



## **MetroGIS Coordinating Committee Meeting Minutes: 2000-2002**

## April 10, 2000 Agenda

1. Call to Order
2. Approve Agenda
3. Approve Meeting Summary
  - a. December 16, 1999 (Coordinating Committee)
  - b. March 20, 2000 (Policy Advisory Team)**action**  
**action**
4. Action and Discussion Items:
  - a. MetroGIS Business Plan
  - b. Update -- Regional Parcel Dataset Pilot Project
  - c. Update -- MCD/County Jurisdictional Boundaries -- Private Sector Access
  - d. April 26th Policy Board Agenda**action**  
**action**
5. Information Sharing:
  - a. National GeoData Organizational Initiative: The MetroGIS Connection National GIS-T Conference – March 27-29, Minneapolis
  - b. Information Policy Advisory Opinion on Subscription Fees -- March 10, 2000
6. Next Meeting

May 25, 2000 (if necessary) – Policy Advisory Team  
June 29, 2000 – Coordinating Committee (Reschedule to June 22<sup>nd</sup>)
7. Adjourn

## April 10, 2000 Minutes

Summary  
Special Joint Meeting  
MetroGIS Coordinating Committee and  
Policy Advisory Team  
April 10, 2000

### 1. CALL TO ORDER

Chairperson Henry called the meeting to order at 1:05 p.m. It was held at the Minnesota State Planning offices in the Centennial Office Building, near the Capitol in St. Paul.

Members Present: Academics: Will Craig (CURA); Cities: Brad Henry (AMM - Minneapolis); Counties: Ed Shukle (Anoka), Dave Drealan (Carver); Gary Caswell for Patrick O'Connor (Hennepin), David Claypool (Ramsey), Jim Hentges (Scott), and Virginia Erdahl (Washington); Federal: Ron Wencil (USGS); GIS Consultants: Larry Charboneau (The Lawrence Group); Metropolitan: Eli Cooper and Rick Gelbmann (Metropolitan Council); Non-Profits: David Piggott (Metro East Economic Development Partnership); Schools: Dick Carlstrom (TIES); State: David Arbeit (LMIC) and Dave Gorg (MnDOT), Utilities: Alan Srock (NSP), and Watershed Districts: Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Members Absent: Business Geographics: Tim Nuteson (Dayton Hudson Corporation, Cities: Dennis Welsch (AMM - City of Roseville), Counties: Gary Stevenson (Dakota); State: Les Maki (DNR).

Support Staff: Randall Johnson and Theresa Foster

Visitors: Trudy Richter, Richter and Richardson (Business Planning Consultant Team), Steve Lehr (CB Richard Ellis), John Connolly, Co-Chair Technical Advisory Team

### 2. ACCEPT AGENDA

The agenda was accepted as proposed.

### 3. ACCEPT MEETING SUMMARY

Wencil moved and Gorg seconded to approve the minutes for the Coordinating Committee's December 16, 1999 meeting, as submitted, except for the spelling of the names of one of the visitors. Motion passed unanimously.

Claypool moved and Cooper seconded to approve the minutes for Policy Advisory Team's March 20, 2000 meeting, as submitted. Motion passed unanimously.

### 4. ACTION AND DISCUSSION ITEMS

MetroGIS Business Plan

Randall Johnson explained that the Business Planning Team is seeking feedback from the Committee regarding the presentation developed for the April 26th Policy Board meeting as well as endorsement from the Committee of the recommendations set forth in the Plan. Trudy Richter of the Business Planning Consultant Team presented the slides developed to share the highlights of the Plan with the Policy Board.

Lengthy discussion ensued about three general topics.

- Members raised concerns about what they believed to be a conservative interpretation by the Council's legal staff of the possible inability to pass along to the private sector costs associated with assembly and distribution of regional data.
- The Plan does not clearly state the role of the private sector in assisting with the support of MetroGIS.
- The objectives the regional parcel dataset pilot project are not clearly stated in the Plan, in particular, relative to private sector access to regional data.

Private sector members stated they are uncomfortable with participating in the pilot project unless there is a reasonable chance the parcel data will be made available to private sector interests at a reasonable cost following the pilot project. Members acknowledged the need to act on the Policy Board's direction to engage the private sector, the private sector's desire to assist with the support of MetroGIS, the need for the counties to agree on a reasonable fee for private sector access to parcel data, and the need to address the legal concerns raised by counsel. Members concurred that even if MetroGIS cannot impose a fee to the private sector to provide data distribution services that the counties can under current law and that the counties can also contract with the Council on behalf of MetroGIS for costs associated with data classified as having "commercial value" to provide such services. There was general agreement that with some creativity each of the stated objectives could be accomplished.

Members generally agreed that the presentation should be modified to provide a clear transition from the listing of expectations of all participants to the work plan through 2003 and to make clear about the action sought from the Board. Members also suggested that the reasons for the regional parcel data pilot project and what we expect to learn from it should be more clearly stated both in the Plan and in the presentation. Staff and the county representatives to the Committee were also encouraged to speak with the Policy Board members from each county prior the Board meeting to explain the reason for redirecting the annual \$75,000 currently dedicated to supplemental data maintenance payments to the counties.

Piggott moved and Aichinger seconded that the Coordinating Committee recommend that the Policy Board approve the proposed MetroGIS Business Plan, dated April 5, 2000, with additional instruction to staff to include the private sector in the financing of the MetroGIS services and a decision how to do so prior to the end of the pilot project. Motion carried, 16 ayes, 1 nay (Caswell). Caswell voted in opposition because he believes the private sector policy is beyond the scope of the Business Plan.

Ms. Richter suggested that an attorney versed in the Minnesota's Data Practices Statutes should attend the April 26th Policy Board meeting.

#### Update – Regional Parcel Dataset Pilot Project

Staff summarized progress made on each of the tasks that have been identified to achieve the objectives of the Regional Parcel Data Pilot Project. It was noted that MetroGIS staff would prefer if a county official would take over the preparation of the "certification of destruction" document because the counties own the data in question and the need for completion of the document by mid-May to remain on schedule. No volunteers were identified at the meeting. Staff also explained that a document to be executed by each of the counties to authorize the Metropolitan Council to distribute the regional parcel dataset is in the works and it along with a draft license should be available for county review and comment the week of April 17th.

- Update -- MCD/County Jurisdictional Boundaries – Private Sector Access

Staff explained that the county representatives who attend the March 20th Policy Advisory Team had concurred with a staff recommendation to freely distribute the regional MCD/County Jurisdictional Boundary dataset to the private sector. He also mentioned that each of the three counties that contributed and Mn/DOT that contributed primary data have been requested to submit a letter or resolution to the Council to authorize distribution to the private sector.

Srock stated that private sector access to an up-to-date region MCD/County jurisdictional dataset would be a significant benefit to their need to accurately report the location of their immense number of facilities/assets for tax purposes and, consequently, he would be willing to pay a subscription fee to access this data if current. He stated that NSP's use alone, as the state's largest taxpayer, would benefit the counties.

Srock's statement that he would be willing to pay a fee led to a discussion about whether this dataset qualified for "cost recovery" as a dataset with commercial value. Staff commented that according to legal counsel this dataset does not meet the "significant public investment test" and therefore does not qualify for "cost recovery". Others believe that if the private sector is offering to pay a fair fee for the data to avoid larger internal costs that MetroGIS should find a way to allow the private sector to help finance the services of MetroGIS.

Notwithstanding this philosophical discussion, the group concluded that the counties should continue on the course to authorize the Council to freely distribute the MCD/County Jurisdictional Boundary dataset to the private sector, in addition to the public sector. It was agreed that once several regional datasets are available that service fee could be considered to provide access to packages of datasets and associated attributes compensate for the added value of the regional dataset over the costs associated with accessing the data directly from the primary sources and internalizing the costs of assembly into a multiple county dataset.

- April 26th Policy Board Agenda

It was agreed that it is premature to ask the Board to take action on classification of MCD/County Jurisdictional Boundary data as "public domain" and, consequently, that this item should be removed from the April 26th agenda.

## 5. INFORMATION SHARING

Chairperson Henry and member Charboneau shared that the panel presentation they participated in about MetroGIS at the National GIS-T conference in Minneapolis March 27-29 was very well received. Many questions were asked about how organizations have been brought together in the Metro Area to collaborate on GIS projects and to share data. They both stated that MetroGIS has a lot to proud of and that from the comments received the GIS wide spread collaboration being experienced in the Twin Cities appears to far ahead of most areas in the country.

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

## 6. NEXT MEETING

- a) Policy Advisory Team - May 25, 2000, if needed
- b) Coordinating Committee - the previously scheduled meeting for April 27th was cancelled and the June 29th meeting was rescheduled to June 22nd.

## 7. ADJOURN

The meeting adjourned at 3:15 p.m.

## May 2, 2000 Minutes

Special Meeting  
County Representatives to MetroGIS Coordinating Committee  
May 2, 2000

Policy Advisory Team Chairperson Erdahl called the meeting to order at 10:10 a.m. The meeting was held at the Centennial Office Building in St. Paul.

County Representatives Present: Dave Drealan (Carver County), Virginia Erdahl, (Washington County), Jim Hentges (Scott County), Patrick O'Connor (Hennepin County), Ed Shukle (Anoka County) and Gary Stevenson (Dakota County).

County Representatives Absent: David Claypool (Ramsey County)

Others Present: Randall Johnson and Theresa Foster of the MetroGIS staff and Kathie Doty, Richardson Richter Associates, Business Planning Consultant Team.

### Business Items:

- MCD/County Jurisdictional Boundary Dataset – Waiver of Intellectual Property Rights

Staff noted this item is a follow-up to direction received from the Policy Advisory at its March 20th meeting and explained that Mn/DOT and Carver County had submitted waivers to permit the regional MCD/County Jurisdictional Boundary dataset to be distributed free of charge to non-government. Erdahl noted that the Washington County is scheduled to act on this proposal this afternoon and that County staff are recommending endorsement. Stevenson stated that Dakota County Commissioners do not favor, at least at this time, free distribution of this dataset to the private sector. Anoka, Hennepin, Ramsey, and Scott County officials had not yet discussed the matter with their Boards.

The group concluded that the matter should be postponed until issues surrounding private sector access to parcel data have been resolved.

- Public Sector Evaluation of Regional Parcel Dataset

The group concurred that the public sector component of the regional parcel dataset pilot should proceed independently of the work of the private sector access subcommittee to be chaired by Commissioner Kordiak. The group reconfirmed its acceptance of the Metropolitan Council's offer to finance and manage the distribution the regional dataset to the public sector during the pilot project, tentatively scheduled to end December 31, 2000. It was agreed that an the objective of the pilot, in addition to receiving feedback on desired enhancements to the dataset, is to continue to evaluate the need for regional (centralized) distribution of data. Staff noted that the question of streamlining the licensing procedure with the seven county data owners remains to be worked out. The license also needs to include special pilot project requirements of licensees (i.e., participation in the evaluation of the dataset and return of the data at the end of the evaluation period).

It was agreed that at the end of the pilot, the data recipients must return the evaluation copy of the regional data and destroy any copies on their systems. The Council's responsibility, as distributor of the data, concerning the requirement to return the dataset, would be limited to a written reminder notice near the end of the pilot period to all licensees and one follow-up written notice (approved by the counties) to any organization(s) that had not submitted a certificate of destruction by a date to be determined by the Counties. The Council would also copy the counties on any such follow-up letters.

Erdahl stated she prefers retaining the resolution format used for the draft authorization. The members also requested that the authorization document clarify that this component of the pilot

applies strictly to the public sector organizations that are currently eligible to receive county data under the GIS Data and Cost Sharing Agreements.

Staff agreed to modify the draft county authorization resolution as discussed and speak to the Council's legal staff about the both the resolution and licensing options.

- Private Sector Access to Regional Parcel Dataset

A letter from Policy Board Chairperson Reinhardt will likely be mailed this week to each county requesting them to identify their representative(s) to the subcommittee to be chaired by Commissioner Kordiak. There was some discussion of objectives of the subcommittee, all believing that it should achieve its goal to provide a forum for the private sector to communicate to county officials the parcel related data sought from the counties.

It was agreed that: 1) a common fee basis/method should be pursued by the counties, 2) the resulting fee should be substantially less than the current combined county fees of \$404,000 (parcel geography and attributes that vary significantly from county to county), 3) the focus should be limited to parcel geography (line work) with the only attribute being a PIN/PID, 4) access to additional attributes would be in accordance with fees currently charged by counties whether or not incorporated into the regional dataset, 5) public sector needs should dictate any additional the attributes to be added to those provided in version 1 of the regional parcel dataset, 6) an allowance should be made in the fee structure for updates, and 7) the fee for the regional dataset will have no effect on the fee that counties charge for their individual data.

All concurred that their current fee significantly diminishes potential sales of their entire parcel boundary dataset. As a point of reference, it was generally agreed that the TLG Street Centerline Dataset is more complex than version 1 of the regional parcel dataset and, as such, that the fee for version 1 of regional parcel dataset should not exceed the \$20-\$25,000 fee for the TLG dataset. Stevenson suggested and the group concurred that a fee of \$0.02/parcel, which for the current regional dataset would equate to approximately \$18,000, is in the neighborhood they could support.

Each county representative agreed that prior to May 25 they would discuss with their respective County Boards the characteristics of the desired fees. If necessary, the group agreed to reconvene May 25, otherwise the proposed fee would be presented to Commissioner Kordiak's subcommittee.

## June 22, 2000 Agenda

1. Call to Order
2. Approve Agenda
3. Approve Meeting Summary
  - April 10, 2000 *action*
4. Action and Discussion Items:
  - a. Notice of Election of Officers – September 28th
  - b. Regional Parcel Dataset Update
    1. Public Sector Pilot Project (Distribution & Data Content)
    2. Private Sector Access Policy Workgroup
  - c. Data Finder Redesign Proposal(Technical Advisory Team) *action*
  - d. 2000-2001 MetroGIS Work Program/Budget (Policy Advisory Team)
  - e. Policy Advisory Team Membership (Policy Advisory Team)
  - f. Data Practices/Access State Law: HF3501
  - g. July 19 Policy Board Demonstration Topic *action*
5. Strategic Initiative Update
  - a. Data Finder
  - b. Priority Information Needs
  - c. GIS Data and Cost Sharing Agreements
  - d. Long Term Financing and Organizational Structure
6. Information Sharing:
  - a. Metropolitan Council Support for MetroGIS and Data Sharing Agreements Affirmed
  - b. National GeoData Organizational Initiative: The MetroGIS Connection
  - c. MCD/County Jurisdictional Boundaries -- Private Sector Access Update
  - d. National Conference Presentations
  - e. Minnesota's New GeoGateway – Press Release
7. Next Meeting: September 28, 2000



## June 22, 2000 Minutes

### 1. CALL TO ORDER

Chairperson Henry called the meeting to order at 8:45 p.m. It was held at the Minnesota State Planning offices in the Centennial Office Building, near the Capitol in St. Paul.

Members Present: Academics: Will Craig (CURA); Cities: Brad Henry (AMM - Minneapolis); Counties: Ed Shukle (Anoka), Gordon Chinander for Dave Drealan (Carver); Gary Caswell for Patrick O'Connor (Hennepin), David Claypool (Ramsey), Jim Hentges (Scott), and Jane Harper for Virginia Erdahl (Washington) and Gary Stevenson (Dakota); Federal: Ron Wencil (USGS); Metropolitan: Rick Gelbmann (Metropolitan Council); Schools: Dick Carlstrom (TIES); and State: David Arbeit (LMIC) and Les Maki (DNR).

Members Absent: Business Geographics: Tim Nuteson (Dayton Hudson Corporation); Cities: Dennis Welsch (AMM - City of Roseville); GIS Consultants: Larry Charboneau (The Lawrence Group); Metropolitan: Eli Cooper; Non-Profits: David Piggott (Metro East Economic Development Partnership); State: Dave Gorg (MnDOT), Utilities: Alan Srock (NSP); and Watershed Districts: Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Support Staff: Randall Johnson

Visitors: Kathie Doty, Richter and Richardson (Business Planning Consultant Team), Shawn Toscano (ESRI), Chris Cialek (LMIC), Allisson Slaats and Mark Kotz (Metropolitan Council)

### 2. ACCEPT AGENDA

The agenda was accepted as proposed.

### 3. ACCEPT MEETING SUMMARY

Craig moved and Chinander seconded to approve the minutes for the Coordinating Committee's April 10, 2000 meeting, as submitted. Motion passed unanimously.

### 4. ACTION AND DISCUSSION ITEMS

#### Notice of Election of Officers

Chairperson Henry informed the Committee that elections will be held at the September 2000 meeting to elect a chair and vice-chair. He encouraged the members to speak with their colleagues on the committee between now than then about accepting nominations.

#### Regional Parcel Dataset Update

Randall Johnson summarized progress on a draft license and a draft distribution authorization agreement by the county and Council representatives. It was generally agreed that the county approval process will take about two months to complete. Council approval is also required and will take about the same amount of time. Once the documents are approved, the public sector component of the regional parcel dataset pilot can commence. The Metropolitan Council has agreed to distribute the data for the pilot.

Kathie Doty also summarized the results of the June 12th Private Sector Parcel Data Access Workgroup meeting and of county representatives at a subsequent meeting to develop a proposal to standardize county fees for parcel boundary data. A written proposal based upon \$0.01 per parcel has

been sent to each county for review and comment prior to presenting it for discussion to the Workgroup on June 27th. Most agreed that it will take at least as long as for the public sector agreements to gain county approval of the private sector proposal and associated agreements. It was also noted that each of the counties will likely need to hold public hearing to amend their current parcel data access fee.

#### Data Finder Redesign Proposal

Claypool and Wencil, liaisons to the Technical Advisory Team, introduced this proposal, noting that the proposed design modifications will eliminate redundancies in the posting of metadata, that the interface would be seamless with the state/federal data search system because the proposed modifications would incorporate the core architecture used by the GeoGateway managed by LMIC for the State of Minnesota, and that the Technical Advisory Team unanimously recommended approval.

