating Committee Meeting Summary

Mission Statement: *"....to expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area."*

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Coordinating Committee Members Present: Sally Wakefield, Nancy Read, and Rick Gelbmann.

Support Team: Randall Johnson and Janie Norton

Visitors: none

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7. INFORMATION SHARING
No questions were asked.

8. NEXT MEETING
The next meeting of the Policy Board is scheduled for Wednesday, January 18, 2012.

9. ADJOURN
The meeting adjourned at 7:55 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Randall Johnson, MetroGIS Staff Coordinator *and*
                       Administrative Coordinator, QPV Study (651-602-1638)

SUBJECT: Defining Values Component of MetroGIS Quantify Public Value (QPV) Study

DATE: January 6, 2012
               (For the Jan 18th meeting)

INTRODUCTION

The purposes of this agenda item are to:

1) Share with the Policy Board the findings of the "Defining Values" component of the MetroGIS QPV Study. Professor John Bryson, Humphrey Center for Public Affairs, U of Mn, will make the presentation. He served as lead support for this study.

2) Invite Policy Board members to offer direction about a suggested follow-on study to continue working toward trusted means to measure public value created through sharing of geospatial resources.

PRIOR POLICY BOARD ACTION

1) January 2010: The Policy Board postponed development of organizational metrics to measure MetroGIS's progress toward defined accomplishing its strategic objectives until the results of the QPV study were known. The assumption at that time was that the QPV Study would produce a method to quantify public value creation.

2) October 2011: Policy Board members concurred that the highlights of the Defining Values Study should be presented at its January 18th meeting in place of a GIS Technology Demonstration.

OBJECTIVE - METROGIS QUANTIFY PUBLIC VALUE (QPV) STUDY

1) Originally Awarded QPV Study– April 2010: "Develop a trusted methodology capable of quantitatively measuring public value created when organizations actively share geospatial data (participate in geospatial commons)". A $50,000 federal grant was awarded for this study in April 2010. (*Rescoping of the original study was required because the methodology required for the grant award was found to be incompatible with MetroGIS's objective, as described in the original scope*.[1]

2) Revised Study– May 2011:
   The revised study was comprised of two complementing components: (*See the Reference Section for a brief overview of the methodologies for each of these efforts*.)

   a) Defining Values - Considered the matter of value from policy makers' perspectives. The objective was to design and test a methodology identify values and capacities (business drivers) critical to accomplishing cross-sector collaboration – the foundation for understanding public value creation opportunities. Professor John Bryson served as lead support. **TOPIC FOR JANUARY 18**

   b) Defining Value of Parcel Data: Focused on the user's perception of the value of sharing parcel data and the role of parcel data in addressing business needs. Francis Harvey served as lead support.

SUMMARY OF FINDINGS

Highlights from the executive summary presented in the Final QPV Study Report follow:

- There is real and substantive potential to create public value when organizations collaborate within and across sectors to address shared interests.

- There is broad support for the effort needed to realize a geospatial commons in which a wide variety of cross sector interests actively participate.
- A variety of stakeholders value or would value access to parcel data produced the seven counties, which comprise the Minneapolis- St. Paul metropolitan area.
- A path forward to work toward the ability to measure public value created. The shared values and interests that policy makers identified establish targets for subsequent work, whether by MetroGIS or others, to develop actual measures to monitor public value creation (whether quantitatively or qualitatively) when organizations actively participate in a geospatial commons.
- "Accurate data" and "executive leadership" are the starting points for the chain of capabilities the study participants agreed are needed to accomplish shared interests.

   The community's corroboration that "accurate data" and "executive leadership" are the starting points to collaboratively address shared values affirms the importance of MetroGIS's mission as an organization and adds clarity to its efforts as it continues to pursue sustainable regional solutions to a host of shared information needs.

RECOMMENDATION

That Policy Board:

1) Ask questions of Professor John Bryson to clarify understanding of the results of MetroGIS's Defining Values Study.

2) Offer direction for the suggested follow-on study that would continue working toward achieving a trusted means to measure public value created through sharing of geospatial resources. (*Currently included as a 2012 work objective – see Agenda Item 5d but funded through a TDB partnership*.)

_____

[1] A major rescoping of the original QPV Study was completed this past late spring. The original project encountered unforeseen issues beyond the control of the project team. These issues are summarized in the fall 2010 and winter 2011 project summary reports submitted to the federal grant authority. As a result, a one-year time extension was granted through April 29, 2012.

REFERENCE SECTION

1) Overview - Study Methodologies

Defining Values Component (*August-December 2011*)

The rescoped study entitled "Defining Values" investigated business drivers and values important to policy makers and senior executives who represent the following five distinct communities of practice serving the seven-county, Minneapolis-St. Paul metropolitan area:

- 1st Responder/Emergency Management
- Business
- Government
- Non-profit
- Utility

Five focus groups, one for each of these communities of practice, were held from October 14 through November 30, 2011 in the order listed above.

A final combined group session was then held on December 1. Participants from the individual community of practice focus groups jointly considered the results of the individual groups in exercises that sought to discovery commonalities among the five communities of practice.

Professor John Bryson facilitated these sessions and provided lead support to document the findings for this component. He is on faculty at the Humphrey Institute of Public Affairs at the University of Minnesota.

The detailed study report (74 pages) can be accessed at http://www.metrogis.org/teams/pb/meetings/12_0118/Att_C_12_0104_Defining_Values_Study_Summary_V17_f.pdf.

Defining Value of the Parcel Data Component – (*September-October 2011)*

Francis Harvey, QPV Study Research Coordinator, launched a web-based survey in mid-September to complement Professor Bryson's research and gain more insight into actual uses and values attributed to use of parcel data. This online survey is entitled "Defining Parcel Data Value". It targeted MetroGIS stakeholders who are licensed to use the MetroGIS Regional Parcel Dataset. The aim of the survey was to improve understanding of the business needs that drive stakeholder use of this dataset and the value/benefit they attribute to using it. The idea for this supplemental survey arose during discussions with advisors to the QPV Study about problems encountered by the study team while administering the GITA-ROI methodology, in particular, the realization that existing government accounting and documentation systems are not designed to capture information needed to offer insights into value accrued from use of geographically-referenced parcel data.

The detailed study report (7 pages) can be accessed at http://www.metrogis.org/teams/pb/meetings/12_0118/Att_D_Rename_ParcelValueSurveyReport-rev15Nov11_15Dec11.pdf .

2) Final MetroGIS QPV Study Report

The MetroGIS QPV Study Advisory Team met on January 4, 2012 to comment on a draft of the final study report. The final report was subsequently submitted to the federal grant administrators the week of January 9, 2012. The final report, less Attachments C and D (the studies referenced above), can be viewed at http://www.metrogis.org/teams/pb/meetings/12_0118/12_0105_Final_QPV_Study_ReportV9f_.pdf

Each of the study team's previously submitted interim progress reports from July 2010 through October 2011 can also be viewed at http://www.fgdc.gov/grants/2010CAP/projects/G10AC00239.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee (CC) and Executive Committee of Policy Board (EC)
Contacts: David Bitner, Chair – CC and Terry Schneider, Chair - EC

SUBJECT: Leadership Succession Planning Strategy – *MetroGIS Staff Coordinator Responsibilities*

DATE: December 28, 2011
(For the Jan. 18, 2012 Meeting)

INTRODUCTION

Preface: The current MetroGIS Staff Coordinator, Randall Johnson, will be retiring on February 3rd. To minimize the time that this critical support position is vacant, roles and responsibilities for this position recommended BY THE Coordinating Committee were vetted with the Executive Committee of the Policy Board, to expedite Board consideration. As of this writing, the position had not been published but is expected to be shortly. Interviews are anticipated to begin late January or early February. The Staff Coordinator is an employee of Metropolitan Council, supervised by the Council's GIS Unit Manager.

The purposes of this agenda item are to:
1) Apprise the Policy Board of the expectations of the MetroGIS Staff Coordinator position (Attachment A).
2) Answer any questions that Board members may have about the process to fill the soon to be vacant Staff Coordinator position.
3) Invite the Policy Board members to offer advice to the Leadership Succession Workgroup as it prepares to launch work to define expectations for other key MetroGIS leadership roles.

EXECUTIVE COMMITTEE OF POLICY BOARD INVOLVED

The preferences outlined in Attachment A by the Coordinating Committee have been reviewed by the Executive Committee of the Policy Board. No changes were suggested. Additionally, Policy Board Chairperson Schneider and Member Reinhardt participated on the workgroup that developed the initial recommendation that was presented to the Coordinating Committee on December 15, 2011.

LEADERSHIP SUCCESSION WORKGROUP

A Leadership Succession Workgroup was created by the Coordinating Committee at its September 2011 meeting. Individuals who participated in the recommendation endorsed by the Coordinating Committee include:
  a) David Bitner, Chair Elect of the Coordinating Committee, and Workgroup Chair
  b) Terry Schneider, Policy Board Chair
  c) Commissioner Victoria Reinhardt, former Chair of the Policy Board (1997 to 2009)
  d) Rick Gelbmann, Metropolitan Council's GIS Manager and supervisor of the MetroGIS Staff Coordinator
  e) Sally Wakefield, Immediate past Chair of the Coordinating Committee
  d) Nancy Read and Jane Harper, past Chairs of the Coordinating Committee
  e) Francis Harvey, Coordinating Committee member

In addition to their own substantial understanding of MetroGIS's objectives and interactions with the Staff Coordinator, the workgroup members also drew upon the following resources during their deliberations:
  • Recommendations set forth in Appendix F in the 2008-2011 MetroGIS Business Plan (*Major Tasks and Reporting Responsibilities for Dedicated MetroGIS Support Staff*).
  • A document entitled "Key Elements and Recommendations – Leadership Development Plan" that was endorsed by the Policy Board on October 22, 2008 (*Attachment B to this report and page 28 of the October 22, 2008 agenda packet*).

NEXT STEPS

The Leadership Succession Workgroup will begin shortly to build upon both the materials noted above and their personal knowledge to ensure smooth transitions for all other key MetroGIS leadership positions.

RECOMMENDATION

No action is requested. Policy Board members are encouraged to ask questions to clarify their understanding of the responsibilities of the MetroGIS Staff Coordinator and other key MetroGIS leadership roles.

ATTACHMENT A

SUGGESTED DUTIES AND QUALIFICATIONS
METROGIS STAFF COORDINATOR

(ENDORSED BY THE METROGIS COORDINATING COMMITTEE ON DECEMBER 15, 2011
AND SUBSEQUENTLY ACKNOWLEDGED BY THE EXECUTIVE COMMITTEE OF THE POLICY BOARD)

The Metropolitan Council has dedicated significant human resources to MetroGIS since its inception. The role of the MetroGIS Staff Coordinator ("GIS Liaison" for internal Council HR purposes) is vital to the functioning of MetroGIS, particularly the role of "fostering collaboration and knowledge sharing", as recognized in the 2008-2011 MetroGIS business plan.

On October 22, 2008, the MetroGIS Policy Board directed the development of and accepted "10 Key Elements for a Leadership Development Plan" as a framework to maintain key leadership for MetroGIS. The MetroGIS Staff Coordinator was identified as one of the key leaders and staff to MetroGIS. One of the key elements included the creation of "a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff". With a recognition that any "input and recommendations are intended to assist the Metropolitan Council in their decisions, not to supersede their decision-making role".

The Policy Board respectfully submits the following information related to the critical roles and skills to Metropolitan Council management for consideration in staffing decisions regarding the GIS Coordinator position.

Major Roles and Responsibilities of the Coordinator Position:
1. Strategic Planning: Facilitate and manage processes to define a shared vision, strategic objectives, guiding principles, core competencies, key strategies, and organizational performance measures.
2. MetroGIS Operations:
   a. Provide lead support to develop annual MetroGIS work plans and budgets, ensuring consistency with strategic objectives and changing stakeholder needs, and acceptable to the organization(s) from which funding is received.
   b. Provide lead support to the MetroGIS Policy Board and Coordinating Committee in formulating policies and procedures needed to collaboratively address shared geospatial needs.
   c. Work with MetroGIS Policy Board and Coordinating Committee leadership to coordinate setting agendas, drafting minutes, drafting reports, and running meetings.
   d. Facilitate development and monitoring of performance measures to evaluate the effectiveness of collective actions to accomplish mission, vision, and strategic objectives of the MetroGIS organization.
   e. Facilitate documentation of stakeholder benefit realized / public value created from data sharing and existence of regional solutions to shared geospatial needs.
   f. Ensure MetroGIS activities and projects are effectively managed, including such things as securing necessary resources, organizing teams of appropriate individuals representing affected stakeholders, establishing realistic project goals and work plans, and monitoring work progress.
   g. Negotiate policies, contracts, and legal agreements in conjunction with legal staff as required to accomplish specified objectives.
   h. Manage procurement processes for projects funded with Metropolitan Council funds.
   i. Explore sources of grants and funding opportunities to further build on core stakeholder investments including public-private partnerships and grants.

4. Outreach:
   a. Advocate for collaborative solutions to shared geospatial needs, including sharing of GIS data and applications:
      - Present about MetroGIS at conferences and other meetings.
      - Maintain communication with Minnesota State Geographic Information Officer.
      - Moderate information through email lists and other media
      - Identify and engage all sectors of the geospatial community and other stakeholders.
      - Share examples of successful collaborative models.
   b. Manage the content of the MetroGIS website and other outreach media.
   c. Maintain connections with similar initiatives happening at local, regional, and state, and national levels and participate in related initiatives at the state, federal and national levels to advocate for MetroGIS needs and philosophy.
   d. Maintain connections with GIS users groups in the area.

Skills:
- Knowledge of current trends in geographical information systems in local government geospatial data and applications, geospatial data standards, geospatial data licensing and distribution agreements, organization and operation of regional GIS collaboratives, and the principals of the National Spatial Data Infrastructure (NSDI).
- Knowledge of a wide range of geographic principles, application of GIS concepts, and standards.
- Knowledge of public policy development processes and protocols.
- Knowledge and understanding of intergovernmental relationships.
- Ability to write clear, concise, and logical reports and to make clear verbal and written presentations.
- Ability to effectively use current web, collaboration and social media technology to effectively communicate with the GIS community
- Ability to effectively communicate in various sized groups.
- Ability to effectively manage and support committees and teams, and to plan, arrange, and conduct meetings.
- Ability to relate to people with varying points of view and perspectives.
- Ability to innovate, recognize opportunities to innovate.
- Ability to independently design and manage work assignments and effectively juggle several projects simultaneously.

ATTACHMENT B

KEY ELEMENTS AND RECOMMENDATIONS
LEADERSHIP DEVELOPMENT PLAN
(*Endorsed by the Policy Board – October 22, 2008*)

PREAMBLE:
1. Recognition of Challenges - Leadership Development Planning
Due to MetroGIS's unique organizational structure – which relies on the willful collaboration of staff and political leadership from numerous public entities – the MetroGIS Leadership Development Plan differs from most corporate, non-profit and governmental transitional plans. The following are unique challenges faced by MetroGIS in preparing for the transition from current to future leadership and staff:

- Political factors outside of MetroGIS control
    - Statewide election of Governor, affecting Metropolitan Council
    - Local elections, affecting composition of MetroGIS leadership and political support of MetroGIS
- Participant organization factors outside of MetroGIS control
    - Staffing decisions at individual counties, agencies and other entities may affect staff and technical resources available to MetroGIS
- Financial support outside of MetroGIS control
    - MetroGIS's "foster collaboration" function is funded by the Metropolitan Council. If the Council changes its financial priorities, or if Council membership changes significantly via a gubernatorial election or retirements, MetroGIS funding could be vulnerable.

2. Assumption: This Plan assumes that the Metropolitan Council will continue to serve as the lead custodian for MetroGIS's "foster collaboration" function in accordance with its role as MetroGIS's principle sponsor. This role includes provision of dedicated staff support and project funding to catalyze sustainable solutions to shared geospatial information needs.

PROPOSED KEY ELEMENTS - LEADERSHIP DEVELOPMENT PLAN
1. Statement of Purpose – The MetroGIS Leadership Development Plan provides direction for MetroGIS participants and staff as they prepare for the future retirement or other replacement of political leadership, key staff and technical support. This Plan provides MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the "next generation" of new leaders before vacancies occur.

Research Existing Models: The Coordinating Committee suggested that staff should investigate how other organizations deal with transitions in key leadership, in addition to the materials listed under "*Leadership Development Planning Resources*" in the Reference Section of the accompanying agenda report, before a workgroup is formed to expand upon the preliminary direction suggested herein to achieve the ten key elements. Blake commented that the references cited in the Reference Section of the agenda report provide a good starting place for such proven practices.

2. Identification of Key Leaders and Staff – The MetroGIS Leadership Development Plan specifically addresses the development (or succession) plans for, at a minimum, the following key individuals and positions:
- MetroGIS Policy Board and Coordinating Committee membership
- MetroGIS staff, particularly the Staff Coordinator position
- Key participant organization staff (e.g. county GIS managers, technical staff)
- Technical Advisory Team
- MetroGIS workgroup participants
- Champions and advocates within critical stakeholder organizations

3. Identification of Requisite Skills and Experience for Key Leaders and Staff – MetroGIS staff (or designated workgroup) will develop thorough job descriptions and/or identification of skills needed to fill the positions listed above. This includes details on each position's general duties and obligations, expected time commitment and a description of any required technical expertise.

Document Standard Operating Procedures: As a complimentary project, the Coordinating Committee recommended that a priority should be added to document Standard Operating Procedures important to a seamless transition in leadership should be documented (e.g., meeting preparations, hosting forums, data sharing practices, out sourcing/Request for Bids). Staff was directed to speak with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

4. Development of a Leadership Development Structure – MetroGIS staff (or designated workgroup) should draft detailed procedures to be followed in the event of the retirement or other replacement of the individuals identified in #2 above. Delineation of key responsibilities – including the identification of potential successors and the development and implementation of training programs and materials – should be offered in the Plan.

In the case of dedicated MetroGIS staff, there should be a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff. The input and recommendations are intended to assist the Metropolitan Council in their decisions, not to supersede their decision-making role. In the case of workgroup participants, the process can be a less formal recruitment of interested and qualified staff from participant organizations.

The following elements should be included in the Leadership Development Planning Structure:
- Development of an Advisory Committee to provide input to the Metropolitan Council regarding their MetroGIS staff decisions (e.g. recruiting, interviewing, hiring)
- Drafting of a Recruitment Process for identifying potential new staff and Technical Support. MetroGIS staff will share a draft with the Metropolitan Council to seek guidance and input.
- Development of "performance measures" for reviewing the success of individual staff or leader transitions to gauge the success of the leadership development process
- Development of expected timelines to hire, train and fully integrate new staff into support responsibilities. In particular, authorization to offer an "overlap" period should be pursued during which a current and future Staff Coordinator can work together to make a seamless transition. Overlap period options (e.g., long: 4 - 6 weeks, short: 2 - 3 weeks) should be developed to provide guidance for the optimum timing (e.g., period covering preparations for a Coordinating Committee meeting and subsequent Policy Board meeting) and the topics to cover. As with all staffing decisions, the timeline is intended to provide informal input to the Metropolitan Council, which ultimately makes all decisions related to MetroGIS decisions.

Test and Refine: The Coordinating Committee recommends testing and refining the above-outlined structure, by applying it as a component of the process to hire a Technical Coordinator, assuming permission is received to create and fill this position.

5. Plan for Maintaining Political Legitimacy during Transitional Phases – MetroGIS's effectiveness is in large part due to the political support of its participating organizations. Without this support, much of the professional staff assistance MetroGIS needs – in implementing its programs, staffing its workgroups and maintaining the viability of DataFinder – would likely be unavailable. It is important to prepare MetroGIS to maintain this support and political legitimacy during transitional phases. Specific tactics for achieving this are discussed below. Staff was directed to speak with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

6. Address "Volunteer Burnout" – MetroGIS relies heavily on volunteers from participant organizations for technical assistance, workgroup participation and other key organizational activities. As discussed in the 2008-2011 MetroGIS Business Plan, the potential pool of participants for these activities has shrunk in recent years, largely due to volunteer burnout. MetroGIS should contain a variety of strategies for growing participation in workgroups and reducing the burden on frequent volunteers to ensure the vitality of future volunteer projects. Possible strategies include:
- Institute regular newsletter (or listserv) communications with larger GIS community, including information on current and upcoming workgroup projects, technical needs and opportunities for participation and coordination. The mailing list should include GIS departments and specialists in adjoining counties, select private enterprises and other "non-traditional" potential MetroGIS participants.
- More active involvement of "next generation" surrogates to increase the potential pool of volunteers from current participant organizations (discussed in Recommendation #7 below).

- Consider creating an online forum at the MetroGIS website that allows current and potential participants to share opportunities for coordination and updates on current projects.
- Investigate potential to add a mechanism to the MetroGIS website capable of supporting regular (daily updates?) postings of specific needs – technical and other - to keep stakeholders and potential participants aware of needs and opportunities to contribute. (Comment: viewed as a component of both the Outreach and Leadership Development Plans.)
- Investigate potential to support a means for potential contributors to identify themselves and explain how their skills/knowledge align with stated needs. (Comment: This functionality is similar to that previously identified as part of a "portal".)

7. Increase Involvement of "Next Generation" Substitutes/Surrogates – Members of the MetroGIS Policy Board, Coordinating Committee, Technical Advisory Team and workgroups will arrange for a designated substitute, or surrogate, to attend any meeting, workshop or key event to which a member is unable to attend. A key component to leadership development is the early and frequent involvement of the "next generation" of MetroGIS leaders and participants. Involvement of surrogates will allow future active participants to learn the MetroGIS organizational structure, build relationships with current participants, and develop a broader understanding and interest among stakeholders needed to successfully transition to new leadership. In addition, MetroGIS will regularly send pertinent meeting minutes and agendas to designated surrogates regardless of their involvement in a given meeting. This will allow surrogates to remain informed of MetroGIS's activities on an ongoing basis.

8. Update Printed "Outreach" and Informational Materials – Printed outreach and information materials, including the MetroGIS Information Brochure, are important tools for both outreach and leadership development. From a leadership development perspective, these materials allow MetroGIS to more effectively communicate MetroGIS's mission and key activities to surrogates and other interested parties. They also serve as a valuable educational tool for potential champions and advocates within current participant organizations.

Immediate Project: The Coordinating Committee recommends creating a one-page summary document of MetroGIS's purpose, its current activities, who is involved, etc. and post on the website for stakeholders to use when they train in new staff/policy makers about MetroGIS. Share this summary with the Coordinating Committee and Policy Board Chairs for suggested modifications to assist them in the upcoming transition to their successors.

9. Consider Reinstituting Bimonthly Coordinating Committee Meetings – As MetroGIS begins to take a more active role in the world of applications and services, there will be an increasing need for more frequent input and direction from the Coordinating Committee. While MetroGIS's role relating to applications is still being defined, it appears clear that the organization will, at a minimum, have increased coordination responsibilities. Staff recommends that the Coordinating Committee consider holding meetings every two months instead of the current quarterly meeting schedule. Any change in schedule that has budget implications for MetroGIS will be discussed with Metropolitan Council staff prior to implementation.

Investigate Option: The Coordinating Committee recommends that the option of creating an Executive Committee should be investigated before moving to additional Committee meetings. In the investigation, acknowledge that to make more progress on work objectives, a greater need exists for workgroups to frame and address issues and opportunities than for the Committee to meet. Also investigate if an Executive Committee could relieve the Coordinating Committee of administrative items and its usefulness to provide leadership during transitions of key staff and committee leadership. The investigation should also include exploring modifications to the existing "e-vote" authority to allow the Committee to take action on non-administrative items under specified circumstances.

10. Continue Utilizing Consultants to Assist in Business Planning, Strategic Planning Sessions and to "Fill Gaps" as Needed – Due to MetroGIS's relatively limited dedicated staff resources, the organization has routinely utilized consultant services to help conduct key organizational activities, including business planning and strategic planning sessions. Input received at MetroGIS workshops and meetings, including the April 25 interview session with MetroGIS leadership, staff suggests that the involvement in consultants has played a key role in achieving the organization's goals.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Agenda Item 5b

TO: Policy Board

FROM: Coordinating Committee
Chairperson: David Bitner, Metropolitan Airports Commission
Staff Contact: Janie Norton, MetroGIS Project Manager (651-602-1052)

SUBJECT: Strategic Communication Objectives

DATE: December 28, 2011
(For the Jan 18, 2012 meeting)

REQUEST
Policy Board endorsement is requested for four recommended strategic objectives to guide development of a MetroGIS Communication Plan:

1. Discovery – what MetroGIS is/does/has
2. Professional Networking
3. Support of Working Groups
4. Outreach

PREVIOUS COORDINATING COMMITTEE AND POLICY BOARD ACTIONS
July 20, 2011: In response to the findings of the MetroGIS's Next-Generation Needs Assessment completed in June, the Policy Board concurred with the Coordinating Committee's recommendation that MetroGIS's main website (www.metrogis.org) should be redesigned and that provision of on-line collaboration tools be pursued.

September 22, 2011: The Coordinating Committee concluded that MetroGIS program objectives for 2012 should include developing a Communications Plan. A Communications Workgroup was created to define the strategic objectives (Phase I) upon which to formulate the actual plan. Nancy Read volunteered to serve as chairperson for Phase I.

October 19, 2011: The Policy Board concurred with pursuing development of a Communication Plan as a 2012 MetroGIS program objective.

November 28, 2011: The Communications Workgroup hosted a 4-hour workshop to reach agreement on strategic communication objectives and to recommend a course of action to the Coordinating Committee. A summary of the workshop results is presented in Attachment A. The workgroup's deliberation drew upon Strategies IV, V, and VI as set forth in Chapter 3 of the 2008-2011 MetroGIS Business Plan (beginning on page 38).

December 15, 2011: The Coordinating Committee endorsed the Communication Workgroup's four recommended strategic communication objectives – the subject of this report (Attachment B). The Committee's action also directed the Workgroup to pursue two immediate actions to proceed with the July 20th approved project to redesign the MetroGIS's main website (see above). *(Editor's note: The goal is to publish a Request for Proposals (RFP) by mid-February 2012 to retain a contractor to assist the Workgroup define the requirements for the next-generation MetroGIS website. Once these requirements are agreed upon, a second RFP will be published to retain a contractor to implement the redesign.)*

DISCUSSION
Redevelopment of MetroGIS's main website was purposely postponed until a comprehensive view of MetroGIS's communication needs and preferences had been accomplished. This was the topic of the November 28 Workshop. The goal was to be sure that the website redesign specifications align with and incorporate, as appropriate, the breath of MetroGIS's communication needs and preferences. Once the Policy Board is comfortable with the strategic communication objectives for MetroGIS, work can begin on the website redesign.

RECOMMENDATION
That the Policy Board accept the four strategic objectives, upon which to base the proposed Communications Plan, as recommended by the Coordinating Committee and described herein.

ATTACHMENT A

MetroGIS Communications Workgroup
Conclusions and Recommendations for Next Steps

Conclusions of workgroup discussions:
Communication is not just a function for MetroGIS staff, but is something in which everyone involved in MetroGIS plays an important role. We need to provide a framework to make this possible.

With an effective Communication Strategy, MetroGIS participants and staff can work together to define, refine, shape and support MetroGIS policies, priorities, standards and sharing activities. The Communication Strategy will show the value of collaboration and help stakeholders understand their opportunities for participation and benefit within MetroGIS.

Overarching objective:
To allow broad participation by MetroGIS participants in the communication needed to maintain high-quality, timely products to serve the region. This will be done using a range of solutions (electronic and otherwise) appropriate for different situations which can be used to reinforce each other, are cost-effective and maintainable, provide opportunities for increased collaboration, and take advantage of new technologies and communication tools.

Communication Strategy should support the following elements:
1. Discovery – what MetroGIS is/does/has
2. Professional Networking
3. Support of Working Groups
4. Outreach

"Discovery" is primarily accomplished through main web site, with Networking, Support of Working Groups, and Outreach involving a variety of collaborative tools and social media.

A complete discussion of considerations for these 4 elements is included in the notes (Appendix 1).

Appendix 1

(November 28, 2011 Workshop Summary)

Next Page

Background
This workshop is being organized by a MetroGIS Coordinating Committee subgroup (Randy Knippel, Rick Gelbmann, Janie Norton, David Brandt, and Nancy Read) to discuss communication strategy and provide direction to staff on redesigning the MetroGIS web presence.

Premise:
Communications is a key part of MetroGIS activities, which include (from MetroGIS Business Plan 2007)
1. Develop / maintain regional data solutions to address shared information needs.
2. Expand solutions to include support of applications / services
3. Facilitate data sharing by improving processes, making more data available, and enlisting more users.
4. Promote a forum for knowledge sharing
5. Build advocacy and awareness of the benefits of collaborative solutions to share needs.
6. Expand MetroGIS stakeholders.
7. Maintain funding policies that make the most efficient and effective use of available resources and revenue for system-wide benefit.
8. Optimize MetroGIS governance and organizational structure.

Communication is not just a function for MetroGIS staff, but is something in which everyone involved in MetroGIS plays an important role. We need to provide a framework to make this possible.

Communication Strategy should support the following:
1. Discovery – what MetroGIS is/does/has
   a. open to Public
   b. both in-person contact (e.g., bring up at meetings) and Web, can reinforce each other
   c. archive of reports, minutes, etc.
   d. links on sites such as DataFinder help people see the organization behind the data
2. Professional Networking
   a. aimed at Core members
3. Support of Working Groups
   a. may have some limited-access lists or forums, plus some activities open for public view so others can find, comment, possibly join
4. Outreach
   a. aimed at moving people from Discovery phase to further involvement

Benefits: Participants and staff together define, refine, shape and support the message - showing the value of collaboration- and help show stakeholders their roles and opportunities within MetroGIS.

Current main communications efforts:
1. www.metrogis.org – organizational info, meeting packet and project report distribution, archive
2. http://www.datafinder.org/ - for sharing data (also has RSS feed)
3. Meeting packets for Policy Board, Coordinating Committee, Technical Advisory Team - include minutes, workplans, budgets, project updates and reports, and news items
4. Face-to-Face meetings of main groups (see packets, above) and MetroGIS work groups, plus MetroGIS representation in other local groups and State and Federal organizations
5. Personal contacts by primary staff person
6. Project demos at meetings
7. Annual Reports (2-page, with chair letter, have been mailed in the past)

AGENDA (Draft 11/15)

Introduction   (30 min)
1. Introductions "lightning round"– 1 min. per person, what you do, involvement with MetroGIS
2. Brief review of background info and current communications (above) –Much of the broad Communication Strategy focuses on MetroGIS' Web presence and will be the focus of the rest of this meeting.
3. Issues with current – some we thought of to start with, group contribute others?
   a. broader input
   b. dynamic content
   c. maintenance effort – sustainable
   d. decisions re: what is public or not
   e. ?

Review available tools (60 min)
1. George Sawyer – Overview of major areas and technologies (Collaboration, Content Management, Social Networking …) –What are the tools available, why use particular tools (15 min)
2. What has fit well for your organization? (5 min each)
   a. Shawn Jacobsen – Web site content management and other tools at Metro Council
   b. Mike Dolbow – MDAg Wiki, Google Docs, GIS/LIS Facebook
   c. Andrew Koebrick – MnGeo forums, blogs, lists, twitter, RSS, wiki
3. George Sawyer, round table of participants – other tools (not already discussed), plus questions (30 min)

What looks good for MetroGIS? (60 min)
1. For each main objective –
   a. Discovery
   b. Professional Networking
   c. Support of Working Groups
   d. Outreach
   – list the appropriate tools, and the pros and cons of each for MetroGIS use.

2. Wrap up - suggestions for next steps for staff, including input for an RFP if needed

Workshop planning group provides facilitator and note-taker(s).
Use whiteboard/smartboard or charts for posting lists, pros & cons as contributed by participants.

We currently expect about 17 participants, including those listed above as speakers.