Mark Kotz, Metropolitan Council, explained why the changes to the current Data Finder site have been proposed, the new functions that would be provided, and the resources that would be needed. Chris Cialek, with LMIC, summarized and demonstrated the functionality of the GeoGateway managed by LMIC. This GeoGateway is a node of the National Spatial Data Infrastructure (NSDI).

Alison Slaats demonstrated a mock-up of the how the MetroGIS Data Finder site would function if the proposed design modifications were implemented.

Stevenson questioned why the proposed functionality could not be achieved through use of LMIC's GeoGateway and Clearinghouse. Gelbmann stated that supporting a MetroGIS node will make the job of finding data simpler for all involved which is a goal of MetroGIS by narrowing the data search options. Data Finder also has functionality that MetroGIS stakeholder have requested and that is not currently supported on the LMIC node. Staff also called the Committee's attention to minutes from the December 1, 1999 Policy Advisory Team meeting at which this same subject was discussed at length as part of the Business Planning process. The conclusion was that a priority of MetroGIS should be support of the Data Finder function and, consequently, the design changes proposed at this meeting are a result of the decisions made during the Business Plan process.

David Arbeit complemented the design team on the proposal noting that the concern for metadata duplication associated with the current design would be fully resolved. He also stated that the proposed changes would allow organizations in the metro area flexibility to maintain a separate node or to utilize the MetroGIS site within a fully standardized environment.

Wencil suggested that a search capability by watershed and by school district should be added. The design team was also asked to investigate ways to search for/identify MetroGIS endorsed data (components of NSDI framework data) and, to include as part of the default searches, all nodes in the Metro Area in addition to MetroGIS Data Finder that would involve a component of or all of a endorsed regional dataset.

Henry commented that the boundary between a "data finder" (GeoGateway) and a "data getter"(clearinghouse) tool is blurring. He cautioned that if Data Finder is demonstrated for the Policy Board that this distinction should be clearly stated and that it should also be clearly stated that data access policy (fee or free, internet or CD, etc.) is a decision made by the data producer.

Wencil moved and Claypool seconded to authorize implementation of the Data Finder design changes proposed by the Data Finder Workgroup and recommended by the Technical Advisory Team. Motion carried, ayes all.

#### 2000-2001 MetroGIS Work Program

In the absence of Policy Advisory Team Chairperson Erdahl, staff commented that the 2000-2001 MetroGIS Work Program in the agenda packet had been prepared to carry out the objectives set forth

in the Business Plan as accepted by the Policy Board on April 26 and that these documents had been reviewed by the Policy Advisory Team and no changes had been suggested. The Policy Advisory Team asked for these documents to be shared with the Coordinating Committee for comment.

Craig noted and others agreed that the proposed \$1,000 for a participant satisfaction survey (I[4][b]) may be too little based upon the costs he incurred for the 1999 Benefits Study. He also asked that he not be named as the lead for the Benefits of Data Sharing and Collaboration study proposed in 2001. It was agreed that this cell should be revised to state "assume conducted by an independent third party". No other comments were received.

#### Policy Advisory Team Membership

In the absence of Policy Advisory Chairperson Erdahl, staff summarized Chairperson Erdahl's suggestion that each county representative to the Coordinating Committee consider joining the Policy Advisory Team. Staff commented that Chairperson Erdahl raised this matter as a result of the recent negotiations to set policy for the Regional Parcel Dataset Pilot. Representatives of all seven counties were asked to participate in the Policy Advisory Team's deliberations. Staff suggested that if the Committee elected to discuss this matter that it should consider the effect that counties would dominate the Team's membership.

There was no discussion or action.

#### Data Practices/Access State Law: HF3501

Arbeit summarized several changes enacted into State law in May 2000 related to data practices and also noted provisions that were retained that had been proposed to be modified or removed. Claypool commented that he received a draft policy document relating to data practices from AMC by email but due to "draft" watermark he had not been able to evaluate its content. Claypool agreed to forward the document to MetroGIS staff and LMIC once he is able to obtain a readable copy.

#### July 19 Policy Board Demonstration Topic

It was agreed that a combination of Data Finder and the Council's new Internet-based existing land use application should be demonstrated for the Policy Board on July 19. Gelbmann agreed to speak with Eli Cooper about sharing with the Board the importance of data sharing to the Council's ability to build this dataset and about the vast improvements in the data used by the Council to support its functions as a result of the MetroGIS initiative. Arbeit agreed to assist with a segway from Data Finder to the use of the data for policy making.

The members also agreed that an important point to make in the presentation is that data producers will decide data access policies, Data Finder is a tool to find data, and, in many cases, the data user will be linked with the data producer via Data Finder (e.g., much of the data will not be directly accessible via Data Finder).

#### 5. STRATEGIC INITIATIVE UPDATE

Chairperson Henry called to the group's attention that the Metropolitan Council has approved data and cost sharing agreement extensions through December 2001 for Anoka and Washington Counties.

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

#### 6. INFORMATION SHARING

There was no discussion of the items presented in the staff report. Chairperson Henry suggested that an update should be included about each county based GIS users group.

7. NEXT MEETING

September 28, 2000. The starting time was moved from 8:30 to 9:30 a.m.

8. ADJOURN

The meeting adjourned at 10:35 a.m.

## September 28, 2000 Agenda

1. Call to Order
2. Approve Agenda
3. Approve Meeting Summary
  - a) June 22, 2000 *action*
4. Action and Discussion Items
  - a. Election of Officers *action*
  - b. Regional Parcel Dataset Project Update *action*
    1. Public Sector Pilot Project Component
    2. Private Sector Component
  - c. October 18 Policy Board Agenda/Demonstration Topic *action*
  - d. Business Geographics Representative on Coordinating Committee *action*
5. Strategic Initiatives Update
  - a. Data Finder
  - b. Business Information Needs
  - c. Data and Cost Sharing Agreements
  - d. Long Term Financing and Organizational Structure
6. Information Sharing
  - a. Professional Services Contract Proposal – 2001 & 2002
  - b. County User Group Update
  - c. Presentations at National URISA and State GIS/LIS Conferences
  - d. Invitation to Speak to Prospective Memphis Area Data Sharing Collaborative
  - e. CB-Richard Ellis' Presentation of Regional Parcel Dataset at National Conference
  - f. National GeoData Alliance Initiative: Phase I Completed
  - g. ESRI's Geography Network Challenge
7. Next Meeting: December 14, 2000
8. Adjourn

**Meeting Summary  
MetroGIS Coordinating Committee  
September 28, 2000**

**1. CALL TO ORDER**

Chairperson Henry called the meeting to order at 9:30 a.m. It was held at the Minnesota State Planning offices in the Centennial Office Building, near the Capitol in St. Paul.

Members Present: *Academics:* Will Craig (CURA); *Cities:* Brad Henry (AMM - Minneapolis) and Dennis Welsch (AMM - City of Roseville); *Counties:* Gordon Chinander (Carver); Gary Caswell for Patrick O'Connor (Hennepin), David Claypool (Ramsey), Jim Hentges (Scott), and Jane Harper for Virginia Erdahl (Washington) and Gary Stevenson (Dakota); *Federal:* Ron Wencl (USGS); *Metropolitan:* Rick Gelbmann (Metropolitan Council); *Non-Profits:* David Piggott (Metro East Economic Development Partnership); *Schools:* Lee Whitcraft (TIES); *State:* David Arbeit (LMIC), Dave Gorg (MnDOT), and Les Maki (DNR); and *Watershed Districts:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Members Absent: *Business Geographics:* (open seat); *Cities:* *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Counties:* Ed Shukle (Anoka); *Metropolitan:* Eli Cooper (Metropolitan Council); and *Utilities:* Alan Srock (NSP).

Support Staff: Randall Johnson and Theresa Foster

Visitors: Kathie Doty, Richter and Richardson (Regional Parcel Dataset Consultant Team), and Shawn Toscano (ESRI)

**2. ACCEPT AGENDA**

The agenda was accepted with the addition of Item 4e Technical Advisory Team Investigate of Internet Map Server Technology. The revised agenda was unanimously accepted.

**3. ACCEPT MEETING SUMMARY**

Claypool moved and Gorg seconded to approve the minutes for the Coordinating Committee's June 22<sup>nd</sup>, 2000 meeting, as submitted. Motion passed unanimously.

**4. ACTION AND DISCUSSION ITEMS**

**a) Election of Officers**

Gorg nominated David Claypool for vice-chair. Gelbmann moved and Wencl seconded to close the nominations. Motion carried unanimously to close nominations and elect Claypool as vice chairperson for the coming year.

Stevenson nominated Will Craig for chairperson. Craig noted he will accept but would prefer if a county representative would accept the role as chair. He also emphasized that if elected he is action oriented and will follow-up to insure tasks are completed as directed by the Committee, noting that the work program contains one of the most important tasks yet before MetroGIS – successful completion of the Regional Parcel Dataset Pilot. Gelbmann moved and Wencl seconded to close the nominations. Motion carried unanimously to close nominations and elect Craig as chairperson for the coming year. Craig asked Henry to chair the remainder of this meeting.

**b) Regional Parcel Dataset Update**

(1) Public Sector Component: Randall Johnson summarized the proposed schedule for this component. Caswell stated that the Hennepin County Board is scheduled to act on the distribution authorization

agreement on Oct 19<sup>th</sup>; the original target date for approval by all counties was Oct 10<sup>th</sup>. Each of the other county representatives stated they obtain County Board action by the Oct. 19<sup>th</sup>. Johnson stated that the target date for mailing invitations will now be the week of October 30<sup>th</sup>, rather than the week of the 16<sup>th</sup> as had been previously proposed.

(2) Private Sector Component: Kathie Doty summarized that work on the distribution authorization agreement has been suspended until issues raised by Hennepin County about the recommendation by the Policy Board to consider a \$0.01/parcel fee. Doty commented that a meeting of the county representatives is scheduled for Oct. 3<sup>d</sup> to hopefully reach consensus on a fee policy. Committee members asked about the number of the attributes that will be included, the private sector's response the Hennepin County administration's recommendation of \$0.05/per parcel to the county board, and the public hearing policies of each county to set fees. The group concluded that discussion of these matters is premature, given the meeting scheduled for Oct 3<sup>rd</sup>.

**c) GIS Demonstration Topic – October 18 Policy Board Meeting**

Several options were suggested: Planned Future Land Use pilot project of the Metropolitan Council on behalf of MetroGIS, I-35W Corridor Coalition work with integration of "I-Block" socio-economic data with census data, the Metropolitan Council's 1990 & 2000 census boundary work, and applications of LIDAR technology.

The consensus was that the I-35W work to integrate locally produced detailed socio-economic data with census data would be the best choice for the October 18<sup>th</sup> Board meeting. Welsch agreed to make the arrangements with John Carpenter, who is heading the project up for the Coalition.

It was also agreed that the pending regional 1990 and 2000 census geography datasets should be the topic for the Board's January 2001 meeting. The group concurred that the alignment regional census geography with the regional street centerline data that is in progress is very important to redistricting activity that will be a major activity in the coming months. It was also agreed that it would be interesting to see how this data will be used with applications such as that recently endorsed for the Legislature. Gelbmann noted that the regional census geography project also brings into play a nationally sensitive issue – incorporation of locally-generated street centerlines and census geography into the Census Bureau's TIGER data model.

**d) Business Geographics Representative on Coordinating Committee**

Staff noted that Tim Nuteson, Target Corporation, has resigned his seat on the Committee as a representative of the Business Geographics sector of the private sector and noted that Steven Lehr, CB-Richard Ellis, has expressed interest in this seat.

Piggott endorsed Steve Lehr to succeed Mr. Nuteson, noting Lehr is an active member of the East Metro Economic Development Partnership Board. The Committee concurred Steven Lehr would bring to it valuable perspective and expertise and that the real estate community is a major business geographics player private sector community. Staff was directed to draft a letter to Mr. Lehr for the Chair's signature welcoming him to the Committee.

**e) Technical Advisory Team Evaluation of Internet Map Server (IMS) Technology**

Staff summarized the Technical Advisory Team's initiative to educate itself about various technologies that can be used to distribute data via the Internet in accordance with July 19, 2000 Board direction. Staff also noted that to evaluate the robustness and capacity of these technologies in a "live environment", staff had concluded that the regional parcel dataset should be used in the demonstrations. The concept of providing temporary restricted access to vendors, such as ESRI, by way of a letter from the vendor is acceptable to the county representatives provided a letter of request for demonstration is sent to several

candidates to avoid the appearance of preferential treatment. It was also agreed that the letter should be clear to vendors that this evaluation is in the early stage of the process to investigate potential options.

Piggot moved and Gelbmann seconded to give staff direction to proceed immediately with a letter of invitation and to authorize the Technical Advisory Team to immediately begin investigation of specific options. Motion carried, ayes all.

#### **5. STRATEGIC INITIATIVE UPDATE**

Gelbmann and Foster summarized the information provided in the agenda packet on the activities under the direction of the technical Advisory Team related to Data Finder and Business Information Needs. It was agreed that “planned” should be added to the title “Future Land Use”. Implementation of an efficient and timely process to update the Planned Future Land Use dataset was acknowledged to be a critical component of fulfilling the Information Need. The 1990 and 2000 regional census geography datasets will be free and available without need of a license.

#### **6. INFORMATION SHARING**

There was no discussion of the items presented in the staff report, other than a request for the status of the National GeoData Alliance. Staff noted that a “Launch Team” had been formed and that it will serve as the temporary board for the non-profit association. The goal is to get the word out about the benefits and objectives of the organization over the next several months, recruit members, and hold an election for the National Council within a year. Staff encouraged Committee members to attend the panel session on Oct 5 at the State GIS/LIS Conference.

Gorg asked if MetroGIS should endorse the National Positional Accuracy Standard. It was agreed that the Technical Advisory Team should prepare a recommendation for the Committee.

Gorg also reported that Mn/DOT is in the process of holding public hearings to site towers to enhance the use of GPS technology and pursuing enhancements to real time use of GPS. He also asked for suggestions for speaker candidates regarding liability associated with distribution of data for National Conference. Staff suggested he speak with the attorney for Minnetonka that successfully advocated for a 2000 amendment to state law to secure liability immunity for government units.

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

Thursday, December 14, starting 9:30 a.m.

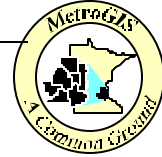
#### **8. ADJOURN**

Stevenson moved and Aichinger seconded to adjourn at 11:00 a.m.

Prepared by,

Randall L. Johnson, AICP  
MetroGIS Staff Coordinator





**Thursday, December 14, 2000**

**Roseville Skating Facility (John Rose Oval), Rosewood Room  
(West of Roseville City Hall)  
9:30 a.m. to 11:30 a.m.**

## Agenda

### 1. Call to Order

### 2. Approve Agenda

### 3. Approve Meeting Summary

a) September 28, 2000 *action* p. 1

### 4. Action and Discussion Items:

a) NSSDA Best Management Practice *action* p. 5

b) 2001 Work Plans  
(1) Technical Advisory Team *action* p. 9

(2) Policy Advisory Team *action* p. 19

c) 2001 Meeting Schedule *action* p. 35

d) January 10, 2001 Policy Board Agenda/Demonstration Topic *action* p. 37

e) Accomplishments 2000 *action* p. 39

f) Regional Parcel Dataset – Academic and Non-Profit  
Access Policy *action* p. 45

g) MCD/County Jurisdictional Boundaries --  
Private Sector Access *action* p. 49

h) Planned Future Land Use Access Policy p. 55

### 5. Information Sharing:

a) Strategic Initiatives Update p. 63

b) Registration of MetroGIS name Update p. 69

c) Regional Parcel Dataset Pilot Project Update

d) County User Group Update

e) National GeoData Alliance Update

f) Search Engine to connect people, ideas, and understanding relevant to geospatial community

### 6. Next Meeting

xxxx xx, 2001

### 7. Adjourn

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

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**John Rose Skating Facility, Roseville**  
**December 14, 2000**

**1. CALL TO ORDER**

Chairperson Craig called the meeting to order at 9:45 p.m.

Members Present: *Academics:* Will Craig (U of M); *Business Geographics:* Steve Lehr (CB-Richard Ellis); *Cities:* Brad Henry (AMM - Minneapolis) and Dennis Welsch (Roseville); *Counties:* Dave Drealan (Carver); Gary Caswell for Patrick O'Connor (Hennepin), David Claypool (Ramsey), and Virginia Erdahl (Washington) and *Federal:* Ron Wencl (USGS); *Metropolitan:* Eli Cooper and Rick Gelbmann (Metropolitan Council); *State:* Joella Givens (MnDOT), and Les Maki (DNR), *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Members Absent: *Counties:* Jim Hentges (Scott), Ed Shukle (Anoka), and Gary Stevenson (Dakota); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Non-Profits:* David Piggott (Metro East Economic Development Partnership); *Schools:* Lee Whitcraft (TIES); *State:* David Arbeit (LMIC); and *Utilities:* Alan Srock (NSP).

Support Staff: Randall Johnson and Theresa Foster

Visitors: John Connelly, co-chair Technical Advisory Team; and Chris Cialek, Mn Land Management Information Center (LMIC).

**2. ACCEPT AGENDA**

The agenda was accepted as proposed. Chairperson Craig asked Joella Givens, MnDOT's Metro Region GIS Coordinator, to introduce herself. Joella is the new MnDOT representative, replacing Dave Gorg. Each of the other Committee members introduced themselves.

**3. ACCEPT MEETING SUMMARY**

Erdahl moved and Aichinger seconded to approve the minutes for the Committee's September 28, 2000 meeting, as submitted. Motion passed unanimously.

**4. ACTION AND DISCUSSION ITEMS**

**a) NSSDA Best Management Practice**

Wencl, liaison to the Technical Advisory Team, summarized the Technical Advisory Team's recommendation that MetroGIS promote use of this standard among its stakeholders and introduced Chris Cialek, LMIC and Chair Standards Committee of the Governor's Council on Geographic Information (GCGI), who explained the National Standard for Spatial Data Accuracy (NSSDA) and summarized the contents of the explanatory handbook that his GCGI Committee produced.