STRATEGIC COMMUNICATIONS OBJECTIVES – PHASE I
(Endorsed by Coordinating Committee – December 15, 2011)

Excerpt from draft summary of the December 15, 2011 Coordinating Committee meeting:

d) Communication Strategic Objectives

Member Wakefield introduced Member Read, who chaired the Communication Strategic Objectives Workgroup, to present the workgroup's recommendation to the Committee. Read summarized the four broad objectives that had been defined upon which to development of a MetroGIS Communications Plan. She also summarized two immediate actions for which the Committee sought approval to immediately begin to work on.

During the Committee's discussion of the Committee's recommendation, Wakefield suggested that the Committee look into a Bush Foundation program named InCommons because it has similar objectives to those that the Committee has defined.

Motion: Member Read moved and Member Henry seconded to accept the four strategic communication objectives recommend by the Workgroup and the following actions to be started immediately:

1. Hire a professional Facilitator/Web Designer to develop a requirements document for redesign of the MetroGIS web site. This would include:
   a. Collect input from stakeholders through surveys and group meetings, and document "user stories" that can be used by developers
   b. Collect input from current site maintainers on needs for content management solutions
   c. Examine technology pros and cons re: hosting with Metropolitan Council vs. alternatives, and considerations for how web site could interact with other e-communications tools (e.g., collaboration site, social media, outreach feeds)
   d. Prepare a report outlining requirements which can be used by Staff to prepare an RFP for developers

   (The target would be to get a report back to the Coordinating Committee by the March 2012 meeting (if hiring of Facilitator/ Designer can be done quickly) and have a proposed RFP available for Coordinating Committee approval by the June meeting so web site development can begin in 2012.

2. Find out what capabilities for collaboration tools are available now among MetroGIS participants. Begin testing prototypes with available collaboration tools (such as Sharepoint and GoogleApps) in workgroups, and test a LinkedIn group. Get feedback to staff and Coordinating Committee on experience with these tools, preferably by June, in conjunction with development of web site RFP.

Motion carried ayes all.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
                 Chairperson: David Bitner, Metropolitan Airports Commission
                 Staff Contact: Randall Johnson (651-602-1638)

SUBJECT: 2011 Major Accomplishments

DATE: January 3, 2012
                 (For the Jan 18th Meeting)

REQUEST

A listing of major MetroGIS accomplishments during 2011 is offered below for the Board's information and comment.

The two purposes for this report are:

- Identify any accomplishments that may have been overlooked. This information will serve as the basis for the annual report.
- Reflect upon how MetroGIS can continue to improve its effectiveness and ensure that its efforts are reflective of changing shareholder needs.

OVERVIEW – MAJOR ACCOMPLISHMENTS IN 2011

2011 saw a number of important MetroGIS accomplishments. They included mix of improving existing solutions to shared needs, improved understanding public value created through collaborative actions, as improvements to organizational capability and capacity to ensure continued relevance to changing stakeholder needs. These accomplishments would not have been possible without significant contributions by numerous stakeholders.

The order in which listed is not intended to imply relative importance, as all have significance. The strategic objective(s) that each accomplishment is associated with is also indicated (#1-8). (See the Reference Section for a listing of current MetroGIS strategic objectives and the actual 2011 work plan.)

✓ **Expand MetroGIS Support Team to Include a Project Manager (#1-6):** This new support position is designed to align with the responsibilities called out for the MetroGIS Technical Coordinator role defined in the 2008-2011 MetroGIS Business Plan. For several years, these duties have been supported, to the extent possible, by the volunteer members of the Technical Leadership Workgroup, chaired by Mark Kotz with the Council's GIS Unit. These individuals (see the Reference Section) deserve special recognition and a big thank you. A big thank you is also in order to the Metropolitan Council and Rick Gelbmann, in particular, for securing this resource for support of MetroGIS efforts.

In June, Janie Norton was hired by the Metropolitan Council, the first person to serve in this new capacity. She will be leaving us mid-January. In her short time here, Janie was able to help us better understand how we can effectively leverage on-line collaboration tools. She also provided significant leadership in preparing for the pending transition in Staff Coordinators. The recruitment process is under way to hire her replacement.

✓ **Assess Needs and Define Process to Identify Enhancements to Regional Solutions (#1, 2 & 8):**
AppGeo provided lead support for a comprehensive needs assessment. Several projects evolved from this assessment to ensure relevance to changing stakeholder needs and to improve MetroGIS's organizational efficiency and nimbleness. These projects were incorporated into the 2011 and 2012 work plans. A follow-on project was launched in September to define specific, actionable improvements to existing regional solutions. Thirteen improvements were declared to have regional significance. Eight are affiliated with in-process projects. At its December 15th meeting, the Coordinating Committee directed additional investigation into the other five desired improvements as 2012 work items (Agenda Item 5d).

- ✓ **Execute Next-Generation Regional Parcel Data Sharing Agreement (#1, 3 & 6):** The previous parcel data sharing agreement, which was in effect for 3 years, expired on December 31, 2011. As of this writing, six counties had approved the next-generation agreement. Board action by the final county is expected to occur on January 24. Staff is unaware of any issues with the new agreement.

  The next-generation agreement maintains all previous provisions related to data content and access. It also includes **one new exciting, watershed provision**. Parcel data that are three years and older are now classified as **Historical Data,** which will be available without fee or licensure – these data will be in the **public domain**. Notice will be sent to all existing licensees shortly informing them that they must secure a new license to obtain 2012 and newer versions of the Regional Parcel Dataset.

- ✓ **Investigate Collaborative Street Centerline Data Maintenance Model (#1):** A number of stakeholders were interviewed from June to August 2011 by AppGeo, lead support for this project, in preparation for a stakeholder workshop held on September 26. The purpose of the workshop was to define a vision and next steps to act on the vision. The participants fully embraced the previous MetroGIS vision for a transaction-based regional street centerline dataset and the need for this dataset to be in the public domain. As importantly, the participants concurred that a foundational component involved creation of a coordinated system of managing road segment IDs. Completion of the study is anticipated by late spring 2012.

- ✓ **Develop Regional Address Points Editing Tool and Regional Dataset (#1):** The Address Workgroup oversaw testing of the prototype Address Points Editing Tool. An RFP was published in December to move from the prototype to operational status. The goal is to select a contractor and begin work on this project by February 2012.

- ✓ **Complete MetroGIS Quantify Public Value (QPV) Study (#3, 6 & 7):** After a major setback fall 2010, which was due to circumstances beyond the control of the study team, the study methodology had to be rescoped; a process that was completed in May. An RFP was published and Professor John Bryson, with the Humphrey Center for Urban Affairs at the University of Minnesota, was selected to provide lead support for the redefined "Defining Values" study. This study centered on identifying values utilized by policy makers affiliated with several different communities of practices to decide on investments and policy. Five "community of practice" focus groups (1st Responder, Business, Government, Non-Profits, and Utility) were held October 14 through November 30. A final combined event, held on December 1, brought together several participants from each individual community of practice focus group to explore commonalities among the five communities of practice. The final study report was submitted to the federal grant authority (FGDC) the week of January 9. Professor John Bryson will share the results of the Defining Values component with the Policy Board at its January 18th meeting.

- ✓ **Define Leadership Succession Strategy (#1-8):**
  Desired roles and responsibilities for the MetroGIS Staff Coordinator position were endorsed by MetroGIS and passed along to the Metropolitan Council in an effort to ensure a smooth transition when the current Coordinator's successor is hired in winter 2012.

- ✓ **Define Communication Strategic Objectives: (#4, 5, & 6)**
  Strategic communication objectives were defined. Work to define the requirements for a next-generation MetroGIS website and online collaborative tools, the top priority communication needs, was initiated.

- ✓ **Upgrade DataFinder Platform – (Sustain Implemented Solutions Responsibility) (#3 & 6):**
  The Metropolitan Council serves as the custodian for MetroGIS DataFinder/Café. In October, the Council implemented a new ArcGIS Server and retired IMS, DataFinder's platform which was out of date. The basic functionality previously provided by DataFinder continues to be available – Internet-based tool through which to discover (via searching metadata records), browse, and access existing geospatial data and services. Custodians of MetroGIS Endorsed Regional Solutions, such as DataFinder, have the latitude to decide operational components of the solution, provided the

outcome is consistent with the deliverable defined and approved by MetroGIS. Web services were also updated to point to the most current data sources. The ability to download a data layer directly from the map was also reinstated. It had been disabled some time back during a previous platform conversion. No major changes in functionality are intended until a decision is made as to whether DataFinder will be integrated into the underdevelopment Mn Geospatial Commons or continue to be a freestanding application. (See item "aa" in Report 8 for more about the Geospatial Commons project).

✓ **Coordinate with Related Efforts (#3-6)**:
   - Three members of the MetroGIS Policy Board and three members of the Coordinating Committee served on the MnGeo Statewide Coordinating Council: Policy Board Chairperson Schneider (MetroGIS), Member Reinhardt (Metro Counties) and Alternate Member Swenson (At Large). Coordinating Committee Chair Wakefield, Member Rick Gelbmann (Metropolitan Council), and Ron Wencl (Federal).
   - MetroGIS stakeholders played a strategic role in making the GECCo Workshop in October a reality.

RECOMMENDATION
That the Policy Board identify:
   • Any major 2011 MetroGIS accomplishments that have been overlooked in the listing above.
   • Opportunities to ensure MetroGIS's efforts are responsive to changing shareholder needs.

REFERENCE SECTION

A) STRATEGIC METROGIS OBJECTIVES (SOURCE 2008-2011 BUSINESS PLAN)
1) Develop and maintain regional data solutions to address shared information needs.
2) Expand regional solutions to include support and development of application services.
3) Facilitate better data sharing.
4) Promote a forum for knowledge sharing.
5) Build advocacy and awareness.
6) Expand MetroGIS stakeholders.
7) Maintain funding policies that make the most efficient and effective use of available resources and revenue for system-wide benefit.
8) Optimize MetroGIS governance and organizational structure.

B) TECHNICAL LEADERSHIP WORKGROUP
The Coordinating Committee authorized creation of this workgroup in March 2008 and at its June 2008 meeting, the Committee authorized the Workgroup to proceed with a more integrated process of defining and addressing shared application and web service needs than had been originally anticipated when the workgroup was created.

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Technical Leadership Workgroup Members:
Mark Kotz, Metropolitan Council – Chairperson
Bob Basques, City of St. Paul
David Bitner, MAC
John Carpenter, Excensus
Chris Cialek, LMIC
Jim Maxwell, The Lawrence Group (TLG)
Robert Taylor, Carver County
Nancy Read, Metropolitan Mosquito Control District

C) ADOPTED 2011 WORK PLAN

The following revised listing of activities was adopted by the Policy Board on July 20th to guide MetroGIS's efforts for the remainder of 2011 following completion of the MetroGIS Needs Assessment. (*The **activities listed in bold** are <u>not</u> staffed or funded by MetroGIS. Progress is monitored because they involve MetroGIS stakeholders and their outcomes are important to realizing MetroGIS objectives but MetroGIS is not accountable for their progress. From this point on, these "advocacy activities" will be distinguished from activities for which MetroGIS is accountable)*:

1) Sustain traditional "foster collaboration" support activities[1]
2) Complete Next-Generation MetroGIS Needs Assessment
3) **Make Substantial Progress on Geospatial Commons Testbed** (*jointly with MnGeo*)
4) Make Substantial Progress Accomplishing Phase I of the Regional Address Points Dataset Implementation (*in process*) (*#12 is a component*)
5) Complete Quantify Public Value (QPV) Study (*Time extension granted to 4/29/12.*
6) Negotiate and Execute a Next-Generation Regional Parcel Data Sharing Agreement
7) **Co-Host GECCo Forum** (*Tentatively Third Quarter*)
8) Investigate New Street Centerline Collaboration Model
9) Develop a plan to promote broader use the U.S. National Grid in the Twin Cities
10) Create Outreach Plan (*Phase I – define objectives for 2012 website reimage and online collaborative forum to incorporate web2.0/social media*)
11) Prototype a Process to Identify Improvements to Regional Solutions (*Phase II #2 Needs Assessment*)
12) Implement Address Points Editing Tool (*component of #4*)
13) Streamline MetroGIS processes to improve flexibility and nimbleness (*includes refining what is meant by "regional significance"*)
14) Explore Regional Base Map Services (push data to commercial providers)   (*time permitting*)
15) Explore Public Private Partnership
16) Develop Leadership Succession Plan (*document standard operating procedures*)

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[1] Traditional activities that comprise the MetroGIS "foster collaboration" function include*:*

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

FROM: Coordinating Committee
             Chairperson:
             Staff Contact: Randall Johnson, Staff Coordinator (651-602-1638)

SUBJECT: 2012 Major Program Objectives Budget -"MetroGIS Foster Collaboration" Function

DATE: January 9, 2012
             (For the Jan 18th Meeting)

INTRODUCTION

The Coordinating Committee respectfully requests the Policy Board's endorsement of the 2012 work plan and budget for MetroGIS's "Foster Collaboration" function presented in this report. The project budget is $86,000, the same as for 2011, in addition to approximately 2 FTE of dedicated staff support. These resources are provided by the Metropolitan Council.

PRIOR COORDINATING COMMITTEE AND POLICY BOARD CONSIDERATION

At its December 15th meeting, the Coordinating Committee accepted the attached 2012 work objectives and budget. This listing is essentially the same as the preliminary listing shared with the Policy Board for comment at its October 2011 meeting.

Work objectives proceeded with asterisks (**) are expected to be supported principally by the Staff Coordinator who will be new in 2012. Also, since the Coordinating Committee offered its recommendation, Janie Norton, the MetroGIS Project Manager, resigned. Vacancy of the both the Staff Coordinator and Project Manager positions during winter 2012 is expected to delay work on several projects but significant progress is anticipated by year end.

- In-process MetroGIS projects. *(See Reference Section for descriptions)*
  - ✓ Define New Collaborative Street Centerline Maintenance Model
  - ✓ Move Prototype Address Points Editing Tool to Operational Status
  - ✓ Make Substantial Progress to Complete Phase I of the Regional Address Points Dataset
  - ✓ Develop a Leadership Succession Strategy
  - ✓ **Explore Public-Private Partnership Opportunities

- Additional High Priority MetroGIS activities *(See Reference Section for descriptions)*
  - ✓ Redesign & Re-Launch MetroGIS Web-site & Social media (*includes on-line collaborative forum*)
  - ✓ Explore Regional Base Map Service
  - ✓ Create Communication Plan (*strategic communication objectives completed in 2011. **Plan in 2012*)
  - ✓ **Initiate planning to "Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives".
  - ✓ **Follow-on project to MetroGIS's QPV Study (*If support from potential funders can be confirmed.*)

  Note that when the Committee met in December, the results of the GECCo workshop hosted on late October had not been finalized, so the Committee postponed consideration of possible next steps appropriate for MetroGIS until its March 2012 meeting.

DISCUSSION

The recommended 2012 work plan anticipates that the pending transitions to a new Staff Coordinator and new Project Manager will be smooth, with both positions filled by March 2012. Substantive progress on the activities to be supported principally by the new Staff Coordinator (preceded by **) is not expected to be made until the new person has had an opportunity to become familiar with MetroGIS's culture, accomplishments, and objectives.

RECOMMENDATION

That the Policy Board endorse the 2012 work plan and budget for MetroGIS's "Foster Collaboration" function, as presented in Attachments A and B, and recommended by the Coordinating Committee.

REFERENCE SECTION

A. MAJOR ASSUMPTIONS UNDERPINNING 2012 WORK PROGRAM

1. The Staff Coordinator position with be filled quickly
2. The addition of a Project Manager to the MetroGIS Support Team will provide the support capacity needed to move forward in a timely manner on a range of priority objectives.
3. The Project Manager position will be filled quickly.
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 contract will be executed that provides continued support for the Regional Parcel Dataset and access to it by those who currently have access before the first quarter 2012 dataset is available.
6. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

B. OVERVIEW OF RECOMMENDED 2012 METROGIS-FUNDED PROJECTS

The purpose statements for proposed 2012 activities that follow are intended to provide high-level guidance for subsequent development of detailed project scopes. Each of these projects can be tied back to one or more of the eight strategic objectives presented in the 2008-2011 MetroGIS Business Plan.

Finally, *to the extent applicable, ideas and direction presented in the Business Plan (see Chapter 3, starting on page 26) are to serve as the starting place from which to develop detailed scopes for the following projects*.

a) Create Communication Strategy and Plan
Purpose: Develop a multi-faceted strategy to guide MetroGIS's communications activities that ensures effective communication among those active in MetroGIS efforts and with leadership of stakeholder organizations to both inform them of MetroGIS objectives, efforts and accomplishments if they are not aware or not taking for advantage of these accomplishments, but also to create a means for those aware to communicate / interact with MetroGIS leadership to ensure that emerging needs are understood early on.

The main communication strategies are to include, but not be limited to: MetroGIS's main information website (www.metrogis.org), establishment of an on-line collaboration forum, face-to-face outreach, and written materials.

Time frame: Phase 1 – define the high-level strategies - is nearly complete. The Communications Workgroup, met for a ½-day workshop on November 28 to define the components of the high-level strategy, which was endorsed by the Coordinating Committee on December 15. . Board consideration of the suggested high-level strategy is planned for January 18, 2012 (see Agenda Item 5c). One of these components is the rebuilding of MetroGIS's information website. Phase 2 - in anticipation of Board endorsement of the recommended strategy, preliminary work is in progress to secure a contractor to assist with defining the detailed requirements for the website. Once the website rebuild project is well in hand, attention is expected to return to completing the Communication Plan - detailing tactics to accomplish each of the other high-level strategies defined in Phase I.

Resources: Phase 1 - Volunteer team members (Communications Workgroup – was referred to the Social Media Advisory Team in Needs Assessment final report prepared by AppGeo report) to be supported by MetroGIS staff for the scoping component. Phase 2 – MetroGIS staff and new workgroup.

b) Leadership Succession Strategy
Purpose: Provide direction for MetroGIS participants and staff as they prepare for the future retirement or other transitions of political leadership, key staff and technical support. This Plan provides MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the "next generation" of new leaders before vacancies occur. Ten principles were adopted by the Policy Board in October 2008 from which to base this plan (Attachment C to the Coordinating Committee's September 22, 2011 agenda report).

Time Frame: Phase I – submit desired roles and responsibilities for the Staff Coordinator position to Metropolitan Council management – was completed in December 2011. Work is expected to continue on affirming roles and responsibilities for other key MetroGIS leadership roles.

Resources: Volunteer team members.

c. **Redesign & Re-Launch MetroGIS Web-site & Social media (*includes collaborative forum*)**
Purposes: Redesign of the www.metrogis.org website is needed to update the site's look and feel, restructure content organization, simplify content management, leverage Web 2.0 technology to fostered improved collaboration and communication among stakeholders, and ensure that emerging stakeholder needs, related to use of geospatial technology, are communicated to MetroGIS leadership early on to enable timely crafting of collaborative solutions needs with regional significance.

Generally, the project's deliverables are twofold:

- A technical plan and design specifications to transition from the legacy website to the next-generation website, using state-of-the-art technologies.
- Accomplishing the transition to the next-generation website.

(1) **Maintain all current hyperlinks:** Accomplish the transition from the current to the new website without breaking links embedded in important documents that posted on the current website (e.g., 2008-2011 MetroGIS Business Plan, project reports, meeting summaries, etc.). For instance, maintaining the existing MetroGIS website as an archive that is easily accessible via the new website.

(2) **Support collaborative work efforts among MetroGIS partners:** This "online meeting place" solution must provide a cross-organizational, web-based collaborative tool, or combination of integrated tools (e.g., SharePoint, Linked-In, Word Press [Content Management System], Survey Monkey, etc.), that facilitates the data and application sharing goals of MetroGIS that address the following design requirements.

a. Sharing of information MetroGIS's objectives, accomplishments, projects, collaborative opportunities, etc., with its stakeholder community.

b. Stakeholders are provided a "real 'time opportunity to easily communicate to MetroGIS leadership their changing geospatial needs and preferences and opportunities for lowering the cost of doing business across the region.

c. Stakeholders are able to actively and easily participate in MetroGIS shared work tasks, discussions and information sharing via state-of-the-art, web-based collaborative technologies. (E.g., Online document editing, web surveys, meeting packet access, project information and documents as well as feedback, comments and questions from partners and those seeking information.

d. Members of MetroGIS committees and teams, who represent constituencies (e.g., cities, school districts, water management organizations, counties, non-profits, utilities, for-profits, and academics), are able to easily communicate with their constituencies so that they can be responsive to changing needs and preferences.

e. Stakeholders are able to easily collaborate on projects among themselves. This may include an online meeting place for: document editing, web surveys, meeting packet access, project information and documents as well as feedback, comments and questions from partners and those seeking information. The site should be a cross-organizational web-based collaborative tool that facilitates the data and application sharing goals of MetroGIS.

(3) **Support reporting of performance metrics (dash board for key measures).** A separate Performance Measurement project calls for web-based reporting of the metrics to be developed. This website resign project must create the architecture to support the planned metrics reporting.

(4) **Reorganize and streamline the file library and archive** system to help users find information on the site more quickly and improve efficiencies related to on-going site maintenance specifically:

a. The next generation website is well organized and sustainable with a flexible design that allows for ease of future site design changes.

b. Information on the current web site is archived and accessible via the new site ensuring MetroGIS' complete institutional memory is easy to access. (E.g., the transition from the current to the new website must be made without breaking links embedded in important documents posted on the current website (e.g., 2008-2011 MetroGIS Business Plan, project reports, meeting summaries, etc.).

c. Site content can be easily updated by MetroGIS staff housed at the Metropolitan Council, as well as, remotely by project managers and others authorized to make modifications.

d. MetroGIS' institutional memory is accessible, understandable, and easy to use.

Time frame: Phase I – agree on strategic communication objectives expected to be complete January 2012 (Agenda item 5b). These objectives include a high-level strategy for the website redesign. Work on defining requirements for the website expected to begin in January. The expectation is to publish a RFP by February 2012. Reconstruction of the site and associated collaboration tools expected to be underway by summer 2012.

Resources: MetroGIS staff to serve as project manager. The Communications Advisory Team that was created for the project scoping would continue to advise the consultant retained with MetroGIS project funds to redevelop the website. The recommended budget includes $25,000 for this project.

d) **Next Generation Collaborative Street Centerline Data Maintenance Model**
Purpose: Explore options to accomplish migration from the current proprietary street centerline data solution, which relies upon data owned by NCompass, to one a collaborative regional maintenance system that is integrated on a transaction basis with the work flows of local address and road authorities as they create and update street and address data at their level.

Time Frame: Began spring 2011 with interviews of key stakeholders. Visioning workshop held in September to establish next steps. A recommended strategy is expected by June 2012.

Resources: AppGeo serves as a lead support and is under contract ($12,700 in 2012). The project is likely to slow with the resignation of the MetroGIS Project Manager who was assisted to manage the consultant's assistance.

e) **Pursue Public-Private Partnership**
Purpose: Act on a strategic objective set forth in the 2008-2011 MetroGIS Business Plan. In particular, seek out opportunities for bi-lateral (cross sector) data sharing and document the lessons learned and how the experience creates public value, beginning with two opportunities referenced by AppGeo in their report (CBRE and CenterPoint Energy). Consideration should also be given to the five ideas described in Appendix I of the 2008-2011 MetroGIS Business Plan.

Time frame: Ongoing. Preliminary discussions with specific partners began in September. A follow-up session involving more organizations was held on November 21.

Resources: MetroGIS Staff until February 2012. The parties understand that MetroGIS staff support may not be available for some time from that point on; depending upon the priorities set once a new Staff Coordinator is on board.

h) **Address Points Editing Tool – Prerequisite to Realizing Regional Address Points Dataset**
Purpose: Create a means for local address authorities to "submit" address data as created and modified to the regional dataset as part of their business practices.

Time Frame: In process.

Resources: The current budget recommendation includes $15,000 to move the prototype Web-based, Address Points Editing to an operational application.

f) **Enhancements to Existing Regional Datasets**
Purpose: Ensure that the endorsed regional dataset remain relevant to changing stakeholder needs.

Time Frame: On December 15, the Coordinating Committee directed: That the Coordinating Committee direct its Chair and Vice Chair to work with support staff to take the following actions and report the results at Committee's March for Committee action:
1) Draft a letter from the MetroGIS Policy Board requesting that MnGeo to accept responsibility to explore the above-stated stakeholder needs regarding statewide **land cover** and **municipal boundaries** solutions.
2) Investigate interest among Committee members and survey participants to create a workgroup(s) to explore options to address the needs relating to above-cited **parcel** update frequency and **municipal boundary** accuracy needs.
3) Contact individuals who requested improvement to the **Land Cover Dataset** and clarify their concern(s).

Resources: The County Data Producer Workgroup for the parcel and boundaries datasets, TBD method for the desired land cover enhancements and TBD support.

g) Next-Generation MetroGIS Business Plan

Purpose: The current 2008-2011 MetroGIS Business Plan was not expected to guide the organization beyond 2011. The Policy Board, Coordinating Committee, and staff need to be on the same page to effectively address changing needs of the stakeholder community in a timely manner.

Time Frame: Once the new Staff Coordinator is familiar with MetroGIS culture, accomplishments and current objectives – suggest the second half of 2012 - begin preparations for a 2013 major strategic planning event.

Resources: TBD. A workgroup together with the new Staff Coordinator would determine if consultant assistance should be pursued and the timing of the project activities.

h) Act on GECCo Forum Results Relevant to MetroGIS's Objectives

Purpose: Improve emergency manager access to geospatial resources.

Timing: TBD following presentation of the results by GECCo officials to the Coordinating Committee in March 2012.

Resources: TBD

i) Have Regional Base Map Services

Purpose: To make data into more useful end-user oriented products. Given web mapping technological advances and the fact that most of the public uses commercial mapping sites such as Google Maps there is merit in pursuing the development of a consistent, region-wide base map with superior cartographic quality and available as a consumable tile service.

Time frame: 2012

Resources: MetroGIS staff and volunteers to serve on a project advisory team to be created.

j) Define Organizational Structure for Cost Sharing Across Sectors

Purpose: In addition to resources provided by the Metropolitan Council, have the ability as a collaborative organization to receive, manage, and spend resources contributed by multiple organizations. The specifics will need to be tailored to the requirements of the organizations involved.

Time frame: TBD, once organizations desiring to partner are identified (*Project #f*).

Resources: MetroGIS staff TDB, legal staff of candidate partners and possibility a contractor.

k) Develop Performance Metrics (*Phase II*)

Purpose: Corroborate the Phase I Plan, adopted by the Policy Board in October 2009, and develop and implement methods to accomplish the desired objectives. One cannot manage what one cannot measure. MetroGIS cannot achieve its stated mission (enhance stakeholder operating capacity) unless its efforts are able to remain relevant to changing stakeholder needs. MetroGIS leadership cannot be sure that MetroGIS's efforts are relevant without a means to measure progress/impact. The purpose of this project is to provide these means.

The Phase I Plan provides guidance for development of actual metrics to measure progress toward accomplishing outcomes defined for MetroGIS's efforts. The results of the in-progress MetroGIS Quantify Public Value (QPV) study are expected to provide some insight and information valuable to the development of metrics; hence, work on metrics development has been postponed until sufficient progress is made on the QPV study, which is likely to involve a follow-on QPV Study.

Time frame: TBD. **Premature** until MetroGIS strategic objectives are affirmed and results of "follow-on" QPV Study available.

Resources: TBD. A workgroup would determine if consultant assistance should be pursued.

ATTACHMENT A

2012
METROGIS MAJOR PROGRAM ACTIVITIES – SUMMARY VERSION
(As Endorsed by the MetroGIS Coordinating Committee - December 15, 2011)

1) Sustain traditional "foster collaboration" support activities[a]

2) Complete and implement a Leadership Succession Strategy

3) Redesign & Re-Launch MetroGIS's website, Communication Tools (e.g., online collaboration capability), and Training for these use

4) Define New Collaborative Street Centerline Maintenance Model

5) Explore Public-Private Partnership Opportunities

6) Move Prototype Address Points Editing Tool to Operational Status and Proceed with Development of a Regional Address Points Dataset

7) Pursue High-Priority Enhancements to Existing Regional Solutions Identified via MetroGIS's 2011 Needs Assessment.

8) Investigate funding and support options for a "Follow-on" QPV Study, which would build upon findings of the Phase I MetroGIS Quantify Public Value (QPV) Study completed December 2011.

9) Define process expectations to Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives

10) Explore Regional Base Map Service

11) Define Objectives to "Push Locally-Produced Data To Commercial Providers"

(??) *Anticipated addition Spring 2012 following receipt of GECCo Workshop results* Improve Emergency Manager Access To Geospatial Resources - Recommendations Of GECCo Forum

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[a] Traditional activities that comprise the MetroGIS "foster collaboration" function include*:*

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities that serve the Twin Cities metropolitan area
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

ATTACHMENT A

2012 MetroGIS Work Plan (Detailed Version)

(As Endorsed by the MetroGIS Coordinating Committee - December 15, 2011)

Major Program Objective (Numbers intended to designate relative importance)	Priority	Comments	Lead Responsibility
1. Sustain existing solutions to shared geospatial needs and traditional "foster collaboration" support activities[1].	**Very High**	<u>Ongoing.</u> Directive set forth in the 2008-2011 MetroGIS Business Plan.	Designated Custodians and Staff Coordinator
2. Complete and implement a Leadership Succession Strategy	**Very High**	<u>In process.</u> First component (Staff Coordinator position) completed in December 2011. Work on expectations for other leadership roles to continue in 2012.	Leadership Workgroup
3. Redesign & Re-Launch MetroGIS's website, Communication Tools (e.g., online collaboration capability), and Training for these use of these tools.	**Very High**	<u>In process</u>.	Communications Workgroup and staff TBD
4. Define New Collaborative Street Centerline Maintenance Model	**Very High**	<u>In process</u>. Two year contract with AppGeo is in-place.	Consultant and staff TBD
5. Explore Public-Private Partnership Opportunities	**Very High**	<u>In process</u>. Buy-in at staff level achieved to conduct a pilot.	Staff Coordinator??
6. Move Prototype Address Points Editing Tool to Operational Status and Proceed with Development of a Regional Address Points Dataset	**Very High**	<u>In process</u> Once the Web-Editing tool is operational to assist smaller producers of address data participate in the regional solution, work on broadly populating the actual regional dataset can accelerate.	Address Workgroup - Mark Kotz, Chair.

7. Pursue High-Priority Enhancements to Existing Regional Solutions Identified via MetroGIS's 2011 Needs Assessment.	**Very High**	<u>In process</u> Next steps defined by the Coordinating Committee on December 15, 2011 for five (*) enhancements that are not related to current initiatives. Eight improvements also to be incorporated into on-going initiatives.
		
		* 2 relate to state-level advocacy *(statewide land cover and municipal boundaries)*
		   2 policy/procedural changes – *(parcel update frequency and municipal boundary accuracy)*
		   1 needs further discussion/clarification *(land cover)*
			County Data Users Group (parcel and boundary topics) and staff TDB.

8. Investigate funding and support options for a "Follow-on" QPV Study, which would build upon findings of the Phase I MetroGIS Quantify Public Value (QPV) Study completed December 2011.	**High**	<u>TBD.</u> Further research is necessary to more fully understand public value created through sharing of geospatial resources – a prerequisite to fully realizing the MetroGIS vision. Suggest pursuit of sole source contract with Phase I contractor. Also, suggest pursuit of a collaborative funding model and not relying upon possible 2012 NSDI CAP Grant award	TBD based upon availability of funding and staff support capacity.
9. Define Process Expectations To Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives	**High**	<u>Preliminary preparations - 2nd half 2012</u>: The current Business Plan was not expected to guide MetroGIS beyond 2011. Begin planning for a major activity in 2013 to ensure concurrence that mission, objectives, priorities, etc. are relevant to changing needs of the stakeholder community. If a consultant to be retained, the expense to be a 2013 budget item.	TBD – decide after appointment of new Staff Coordinator
10. Explore Regional Base Map Service	**High**	<u>New for 2012</u>. .	TBD
11. Define Objectives to "*Push Locally-Produced Data To Commercial Providers*")	**High**	<u>New for 2012</u>	TBD

Major Program Objective (Numbers intended to designate relative importance)	Priority	Comments	Lead Responsibility
(x1) Improve Emergency Manager Access To Geospatial Resources - Recommendations Of GECCo Forum	**TBD (March 2012)**	**TBD:** Next Steps to address priority needs defined at the GECCo Forum hosted on Oct 2011 to be shared with the Committee in March 2012 for consideration as to what, if any, action by MetroGIS is appropriate.	TBD
(x1). Complete Communications Plan	**Medium**	2012, possibly 2013. Phase I – define strategic objectives for the plan completed in 2011. Once work on the redesign of the MetroGIS website and new on-line collaboration tools is well in hand, work on implementing the other communication strategies to be initiated.	Communications Workgroup. Staff support - TBD.
(x2). Define Organizational Structure for Cost Sharing Across Sectors	**Premature**	TBD: To be driven by partners involved- Item 5)	TBD
(x3) Develop Performance Metrics (Phase II) / Plan to Sustain Critical Competencies	**Premature**	Premature. Results of QPV Study (Item 8) and updated Business Plan (Item 9) needed to frame the strategic outcomes and performance measure topics	TBD.

[1] Traditional activities that comprise the MetroGIS "foster collaboration" function include:

- Identifying and defining shared geospatial information needs. Includes seeking out partnerships with non-government entities that share information needs with government entities
- Implementing and maintaining relevance of collaborative regional solutions to address shared information needs
- Fostering widespread access and sharing of geospatial data, principally via the www.datafinder.org web site
- Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders (*ongoing*)
- Monitoring activities related to performance measures, reporting findings and adjusting policies as needed (*ongoing*)
- Ensuring decision-making processes are meaningful, productive, and a good use of participants' time (*ongoing*)
- Engaging policy-makers to provide a political reality check and to maintain political legitimacy (*ongoing*)
- Advocating for MetroGIS's efforts in development of statewide geospatial policies (*ongoing*)
- Seeking opportunities to learn from efforts with similar objectives – statewide, national, and internationally (*ongoing*)
- Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts (*ongoing*)
- Documenting benefits associated with MetroGIS's efforts via stakeholder testimonials (ongoing, 1-2 per year)

		Costs are Estimates - Need RFP to Validate			
		2011	2012	2012	2013
			Preliminary	**Recommended**	
Main Activity		*Approved (7/20/2011)*	*PB Acknowledged 10/19/11*	CC *(12/15/11)*	
Professional Services/Special Projects	*Sub-Activity* *(The number preceeding each activity alignes with the relative importance ranking in Work Plan - Attachment B)* *- Activites that are supported solely by staff or grant-funded are not listed in this document -*	*$57,900*	*$57,700*	*$57,700*	
	A. Identify and Implement Solutions to Specific Shared Information and Application Needs				
	(5) Define New Collaborative Street Centerline Maintenance Model (*2-yr Contract in place October 2010*)	$10,400	$12,700	$12,700	
	(7) Move to Operational Address Points Editing Tool[a]	$10,000	$5,000	$15,000	
	(x) Improve Emergency Manager Access to Geospatial Resources - Recommendations of GECCo Workshop			*(decide 3/2012)*	
	B. Organizational Development and Communication Projects				
	Next-Generation MetroGIS Needs Assessment[b]	$35,000			
	(4) Redesign & Re-Launch MetroGIS Website	Staff	$15,000	$25,000	
	(9) Reassess and Confirm MetroGIS Mission, Vision, and Strategic Objectives				TBD
	(12) Communication Plan (*late 2012 or 2013*)	Staff	$5,000	$0	TBD
	(x) Develop Performance Metrics Phase II (*How well doing to achieve 8 strategic objectives?*) / Plan to Sustain Critical Competencies [c]		$15,000	$0	
	C. Discretionary (*Per June 2011 Coordinating Committee recommendation*)	$2,500	$5,000	$5,000	
Data Access/Sharing Agreements	**Regional Parcel Data Sharing Agreement (contract payments to counties per agreement)**	*$28,000*	*$28,000*	*$28,000*	*$28,000*
Outreach	**Brochures for Website & Hand outs /Web domain registrations (www.metrogis and www.datafinder - $36/ea)**	**$100**	**$300**	**$300**	
		$86,000	**$86,000**	**$86,000**	

Notes:	[a] RFP published December 2011.				
	[b] Includes prototype process to identify improvements to Regional Solutions				
	[C] See Strategy 1 on Pg 48 of 2008-2011 Business Plan)				

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: Mn Statewide Geospatial Advisory Council (MGAC)

DATE: January 6, 2012
                    (For Oct 19th Meeting)

INTRODUCTION

The purpose of this agenda item is to provide an opportunity for those Policy Board members, who serve on the Mn Statewide Geospatial Advisory Council (MGAC), to share impressions about the November 29th MGAC meeting and MGAC activities in general.

COORDINATION OPPORTUNITY

The second class of appointees to the MGAC includes two MetroGIS Policy Board members, who served on the inaugural committee: Chairman Schneider and Victoria Reinhardt. Member Reinhardt Chairs the MGAC.

Three members of the MetroGIS Coordinating Committee are also among the second class of appointments: Jim Bunning (Scott County), Rick Gelbmann (Metropolitan Council), and Sally Wakefield (Envision Mn). A listing of all of the members appointed this past November is attached.

At the time of this writing, the results of the November 29 meeting were not available.

ROLE OF MGAC

The Mn Statewide Geospatial Advisory Council is one of two councils that advise the Mn Chief Geospatial Information Officer (MCGIO). The other is comprised solely of state agency representatives. The MCGIO position is currently held by David Arbeit, who directs the Mn Geospatial Information Office (MnGeo). David is also a charter member of the MetroGIS Coordinating Committee.

Excerpt from 2011 Legislation:

Geospatial advisory councils created. The chief information officer must establish a governance structure that includes advisory councils to provide recommendations for improving the operations and management of geospatial technology within state government and also on issues of importance to users of geospatial technology throughout the state.

(a) A statewide geospatial advisory council must advise the Minnesota Geospatial Information Office regarding the improvement of services statewide through the coordinated, affordable, reliable, and effective use of geospatial technology. …. The members must represent a cross-section of organizations including counties, cities, universities, business, nonprofit organizations, federal agencies, tribal governments, and state agencies…..

RECOMMENDATION

No action is requested.

ATTACHMENT A

Statewide Geospatial Advisory Council Contact List, January 2012

Name	Affiliation	Sector
Brad Anderson	City of Moorhead	City, non-metro
James Bunning	**Scott County**	**At-large**
Will Craig	University of Minnesota	At-large
Craig Erickson	Minnesota National Guard	State Government
Rick Gelbmann	**Metropolitan Council**	**Metropolitan Council**
Jon Gustafson	U.S. Army Corps of Engineers	Federal, other
Blaine Hackett	GIS Rangers	Business
Doug Hansen	Crow Wing County	County, non-metro
John Mackiewicz *(vice-chair)*	WSB & Associates	Business
Robert McMaster	University of Minnesota	Education, U of M
Stephen Misterek *(co-liaison to State Govt. Geospatial Council; other volunteers TBD)*	City of Minneapolis	City, metro
Tim Ogg	Board of Water and Soil Resources	State Government
Mark Olsen	Minnesota Pollution Control Agency	State Government
Victoria Reinhardt *(chair)*	**Ramsey County**	**County, metro**
Ben Richason	St. Cloud State University	Education, MnSCU
Kirk Schneidawind	Minnesota School Boards Association	Education, K-12
Terry Schneider	**MetroGIS Policy Board**	**Regional, MetroGIS**
Dawn Sherk	White Earth Nation	Tribal Government
Gerry Sjerven	Natural Resources Research Institute	MN GIS/LIS Consortium
Stephen Swazee	SharedGeo	At-large
Kody Thurnau	Arrowhead Regional Development Commission	Regional, non-metro
Michelle Trager	Rice County	At-large
Sally Wakefield	**Envision Minnesota**	**Non-profit**

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

To: MetroGIS Policy Board

From: MetroGIS Staff Coordinator, Randall Johnson (651-602-1638)

Subject: Staff Coordinator Retirement – Thank You for the Opportunity to Make a Difference

Date: January 9, 2012
(For January 18th Meeting)

I will be retiring, effective Friday, February 3, 2012. I want to take this opportunity to thank the members of Policy Board for your support of the important work of MetroGIS. Some questioned my wisdom of bringing together policy makers representing such diverse interests to guide an unproven organization without legal standing or authority to spend money or hire staff on its own. To your credit, significant public value has been created in the fifteen years that this model has been in existence. Each of you and your predecessors have regularly come together every quarter (6 times a year in the early years) and a quorum has always been present; a testament to your dedication to the work of MetroGIS.

Few individuals are afforded the once-in-a-lifetime, career defining opportunity to make a real difference that the Metropolitan Council offered to me in 1995. I am grateful beyond words for the support of so many as we ventured together down the path of institutionalizing solutions to shared geospatial needs; accomplishments that have been recognized far beyond the Twin Cities. The opportunities for professional growth and to make a difference have been so numerous that I lost count years ago. This incredible experience would not have been possible without leadership and support from many, in particular Rick Gelbmann, GIS Manager with the Metropolitan Council whose vision started the ball rolling, Richard Johnson, former Associate Regional Administrator of the Metropolitan Council who embraced the experiment I proposed, and the collaborative/can-do culture that is pervasive throughout this community.

I have experienced the highest level of career success that I can imagine, so it is time to open another life chapter – more time with family, friends, and pursuing personal interests. To quote a fellow Council retiree, "I was given more than my share of opportunities to succeed!" I am confident that my successor will too benefit from the finest, most talented, most accomplished, and most dedicated colleagues one could ever hope to have the pleasure to work alongside.

Finally, I want to take this opportunity to offer a special thank you to three Policy Board members whose leadership, commitment, and advise have ensured that MetroGIS was positioned to make a difference since the Board's inaugural meeting in January 1997: Commissioner Reinhardt (*Chairperson from 1997 to 2009*), Chairperson Terry Schneider (*2009-present*), and former Metropolitan Councilmember Tony Pistilli (*2003-2010*).

A heartfelt thank you!

Meeting Summary
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
January 18, 2012

1. **CALL TO ORDER**
Chairperson Schneider called the meeting to order at 6:07 p.m. He asked the newest member, Mjyke Nelson from Washington County, to introduce himself and then asked the others present to do likewise. Member Reinhardt recognized that Molly O'Rourke, who has presented Washington County on the Policy Board for several years, has been appointed to the position of Washington County Administrator earlier in the week.

Members Present: Terry Schneider (Metro Cities - City of Minnetonka), Jim Kordiak (Anoka County), Mjyke Nelson for Dennis Hegberg (Washington County), Randy Knippel for Joseph Harris (Dakota County), Victoria Reinhardt (Ramsey County), Jim Bunning for Joseph Wagner (Scott County), Roger Lake (Metro Watershed Districts), and Steve Elkins (Metropolitan Council).

Members Absent: Dan Cook (School Districts - TIES), Dave Kelso (Metro Cities - City of Circle Pines), Randy Maluchnik (Carver County), and Gary Swenson for Randy Johnson (Hennepin County), and,

Coordinating Committee Members Present: David Bitner (Chair), David Brandt (Vice Chair), Rick Gelbmann, Francis Harvey, Nancy Read, Mark Vander Schaaf, and Sally Wakefield (immediate past Chair).

Support Team: Randall Johnson and Mark Kotz

Visitors: Professor John Bryson (U of M) and Dave Hinrichs (Metropolitan Council)

2. **ACCEPT AGENDA**
Member Reinhardt moved and Member Elkins seconded to approve the meeting agenda was accepted as proposed. Motion carried, ayes all.

3. **MEETING SUMMARY**
Member Reinhardt moved and Alternate Member Bunning seconded to approve the Policy Board's October 19, 2011 meeting summary, as submitted. Motion carried, ayes all.

4. **SPECIAL PRESENTATION**
Findings: Defining Values Component of MetroGIS Quantify Public Value Study
Professor John Bryson, University of Minnesota

Staff Coordinator Johnson introduced Professor Bryson. He also commented that this study was pursued in response to the Policy Board's directive to seek out partnership to accomplish shared geospatial needs.

Bryson, in his introductory comments, noted that he has long been interested in MetroGIS's work, having facilitated the 1995 strategic planning workshop that launched MetroGIS and the 2007 strategic planning workshop through which the current strategic direction was developed. He noted that given MetroGIS's accomplishments, he included MetroGIS as a case study in the Fourth Addition of his Strategic Planning Book which was published this past November...

He began his presentation by summarizing the research method, which involved five community if practice focus groups and a finals event to which participants in the five individual community of practice focus groups were brought together to affirm areas of commonality. The conclusions, as presented in the agenda report, were summarized in detail. Bryson stressed the findings documented "starting points" for the capabilities required to accomplish the shared goals and interests: accurate

data, accessibility of data, and executive leadership. All acknowledged that these "starting points" are at the core of MetroGIS's mission.

Bryson concluded his comments by acknowledging that this qualitative study is a good start but further work is needed to attain the ability to quantitatively measure public value created when organizations participate in a geospatial commons. He also cautioned that although the methodology appears to have worked, the results (logic of the word maps) needs to be validated before attempting to draw more detailed conclusions about the links and the statements in word maps (those goals and capabilities between the starting and highest level goals). Within the contest that everything in principle is measureable, Bryson offered that a next step would include defining measures for capabilities the study participants defined as shared.

Chairperson Schneider thanked Professor Bryson for his presentation, commented that good progress through this work to understand how other sectors think, and invited Board members to ask questions of Professor Bryson. A wide-ranging conversation ensured. The following is a listing of the major discussion points:

- <u>Measures</u>:
  - Pursue relative value as opposed to absolute (e.g., value with and without sharing). Consider that costs to one organization might be result in benefits to others (global view as opposed to internal looking).
  - Regarding Executive Leadership. Concept for quantitative measures is not a "dash board" model but rather episodic in nature. People make things happen, who made a difference. Some sort of anchored measure (good – bad) is envisioned.
- <u>Concept for what a measures scheme might look like</u> to assist policy makers decide if they should place assets into the public domain or cost recover:
  - Focus on measures for "capabilities" not "goals" and "interests". Focusing on capabilities is the actions associated with geospatial community.
  - Think in terms of a balance sheet containing columns, one for each core value. For a particular proposition list benefits at the top of each value column and costs at the bottom of each value column. Dollars may or may not be able to be associated with particular benefits of costs but should nevertheless be listed.
  - Executive leadership to decide if the proposition is worth it.
  - Think of the decision-making process as in terms of a balance beam for intangibles (alignment or non-alignment with values) within the limits set by available funding.
  - Need to get decision makers to think of benefits and costs beyond what can be measured in dollars.
- <u>Basis for Prospective Partnering</u>: We need to be aware of what other organizations value. Chairperson Schneider argued that the completed study provided significant insight into the sought after quantitative model, not in terms of absolute dollar values but in terms of those values that have to be in the mix to achieve a favorable reaction from a prospective partner(s).
- <u>Further Research</u>:
  - Clarify MetroGIS's purpose for defining values. (*Editor's note – the purposes for which the subject study was pursed were to: 1) act on the Board's directive to seek out partners willing to work collaboratively on shared needs <u>and 2</u>) attain a trust means through which to measure public value created when geospatial data are placed into the public domain.*)

    Prof. Bryson offered an example that if MetroGIS wished to promote itself as an entity well positioned to accomplish the "starting points" then use a condensed version of the concept map (logic model) produced for this study, convert it a diagram and state "this is what we do to help you get to where you want to go". **The members concurred that a next step should include** developing a graphic to tell the value story – use of a single graphic was acknowledged to be an effective way to reinforce the message. All agreed that testimonials should also be sought to reinforce the value story.
  - Need to verify the existence of the relationships between the capabilities and goals illustrated in the "word maps" (results of the focus group sessions).

- If a relation exists, verify if the cause / effect is correctly oriented
- Determine the weight / strength of these relationships. Distinguish between primary and lesser importance.

5. **ACTION/DISCUSSION ITEMS**
   a) **Leadership Succession Strategy**
   David Bitner, Coordinating Committee Chair and Chair of the Leadership Transition Workgroup, provided context and summarized the desired roles of the Staff Coordinator position recommended by the Coordinating Committee and subsequently acknowledged by the Executive Committee of Policy Board. He also emphasized that the workgroup intends to offer similar recommendations in the coming months for other key MetroGIS leadership roles.

   Chairperson Schneider, a member of both the Leadership Succession Workgroup and Executive Committee of the Policy Board, thanked the Coordinating Committee for initiating this important work. He also encouraged the Metropolitan Council to incorporate as many of the identified roles and responsibilities as it can into the position description that will be published shortly.

   Motion: Member Reinhardt moved and Alternate member Knippel seconded to: 1) approve the desired roles and responsibilities of the Staff Coordinator position, as presented n the agenda report, and 2) encourage the Metropolitan Council to incorporate them in to the Staff Coordinator's position description. Motion carried, ayes all.

   b) **Strategic Communication Objectives**
   Nancy Read, member of the MetroGIS Communications Workgroup, introduced the Coordinating Committee's recommendation. In her presentation, she began by explaining how the recommended communication strategy is a comment of the eight strategic objectives defined in the 2008-2011 MetroGIS Business Plan. She emphasized that responsibility for communication about MetroGIS's objectives and activities is not the sole responsibility of staff but also a responsibility of all who are involved. Read then explained the four strategic objectives upon which to base the pending MetroGIS Communication Plan, offering examples for each of them.

   Motion: Member Reinhardt moved and Alternate member Knippel seconded to accept the four strategic communication objectives, as recommended by the Coordinating Committee and presented in the agenda report. Motion carried, ayes all.

   c) **2011 Accomplishments**
   Staff Coordinator Johnson summarized the information presented in the agenda report.

   d) **2012 Program Objectives and Budget**
   David Bitner, Coordinating Committee Chair, summarized the information presented in the agenda report. There was no discussion.

   Motion: Member Elkins moved and Member Reinhardt seconded to endorse the 2012 work plan and budget for MetroGIS's "Foster Collaboration" function, as presented in Attachments A and B of the agenda report, and as recommended by the Coordinating Committee. Motion carried, ayes all.

   e) **November 29, 2011 Statewide Geographic Advisory Council (MGAC) Meeting**.
   Member Reinhardt, who chairs the MGAC, commented that the MGAC met on November 29 following its rechartering this past summer by the Dayton Administration. Reinhardt noted that MetroGIS's accomplishments were offered as an example to demonstrate value that can be created through partnering to address shared interests. She noted that the second class of MGAC members includes several new appointees, including a tribal representative, and that she is excited that the group is interested in exploring partnering relationships. Chairperson Schneider, who is also a member of the MGAC representing MetroGIS, added that he expects that the pending transition in leadership (GIO is retiring) will result in a situation where the MGAC will continue past efforts to build upon the solid alignment with objectives important to the MetroGIS community.

f) Staff Coordinator Retirement

The Policy Board presented Randall Johnson, retiring Staff Coordinator, with an appreciation award commemorating his service with MetroGIS. (It included the MetroGIS logo, dates of his service - August 1995 to February 2012, MetroGIS's mission statement, and a message inscribed on a blue tinted, translucent, diamond-shaped, sculptured body). Chairperson Schneider also presented Johnson with a personal gift of a 1996 National Community Service Commemorative Silver Dollar. Members Reinhardt and Schneider, who have each served on the Policy Board since its inception and the only members to have served as Chair, offered congratulatory comments. Johnson thanked the members of the Board for the opportunity to work with them to make a difference.

6. MAJOR PROJECT UPDATES

No questions were asked.

7. INFORMATION SHARING

No questions were asked.

8. NEXT MEETING

The next meeting of the Policy Board is scheduled for Wednesday, April 18, 2012.

9. ADJOURN

The meeting adjourned at 7:55 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

MetroGIS Policy Board

Policy Board Members:

Terry Schneider,
Chairperson
City of Minnetonka
Metro Cities

Randy Maluchnik,
Vice-Chairperson
Carver County

Dan Cook,
TIES

Steve Elkins,
Metropolitan Council

Joseph Harris,
Dakota County

Dennis Hegberg,
Washington County

Dave Kelso,
City of Circle Pines
Metro Cities

Randy Johnson,
Hennepin County

Jim Kordiak,
Anoka County

Roger Lake,
MAWD

Victoria Reinhardt,
Ramsey County

Joseph Wagner,
Scott County

Coordinating Committee

David Bitner
Chairperson
MAC

David Brandt
Vice-Chairperson
Washington County

Staff Coordinator

Mark Kotz
Interim

Wednesday, April 18, 2012
6:00 p.m.
Metropolitan County Government Offices
2099 University Avenue, St. Paul, MN
(Go to http://www.mmcd.org/directions.html for a map and directions)

Agenda

Mission: To expand stakeholders' capacity to address shared geographic information needs through a collaboration of organizations that serve the Twin Cities metropolitan area

Agenda Item 3
January Meeting Summary

Meeting Summary (DRAFT)
MetroGIS Policy Board
Metropolitan Counties Government Center
2099 University Avenue, St. Paul
January 18, 2012

1. CALL TO ORDER
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Support Team: Randall Johnson and Mark Kotz

Visitors: Professor John Bryson (U of M) and Dave Hinrichs (Metropolitan Council)

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Staff Coordinator Johnson introduced Professor Bryson. He also commented that this study was pursued in response to the Policy Board's directive to seek out partnership to accomplish shared geospatial needs.

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workshop through which the current strategic direction was developed. He noted that given MetroGIS's accomplishments, he included MetroGIS as a case study in the Fourth Addition of his Strategic Planning Book which was published this past November...

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6. MAJOR PROJECT UPDATES

No questions were asked.

7. INFORMATION SHARING

No questions were asked.

8. NEXT MEETING

The next meeting of the Policy Board is scheduled for Wednesday, April 18, 2012.

9. ADJOURN

The meeting adjourned at 7:55 p.m.

Prepared by:
Randall Johnson, MetroGIS Staff Coordinator

Agenda Item 4
Cyclopath Demonstration

From: Loren Terveen, University of Minnesota

Cyclopath is a routing and mapping system for bicyclists in the Twin Cities metro area. The system, developed at the University of Minnesota, generates bicycling routes that can be personalized to meet individual cyclists' preferences. Cyclopath is also the world's first full-featured geographic wiki—all users can edit the system's maps of roads and trails. Much information about bike trails and cycling conditions is currently known only to individual cyclists, and Cyclopath allows them to share this key knowledge with each other. A set of extensions called Cycloplan supports transportation planners in developing new bicycle facilities and facilitates communication between planners and the public.

Agenda Item 5C
MN Government Data Practices Act Proposed Changes

From: Mark Kotz, interim MetroGIS Coordinator

Introduction
At its March meeting, the Coordinating Committee discussed legislation to amend the MN Government Data Practices Act (HF 2201/SF 2190) that has been introduced during the current legislative session. The Committee is requesting the Policy Board take action in support of this legislation.

The Legislation
Both an original and a revised version of this language have been proposed. The original language attempted to address the interests of both the Statewide Geospatial Advisory Council and State Government Geospatial Advisory Council. Its goal was to improve access to geospatial data statewide, notably by specifying that government produced geospatial data would be shared among government entities and potential liability incurred by data producers would be eliminated. The draft language contained in the original bill was endorsed by the Statewide Geospatial Advisory Council at its February meeting and has been reviewed by MetroGIS staff. This language did not get through legislative committee.

Based upon discussions at the Statewide Geospatial Advisory Council meeting and advice from other sources, the original language has since been revised to address some of its limitations. The changes are intended to achieve the following:

- Reduce ambiguity by including a definition of geospatial data.
- Expand the scope of the change to include institutions of higher education and Gopher One-Call.
- Provide for recovery of costs for responding to requests.
- Provide for free inspection of data.
- Provide for "downstream" distribution of data to other governments, higher education and Gopher One-Call.

The revised language, which was introduced on March 22 by Senator McGuire, is as follows:

(g) Electronic geospatial government data developed or maintained by a government entity shall be made available to other government entities, including local, state, federal and tribal government agencies, to the notification center established under section 216D.03, and to accredited institutions of higher education for no more than the actual cost of providing the data. "Electronic geospatial" means digital data using geographic or projected map coordinate values, identification codes and associated descriptive data to locate and describe boundaries or features on, above or below the surface of the earth or characteristics of the earth's inhabitants or its natural or human-constructed features. Data received under this subdivision can be inspected at no cost and may be reproduced or redistributed to other government entities and organizations specified in this subdivision. Government entities are immune from civil liability for any data shared as provided by this subdivision.

This language was not accepted, but as of this writing could still be introduced on the floor or reintroduced in a future legislative session.

Recommendation:
The Coordinating Committee recommends that the Policy Board formally take action in support of this language.

Draft Letter of Recommendation:

Dear ?

In an effort to improve access to government geospatial data statewide, increasing the efficiency and effectiveness of government in Minnesota, the MetroGIS Policy Board endorses this proposed change to the Minnesota Government Data Practices Act.

(g) Electronic geospatial government data developed or maintained by a government entity shall be made available to other government entities, including local, state, federal and tribal government agencies, to the notification center established under section 216D.03, and to accredited institutions of higher education for no more than the actual cost of providing the data. "Electronic geospatial" means digital data using geographic or projected map coordinate values, identification codes and associated descriptive data to locate and describe boundaries or features on, above or below the surface of the earth or characteristics of the earth's inhabitants or its natural or human-constructed features. Data received under this subdivision can be inspected at no cost and may be reproduced or redistributed to other government entities and organizations specified in this subdivision. Government entities are immune from civil liability for any data shared as provided by this subdivision.

MetroGIS is an award-winning, regional geographic information systems initiative serving the seven-county Twin Cities metropolitan area. It provides a forum to promote and facilitate widespread sharing of geospatial data and applications. MetroGIS is a voluntary collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations and businesses. The MetroGIS Policy Board includes executives and elected officials from city, county and regional governments as well as representatives from school and watershed districts. More information is available at www.metrogis.org.

Sincerely,

Terry Schneider, Chair
MetroGIS Policy Board

Agenda Item 5D
Address Points Dataset – Outreach and Active Champions

From: Mark Kotz, Chair, Address Workgroup

Introduction

Back in 2004 MetroGIS formed an Address Workgroup to develop a vision for a MetroGIS Address Points Dataset and then to work toward realizing that vision. That dataset does exist, but so far is comprised of data for only one city in the metro area.

Active Champions Needed

The Address Workgroup is planning for an outreach effort to promote the value of the address points dataset and to engage additional stakeholders. In order to do this, we first need to engage and recruit some active champions at the managerial and policy maker levels, who can then promote the idea among their peers. Such champions would ideally engage additional stakeholders at the county and city level to promote the value of this dataset and to encourage implementation at the local level.

Partnership with E9-1-1 Community

It is believed that the emergency response community would be the highest profile user of this dataset, with a critical need for such accurate and current address point data. MetroGIS would benefit greatly from a stronger partnership with this community. This engagement would be initiated by the champions described above.

Strategy to Engage Champions

1. Identify and recruit willing teams of two champions
    a. one policy maker or senior manager
    b. one technical staff who understands the data and use of it
2. Create and provide promotional materials
    a. Web page describing the vision and value of address points
    b. Power Point presentation describing the same
    c. Simple, engaging stories describing the need for and/or value of address points
3. Focus on three important stakeholder groups
    a. Cities
    b. Counties
    c. E9-1-1

Recommendation

That the Policy Board provide guidance and advice to the Address Workgroup with respect to engaging and recruiting active champions, and effective messaging strategies for policy makers, including:
- Message content
- Message format/media
- Communication opportunities and venues

Agenda Item 5E
Parcel Data Agreement – Historic Data Policy Milestone

From: Mark Kotz, interim MetroGIS Coordinator

Introduction

The renewed MetroGIS Parcel Data Sharing Agreement between the seven counties and the Met Council was finally signed by all parties on February 27th, 2012. Yippee!!! All previously licensed users of the dataset have been notified of the new license agreement and Met Council has received a steady stream of license renewals.

One important policy milestone accompanies this new agreement. **All parcel datasets that are at least 3 years old** ("historic data" in the agreement) **are available in the public domain and can be downloaded from the DataFinder web site without a license**.

Agreement Changes Facilitating Sharing Address Points Data

Some cities with address points data have been unable to redistribute those data because they were derived from county parcel data under a license agreement that did not allow redistribution of derivative products. The new stipulation in the parcel agreement that makes "historic data" freely available may help to facilitate the contribution of address point data to the MetroGIS dataset. For example, Falcon Heights used Ramsey County parcel data to help create their address points prior to 2008. Since then, they have maintained the address data internally, completely separate from the county's parcel data. Until now they were unable to redistribute the data due to licensing restrictions. However, now that the historic parcel datasets are in the public domain, Falcon Heights is planning to contribute their data to the MetroGIS Address Points Dataset.

Recommendation

No action is requested.

Agenda Item 5D
February Statewide Geospatial Advisory Council Meeting

From: Mark Kotz, interim MetroGIS Coordinator

Introduction

The purpose of this agenda item is to provide an opportunity for members of the Statewide Geospatial Advisory Council to share their observations from the February 29th meeting.

When available, the meeting notes will be accessible at
http://www.mngeo.state.mn.us/councils/statewide/index.html .

MetroGIS Participation

Six individuals involved in the leadership of MetroGIS are also members of the Advisory Council. They are:

- Policy Board Chair Terry Schneider
- Policy Board member Victoria Reinhardt (Advisory Council Chair)
- Coordinating Committee member Jim Bunning
- Coordinating Committee member Rick Gelbmann
- Coordinating Committee member Sally Wakefield

Background

The Statewide Geospatial Advisory Council is one of two councils that advise the MN Chief Geospatial Information Officer (CGIO). The other is comprised solely of state agency representatives. The CGIO position directs the MN Geospatial Information Office (MnGeo). It was previously held by David Arbeit who retired on April 10th and was replaced by Dan Ross.

Item 8
Major Activity Updates

From: Mark Kotz, interim MetroGIS Coordinator

8A. March Coordinating Committee Summary

See meeting summary at
http://www.metrogis.org/teams/cc/meetings/12_0322/2012-03-22_MeetingSummary.pdf

8B. Street Centerline Update Frequency

NCompass street centerlines are now being processed and posted for all licensed users on a monthly basis. Existing users were notified of the change at the end of February. This was facilitated in large part by a technical change in the way the data are transferred to the Met Council, making the update process easier.

8C. Next-Generation Street Centerline Maintenance Model

From: Jon Hoekenga, Met. Council staff.

Background
On September 26, 2011, over 20 Metro area representatives from state agencies, regional organizations, county and city governments, and private companies met at the Metro Counties Government Center in St. Paul. The workshop attendees discussed the shared need for a **public domain**, authoritative street centerline spatial dataset representing the seven-county, Minneapolis/St. Paul metropolitan area, which at some point could expand to include the entire state of Minnesota and the border counties in neighboring states. The workshop was facilitated by Applied Geographics.

Current Status
Andy Buck (App.Geo) has completed a report summarizing the current centerline situation, issues and potential solutions discussed at the workshop and potential next steps needed to implement a shared public domain solution. Gelbmann and Hoekenga are currently assessing which future tasks listed in the report would make sense to move forward on during the staff transition period.

The report has been distributed to all workshop participants. To obtain a copy of the report, contact Jon Hoekenga jonathan.hoekenga@metc.state.mn.us .

8D. GECCo – After Action Report/Improvement Plan

Steve Swazee gave a presentation and distributed a handout at the Coordinating Committee meeting that together provided a first look at the After Action Report/Improvement Plan (AAR/IP) from the GECCo workshop, and potential implications for MetroGIS and the region. Some of the highlights of the presentation included the following:

After GECCo, instead of developing a report right away, the decision was made to follow a more strategic path to relate GECCo results using the Homeland Security Exercise and Evaluation Program (HSEEP) AAR/IP format, which is a standard protocol within the homeland security community. It is felt that this will more directly align event results with standard protocols at the federal level which will better position GECCo recommendations for further action and even funding at a higher level.