The State of Minnesota has adopted this federal NSSDA standard and Minnesota state agencies are expected to use it. MnDOT is leading an effort to develop and standardize "higher accuracy data" that could be used throughout the state as the baseline for computation of the NSSDA statistic by anyone who wished to use it to measure the accuracy of any of their particular data holdings.

Mr. Cialek thanked MetroGIS for considering endorsement of the NSSDA. Henry commented that the City of Minneapolis is using the NSSDA to test the accuracy of digital orthoimagery they receive from their vendor. He commented that this technical is proving to be an invaluable quality control technique that has increased confidence in their data.

Wencl moved and Henry seconded that the Coordinating Committee recommend that the MetroGIS Policy Board adopt Minnesota Standard 19, Version 1: *A Methodology for Measuring and Reporting*

Positional Accuracy in Spatial Data as a “Best Management Practice” for use by all MetroGIS stakeholders. Motion carried, ayes all.

**b) 2001 Work Plans**

**(1) Technical Advisory Team**

Technical Advisory Team Co-Chair Connelly summarized the Team’s proposed work program for 2001. The group agreed that the Annual Participant Survey (page 12 of packet) should be revised to add the following language “Assist and evaluate, in conjunction with the Policy Advisory Team...” and to ask the Team to modify the proposed forum date for the Census Geography Information Need (page 15) to coincide with the Metropolitan Council’s project schedule (e.g. delivery of the regional 1990 census geography dataset in January 2001 and holding a Peer Review Forum after the delivery of the regional 2000 census geography dataset which is expected to occur by January 2002.)

Henry moved and Caswell seconded to approve the Technical Advisory Team’s proposed 2001 work plan, as presented in the staff report dated December 4, 2000, subject to the changes agreed upon at this meeting. Motion carried, ayes all.

**(2) Policy Advisory Team**

Policy Advisory Team Chair Erdahl summarized the Team’s proposed work program for 2001 and commented on the progress of the Request for Proposals for a Professional Services Consultant.

Caswell moved and Givens seconded to approve the Policy Advisory Team proposed 2001 work plan, as presented in the staff report dated November 30, 2000. Motion carried, ayes all.

*(Note: as part of the discussion of Item 4e, Accomplishments, the Committee concluded that the June 2002 target completion date for the marketing and outreach component of the Business Plan Update should be accelerated.)*

*To accommodate Member Erdahl’s schedule, Agenda Item’s “f” and “g” were considered before “c”, “d”, and “e”.*

**f) Regional Parcel Dataset – Academic and Non-Profit Access Policy**

Policy Advisory Team Chair Erdahl summarized the Team’s November 29, 2000 recommendation and its reasoning that academic interests should be treated as if government interests and that non-profit interests should be treated as if for-profit interests concerning access to the regional parcel dataset.

Erdahl moved and Aichinger seconded to recommend that the Policy Board:

- 1) Adopt a policy that academic interests should be treated as if government interests and that non-profit interests should be treated as if for-profit interests concerning access to the regional parcel dataset.
- 2) Seek written acceptance of this policy from each of the seven counties, the primary producers of parcel data that will be assembled into the regional dataset.

Caswell suggested that the group consider expanding this recommendation to apply to all regional datasets. The group discussed the merits of this suggestion and agreed that, in general, it supports academic interests being treated the same as government interests but decided the best course for the time being is to direct the Policy Advisory to consider the appropriateness of treating academic interests the same as government interests on a case-by-case basis concerning dataset access policy. Consequently, the Committee decided to support the motion as recommended by the Policy Advisory Team, limiting it to the Regional Parcel Dataset.

Motion to approve the original motion as recommended by the Policy Advisory Team carried ayes all.

**g) Regional MCD/County Jurisdictional Boundaries Dataset – Non-Government Sector Access**

Policy Advisory Team Chair Erdahl summarized the Team's November 29, 2000, its reasoning and recommendation that non-government interests should be permitted access to the Regional MCD/County Jurisdictional Boundaries Dataset without fee and without licensure.

Gelbmann commented that the MetroGIS' effort to align/synchronize regional datasets is beginning to be recognized as a major benefit by the user community. These interrelationships between the priority regional datasets also are having an impact in terms of the need for database design that is sensitive to multiple intellectual property right claims. He thanked the counties for agreeing to waive their rights and allow this dataset to be distributed to all that may want it. This action will substantially simplify database design and distribution requirements.

Caswell moved and Erdahl seconded to recommend that the Policy Board:

- 1) Adopt a policy that non-government interests should have access to the Regional MCD/County Jurisdictional Boundaries Dataset without fee and without licensure.
- 2) Seek written acceptance of this policy from each of the seven counties, the primary producers of MCD/County Jurisdictional Boundary data that will be assembled into the regional dataset.

**c) 2001 Meeting Schedule**

Wencl moved and Claypool seconded to set March 15, June 14, September 13, and December 13 as the Committee's meeting dates for 2001 and reaffirm the 9:30 a.m. meeting start time. Motion carried, ayes all.

The group asked staff to schedule meetings at the Mosquito Control district when possible. If the Mosquito Control District is not available, they asked for the meeting to be held in Roseville or LMIC in that order.

**d) January 10, 2001 Policy Board GIS Demonstration Topic**

The staff explained that at its September meeting the Committee had suggested demonstrating how GIS and census geography are used for redistricting. The group reaffirmed its September decision.

Rick Gelbmann, Metropolitan Council GIS Supervisor, agreed to demonstrate the regional 1990 census geography dataset that the Council has developed in cooperation with MetroGIS. Chairperson Craig agreed to speak with Lee Meilleur, Legislative GIS Office coordinator, to demonstrate how GIS technology will be used for the redistricting.

**e) 2000 Accomplishments**

Chairperson Craig commented that MetroGIS has accomplished much in the past year. Henry suggested that beginning in 2001, more emphasis should be placed on talking with stakeholder organizations about the data-related activities of MetroGIS and about how stakeholders are using GIS and GIS products to support their business needs. It was agreed that the June 2002 target completion date for the marketing and outreach component proposed as part of the Business Plan Update should be accelerated.

Chairperson Craig also mentioned that we should take advantage of the printed news media to promote MetroGIS' accomplishments, with the goal of improving understanding of MetroGIS among elected officials.

No additions or modifications were made to the list of accomplishments presented in the agenda materials.

**f) Planned Future Land Use Access Policy Proposal Update**

Rick Gelbmann, Metropolitan Council GIS Supervisor, explained the methodology his staff is using to develop the Regional Planned Future Land Use Dataset as a pilot for MetroGIS. The method involves alignment of the Planned Future Land Use polygons with parcel data, where intended to be coterminous,

and testing of the coding scheme developed by MetroGIS based upon a pilot coding scheme developed by the I-35W Corridor Coalition. Gelbmann also noted that it is the Council's intention to make the dataset comprised of individual community planned land use designation and the aggregated/summarized regional dataset, with a common coding scheme, available to all interests who may want them without fee and without licensure, even though it is very likely that it may qualify for cost recovery of the data development costs. The latter intention is one of the reasons for bring the topic before the Committee at this time. The Council will also be working with the individual communities that supplied digital data to seek their permission to widely distribute the dataset.

Once the individual communities have checked the coding, both datasets are planned to be made available. The error checking should be complete by March 2001. The Peer Review is scheduled for May 2001. Chairman Craig suggested that the when the Council submits its coding for error checking to the communities that the intention to widely distribute this dataset via the Internet should be clearly communicated to the communities.

Staff commented that a topic for discussion at the Peer Review Forum will be the concept pioneered by the I-35W Coalition to utilize the same coding scheme for existing and planned land use. The Coalition has found that substantially enriched analysis is possible when existing and planned land use the same coding scheme. Due to lack of time, Chairperson Craig asked that the Committee not comment on this concept at this time.

Chairperson Craig stated that he believes "planned" and "future" are redundant terms and suggested dropping "future". It was agreed to defer to the Peer Review Forum all suggested additions and modifications related to this dataset. The Staff Coordinator also explained that the Committee's seven county representatives have agreed that the counties do not have an intellectual property claim against this dataset, as a result of aligning the land use polygons to parcel boundaries, because the users can not get back to the complete parcel dataset thorough this dataset.

This item will not go to the Policy Board for action until following the Peer Review Forum. At that time, approval will be sought for the regional coding scheme, primary and regional custodian designations and custodian responsibilities.

## **5. INFORMATION SHARING**

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

Virginia Erdahl informed the Committee that she will be retiring effect March 1, 2001 and that this will be her last Committee meeting. She was wished well and thanked for her contributions to move MetroGIS from concept to reality and for her leadership, that has forwarded GIS policy and activities within Washington County.

## **6. NEXT MEETING**

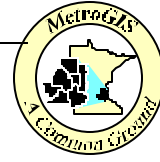
March 15, 2001. Starting at 9:30 a.m.

## **7. ADJOURN**

Henry moved and Givens seconded to adjourn at 11:30 a.m.

Prepared by,

Randall L. Johnson, AICP  
MetroGIS Staff Coordinator



**Thursday, March 15, 2001**

**Mosquito Control District  
2099 University Avenue West  
St. Paul, Mn**

**9:30 a.m. to 11:30 a.m.**

## Agenda

1. **Call to Order**
2. **Approve Agenda**
3. **Approve Meeting Summary**
  - a) December 14, 2000 *action*
4. **Summary of January 10, 2001 Policy Board Meeting**
5. **Action and Discussion Items:**
  - a) 2001 MetroGIS Budget Proposal *action*
  - b) Regional Parcel Data Solution Events & Meeting Schedule Revision *action*
  - c) MetroGIS Outreach Strategy *action*
  - d) NSDI Grant Application *action*
  - e) ESRI Geography Network Challenge *action*
  - f) April 11, 2001 Policy Board Agenda/Demonstration Topic *action*
6. **Policy and Technical Advisory Team Project Updates:**
  - DataFinder Evaluation
  - Regional Parcel Dataset – Public Sector Pilot Project & Private Sector Access Agreement
  - Regional Custodian for School District Jurisdictional Boundary Dataset
  - Registration of MetroGIS and MetroGIS DataFinder Names
  - Umbrella Data Sharing Agreement
7. **Information Sharing:**
  - a) County User Group Update
  - b) Annual Report and GIS/LIS Article
  - c) New Policy Advisory Team Chair
  - d) Certificates of Appreciation to Brad Henry and Virginia Erdahl
  - e) Professional Services Consultant Contract with Richardson, Richter and Associates
  - f) Kodak CitiPix Project
  - g) Update on Authorizations Requested From Counties:
    - *Regional Parcel Dataset - Private Sector Access Agreement*
    - *MCD/County Jurisdictional Boundary Data Distribution to Non-Government*
    - *Waiver of Intellectual Property Claim for Planned Land Use Dataset*
    - *Treating Academic Interests the Same as Government Interests for Parcel Data*
8. **Next Meetings**
  - May 22 or 23, 2001 (Special Workshop – Regional Parcel Dataset)
  - June 14, 2001
9. **Adjourn**

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

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**Mosquito Control District Offices**  
**March 15, 2001**

**1. CALL TO ORDER**

Chairperson Craig called the meeting to order at 9:45 p.m.

Members Present: *Academics:* Will Craig (U of M); *Counties:* Dave Drealan (Carver); Jim Hentges (Scott), Gary Caswell for Patrick O'Connor (Hennepin), Jane Harper (Washington), Ed Shukle (Anoka); *Federal:* Ron Wencl (USGS); *Metropolitan:* Rick Gelbmann (Metropolitan Council); *Non-Profits:* David Piggott (Metro East Economic Development Partnership); *Schools:* Dick Carlstrom for Lee Whitcraft (TIES); *State:* David Arbeit (LMIC), Joella Givens (MnDOT) and Les Maki (DNR).

Members Absent: *Business Geographics:* Steve Lehr (CB-Richard Ellis); *Cities:* Dennis Welsch (Roseville) [large city representative seat vacant), *Counties:* David Claypool (Ramsey) and Gary Stevenson (Dakota); *Metropolitan:* Eli Cooper; *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District), and *Utilities:* Alan Srock (NSP)

Support Staff: Randall Johnson and Theresa Foster

Visitors: Brad Henry (USB/BRW); Alison Slaats, DataFinder Project Manager; Jim Ramstrom (LMIC)

**2. ACCEPT AGENDA**

Due to lack of a quorum at the outset of the meeting, Chairperson Craig began with Agenda Items 5d and 5f. A quorum was reached during presentation of Item 5f. The remainder of the business items were followed in the order presented on the agenda. Due to lack of time, there was no discussion or action concerning Item 3 (approval of December 14, 2000 meeting summary), Item 4 (Summary of January 10, 2001 Policy Board meeting), Item 6 or Item 7.

**3. ACCEPT MEETING SUMMARY**

No action taken on the Committee's December 14, 2000 meeting summary due to lack of time.

**4. SUMMARY OF JANUARY 10, 2001 POLICY BOARD MEETING**

No discussion due to lack of time.

**5. ACTION AND DISCUSSION ITEMS (see note in Item 3)**

**d) NSDI Grant Application**

Theresa Foster, MetroGIS Technical Coordinator, summarized a grant application that was submitted to the National Spatial Data Infrastructure (NSDI) the day prior. The grant if awarded would provide funding to assist MetroGIS create several WEB Mapping Services that are OGC (Open Geographic Consortium) compliant. A project team will be established if the grant is awarded. This team would report to the Technical Advisory Team. The benefits to the MetroGIS community would be added flexibility in the form of provision of access to non-vendor specific map services and the opportunity to explore this emerging WEB Map Service technology for its potential to satisfy some of the MetroGIS community's information needs previously satisfied only through sharing of actual geospatial data.

Foster noted that before she included the proposed parcel related WEB Map Service in the application she had spoken with a representative at each county and that no one was opposed to the giving further consideration to the concept.

The consensus of the committee was to proceed with the application as proposed. Staff was directed to send a copy of the complete application to the each of the County Representatives. Staff also asked that



the County representatives contact them as soon as possible if they have second thoughts about the proposed parcel related WEB Map Service proposal.

**f) April 11, 2001 Policy Board Demonstration Topic**

Chairperson Craig commented that a regular topic on the Policy Board's agenda is a demonstration of GIS Technology. Following his brief overview of the demonstrations that had previously been shared with the Board, he asked if any of the Committee members had a topic that they thought would be timely for the April 11 Board meeting in addition to the option of inviting LMIC to demonstrate its EPPLviewer product as staff had suggested in their report. No other options were offered.

Chairperson Craig invited David Arbeit and Jim Ramstrom of LMIC to provide a sample of what the demonstration to the Board might include and in particular the relevance of MetroGIS' policies concerning data development and best management practices.

During the demonstration, although concept approval had been previously granted by the counties, considerable discussion emerged concerning LMIC's desire to modify parcel, orthoimagery, and street centerline regional datasets to eliminate attributes and convert to a format that eliminates topology in exchange for packaging these datasets with the EPPLviewer and disturbing without fee or license to government and non-government interests.

The group talked briefly about the level of user that might be attracted to this product. a) high end user—not interested, b) middle user - need for high end detail but lack the resources might lead them to occasional use and c) low-end user- it was agreed this is the target user because inadequate funding/expertise and/or interest in more complex GIS solutions.

The group also concluded that although it would be technically possible to convert the data in this product back to something useable in ESRI's GIS products, most would be determine the effort cost and/or time prohibitive. It was agreed that the EPPLViewer product would most likely not be used by the vast majority of stakeholders who need the attributed format that MetroGIS is seeking to make available only to government and under license. Nevertheless, to insure the Committee's concerns do not become an issue at the Board meeting, Arbeit agreed to establish a tracking system for who receives the product and a forced non-disclosure statement that the user would have to read before opening the program.

Theresa Foster, MetroGIS Technical Coordinator, commented that this product which is essentially providing the capability to view relationship between map images possesses similar characteristics to the emerging WEB Map Services technology that MetroGIS is seeking grant funding to test (*Agenda Item 5d*). Maki also commented that this product is similar to a product that DNR has developed for its low-end users (allows viewing of data but the data can not be changed and there is no GIS functionality) which has resulted in an effective tool to market data resources and build good will.

Piggott moved and Shukle seconded to invite LMIC to demonstrate its EPPLviewer product at the April 11 Policy Board meeting, assuming a clear connection is made to MetroGIS, because it will:

- 1) Help the Board understand the importance of the data development and standards work that MetroGIS has championed.
- 2) Provide an opportunity to obtain feedback about the quality of the datasets included in the product to the extent that they are able to be used in this product,
- 3) Help promote the concept of "map images" and in so doing help MetroGIS better understand the role of the WEB Map Services technology that is emerging and which MetroGIS is seeking a grant to test,
- 4) Provide an avenue to test and obtain feedback regarding regional data solutions that are in various stages of implementation by MetroGIS.

Motion carried, ayes all.

**a) 2002 MetroGIS Budget Proposal**

Randall Johnson summarized the 2002 MetroGIS budget proposal, noting it had been unanimously approved by the Policy Advisory Team, and summarized several of the key initiatives.

There was no discussion of the proposal.

Caswell moved and Harper seconded to recommended that the Policy Board adopt the proposed budget, dated February 14, 2001, and forward it to the Metropolitan Council for approval.

Motion carried, ayes all. Staff noted this proposal would be shared with the Policy Board on April 11.

**b) Regional Parcel Data Solution Events and Meeting Schedule Revision**

Randall Johnson summarized the proposed schedule of events, through a decision by the Policy Board on July 11, 2001, to deliberate and decide policy concerning the proposed regional parcel dataset. In addition to informing the committee that the date for the Parcel Data Users Forum has been set for Thursday, April 19, staff also suggested that the Committee tentatively schedule a special meeting for May 22 or May 23 in the event it is needed to complete work on a recommendation concerning next steps for Board consideration on July 11.

The group briefly talked about decision rules to decide who should be invited to the April 19<sup>th</sup> Regional Parcel Data Users Forum and concluded that the following priorities should be followed: 1) individuals that used the dataset and submitted an evaluation, 2) individuals that tried to use the data but could not and submitted an evaluation, 3) others who the organization team believes would bring valuable perspective to the forum. The group also concurred that a balance of the user community by organization type should be sought.

Piggott moved and Hentges seconded to tentatively schedule a special meeting of the Coordinating Committee for May 22, 2:30-4:30 to provide direction on issues or options prior to the teams finalizing a recommendation for the Committee's consideration at its regular meeting on June 14. The Committee Chair in collaboration with the Policy Advisory Team will decide if the meeting is needed.

Motion carried, ayes all.

**c) MetroGIS Outreach Strategy**

Chairperson Craig summarized the proposal, which would continue past outreach practices and add efforts to seek coverage in the written media as well as communicate with similar interests outside of the Metro Area. Randall Johnson suggested also including hands-on workshops similar to that hosted on March 9 for the Regional Parcel Data Pilot Project.

Shukle moved and Arbeit seconded to endorse the outreach strategy as presented in the staff report dated February 27, 2001 with the addition of hosting hands-on workshops similar to that held on March 9. Staff noted this plan would be shared with the Policy Board on April 11.

Motion carried, ayes all.

**d) ESRI Geography Network Challenge**

Alison Slaats, GIS Internet Special at the Metropolitan Council and Technical Lead for DataFinder, explained the ESRI Geography Network Challenge and the benefits that she believe would accrue to MetroGIS from getting involving. She also noted that the work that the tasks needed to participate are the consistent with the work proposed to be undertaken if the NSDI Grant is awarded. The deadline for submitting a statement of intent to participate ins March 30.

The group concurred with Slaats that a benefit of the participation in the challenge would be to promote the innovative MetroGIS organization nationally even if an award is not received. The group also agreed

that if an award is received that the resulting education/training credit would be a wonderful resource to distribute among MetroGIS stakeholders who have a need for it.

Wencl noted that MetroGIS needs to be careful not to promote a particular commercial product and believes that the intension to test and use of the OGC standard (Agenda Item 5d) is evidence of compliance with a policy of openness. He also concurred with Gelbmann that the biggest benefit of this program will be the outreach that it would foster.

Piggott moved and Wencl seconded to authorize application for the ESRI Geography Network Challenge.

## **6. POLICY AND TECHNICAL ADVISORY TEAM PROJECT UPDATE**

There was no discussion due to lack of time.

## **7. INFORMATION SHARING**

There was no discussion due to lack of time.

## **8. NEXT MEETING**

Special meeting, if needed: May 22, 2:30 to 4:30 p.m.

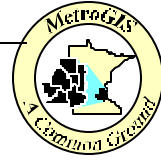
Regular Meeting: June 14, 2001

## **9. ADJOURN**

Hentges moved and Gelbmann seconded to adjourn at 11:30 a.m.

Prepared by,

Randall L. Johnson, AICP  
MetroGIS Staff Coordinator



**(Special Meeting)**

**Tuesday, May 22, 2001**

**Land Management Information Center (LMIC)**

**Room 302, Centennial Office Building**

**St. Paul, Mn**

**\*\*\*\*\*2:30 p.m. to 4:30 p.m.\*\*\*\*\***

**Agenda**

**1. Call to Order**

**2. Approve Agenda**

**3. Approve Meeting Summary**

a) March 15, 2001

*Page  
action*

**4. Action and Discussion Items**

a) Regional Parcel Dataset Next Steps

(1) Recommendations to Policy Board

(2) Direction to Advisory Teams for Further Study

*action*

b) Appointment of Brad Henry to the Coordinating Committee

*action*

c) MetroGIS Membership in GeoData Alliance

*action*

d) Meeting Schedule

*action*

e) Demonstration Topic for July Policy Board Meeting

*action*

**5. Information Sharing**

a) County User Group Update

b) Update - Appointment of Utility and Large City Representatives to Coordinating Committee

**6. Next Meetings**

June 14, 2001 (*Can cancel if this agenda completed on 5/22. If cancelled, propose the Policy Team meet on June 14 instead of June 20th*)

Sept. 27<sup>th</sup> (*Reschedule from Sept 13*)

**7. Adjourn**

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

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**Centennial Office Building – Rm 302**  
**May 22, 2001**

**1. CALL TO ORDER**

Chairperson Craig called the meeting to order at 2:35 p.m.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Dennis Welsch (Roseville); *Counties:* Gordon Chinander for Dave Drealan (Carver); Gary Stevenson (Dakota); Jim Hentges (Scott), Bill Brown for Patrick O'Connor (Hennepin), Jane Harper (Washington), Ed Shukle (Anoka); *Federal:* Ron Wencil (USGS); *Metropolitan:* Rick Gelbmann (Metropolitan Council); *Non-Profits:* David Piggott (Metro East Economic Development Partnership); *Schools:* Dick Carlstrom for Lee Whitcraft (TIES); *State:* Joella Givens (MnDOT) and Les Maki (DNR); *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Members Absent: *Business Geographics:* Steve Lehr (CB-Richard Ellis); *Cities:* Mark Vandershaaf [appointed the week prior] (St. Paul); *Counties:* David Claypool (Ramsey); *Metropolitan:* Eli Cooper (Metropolitan Council) *GIS Consultants:* Larry Charboneau (The Lawrence Group); *State:* David Arbeit (LMIC), and *Utilities:* [vacant seat].

Support Staff: Randall Johnson and Theresa Foster

Visitors: Brad Henry (USB/BRW); Gary Swensen, Anoka County

**2. ACCEPT AGENDA**

The agenda was accepted as submitted.

**3. ACCEPT MEETING SUMMARY**

Piggott moved and Gelbmann seconded to approve the March 15, 2001, meeting summary as submitted. Motion carried, ayes, all.

Chairperson Craig announced that Theresa Foster, MetroGIS' Technical Coordinator, had resigned her position with MetroGIS and that she had accepted a position with Goodhue County. Theresa thanked the Committee members for their cooperation and assistance on projects that she worked on over the last couple of years. Chairperson Craig, the Randall Johnson, and several Committee members thanked Theresa for her contributions to MetroGIS and wished her well.

**4. ACTION AND DISCUSSION ITEMS**

**a) Regional Parcel Dataset Next Steps**

Policy Advisory Team Chair Hentges summarized the components of the Regional Parcel Data Pilot Project and the considerations of the Policy and Technical Advisory Teams at their joint May 2 meeting that lead to the proposed recommendations before the Committee. He then asked those who had attended that meeting if the meeting summary accurately reflected the deliberation and recommendations.

Brown commented that it is his understanding that, although 19 attribute fields have been agreed upon to provide in the regional dataset as a goal, this policy does not obligate the respective counties to provide the attribute data. The members concurred, noting the objective is for each of the counties to provide as many of the identified attributes as practical for them to do so. Staff also commented that Appendix A to the current GIS Data and Cost Sharing Agreements list 25-30 parcel attributes that each county has previously agreed to share with other government and that most, if not all of the subject 19 attributes, are likely covered in the current agreements.

Chairperson Hentges then introduced Trudy Richter, President of Richardson and Richter Associates and member of the MetroGIS support team, to present the specifics regarding of the recommendations unanimously forwarded to the Committee from the Policy and Technical Advisory Teams.

Ms. Richter commented that her presentation would cover, as separate topics, recommendations to forward to the Policy Board for action on July 11 and Committee direction to its respective advisory teams. She provided an overview of all of the recommendations and then asked for comments on each recommendation one-by-one, beginning with the recommendations for Board action. No concerns were raised with any of the Board recommendations.

**Motion:** Piggott moved and Givens seconded to recommend that the Policy Board:

1. Endorse moving from the pilot phase to a long-term commitment to support a quarterly-updated regional parcel dataset solution.
2. Request the Metropolitan Council serve as the regional custodian for the regional parcel data solution, assuming that all roles and responsibilities are clarified and that all affected parties are comfortable with the expectations of their organizations' roles.
3. Endorse amending the data specifications for the regional dataset to include, as a goal, in subsequent versions of the dataset all 14 of the attributes included in the prototype dataset, regardless of whether the fields are populated by all counties, and to populate the regional dataset fields whenever the data are ~~maintained~~provided by the counties.
4. Endorse amending the data specifications for the regional dataset to add following additional attributes to subsequent versions of the regional parcel dataset:
  - Watershed district identification code to compliment the existing county and school district codes
  - Number of Units
  - Type of Unit (single dwelling, condominium, townhouse, mobile home, etc.)
  - Last sales date
  - Last sale value
5. Amend the regional custodian roles and responsibilities for the Regional Parcel Dataset that were adopted October 1999 by the Board to add:
  - A "Quality Assurance/Quality Control" responsibility, defined by the Technical Advisory Team in cooperation with the regional custodian. (*Note: The purpose of this procedure is to insure that the parcel data provided by each of the primary custodians (counties) is the same data that the users receive following assembly into a regional dataset by the regional custodian. This procedure does not have any application to the development of the primary data. The regional custodian shall also include the procedure in the metadata for the regional dataset.*)
  - The task of filling out a "quick reference table" with data supplied by the counties for each version/update of regional parcel data.
6. Request each county to cooperate and provide metadata for:
  - Each attribute associated with the regional parcel dataset using a template provided by MetroGIS for which it maintains data. (*Note: The template shall include, but not be limited to, the following elements: date of county data supplied for the regional dataset, date county data assembled into regional file, and spatial accuracy reported in any manner consistent with the county's business practices.*)
  - Parcel boundaries in accordance with currently endorsed metadata guidelines.
7. Encourage each county to use the MetroGIS endorsed NSSDA methodology, if it chooses to test and report the spatial accuracy of its data.
8. Authorize the Metropolitan Council, on its behalf, to publish a Request for Proposals, not later than early September 2001 to design and implement an Internet-based, data delivery mechanism that:
  - a) Automates the data distribution process, including ability to distinguish between data requests that require licensing and data requests that require fees.
  - b) Provides the user with the ability to specify a geographic area of interest within the seven county area.
  - c) Provide users with multiple format choices to the extent possible and practical.

- d) Works in conjunction with the proposed Internet Map Services capabilities.
- e) As a bid option, provides the user with the ability to specify attributes from all those available for each data theme.

Motion carried ayes all.

Staff offered a marked-up copy of the previously adopted regional data specifications and roles and responsibilities policy summary document and asked for comments whether it made it easier to convey the Committee's recommendations to the Board. No one commented one way or the other.

Ms. Richter then presented each of the activities/studies that the Policy and Technical Advisory Teams had recommended that the Committee assign to them. There was no discussion of the individual activities but the matter of support resources was discussed in light of the resignation of the Technical Coordinator. Staff commented that consultant assistance and reallocation of the Metropolitan Council's GIS staff resources were being investigated as options to keep the technical projects moving forward until a decision could be made what to do with the staff vacancy. Staff accepted a proposal from Harper and Craig to assist with the evaluation of options.

**Motion:** Stevenson moved and Piggott seconded to approve the proposed modifications to the Policy and Technical Advisory Team work plans as presented on pages 9-13 of the agenda packet, with the understanding that: a) the Committee's emphasis is on the order of the tasks and that the dates are only goals given the resignation of the Technical Coordinator and b) staff will seek input throughout the development of the Request for Proposals for a Data Distribution Mechanism and throughout the process to select the consultant from the Coordinating Committee and from the Technical Advisory Team related to the what it learned from the four data distribution technology demonstrations.

Motion carried ayes all.

Ms. Richter then summarized each of the Technical Advisory Team's proposed changes (listings on pages 9, 10 and 12 of the staff report) to its schedule for undertaking the remaining Business Information Needs studies [Where People Live, Existing Land Use, Planned (Future) Land Use, Property Rights, Land Regulations, Socio-Economic Characteristics of Areas, and Watershed District Jurisdictional Boundaries]. She also noted that the start date listed for the Where People Live Information Need in the staff report should be modified to read To Be Determined (TBD), rather than September 2001. After the staff report had been written, staff had concluded that work on this topic should not begin until the Technical Advisory Team concludes its inventory of the data elements the counties maintain currently for addresses. The Committee concurred.

In light of the uncertainty of staff support resources, the Committee concluded that it should postpone discussion of these scheduling recommendations until at least its September meeting. Staff was asked to report back to the Committee at the next meeting about support options and the impact on the Business Information Needs schedule and other Team activities.

**b) Appointment of Brad Henry to the Coordinating Committee**

Chairperson Craig introduced this matter and summarized several reasons why he believed Brad Henry should be appointed to the Committee including: 1) until he retired from his long standing position with Minneapolis and his subsequent resignation from the Coordinating Committee in January 2001, Brad Henry had made significant contributions to the MetroGIS initiative serving as its chair and vice chair, 2) he brings continuity to the Committee in terms of the vision, what has been achieved and remaining challenges, 3) enthusiasm for the attaining the MetroGIS vision, and 4) his recommended appointment would be consistent with all rules set forth in the operating guidelines.

Chairperson Craig asked Brad Henry to leave the room while the Committee discussed the recommendation.

Stevenson moved and Brown seconded to appoint Brad Henry to the Committee's membership under the "special expertise membership" provision set forth in the Operating Guidelines.

Motion carried, ayes all.

**c) MetroGIS Membership in the National GeoData Alliance (GDA)**

Chairperson Craig summarized the Staff Coordinator's recommendation that MetroGIS join the GDA as an Institutional Member. Stevenson asked how the GDA would differ from organizations such as NaCO and URISA, noting his concern that it would be one more group to add to growing list of options that he, the other Committee members, and MetroGIS staff must choose from to participate in. Chairman Craig and the Staff Coordinator commented that the GDA's focus is on creating a trusted forum for collaboration among organizations to share data and program resources as well collaborate on geospatial operational issues and opportunities, as opposed to the focus of professional organizations, such as URISA, which focuses on education and information sharing among its professional members.

Wencl commented that the GDA is an effort at a truly national, inclusive organization capable of effectively addressing the breadth of organizational and technical needs and opportunities involved in achieving the vision of the NSDI. He also commented that long-term funding from the FGDC to support the vision of the National Spatial Data Infrastructure (NSDI) is not guaranteed and consequently, a broad-based organization, such as that proposed GDA, is in the geospatial community's collective interest. All however, concurred that MetroGIS must be vigilant that the amount of human capital dedicated to the GDA and other non-local do not unreasonably interfere with MetroGIS' ability to achieve endorsed work objectives.

Aichinger moved and Wencl seconded to recommend that the Policy Board authorize MetroGIS to apply for membership in the emerging National GeoData Alliance as an Institutional Member. Motion carried, ayes all.

With regard to recommendations 2 and 3 in the staff report, the members concurred that the Coordinating Committee should not take a position on whether or not a Policy Board member should consider seeking a seat on the GDA National Board of Trustees on behalf of regional government.

**d) Meeting Schedule**

Welsch moved and Henry seconded to cancelled the Committee's June 14 meeting and to change the date for the September meeting from the 13th to the 27<sup>th</sup>. Motion carried, ayes all.

The Policy Advisory Team agreed to change its June 20<sup>th</sup> meeting to the morning of June 14.

**e) July 11 Policy Board Demonstration Topic**

The members concurred with staff's recommendation to demonstrate current WEB-based data distribution capabilities provided through MetroGIS DataFinder and to also demonstrate the functionality sought with the proposed Request for Proposals (Agenda Item 4a) for which the Policy Board endorsement will be sought on July 11.

It was agreed that the difference between access to images (LMIC's demonstration in April) and source data needs to be made clear and that the RFP's primary purpose is the latter. Staff was also directed to make the point that we are not longer focused on a DataFinder but have expanded the initial data discovery focus to include data acquisition. Finally, the members suggested the demonstration provide a synopsis of how desired data can be searched for from the perspective of geography and attributes of spatial data themes.

**5. INFORMATION SHARING**

There was no discussion.



**6. NEXT MEETING**

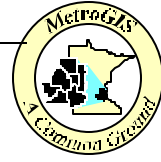
September 27, 2001. Staff was asked to include an update on tasks accomplished over the summer and the appropriateness of current priorities, given the resignation of Theresa Foster, MetroGIS Technical Coordinator.

**7. ADJOURN**

Henry moved and Harper seconded to adjourn at 4:00 p.m. Motion carried, ayes all.

Prepared by,

Randall L. Johnson, AICP  
MetroGIS Staff Coordinator



**Thursday, September 27, 2001**  
**Centennial Office Building, Room 302**  
**(Southeast of State Capitol Building)**  
**St. Paul, Mn**

*9:30 a.m. to 11:30 a.m.*

**1. Call to Order**

**2. Approve Agenda**

**3. Approve Meeting Summary**

a) May 22, 2001

Page  
*action*

**4. Summary of July 11, 2001 Policy Board Meeting**

**5. Action and Discussion Items:**

- a) Regional Parcel Dataset – Attribution Enhancements & Roles and Responsibilities
- b) Election of Officers
- c) Performance Measures Project and Workgroup Creation
- d) October 2001 Policy Board Demonstration Topic
- e) Update - Regional Parcel Dataset (Private/NonProfit Version)
- f) Summary of Staff Coordinator’s Detail in Washington D.C.
- g) Summary of NSDI-funded Web Mapping Services Training Received & Project Update

*action*  
*action*  
*action*  
*action*

**6. Project Updates:**

- a) “Next Generation” (Umbrella) GIS Data Sharing Agreement
- b) Internet –Enabled Data Distribution Mechanism
- c) Business Information Needs (*notably*)
  - Regional Planned (Future) Land Use Dataset
  - 1990 and 2000 Census Geography
- d) Registration of “MetroGIS” and “MetroGIS DataFinder” names

**7. Information Sharing:**

- a) County User Group Update
- b) DataFinder User Statistics Update
- c) Stillwater High School Receives Award from ESRI
- d) MetroGIS is Keynote at East Central Florida Planning Council Data Sharing Kick-Off Function
- e) Metropolitan Council Consideration of MetroGIS 2002 Budget Proposal

**8. Next Meetings**

December 13, 2001

**9. Adjourn**

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

**Meeting Summary  
MetroGIS Coordinating Committee  
Centennial Office Building – Rm 302  
September 27, 2001**

**1. CALL TO ORDER**

Chairperson Craig called the meeting to order at 9:35 a.m.