This was a significant and time consuming effort and resulted in an 88 page document that evaluates event findings based on objective requirements of the Department of Homeland Security Target Capabilities List. Three target core capabilities were considered. They were:

1. Planning
2. Communications
3. Intelligence and Information Sharing and Dissemination

Next Steps:
A workgroup has formed and is completing review of the draft AAR/IP that will include recommendations for MetroGIS. This has a lot to do with MetroGIS's track record of being the source of coordinated geospatial expertise. This GECCo was done for a region, and MetroGIS seems like the body to take on solving the geospatial issues within this region.

Swazee also noted that more work is needed to engage the emergency response community.

From July to October will be a time to review and discuss the recommendations in the action plan and try to move to resolution. The goal is to have a policy level decision workgroup also review the final document and move it forward.

In 2013 action can be taken. At that time, DHS and others can be approached for funding. This is possible because the needs and opportunities are identified within the constraints of a very specific national standard protocol. It will be well aligned with federal directives. This should also make it easier to engage the emergency response community.

8E. Communications Workgroup – Update on Next Steps

From: Nancy Read, Chair, Communications Workgroup

Background

Communication is not just a function for MetroGIS staff, but is something in which everyone involved in MetroGIS plays an important role. Our goal is to provide a framework to allow broad participation by MetroGIS participants in maintaining high-quality, timely products to serve the region. This will use a range of solutions (electronic and otherwise) appropriate for different situations which can reinforce each other, are cost-effective and maintainable, and provide opportunities for increased collaboration.

Communication Strategy should support the following elements:
1. Discovery – what MetroGIS is/does/has (primary tool: MetroGIS main web site)
2. Professional Networking (primary tool: social media such as Linked In)
3. Support of Working Groups (with tools for document sharing and discussion)
4. Outreach

For more background see notes from the Nov. 28, 2011 Communications Workshop, available at
http://www.metrogis.org/teams/cc/meetings/11_1215/2011_1128-MetroGIS_CommStrat_mtgnotes-d_final.pdf

Status of Action Items

The following actions were reviewed at the Dec. 2011 Coordinating Committee meeting and the January 2012 Policy Board meeting. Status for each is given below.

1. Hire a professional Facilitator/Web Designer to develop a requirements document for redesign of the MetroGIS web site. This would include:
   - Collect input from stakeholders through surveys and group meetings, and document "user stories" that can be used by developers
   - Collect input from current site maintainers on needs for content management solutions
   - Examine technology pros and cons re: hosting with Metro Council vs alternatives, and considerations for how web site could interact with other e-communications tools (e.g., collaboration site, social media, outreach feeds)
   - Prepare a report outlining requirements which can be used by Staff to prepare an RFP for developers

   Target would be to get a report back by March CC meeting (if hiring of Facilitator/Designer can be done quickly) and have proposed RFP available for CC approval by June meeting so web site development can begin in 2012. The workgroup had suggested a target budget of up to $5000 for the initial phase (hiring help to prepare an RFP, as outlined above). This would leave $20,000 in 2012 for implementation of the plan (as per CC budget total 12/15/2011).

   Status and Actions:
   - A Contract Initiation Memorandum was prepared by Metro Council staff for MetroGIS and has been signed (this is a major accomplishment given the MetroGIS staff turnover).
   - Staff requested a review from the Metro Council Communications Department, and they recommended a budget of $45,000 to $75,000 for phase 1, assuming a total project budget of $100,000-$120,000. Even a 'face lift' they estimated would cost $50-$100 per page, and the current site is 500 pages, over 900 PDFs, and 500 links.

- Workgroup members are discussing options with staff; some of this might be left until new staff members are hired, as they would be spending the most time with whatever solution is proposed.
- We would like to get activity stats on the pages on the current site as background info.

2. Find out what capabilities for collaboration tools are available now among MetroGIS participants. Begin testing prototypes with available collaboration tools (such as Sharepoint and GoogleApps) in workgroups, and test a LinkedIn group. Get feedback to staff and CC on experience with these tools, preferably by June, in conjunction with development of web site RFP.

   Status and Actions:
   - A MetroGIS LinkedIN group has been established and there is a link to it on the MetroGIS.org home page (www.metrogis.org on the bottom of the page, try it out!). Workgroup members will be testing this more in the near future.
   - A Communications Workgroup page in the Metro Council Sharepoint was established and is in testing.
   - The Leadership Succession Workgroup used a Google Docs page for their collaborative work, and we would like to get their feedback on that tool.

The Communications Workgroup has not met since the last Coordinating Committee meeting. A meeting will be planned soon to address the issues raised by the Metro Council cost estimates, and to evaluate the collaboration tools tests.

Workgroup members: Randy Knippel, Rick Gelbmann, David Brandt, Nancy Read (and Janie Norton before she left MetroGIS).

Workshop (Nov. 28, 2011) participants: (* denotes member of MetroGIS Coordinating Committee)
Randy Knippel – Dakota County GIS Manager *
Rick Gelbmann- Metropolitan Council GIS Manager*
Janie Norton – MetroGIS, Project Manager (*ex officio)
David Brandt – Washington County GIS Manager*
David Bitner – Metropolitan Airports Commission GIS Manager*
Sally Wakefield – Envision MN, Director, and MetroGIS Coordinating Committee Chair*
Terry Schneider – Mayor, City of Minnetonka, and MetroGIS Policy Board Chair
Joe Sapletal – Dakota County GIS
Tanya Mayer – Metropolitan Council (GIS), does support for current MetroGIS web site
Mark Kotz - Metropolitan Council (GIS), does support for MetroGIS workgroups such as Address Points
Keith Anderson – LOGIS
Shawn Jacobsen – Metropolitan Council, Web Development
Mike Dolbow – Mn Dept. of Agriculture, GIS Manager and active with Mn GIS/LIS
Andrew Koebrick – Mn Dept. of Admin, IT support for MnGeo and other web sites
George Sawyer – independent web training consultant
Nancy Read – Metro Mosquito Control District, Technical Services Coordinator* (Facilitator)
Jon Peterson – Metro Mosquito Control District, Foreman and Computer Support Team (Note- taker)

8F. Minnesota Geospatial Commons

From: Mark Kotz, Geospatial Commons Workgroup Chair

Background

In the Fall of 2009 a joint MetroGIS and MnGeo workgroup, chaired by Mark Kotz, began developing a vision for the Minnesota Geospatial Commons. The group defined desired functions and created a modest proof-of-concept site hosted by MnGeo. In the Spring of 2010, the Workgroup proposed a phase 2 project for a production version of the Commons to the four project sponsors (CIOs of DNR, Met Council, Mn/DOT & MnGeo). The project sponsors asked that the project scope be expanded and agreed that MnGeo was the appropriate agency to own the project and host the Commons. The sponsors proposed a new organizational structure for the project workgroup, composed of members designated by 6 agencies (the four sponsors, plus Dept. of Agriculture and PCA) and with CIOs of those agencies acting as a steering group.

Current Status

Due to the government shutdown, the MnGeo move to OET, the state government IT consolidation and the impending change of leadership at MnGeo, no significant progress has been made on the Geospatial Commons project since that time. A draft chart is under development to be presented to OET leadership and the new CGIO once hired. At that time it is expected that a clear priority level and staff commitments for the Commons project can be established within state government.

Additionally, with the increased interest in online collaboration tools in MetroGIS, Kotz has been influencing the scope of the Commons project to increase the priority of such functionality within the Geospatial Commons.

MetroGIS Policy Board

Meeting Summary
Wednesday, April 18, 2012
Metropolitan County Government Center
2099 University Avenue, St. Paul, MN

1. Call to Order
Chairperson Schneider called the meeting to order at 6:01 p.m. He asked those present to introduce themselves.

Members Present:
Terry Schneider, Chair (Metro Cities - City of Minnetonka)
Randy Maluchnik, Vice-Chair (Carver County)
Dan Cook (School Districts - TIES)
Mjyke Nelson for Dennis Hegberg (Washington County)
Jim Kordiak (Anoka County)
Roger Lake (Minnesota Association of Watershed Districts)
Victoria Reinhardt (Ramsey County)
Jim Bunning for Joseph Wagner (Scott County)

Members Absent:
Steve Elkins (Metropolitan Council)
Joseph Harris (Dakota County)
Randy Johnson (Hennepin County)
Dave Kelso (Metro Cities - City of Circle Pines)

Coordinating Committee Members Present:
David Bitner (Chair)
Rick Gelbmann
Nancy Read

Support Staff: Mark Kotz, interim MetroGIS Coordinator

Visitors:
Dave Hinrichs (Metropolitan Council)
Geoff Maas, incoming MetroGIS Coordinator
Dan Ross (MnGeo)

2. Approve Agenda
Member Kordiak moved and member Reinhardt seconded to approve the meeting agenda. Motion carried.

3. Approve Meeting Summary

Member Kordiak moved and member Reinhardt seconded to approve the summary from the January 18 meeting. Motion carried.

4. GIS Technology Demonstration – Cyclopath -

Loren Terveen, University of Minnesota…

Gelbmann introduces Loren Terveen and the Cyclopath project. Cyclopath is Project developed by Group Lens Research which is affiliated with the University of Minnesota. Loren Terveen heads up Group Lens Research. Gelbmann noted that the technology of interest to MetroGIS is the application of a Geo-wiki that allows many people to contribute to the creation and maintenance of GIS data – in this case linear feature of bike route. Cycloplan is an offshoot project which allows planners to work closely with the biking community. Cycloplan is a collaborative project between Group Lens and the Metropolitan Council funded by Transit for Livable Communities.

Terveen noted that there are two driving factors behind the development of Cyclopath (www.cyclopath.org). One is the research of social interaction and online communities, the other is to provide a user driven route finding tool for cyclists. Cyclopath is a wiki. That means any user can edit just about anything in cyclopath. This is kind of a crazy idea, yet it has worked very well for Wikipedia.

There is a natural tension between the experts or authoritative source of information and the public users like those who might use cyclopath. We wanted to see if the wiki experience of Wikipedia would work on Cyclopath.

Cyclopath allows a user to enter a start and end point and the system will compute a route with a map and turn by turn directions.

Cyclopath is different than Google maps (which has bike routing) because it is a "Geowiki". That means that users can change the map itself. This is important because cyclists take shortcuts and go through parking lots and use sidewalks sometimes to link between good rout segments. Those things just don't show up on our road maps.

Cyclopath also has rich annotation capabilities. Users can write notes about certain sections of their route, (e.g. the sidewalk is good here, but is used by a lot of students walking to class). Other people can make comments on a section and a discussion can occur (e.g. what's with all the broken glass on this segment?). Users can rate sections from excellent to impassible. All of this data allows the application to rate routes by their "bikability". Users can indicate their preferences for routes to avoid hills, favor off-road bike paths, etc.

Wiki's work because there are a small number of people who really care about it and monitor changes to make sure they are correct.

Cyclo**plan** is a related tool designed to support transportation planners to do what-if planning. For example, if a bike path was created between X to Y, how much would it increase bicycle usage?

Cycloplan has some features that are not public yet, but will be rolled out this year. It needed access control so only certain people could edit the data or in some cases even see the data. This is a case where the data must be maintained by an authoritative source (e.g. city transportation planner). A **proposed**

routes could be made available in Cyclopath to let users actually see what the proposed routes would be and how it might affect their cycling trips.

Cyclopath has tens of thousands of saved routes requests that can be used as a measure of cycling interest. We can re-run those route requests against planned new cycling infrastructure to see how proposed new trails, etc. would modify the requests we have seen from the last several years.

In response to a question from Schneider, Terveen noted that Cyclopath routes can be adjusted by the user to touch multiple points along the route.

Member Reinhardt asked who the people are that watch edits to Cyclopath. Are they citizens? Professionals? How do you insure that mischievous changes don't happen? Terveen said that there are a small number of individuals who voluntarily watch changes because they really care about the application and its accuracy. With the current limited popularity of Cyclopath, we don't see mischevious errors. If popularity grows, that could become an issue. One strategy to combat this is to have "watch areas" where people with excellent knowledge of a particular area are notified of any changes in that area and they can monitor the accuracy of that small area.

Read asked if it made any sense to share the Cyclopath data back to Google or Open Street Map. Terveen responded that it was a good point and that it probably made more sense to share with OSM, which is an open data environment than with Google which is a proprietary environment.

Members thanked Terveen for his presentation.

5. **Action and Discussion Items**

   a. **MetroGIS Staff Hiring Update**

   Gelbmann introduced Geoff Maas the new MetroGIS Coordinator who will start the job on April 30th.

   Geoff introduced himself with a summary of his background. He has a degree for UW-Eau Clair, a Masters of Urban Planning from the University of Minnesota, and has worked in several relevant jobs in his career, including a community development planner for a regional development commission in Wisconsin, a zoning coordinator for a city and most recently a GIS manager and community planner for the MN Center for Environmental Advocacy.

   Members welcomed Maas.

   Gelbmann also noted that the MetroGIS project manager position at the Metropolitan Council has been advertized and the Council is receiving applicants.

   b. **Election of Officers**

   Chair Schneider and Vice-Chair Maluchnik announced that they are willing to continue as officers for another year. Not other members indicated an interest in serving in the positions.

Member Reinhardt moved and member Kordiak seconded to elect Schneider as Chair and Maluchnik as Vice-Chair. The motion carried.

c. MN Government Data Practices Act Proposed Changes

Coordinating Committee Chair Bitner introduced this topic saying that at its March meeting, the Committee discussed legislation to amend the MN Government Data Practices Act that has been introduced during the current legislative session. The Committee is requesting that the Policy Board take action in support of this legislation. He introduced Dan Ross, the new Chief Geographic Information Officer for the State of Minnesota who replaces David Arbeit who recently retired.

Ross gave a quick overview of his background at Mn/DOT and also Stearns County. He then gave a short presentation related to the proposed changes to the MN Government Data Practices Act. The act is the legal basis for sharing government data in Minnesota. It covers collection, creation, storage, maintenance, dissemination, and access to data. Under the act, data are public and accessible by the public for both inspection and copying. The only exceptions are the result of federal law, a state statute or temporary classification of data as "not public." Charging for data is limited to cost of providing data except where "commercial value" is justified and documented.

Ross described the proposed changes that have been introduced as initiated by MnGeo with input from the geospatial community. The changes would make government geospatial data free to government, academic institutions and Gopher One-Call, though changing for the cost of distribution is OK. The changes provide for redistribution hubs like MetroGIS and eliminate liability for data providers.

Ross noted that the legislation is very unlikely to be passed this session.

Member Kordiak noted that with the session nearly completion and the reality that this legislation is dead for this session, it did not make sense to prepare and send a letter of support for specific language. Other members agreed with this sentiment. Kordiak asked if it would make sense to have a motion in support of the concept. Ross and Bitner stated that it would. Ross said that the state CIO meets with a group of legislators on a regular basis and that knowing that the MetroGIS Policy Board supports this concept would be useful.

Member Kordiak moved and member Reinhardt seconded the following:

> *The MetroGIS Policy Board supports the concept of changing the Minnesota Government Data Practices Act to stipulate that public geospatial data should be made available to other government entities, academic institutions and Gopher One-Call for no more than the actual cost of providing the data, and that government entities should be immune from civil liability when doing so.*

The motion carried.

d. Address Points Dataset – Outreach and Active Champions

As Chair of the MetroGIS Address Workgroup, Kotz gave a presentation including a quick overview of the address points vision, an update on the status of the project and then laid out the

Workgroup's thoughts on an outreach plan and asked the Policy Board for feedback. Some key points of the presentation follow:

- We all have access to parcel data, but parcels do not include all addresses. They only include one address per parcel. Many parcels have multiple addresses, like malls, office complexes, apartment complexes, etc.
- The MetroGIS vision is for a regional dataset that includes a point and official address for every official address, as defined by the address authority for each jurisdiction which is usually a city.
- Address points are needed for many purposes, including city planners wanting to track individual housing and commercial units and emergency responders wanting to route vehicles to exact addresses.
- Implementing the MetroGIS vision has taken a long time because of the deliberate decision to create a sustainable solution where the data are created and maintained at the city level, then aggregated to the regional level.
- Several key milestones were reached in 2010. Next steps include creating a production version of a web editing tool, tackling redistribution constraints related to parcel data, and outreach, including partnering with the E9-1-1 community.
- Key aspects of the Address Workgroup's preliminary outreach plan include
  - Focusing on three stakeholder groups (cities, counties, emergency response)
  - Recruiting teams of two champions, one technical and one policy
  - Providing messaging materials to the champions

Kotz provided some examples of the kinds of message materials they have including compelling stories from emergency responders and graphic examples of maps showing the missing addresses. He then asked Policy Board members for feedback on
- Who should be targeted for the message at the policy maker level?
- Where are appropriate venues for engaging them?
- How should the message be delivered?

Following are the key comments from members:

Reinhardt: The needs may seem like a no brainer and the first question that policy makers will likely ask is "Do you have a solution?"

Kotz: One issue is that the people who might see the need in the emergency response community are not the people who would assign staff to creating address points in another city department. One of our goals is to connect those folks.

Schneider: The message from emergency responders is powerful and will get people's attention. Then you need to show them the path to creating address points and give them the tools to do it.

Kordiak: Once the editing application is completed, show it to the cities as a solution and ask them to use it.

Reinhardt: It won't take a lot of convincing for cities, so it will be important to have a message about HOW to make it happen. The beauty of MetroGIS is that we have access to technical people to create the "how".

Schneider: There are two types of cities, those that could currently do this with their own GIS and those that don't have that capability. It will be good to a HOW message for each type. A big concern for cities is that they will not want to do entry twice.

Cook: Many organizations have this data already (gas, electric, telecommunications companies). Can we get the data directly from them? Kotz: We have worked in that direction but have not been successful. Schneider: There is a competitive issue with these non-public entities and their data.

Schneider: Talk with cities that are doing this now. Go to Fire Marshals for support. Stories are great. Using real examples that save lives or increase efficiency works best. Once a few cities start doing this, it will spread by word of mouth.

Cook: School districts already have this kind of data. Talk to TIES.

Reinhardt: Another likely question is why do I have to worry about my neighboring city? Be prepared with an answer.

Schneider: Cities are used to sharing information for free. Getting them to share the address point data should be straight forward.

Kotz said that the advice and suggestions were very helpful and thanked the members on behalf of the Address Workgroup.

e.   Parcel Data Agreement – Historic Data Policy Milestone

Kotz reported that the new MetroGIS Parcel Data Agreement was signed by all parties in February. He noted one important policy milestone accompanies this new agreement. All parcel datasets that are at least 3 years old ("historic data" in the agreement) are available in the public domain and can be downloaded from the DataFinder web site without a license. This has already benefitted the City of Falcon Heights because they created their address points data 3 years ago from county parcel data. Because that data is now in the public domain, they are no longer restricted from redistributing their address points.

Gelbmann noted that this is also having a positive effect on the effort to identify public value of data sharing. Having this historic data available gives us a better ability to test the assumption that the communities benefit more from making the data freely available than from charging for it. He reported that 28 licenses have already been signed under the new agreement.

Ross reported that the state was trying to create a situation where they could sign one licensee for all state agencies instead of twelve agencies each signing a license. Unfortunately this did not happen, but the Attorney General's office is now aware of the opportunity for the future and has given the green light to all agencies to sign the license without further review from the AG's office.

f.   February Statewide Geospatial Advisory Council

Reinhardt noted that the Statewide Geospatial Advisory Council meeting on February 29th was the final meeting for David Arbeit, the outgoing state chief geographic information officer, so we

thanked him for what he has done. She contrasted the Statewide Geospatial Advisory Council to the State Agency Geospatial Advisory Council. The latter is made up of just state agencies to focus on items specific to state government. The Statewide Council is about representing the broader stakeholders within the Minnesota geospatial community and bringing advice and guidance to MnGeo and state government. The Council has a number of new members, some policy makers and some more technical.

At each meeting there is an opportunity for members to raise concerns. Some of the emergency preparedness issues have been raised recently and affect many of the stakeholders.

MetroGIS is brought up a lot at these meetings, because of its track record as a successful collaboration.

Reinhardt finished by saying that it was nice to have the new state CGIO present at the Policy Board meeting and that she looked forward to close cooperation between MetroGIS and MnGeo.

Schneider noted that one major difference MetroGIS's early days and today is that in beginning MetroGIS was very focused on engaging the counties and on sharing parcel data. Now MetroGIS is going beyond that to more stakeholders, more date and applications sharing, and much of this could really go statewide.

6. Next Meeting

Chair Schneider noted that the next meeting is scheduled for July 18, 2012 in this same location. Members Maluchnik and Kordiak noted that the date is the same week as the NACo conference, which may cause conflicts. Schneider asked members if July 25th would be a preferable date. All agreed to move the date to July 25th. Schneider or Kotz will send out a confirmation email.

Next Meeting: July 25th, 2012 in the same location (2099 University Ave.)

7. Adjourn
The meeting was adjourned at 7:45 pm

MetroGIS Policy Board

Meeting Agenda Packet

Wednesday, July 25, 2012, 6 PM
Metropolitan County Government Offices
2099 University Avenue, St. Paul, MN

Meeting Agenda

Agenda Item 3: April 18, 2012 Meeting Summary

Meeting Summary - MetroGIS Policy Board
Metropolitan Counties Government Center, 2099 University Avenue, St. Paul, April 18, 2012

1. Call to Order
Chairperson Schneider called the meeting to order at 6:01 pm, he asked members present to introduce themselves.

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Jim Kordiak (Anoka County) , Roger Lake (Metro Watershed Districts) , Victoria Reinhardt (Ramsey County)
Jim Bunning for Joseph Wagner (Scott County)

Members Absent:
Steve Elkins (Metropolitan Council), Joseph Harris (Dakota County), Randy Johnson (Hennepin County)
Dave Kelso (Metro Cities - City of Circle Pines)

Coordinating Committee Members Present:
David Bitner (Chair), Rick Gelbmann, Nancy Read

Support Staff :
Mark Kotz (interim MetroGIS Coordinator)

Visitors:
Dave Hinrichs (Metropolitan Council), Dan Ross (MnGeo), Geoff Maas (incoming MetroGIS Coordinator)

2. Approve Agenda
Member Kordiak moved and member Reinhardt seconded to approve the meeting agenda.
Motion carried.

3. Meeting Summary
Member Kordiak moved and member Reinhardt seconded to approve the meeting agenda.
Motion carried.

4. GIS Technology Demonstration
Coordinating Committee member Gelbmann introduced Loren Terveen of the University of Minnesota and the Cyclopath Project. Gelbmann introduces Loren Terveen and the Cyclopath project. Cyclopath is Project developed by Group Lens Research which is affiliated with the University of Minnesota. Loren Terveen heads up Group Lens Research. Gelbmann noted that the technology of interest to MetroGIS is the application of a Geo-wiki that allows many people to contribute to the creation and maintenance of GIS data – in this case linear feature of bike route. Cycloplan is an offshoot project which allows planners to work closely with the biking community. Cycloplan is a collaborative project between Group Lens and the Metropolitan Council funded by Transit for Livable Communities.

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In response to a question from Schneider, Terveen noted that Cyclopath routes can be adjusted by the user to touch multiple points along the route.

Member Reinhardt asked who the people are that watch edits to Cyclopath. Are they citizens? Professionals? How do you insure that mischievous changes don't happen? Terveen said that there are a small number of individuals who voluntarily watch changes because they really care about the application and its accuracy. With the current limited popularity of Cyclopath, we don't see mischievous errors. If popularity grows, that could become an issue. One strategy to combat this is to have "watch

areas" where people with excellent knowledge of a particular area are notified of any changes in that area and they can monitor the accuracy of that small area.

Read asked if it made any sense to share the Cyclopath data back to Google or Open Street Map. Terveen responded that it was a good point and that it probably made more sense to share with OSM, which is an open data environment than with Google which is a proprietary environment. Members thanked Terveen for his presentation.

5. Action and Discussion Items

5a. MetroGIS Staff Hiring Update
Gelbmann introduced Geoff Maas the new MetroGIS Coordinator who will start the job on April 30th. Geoff introduced himself with a summary of his background. Members welcomed Maas. Gelbmann also noted that the MetroGIS project manager position at the Metropolitan Council has been advertized and the Council is receiving applicants.

5b. Election of Officers
Chair Schneider and Vice-Chair Maluchnik announced that they are willing to continue as officers for another year. Not other members indicated an interest in serving in the positions.

5c. Minnesota Government Data Practices Act
Coordinating Committee Chair Bitner introduced this topic saying that at its March meeting, the Committee discussed legislation to amend the MN Government Data Practices Act that has been introduced during the current legislative session. The Committee is requesting that the Policy Board take action in support of this legislation. He introduced Dan Ross, the new Chief Geographic Information Officer for the State of Minnesota who replaces David Arbeit who recently retired.

Ross gave a quick overview of his background at MnDOT and also Stearns County. He then gave a short presentation related to the proposed changes to the MN Government Data Practices Act. The act is the legal basis for sharing government data in Minnesota. It covers collection, creation, storage, maintenance, dissemination, and access to data. Under the act, data are public and accessible by the public for both inspection and copying. The only exceptions are the result of federal law, a state statute or temporary classification of data as "not public." Charging for data is limited to cost of providing data except where "commercial value" is justified and documented.

Ross described the proposed changes that have been introduced as initiated by MnGeo with input from the geospatial community. The changes would make government geospatial data free to government, academic institutions and Gopher One-Call, though changing for the cost of distribution is OK. The changes provide for redistribution hubs like MetroGIS and eliminate liability for data providers.

Ross noted that the legislation is very unlikely to be passed this session.

Member Kordiak noted that with the session nearly completion and the reality that this legislation is dead for this session, it did not make sense to prepare and send a letter of support for specific language. Other members agreed with this sentiment. Kordiak asked if it would make sense to have a motion in support of the concept. Ross and Bitner stated that it would. Ross said that the state CIO meets with a group of legislators on a regular basis and that knowing that the MetroGIS Policy Board supports this concept would be useful.

4

Member Kordiak moved and member Reinhardt seconded the following:

The MetroGIS Policy Board supports the concept of changing the Minnesota Government Data Practices Act to stipulate that public geospatial data should be made available to other government entities, academic institutions and Gopher One-Call for no more than the actual cost of providing the data, and that government entities should be immune from civil liability when doing so.

The motion carried.

5d. Address Points Dataset – Outreach and Active Champions

As Chair of the MetroGIS Address Workgroup, Kotz gave a presentation including a quick overview of the address points vision, an update on the status of the project and then laid out the Workgroup's thoughts on an outreach plan and asked the Policy Board for feedback. Some key points of the presentation follow:

- We all have access to parcel data, but parcels do not include all addresses. They only include one address per parcel. Many parcels have multiple addresses, like malls, office complexes, apartment complexes, etc.
- The MetroGIS vision is for a regional dataset that includes a point and official address for every official address, as defined by the address authority for each jurisdiction which is usually a city.
- Address points are needed for many purposes, including city planners wanting to track individual housing and commercial units and emergency responders wanting to route vehicles to exact addresses.
- Implementing the MetroGIS vision has taken a long time because of the deliberate decision to create a sustainable solution where the data are created and maintained at the city level, then aggregated to the regional level.
- Several key milestones were reached in 2010. Next steps include creating a production version of a web editing tool, tackling redistribution constraints related to parcel data, and outreach, including partnering with the E9-1-1 community.
- Key aspects of the Address Workgroup's preliminary outreach plan include
    - Focusing on three stakeholder groups (cities, counties, emergency response)
    - Recruiting teams of two champions, one technical and one policy
    - Providing messaging materials to the champions

Kotz provided some examples of the kinds of message materials they have including compelling stories from emergency responders and graphic examples of maps showing the missing addresses. He then asked Policy Board members for feedback on:

- Who should be targeted for the message at the policy maker level?
- Where are appropriate venues for engaging them?
- How should the message be delivered?

Following are the key comments from members:

Reinhardt: The needs may seem like a no brainer and the first question that policy makers will likely ask is "Do you have a solution?"

Kotz: One issue is that the people who might see the need in the emergency response community are not the people who would assign staff to creating address points in another city department. One of our goals is to connect those folks.

Schneider: The message from emergency responders is powerful and will get people's attention. Then you need to show them the path to creating address points and give them the tools to do it.

Kordiak: Once the editing application is completed, show it to the cities as a solution and ask them to use it.

Reinhardt: It won't take a lot of convincing for cities, so it will be important to have a message about HOW to make it happen. The beauty of MetroGIS is that we have access to technical people to create the "how".

Schneider: There are two types of cities, those that could currently do this with their own GIS and those that don't have that capability. It will be good to a HOW message for each type. A big concern for cities is that they will not want to do entry twice.

Cook: Many organizations have this data already (gas, electric, telecommunications companies). Can we get the data directly from them? Kotz: We have worked in that direction but have not been successful. Schneider: There is a competitive issue with these non-public entities and their data.

Schneider: Talk with cities that are doing this now. Go to Fire Marshals for support. Stories are great. Using real examples that save lives or increase efficiency works best. Once a few cities start doing this, it will spread by word of mouth.

Cook: School districts already have this kind of data; Talk to TIES.

Reinhardt: Another likely question is why do I have to worry about my neighboring city? Be prepared with an answer.

Schneider: Cities are used to sharing information for free. Getting them to share the address point data should be straight forward.

Kotz said that the advice and suggestions were very helpful and thanked the members on behalf of the Address Workgroup.

5e. Parcel Data Agreement - Historic Data Policy Milestone
Kotz reported that the new MetroGIS Parcel Data Agreement was signed by all parties in February. He noted one important policy milestone accompanies this new agreement. All parcel datasets that are at least 3 years old ("historic data" in the agreement) are available in the public domain and can be downloaded from the DataFinder web site without a license. This has already benefitted the City of Falcon Heights because they created their address points data 3 years ago from county parcel data. Because that data is now in the public domain, they are no longer restricted from redistributing their address points.

Gelbmann noted that this is also having a positive effect on the effort to identify public value of data sharing. Having this historic data available gives us a better ability to test the assumption that the

communities benefit more from making the data freely available than from charging for it. He reported that 28 licenses have already been signed under the new agreement.

Ross reported that the state was trying to create a situation where they could sign one licensee for all state agencies instead of twelve agencies each signing a license. Unfortunately this did not happen, but the Attorney General's office is now aware of the opportunity for the future and has given the green light to all agencies to sign the license without further review from the AG's office.

5f. February Statewide Geospatial Advisory Council

Reinhardt noted that the Statewide Geospatial Advisory Council meeting on February 29th was the final meeting for David Arbeit, the outgoing state chief geographic information officer, so we thanked him for what he has done. She contrasted the Statewide Geospatial Advisory Council to the State Agency Geospatial Advisory Council. The latter is made up of just state agencies to focus on items specific to state government. The Statewide Council is about representing the broader stakeholders within the Minnesota geospatial community and bringing advice and guidance to MnGeo and state government. The Council has a number of new members, some policy makers and some more technical.

At each meeting there is an opportunity for members to raise concerns. Some of the emergency preparedness issues have been raised recently and affect many of the stakeholders.

MetroGIS is brought up a lot at these meetings, because of its track record as a successful collaboration.

Reinhardt finished by saying that it was nice to have the new state CGIO present at the Policy Board meeting and that she looked forward to close cooperation between MetroGIS and MnGeo.

Schneider noted that one major difference MetroGIS's early days and today is that in beginning MetroGIS was very focused on engaging the counties and on sharing parcel data. Now MetroGIS is going beyond that to more stakeholders, more date and applications sharing, and much of this could really go statewide.

6. Next Meeting: Moved from July 18, 2012 to July 25, 2012

Chair Schneider noted that the next meeting is scheduled for July 18, 2012 in this same location. Members Maluchnik and Kordiak noted that the date is the same week as the NACo conference, which may cause conflicts. Schneider asked members if July 25th would be a preferable date. All agreed to move the date to July 25th. Schneider or Kotz will send out a confirmation email.

7. Adjourn

Chair Schneider adjourned the meeting at 7:45 PM

Agenda Item 4: GIS Technology Demonstration

Brendon Slotterback, AICP
LEED Neighborhood Design and Regional Planning in the Twin Cities Metro

Brendon Slotterback, AICP, is an LEED-accredited professional, policy analyst, planner and geospatial analyst living and working in the Twin Cities.