Members Present: *Academics:* Will Craig (U of M); *Business Geographics:* Steve Lehr (CB-Richard Ellis); *Cities:* Dennis Welsch (Roseville) and Mark Vander Schaff (St. Paul); *Counties:* Dave Drealan (Carver);, Jane Harper (Washington), Gary Swenson (Anoka); *Federal:* Ron Wencl (USGS); *Metropolitan:* Mark Kotz for Rick Gelbmann (Metropolitan Council); *Non-Profits:* David Piggott (Metro East Economic Development Partnership); *Special Expertise:* Brad Henry (URS/BRW), *State:* David Arbeit (LMIC), Joella Givens (MnDOT) and Les Maki and Bart Richardson (DNR); *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Members Absent: *Counties:* David Claypool (Ramsey); Gary Stevenson (Dakota); Jim Hentges (Scott), Patrick O'Connor (Hennepin); *Metropolitan:* Eli Cooper (Metropolitan Council) *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Schools,* Lee Whitcraft (TIES); and *Utilities:* [vacant seat].

Support Staff: Randall Johnson and Trudy Richter, Richardson Richter Associates

Visitors: Brad Henry (USB/BRW); Gary Swensen, Anoka County

**2. ACCEPT AGENDA**

The agenda was accepted as submitted.

**3. ACCEPT MEETING SUMMARY**

Aichinger moved and Henry seconded to approve the May 22, 2001, meeting summary as submitted. Motion carried, ayes, all.

**4. SUMMARY OF JULY 11 POLICY BOARD MEETING**

The Staff reported that the Mn Governor's Council on Geographic Information's (GCGI) had accepted the Board's July 11 request that the GCGI pursue a statewide solution for parcel data incorporating what has been learned through MetroGIS's work. The GCGI has assigned the request to its Land Records Modernization Committee. Chairperson Craig reported that MetroGIS Policy Board Chair Victoria Reinhardt has been appointed to the GCGI.

**5. ACTION AND DISCUSSION ITEMS**

**a) Regional Parcel Dataset – Modification of Attributes and Custodian Roles and Responsibilities**

Bart Richardson, member of the Technical Advisory Team, summarized the Team's action on August 22, 2001 that is the foundation of the recommendations before the Committee. He emphasized that the solution embodies as much flexibility as possible to accommodate the varying business operations of the individual counties. Mark Kotz, Metropolitan Council GIS Staff and project lead for the preparation of the subject recommendations summarized:

- a) The specifics of the proposed modifications to expand the number of parcel attributes and clarify specifications in response to the desires of the MetroGIS community identified during the pilot project that ended in April,
- b) Proposed changes to the roles and responsibilities to clarify them and to address concerns raised during the pilot project,
- c) The Technical Advisory Team's finding that no further work is needed beyond the proposed specifications to satisfy the specifications set forth in the National Cadastral Standards,
- d) The need for county approval of the "next generation data sharing agreements to permit distribution of the regional parcel dataset.

- e) The Technical Advisory Team's proposal to call a data users forum after the 2nd or 3rd release of the regional dataset to evaluate satisfaction among the user community. Kotz commented that the Team believes the User community should provide guidance for any further modifications and procedures associated with the regional parcel dataset.

Harper (Washington County) and Swenson (Anoka County) raised a concern with the mandatory "shall" regarding county submission of attribute data in a standardized or prescribed format to the regional custodian. Swenson noted that Anoka County is currently maintaining two parcel datasets while they are improving the spatial accuracy of their parcel boundaries. Until the new, more accurate dataset is complete, he must convert the old data to submit for the regional dataset, which takes time and effort that he does not have. Harper commented that submitting the required attributes will require coordination with several departments of the county if and until the assembly can be automated. Kotz commented that the Team's thinking is that if the attributes are not submitted in a standardized manner, automation is not possible and the Council's staff does not have the resources to allocate to the conversion and does not want the liability for errors. Drealan commented that the Carver County is comfortable with the language as proposed.

Maki commented that the recommended standardized attribute reporting is in the long term best interests of all stakeholders and a characteristic of good government for producer organizations. Maki's philosophy and that behind DNR's DataDeli is to make the necessary internal dataset corrections one time in a consistent way to avoid the need for manipulation by numerous user organizations. He also reminded the group that the recommended standardization of attribute reporting is at the heart of MetroGIS's objectives. A suggestion was made that some of the funds received by the counties from the data sharing agreements should be used to address these standardization issues.

The discussion identified a possible "gap" between roles and responsibilities that the Metropolitan Council is willing to accept as part of its regional custodian duties and what the counties are willing to do concerning their primary custodian responsibilities. All agreed that the solution must be consistent with MetroGIS's underlying philosophy that no organization will be asked to perform a task for the collaborative for which they do not have an internal business need. In other words, no unfunded mandates. It was agreed that the "shall" in the Technical Advisory Team's proposed language should be changed to "is expected to".

Welsch commented that the I-35W Corridor Coalition turned to 3<sup>rd</sup> party contractor to resolve this gap between the data format received from the producers and the format needed by the Coalition. Lehr concurred with the 3<sup>rd</sup> party option when by the counties submit their data in its native form to a 3<sup>rd</sup> party, potentially a private sector interest, who would make all the necessary conversions and submit the converted data to the regional custodian. Lehr commented that such a solution could involve waiver of a processing fee by the converting organization in exchange for access to the data. The consensus was to modify the language to refer any issues that can not be resolved between the primary producers and regional custodian to Policy Board.

All concluded that in general the Technical Advisory Team's recommended changes are a sound model that would be improved with the suggested language changes from "shall" to "are expected to" and substitution of referral to the Board for mandatory procedures. There was also concurrence to rely upon the user community at subsequent data user forms to identify any further changes.

**Motion:** Givens moved and Wencil seconded to recommend approve the Technical Advisory Team's recommendation, as stated in the staff report dated September 16<sup>th</sup>, with the understanding that staff will modify all appropriate sections per the Committee's discussion and email the revised language to the Committee for comment. If closure can be reached via email, the recommendation will be forwarded to the Policy Board for consideration. If not, the Committee leadership will decide next steps. Motion carried, ayes all.

**b) Election of Officers**

Aichinger moved and Arbeit seconded to nominate Will Craig to a serve a second term as Chair of the MetroGIS Coordinating Committee. He accepted nomination. There were no other nominations. Motion carried unanimously.

Arbeit moved and Drealan seconded to nominate Jane Harper to a serve as Vice-Chair of the MetroGIS Coordinating Committee. She accepted nomination. There were no other nominations. Motion carried unanimously

**c) Performance Measures Project and Workgroup Creation**

Trudy Richter, member of the MetroGIS staff support team, summarized the objectives the performance measures project and noted that staff is requesting the creation of an ad hoc workgroup to provide guidance in the identification of performance measures for MetroGIS. The following members volunteered to participate in the workgroup: Will Craig (U of M CURA and Chair of the Coordinating Committee), Jane Harper (Washington County and Vice-Chair of the Coordinating Committee), Dennis Welsch (City of Roseville), Cliff Aichinger (Ramsey –Washington-Metro Watershed District), David Arbeit (LMIC), and Steven Lehr (CD-Richard Ellis). The first meeting was tentatively scheduled for the week of October 24.

**d) October 17 Policy Board Demonstration Topic**

Staff was asked to invite TIES to share how school districts are benefiting from the presence of MetroGIS. If TIES is unavailable, the Committee asked staff to invite the Mosquito Control District to share how their agency has benefited from MetroGIS's presence.

**e) Update – Regional Parcel Dataset (private sector/nonprofit version)**

The Staff Coordinator stated that no sales have been made and there have been only two inquires since the dataset was made available the first week of June. Also summarized were the methods used to advertise the existence of this dataset to prospective users in the private sector and nonprofit communities. The Committee was informed of staff's intent to survey a sample of those organizations that had been notified of the dataset's availability to identify any policy changes that would make dataset attractive to these communities.

The Committee agreed that the survey should include the questions listed in the staff report and an inquiry whether access to a portion(s) of the regional dataset, as opposed to having to purchase the whole thing, would increase interest.

**f) Summary of Staff Coordinator's Summary Project in Washington D.C.**

The Staff Coordinator commented the project he volunteered to worked on this past summer in collaboration with Prof. Zorica Budic, University of Illinois, Champagne-Urbana, and the resulting document entitled "Lessons From Practice: A Guide to Creating and Sustaining GeoData Collaboratives." He also summarized the contacts that he had made during his time in Washington D.C. with directors of national programs of relevance to MetroGIS and to the state of Minnesota's geodata activities.

**g) Summary of NSDI-Funded Web Mapping Project**

The Staff Coordinator summarized the OpenGIS Consortium Web mapping service training that Alison Slaats, MetroGIS DataFinder project manager, Curt Peterson, Ramsey County GIS Coordinator, and Peter Henschel, Carver County GIS Staff had participated in September 5-7 in Washington D.C. He noted that additional training opportunities will be made available to others in the MetroGIS community in 2002 and that the next steps are to implement what was learned to create OGC-compliant web mapping services. Staff encouraged the members to visit the web mapping services currently available on DataFinder.

**h) Praise from USGS – MetroGIS's Data Search and Delivery Capabilities**

Wencl stated that following the September 11 terrorist tragedy, the National Imagery and Mapping Agency (NIMA) directed a data cataloguing initiative for the 129 metropolitan areas in the United States.

He was assigned to ascertain the availability of specified geospatial data pertaining to the Twins Cities. He thanked MetroGIS and LMIC making his assignment very straightforward, including on-line license documents for data subject to licensure. He noted this is not the case in most other parts of the country. He went on to state that in time of emergency, DataFinder and the State's GeoGateway are exactly what is needed.

Wencl noted that NIMA is currently looking for public domain data and he is not sure if funds will be made available to acquire access to non-public domain data such as TLG's street centerline data; the standard for geocoding in the Twin Cities. The group also recognized that data availability maybe affected in response to the terrorist activity following a comment by David Arbeit that LMIC has been directed to ask for name and need to know information before releasing a pipeline database.

It was agreed that it is important to continue to look beyond our own self-interests. All also agreed that the praise from USGS, as well as the possible ramifications on data sharing, should be brought to the Board's attention at the October 17 Board meeting. Arbeit and Wencl agreed to submit written comments that staff will consolidate into a report to the Board. Arbeit agreed to present this material to the Board.

## **6. INFORMATION SHARING**

Staff reviewed MetroGIS's Grand Prize Geography Network Award received from ESRI for the Transportation Web Mapping Service available through MetroGIS Data Finder. There was no discussion of items listed in the staff report.

## **7. NEXT MEETING**

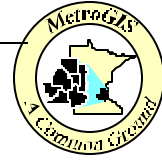
December 13, 2001.

## **8. ADJOURN**

Aichinger moved and Welsch seconded to adjourn at 11:25 a.m. Motion carried, ayes all.

Prepared by,

Randall L. Johnson, AICP  
MetroGIS Staff Coordinator



**Thursday, December 13, 2001**  
**Centennial Office Building, Room 302**  
**(Southeast of State Capitol Building)**  
**St. Paul, Mn**

*9:30 a.m. to 11:30 a.m.*

**1. Call to Order**

**2. Approve Agenda**

**3. Approve Meeting Summary**

a) September 27, 2001

*action* Page  
**1**

**4. Action and Discussion Items:**

- a) 2001 Accomplishments/2002 MetroGIS Goals
- b) 2002 MetroGIS Work Plans
- c) 2002-2003 MetroGIS Budget
- d) Performance Measures
- e) 2002 Meeting Schedule
- f) Search Engine for MetroGIS Web Site ([www.metrogis.org](http://www.metrogis.org))
- g) January 2002 Policy Board Demonstration Topic

*action* **5**  
*action* **11**  
*action* **21**  
*action* **30**  
*action* **33**  
*action* **34**  
*action* **35**

**5. Project Updates:**

- a) "Next Generation" GIS Data Sharing Agreement & Regional Parcel Dataset
- b) Internet –Enabled Data Distribution Mechanism
- c) Internet Web Mapping Services
- d) Priority Business Information Needs
- e) Registration of "MetroGIS" and "MetroGIS DataFinder" names

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**6. Information Sharing:**

**43**

- a) County User Group Update
- b) GCGI LRM Committee – Progress With Statewide Parcel Dataset
- c) Policy Board Chair Reinhardt Appointed to National GeoData Alliance Board of Trustees
- d) Lessons From Practice: A Guide to Organizing and Sustaining Geodata Collaboratives
- e) DataFinder User Statistics Update

**7. Next Meetings**

March xx, 2002

**8. Adjourn**

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

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**Meeting Summary  
MetroGIS Coordinating Committee  
Centennial Office Building – Rm 302  
December 13, 2001**

**1. CALL TO ORDER**

Chairperson Craig called the meeting to order at 9:35 a.m.

Members Present: *Academics:* Will Craig (U of M); *Counties:* Dave Drealan (Carver); Jane Harper (Washington), Gary Swenson (Anoka); Gary Stevenson and Randy Knippel (Dakota); Jim Hentges (Scott), Bill Brown for Patrick O'Connor (Hennepin); *Federal:* Ron Wencl (USGS); *Metropolitan:* Rick Gelbmann (Metropolitan Council); *School:* Lee Whitcraft (TIES); *Special Expertise:* Brad Henry (URS/BRW), *State:* David Arbeit (LMIC), Joella Givens (MnDOT) and Les Maki and Bart Richardson (DNR); *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Members Absent: *Business Geographics:* Steve Lehr (CB-Richard Ellis); *Cities:* Dennis Welsch (Roseville) and Mark Vander Schaaf (St. Paul); *Counties:* David Claypool (Ramsey); *Metropolitan:* Eli Cooper (Metropolitan Council) *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Non-Profits:* David Piggott (Metro East Economic Development Partnership) and *Utilities:* [vacant seat].

Support Staff: Randall Johnson, Alison Slaats, and Kathie Doty (Richardson, Richter & Associates)

**2. ACCEPT AGENDA**

The agenda was accepted as submitted with the following additions to the Information Sharing: MN GeoGateway award (Arbeit) and Australian Geodata Distribution Model (Craig).

**3. ACCEPT MEETING SUMMARY**

Harper moved and Arbeit seconded to approve the September 27, 2001, meeting summary as submitted. Motion carried, ayes, all.

**4. ACTION AND DISCUSSION ITEMS**

**a and b) 2001 Accomplishments and 2002 MetroGIS Goals and 2002 Work Plan**

The Staff Coordinator summarized MetroGIS's major accomplishments in 2001 and asked the Committee for additions and/or modifications to the detailed summary of MetroGIS's activities and efforts in 2001. Staff also summarized the highlights of the suggested listing of short-term goals for 2002-2003.

2001 Accomplishments: Chairperson Craig suggested that activities listed the second bullet of Item "m" in the outreach section should be divided into separate items: MetroGIS and the Ramsey County GIS Users Group were highlighted in a national publication and staff's role in the publication of "Lessons From Practice: A Guide for Organizing and Sustaining Successful Geodata Collaboratives". It was also agreed that the paper presented in November by Chairperson Craig in Australia which made reference to MetroGIS should be added to the listing of presentations in Item IV (d). There were no other suggested modifications to the listing of accomplishments or short-term goals.

2002-2003 Short-Term Goals and 2002 Work Plan: Chairperson Craig commented that member Vander Schaaf, who could not attend this meeting, is asking the Committee to consider moving up the June 2003 proposed start for the "Socio-Economic Characteristics of Areas" Business Information Need and modify the short-term goal to state MetroGIS's intention to complete work on all thirteen initial priority business information needs by the end of 2002. Chairperson Craig noted that the Twin Cities Research Group is an informational organization of many individuals involved in many types of the community-based research.



Arbeit shared that LMIC will complete a project by year-end with the State Demographer's office that may provide much of the information desired by the MetroGIS community. Harper mentioned that Washington County is also near completion of a project that many also be of value.

It was agreed that David Arbeit and the appropriate LMIC staff will meet with Tanya Mayer and Rick Gelbmann of the Metropolitan Council, Chairperson Craig, Mark Vander Schaaf, and possibly other representatives of the Twin Cities Research Group to decide if there are any common interests that should be moved on before MetroGIS plans to undertake this project. The Staff Coordinator commented that the current June 2003 start was agreed upon by the Committee at its May 22, 2001 meeting to permit the U.S. Census Bureau's American Community Survey program to mature and to evaluate it against methodology developed in conjunction with the North Metro I35W Corridor Coalition by John Carpenter.

It was agreed that prior to formally changing MetroGIS's work plan for the Socio-Economic Business Information Need that options would be presented to Technical Advisory Team at its February 2002 meeting. Staff encouraged the workgroup to review the socio-economic related data needs that had been identified by the MetroGIS community in the fall of 1996 to ensure these needs are understood. It was agreed that MetroGIS resources would not be sought because there is sufficient interest from numerous stakeholders to address this information need without MetroGIS staff and/or non-staff assistance.

**Motion:** Aichinger moved and Henry seconded to accept:

- a) The listing of 2001 MetroGIS accomplishments provided in the agenda packet, with the modifications agreed upon by the Committee, and the proposed listing of goals for 2002, with the exception of speeding up work a regional solution to census data as it relates to the Socio-economic Information Need without MetroGIS resources.
- b) The proposed 2002 work plan but plus speeding up work to census data as noted in "a" above".

Motion carried, ayes all.

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Randy Knippel arrived. He will be replacing Gary Stevenson as Dakota County's representative to the Coordinating Committee. Chairperson Craig presented Stevenson with a certificate of appreciation for his participation in the evolution of MetroGIS. Each of the Committee members introduced themselves to Knippel. Stevenson left the meeting.

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**c) 2002-2003 MetroGIS Budget**

The Staff Coordinator explained that the 2002 budget has been refined from the preliminary version that was submitted to the Metropolitan Council in April 2001. The total is \$10,000 less than was requested by the MetroGIS Policy Board but all functionality sought with the original request has been retained.

In repose to a question from Arbeit, staff explained that the 2003 preliminary budget is 35 percent less than projected for 2003 in the April 2000 Business Plan. Staff proposed this cut as a proactive measure in anticipation of the budget cuts pending due to the economic downturn. The Committee concurred with this logic.

The only budget item discussed was the \$14,000 proposed to support county-based GIS users groups. In response to questions from county representatives, staff confirmed that the Coordinating Committee would define the guidelines for use of these funds and that use of the funds would also be voluntary. The large increase from \$3,000 in 2002 to \$14,000 in 2003 was questioned. Staff commented that the increase is proposed to coincide with an expected increase in the use of GIS technology and data sharing in 2003 resulting from MetroGIS operationalizing its Internet-based data distribution and Web Mapping Services, as well as solutions to most common information needs by that time. Consequently, staff's belief is that

the value of the county-based user groups to help peers understand the value of GIS technology and collaborative activities will also increase. The proposed funds could be used for such things as data fairs, supplemental staffing to support the user groups, preparation of handbooks and other publications that foster use of GIS technology and data sharing, documentation of benefits, etc. Aichinger spoke in favor of the proposal, noting that the Ramsey County GIS User Group has made use of these funds in the past for projects for which they would not otherwise have had adequate resources to accomplish their objectives.

Staff commented that the funds directed specifically to supplement user groups activities are proposed to become a permanent line item in the budget, whereas the \$75,000 in supplemental data maintenance payments are contractual only through 2003. Following this discussion, no one objected to the \$14,000 set aside to assist user groups in 2003.

**Motion:** Aichinger moved and Henry seconded to recommend that the Policy Board endorse the 2002-2003 budget as presented in the document included in the agenda materials and that the Policy Board seek approval of the 2003 budget by the Metropolitan Council. Motion carried, ayes all.

#### **d) Performance Measures**

Kathie Doty, member of the MetroGIS Staff Support Team, explained the efforts of the Performance Measures Work Group that was created by the Committee at its September meeting. She led the group through measures that had been identified by the group, and staff's recommendations for which measures should be included in a detailed performance measures plan in the next phase of the project. She also commented that the first phase results will be shared with the Board on January 9 to ensure that the Board is comfortable with the measures that have been identified before the detailed plan is developed.

The group had a general discussion regarding the importance of a performance measures program. There was concurrence that for MetroGIS to achieve and sustain its vision, a broad spectrum of people must remain actively involved. The group concurred that each of these participants must justify their time spent on MetroGIS activities, and that evidence that MetroGIS is making a difference is important to their continued participation. Henry commented that documenting the progress made is also very important considering the turnover that is likely to continue to occur on the Committee and Policy Board. The group also agreed that the measures need to focus on the added value brought to the community by MetroGIS and that pains need to be taken not to claim benefit for something that would have occurred without MetroGIS.

The following changes were suggested to the measures presented in the packet:

- 1) Drop the term "quality" from I(C). "Quality" and "reliability" seen as the same concept.
- 2) Add to III (B) a statement similar to "more efficient and effective ways to accomplishing every day business functions"

The group also concurred that, if possible, the design of the Internet-Enabled Data Distribution Mechanism should include a 2-3 question survey with a comment section to be filled out by the user while waiting for the download of data. The purpose would be to help MetroGIS better understand who is being served as well as give the user an opportunity to comment directly to MetroGIS. The need to ensure compliance with the MN Data Practices Act was raised and delegated to the Data Distribution Project Team to investigate as part of the design process. The proposed survey should be accompanied by a brief statement of why the survey is present, along with a prominent statement that participation is voluntary. Staff commented that these desired survey components might be out of scope for the current project. If this is the case, it is recommended to bring options to the Committee for discussion and direction to Project Team.

Arbeit commented that with regard to the development of a detailed performance measures plan in the next phase, the means to measure the performance measures should include an annual survey to

complement the proposed web statistics and anecdotal accounts of benefits. This survey would attempt to measure perceptions of data quality, data access policies, and visibility of MetroGIS.

**Motion:** Henry moved and Givens seconded to recommend that the Policy Board accept the performance measures identified by the workgroup, as modified by the Committee, for inclusion in a detailed Performance Measures Plan to be submitted to the Policy Board for its consideration in April 2002. Motion carried, ayes all.

**e) 2002 Meeting Schedule)**

The Committee agreed to the schedule suggested in the agenda packet: March 14, June 13, September 12, and December 12, 2002.

**f) Search Engine for MetroGIS Website**

This item was withdrawn from the agenda. A solution was identified subsequent to preparing the staff report that does not involve advertising. Therefore, no action by the Committee is needed to implement a search function for MetroGIS's website at [www.metrogis.org](http://www.metrogis.org).

**g) January 202 Policy Board Demonstration Topic**

It was agreed that Paul Olson should be invited to talk about his experience helping out with responding to the World Trade Center terrorist tragedy. Maki suggested inviting Mr. Olson. Paul Olson is a GIS Coordinator with the DNR Forestry Division. He traveled to New York and assisted with the response to this tragedy. The Committee concurred this would be a timely presentation and it would also illustrate the significant benefits of GIS as an integrating technology among multiple organizations when those organizations elect to cooperate.

**5. PROJECT UPDATES**

**a) "Next Generation" GIS Data Sharing Agreement & Regional Parcel Dataset**

The staff stated that an agreement-in-principle had been reached with managers at each county and that the legal staff is reviewing the details of the final agreement. The goal is obtain formal approval from the Counties and the Council by February 2002. He also noted that the focus of the agreement is the regional parcel dataset – data specifications, county roles as a producer of the primary data and the Council's roles as the assembler of the regional dataset and distribution. A primary focus of the agreement authorizes the Council to assemble the primary and redistribute it in the form of the regional parcel dataset in part or in full to the MetroGIS community. Staff noted that the staff report and recommendation to the Policy Board to finalize MetroGIS policy would be forwarded to each them to ensure nothing has been overlooked prior to presenting the document to the Board for consideration on January 9, 2002.

**b and c) Internet-Enabled Data Distribution Mechanism and Internet Web Mapping Services**

Alison Slaats noted that a contract with Syncline had been authorized for the Data Delivery Mechanism Project and that the first phase- Functional Requirements Document – had been completed. The consultants will be in town January 17-18 to meet with the Project Team to discuss matters pertinent to the next phase – System Design Document. Alison also explained how Web Mapping Services work, the goals of MetroGIS's grant funded project, and their relationship to the Data Distribution Mechanism project. Johnson commented that non-government/non-academic entities will not be able to view parcel data, have access to parcel data via a Web Mapping Service. The design policy, unless counties agree otherwise, that access to parcel data by non-government entities will require a fee as determined by the counties.

**b) Priority Business Information Needs**

There was no discussion of this topic.

**c) Registration of "MetroGIS" and MetroGIS DataFinder" names**

There was no discussion of this topic

**6. INFORMATION SHARING**

a-e) Items described in the staff Report

There was no discussion of these items.

- d) Chairperson Craig briefly summarized the paper that he presented in Australia in November and what he learned about Australia's experience with privatization of its parcel data distribution functions with involves seven political entities (states) and their efforts to reach agreement on a common vehicle for licensure – both with strong parallels to MetroGIS's efforts. He agreed to write a brief summary to include in the Policy Board agenda packet.
- e) David Arbeit informed the Committee that the MN GeoGateway will receive an award for excellence in government at a statewide conference of Information Technology advocates later in the week. He stated that he intends to cite the collaborative efforts with MetroGIS, and others in his acceptance remarks. He agreed to write a brief summary to include in the Policy Board agenda packet.

**7. NEXT SCHEDULED MEETING**

March 14, 2001.

**8. ADJOURN**

The group agreed to adjourn at 11:45 a.m.

Prepared by,

Randall L. Johnson, AICP  
MetroGIS Staff Coordinator



**Wednesday, March 20, 2002**  
**Centennial Office Building, Room 302**  
**(Southeast of State Capitol Building)**  
**St. Paul, Mn**

**9:00 a.m. to 11:00 a.m.**

**1. Call to Order**

**2. Approve Agenda**

**3. Approve Meeting Summary**

a) December 13, 2001 *action* Page  
1

**4. Action and Discussion Items:**

- a) Performance Measures and Business Plan Update Process . . . . . *action* 6
- b) Regional Planned (Future) Land Use Dataset
  - Data Specifications and Custodian Roles and Responsibilities . . . . . *action* 26
  - Launch Forum on May 23
- c) Membership Openings on Coordinating Committee . . . . . *action* 43
- d) Internet-Enabled Data Distribution Mechanism Project Update 48
- e) Participant Appreciation Event / ESIG Award Nomination. . . . . *action* 50
- f) Socio-Economic Data Pilots Update 55
- g) Regional Street Centerline Dataset – Positional Accuracy and Maintenance 64
- h) Reminder to Counties of April Presentations to the Policy Board 65

**5. Project Updates:** 66

- a) Launch of Reengineered & Enhanced Information Website (www.metrogis.org)
- b) “Second Generation” GIS Data Sharing Agreement & Regional Parcel Dataset
- c) Priority Business Information Needs and Census Workgroup

**6. Information Sharing:** 68

- a) GIS User Group Update
- b) 2001 MetroGIS Annual Report
- c) Delegation from Japan Visits MetroGIS
- d) GCGI’s LRM Committee – Progress With Statewide Parcel Dataset
- e) NIMA’s Twin Cities Ortho Flight
- f) National GeoData Alliance Board of Trustees Meeting February 2002
- g) FGDC GeoSpatial OneStop Project
- h) URISA’s GIS Certification Program Proposal
- i) MetroGIS Staff to Present at GSDI Conference in Budapest, Hungary
- j) Call for Papers – National URISA Conference
- k) MetroGIS DataFinder and General Website User Statistics

**7. Next Meeting**

June 19, 2002

**8. Adjourn**

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

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**Centennial Office Building – Rm 302**  
**March 20, 2002**

**1. CALL TO ORDER**

Chairperson Craig called the meeting to order at 9:02 a.m.

Members Present: *Academics:* Will Craig (U of M); *Counties:* David Claypool (Ramsey); Dave Drealan (Carver); Jane Harper (Washington); Gary Swenson (Anoka); Randy Knippel (Dakota); Bill Brown for Patrick O'Connor (Hennepin); *Federal:* Ron Wencl (USGS); *Metropolitan:* Rick Gelbmann (Metropolitan Council); *School:* Dick Carlstrom (TIES); *State:* David Arbeit (LMIC), Joella Givens (MnDOT) and Bart Richardson (DNR).

Members Absent: *Business Geographics:* Steve Lehr (CB-Richard Ellis); *Cities:* [vacant seat] (core cities) and [vacant seat] (other cities); *Counties:* Jim Hentges (Scott); *Metropolitan:* Eli Cooper (Metropolitan Council) *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Non-Profits:* [vacant seat]; *Special Expertise:* Brad Henry (URS/BRW); *Utilities:* [vacant seat]; *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Visitors: John Carpenter (Excensus, LLC); Donald Cheney (City of St. Paul); Alan Laumeier (Reliant Energy/Minnegasco); Sandra Paddock (Wilder Research Center)

Members of the Support Staff Team: Steve Fester, Paul Hanson, Randall Johnson, Alison Slaats, and Kathie Doty (Richardson, Richter & Associates)

**2. ACCEPT AGENDA**

The agenda was accepted as submitted.

**3. ACCEPT MEETING SUMMARY**

Givens moved and Swenson seconded to approve the December 13, 2001 meeting summary as submitted. Motion carried, ayes, all.

**4. ACTION AND DISCUSSION ITEMS**

**a) Performance Measures and Business Plan Update Process**

Kathie Doty (Richardson, Richter and Associates) first presented a summary of a proposed Performance Measurement Plan and explained why the Plan was prepared. There was some discussion regarding the proposed methods to measure benefits to data suppliers. Vice-Chair Harper stated that measurements six and seven might not work very well as proposed, noting that Washington County, for example, does not have a high enough volume of data requests, and also lacks a central data distribution point, making tracking even more difficult. The members stressed the importance of developing ways to measure producer benefits without arduous data collection efforts on the part of the producers. Indirect methods were suggested and will be studied further as the performance measurement plan is implemented.

Vice-Chair Harper suggested an alternative method that was acceptable to the Committee whereby data delivered from DataFinder would be tracked by MetroGIS according to the producers of the data. The total number of requests and the type of data involved would then be shared with the respective producers and they would be asked to estimate the time and effort that would have been needed to service these data requests had the producer serviced them directly.

Member Claypool stated his strong support for the proposed centralized data distribution capability, believing it will free up current staff resources for other tasks. The members also concurred that the

automated method under development will likely result in the ability to serve higher volumes of requests than could be effectively handled with current resources.

Craig noted that the measurements are still being developed, and are subject to change. Specifically, it was recommended that performance measures 6 and 7 be combined into a single to-be-determined measure of benefits to data suppliers and that the methods to accomplish should stipulate they are still evolving and will continue to do so as lessons are learned.

Regarding testimonials of benefits from the existence of MetroGIS, Staff Coordinator Johnson suggested that TIES, the Metropolitan Mosquito Control District and an organization other than the Metropolitan Council should be sought for the initial three testimonials. Chair Craig and Member Arbeit countered that the Council should consider providing this testimonial, since the Council is the primary financial sponsor of MetroGIS and should logically be experiencing benefits from MetroGIS. Member Gelbmann responded, stating that the Metropolitan Council already has internal means of determining MetroGIS's performance, but acknowledged that if MetroGIS wishes the Council will participate in the first round of testimonials.

Doty also summarized the proposed process to update the MetroGIS Business Plan, and requested formation of a workgroup to assist the support staff and oversee the update process. Arbeit, Craig, and Gelbmann and volunteered for this subgroup.

**Motion:** Knippel moved and Harper seconded to approve the motion, with the understanding that performance measures 6 and 7 will be combined into a single to-be-determined measure of benefits to data suppliers and that the methods to accomplish are acknowledged as still evolving and will continue to do so as lessons are learned. Motion carried ayes, all.

**b) Regional Planned (Future) Land Use Dataset**

Staff Member Hanson stated that the MetroGIS Technical Advisory Team is seeking endorsement of the Regional Planned (Future) Land Use Dataset. He summarized the following topics regarding the dataset: proposed regional coding scheme, the "intensity of use" workgroup, the actual dataset, related data specifications, suggested roles and responsibilities associated with the dataset, and suggested custodian of the dataset (Metropolitan Council). He also stressed that the regional coding scheme used is in no way intended to replace or in any way affect locally adopted planned land use designations. Its purpose is to permit comparison, in a like manner, of land use designations adopted by different communities. Updates of the planned land use data will be made quarterly. The only changes that will be incorporated are those of which the Metropolitan Council has been officially notified, in accordance with procedures mandated by state law.

Acknowledging MetroGIS's objective for each regional data solution to be aligned and spatially integrated, Staff Member Hanson pointed out that a simple process to align the planned land use boundaries with county parcel boundaries, where coterminous, has yet to be developed. The Council agreed to align the PLU dataset with parcel boundaries on an annual basis and carry out the alignment more often if a process can be effectively automated and/or the manual effort needed is less than currently anticipated.

Vice Chairperson Harper encouraged the Council to make the source data available to the counties (the primary producers of the parcel datasets), noting this information would be extremely valuable to the communities and counties which have land use planning responsibilities. Staff Member Hanson commented that the Council will produce a source database, which ties the land use designations to county parcels, and it will be made available to all licensed users of county parcel data.

**Motion:** Arbeit moved, and Givens seconded that the Coordinating Committee approve, for consideration by the Policy Board, the following specifications for the Regional Planned Land Use dataset, regional land use coding scheme, regional custodian, and custodian roles and responsibilities:

- 1) The Regional Planned Land Use Coding Scheme, the tiered system and outlined codes as specified in Appendix A, Table 1.
- 2) The proposed data specifications as presented in the attached Policy Summary, dated March 6, 2002.
- 3) Designation of the Metropolitan Council to serve as the custodian of the Regional Planned Land Use datasets and supplemental databases on behalf of the MetroGIS community.
- 4) The proposed roles and responsibilities of the regional custodian organization, as presented in the attached Policy Summary Document, dated March 6, 2002.
- 5) Direct the Technical Advisory Team to consider the efforts necessary to maintain a geographically referenced Regional Planned Land Use dataset (aligned with parcel and other regional datasets) when addressing the Rights to Property Priority Information Need

Staff Coordinator Johnson and the Committee thanked the Paul Hanson of the Council's GIS staff and the I-35W Corridor Coalition for their skill and dedication to successfully developing this unprecedented regional dataset.

**c) Membership Openings on Coordinating Committee**

Staff Coordinator Johnson provided an overview of the membership guidelines and summarized the four membership openings, noting that Member Dennis Welsch's resignation had only been received that week, effective March 18, 2002.

Chairperson Craig asked Sandra Paddock, Wilder Research Center, and candidate for the Non-Profits seat; Donald Cheney, City of St. Paul, and candidate for Association of Metropolitan Municipalities' (AMM) Large City representative; and Al Laumeyer, Reliant Energy/Minnegasco and candidate for the Utilities representative, to leave the room while the Committee discussed their candidacy for membership on the Committee.

The Committee concluded that it should: 1) appoint Sandra Paddock to fill the non-profit seat, 2) recommend to the (AMM) appointment of Donald Cheney for the large city representative subject to submission of a statement from the city administration that this appointment is acceptable to them and that Mr. Cheney is willing to communicate with Minneapolis, 3) that the Chair/staff should do more investigation of options for the utility representative, and 4) that the Chair/staff should solicit candidates for the small city representative and pass them along to the AMM.

No one was interested in serving on a nominating committee to follow up on the latter two conclusions. The candidates were informed of the Committee's conclusions.

**d) Internet-Enabled Data Distribution Mechanism Project Update**

Staff Member Slaats gave a status update and general overview of the Internet-Enabled Data Distribution Mechanism currently under development by Syncline, Inc., the Boston, MA-based consultant retained for this project.

Slaats summarized the functions that will be supported by the application and user interface, noting that the application will allow users to browse and view data before downloading, and it allow the users to "clip" only the data needed. Slaats also described the project timeline including both past and future dates of significance, the various people involved from various organizations, and a general overview of the mechanism's architecture, security features and desired functionality.