Slotterback explores how the Twin Cities region might plan for a more sustainable development pattern using the LEED for Neighborhood Development rating system as a guide. By using GIS to apply the location criteria of the rating system, he had identified what locations would be appropriate for future growth, what locations need regulatory updates to be eligible for LEED Neighborhood Design, and what areas should be considered off-limits for new development. The resulting maps and suggested policy changes are intended to guide the region to a more sustainable future as we add 1 million people by 2030.

Leadership in Energy and Environmental Design (LEED) is a system of rating systems for the design, construction and operation of high performance green buildings, homes and neighborhoods. The LEED for Neighborhood Development (ND) rating system incorporates the principles of smart growth, urbanism and green building into the first nation system for neighborhood design.

Brendon's work, maps and research can be accessed via his blog: **netdensity.net**

LEED Neighborhood Design and Regional Planning and the Twin Cities Metro:
http://netdensity.net/leed-nd-and-regional-planning/

Agenda Item 5: Action and Discussion Items

Agenda Item 5a:
Minor Adjustments to Language of MetroGIS Operations and Procedures Document

New Coordinator Maas as part of orienting himself to the position has taken the opportunity to fully review MetroGIS's operational and procedural documents. In so doing, he found a number of minor needed corrections to make the documents current.

MetroGIS Operations and Procedures document recommended changes:

Change #1:
Article II (Policy Board) Section 6, Subsection f: Correct grammatical error.

"Decisions of the Executive Committee may go into effective immediately"
Change the word 'effective' to **'effect'** (grammatical change)

Change #2:
Article III (Coordinating Committee) Section 3: Modification of Agency Titles.

> *"Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, MnDOT, State Demographer, federal agencies, etc."*

> Change **Governor's Council on Geographic Information** to **Minnesota Statewide Geospatial Advisory Council [formerly Governor's Council on Geographic Information]**

Change **LMIC** to **Minnesota Geospatial Information Office (MnGeo) [formerly LMIC]**

Change #3:
Article III (Coordinating Committee): No Section 5 is found between Section 4 and Section 6.

Add the following: **"Section 5. Reserved for future use."**
(This removes the necessity of having to re-number subsequent sections.)

Change #4:
Article VI (Procedure): No Section 2 is found between Section 1 and Section 3.

> The following is suggested: Convert the existing **'Section 3. Notice of Public Meetings'** to **Section 2. Notice of Public Meetings'**

These corrections and parcel agreement language were *reviewed and approved by the Coordinating Committee at their June 21, 2012 meeting*. These corrections are advanced for the approval by the MetroGIS Policy Board on the recommendation of the Coordinating Committee.

Agenda Item 5a:
Revision to MetroGIS Regional Parcel Data Language

Summary: With the three-year and older parcel data now publicly available via the DataFinder, MetroGIS needs to update its <u>Regional Parcel Data Business Information Need Policy Summary</u> document. Please note, this is not a legal document, it <u>simply describes MetroGIS's facilitation and custodial role for the data</u>.

Note: The Regional Policy Statement indicates that *<u>'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.'</u>* The counties have already decided this, and made it final in the agreement on February 28.
The MetroGIS Policy Board does not need to adopt the change to MetroGIS's documents. *<u>This agenda item provides the Policy Board the opportunity to review, comment and approve the proposed language modification.</u>*

The Coordinating Committee has reviewed, approved and advanced the following changes to the Policy Board. The following text is to be ***<u>deleted</u>*** from "Section 3: Parcel Policies" from the Regional Parcel Data Business Information Need Policy Summary:

2. Waiver of License Requirement for Access to Historical Data Version of the Regional Parcels.
A proposal was received Spring 2004 from the neighborhood group community, consideration of which was indefinitely postponed by County Data Producer Workgroup on July 22, 2004 until the broad topic of non-profit access to parcel data has been resolved.

This text (below) is to be ***<u>added to the document</u>*** in place of the above deletion:

2. Waiver of license requirement for view-only access.
On January 21, 2009, the effective date of the fourth-generation Regional Parcel Data Sharing Agreement, a formal "View-Only" access policy began effective. This policy mirrors the view-only access policy that was enacted in 2007 for the Regional Street Centerline Dataset.

"View-Only" means a mechanism making geospatial (in this case, the Regional Parcel Dataset) data accessible by non-licensees via an Internet Mapping Application where such access does not permit the source data to be downloaded in its native format (e.g. shapefile) but rather viewed online or downloaded only as an image for which there are no restrictions on its use.

3. Waiver of License Requirement for Data More than Three Years Old ("Historical" Data)*.* The Primary Custodian is authorized by each of the Counties to distribute Historical Parcel Data to Public and Non-Public Parties, subject only to accepting the terms of a liability disclaimer. Access to Historical Parcel Data is not subject to execution of a Public Party License. The language of the liability disclaimer shall be mutually agreed upon by the parties. The disclaimer must be accepted by the user, prior to providing the user with access to the Historical Parcel Data, in the same manner as for other unlicensed data. Access to Historical Parcel Data, per this agreement, shall be via DataFinder, via download or web service. The liability disclaimer shall be incorporated into the metadata for Historical Parcel Data. Use of a "click here" box in the metadata is an acceptable method for users to acknowledge acceptance of the terms of the notice.

"***Historical Parcel Data***" means versions of the Regional Parcel Dataset archived by the custodian of DataFinder that are three or more years old.

Agenda Item 5c:
Use of Alternates to Serve in place of Commissioners on the MetroGIS Policy Board

MetroGIS Operations and Procedures (Article 2, Section 2) states:

"Designation of an alternate for each Policy Board member appointee is encouraged. Designation of an alternate Policy Board member shall be by the governing body of the respective stakeholder organization. Designated alternate members are encouraged to attend all Board meetings, voting only in the absence of the primary representative"

Role of Alternates and the Changing Role of MetroGIS's Policy Board:

As MetroGIS transitions to a mature organization, the role of its Policy Board may also require some transition as well. While MetroGIS's issues are of less immediacy and urgency than many issues faced by the region's governments, they still need to reflect the input, consideration, knowledge and context of the county governments and other agencies.

MetroGIS rarely deals with large sums of money or major policy decisions; however, the organization needs to retain a meaningful connection to the community of elected officials and commissioners of the region when issues of import arise.

Potential discussion questions for the group about the role of the Policy Board:

1) What does the Policy Board deem to be most important or influential about its role in MetroGIS?

2) In 2006 MetroGIS was challenged as an organization to demonstrate its value and importance to the region. A study was conducted by the Metropolitan Council to evaluate MetroGIS. The support and participation of elected Policy Board members made the difference in helping Council Members understand the value MetroGIS has brought to the Council and the region as a whole.   How can the organization best continue to maintain its connection and relevance to elected officials in the region?

3) More participation by alternates coinciding with less participation by the principal members of the Policy Board may lead to a change in the focus from policy issues of decision makers towards tactical issues which are more in the realm of alternates.   Is this a point of concern for participating members?

4) The continued cooperation, coordination and sharing of data and ideas fostered by MetroGIS brings great public value. While this value is perhaps hard to quantify, it does provide tremendous benefit to participating governments and agencies in reducing cost, reducing redundancy and sharing resources. Will reduced participation by decision makers make it more difficult to recognize, communicate and accomplish these public benefits?

5) A heightened role of alternates in the Policy Board necessitates a clear definition of their roles and responsibilities.

Agenda Item 6: Project and Activity Updates

Agenda Item 6a:
MetroGIS Project Manager Hiring Update

A second round of interviews with two prospective candidates took place on Friday, July 6.
The review and discussion process following up on the interviews of the two candidates continues through the Metropolitan Council's Human Resources process.

Agenda Item 6b:
Street Centerline Project Update

In September 2011, members of the seven-county's government and GIS community met for a workshop on developing and migrating toward a public-domain street centerline solution. General consensus from that workshop indicated a strong desire for a regional centerline solution.

The demand for this data is becoming more sophisticated with a strong need to integrate municipal, county, region and state needs into a single regional road data solution. Recent developments by MnDOT and in GIS software indicate that a potential *statewide* solution is also a possibility.

The major benefits of developing this data include:

- Long-term cost savings
- Reduction of redundancies, and reduction/elimination of derivative data sets
- Consistency of reporting and enhanced communication between jurisdictions
- Applications for emergency services
- Ability to both perform and receive timely updates to the network
- Ability for participating agencies to capture and utilize value-added data from one another

A Centerline Coordinating Committee has formed and has met four times since June 5, 2012; this group is developing an aggressive work and meeting schedule this summer and fall. To date the group has:

- Adopted charter language for both their short- and long-term work
- Developed a comprehensive list of technical aspects to be examined
- Identified MnDOT to act as lead agency, with support and coordination assistance offered by both MnGeo and MetroGIS
- Advancing a 'proof of concept' pilot project to test the model, findings and assumptions
- Agreed to schedule a second two-day workshop in September 2012

Key connections are presently being made between MnGeo and MnDOT to ESRI (the GIS software developer) to leverage their interest in using Minnesota as a test case for the deployment of their new tools which would facilitate the development of the centerline data work interface.

The September 2012 workshop will be a two-day event, soliciting the input from a broader body of stakeholders including public works departments, emergency services, engineers, traffic modelers, planners in addition to the GIS community. The workshop sessions will focus on key factors including

pinning down common definitions, data model assumptions, scenario and reporting methodology, data collection, process and workflow considerations, data publishing and distribution as well as communication and outreach.

The 'proof of concept' pilot project is planned for early 2013 when the tools from ESRI are ready for testing. At present the pilot project would include a combination of metro and non-metro counties and cities.

This initiative is already getting the attention of high level state agency representatives; Dan Ross of MnGeo has been asked by Bernard Arseneau, Deputy Commissioner and Chief Engineer at MnDOT to make a presentation in August on the progress and activities of the project.

Agenda Item 6c:
MetroGIS Communications Work Group Progress

MetroGIS Website:
MetroGIS Communications Workgroup has met and had phone conferences on the way forward on MetroGIS's website. Coordinator Maas has prepared a report on web metrics, to determine which areas of **metrogis.org** are garnering the most traffic and use. The Communications Workgroup has convened a work session to discuss, collect and advance their recommendations for the new design and deployment of the site.

Key goals of the website redesign include:
- New design, higher visual quality and graphic appeal
- Make the site more usable to MetroGIS's target audiences
- Archiving of older materials, while retaining access to them
- Leverage support of Metropolitan Council resources and expertise as they are presently performing a redesign/rebranding initiative

New MetroGIS Logo:
MetroGIS Communications Workgroup has agreed upon a list of criteria for a new MetroGIS.
A series of draft logos should be available for review by the September Coordinating Committee meeting and October Policy Board meeting.

New MetroGIS Logo Criteria:

1) Retain the circle shape
The circle is widely recognized as symbolizing consensus, continual work; reflects the nature of our work

2) Clearly and simply symbolizes GIS/Geospatial nature of the work performed by MetroGIS
Considering a widely known but simple and elegant map/geospatial element such as a compass rose

3) New logo should maintain a completely separate identity to that of the Metropolitan Council and all other geospatial initiatives, offices, initiatives and agencies in the state and nation.

4) Logo should function without the need for text embedded in it
The MetroGIS logo should be graphically strong enough to stand on its own and be immediately recognizable without having 'MetroGIS' on it.
- *Can be used as a 'seal' on Certificates of Award*
- *Stand alone logo for letterhead, name tags, etc.*

5) Develop a design for the MetroGIS wordmark (tagline) that can be used along with the new logo
*Our present tagline **MetroGIS: Sharing Information Across Boundaries** is a brilliant, clear succinct summation of what MetroGIS does*

6) Retain a shade of blue as main color

MetroGIS Policy Board

Wednesday, July 25, 2012 Meeting Minutes
Minutes Approved: October 17, 2012)
Metropolitan County Government Center, 2099 University Avenue, St Paul, MN

1) Call To Order

Chairman Schneider called the meeting to order at 6:09 pm.

Members Present:
Terry Schneider, Chair (City of Minnetonka – Metro Cities)
Roger Lake (Minnesota Association of Watershed Districts)
Jim Kordiak (Anoka County)
Dave Kelso (City of Circle Pines – Metro Cities)
Mjyke Nelson (Washington County)
Steve Elkins, (Metropolitan Council)

Coordinating Committee Members Present:
David Bitner, Coordinating Committee Chair (Metropolitan Airports Commission)
Nancy Read (Metropolitan Mosquito Control District)

Support Staff:
Geoff Maas, MetroGIS Coordinator

Visitors:
Dave Hinricks (Metropolitan Council)
Mark Kotz (Metropolitan Council)
Brendon Slotterback, presenter (City of Minneapolis)

2) Approve Meeting Agenda

Kordiak moved, second by Kelso. Motion carried.

3) Approve April 18 Meeting Summary

Kordiak moved, second by Kelso. Motion carried.

4) GIS Technology Demonstration
LEED Suitability Analysis for Neighborhood Design, Brendon Slotterback, AICP

Coordinator Maas introduced Brendon Slotterback, a City of Minneapolis planner, who on his own initiative made extensive use MetroGIS's available data layers to develop an LEED (Leadership in Energy and Environmental Design) for Neighborhood Development suitability analysis for the seven-county metropolitan area.

Slotterback indicated that LEED is a building standard aimed at assisting local communities and developers to improve not just green standards for buildings, but also the context in which the building resides. He summarized the requirements of LEED projects and the credit system and definitions of key terms like location efficiency and green building standards.

He described his suitability analysis as 'project design neutral' and intended as a means of defining which areas of the metro are best suited to host LEED-ND developments. His model is intended to assist LEED eligibility analysis for site determination.

Slotterback collected a variety of environmental, physical, infrastructural and related data inputs including consideration of sewerage access, in-fill vs. new development, adjacency to transit networks. He stress the need to recognize that regulatory and political controls are just as much a factor as physical an environment controls.

He indicated that his approach would be useful to long-term planning efforts, phasing of infrastructure and meeting sustainability goals of individual municipalities as well as the region. He further described that this kind of analysis, while focused on LEED, indicates the need to integrate street/roadway network planning and land use decision making.

He acknowledged that LEED for Neighborhood Design is one of many tools available to assist planning. Understanding the scale and context of the issue (neighborhood, city, regional, etc) are of primary importance.

A recommendation from Slotterback was that data indicating commercial densities would enable a better analysis of outcomes. Data is already available for a variety of residential densities; however, no such data exists with density categories for commercial developments. While planned densities could be gleaned from collecting zoning codes (FARs, setbacks, maximum density controls), there is little to indicate commercial density in existing available data.

After his presentation, Slotterback entertained numerous questions from the members:

Kordiak: Excellent work, it brings up the need for better support for in-fill development and to curb and control on-going ex-urbanization; however, a lack of financial incentive and capacity to drive in-fill and the existing model being supported by banking and development interests keeps real in-fill initiatives from being able to take root. Developers have no financial incentive to engage in in-fill, so they continue to do new developments. Perhaps the Metropolitan Council should set some standards and goals for in-fill not for new development

Slotterback: Ultimately, local governments have the main responsibility to enforce it internally, with their planning and zoning; an incentive would be to get more out of their existing infrastructure rather than expanding it.

Kordiak: Banking institutions should be more aware of the LEED standard; and lending, approvals for development projects could be tied to the green standard as a condition of the loan; the financial piece needs to be better linked to LEED development and perhaps affordable housing development. The principles you are discussing are sound and needed, however, the application of the model will take a long time to connect with reality.

Elkins: There are some instances where LEED is cost prohibitive, such as the Bloomington Center Station. LEED Certification is a great idea but the expense of getting the certification was prohibitive.

Slotterback: Many sites that meet the criteria are termed as LEED Certifiable, meaning they have the potential to meet the threshold, but not pay to actually get the LEED Certified plaque. Many developers view having LEED Certification as a 'marketing' piece to increase the profile and desirability of their project.

5) Action and Discussion Items

5a) Approval of Minor Corrections to MetroGIS Operations and Procedures Documents
Coordinator Maas advanced a number of recommended minor grammatical improvements and agency name changes to the MetroGIS Operations and Procedures Documents.

Motion by Kordiak, Second by Kelso. Motion carried.

5b) Notification of minor adjustments to Parcel Data Sharing Agreement language
Coordinator Maas described to the group the minor modifications to the Parcel Data Sharing Agreement necessary to reflect changes to the maintenance and custodial role played by MetroGIS that reflect the recent availability of historic (3 year old and older) parcel data.

As the legal action and language of the documents is the responsibilities of the participating counties, no action was required of the MetroGIS Policy Board.

5c) Role of Alternates to represent Commissioners on the MetroGIS Policy Board

Prompted by the continued request by elected officials on the Policy Board to have their alternates represent them, Chairman Schneider suggested a formal discussion of the expanded role of alternates in the Policy Board's future work.

Schneider: The majority of the 'heavy lifting' in terms of policy decisions was completed in the first 5 to 6 years of MetroGIS's existence. We worked to ensure that the right people were around the table, identifying stakeholders, making sure things were not lost in translation, license agreements were created effectively and cooperative work took place to make and maintain the databases and data. The role of the Policy board in the last few years has been largely custodial in nature; however, there may still be future opportunities for policy level issues that require our attention.

Not all MetroGIS actions or activities require the attention or sanction of the Policy Board, the Coordinating Committee performs a great deal of the work and advances its advice and findings to us (Policy Board) for consideration.

Many of the alternates are already on the Coordinating Committee, so it becomes a matter of dialogue between alternates and elected officials and how to meaningfully engage and keep each other aware of relevant issues. Some formalization of how information gets communicated may be in order. Designation of a voting alternate, with provision that they have connection to the elected official they represent may be the next step.

The Policy Board has shifted from the original thrust and theme from the time of MetroGIS's development; elected officials should have an alternate they feel can represent them. Even though many of the original objectives have been met, we still have use for a policy body. When the time comes for major decision making or legal agreements to be made the elected official and alternate can be present.

Schneider: I'd like to open the floor to discussion and gather the thoughts of the group.

Elkins: Agree with your assessment, it important that we acknowledge long-time serving members of the Policy Board, their influence and participation has been important.

Kordiak: This is a very valid discussion, exploring if this body needs to continue to exist or needs to change. We should discuss the implications of what happens if we do not have a Policy Board. There are certainly enough interested parties to keep MetroGIS active without it. I continue to participate out of my own interest and that I have been appointed to do so. However, alternates or designees can meet the need.

M. Nelson: If there is something of larger policy import, we need to be able to correctly assess the counties position on it; having the elected officials still take part in some form is important.

Bitner: One of the major benefits of MetroGIS is the on-going peer-to-peer communication. Much of the GIS management community knows each other and works well together, is able to talk about their needs, their data and will continue to engage in relationship building. Despite this, we need to maintain a real connection to the Policy Board. If we retain only a Coordinating Committee, we risk isolating ourselves from the policy side of the work. By way of example, my MAC commissioners, don't really know what MetroGIS is, I suspect there are other agencies for which this is also the case.

Elkins: Would a MAC commissioner ever attend a Policy Board meeting?

Bitner: I would doubt it, other than our environmental /noise work, most of MAC is only interested in what is happening inside its own fence lines.

Schneider: If the eventual thrust of the group is to continue to have minor refinements and maintain the status and still be funded by the Metropolitan Council, we may wish to continue as we are. However, if the vision and longer term is the coordination that has been achieved can be expanded to include non-profits and the private sector, we need to have more dynamic means to make decisions.

Long term positive implications for new data and projects, adding staff and capacity, developing more and new agreements, will require having an active and responsive Policy Board. We may need to rethink our place and function if we simply continue in a maintenance/custodial role.

Kordiak: Is there potential to change the membership make up? We should be reaching out more to developers, MnDOT, utilities and more stakeholder groups; perhaps we need to alter the complexion of the Board for new guidance and direction; representation doesn't necessarily have to arise from a county commissioner.

Bitner: The Coordinating Committee already represents a wider body, adding the real estate community, utilities and others. Where do we see the breakpoint between the policy side and coordination and technical sides? It is important that commissioners and elected officials be exposed to the work and explained why it [the work of GIS] is important.

Schneider: If we want to expand our mission and visibility, we may wish to explore more innovative approaches, such as pro-active presentation to County boards. Also, if we are going to engage the utilities and private sector, they really need to step up and self-initiate. The public side has a strong desire for many of the privately developed data (right of way, utilities, real estate).

We may need to shift our focus to engaging a more solid body of private sector representatives, if private sector stakeholders can form their own group, we'd be compelled to grant them a participating seat on the Policy Board; this may encourage elected commissioners to return and participate more frequently. We need to get this line of dialogue going, this may be the next generation of MetroGIS. Also we need to continue to foster closer ties to the state and the work of MnGeo.

Kordiak: The Metropolitan Council has been the main funder of MetroGIS, they might be threatened by this kind of change.

Schneider: They may see this as desirable as increased cooperation is really the key piece of this.
We need the support of commerce and business needs, it's in the Council's best interest for the region to think about this.

Kordiak: Perhaps a utility like Xcel could even partially fund MetroGIS

Schneider: Xcel presently has to pay for the parcel data and likely see this as a barrier. The counties need to finish their business of moving on to the greater good of making their data available to the private sector and they may respond in kind.

Elkins: Would there be some value in reconstituting the Policy Board as a Metropolitan Council Advisory board?

Schneider: That might not be seen as entirely appropriate; it might be seen that MetroGIS is dominated by the Metropolitan Council.

Elkins: Perhaps it [MetroGIS's Policy Board] could be folded into the land use advisory committee, as they are actively interested in these issues as they relate planning work.

Kordiak: The person we need to have in the room for this discussion is not here, Victoria Reinhardt. We should really have her present before we move forward any further on this.

Schneider: This has been good feedback, and obviously we'll need to continue this discussion.

Chairman Schneider directed Coordinator Maas to develop a bullet point list of discussion points and assemble a smaller group composed of Schneider, Kordiak, Reinhardt, Bitner and Elkins to meet, review and consider the issues listed prior to the next Policy Board Meeting.

6) Project and Activity Updates

6a) MetroGIS Project Manager Hiring Update
Metropolitan Council CIO Dave Hinricks indicated to the group that Jeff Williams has accepted the offer of the position of MetroGIS Project Manager, he is expected to begin work in early September after relocating himself and his family to the area from his present situation in Virginia.

6b) Street Centerline Project Update
Coordinator Maas presented a brief slide presentation on the present status of the nascent Minnesota Street Centerline System. He described the projects origin, present status, anticipated progress, upcoming events and meetings and a brief overview of the 'who', 'what', 'why' and value of the project.

Maas: A number of the members of the Centerline Steering Committee are attending the ESRI conference in San Diego, meeting ESRI representatives on the development and deployment of their web API for multi-user updates.

Bitner: The group needs to be aware of balancing the costs/benefits of licensing the street data (as is present practice) versus the cost of becoming dependent on a web API vendor solution license (ESRI). The group work toward ensuring an architecture solution rather than just another vendor solution.

Elkins: Is ESRI using the industry-standard data and methods?

Bitner: ESRI's 'shapefile' format has become an industry standard, however, its geo-database specifications are not open. We need to be careful that we do not become completely beholden to ESRI specifications for the centerlines.

Read: Also, ESRI no longer recognizes the .dbf (database) extension in recent versions of their software.

Maas: Excellent points, I will advance these back to the Centerline group at our next meeting.

7) Next Meeting
Scheduled for Wednesday, October 17, 2012

8) Adjourn
Chairman Schneider adjourned the meeting at 7:44 pm

MetroGIS Policy Board Meeting Agenda and Packet
Wednesday, October 17, 2012, 6 PM
Metropolitan County Government Offices
2099 University Avenue, St. Paul, MN

Meeting Agenda

Agenda Item 3: July 25, 2012 Meeting Summary

MetroGIS Policy Board Meeting Summary
Wednesday, July 25, 2012 Meeting Minutes (DRAFT)
Metropolitan County Government Center, 2099 University Avenue, St Paul, MN

1) Call To Order
Chairman Schneider called the meeting to order at 6:09 pm.

Members Present:
Terry Schneider, Chair (City of Minnetonka – Metro Cities)
Roger Lake (Minnesota Association of Watershed Districts)
Jim Kordiak (Anoka County)
Dave Kelso (City of Circle Pines – Metro Cities)
Mjyke Nelson (Washington County)
Steve Elkins, (Metropolitan Council)

Coordinating Committee Members Present:
David Bitner, Coordinating Committee Chair (Metropolitan Airports Commission)
Nancy Read (Metropolitan Mosquito Control District)

Support Staff:
Geoff Maas, MetroGIS Coordinator

Visitors:
Dave Hinricks (Metropolitan Council)
Mark Kotz (Metropolitan Council)
Brendon Slotterback, presenter (City of Minneapolis)

2) Approve Meeting Agenda
Kordiak moved, second by Kelso. Motion carried.

3) Approve April 18 Meeting Summary
Kordiak moved, second by Kelso. Motion carried.

4) GIS Technology Demonstration
LEED Suitability Analysis for Neighborhood Design, Brendon Slotterback, AICP

Coordinator Maas introduced Brendon Slotterback, a City of Minneapolis planner, who on his own initiative made extensive use MetroGIS's available data layers to develop an LEED (Leadership in Energy and Environmental Design) for Neighborhood Development suitability analysis for the seven-county metropolitan area.

Slotterback indicated that LEED is a building standard aimed at assisting local communities and developers to improve not just green standards for buildings, but also the context in which the building resides. He summarized the requirements of LEED projects and the credit system and definitions of key terms like location efficiency and green building standards.

He described his suitability analysis as 'project design neutral' and intended as a means of defining which areas of the metro are best suited to host LEED-ND developments. His model is intended to assist LEED eligibility analysis for site determination.

Slotterback collected a variety of environmental, physical, infrastructural and related data inputs including consideration of sewerage access, in-fill vs. new development, adjacency to transit networks. He stress the need to recognize that regulatory and political controls are just as much a factor as physical an environment controls.

He indicated that his approach would be useful to long-term planning efforts, phasing of infrastructure and meeting sustainability goals of individual municipalities as well as the region. He further described that this kind of analysis, while focused on LEED, indicates the need to integrate street/roadway network planning and land use decision making.

He acknowledged that LEED for Neighborhood Design is one of many tools available to assist planning. Understanding the scale and context of the issue (neighborhood, city, regional, etc) are of primary importance.

A recommendation from Slotterback was that data indicating commercial densities would enable a better analysis of outcomes. Data is already available for a variety of residential densities; however, no such data exists with density categories for commercial developments. While planned densities could be gleaned from collecting zoning codes (FARs, setbacks, maximum density controls), there is little to indicate commercial density in existing available data.

After his presentation, Slotterback entertained numerous questions from the members:

Kordiak: Excellent work, it brings up the need for better support for in-fill development and to curb and control on-going ex-urbanization; however, a lack of financial incentive and capacity to drive in-fill and the existing model being supported by banking and development interests keeps real in-fill initiatives from being able to take root. Developers have no financial incentive to engage in in-fill, so they continue to do new developments. Perhaps the Metropolitan Council should set some standards and goals for in-fill not for new development

Slotterback: Ultimately, local governments have the main responsibility to enforce it internally, with their planning and zoning; an incentive would be to get more out of their existing infrastructure rather than expanding it.

Kordiak: Banking institutions should be more aware of the LEED standard; and lending, approvals for development projects could be tied to the green standard as a condition of the loan; the financial piece needs to be better linked to LEED development and perhaps affordable housing development. The principles you are discussing are sound and needed, however, the application of the model will take a long time to connect with reality.

Elkins: There are some instances where LEED is cost prohibitive, such as the Bloomington Center Station. LEED Certification is a great idea but the expense of getting the certification was prohibitive.

Slotterback: Many sites that meet the criteria are termed as LEED Certifiable, meaning they have the potential to meet the threshold, but not pay to actually get the LEED Certified plaque. Many developers view having LEED Certification as a 'marketing' piece to increase the profile and desirability of their project.

5) Action and Discussion Items

5a) Approval of Minor Corrections to MetroGIS Operations and Procedures Documents
Coordinator Maas advanced a number of recommended minor grammatical improvements and agency name changes to the MetroGIS Operations and Procedures Documents.

Motion by Kordiak, Second by Kelso. Motion carried.

5b) Notification of minor adjustments to Parcel Data Sharing Agreement language
Coordinator Maas described to the group the minor modifications to the Parcel Data Sharing Agreement necessary to reflect changes to the maintenance and custodial role played by MetroGIS that reflect the recent availability of historic (3 year old and older) parcel data.

As the legal action and language of the documents is the responsibilities of the participating counties, no action was required of the MetroGIS Policy Board.

5c) Role of Alternates to represent Commissioners on the MetroGIS Policy Board

Prompted by the continued request by elected officials on the Policy Board to have their alternates represent them, Chairman Schneider suggested a formal discussion of the expanded role of alternates in the Policy Board's future work.

Schneider: The majority of the 'heavy lifting' in terms of policy decisions was completed in the first 5 to 6 years of MetroGIS's existence. We worked to ensure that the right people were around the table, identifying stakeholders, making sure things were not lost in translation, license agreements were created effectively and cooperative work took place to make and maintain the databases and data. The role of the Policy board in the last few years has been largely custodial in nature; however, there may still be future opportunities for policy level issues that require our attention.

Not all MetroGIS actions or activities require the attention or sanction of the Policy Board, the Coordinating Committee performs a great deal of the work and advances its advice and findings to us (Policy Board) for consideration.

Many of the alternates are already on the Coordinating Committee, so it becomes a matter of dialogue between alternates and elected officials and how to meaningfully engage and keep each other aware of relevant issues. Some formalization of how information gets communicated may be in order. Designation of a voting alternate, with provision that they have connection to the elected official they represent may be the next step.

The Policy Board has shifted from the original thrust and theme from the time of MetroGIS's development; elected officials should have an alternate they feel can represent them. Even though many of the original objectives have been met, we still have use for a policy body. When the time comes for major decision making or legal agreements to be made the elected official and alternate can be present.

Schneider: I'd like to open the floor to discussion and gather the thoughts of the group.

Elkins: Agree with your assessment, it important that we acknowledge long-time serving members of the Policy Board, their influence and participation has been important.

Kordiak: This is a very valid discussion, exploring if this body needs to continue to exist or needs to change. We should discuss the implications of what happens if we do not have a Policy Board. There are certainly enough interested parties to keep MetroGIS active without it. I continue to participate out of my own interest and that I have been appointed to do so. However, alternates or designees can meet the need.

M. Nelson: If there is something of larger policy import, we need to be able to correctly assess the counties position on it; having the elected officials still take part in some form is important.

Bitner: One of the major benefits of MetroGIS is the on-going peer-to-peer communication. Much of the GIS management community knows each other and works well together, is able to talk about their needs, their data and will continue to engage in relationship building. Despite this, we need to maintain a real connection to the Policy Board. If we retain only a Coordinating Committee, we risk isolating ourselves from the policy side of the work. By way of example, my MAC commissioners, don't really know what MetroGIS is, I suspect there are other agencies for which this is also the case.

Elkins: Would a MAC commissioner ever attend a Policy Board meeting?

Bitner: I would doubt it, other than our environmental /noise work, most of MAC is only interested in what is happening inside its own fence lines.

Schneider: If the eventual thrust of the group is to continue to have minor refinements and maintain the status and still be funded by the Metropolitan Council, we may wish to continue as we are. However, if the vision and longer term is the coordination that has been achieved can be expanded to include non-profits and the private sector, we need to have more dynamic means to make decisions.

Long term positive implications for new data and projects, adding staff and capacity, developing more and new agreements, will require having an active and responsive Policy Board. We may need to rethink our place and function if we simply continue in a maintenance/custodial role.

Kordiak: Is there potential to change the membership make up? We should be reaching out more to developers, MnDOT, utilities and more stakeholder groups; perhaps we need to alter the complexion of the Board for new guidance and direction; representation doesn't necessarily have to arise from a county commissioner.

Bitner: The Coordinating Committee already represents a wider body, adding the real estate community, utilities and others. Where do we see the breakpoint between the policy side and coordination and technical sides? It is important that commissioners and elected officials be exposed to the work and explained why it [the work of GIS] is important.

Schneider: If we want to expand our mission and visibility, we may wish to explore more innovative approaches, such as pro-active presentation to County boards. Also, if we are going to engage the

utilities and private sector, they really need to step up and self-initiate. The public side has a strong desire for many of the privately developed data (right of way, utilities, real estate).