Staff Coordinator Johnson commented on the impending "beta test" of the application, which is to begin in April. Johnson explained that the purpose of the beta test is to test the structure and functionality of the



application as it exists now, as opposed to seeking suggested enhancements. He also commented that the consultant contract permits the Council to give the entire application to any government organization affiliated with MetroGIS, with the understanding that any customizing or training would be provided by Syncline.

Slaats explained that the data sources for the distribution application could be distributed if data producers would like to distribute their data via DataFinder, but keep it on their own server. Member Richardson asked if this mechanism could link to the DNR Data Deli in this manner. Slaats responded that in the initial release, the mechanism could show the DNR data via the mechanism map for browsing (using the Open GIS Consortium (OGC)'s Web Map Service protocol (WMS), but that data distribution would have to wait until the OGC protocol on GML (Geography Markup Language) was finalized. At that time, data distribution from the Data Deli will be investigated, but the framework for this next step is already in place.

Member Knippel expressed interest in testing the remote node capability. Member Drealan expressed strong support for the flexibility that the design has incorporated regarding support of all combinations of remote nodes and centralized delivery based on the preference of the data producer. Member Givens also expressed interest in obtaining access to the application for use by MnDOT.

#### **e) Participation Appreciation Event / ESIG Award Nomination**

*Participant Satisfaction Award:* Staff Coordinator Johnson informed the Committee of the proposed event, scheduled for November 14, 2002. Several Committee members suggested that staff speak to Policy Board Chairperson Reinhardt about shortening the length of the program and/or combining the event with a Policy Board meeting. Member Claypool agreed to look into the possibility of having beer/wine at the event, as well as any required security detail.

*ESIG Award Nomination:* Staff Coordinator Johnson explained his suggestion that MetroGIS nominate itself for URISA's ESIG award, noting this is an action item because Board authorization is required to submit a nomination. Member Arbeit and Chairperson Craig, both former National Chairs of the URISA organization, spoke in favor of the suggested nomination, noting that with its achievements to date along with the new Internet data distribution capability, MetroGIS should be able to submit a competitive application. Chairperson Craig also suggested that MetroGIS also nominate itself for the Governor's Commendation Award.

**Motion:** Arbeit moved and Givens seconded to recommend to the Policy Board that MetroGIS:

- 1) Host a Participant Appreciation Event, as outlined in the staff report, subject to staff investigating the comments provided by the Committee members.
- 2) Nominate itself in 2002 for URISA's ESIG Award and for the Governor's Commendation for Exemplary GIS Projects.

Motion carried, ayes all.

Member Givens volunteered to assist staff with the Appreciation Event and Members Arbeit and Craig offered to review the award nominations once prepared by staff.

Member Wencl arrived.

#### **f) Socioeconomic Data Pilots Update**

Staff Coordinator Johnson introduced John Carpenter of Excensus, LLC, noting that Mr. Carpenter had last shared his "I-block" concept with the Committee on January 22, 1998 and that since that time has been maturing the concept in collaboration with the I-35W Corridor Coalition and other local government interests in the Twin Cities area. Johnson commented that he had invited Carpenter to speak to the Committee in preparation for MetroGIS's plan to begin work in June 2003 to address its Socioeconomic

Characteristics of Areas Common Business Information Need. He also noted that the June 2003 start date was set by the Committee to coincide with an anticipated decision by the federal government as to whether or not it will finance the new American Community Survey census paradigm. Johnson closed his comments by challenging Mr. Carpenter to document the benefits to local government of using the “I-block” paradigm, in a series of short case studies, and to share them with MetroGIS leadership prior to launching the in June 2003 initiative. Carpenter stated this documentation is consistent with his own plans.

Carpenter began his comments by noting that the “I-blocks” are built with individual household and business level data from several data sources and that the I-Blocks are also tied to parcel data, making the data extremely flexible and robust. He also complimented MetroGIS’s goal for all regional data solutions to align with one another, which will result in the ability to relate demographic data, at the parcel level, to all other parcel level accuracy data under consideration by MetroGIS and, as such, will result in extremely powerful analytic capabilities.

He summarized agreements that have been reached with the producers of the sensitive source data, noting that they permit release of the data only when summarized to the I-block (generally a summarization of three households/businesses); data in some cases that has not been previously shared. He also handed out and commented on a summary of the general characteristics of the I-block data; explained some of the applications made to date; spoke about some of his efforts since 1998 to expand his collaboration to several local government interests beyond his initial work with the I-35W Corridor Coalition; and stated that efforts are in progress, with the assistance with local foundations, that could result full coverage of the metro area by the end of 2004.

Carpenter concluded his remarks by crediting the work of the Governor’s Council on Geographic Information (GCGI) Data Committee for its efforts to craft a data sharing agreement handbook as being very useful to the agreements he needed to obtain the highly sensitive source data that had not been previously generally available.

In response to a question from Chairman Craig, Carpenter commented that varying levels of detail are planned to be made available, dependent upon the interest requesting access. Staff Coordinator Johnson encouraged Carpenter and his partners to evaluate the security component being developed for MetroGIS’s Internet Data Distribution Application for their needs before developing a security module on their own. Staff agreed to include Carpenter in the beta testing of MetroGIS’s Internet Data Distribution application.

Chairman Craig thanked Mr. Carpenter for his presentation to the Committee.

**g) Regional Street Centerline Dataset - Positional Accuracy and Maintenance**

Due to time limitations, this item was postponed to the next meeting.

**h) Reminder to Counties of April Presentations to Policy Board**

Vice Chair Harper encouraged the representatives from each of the seven counties to coordinate their presentations to the Policy Board prior to the Board's April 10 meeting.

**5. PROJECT UPDATES**

**a) Launch of Reengineered & Enhanced Information Website ([www.metrogis.org](http://www.metrogis.org))**

Staff Coordinator Johnson mentioned the launch of the new general MetroGIS website, thanked the staff involved in the process, and encouraged the members to use it as a resource. He noted that site activity is tracked monthly and that for the past two months the new site has averaged 1600 visitor sessions/month.

**b)"Second Generation" GIS Data Sharing Agreement & Regional Parcel Dataset**

Staff Coordinator Johnson noted that the Metropolitan Council had approved the agreements at its March 13, 2002 meeting and that the Regional Administrator had signed them on the 14<sup>th</sup>. Each county was contacted beginning March 18 requesting them to submit their parcel data to the regional custodian (Metropolitan Council).

**c) Priority Business Information Needs and Census Workgroups**

Chairperson Craig and Vice Chair Harper reported on the efforts of their Census Data Workgroup that was formed at the December 13, 2001 Committee meeting to improve usability of census data. Their comments included:

- 1) A conclusion that existing tools for accessing data (Datenet, Factfinder, CD) are pretty good
- 2) There is a need for user guide/tutorial on using these tools (U of M library may help)
- 3) There is a need to provide easy to access 'profile' of MCD's & central city neighborhoods
- 4) There is a need for speed up access to Census data. Long form data due this summer
- 5) The workgroup can continue to move this forward with its work on this matter without MetroGIS staff or Technical Advisory Team assistance for the time being.

No decision was made, but the group was asked how it might go about deciding which of the census data are most commonly sought and whether or not the workgroup should seek out ways to improve access to these "priority" census data. The Committee also generally agreed that when MetroGIS initiates its work on the Socioeconomic Characteristics of Areas common business information, interface opportunities between the I-block and US Census data might be valuable for more complex inquires.

**6. INFORMATION SHARING**

There was no discussion of these items.

Committee members thanked staff for their work on the 2001 Annual Report, noted that it is very well done.

Member Arbeit also asked if staff had given any thought to a mechanism to provide access to archived staff reports. Staff commented that all meeting agendas, meeting minutes, and final reports are currently posted at [www.metrogis.org](http://www.metrogis.org) and that staff could post entire agenda packets, if the teams preferred, but that this practice would require more web site memory requirements. Staff suggested that matter be discussed as part of the Outreach component of the Business Plan update and that before a decision is made that MetroGIS have a better understanding of stakeholder desires for part and future and committee agenda materials.

**7. NEXT SCHEDULED MEETING**

June 19, 2002

**8. ADJOURN**

Knippel motioned and Givens seconded to adjourn at 11:10 AM

Prepared by,

Steve Fester and Randall Johnson  
MetroGIS Support Staff Team



**Wednesday, June 19, 2002**  
**Centennial Office Building, Room 302**  
**(Southeast of State Capitol Building)**  
**St. Paul, Mn**

**9:00 a.m. to 11:00 a.m.**

**1. Call to Order**

**2. Approve Agenda and Introduce New Members**

**3. Approve Meeting Summary**

a) March 20, 2002

*Page*  
**action** 1

**4. Summary of April 10 Policy Board Meeting**

7

**5. Action and Discussion Items:**

a) Business Plan Update – Challenge Areas

**action** 8

b) MetroGIS DataFinder Café: Beta Test Results, Proposed Enhancements  
 & Policy Board GIS Technology Demonstration Topic

**action** 20

c) Regional Parcel Dataset – Private Sector Version & eCommerce Study

**action** 30

d) Possible Expansion of Coordinating Committee Membership

**action** 50

e) Amendment to Technical Advisory Team Workplan

**action** 60

f) Regional Street Centerline Dataset – Positional Accuracy and Maintenance

65

g) Participant Appreciation Event Update

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**6. Project Updates:**

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a) Priority Business Information Needs and Census Data Workgroup

**7. Information Sharing:**

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a) GIS User Group Update

b) GCGI's LRM Committee – Progress With Statewide Parcel Dataset

c) MnAPA State Conference – September 11-13

d) GIS/LIS State Conference – October 2-4

e) 2002 URISA National Conference – October 26-30

f) 2002 Excellence in Government National Conference – July 15-17

g) Statewide Shoreline Parcel Mapping Project

h) GCGI Data Sharing Field Manual

i) Application to URISA for ESIG Award

j) Outreach Efforts

k) OGC Critical Infrastructure Protection Initiative (CIPI)

l) MetroGIS DataFinder and General Website User Statistics

**8. Next Meeting**

September 18, 2002 (*Can the group meet in the afternoon instead of from 9-11 a.m.?*)

**9. Adjourn**

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

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**Centennial Office Building – Rm 302**  
**June 19, 2002**

**1. CALL TO ORDER**

Chairperson Craig called the meeting to order at 9:06 a.m.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Don Cheney (AMM: City of St. Paul); *Counties:* Bill Brown (Hennepin); David Claypool (Ramsey); Dave Drealan (Carver); Jane Harper (Washington); Randy Knippel (Dakota); Gary Swenson (Anoka); Jim Hentges (Scott); *Metropolitan:* Rick Gelbmann (Metropolitan Council); *Non-Profits:* Sandra Paddock (Wilder Research Center); *Special Expertise:* Brad Henry (URS/BRW); *State:* David Arbeit (LMIC), Joella Givens (Mn/DOT) and Bart Richardson (DNR); and *Utilities:* Al Laumeier (Reliant Energy Minnegasco).

Members Absent: *Business Geographics:* Steve Lehr (CB Richard Ellis); *Cities:* Bob Cockriel (suburban cities: Bloomington); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Federal:* Ron Wencil (USGS); *Metropolitan:* Eli Cooper (Metropolitan Council); *Schools:* Dick Carlstrom (TIES); *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Support Staff: Steve Fester, Randall Johnson, Alison Slaats, and Kathie Doty (Richardson, Richter & Associates)

**2. ACCEPT AGENDA AND INTRODUCTION OF NEW MEMBERS**

The agenda was accepted as submitted. Chairperson Craig introduced Al Laumeier, Reliant Energy Minnegasco, as the new Utility Representative to the Committee. Bob Cockriel, City of Bloomington, who was unable to attend, is the new AMM - Suburban Communities Representative to the Committee.

**3. ACCEPT MEETING SUMMARY**

Member Henry moved and Member Arbeit seconded to approve the March 20, 2002 meeting summary as submitted. Motion carried, ayes all.

**4. SUMMARY OF APRIL 10 POLICY BOARD MEETING**

There was no discussion of this item.

**5. ACTION AND DISCUSSION ITEMS**

**a) Business Plan Update - Challenge Areas**

Kathie Doty summarized 8 challenge areas identified by staff and a Coordinating Committee subgroup, noting that the purpose of this agenda item is to reach agreement on the broad challenge facing MetroGIS in the next few years. Doty noted that incomplete draft strategies and tactics have been offered for comment and to stimulate discussion. Once the challenge areas are accepted by the Board, which is planned for July30, work will turn to seeking agreement on appropriate strategies and tactics for each. The Committee did not offer any additional challenge areas for consideration.

Henry asked if the eight identified areas had been prioritized in any way. Staff Coordinator Johnson replied that no ranking was implied by the listing and that there was no intent to modify the priority functions as set forth in the 2000 Business Plan. Vice Chair Harper commented that some of the challenges will be more difficult than others and encouraged staff to communicate this distinction in the Plan.

The Committee did not offer comment on the draft associated with six of the challenge areas. A summary of the discussion regarding the other two (Distribution of Parcel Data to Private and Non-Profit Interests and Role of MetroGIS concerning Geodata Applications) follows:

Distribution of Parcel Data to Private and Non-Profit Interests: Member Brown questioned whether the private sector had been involved in developing the original priority common information needs, in particular parcels. Member Arbeit replied that the process used to identify and rank the MetroGIS community's original priority information needs included representatives from all sectors but that the emphasis had been on the needs of government and, in particular, on local and regional government interests – those interests represented on the Policy Board.

The Committee concurred that the proposed challenges areas should be modified to include an evaluation of the desired relationship between MetroGIS and the private sector; in particular, better articulate government's responsibility to provide data to the private sector and identification of boundary of what is in the public interest and what is not.

Member Knippel cautioned that each of the stakeholder organizations (counties) is likely in a different philosophical place on this issue depending on the personalities involved and past policy. He encouraged an effort on the part of MetroGIS to understand the breadth of the current policies, noting that he believes MetroGIS could be a catalyst to resolve differences that present obstacles to achieving consistency but also cautioned that delving into an evaluation of the preferred relationship with the private sector will raise a cadre of questions involving data and applications. Harper added that MetroGIS's relationship with non-profit organizations should not be neglected, as their work is important in developing public policy.

Claypool commented that the counties have an obligation to deal with these issues regardless of whether or not a collaborative solution is sought. All agreed there is need to better clarify the obligations of government in terms of making geodata available to non-government interests. Arbeit also suggested that staff add an introduction to each challenge to expand its origin.

#### MetroGIS concerning Geodata Applications

Kathie Doty commented that the purpose of this challenge area is to decide the appropriateness of MetroGIS expanding its mission to enter into the realm of geodata applications, but cautioned that there is no intent to get into the specifics at this meeting. At Harper's suggestion, the Committee concluded that the term "application" needs to be defined. Some examples were suggested which stressed the outcome or product as opposed to the application process. Knippel cautioned that an application to some may not seem as though to others, citing that some officials in his county would consider the scripting used to join parcel attributes with parcel polygons an application, whereas others may be thinking of applications in terms of the scripting required to convert data into maps and other analysis outputs. All agreed that this topic is appropriate as a challenge area.

Doty commented that in a recent meeting with three Policy Board members, including the chair and vice chair, staff was asked to conduct an inventory of geodata applications currently in use as a way to help the Policy Board better understand the differences between data and applications, as well as, to provide a foundation for the Board to talk about the appropriateness of MetroGIS expanding its vision to address common application needs.

Knippel requested and the Committee agreed that a strategy should be added to this challenge area to direct MetroGIS to "explore implications of the Data Practices Act on data distribution" options.

**Motion:** Henry motioned, and Member Claypool seconded to accept, for Board consideration, the eight identified challenge areas as presented in the staff report subject to modification of the strategies and descriptions as outlined above. Motion carried ayes all.

**b) MetroGIS DataFinder Café: Beta Test Results, Proposed Enhancements & Policy Board GIS Technology Demonstration Topic**

Support Staff Member Slaats gave a demonstration of the new MetroGIS DataFinder Café, explaining the capabilities that are now in place, why the application is "leading edge" technology, and enhancements proposed as a result of the beta testing conducted in April 2002. Slaats also mentioned that a similar presentation is proposed for the Policy Board's July 30 GIS Technology Demonstration to not only familiarize the Board with the leading edge capabilities but also to lay the foundation for discussion of two of the proposed Business Planning challenge areas: distribution of parcel data to the private sector and the appropriateness of entering the realm of collaborative solutions to commonly needed geodata applications. All agreed that this presentation should be pursued as the Board's July GIS Technology Demonstration.

Arbeit and Harper commented that the Board demonstration should stress that the presence of DataFinder Café provides data producers with a simple and inexpensive way to distribute any data they wish in addition to regionally endorsed data via a robust data discovery and distribution tool. Further, the group asked staff to stress that the producer has the option to utilize WMS technology or submit the data to MetroGIS staff, whichever fits their needs. Staff was asked to emphasize the availability of the tool as a distribution option for the producer and the robust data delivery capabilities that meet all of the desired functions identified by the community. These combine to significantly reduce data access constraints and improve efficiencies for the producers and users. The group also suggested that staff add a live demonstration of the download function to the July 30 presentation to reinforce that this is a real product that is already benefiting the MetroGIS community.

Slaats then summarized several enhancements that were identified by the beta testers and a proposal by staff to address them. The proposal involved a recommendation to pursue a sole source contract with Syncline, the firm that developed the DataFinder Café application, because the fee is reasonable, other consultants would have to learn what Syncline developed before they could work on the attachments, and Syncline has proven they capable of the successfully delivering the desired products.

The only enhancement discussed was the proposed projection converter. Knippel questioned investing in a sophisticated enhancement because it will likely be a standard component of GIS software. Cheney countered noting that the City of St. Paul has an immediate need for this enhancement and is willing to finance most of the cost. Cheney also noted that this enhancement is directed in large part of toward making data more easily useable by GIS novices who are not conversant in the particulars of projections. Knippel withdrew his objection given the stated circumstances. Claypool and Givens concurred with Cheney's rationale for a need to make the use of GIS data as intuitive and easy as possible.

The group also concluded that request from beta testers to enhance the "Print Map" feature to allow for more flexibility and customization should not be pursued to reinforce that DataFinder Café was designed to be a data distribution tool, not an online GIS analysis or mapping tool.