We may need to shift our focus to engaging a more solid body of private sector representatives, if private sector stakeholders can form their own group, we'd be compelled to grant them a participating seat on the Policy Board; this may encourage elected commissioners to return and participate more frequently. We need to get this line of dialogue going, this may be the next generation of MetroGIS.
Also we need to continue to foster closer ties to the state and the work of MnGeo.

Kordiak: The Metropolitan Council has been the main funder of MetroGIS, they might be threatened by this kind of change.

Schneider: They may see this as desirable as increased cooperation is really the key piece of this.
We need the support of commerce and business needs, it's in the Council's best interest for the region to think about this.

Kordiak: Perhaps a utility like Xcel could even partially fund MetroGIS

Schneider: Xcel presently has to pay for the parcel data and likely see this as a barrier. The counties need to finish their business of moving on to the greater good of making their data available to the private sector and they may respond in kind.

Elkins: Would there be some value in reconstituting the Policy Board as a Metropolitan Council Advisory board?

Schneider: That might not be seen as entirely appropriate; it might be seen that MetroGIS is dominated by the Metropolitan Council.

Elkins: Perhaps it [MetroGIS's Policy Board] could be folded into the land use advisory committee, as they are actively interested in these issues as they relate planning work.

Kordiak: The person we need to have in the room for this discussion is not here, Victoria Reinhardt. We should really have her present before we move forward any further on this.

Schneider: This has been good feedback, and obviously we'll need to continue this discussion.

Chairman Schneider directed Coordinator Maas to develop a bullet point list of discussion points and assemble a smaller group composed of Schneider, Kordiak, Reinhardt, Bitner and Elkins to meet, review and consider the issues listed prior to the next Policy Board Meeting.

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Bitner: The group needs to be aware of balancing the costs/benefits of licensing the street data (as is present practice) versus the cost of becoming dependent on a web API vendor solution license (ESRI). The group work toward ensuring an architecture solution rather than just another vendor solution.

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Read: Also, ESRI no longer recognizes the .dbf (database) extension in recent versions of their software.

Maas: Excellent points, I will advance these back to the Centerline group at our next meeting.

7) Next Meeting
Scheduled for Wednesday, October 17, 2012

8) Adjourn
Chairman Schneider adjourned the meeting at 7:44 pm

Agenda Item 4: GIS Technology Demonstration

GIS and Market Analytics for Real Estate
Dirk Koentopf and Patrick Hamilton, *Cushman & Wakefield*
Adam Fisher, *Minnesota Commercial Association of Real Estate*

Dirk Koentopf and **Patrick Hamilton** manage GIS and market analytics research with Cushman & Wakefield.

Cushman & Wakefield is the world's largest privately-held commercial real estate services firm. The company advises and represents clients on all aspects of property occupancy and investment, and has established a preeminent position in the world's major markets, as evidenced by its frequent involvement in many of the most significant property leases, sales and assignments. Founded in 1917, Cushman & Wakefield it has 243 offices in 60 countries and more than 14,000 employees. It offers a complete range of services for all property types, including leasing, sales and acquisitions, equity, debt and structured finance, corporate finance and investment banking, corporate services, property management, facilities management, project management, consulting and appraisal. The firm has more than $4 billion in assets under management through its wholly-owned subsidiary Cushman & Wakefield Investors. A recognized leader in local and global real estate research, the firm publishes its market information and studies online at www.cushmanwakefield.com/knowledge

Adam Fisher serves as the Data and Technology Manager of the Minnesota Commercial Association of Real Estate (MNCAR) and serves as a member of MetroGIS's Coordinating Committee.

MNCAR is a cooperative commercial real estate community, with a track record of providing the most accurate information, future-focused education, and invaluable connections, MNCAR's reputation is second to none. The MNCAR vision is to be the preeminent resource connecting knowledgeable, commercial real estate brokers in Minnesota. We aim to serve as a flagship model to other real estate associations and to provide industry leadership nationwide.

Agenda Item 5: Project and Activity Updates

Agenda Item 5a
MetroGIS Project Manager Hiring Update (Gelbmann)
The Metropolitan Council is continuing to accept applications and interview qualified applicants to potentially fill the position. Metropolitan Council GIS Manager Rick Gelbmann will update the group on the current status of the filling the position.

Agenda Item 5b
Report Back on Meetings with Metro County GIS Managers (Maas/Kotz)
Metropolitan Council Database Administrator Mark Kotz and Coordinator Maas met with each metropolitan county GIS Manager during August and September to facilitate Metropolitan Council payments ($4000/year to each county) to the counties for making the historic parcel data available, future parcel data improvements and updating the related metadata.

Additionally, Kotz and Maas encouraged each GIS Manager to share their insights, needs and suggested direction for MetroGIS's short and long-term projects and planning. The comments of the GIS managers will be instrumental in shaping the forth coming version of the MetroGIS Work Plan (2013-2016)

Key subjects and themes mentioned:
Address Points Data
Street Centerlines Data
Continue in role as regional aggregator of data
Development and maintenance of data standards
MetroGIS to serve as continued networking forum/collaboration
MetroGIS to serve in project coordination role

Agenda Item 5c
Address Points Project Update (Kotz)
Metropolitan Council Database Systems Administrator will provide a brief update on the progress of the Address Points Project.

Agenda Item 5d
Street Centerline Initiative Update
MetroGIS in partnership with the Minnesota Department of Transportation and the Minnesota Geospatial Information Office are holding a two-day work shop in Arden Hills on October 24 and 25 to facilitate the potential development of a state-wide street centerline dataset. Coordinator Maas will provide a brief update of what is expected from the workshop and next steps.

Agenda Item 5e:
MetroGIS Work Plan Update (Maas/Kotz)
Maas and Kotz will provide a brief update of the development of the next edition of the MetroGIS Work Plan for 2013-2016.

Agenda Item 5f:
MetroGIS Work Plan Update
MetroGIS is revamping its 'public face' including its logo, website and communication strategy. Coordinator Maas will provide brief updates on present progress and upcoming work.

MetroGIS Website:
MetroGIS Communications Workgroup has meet several times in 2012 to examine web metrics, discuss audience expectations and how to make our website a more useful resource and tool for the various users and visitors. Key pieces of the new design are the reduction of existing 33 side navigation bars to 8, a searchable archive and better calendar for finding meeting dates, times and materials.

Goal: To have a web development vendor under contract by December 30

MetroGIS Logo:
We are working up a new logo for MetroGIS that de-emphasizes the 7-county graphic and will fit with the look and feel of the new website. Two draft logos were introduced to the Coordinating Committee in September; the Committee's comments and feedback will guide the next version and iteration of the logo ideas.

Goal: Develop and refine a logo that meets the graphic and representational needs of MetroGIS and meets the approval of the Coordinating Committee

MetroGIS Communications Plan:
The Communications Workgroup has developed ideas about what audience we want to reach and how we intend to reach them better. A modest communications plan will follow the forthcoming Work Plan and will contain.

Goal: Develop and implement a concise and directed communications effort with new website, logo and message into 2013

Agenda Item 6: Action and Discussion Items

Agenda Item 6a:
Changing/Emerging Role of MetroGIS's Policy Board

Recent meetings of the Policy Board have indicated a need for re-assessment of the role of the body. An executive session was held on August 16, 2012 (notes of which begin on the following page) which began to shape the discussion into the formation of alternatives for re-imagining and re-shaping the body moving forward.

Policy Board Special Session, August 16, 2012, 5:00-7:00 PM

League of Minnesota Cities Building, Blue Mound Conference Room
145 University Avenue, St Paul, Minnesota

1) Attendees:

Policy Board Members:

Terry Schneider (Policy Board Chair)	Metro Cities/City of Minnetonka
Victoria Reinhardt	Ramsey County Commissioner
Steve Elkins	Metropolitan Council
Jim Kordiak	Anoka County Commissioner
David Bitner (Coordinating Committee Chair)	Metropolitan Airports Commission

Staff:

Geoff Maas	MetroGIS Coordinator

2) Next Steps/Key Findings:

Provide report to full Policy Board body on potential options for the form, role, function and capacity of the Policy Board (options are listed in <u>Section 4: Policy Board Options</u>)

Continue to advance the discussion of the potential for releasing the parcel data freely to the private sector/public at large to leverage increased private sector participation and data sharing. This discussion needs include the legal and legislative issues to be addressed as well as the roles and responsibilities of private and public sector participants.

3) Points of Discussion:

3a) Changing Role of the Policy Board

The primary discussion focused around the changing role and requirements of the MetroGIS Policy Board.

In recent years, the Policy Board has taken on primarily a 'custodial' role, in that, fewer and fewer monetary and policy decisions have been made.

Other concerns include the lack of attendance by elected officials (commissioners) and the repetition of attendance by alternates as representative on both the Coordinating Committee and Policy Board.

The group acknowledged that the Policy Board has, since being founded in 1996, achieved its original goals and intentions and then some. The successful development of the parcel data agreements, data sharing, data standards, variety and depth of partnerships and other MetroGIS achievements indicate the success of the group.

The group discussed that the unusual nature of MetroGIS's structure has been effective as it successfully solicited and perpetuated the 'buy in' of elected officials and has consistently maintained the ability to identify and work on shared data and standards needs. Consensus indicated that the MetroGIS 'experiment' is well worth continued support.

MetroGIS can be more pro-active in communicating its on-going work and the value of that work by making presentation to each county board at one of their regular meeting. This would include a presentation by the MetroGIS Policy Board Chair and Coordinator along with the county GIS Manager on an annual basis.

3b) Parcel Data and Private Sector Engagement Discussion

The group spent a portion of the meeting discussing and exploring the financial and legal ramifications of full public release of the parcel data as a means of enticing private enterprise (real estate, utilities, etc.) to act in kind with their GIS data.

Engagement of the private sector interests was identified as a desirable direction for future MetroGIS initiatives. Early on, private sector was invited to participate but left as they saw the counties 'battling it out'. With many issues resolved and the enticement of parcel data available, the time may be right to reach out and re-engage the private sector.

Real estate sector: The ability to fuse the data from the parcels with the value-added data collected and maintained by the real estate sector (sale dates, sale prices, site and building availability)

Utility sector: County governments (and by extension, city, state and regional entities) can see numerous uses and applications for a variety of utility data (gas, electric, telecommunications, etc) if it becomes available.

The group discussed the challenges posed by the proprietary nature of the data from the private sector and indicated the need for a kind of vetting process and attendant legal arrangements that would be necessary for government agencies to access and make use of private data.

Other obstacles discussed included the pace of private-sector vs. public-sector decision making and the varying willingness of private entities to engage both with the public sector and with one another.

4: Policy Board Options Discussed

4a) The Policy Board continues to meet quarterly, with larger representation and responsibilities granted to designated alternates. Alternates would need to ensure that actions and key details are reported back to their commissioner or agency lead.

Pro:

MetroGIS retains a functioning Policy Board body with meaningful connection to elected officials.

Alternates would in many cases have more in-depth technical knowledge of the various issues, data needs and standards in use in operations and GIS practice

Con:
Alternates serving on the Policy Board would in many cases also be the agency representative on the Coordinating Committee; duplication of attendance and effort.

Does not address the diminishing amount of financial and policy action items for review and decision making.

Does not address the diminishing participation of elected officials on MetroGIS's activities.

4b) Policy Board is folded into the Coordinating Committee. Interested elected officials would be invited to participate as members of the Coordinating Committee. When necessary for policy, fiscal or legislative action, a Special Policy Board session could be called to assemble elected officials and act on the issues accordingly.

Pro:
Heightened awareness and participation of elected officials in the operations of the Coordinating Committee.

Insights of elected officials would be immediately available via the Coordinating Committee meetings with members in direct attendance.

Con:
MetroGIS would no longer have a designated body of elected officials except when called upon.

Gaps in time between special sessions, lack of interest and momentum may be detrimental to the efficacy and ability of the special Policy Board session.

4c) Policy Board becomes a Metropolitan Council Sub-Committee

<u>Pro:</u>
Increased awareness by the Metropolitan Council of the needs, issues and topics in play in the MetroGIS realm.

Increased awareness of MetroGIS activity and initiatives to the personnel and projects of other Metropolitan Council sub-committees.

<u>Con:</u>
Loss or the perception of loss of the autonomous nature of MetroGIS; it becomes simply an extension of the Metropolitan Council, rather than an independent unit capable of different kinds of activity and interactions

May inhibit MetroGIS's ability to work with jurisdictions outside the seven-county metropolitan region.

MetroGIS Policy Board

Wednesday, October 17, 2012 Meeting Minutes (DRAFT)
Metropolitan County Government Center, 2099 University Avenue, St Paul, MN

Members Present:
Jim Kordiak, Anoka County
Victoria Reinhardt, Ramsey County
Steve Elkins, Metropolitan Council
Jim Bunning (alternate), Scott County
Mjyke Nelson (alternate), Washington County
Randy Knippel (alternate), Dakota County
Peter Henschel (alternate), Carver County
David Bitner, Coordinating Committee Chairman, Metropolitan Airports Commission

Coordinating Committee Members Present:
Nancy Read, Metropolitan Mosquito Control District
Mark Kotz, Metropolitan Council
Rick Gelbmann, Metropolitan Council

Presenters:
Adam Fisher, Minnesota Commercial Association of Real Estate
Patrick Hamilton, Cushman & Wakefield

Staff:
Geoff Maas, MetroGIS Coordinator

1) Call To Order
Chair (Proxy) Reinhart called the meeting to order at 6:12 PM

2) Approve Meeting Agenda
Motion: Kordiak, Second: Elkins

3) Approve July 25, 2012 Meeting Summary
Motion: Elkins, Second: Kordiak

4) GIS Technology Demonstration

GIS and Market Analytics for the Real Estate Industry
Patrick Hamilton, Cushman & Wakefield
Adam Fisher, Minnesota Commercial Association of Realtors (MNCAR)

Mr. Fisher and Mr. Hamilton provided a demonstration on the methods employed by the private real estate industry to acquire, store, link, query, display, analyze and publish data.

Fisher is the Data and Technology Manager at MNCAR. MNCAR is a non-profit association representing commercial brokers and appraisers providing networking, training and data to professionals in real estate. MNCAR also maintains a for-profit subsidiary (MNCAR Exchange) through which it endeavors to offer the best, up-to-date real estate information, via a web-accessible subscription service containing a wealth of information on commercial properties.

MNCAR presently acquires, via purchase, data from twenty four counties in Minnesota (as well as outside of Minnesota) and maintains a searchable web interface for subscribers to search and gather information on real estate.

Fisher listed the numerous benefits of maintaining a single-site source for its commercial real estate data service including:

- Quicker decision making, faster and more efficient transactions;
- Better ability to meet the demands of its diverse clients;
- Fit to requirements of buyers;
- Speed for performing parcel/land assembly for commercial real estate clients;
- Identification of underutilized properties;
- Ability to compare the Minnesota real estate market to competing markets elsewhere in the United States;
- Ability to perform value change analysis;
- Ability to recognize change in tax base;
- Ability to identify proximity to amenities (infrastructure, transit, etc) for the diverse and various needs of commercial clients;
- Identification of undervalued/overvalued properties;
- Tracking of past and current property sales;
- Ability to track trends over time
- Able to perform detailed analysis of real estate data against demographic trends, traffic counts, building histories, lease listings, available space and tax information.
- Reduction of overhead to subscribing real estate clients; all data is in one spot

Fisher indicated that this service speeds up the ability to acquire and assess properties for brokers, leading to quicker business process, quicker sales and the impact of that to our regional and state economy is important, translating to economic development.

Key questions from the group to the presenters included the following:

Do you acquire your data through MetroGIS?
Fisher: MNCAR presently purchases the data directly from the counties; having the parcel data available free or for a modest transfer fee would significantly reduce our administrative and business costs from their present level.

If some kind of relationship was established, could a county upload their data to your system and then have access to your system? Would a contributing county have to pay a subscription fee?
Fisher: We'd welcome more direct partnerships with counties, we do have a precedent for in-kind services and access to the data by contributors.

Do you get requests from academia for your data?
Fisher: Yes, we do, we foster an open book policy for them, we take pride our data, the quality and depth of it and having academic interest strengthens and supports our brand.

Do you find that local assessors desire access to your data?
Fisher: Certainly. I'd have to look at our internal tracking to see how many [assessors] have access at present and how they are using it. It is not uncommon for one agency to sign up and have multiple users from that agency accessing the data; tracking assessors specifically is not immediately available.

Would standardized attributes (as proposed by MetroGIS's parcel standard) be of use to you?
Fisher: Yes, standardized parcel data makes our work much easier, there is a wide variation in how counties store and retain their data both within and outside of Minnesota. The metro counties are easier to work with.

Are you actively approaching other counties for data?
Fisher: Yes, we have staff with portable scanners visiting county courthouses to acquire public data via the normal channels. We would like to more actively collaborate to acquire the data, making our process and work easier and potentially helping the county as well; we want to enhance our data holdings and to collaborate as much as is possible.

Would MNCAR welcome direct contact with counties to identify and overcome obstacles to sharing and linking data directly? Would you be willing to work with us?
Fisher: Absolutely. We recognize that counties are developing, storing and working with the data to meet their internal needs. We'd welcome the chance to work out better methods with the counties to facilitate map services for external clients.

There may be potential to develop a metropolitan or ideally a statewide standard for backend structuring to facilitate uses like yours [MNCAR's]
Fisher: Yes, we'd welcome that.

Is there a specific ask from your group of us, the MetroGIS Policy Board?
Fisher: There has been some discussion about forming a private-sector version equivalent of MetroGIS's Coordinating Committee to discuss the priorities of the private sector. If MetroGIS can continue to guide the conversation in that direction and interact with that group as it begins, that would be desirable.

5) Project and Activity Updates

5a) MetroGIS Project Manager Hiring Update
Metropolitan Council GIS Manager Rick Gelbmann indicated that an offer had been made and accepted by a qualified candidate for Project Manager, he is expected to being work in November 2012. The Project Manager will work ¼ time on MetroGIS initiatives and ¾ time on Metropolitan Council Information Services initiatives.

5b) Report Back on Meetings with Metro County GIS Managers
Metropolitan Council Senior Database Administrator Mark Kotz and Coordinator Maas meet with each GIS manager of the seven metro counties in August and September. The purposes of the meetings were two-fold, to attend to the annual payments to counties for updating and support of the Regional Parcel Dataset and to address areas of existing need and future activity for MetroGIS.

County managers identified the follow activities as having significant value for MetroGIS to address or continue to work on:
Remain active as the regional aggregator of data
Continued forum for the development of data standards
Serve in a role for project coordination for long-term projects
Maintain meetings and forums for networking, collaboration and information exchange
Continued maintenance of the DataFinder.org site as a resource to the geospatial community

Activities also indicated as important for MetroGIS to remain engaged in:
Develop, deploy and maintain the Address Points Dataset and Address Point Editor
Continue work with the Street Centerlines Initiative (partnering with MnDOT and MnGeo)
Improved ability to work with counties outside the Metro area
Enhance ability for 'virtual' participation in MetroGIS
Continued movement toward a Knowledge Center/Collaboration Hub
Coordination for aerial imagery (MnGeo as senior partner/lead agency)
Potential for application hosting (MnGeo as senior partner/lead agency)
Exploring better telecom/fiber connectivity between counties and agencies
Impervious surface dataset development potential
Metro landmarks dataset development potential

Assist in policy position for the removal of liability to counties to make the parcel data available

The items advanced by the county GIS Managers will play a role in the next iteration of the MetroGIS Work Plan.

5c) Address Point Project Update
Metropolitan Council Senior Database Administrator Mark Kotz provided an update on the progress of the Address Point Project. A beta-version of Address Point editor interface is expected to be completed and available in November 2012

5d) Centerline Initiative
Coordinator Maas provided an update on the progress of the Centerline Initiative including updates from the recent Centerline Steering Committee and details to be covered at the forthcoming October 24-25 two-day workshop co-sponsored by MetroGIS, MnGEO, MnDOT and the Metropolitan Council.

5e) MetroGIS Work Plan Update
Coordinator Maas provided an update on the status of development of the forthcoming MetroGIS Wok Plan. The new plan is to cover 2013 through 2016; will include numerous existing initiatives as well as new initiatives identified by the stakeholder group. The new plan will be a flexible and 'living' document, enabling MetroGIS to respond to changes in priorities, technology and available financial and human resources.

5f) MetroGIS Communications Update
Coordinator Maas provided an update on the progress of MetroGIS's website redesign and state the goal of having a vendor under contract by December 30, 2012 to begin work on the new site. An update was also provided on the new MetroGIS logo development and that MetroGIS's Communications Plan remains in a proto-draft form pending the approval of the forthcoming Work Plan.

6) Action and Discussion Items

6a) Changing and Emerging Role of the MetroGIS Policy Board
Recent discussions at both the Policy Board and Coordinating Committee level have indicated a need to revisit the MetroGIS governance model.

Kordiak: The Policy Board has expressed an interest in recreating itself, this is still not formalized.

Bitner: We want MetroGIS's leadership in the discussion. We, the participants and Coordinating Committee of the greater MetroGIS stakeholder group don't feel empowered to push these issues. [Chairman] Terry [Schneider] gave us a challenge on our work plans for next two years to look this material. I think we can say that we're all in agreement to change the Policy Board in some way, but we still need to be engaged with elected officials, we can't lose that engagement entirely.

Kordiak: 12 to 13 years ago when we we're still getting started, we weren't' ready to engage the private sector, but I see us as actually being able to make this some of these things happen now.

Reinhardt: We are now in a position for this to move forward as MetroGIS has matured. We've evolved to the point to better engage with the real estate industry and other industries like MNCAR. One of the reasons we had elected officials to begin with was that we needed the buy in at the policy level. We do not want to lose that buy in, but our organization has changed, we want to be able to perform activities and make things happen at a policy level when you need them. Last couple of years, we've been losing attendance and we need to reshape ourselves. From our meeting on August 16, we uncovered three initial options and we should be willing to kick those around and entertain more options. There needs to be change and or growth, make sure that we've got a good plan in place.

Kordiak: Lets go through the options again.

<Brief review of options collected from the August 16 Executive Committee session with pro and cons of each>

Group discussion of what MetroGIS has done well:
What have we accomplished and done well?
Government-to-government and government-to-academia are both areas we excel in.
One of our major next steps is the question of the public availability of parcel data.

Kordiak: Protecting the public's money remains important; we [elected officials] guide the distribution of those dollars. The only money we spend as MetroGIS are the Metropolitan Council's dollars.

Group Discussion of Value:
Value the counties brought was the data, the value the council brought was money
Mutual value
Value of the work that MetroGIS performs is not always in raw dollars
In every study of MetroGIS, the one big thing is human resources from actual work to making sure there are opportunities for collaboration and shared value to emerge.

Kordiak: We can magnify that value by having real estate, utilities and other private sector players potentially sponsor and fund MetroGIS they could they provide money to this organization

Bitner: We may then need to be an actual organization, MetroGIS cannot take in money only through MetroGIS, ti is dependent upon the Metropolitan Council for handling its financial dealings.

Kordiak: So then how do we grow what we have?

Knippel: This goes way beyond just the parcel data, the parcels just one obvious avenue to pursue, we have more to talk about, one example, as David [Bitner] said one of the key benefits are the involvement of the stakeholders, creating the forum and the relationships; there may be more stakeholders beyond just the metro area as well. Independent efforts are a huge waste of tax dollars, for agencies to go it alone, we can pool resources to create policies and standards that we all benefit from, lower the cost of doing the work; it's larger than just the parcels.

Reinhardt: 16 years ago, the main reason for involving elected officials was the desire to remove the 'mystique' of GIS, when I served as the chair, there was no county where I didn't have to convince them to participate; there was mistrust of the Metropolitan Council as well to over come. Now, most elected officials know what GIS is, know some of its value and how its being used in their counties.

Discussion of Policy Board Reformation Options:

Reinhardt: Would it be possible to fold the Policy Board into the Coordinating Committee and create a 'Policy and Coordination Board' that can retain a smaller more focused group for specific policy action?

Elkins: We could potentially fold it into an existing advisory committee at the Metropolitan Council there are active people there very much interested in the work that MetroGIS is doing.

Bitner: We have difficulty explaining how MetroGIS is separate from the Metropolitan Council as the Council is the primary funding entity. There is an on-going perception issue about what MetroGIS is.

'Entity' Discussion.
MetroGIS's status as an 'entity' without any legal standing or formal definition remains an issue. Counties and cities can engage in joint powers agreements with one another, however, different levels of government interact with one another in a variety of ways (Memorandums of Understanding, formal agreements, legal agreements, sharing staff on project or program basis, etc). With cities, counties school districts, watershed districts all around the table here [at MetroGIS], the 'formal' aspect of the work becomes difficult with MetroGIS. One of the benefits of not having a formal legal status or structure is we can form things more quickly and then boost them to an official level later on.

Kordiak: Fear that if we fold the Policy Board into the Coordinating Committee, we will wash out the elected officials, they/we will lose the motivation to continue to participate. I continue to attend because I have been assigned by my county board to participate assigned by my county board and I have a personal interest in what we're doing here. My question remains: Does the Coordinating Committee really need us?

Bitner: We need maintain our access to you (the elected officials); we have discussed taking the message out to the counties with presentations to each county board, options like that are better, still gets the info to the elected officials and maintains the relationships and cultivates awareness of what we're doing.

Kordiak: Most county boards have no clue that this [MetroGIS] even exists; it would be helpful to interact with county boards in a meaningful way.

Knippel: I'm afraid if we dilute this further, we'll have questions from our upper management as to why we continue to participate. Having a formal endorsement or agreements might be in order to keep this viable. An example is the Memorandum of Understanding between the 8 counties (metro + Olmsted) driven by county administrators for IT collaboration; GIS is one of those initiatives.

Gelbmann: One of the things that this Policy Board provides is a common understanding of why GIS is important. Take the presentation just given to us from MNCAR; having a body like this understanding the value of that information means being able to communicate that value to other people and

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maintaining holistic thinking about the issues. I don't' know what form that the new Policy Board needs to take, but I'd feel a great loss.

Reinhardt: Perhaps if we folded the two bodies [*Policy Board and Coordinating Committee*] together *upward* [Coordinating Committee folded upward into the Policy Board] instead of down; similar to the Metro Cities model, perhaps we need more representatives from other areas of MetroGIS to be better represented at the Policy Level.

Group Discussion of defining <u>Representatives and Commissioners</u>;
Discussion of what a representative is and what an elected official (commissioner) is; what their roles are and what they can and cannot do in their given role/office; equal in weight when at the MetroGIS table, but perhaps not so when back in their agency or organization (different levels of influence on funding or policy)

MetroGIS may need to more closely marry the policy makers with the technical staff to say how do we make this work better; instead of keeping them separate; a more balanced body of both policy and technical people working together.

Nelson: The Association of Minnesota Counties leadership example might be a useful model.

Bitner: To take the 'devil's advocate position' for a moment:, targeted level of discussion; would be level of discourse 'down into the weeds' with technical issues someone who is not in the swim;

Kordiak: I feel the technical discussion would be above the heads of elected officials, while interesting, it might not be the best use of our time.

Kordiak: My question remains, why isn't Xcel here participating? Why isn't the Real estate industry here as part of our on-going discussion?

Bitner: These industries are represented on the Coordinating Committee, but not the Policy Board at present.

Reinhardt: First, we really need to deal with our governance structure, changing our governance structure will not address the issues on how we move with the real estate or other industries in the private sector; we need to do this in a coordinated fashion.

Group discussion: Forming a subgroup on MNCAR's work and working on data sharing with the private sector**.** The Coordinating Committee has a mandate to do this, discuss and form at our next meeting.

Need to make a determination on what kinds of policy decisions the Coordinating Committee needs to have the Policy Board work on; clarity of what is expected from a policy body; if we have policy makers nearby , but not formally organized, that might be acceptable as an interim solution.

Blending the Policy Board and the Coordinating Committee as one body, but being clear about when we need specific policy decisions or support to be made.

Coordinating Committee can likely get most of its work done without having to bother elected officials in the near term.

Bitner: We will continue to work on these issues, until then, the Coordinating Committee should be able to count on having access to the Policy Board.

Elkins: Perhaps we can meet annually in a formal setting, but can be called upon to convene if you need us.

Reed: Our main policy concerns now are the Licensing agreements, legal issues concerning data and liability for releasing data,.

Elkins: I'd be interested to see us bring more technology to the meetings, making virtual meeting participation or video conferencing available.

<Brief group wrap up discussion; Coordinator Maas thanked the group for staying late and remaining engaged throughout>

7) Next Meeting
Scheduled for Wednesday, January 23, 2013

8) Adjourn
Chair (proxy) Reinhardt adjourned the meeting at 8:20 pm

MetroGIS Policy Board Meeting Agenda and Packet

Wednesday, January 23, 2013

Metropolitan County Government Offices
2099 University Avenue, St. Paul, MN

Meeting Agenda

Meeting Packet

<u>**Agenda Item 4:**</u>
Introduction of New Metropolitan Council/MetroGIS Project Manager Paul Peterson

Paul joined the Metropolitan Council in November 2011; he will be a Project Manager in the Metropolitan Council Information Services department with a portion of his time committed to project management with MetroGIS initiatives. Paul has a Bachelor of Arts in Secondary Education from Huron University (South Dakota) and a Masters in Geography from South Dakota State University. He comes to the Council after four years as a project manager at NAVTEQ.

<u>**Agenda Item 5:**</u>
Retirement of Rick Gelbmann, Metropolitan Council, GIS Manager

Rick Gelbmann started at the Metropolitan Council as GIS Coordinator in August 1993 after working at the Minnesota Department of Natural Resources for 15 years. The two big challenges he faced at the Council were completing 1990 Land Use Interpretation and conflating Road Centerlines with Census Geography. The Land Use data needed an accurate base (Parcel Data) and Census Geography was not accurate enough for Council needs. To fill those information gaps Rick proposed that the Council provide funds and GIS staff to arrange GIS data sharing among key data producers, especially the seven Metropolitan Counties. Randy Johnson was hired to address organizational issues and develop what became MetroGIS. Mark Kotz, Tanya Mayer and Dave Vessel were hired in part to provide a strong technical foundation for the data sharing effort.

Rick has been a member of the MetroGIS Coordinating Committee from its beginnings in 1995 and has played a strategic role in MetroGIS' development and operation. He participated in the extensive negotiations to share County Parcel data among MetroGIS participants and develop Digital Parcel data where it did not exist. He led the effort to make Street Centerline data available to MetroGIS participants working with The Lawrence Group (now NCompass) and MnDOT in a three-way agreement. After the events of September 11, 2001, Rick and Randy Knippel co-founded the Emergency Preparedness Committee (now EPC), which continues to function at a statewide level.   He worked with MnDNR to develop the Minnesota Land Cover Classification System as a shared GIS dataset coming from more than 46 different sources and accessible to all. Rick also brought Regional issues to statewide organizations by serving on The Governor's Council on Geographic Information and on the MnGeo Statewide Geospatial Advisory Council.

<u>**Agenda Item 6:**</u>
Presentation: Randy Knippel, Dakota County GIS Manager

Address Points and Addressing Authority:
Joint Powers Agreement between Cities and County Government in Dakota County

Dakota County has been progressive in its effort formalize the relationship between its cities and county government on the issues of addressing authority and address point data development and deployment. The Joint Powers Agreement between city governments in Dakota County and the county government is an example to be emulated by other counties.

Street Centerlines Initiative Update

The Street Centerlines Initiative is a collaborative effort between MnDOT, MnGeo and MetroGIS *to define and develop a single, public-domain, authoritative street centerline dataset covering the entire State of Minnesota*.

Timing has been propitious for this project:
- Addresses the growing need for this resource at many levels of government;
- Capitalize on the investments being made by MnDOT on their Linear Reference System;
- Capitalize on the contract between MnDOT and ESRI to develop better tools;

Long term goals:
- Reduce cost and redundancy to agencies using the data;
- Improve data capture quality, data accuracy and frequency of data updates;
- Improve interagency reporting (local, county, state and federal);
- Provide the mechanisms for data updating and republishing

Key milestones so far:

Formation of Centerline Steering Committee in June 2012
Built upon the findings of the 2011 MetroGIS workshop

Two meetings of the Committee in June, one in August:
Kick-off, goals, clarification of technical, policy and agency issues to be addressed

Two-day workshop held on October 24-25, 2012
Identification of stakeholder needs and develop consensus on the project aims
Broad, statewide audience: City, County, Regional, State, Federal (Census) Forest Service, Tribal Governments at the table.

Half-day technical session held on December 17, 2012
Refinement of concepts, needs and core attribute data
Larger participation and input from cities

Leadership team meeting January 14, 2013
Selection of Pilot Project Study Areas, discussion of the roles of Pilot Project Participants
Assignment of project managers

Work Scheduled for 2013:
- *MnDOT/ESRI begin the development of tool suite*
- *Monthly project manager team meetings to commence in February*
- *Engagement of State Aid for Local Transportation Office*
- *Initiation of the Pilot Project: Phase I participants include:*
  Carver County and Ramsey County in the Metropolitan Area
  Sherburne, Benton and Stearns Counties (in negotiation)
  White Earth Reservation (portions of Clearwater, Mahnomen and Becker Counties)

MetroGIS Work Plan and Budget for 2013
On December 20, 2012, the Coordinating Committee prioritized its desired work for the 2013 year. The stakeholders of the Coordinating Committee identified and prioritized work projects based on the following criteria:

- The presence of a **work team/ project team** to available to work on the project;
- The presence of a **project owner/project lead** to guide/manage the project;
- The project meets a **stated business need** of one or more of the MetroGIS stakeholders
- A 'gut check' by the Coordinating Committee on the **likelihood of success** of the project;
- The availability of **funding** for the project (*if the project requires funding*);

MetroGIS identified **two types of projects**: those that are 'internal' the function of MetroGIS (**shown in blue**) and those that create data, standards, products or other resources for participating stakeholders (**shown in orange**).

MetroGIS 2013 Project Priorities

Project Priorities	Priority	Funding Required	Funding Available
Re-Launch MetroGIS Website	**Top (1st)**	**Yes**	**Yes**
MetroGIS Participation in the Centerline Initiative	**2nd**	**Likely**	**Yes**
MetroGIS Participation in the Geospatial Commons	**3rd**	**No**	**(N/A)**
Deployment of On-Line Collaborative Tools	**4th**	**Yes**	**Yes**
Improve Address Point Editing Tool	**5th**	**Yes**	**Yes**
Develop Address Points Dataset	**6th**	**Yes**	**Yes**
Implement Leadership Succession Plan and Update MetroGIS Governance Model	**7th**	**(N/A)**	**(N/A)**

MetroGIS 2013 Budget

Project	Funding Amount	Project Lead(s)	Project Team or Review Body
Re-Launch MetroGIS Website	**$25,000.00***	**Geoff Maas**	**Communications Workgroup**
MetroGIS Participation in the Centerline Initiative	**$11,000.00 (Vendor services)**	**Dan Ross (MnGeo) Paul Peterson Geoff Maas**	**Centerline Steering Committee**
MetroGIS Participation in the Geospatial Commons	*(Funding not necessary)*	**Mark Kotz Dan Ross (MnGeo)**	**Geospatial Commons Workgroup**
Deployment of On-Line Collaborative Tools	**$2,000.00**	**Paul Peterson**	**Communications Workgroup**
Improve Address Point Editing Tool	**$17,700.00 (Vendor services)**	**Mark Kotz**	**Address Work Group**
Develop Address Points Dataset	**(Linked to Editing Tool funding)**	**Mark Kotz**	**Address Work Group**
Implement Leadership Succession Plan / Revision of Operational Guidelines	*(Funding not necessary)*	**Geoff Maas**	**MetroGIS Coordinating Committee**
Annual Contract Payments to Metropolitan Counties for Parcel Data	**$28,000.00**	**Geoff Maas Mark Kotz**	**Metropolitan County GIS Managers**
Web Domain Registrations, Printing, Miscellaneous & Discretionary Funds	**$2,300.00**	**Geoff Maas**	**MetroGIS Coordinating Committee**
TOTALS	**$86,000.00**		

*It is anticipated that up to $50,000 will be spent on the new MetroGIS website; $25,000 of which is committed from the MetroGIS 2013 budget, the remainder will be funded by the Metropolitan Council.

(Note: Launch of new MetroGIS website is presently targeted for **October 1, 2013**)

Agenda Item 8b:

MetroGIS Policy Board Restructuring Discussion
As we have explored in past meetings, there remains a need for a re-evaluation and re-structuring of the Policy Board. The following summary talking points are provided to guide and inform the discussion.

Goals of re-structuring the MetroGIS Policy Board:
- Better use of the time and attention of elected officials;
- Minimize the redundancy of time and effort spent by alternate representatives to the Policy Board who also serve on the Coordinating Committee;
- Convene the group when substantive decisions on policy or fiscal matters are needed;

Five Recommendations:

(1) The MetroGIS Coordinating Committee assumes responsibility as the operational decision making body of the MetroGIS collaborative (*this includes the approval of the budget, approval of work plan items, decisions on the actions and direction of MetroGIS, etc*.)

(2) Quarterly meetings remain scheduled for the Policy Board; however, these would be cancelled if no substantive content, discussion or decision making are needed. A technology presentation alone would not constitute a reason to convene the Policy Board.

(3) Policy Board members will be kept apprised of MetroGIS activity and updates in a summary quarterly email or other communiqué; timing of this notice would likely follow the quarterly meeting schedule of the Coordinating Committee. The MetroGIS Coordinator will also prepare a year-end brief summarizing projects, achievements and personnel changes.

(4) A MetroGIS representative (likely the MetroGIS Coordinator and other MetroGIS representatives as desired) will provide a brief annual presentation to each metropolitan County Board (or a relevant County Sub-Committee) as well as to Metro Cities and to the Metropolitan Council stating:

- The origin and purpose of MetroGIS;
- The value MetroGIS provides to the cities, counties, stakeholders and the Council;
- Present MetroGIS projects and the needs being met by those projects;

(5) After a trial period of operating under the above conditions for twelve months, the Coordinating Committee is to assess the efficacy of the new system; after twenty-four months, another review will occur and if the new system is found to be suitable, MetroGIS hires a consultant to assist in rewriting its organizational guidelines and by-laws. If found unsuitable, the issue will be raised for discussion and solution at both the Coordinating Committee and Policy Board level.

Proposed Action for the Policy Board:
Adoption of the Five Recommendations.

Addenda to Agenda Item 8b:
*Remaining issues with **potential** policy implications for MetroGIS*

- *Making the county parcel data publicly available;*
- *Removal of liability to counties for freely distributing the parcel data;*
- *Modifications to the language of the Regional Parcel Data Agreement;*
- *Renewal of the Regional Parcel Data Agreement in 2016;*
- *Allowing non-government entities access to parcel data through MetroGIS;*
- *Policy statements and action for dealing with sharing of address points;*

MetroGIS Policy Board Meeting Summary
Wednesday, January 23, 2013 (DRAFT)
Metropolitan County Government Offices
2099 University Avenue, St. Paul, MN

Members Present:
Terry Schneider, Metro Cities/City of Minnetonka, Policy Board Chairman
David Bitner, dB Spatial, Coordinating Committee Chair
Jim Bunning, Scott County (alternate)
Steve Elkins, Metropolitan Council
Peter Henschel, Carver County (alternate)
Randy Knippel, Dakota County (alternate)
Jim Kordiak, Anoka County
Mjyke Nelson, Washington County (alternate)
Victoria Reinhardt, Ramsey County

Interim Members:
Cliff Aichinger, Ramsey-Washington Metro Watershed District Administrator
(Representing the interests of the Minnesota Association of Watershed Districts)

Guests:
Nancy Read, Technical Director, Metropolitan Mosquito Control District
Dave Hinricks, Chief Information Officer, Metropolitan Council
Rick Gelbmann, GIS Manager, Metropolitan Council
Mark Kotz, Systems Database Administrator, Metropolitan Council

Staff:
Geoff Maas, MetroGIS Coordinator
Paul Peterson, MetroGIS Project Manager

1) Call to Order
Chairman Schneider called the meeting to order at 6:06 PM

2) Approve Meeting Agenda
Motion: Kordiak, Second: Reinhardt, *motion carried, agenda approved.*

3) Approve October 17, 2012 Policy Board Meeting Summary
Motion: Reinhardt, Second, Kordiak; *motion carried, summary of last meeting approved.*

4) Introduction of new Metropolitan Council/MetroGIS Project Manager Paul Peterson
Coordinator Maas introduced Paul Peterson. Paul gave the group a summary of his education, work experience and personal life and a brief rundown of the projects he is currently engaged in at the Metropolitan Council and with MetroGIS. The Board welcomed Paul to MetroGIS.

5) Rick Gelbmann, Retirement Announcement
Rick Gelbmann, GIS Manager at the Metropolitan Council and one of the 'founding fathers' of MetroGIS, announced his upcoming retirement, scheduled for April 2013. Rick gave an overview of his career and retirement plans and stated his thanks to the Policy Board for their continual work and attention to MetroGIS. The Board acknowledged Rick's contribution to the MetroGIS collaborative with a Certificate of Appreciation.

6) Presentation:
Address Points and Addressing Authority: Joint Powers Agreements between Cities and County Government in Dakota County, Randy Knippel, Dakota County GIS Manager

Dakota County has been an innovator in Minnesota with the development of joint work between city and county government to develop, implement and manage an authoritative address point system. Key to their current progress is the success of a Joint Powers Agreement between city and county government with a clear delineation of roles and responsibilities.

GIS Manager Knippel provided a technical overview of address point data, processes and the work presently underway in Dakota County. With existing parcel data, the County was able to get 90% with parcel data; however the remaining data provided a number of challenges. Unique situations such as mobile home parks (sites and assets logged as personal property rather than real property), sites on private roads, multi-unit dwelling and commercial structures and expansion/contraction of units within single parcels or structures provide a challenge to completing the dataset.

The authoritative address data point set will serve a variety of purposes in the county for permitting, billing, socials services, geocoding and support for the public safety Records Management System and eventually the NextGen911 system (still emerging), once the authoritative source database is developed it can be distributed, used and relied upon.

Joint Powers Agreement between the counties and cities was originally focused with the interests of the 911 community as the primary driver but immediately became important for clarifying expectations, ensuring adequate resources were available, the formalizing roles and responsibilities of the participants and ensuring that the cities and counties could maximize the benefit of the shared effort.

City responsibilities included the designation a road naming and addressing authority, making contacts to police and fire departments, assigning, updating and tracking new names and addresses to roads under city purview.

County responsibilities included assigning names to county roads, selection of a road database administrator, affixing new road names to roads under county jurisdiction and coordinating the committee effort. County will also host an application that will be available county-wide; each jurisdiction will be able to edit their data. The County will perform additional quality assurance on the back end and distribute the data. All cities are using the MetroGIS Address Editor in Dakota County

Next steps for the project include associating address points with property address, street centerline validation, and to distribute address databases. The county is positioning itself in a facilitating role to continue the work.

Presentation Questions and Answers:

Elkins: Are all cities in Dakota County equipped and utilizing their own GIS systems?
Knippel: There is a range of availability and use, some cities do and some don't, presently about half do not have dedicated GIS staff or departments.

Elkins: Are there cities using the county's GIS system?
Knippel: Yes, four cities presently subscribe.

Read: Does the Joint Powers Agreement (JPA) need to be reviewed every year?
Knippel: We have arranged it so the JPA is on-going, and does not need to be renewed each year.

(Brief group discussion on what JPAs do and don't do)

Knippel: When we began the process, we used public safety as the key point of leverage, this included a working relationship with the MESB and the county dispatch center, getting the support of the MESB director was helpful.

Schneider: The general public assumes we are doing this all the time, how does the Dakota County process for developing and managing address points compare or differ from the MetroGIS address effort?

Knippel: We are using the MetroGIS tools; we are part of that effort, not different.

7) Brief Project and Activity Updates

7a) Coordinator Maas provided a brief update of the joint MetroGIS/MnDOT/MnGeo Centerline Initiative including the results of past meetings and the upcoming next steps.

7b) Coordinator Maas provided a brief overview of the MetroGIS Work Plan items for 2013 as well as the budget allotment for these activities. Work Plan items and the priority of item completion were approved by the Work Plan Review Team and the Coordinating Committee. Budget levels were similar to those of from the previous (2012) budget year with only minor adjustments.

8) Action and Discussion Items.

8a) Approval of the MetroGIS 2013 Budget.
Moved: Reinhardt, Second: Kordiak, *motion carried. MetroGIS 2013 Budget was approved.*

8b) MetroGIS Policy Board Restructuring Discussion

Chairman Schneider provided a cursory overview of what has led to the need for the restructuring and the continued discussion.

Kordiak: This body [Policy Board] has been talking to reformulate ourselves, as we know, we have not been particularly active and this body has not been participatory, and we've had some changing faces, we continue to reiterate the same points, and I am frankly exhausted with the discussion. We need to get to the bottom of the issue, and by issue, I do mean the core issue: are we, or are we not going to give away the [county] parcel data. Do we simply need to draft a resolution and sign off on it? My county [Anoka] is prepared to make data available at no charge.

Reinhardt: We still need to discuss the liability issue. Even when we sell the data, we have the same issues regarding liability; the data can still be misused, no matter what means it is available. The reason we haven't moved on freely available parcel data is an indication of how hard it has been to get to this point the Regional Parcel Data Agreements have been a significant amount of work to complete, let alone giving the data away. While we respect and need the work they do, dealing with non-profits and the business sector is not core to the work of county government.

Kordiak: Regarding the parcel data issue, is it as simple a task as just asking our county attorneys to draft up the language we need? Can we assemble a resolution that we all wish to see carried forward?

Schneider: If we draft a resolution in support for broader public access to publicly produced data, and provide it to the counties, then using that and doing it county by county might be a way forward. We can ask Geoff to work with the Coordinating Committee or the appropriate MetroGIS work group to develop draft resolution language that is concise that this body can comment on and then take back to the counties.

Maas: If that is a direction from the Policy Board, we can begin to develop that language at the Coordinating Committee level.

Schneider: It is. It should be concise make a clear case as to why making the data available is of real benefit. The same language utilized by all the counties for the resolution might carry more weight.

Knippel: Our Eight County IT Collaborative, (the seven metropolitan counties plus Olmsted) has been meeting monthly via conference call and quarterly in person. We have been tasked by our county administrators to identify means of reducing costs, and one of the items raised has been data policy. In our discussion, the intention of making all GIS data, not just parcel data, freely available has been, will continue to be discussed.

Nationally there is movement in this direction and there are certainly reasons for understanding the benefits and implications putting he data out there free. Our group is working to tackle it. One approach is for us to develop some draft narrative, give the GIS managers of the counties the ability to pursue what is needed within their counties. Policy changes and major language revisions need to be vetted here [at the Policy Board level] and with your input we can be more deliberate about moving it forward.

Our intention with the GIS managers group is to develop a summary document or white paper of arguments on what this would mean, the benefits, the return-on-investment, implications and so on. [Ramsey County GIS Manager] Matt Koukol has begun some of this work. From our point of view, this is not just parcel data, but deals with all GIS data.

MnGeo proposed the legislation to reduce all liability for government-to-government sharing and there was not only varying support within the metro for that approach but a significant backlash in the outstate counties so it is probably not going to pass.

Some counties are ready to go, some are reluctant. In many cases the cost of administering the sale or licensing of the data is just not worth it for the minor revenue it brings in, in others, counties are dependent on the sale of their data and they would need to find another source to replace that revenue.

We need to assemble a clear set of arguments on the benefit of making the data available. Identifying the cost savings and benefits and working with our county administrators to do so.

Reinhardt: Can we have some language or the white paper to review by our next meeting?
Does that provide time for both the Coordinating Committee and 8 County IT Collaborative to address the issue, draft up the materials and bring it to the Policy Board for review and discussion?

Knippel: Our intention [with the 8 County Collaborative] is still to discuss more than just the parcel data availability. With a concerted effort among the counties we can likely assemble this.

Kordiak: Before we get too far, I'd like to hear from other participants at the table.

Aichinger: I have a minor point, how is the data free if MetroGIS is paying $4000 to each county for it?

Maas: That annual payment is MetroGIS' contractual obligation to the counties, a modest monetary inducement to them to continue to allow the historic parcel data to be freely available, update the metadata of the current data and perform scheduled improvements to their parcels.

Nelson: Washington County is in agreement on moving that working toward a resolution, however, I know that our survey office would be reluctant. The data is commodity that raises revenue for the county. Internal policy discussion needs to take place within our, and other, county governments. With the last legislative attempt, there was a draft from the surveyors association that was strongly opposed to doing what we propose; a direct challenge from the surveyors association.

Kordiak: I like the idea of a white paper and some draft language; however we need a summary document with talking points, information points and bullet points to digest it better.

Henschel: Carver County has had this discussion about data and IT, we know, we're all facing similar issues, we want to move forward in that same direction, and we need to have those internal discussions as well. Bringing this up to the policy level will help.

Bunning: We've already have preliminary approval to release our parcel data.

Reinhardt: I motion that we task the groups [Coordinating Committee/Data Producers Workgroup/8 County Collaborative] to develop a 'white paper' resource and some draft resolution language for review and discussion at the next meeting.

Kordiak: Second *(motion carried)*

Schneider: This is a significant policy issue, if we can make the case for its benefit than let's support it and get behind it, this is the relevant work of this body. Substantive issues need to be raised and addressed and this is certainly one of them.

Reinhardt: When is our next meeting scheduled?

Maas: If we stick to our normal quarterly schedule, we'd meet again here on April 24 [2013]. I've reviewed our Operating Procedures in light of our discussion tonight; there is no language in them that mandates a quarterly meeting.

Reinhardt: Is April enough time to get these materials prepared?

Knippel: It may be possible to hammer out the document and details by April, but we also need a game plan on how to roll this out to the counties and make room to include insight from their internal discussions. If we are given more time to refine it and critique it we can schedule a [Policy Board] meeting data when it is ready.

Schneider: These recommendations can come back at our next meeting, and that can even be into the summer. This is obviously a central reason for this body to meet again and the review of these materials will likely tie to further action.

Knippel: This body [Policy Board] is a good vetting process for working through the issues before they rise to the county board level. It is important to have policy makers present at the meeting as much as possible for that discussion, as opposed to their alternates, since several of the alternates are the same people who will be drafting the materials.

Bitner: From the perspective of the Coordinating Committee, we want to make sure our Policy Board interactions are more effective; this is the kind of discussion dedicated to working on a *specific action*, it enables us to focus and think about what we will do. As to the budget of MetroGIS, at present, all our funding comes from the Council, and final approval needs to return to the Council, we don't lose anything by having our MetroGIS budget developed and approved at the Coordinating Committee level, however, these policy questions are a different matter, we require this body for that purpose.

Reinhardt: In regard to the [five] recommendations, we can still re-convene the policy board as needed, but with the emphasis on the outreach stated in recommendation #4, we can widen our audience and the awareness of what we do, perhaps more productively than having us gathered together on a quarterly basis. If we don't have a Policy Board, then the relevant policy implications will never be addressed so we must retain this body. However, if we do have a scheduled policy meeting, *it must be geared to specifically address issues of policy and we must have the policy makers here*.

Kordiak: How much notice do we feel we need?

Schneider: One month should suffice. We'll have the meetings scheduled as we need them.
Reinhardt: I motion for the adoption of the Five Recommendations.
Elkins: Second *(motion carried)*

Recommendations Adopted:

(1) The MetroGIS Coordinating Committee assumes responsibility as the operational decision making body of the MetroGIS collaborative (*this includes the approval of the budget, approval of work plan items, decisions on the actions and direction of MetroGIS, etc*.)

(2) Policy Board meetings will be scheduled as needed to discuss and act on issues of policy import to MetroGIS with a minimum of one meeting per calendar year. A minimum of thirty (30) days notice will be given to Policy Board members prior to the event of a scheduled meeting.

(3) Policy Board members will be kept apprised of MetroGIS activity and updates in a summary quarterly email or other communiqué; timing of this notice would likely follow the quarterly meeting schedule of the Coordinating Committee. The MetroGIS Coordinator will also prepare a year-end brief summarizing projects, achievements and personnel changes.

(4) A MetroGIS representative (the MetroGIS Coordinator and other MetroGIS representatives as desired) will provide a brief annual presentation to each metropolitan County Board (or a relevant County Sub-Committee) as well as to Metro Cities and to the Metropolitan Council stating:

- The origin and purpose of MetroGIS;
- The value MetroGIS provides to the cities, counties, stakeholders and the Council;
- Present MetroGIS projects and the needs being met by those projects;

(5) After a trial period of operating under the above conditions for twelve months, the Coordinating Committee is to assess the efficacy of the new system; after twenty-four months, another review will occur and if the new system is found to be suitable, MetroGIS hires a consultant to assist in rewriting its organizational guidelines and by-laws. If found unsuitable, the issue will be raised for discussion and solution at both the Coordinating Committee and Policy Board level.

9) Next Meeting
The date of the next meeting is contingent on the completion of the white paper resource and draft resolution language by the Coordinating Committee, Data Producers Workgroup and 8 County IT Collaborative.

10) Adjournment
Chair Schneider adjourned the meeting at 7:37 pm

MetroGIS Policy Board Meeting Agenda and Packet

Wednesday, April 24, 2013
Metropolitan County Government Offices
2099 University Avenue, St. Paul, MN

Meeting Agenda

(1) Call to Order

(2) Approve Meeting Agenda

(3) Approve Meeting Minutes from January 23, 2013 Meeting

(4) Welcome and Introduction of New MetroGIS Policy Board Members
Commissioner Chris Gerlach, Dakota County
Mayor Debbie Goettel, City of Richfield/Metro Cities
Commissioner Dave Menden, Scott County

(5) Legislative Update……………………………………………………………………………………..*Page 2*
Update on SF 1298/HF 1390
Dan Ross, State of Minnesota Chief Geospatial Information Officer

(6) Discussion and Action Items…………………………………………………………………..*Page 3*

6a) Making GIS Data Free and Open: Benefits and Challenges
Randy Knippel, Dakota County GIS Manager

6b) Discussion and Review of Draft Resolution Language

(7) Next Meeting (Scheduled for July 24, 2013)

(8) Adjourn

Meeting Packet

Agenda Item 5: Legislative Update

Dan Ross, State of Minnesota Chief Geospatial Officer will provide an update on **SF 1298/HF 1390;** the bill was introduced into the Senate by Senator Chris A. Eaton (DFL, District 40) and into the House of Representatives by Representative Phyllis Kahn (DFL, District 60B);

In sum, the bill would:

Amend Section 16E.30, subdivision 7;
Changing the statutory language on the discretionary powers of the Minnesota Geospatial Information Office;

Amend Section 16E.30, subdivision 8;
Enable the State GCIO to utilize a governance structure that includes an advisory to provide recommendations for improving the operations and management of geospatial technology within state government and also on issues of importance to users of geospatial technology throughout the state.

New Section 16E.30, subdivision 10;
Provides a new statutory definition of 'electronic geospatial data':

> *"Electronic geospatial data" means digital data using geographic or projected map coordinate values, identification codes, and associated descriptive data to locate and describe boundaries or features on, above, or below the surface of the earth or characteristics of the earth's inhabitants or its natural or human-constructed features.*

New Section 16E.30, subdivision 11;
Provides new language for government-to-government entities sharing geospatial data;

- Data received by one government entity can be reproduced or shared with other government entities and agencies;

- A release of data under this subdivision must include metadata or other documentation that identifies the original authoritative source;

- A government entity is not required to provide the same data to the same requestor more than four times per year, unless required by law or court order;

- Entities and agencies sharing and receiving electronic geospatial data under this subdivision are immune from civil liability;

- Subdivision does not authorize the release of data that are not public data;

Agenda Item 6: Discussion and Action Items

Agenda Item 6a)

Making GIS Data Free and Open: Benefits and Challenges
Presented by Randy Knippel, Dakota County GIS Manager and Data Producer Work Group Lead

At the January 23, 2013 Policy Board meeting the **MetroGIS Data Producers Work Group** was tasked with the creation of the following three materials:

(1) A 'white paper' resource document containing:
> A statement of existing conditions regarding the availability of public produced data;
> A list of the benefits of making publicly-produced data freely available;
> A list of challenges, drawbacks or issues of liability in making the data available;
> Relevant examples of the benefit of making data available;

(2) A 'single-page' summary document resource of the talking points from the 'white paper';

(3) A clear and concise draft resolution statement for the review, discussion and refinement by the MetroGIS Policy Board;

Agenda Item 6b)

Discussion and Review *Making GIS Data Free and Open: Benefits and Challenges* and the Draft Resolution Language;

The Policy Board will deliberate on the topic with discussion of need for a resolution to bring back to their county boards for review.

MetroGIS Policy Board Meeting Summary
Wednesday, April 24, 2013 (Approved Oct 23, 2013)
Metropolitan County Government Offices
2099 University Avenue, St. Paul, MN

Members Present:
Terry Schneider, Board Chair, City of Minnetonka/Metro Cities
David Bitner, db Spatial, MetroGIS Coordinating Committee Chair
Debbie Goettel, City of Richfield/Metro Cities
Jim Kordiak, Anoka County Commissioner
John Slusarczyk, Anoka County (Alternate)
Chris Gerlach, Dakota County Commissioner
Randy Knippel, Dakota County (Alternate), Data Producers Work Group Chair
Randy Johnson, Hennepin County Commissioner
Gary Swenson, Hennepin County (Alternate)
Janice Rettman, Ramsey County (Alternate)
Dave Menden, Scott County Commissioner
James Bunning, Scott County (Alternate)
Peter Henschel, Carver County (Alternate)
Mjyke Nelson, Washington County, Director of Information Technology
David Brandt, Washington County, MetroGIS Coordinating Committee Vice-Chair
Mary Texer, Minnesota Association of Watershed Districts
Dave Hinrichs, Metropolitan Council (Alternate), CIO

Guests:
William Brown, Hennepin County, MetroGIS Coordinating Committee Member
Mark Kotz, Metropolitan Council, MetroGIS Coordinating Committee Member
Nancy Read, Metropolitan Mosquito Control District, MetroGIS Coordinating Committee Member
Dan Ross, Minnesota Geospatial Information Office, MetroGIS Coordinating Committee Member
Rick Gelbmann, Resident, City of North St. Paul, former MetroGIS Coordinating Committee Member

Staff:
Geoffrey Maas, MetroGIS Coordinator

1) Call To Order, Chair Schneider called the meeting to order at 6:04 PM.

2) Approve Agenda Motion: Texer; Second, Kordiak; motion carried, agenda approved.

3) Approve January 23, 2013 Meeting Summary Motion: Schneider, Second: Texer, motion carried.

4) Introduction of new members

Chair Schneider introduced and welcomed the four new members of the Policy Board, these included:

Debbie Goettel	Mayor, City of Richfield, Metro Cities Representative
Dave Menden	Commissioner, Scott County
Chris Gerlach	Commissioner, Dakota County
Mary Texer	Board Manager, Capitol Region Watershed District
	(*representing the interests of the* Minnesota Association of Watershed Districts)

5) Update on SF 1298/HF 1390

Minnesota Chief Geospatial Information Officer Dan Ross provided the Board an update on the current status of SF 1298/HF 1390 presently in process at the State Legislature; as of April 24, the proposal has gone through both committees. One of the key tenets of the bill directly relevant to MetroGIS is the proposition that geospatial data shared between government entities should be free and open; specifically, the notion that once a government entity obtains the data, it can then be shared again with other government entities so long as it is accompanied by the metadata and clear indication of the originating authoritative source (please see **Section 4** below for more detail).

The bill makes no provision for private or non-government entities requests for data. These requests would be referred back to the authoritative sources to be handled at their discretion.

Key aspects of the legislation include the following:

Section 1 language changes the nature of certain discretionary powers of the Minnesota Geospatial Information Office;

Section 2 limits the authority of the Chief Information Officer to use a single advisory council and offers language on the composition, function and duration of said council;

Section 3 provides a clear definition of 'electronic geospatial data';

Section 4 provides for the sharing at no cost of electronic geospatial government data with government entities, higher education, and federal and tribal government agencies. This section allows reproduction and redistribution of all data received by a government entity to another government entity but does not allow redistribution to private or non- profit with the exception of Gopher State One Call;

- All shared data must include metadata that identified the original authoritative source;
- Requests for data from non-government entities will be re-directed to the original authoritative source;
- Government entities sharing and receiving electronic geospatial data are immune from civil liability for their use of electronic geospatial data shared at no cost;
- This provision does not require data to be provided in an alternate format;
- This provision does not require an entity to provide data more than 4 times per year;

- This provision does not include **not public** data as <u>defined in Chapter 13 or purchased data classified as trade secret or copyrighted;</u>

Section 5 repeals a portion of the Geospatial Information Office section of statute that set duties for a chief information officer in the Geospatial Information Office to establish fees that reflected the actual cost of providing information products and services, and provided for deposit of those fees into a revolving account and removes a standing appropriation of those fees to the office.

Additional questions about the details, contents or timeline of **SF 1298/HF 1390** may be directed to Dan Ross at 651.201.2460 or <u>dan.ross@state.mn.us</u>;

6) Free and Open GIS Data: Benefits and Challenges Discussion

In response to the request of the Policy Board at its January 23, 2013 meeting, the MetroGIS Data Producers Work Group developed a 'white paper' resource document and a one-page summary fact sheet relating to the issues surrounding the benefits and challenges to free and open geospatial data. These documents were completed and distributed to the members of the Policy Board one week prior to the April 24 meeting.

Schneider: I wish to thank the work group for producing a very sound and concise document and I wish to stress that our goal this evening is to walk away with a consensus that this is a good idea, and begin to think about how we move forward toward formal approval and advance the issue within our individual jurisdictions.

Randy Knippel, Dakota County GIS Manager and Data Producer Work Group Chair gave a presentation on the past development and present conditions of county data policies and the technological and practical conditions in which these policies now operate. The presentation can be accessed here in PDF format: <u>http://www.metrogis.org/teams/pb/meetings/13_04_24/index.shtml</u>

Knippel: By way of introduction, the GIS managers of the metropolitan counties including Olmsted County have been working together (as the Data Producers Work Group/Eight county Collaborative) to compare our various approaches; GIS has been included in the larger context of IT; we are working to identify areas of cost savings, collaboration and to determine and report on differences in our practices.

The state statutes under which we operate and conduct business include Chapter 13, 13.03 (subd. 3) which governs access to government data. This rule enables the responsible authority to charge a reasonable fee for distributing that data; this originally spawned the idea of recovering initial costs, however our focus became the use of disclaimers, license agreements and copyrighting the data ((to which intellectual property rights are applied), as well as limiting the redistribution of the data and not allowing for derivative uses. One of our key observations is that the rules put in place thirty or so years ago may not be the best way to accommodate for the significant technological changes we have encountered and are now working with.

Since the 1980s the expense of deploying the hardware, software and data development for GIS in government and private sector use has dropped dramatically while the uses have expanded; major expenses once associated with deploying GIS have dropped.

The 1990s saw the advent of the Internet and its opening for public use, the first county GIS applications begin to appear and MetroGIS' first licensing agreement between the Seven Metropolitan Counties and the Metropolitan Council for parcel data.

The 2000s saw the continual 'democratization' and wide spread use of GIS coupled with the ease and ability for data to be created and dispersed.

Gerlach: Can I ask when GPS was merged with GIS?

Knippel/Ross: In the late 1990s/early 2000s; the introduction of civilian GPS access dramatically changed the commercial use of the GIS data, particularly streamlining the data collection aspect.

The following was added *conventu dimisso:*

Reference Note: In 1996, recognizing the importance of GPS to civilian users as well as military users, U.S. President Bill Clinton issued a policy directive declaring GPS to be a dual-use system and establishing an Interagency GPS Executive Board to manage it as a national asset. In 1998, United States Vice President Al Gore announced plans to upgrade GPS with two new civilian signals for enhanced user accuracy and reliability, particularly with respect to aviation safety and in 2000 the United States Congress authorized the effort, referring to it as GPS III. On May 2, 2000 "Selective Availability" was discontinued as a result of the 1996 executive order, allowing users to receive a non-degraded signal globally.

Source: National Archives and Records Administration. U.S. Global Positioning System Policy

Knippel: As the need for data continued to climb, general recognition by higher orders of government that the locally created data was the best (parcels, streets, etc. created by counties and municipalities); federal entities looked to consume that data for a variety of uses, including homeland security.

Knippel: With the dramatic rise in computing power, Internet use, smart phone and tablet device use, mobile computing, social media, the entire 'app economy', there remains a large appetite for data and more potential for that data to be used in creative ways. These changes and this demand are challenging the policies we presently maintain at the local level. Even within the state of Minnesota we do not have uniformity among our counties on how these issues are handled. This represents a need for a shift in the general philosophy on how we should be treating the data. Federal agencies are working toward the development of a national dataset; the National Map is leveraging volunteers to update its content. Even the Department of Homeland Security, which has purchased commercial base layer data needs to still engage local units of government for updates.

Federal, state, regional, county and local governments can maximize the cost savings by working on these issues collectively and ensuring the best data by promoting the use from the authoritative source.

Mr. Knippel described examples of volunteer and citizen engagement in data creation including Open Street Map and crisis event mapping groups where volunteers contributed to assist with disasters; these are primary ways of having value added to existing government-produced datasets.

Knippel: In the 'white paper' and one-page resource we have provided the assumed direct and indirect benefits that we are likely to encounter and we recognize the following general challenges we will need to address:

- Making data freely available has the potential to decrease revenue collected from data;

- May be an increase in potential for liability; we will need to develop consistent disclaimers among governments that cover us from liability
- Issues of privacy, only truly public data should be shared;

A short group discussion took place of county applications which allow users to search properties by name versus using addresses and how these considerations are related to the actual county business need for collecting and providing that data for internal use or external use;

Knippel: We make the following foundational assumptions:
- Investment in GIS and data development is justified;
- The primary reason is to support county (or city) business needs and purposes but that others can benefit in that investment;
- The data is created and prepared not with the expressed purpose of charging fees and collecting revenue;

We also need to address the notion of value, particularly the value of closed data vs. open data; With 'open data' the value is less defined in terms of revenue than in terms of how widely the data is used and how useful the data is to other users and to our own purposes;

With 'closed data' the value may be termed in how revenues from fees are collected versus the cost of administering those fees; time and effort spent on keeping the data locked down may keep us from realizing the other values which arise from allowing the data to be used openly;

Rettman: *Ramsey County Commissioner Rettman made reference to the needs of her constituents in regard to the 'digital divide'. The issues that communities of color, communities of economic need and traditionally under-represented communities are presently lacking technology access or resources and would benefit greatly from increased access to this part of the economy. Commissioner Rettman asked if costs are presently borne unfairly by those groups that perhaps have less exposure and access to or skill with these technologies.*

Schneider: These are of course important considerations but not directly addressed in the specifics we are discussing tonight, that of benefit and risk to the producers of the data. At present, non-profit and community support groups that in many cases already work to serve these under-represented populations do not themselves have, at present, free access to this data, we are looking to address that hurdle with our discussion.

Kordiak: We create the data for county use and purpose, we then put it out there and they can just take it, what are the reciprocal benefits to the county with what they do with our data?

Knippel: Granted, the residual impact and benefit may not always be immediately evident or tangible, but we are creating an environment of data sharing, derivative products will emerge that we can capitalize on.

Kotz: I can provide a solid example, at the Metropolitan Council, we have freely allowed our transit data to be made available, Google maps have picked it up and are using it; transit customers now access it directly via Google, developers can use it create their own uses as well. By making the data available, the developer community can make use of it for public benefit.

Ross: *Dan Ross described the upcoming 'hackathon' events in the Twin Cities ("May 25, Visualizing Neighborhoods: A Hackathon for Good" and June 1-2 "Hack for MN"), described what a 'hackathon' was and that the focus of these events was to determine benefits for communities and neighborhoods from working with publicly available data, look at trends, gaps, needs, etc. Volunteers come together use public data to build applications for general public and government use.*

Bitner: These events are co-sponsored by the Center for Urban and Regional Affairs (associated with the University of Minnesota), with the intent of fostering public good: how do we use this data to help people do things with their neighborhoods, they have a very humanitarian purpose in their intent.

Gelbmann: To follow up on Commissioner Kordiak's comment, what might MetroGIS stand to benefit from having the data freely available? It leverages or frees the way for other organizations to free up their data in kind. Also, with the parcels out there, it being acknowledged as the best data available from the authoritative source, it's trusted and can be relied upon, and from which many projects and ideas can emerge.

Kordiak: We have discussed in the past the ability to search parcel data by owner name, does this remain an issue?

Knippel: The bottom line is that it is that, yes, this is public information; and that no one is truly anonymous, if you are active member of the community, land owner or not, you can be found one way or another; there are obvious ways to protect yourself if you need to due to your job or other condition. Given the national trend on data of this kind, we see the discussion is happening on a national level, the direction is continually toward more free and open GIS data. Our question to ourselves is do we want to follow or lead?

Schneider: I remember the discussions from the early days of MetroGIS and how 'sticky' some of the topics became, however, many years down the road we now have a region full with shared data, that is always getting better at lower and lower cost. Do we remain in a maintenance mode or do we embrace this opportunity to leverage what we've accomplished at the regional cooperative level and move forward? With making the data free, perhaps we could take a look at phasing it out, begin with making things available to the quasi-publics and utilities to test it out; open it up gradually and include phasing in the agreements on the data's use. Here is our free data, but here are the restrictions.

Johnson: In the early days of these discussions, I championed the idea of selling our data for recovering the costs of developing it, and I have changed my mind on that. Even in Hennepin County, arguably one of the most valuable databases in the state, it is just not a cash cow for us anymore.

We should have our County Attorney's Office carefully examine the statutes that make us immune from intentional tortes.

We still need to be prepared for when data is potentially acquired and misused (*Commissioner Johnson cited an example of someone searching for homes valued at $500,000 or more without a security system*) If more and more and more people are coming for the data and county staff is spending increased amounts of time with licensing and administering the licenses, this isn't efficient.

Are there opportunities to remove names or and scrub the data or redact the private data prior to its release and then have an agency such as MetroGIS or the Metropolitan Council or MnGeo handle the disbursement of the data itself to the requestors?

Kotz: Much of that dispersal mechanism is already in place, each county updates their data to the Council quarterly and we distribute it to the licensed users under the MetroGIS license agreement. Under that same agreement, all three (3) year old and older is presently available.

Group discussion: If we were to release the data only to organizations engaged in public purpose. How do we determine who is fit to receive the data, and if they are in fact using it for public purpose?

Knippel: We (the GIS managers) would have significant concerns on evaluating the fitness of the requestor, their status and their intention. We are simply not equipped to be making those kind of subjective determinations. Currently, at least in Dakota County, if a non-profit or similar group asks for the data, we encourage them to seek out a government sponsor and work it out in a third-party agreement; we would likely need some kind of legal protection (or be inviting litigation) if we turned someone down.

Texer: Could the dispersion issue be solved if we give everything (all the data) to the MetCouncil?

Kotz: If the data is free, there is no problem, we have the ability to take in the data, aggregate it and publish it through the [MetroGIS] DataFinder; we do this already.

Ross: The intention is for this to eventually be statewide, all state data can be acquired in one place, the Geospatial Commons; if we work collectively on this, we will all benefit. These discussions and our future work together will—with the county attorney's—will lead to a standard that we can make use of and all share the data.

Schneider: Exactly, our charge is to refine this work and this process, to discuss what are the pro's and con's of evolving that idea.

Knippel: The phased approach might work best on which data we make available; non-sensitive layers, aerials, topography, others that are easy to distribute. We simply cannot distribute some private data (even at a fee). Perhaps we begin with a subset of our data and expand from there.

Kordiak: Well, we tried to sell the data, and it didn't pan out, so now we give it away with protection and get the indirect benefits.

Johnson: It is evident we are no longer protecting a huge revenue stream by selling it, however, we still need to protect sensitive populations (*Commissioner Johnson provided the examples of women's shelters and of certain people who by statute do not have their data publicly available*);

Brief group discussion of merits of exclusion or "scrubbing" of owner name from publicly available data. Several members revealed that is it possible and likely that with some work owner name can be determined; not including owner name might diminish the value of the data for certain user groups such as real estate interests; group discussion on how it gets harder and harder to hide in the data and the diminishment of anonymity in our society.

Johnson: One of my favorite movies of all time is "Doctor Zhivago", and one of the quotes that stays with me in light of this discussion (when the Red Army are assuming control of Russia) is *'The private life is gone'*; how true that is happening now with the advent and proliferation of these databases.

Brief group discussion on the context of free data availability beyond just the parcel data.
Is there precedent for collecting fees for one set of data and making other sets free?
Are there consequences and/or diminishing returns on this approach?
What is the investment the public has made in this data?
What are the public's expectations to be met from this investment?
In order for this to be possible, would counties have to completely re-vamp their licensing agreements?

Draft Resolution Discussion; general consensus statement: there is an articulated need for some foundational base language that each county can take back to its board and review for its relevance and fitness for adoption.

Schneider: It is appropriate for this body to develop that [draft resolution] as a resource to be taken back to each county board; it should be a goal.

Knippel: In Dakota County this is certainly on our radar; doing this in a broader contest, with the guidance of the Policy Board makes it easier for the GIS Managers; it will be stronger if we can do it together.

Kordiak: Am I to understand that licensing agreements aren't the way we are moving? Would making the data freely available with a click of a disclaimer solve these issues? Maybe make the first few layers available, see how it progresses and add more data layers as we get comfortable.

Ross: If possible, try to avoid the agreement route, there is much more value when you can share. We (MnGeo/MetroGIS/et. al.) can work to research and cover the liability issues; by way of example, Clay County, has had open data for thirteen years and they have never had a suit against them;

Rettman: In terms to all the issues, is a making the data freely available *fiscally neutral*?

Knippel: No, there is still an impact to county revenue in making the data free. Some revenue is helping to offset county program or department costs, particularly in Greater Minnesota counties and some smaller departments. If that revenue went away they would need an offset in their budget, it certainly doesn't cost us to just *give* the data away; but the county can dictate how and where the data is available, through MetroGIS handling it or some other option.

Kotz: As we've stated we have that mechanism largely already in place with MetroGIS at the Metropolitan Council.

Ross: As we progress, MnGeo, MetroGIS and the Council will continue to work together on that.

Knippel: We (managers and technical staff) need your (Board's) direction moving forward; we have provided the 'white paper' as an overview, what other materials can we provide to you specifically to advance the discussion?

Brief group discussion on the potential means forward; the resulting conversation yielding the following initial request list, broken down into three 'aspects':

Data Aspect:
Goal (1):

To provide a clear understanding of which data is available in full, available in part and/or not available for public release;

- A list of the current data layers that could be readily shared freely presumably without modification and without risk to the counties;

- A list of other layers with the potential to be shared but may be in need of having some information reserved or removed;

- An indication of the kinds of data that are not considered for free and open access to the public;

Legal Aspect:
Goals (2):

To provide proper legal protection and disclaimer language that supports and protects the data providing interests;

To provide framework language and resources for the participating counties and cities to review and suggest modifications which meet their legal and operating requirements;

- A summary resource indicating the existing legal protections presently in place; (state statute language and relevant county ordinance language if such applies)

- A resource indicating where/what parts of the existing language of legal protections does not adequately cover the proposed direction;

- A summary of any desired legal protections not covered or considered in existing statute language or other legal controls;

- A compilation of summary disclaimer language as a reference resource;

Data Transmission Aspect:
Goals (2):

To provide the Policy Board and other officials with a description on how the data would be made publicly available including technical applications, inter-agency transfer and on-going maintenance.

To establish clear roles for each participating entity (city, county, regional and state) on what is expected in ensuring ease-of-use and access to the data consumer community;

- A description on how the data would be provided to the public (what interface, what means);

- An indication of what agencies would be involved and what their specific roles would be;

- An indication of the frequency of data updates;

Schneider: The final language of this does not have to be uniform from county to county; a base or framework of language and other material from which the counties can draw from and build their own would be a beneficial starting point. We can, at the Policy Board level, work toward a resolution to support this.

Motion to proceed with development and presentation of the 'list' above:
Motion: Schneider; Second: Gerlach, motion carried.

Data Producers Work Group with the support of MetroGIS staff will develop and present the requested materials at the next Policy Board meeting and to other appropriate audiences.

7) Next Meeting
The next Policy Board meeting is scheduled for **Wednesday July 24, 2013, 6 pm**.

8) Adjournment
Chair Schneider adjourned the meeting at 8:05 PM.

MetroGIS Policy Board Meeting Summary
Wednesday, April 24, 2013 (Approved Oct 23, 2013)
Metropolitan County Government Offices
2099 University Avenue, St. Paul, MN

Members Present:
Terry Schneider, Board Chair, City of Minnetonka/Metro Cities
David Bitner, db Spatial, MetroGIS Coordinating Committee Chair
Debbie Goettel, City of Richfield/Metro Cities
Jim Kordiak, Anoka County Commissioner
John Slusarczyk, Anoka County (Alternate)
Chris Gerlach, Dakota County Commissioner
Randy Knippel, Dakota County (Alternate), Data Producers Work Group Chair
Randy Johnson, Hennepin County Commissioner
Gary Swenson, Hennepin County (Alternate)
Janice Rettman, Ramsey County (Alternate)
Dave Menden, Scott County Commissioner
James Bunning, Scott County (Alternate)
Peter Henschel, Carver County (Alternate)
Mjyke Nelson, Washington County, Director of Information Technology
David Brandt, Washington County, MetroGIS Coordinating Committee Vice-Chair
Mary Texer, Minnesota Association of Watershed Districts
Dave Hinrichs, Metropolitan Council (Alternate), CIO

Guests:
William Brown, Hennepin County, MetroGIS Coordinating Committee Member
Mark Kotz, Metropolitan Council, MetroGIS Coordinating Committee Member
Nancy Read, Metropolitan Mosquito Control District, MetroGIS Coordinating Committee Member
Dan Ross, Minnesota Geospatial Information Office, MetroGIS Coordinating Committee Member
Rick Gelbmann, Resident, City of North St. Paul, former MetroGIS Coordinating Committee Member

Staff:
Geoffrey Maas, MetroGIS Coordinator

1) Call To Order, Chair Schneider called the meeting to order at 6:04 PM.

2) Approve Agenda Motion: Texer; Second, Kordiak; motion carried, agenda approved.

3) Approve January 23, 2013 Meeting Summary Motion: Schneider, Second: Texer, motion carried.

4) Introduction of new members
Chair Schneider introduced and welcomed the four new members of the Policy Board, these included:

Debbie Goettel	Mayor, City of Richfield, Metro Cities Representative
Dave Menden	Commissioner, Scott County
Chris Gerlach	Commissioner, Dakota County
Mary Texer	Board Manager, Capitol Region Watershed District
	(*representing the interests of the* Minnesota Association of Watershed Districts)

5) Update on SF 1298/HF 1390

Minnesota Chief Geospatial Information Officer Dan Ross provided the Board an update on the current status of SF 1298/HF 1390 presently in process at the State Legislature; as of April 24, the proposal has gone through both committees. One of the key tenets of the bill directly relevant to MetroGIS is the proposition that geospatial data shared between government entities should be free and open; specifically, the notion that once a government entity obtains the data, it can then be shared again with other government entities so long as it is accompanied by the metadata and clear indication of the originating authoritative source (please see **Section 4** below for more detail).

The bill makes no provision for private or non-government entities requests for data. These requests would be referred back to the authoritative sources to be handled at their discretion.

Key aspects of the legislation include the following:

Section 1 language changes the nature of certain discretionary powers of the Minnesota Geospatial Information Office;

Section 2 limits the authority of the Chief Information Officer to use a single advisory council and offers language on the composition, function and duration of said council;

Section 3 provides a clear definition of 'electronic geospatial data';

Section 4 provides for the sharing at no cost of electronic geospatial government data with government entities, higher education, and federal and tribal government agencies. This section allows reproduction and redistribution of all data received by a government entity to another government entity but does not allow redistribution to private or non- profit with the exception of Gopher State One Call;

- All shared data must include metadata that identified the original authoritative source;
- Requests for data from non-government entities will be re-directed to the original authoritative source;
- Government entities sharing and receiving electronic geospatial data are immune from civil liability for their use of electronic geospatial data shared at no cost;
- This provision does not require data to be provided in an alternate format;
- This provision does not require an entity to provide data more than 4 times per year;

- This provision does not include **not public** data as defined in Chapter 13 or purchased data classified as trade secret or copyrighted;

Section 5 repeals a portion of the Geospatial Information Office section of statute that set duties for a chief information officer in the Geospatial Information Office to establish fees that reflected the actual cost of providing information products and services, and provided for deposit of those fees into a revolving account and removes a standing appropriation of those fees to the office.

Additional questions about the details, contents or timeline of **SF 1298/HF 1390** may be directed to Dan Ross at 651.201.2460 or dan.ross@state.mn.us;

6) Free and Open GIS Data: Benefits and Challenges Discussion

In response to the request of the Policy Board at its January 23, 2013 meeting, the MetroGIS Data Producers Work Group developed a 'white paper' resource document and a one-page summary fact sheet relating to the issues surrounding the benefits and challenges to free and open geospatial data. These documents were completed and distributed to the members of the Policy Board one week prior to the April 24 meeting.

Schneider: I wish to thank the work group for producing a very sound and concise document and I wish to stress that our goal this evening is to walk away with a consensus that this is a good idea, and begin to think about how we move forward toward formal approval and advance the issue within our individual jurisdictions.

Randy Knippel, Dakota County GIS Manager and Data Producer Work Group Chair gave a presentation on the past development and present conditions of county data policies and the technological and practical conditions in which these policies now operate. The presentation can be accessed here in PDF format: http://www.metrogis.org/teams/pb/meetings/13_04_24/index.shtml

Knippel: By way of introduction, the GIS managers of the metropolitan counties including Olmsted County have been working together (as the Data Producers Work Group/Eight county Collaborative) to compare our various approaches; GIS has been included in the larger context of IT; we are working to identify areas of cost savings, collaboration and to determine and report on differences in our practices.

The state statutes under which we operate and conduct business include Chapter 13, 13.03 (subd. 3) which governs access to government data. This rule enables the responsible authority to charge a reasonable fee for distributing that data; this originally spawned the idea of recovering initial costs, however our focus became the use of disclaimers, license agreements and copyrighting the data ((to which intellectual property rights are applied), as well as limiting the redistribution of the data and not allowing for derivative uses. One of our key observations is that the rules put in place thirty or so years ago may not be the best way to accommodate for the significant technological changes we have encountered and are now working with.

Since the 1980s the expense of deploying the hardware, software and data development for GIS in government and private sector use has dropped dramatically while the uses have expanded; major expenses once associated with deploying GIS have dropped.

The 1990s saw the advent of the Internet and its opening for public use, the first county GIS applications begin to appear and MetroGIS' first licensing agreement between the Seven Metropolitan Counties and the Metropolitan Council for parcel data.

The 2000s saw the continual 'democratization' and wide spread use of GIS coupled with the ease and ability for data to be created and dispersed.

Gerlach: Can I ask when GPS was merged with GIS?

Knippel/Ross: In the late 1990s/early 2000s; the introduction of civilian GPS access dramatically changed the commercial use of the GIS data, particularly streamlining the data collection aspect.

The following was added conventu dimisso:

Reference Note: In 1996, recognizing the importance of GPS to civilian users as well as military users, U.S. President Bill Clinton issued a policy directive declaring GPS to be a dual-use system and establishing an Interagency GPS Executive Board to manage it as a national asset. In 1998, United States Vice President Al Gore announced plans to upgrade GPS with two new civilian signals for enhanced user accuracy and reliability, particularly with respect to aviation safety and in 2000 the United States Congress authorized the effort, referring to it as GPS III. On May 2, 2000 "Selective Availability" was discontinued as a result of the 1996 executive order, allowing users to receive a non-degraded signal globally.

Source: National Archives and Records Administration. U.S. Global Positioning System Policy

Knippel: As the need for data continued to climb, general recognition by higher orders of government that the locally created data was the best (parcels, streets, etc. created by counties and municipalities); federal entities looked to consume that data for a variety of uses, including homeland security.

Knippel: With the dramatic rise in computing power, Internet use, smart phone and tablet device use, mobile computing, social media, the entire 'app economy', there remains a large appetite for data and more potential for that data to be used in creative ways. These changes and this demand are challenging the policies we presently maintain at the local level. Even within the state of Minnesota we do not have uniformity among our counties on how these issues are handled. This represents a need for a shift in the general philosophy on how we should be treating the data. Federal agencies are working toward the development of a national dataset; the National Map is leveraging volunteers to update its content. Even the Department of Homeland Security, which has purchased commercial base layer data needs to still engage local units of government for updates.

Federal, state, regional, county and local governments can maximize the cost savings by working on these issues collectively and ensuring the best data by promoting the use from the authoritative source.

Mr. Knippel described examples of volunteer and citizen engagement in data creation including Open Street Map and crisis event mapping groups where volunteers contributed to assist with disasters; these are primary ways of having value added to existing government-produced datasets.

Knippel: In the 'white paper' and one-page resource we have provided the assumed direct and indirect benefits that we are likely to encounter and we recognize the following general challenges we will need to address:

- Making data freely available has the potential to decrease revenue collected from data;

- May be an increase in potential for liability; we will need to develop consistent disclaimers among governments that cover us from liability
- Issues of privacy, only truly public data should be shared;

A short group discussion took place of county applications which allow users to search properties by name versus using addresses and how these considerations are related to the actual county business need for collecting and providing that data for internal use or external use;

Knippel: We make the following foundational assumptions:
- Investment in GIS and data development is justified;
- The primary reason is to support county (or city) business needs and purposes but that others can benefit in that investment;
- The data is created and prepared not with the expressed purpose of charging fees and collecting revenue;

We also need to address the notion of value, particularly the value of closed data vs. open data; With 'open data' the value is less defined in terms of revenue than in terms of how widely the data is used and how useful the data is to other users and to our own purposes;

With 'closed data' the value may be termed in how revenues from fees are collected versus the cost of administering those fees; time and effort spent on keeping the data locked down may keep us from realizing the other values which arise from allowing the data to be used openly;

Rettman: *Ramsey County Commissioner Rettman made reference to the needs of her constituents in regard to the 'digital divide'. The issues that communities of color, communities of economic need and traditionally under-represented communities are presently lacking technology access or resources and would benefit greatly from increased access to this part of the economy. Commissioner Rettman asked if costs are presently borne unfairly by those groups that perhaps have less exposure and access to or skill with these technologies.*

Schneider: These are of course important considerations but not directly addressed in the specifics we are discussing tonight, that of benefit and risk to the producers of the data. At present, non-profit and community support groups that in many cases already work to serve these under-represented populations do not themselves have, at present, free access to this data, we are looking to address that hurdle with our discussion.

Kordiak: We create the data for county use and purpose, we then put it out there and they can just take it, what are the reciprocal benefits to the county with what they do with our data?

Knippel: Granted, the residual impact and benefit may not always be immediately evident or tangible, but we are creating an environment of data sharing, derivative products will emerge that we can capitalize on.

Kotz: I can provide a solid example, at the Metropolitan Council, we have freely allowed our transit data to be made available, Google maps have picked it up and are using it; transit customers now access it directly via Google, developers can use it create their own uses as well. By making the data available, the developer community can make use of it for public benefit.

Ross: *Dan Ross described the upcoming 'hackathon' events in the Twin Cities ("May 25, Visualizing Neighborhoods: A Hackathon for Good" and June 1-2 "Hack for MN"), described what a 'hackathon' was and that the focus of these events was to determine benefits for communities and neighborhoods from working with publicly available data, look at trends, gaps, needs, etc. Volunteers come together use public data to build applications for general public and government use.*

Bitner: These events are co-sponsored by the Center for Urban and Regional Affairs (associated with the University of Minnesota), with the intent of fostering public good: how do we use this data to help people do things with their neighborhoods, they have a very humanitarian purpose in their intent.

Gelbmann: To follow up on Commissioner Kordiak's comment, what might MetroGIS stand to benefit from having the data freely available? It leverages or frees the way for other organizations to free up their data in kind. Also, with the parcels out there, it being acknowledged as the best data available from the authoritative source, it's trusted and can be relied upon, and from which many projects and ideas can emerge.

Kordiak: We have discussed in the past the ability to search parcel data by owner name, does this remain an issue?

Knippel: The bottom line is that it is that, yes, this is public information; and that no one is truly anonymous, if you are active member of the community, land owner or not, you can be found one way or another; there are obvious ways to protect yourself if you need to due to your job or other condition. Given the national trend on data of this kind, we see the discussion is happening on a national level, the direction is continually toward more free and open GIS data. Our question to ourselves is do we want to follow or lead?

Schneider: I remember the discussions from the early days of MetroGIS and how 'sticky' some of the topics became, however, many years down the road we now have a region full with shared data, that is always getting better at lower and lower cost. Do we remain in a maintenance mode or do we embrace this opportunity to leverage what we've accomplished at the regional cooperative level and move forward? With making the data free, perhaps we could take a look at phasing it out, begin with making things available to the quasi-publics and utilities to test it out; open it up gradually and include phasing in the agreements on the data's use. Here is our free data, but here are the restrictions.

Johnson: In the early days of these discussions, I championed the idea of selling our data for recovering the costs of developing it, and I have changed my mind on that. Even in Hennepin County, arguably one of the most valuable databases in the state, it is just not a cash cow for us anymore.

We should have our County Attorney's Office carefully examine the statutes that make us immune from intentional tortes.

We still need to be prepared for when data is potentially acquired and misused (*Commissioner Johnson cited an example of someone searching for homes valued at $500,000 or more without a security system*) If more and more and more people are coming for the data and county staff is spending increased amounts of time with licensing and administering the licenses, this isn't efficient.

Are there opportunities to remove names or and scrub the data or redact the private data prior to its release and then have an agency such as MetroGIS or the Metropolitan Council or MnGeo handle the disbursement of the data itself to the requestors?

Kotz: Much of that dispersal mechanism is already in place, each county updates their data to the Council quarterly and we distribute it to the licensed users under the MetroGIS license agreement. Under that same agreement, all three (3) year old and older is presently available.

Group discussion: If we were to release the data only to organizations engaged in public purpose. How do we determine who is fit to receive the data, and if they are in fact using it for public purpose?

Knippel: We (the GIS managers) would have significant concerns on evaluating the fitness of the requestor, their status and their intention. We are simply not equipped to be making those kind of subjective determinations. Currently, at least in Dakota County, if a non-profit or similar group asks for the data, we encourage them to seek out a government sponsor and work it out in a third-party agreement; we would likely need some kind of legal protection (or be inviting litigation) if we turned someone down.

Texer: Could the dispersion issue be solved if we give everything (all the data) to the MetCouncil?

Kotz: If the data is free, there is no problem, we have the ability to take in the data, aggregate it and publish it through the [MetroGIS] DataFinder; we do this already.

Ross: The intention is for this to eventually be statewide, all state data can be acquired in one place, the Geospatial Commons; if we work collectively on this, we will all benefit. These discussions and our future work together will—with the county attorney's—will lead to a standard that we can make use of and all share the data.

Schneider: Exactly, our charge is to refine this work and this process, to discuss what are the pro's and con's of evolving that idea.

Knippel: The phased approach might work best on which data we make available; non-sensitive layers, aerials, topography, others that are easy to distribute. We simply cannot distribute some private data (even at a fee). Perhaps we begin with a subset of our data and expand from there.

Kordiak: Well, we tried to sell the data, and it didn't pan out, so now we give it away with protection and get the indirect benefits.

Johnson: It is evident we are no longer protecting a huge revenue stream by selling it, however, we still need to protect sensitive populations (*Commissioner Johnson provided the examples of women's shelters and of certain people who by statute do not have their data publicly available*);

Brief group discussion of merits of exclusion or "scrubbing" of owner name from publicly available data. Several members revealed that is it possible and likely that with some work owner name can be determined; not including owner name might diminish the value of the data for certain user groups such as real estate interests; group discussion on how it gets harder and harder to hide in the data and the diminishment of anonymity in our society.

Johnson: One of my favorite movies of all time is "Doctor Zhivago", and one of the quotes that stays with me in light of this discussion (when the Red Army are assuming control of Russia) is ***'The private life is gone'***; how true that is happening now with the advent and proliferation of these databases.

Brief group discussion on the context of free data availability beyond just the parcel data.
Is there precedent for collecting fees for one set of data and making other sets free?
Are there consequences and/or diminishing returns on this approach?
What is the investment the public has made in this data?
What are the public's expectations to be met from this investment?
In order for this to be possible, would counties have to completely re-vamp their licensing agreements?

Draft Resolution Discussion; general consensus statement: there is an articulated need for some foundational base language that each county can take back to its board and review for its relevance and fitness for adoption.

Schneider: It is appropriate for this body to develop that [draft resolution] as a resource to be taken back to each county board; it should be a goal.

Knippel: In Dakota County this is certainly on our radar; doing this in a broader contest, with the guidance of the Policy Board makes it easier for the GIS Managers; it will be stronger if we can do it together.

Kordiak: Am I to understand that licensing agreements aren't the way we are moving? Would making the data freely available with a click of a disclaimer solve these issues? Maybe make the first few layers available, see how it progresses and add more data layers as we get comfortable.

Ross: If possible, try to avoid the agreement route, there is much more value when you can share. We (MnGeo/MetroGIS/et. al.) can work to research and cover the liability issues; by way of example, Clay County, has had open data for thirteen years and they have never had a suit against them;

Rettman: In terms to all the issues, is a making the data freely available *fiscally neutral*?

Knippel: No, there is still an impact to county revenue in making the data free. Some revenue is helping to offset county program or department costs, particularly in Greater Minnesota counties and some smaller departments. If that revenue went away they would need an offset in their budget, it certainly doesn't cost us to just *give* the data away; but the county can dictate how and where the data is available, through MetroGIS handling it or some other option.

Kotz: As we've stated we have that mechanism largely already in place with MetroGIS at the Metropolitan Council.

Ross: As we progress, MnGeo, MetroGIS and the Council will continue to work together on that.

Knippel: We (managers and technical staff) need your (Board's) direction moving forward; we have provided the 'white paper' as an overview, what other materials can we provide to you specifically to advance the discussion?

Brief group discussion on the potential means forward; the resulting conversation yielding the following initial request list, broken down into three 'aspects':

Data Aspect:
Goal (1):

To provide a clear understanding of which data is available in full, available in part and/or not available for public release;

- A list of the current data layers that could be readily shared freely presumably without modification and without risk to the counties;

- A list of other layers with the potential to be shared but may be in need of having some information reserved or removed;

- An indication of the kinds of data that are not considered for free and open access to the public;

Legal Aspect:
Goals (2):

To provide proper legal protection and disclaimer language that supports and protects the data providing interests;

To provide framework language and resources for the participating counties and cities to review and suggest modifications which meet their legal and operating requirements;

- A summary resource indicating the existing legal protections presently in place; (state statute language and relevant county ordinance language if such applies)

- A resource indicating where/what parts of the existing language of legal protections does not adequately cover the proposed direction;

- A summary of any desired legal protections not covered or considered in existing statute language or other legal controls;

- A compilation of summary disclaimer language as a reference resource;

Data Transmission Aspect:
Goals (2):

To provide the Policy Board and other officials with a description on how the data would be made publicly available including technical applications, inter-agency transfer and on-going maintenance.

To establish clear roles for each participating entity (city, county, regional and state) on what is expected in ensuring ease-of-use and access to the data consumer community;

- A description on how the data would be provided to the public (what interface, what means);

- An indication of what agencies would be involved and what their specific roles would be;

- An indication of the frequency of data updates;

Schneider: The final language of this does not have to be uniform from county to county; a base or framework of language and other material from which the counties can draw from and build their own would be a beneficial starting point. We can, at the Policy Board level, work toward a resolution to support this.

Motion to proceed with development and presentation of the 'list' above:
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Data Producers Work Group with the support of MetroGIS staff will develop and present the requested materials at the next Policy Board meeting and to other appropriate audiences.

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