**Motion:** Harper moved and Cheney seconded that the Metropolitan Council pursue a "sole source" contract with Syncline with funds allocated to MetroGIS to enhance the MetroGIS DataFinder Café tool, with as many of the desired enhancements identified during the beta testing as possible in 2002, and the remainder in 2003 as proposed by staff in the staff report. Motion carried, ayes all.

**c) Regional Parcel Dataset - Private Sector Version & eCommerce Study**

Staff members Johnson and Doty summarized direction received from the Policy Board on April 10. There were mixed results of the subsequent interviews with prospective purchasers of parcel data and with county staff concerning the results of a scoping study financed by MetroGIS to investigate the cost to implement an eCommerce capability in conjunction with the new DataFinder Café data downloading capabilities, and the recommended next steps. Doty also commented that the challenge area identified in

the Business Plan Update pertaining to distribution of data to the private sector is framed as a “how to” given the direction previously received from the Board in October 2000 to pursue a collaborative solution.

Member Arbeit commented that the recommended eCommerce solution might be premature until the Policy Board clarifies the relationship between MetroGIS and the private sector as called for in a challenge area that has been identified in the Business Planning process. Arbeit noted that as a state agency, LMIC cannot independently pursue eCommerce solution and he cautioned Metropolitan Council to investigate any such limitations that may exist related to it, in particularly concerning enterprise solutions for document as well as geodata distribution. Gelbmann and Johnson commented that consideration had been given to document distribution in addition to geodata and rejected as too labor intensive on the product fulfillment side, exactly the thing that the geodata option would eliminate.

Knippel expressed concern for a recommendation that imposes responsibilities on the counties when they are in different places with regard to data access philosophy and consequently would benefit differently. Harper noted that the benefits of the proposed eCommerce capability should be viewed in terms larger than just distribution of parcel data, noting that Washington County would likely opt to distribute elevation and other data via this mechanism. She spoke for the project as being consistent with the “seek collaborative solutions commonly needed tools” challenge area and would result in efficiencies gained by the user as well as producers and stated her preference to start the discussions called for in the staff recommendation.

Claypool concurred, arguing that the counties have a current obligation to service data requests by the private sector regardless of whether or not a collaborative solution is pursued. He argued that the proposal has merit and that he strongly supports moving forward as recommending by staff, noting that Ramsey County could free up an estimated one FTE if this capability is realized.

Drealan concurred with Harper and Claypool, noting that Carver County does not see any down side to the proposal and that the eCommerce proposal is consistent with where Carver County is moving to improve public service as well as staff efficiencies through the use of the Internet. He stated is strong support to add eCommerce to DataFinder Café’s leading edge one-stop-shop capabilities for access to geodata via the Internet.

Brown also stated Hennepin County’s support for maximizing use of the Internet to distribute data.

Knippel restated his concern for the proposed motion because it obligates counties that, in some case, may not receive benefit equally to the cost. He noted that Dakota County is in a different place than others citing at best an estimated staff savings of only 0.1 FTE, though he believes the project is moving in the right direction but that a good deal of education will be needed. He also raised a question of whether or not all counties would have to participate for the project to move forward and the impact on the Supplemental Data Maintenance Payment. Staff member Johnson stated that the all-or-nothing requirement need not necessarily apply to move forward and that he was confident that adequate flexibility could be worked out in the negotiations once all of the issues are identified. Harper suggested that at this time the Committee only act on Recommendation B and that Recommendations A and C be dealt with if a satisfactory conclusion is reached for Recommendation B. The Committee concurred.

**Motion:** Harper motioned, and Knippel seconded to direct (Recommendation B in the staff report dated June 11, 2002) the creation of a workgroup comprised of representatives with appropriate expertise and leadership from the producers, supported by MetroGIS staff, to immediately begin negotiations for a multi-party agreement that:

- 1) Outlines roles and responsibilities for assembly, documentation, and distribution of regional parcel data as was accomplished with the agreement that expired in May 2002.
- 2) Defines the regional parcel data product as the same regional parcel dataset distributed to government and academic interests.



- 3) Relies upon a single license and a single set of procedures.
- 4) Establishes a committee of data producer interests responsible for establishing procedures to ensure the parcel data product and related fees are attractive to the target customers.
- 5) Establishes funding responsibilities, including but not limited to a guarantee by the data producers for payment of the annual operating costs to support the eCommerce extension and the procedures to accomplish this responsibility.
- 6) Is consistent with the MetroGIS Business Plan and underlying principles.

Motion carried, ayes all.

**d) Possible Expansion of Coordinating Committee Membership**

Consideration of this item was postponed to the next meeting.

**e) Amendment to Technical Advisory Team Workplan**

Chairperson Craig stated the changes recommended by staff are reasonable. No one objected.

**f) Regional Street Centerline Dataset - Positional Accuracy and Maintenance**

Consideration of this item was postponed to the next meeting.

**g) Participant Appreciation Event Update**

Chairperson Craig asked the members to mark November 14 on their calendars and encouraged anyone on the committee who is interested to contact staff with suggestions for the program, in particular a keynote speaker. There was no other discussion of this item.

**6. PROJECT UPDATES**

**a) Priority Business Information Needs and Census Data Workgroups**

There was no discussion of this item.

**7. INFORMATION SHARING**

There was no discussion of these items.

**8. NEXT SCHEDULED MEETING**

Staff will query the membership for a alternative to September 18, 2002, the scheduled date due a conflict that has arisen.

**9. ADJOURN**

The meeting adjourned at 11:10 AM.

Prepared by,

Randall Johnson and Steve Fester  
MetroGIS Support Staff Team



**Wednesday, September 25, 2002**  
**Centennial Office Building, Room 302**  
**(Southeast of State Capitol Building)**  
**St. Paul, Mn**

**2:00 p.m. to 4:00 p.m.**

**1. Call to Order**

**2. Approve Agenda**

**3. Approve Meeting Summary**

a) June 19, 2002

*Page*  
*action i*

**4. Summary of July 30 Policy Board Meeting**

**1**

**5. Action and Discussion Items:**

a) Awards to MetroGIS

**3**

➤ URISA's ESIG Award for Enterprise Systems: *MetroGIS As A System*

➤ MnAPA's Special Merit Award: *Regional Planned Land Use Dataset*

b) Election of Officers

*action 10*

c) MetroGIS 2003-2005 Business Plan

*action 12*

d) Possible Expansion of Coordinating Committee Membership

*action 63*

e) Regional Parcel Dataset- Modifications to Policy Summary Statement

*action 73*

f) Regional Street Centerline Dataset – Positional Accuracy and Maintenance

*action 81*

g) Participant Appreciation Event Update

**83**

**6. Project Updates:**

**87**

a) Priority Business Information Needs and Census Data Workgroup

b) Enhancements to MetroGIS DataFinder Café / Mn GeoIntegrator Project

c) Regional Parcel Dataset – Private Sector Version & eCommerce Capability

**7. Information Sharing:**

**89**

a) I-Team Designation Received

b) State Geodata Initiatives Update

c) Federal Geodata Initiatives Update

d) Conferences Presented At

e) Outreach Efforts – Other than Conferences

f) GIS User Group Update

g) MetroGIS DataFinder and General Website User Statistics

**8. Next Meeting**

December 18, 2002

**9. Adjourn**

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

**Meeting Summary  
MetroGIS Coordinating Committee  
Centennial Office Building – Room 302  
September 25, 2002**

**1. CALL TO ORDER**

Vice Chairperson Harper called the meeting to order at 2:08 p.m.

Members Present: *Business Geographics:* Steve Lehr (CB Richard Ellis); *Cities:* Don Cheney (AMM: core cities - City of St. Paul); Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Bill Brown (Hennepin); Curt Peterson for David Claypool (Ramsey); Dave Drealan (Carver); Jane Harper (Washington); Randy Knippel (Dakota); Gary Swenson (Anoka); Jim Hentges (Scott); *Federal:* Ron Wencil (USGS); *Metropolitan:* Rick Gelbmann (Metropolitan Council); *Non-Profits:* Sandra Paddock (Wilder Research Center); *Schools:* Lee Whitcraft (TIES); *Special Expertise:* Brad Henry (URS/BRW); *State:* David Arbeit (LMIC), Joella Givens (Mn/DOT) and Bart Richardson (DNR); and *Utilities:* Al Laumeyer (Reliant Energy/Minnegasco).

Members Absent: *Academics:* Will Craig (U of M); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Metropolitan:* Eli Cooper (Metropolitan Council); *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Support Staff: Steve Fester, Randall Johnson, Mark Kotz, and Kathie Doty (Richardson, Richter & Associates, Inc.)

Visitors: Patrick Hamilton (CB-Richard Ellis); Mark Kill (Metropolitan Airports Commission); Jim Maxwell (The Lawrence Group), and Nancy Read (Metropolitan Mosquito Control District).

**2. ACCEPT AGENDA AND INTRODUCTION OF NEW MEMBERS**

The agenda was accepted with the following modifications: a) to add Item 5h: GIS Technology Demonstration Topic for October Policy board Meeting, b) consider Item 6c as 5i and c) add Item 5j- Homeland Security Conference Update.

**3. ACCEPT MEETING SUMMARY**

Member Knippel moved and Member Hentges seconded to approve the June 19, 2002 meeting summary as submitted. Motion carried, ayes all.

**4. SUMMARY OF JULY 30 POLICY BOARD MEETING**

Staff Coordinator Johnson summarized the actions taken by the Policy Board at its July 30, 2002 meeting.

**5. ACTION AND DISCUSSION ITEMS**

**a) Awards to MetroGIS**

Staff Coordinator Johnson commented on two awards recently received by MetroGIS from URISA and MnAPA and encouraged the members to review the application materials. They contain a summary of the MetroGIS's philosophy, accomplishments and benefits in one place.

Member Arbeit, speaking as a former national URISA board member, emphasized the prestige of receiving URISA's Exemplary Systems in Government (ESIG™) Award, Enterprise Systems category, noting that it has not been previously awarded to a Minnesota project and, to his knowledge, with the possible exception of a project from Wisconsin, it has not been awarded to a project in the Midwest. He stated that this award will bring a good deal of attention to MetroGIS and commended the Staff Coordinator for his advocacy via the application for this award.

**b) Election of Officers**

At the Vice Chairperson's suggestion and due to the absence of Chairperson Craig, the Committee agreed to defer its annual election of officers until the Committee's December meeting.

**c) MetroGIS 2003-2005 Business Plan**

Kathie Doty, Richardson, Richter & Associates, and member of the MetroGIS Staff Support Team, summarized: 1) the activity that led to the Business Planning document included in the agenda packet, 2) key assumptions set forth in the Executive Summary, 3) key challenges and strategies as directed by the Policy Board on July 30, 4) the operational impacts discussed in Section 4 of addressing the identified strategies, and 5) staff's recommendation to shift the funds currently paid directly to the counties to supplement county GIS programs to a pool of funds for GIS data and access enhancement needs of the broad MetroGIS community.

County representatives to the Coordinating Committee had met with staff prior to the Committee meeting and concluded that the proposed shift was in their collective best interests to efficiently accomplish projects of common benefit, but cautioned, that from a political perspective, the county boards may be opposed to the shift unless they maintain discretion on the projects that are funded. County staff cautioned that the county boards are not convinced that the investment in DataFinder and regional data solutions are sufficient to forego the payments they have received as an incentive to participate in MetroGIS. Staff stated that the concept needs more discussion but are comfortable accommodating the request for a county presence when deciding the projects, provided the funds are used for projects important to the broader MetroGIS community, such as enhancing data that are components of regionally significant datasets, improving access to regional significant data, and/or fostering collaboration on common GIS needs.

Harper requested that staff modify this section of the Plan and submit it for comment to the Committee members prior to submitting it to the Board for consideration. Knippel also requested an opportunity to review the appendices that were missing from the draft version.

**Motion:** Member Knippel moved and Member Henry seconded that the Coordinating Committee recommend that the Policy Board approve the MetroGIS 2003-2005 Business Plan, as presented to the Committee, subject to modifications to Section 4 to reflect the changes concerning the Data Maintenance Payments to counties agreed upon by the Committee. Motion carried, ayes all.

Staff agreed to provide the Committee an opportunity to comment on the modified Section 4 text and missing appendices before submitting the document to the Policy Board for review.

**d) Possible Expansion of Coordinating Committee Membership**

Staff Coordinator Johnson summarized a staff recommendation that the Committee consider expanding its membership to include additional regional government interests. He stated that the Metropolitan Airports Commission (MAC), the Metropolitan Mosquito Control District (MMCD), and the Metropolitan 911 Board had each been invited to submit a letter of interest to serve and that all three had expressed interest.

Mark Kill, with MAC, and Nancy Read, with the MMCD, introduced themselves and shared how their respective organizations are benefiting from MetroGIS and how their organizations might benefit the MetroGIS community. No one from the Metropolitan 911 Board was able to attend the meeting.

Mark Kill stated that on a daily basis he uses several of the regional datasets facilitated by MetroGIS's efforts, saving him time and money. Prior to the data sharing agreements that went into effect in 1997, MAC was required to purchase parcel data, which it now obtains free of charge as a result of MetroGIS. He also emphasized that MetroGIS's efforts to facilitate regional datasets (parcels, street centerlines, MCD boundaries, and orthoimagery) have been a real asset to fulfilling MAC's data needs and are the primary source for data used by MAC to decide how to allocate its noise mitigation funds. He stated his

great appreciation for MetroGIS's work to facilitate regional datasets, eliminating the need for him to "normalize" data received from each county prior to using it. He noted that the sound contour elevation data that MAC develops and maintains is available to those who have a need, and that his organization would consider partnering on data and access improvements through which they could benefit.

Nancy Read echoed Mr. Kill's statement about improved efficiencies due the data sharing agreements and regional data solutions facilitated through MetroGIS. She noted that detailed wetlands data maintained by the Board is available to the MetroGIS community.

Vice Chairperson Harper asked each candidate to leave the room.

Henry commented, and others concurred, that both MAC and the MMCD would be excellent voices from the user community's perspective because they are sophisticated users of GIS who clearly understand the benefits of collaboration. Knippel questioned how large the Committee can become without losing its ability to function. Staff commented that there is no limit specified in the Operating Guidelines and that the prevailing philosophy should be to ensure that all relevant and affected parties are at the table. Harper commented that in addition to the qualities noted by Henry, both are also likely rich resources concerning geodata applications, an area that MetroGIS may move into in the near future.

Cockriel suggested that Gopher State One Call might also be considered as a candidate for membership. The group concluded that it would be best to include them in peer review forums, but that their perspective is adequately represented by others already serving on the Committee.

**Motion** Henry moved and Laumeier seconded to invite the representatives from the MAC and MMCD to serve to the Coordinating Committee. Motion carried, ayes all. The candidates returned to the room and were informed that they had been invited to join the Committee. Both accepted.

Staff was directed to contact the Metropolitan 911 Board and invite a representative to attend the December Committee meeting if they still have an interest in serving on the Committee.

**e) Regional Parcel Dataset – Modifications to the Public Sector Policy Statement**

Mark Kotz, lead staff to the Technical Advisory Team (TAT), summarized a recommendation made by a workgroup of the TAT to add a 25<sup>th</sup> attribute to the regional parcel dataset specifications and to add language to clarify roles and responsibilities in accordance with direction received earlier from the Committee.

Vice Chairperson Harper thanked the workgroup for implementing the process of reviewing adopted policies and procedures for desired enhancements.

Knippel questioned whether the language clarifications should be included in the policy statement as they are operational in nature. The Committee concurred that to ensure that the policy matters are clearly stated in terms understandable to the Policy Board, the operational clarifications should be moved to an attachment and labeled as such. All agreed that a statement of the agreed upon clarifications is important to attach to ensure an accurate institutional memory. The Committee also concurred that the concept of a "procedural/operations" attachment to the policy statement should be shared with the Board for comment, and also to ask if the Board agrees to the Committee deciding modifications to the procedures (provided all parties are in agreement.)

**Motion:** Knippel moved and Henry seconded to recommend that the Policy Board amend the Regional Parcel Dataset Policy Statement to add a 25<sup>th</sup> attribute concerning multiple addresses on a single parcel and that the proposed procedural clarifications be moved to an appendix to the statement, which can be modified by the Coordinating Committee, provided all affected parties are in agreement. Motion carried, ayes all.

**f) Regional Street Centerline Dataset - Positional Accuracy and Maintenance**

Staff Coordinator Johnson commented that it had recently come to staff's attention that The Lawrence Group (TLG) was not receiving regular parcel data updates from the counties to be used expressly to update the spatial accuracy of the regional street centerline dataset as had been agreed upon several years ago when TLG's data was endorsed as the preferred source of data for address matching for the MetroGIS community. Staff also commented that in some cases, licenses had expired and the data was required to be returned. Staff also commented, that if access is not permitted to parcel data that the objective of interoperable regional datasets can not be achieved.

The Committee accepted staff's recommendation to forward this matter to the recently formed Data Producer Workgroup to resolve. The workgroup is comprised of representatives from each county.

**g) Participant Appreciation Event Update**

Staff Coordinator Johnson encouraged each member to RSVP if they plan to attend. He also briefly summarized the program.

**h) Demonstration Topic for October 22 Policy Board Meeting**

Henry asked the newest members from MAC and the Mosquito Control Board if they would like to share how they are benefiting from MetroGIS. Mark Kill, with MAC, volunteered to present a presentation that he prepared for the GIS/LIS conference. The Committee accepted and asked he could share the presentation with the chair and or staff before sharing it with the Board. He agreed to do so.

**i) Regional Parcel Dataset- Private Sector Version Regional Policy Statement**

Dave Drealan, Chair of the Data Producer Workgroup, summarized the workgroup's recommendation for the policy statement that sets at this time only the data specifications and roles and responsibilities for a regional parcel dataset for non-government interests. The recommended statement calls for the same data specifics and custodial roles as those that apply to the public sector version. Drealan commented that this effort will be more thorough than the process which resulted in the initial policies that have since been abandoned because of non-interest by the intended audience. He explained that the workgroup proposes Policy Board review if the Committee accepts the statement followed by approval by each county before the Board endorses as a regional policy.

**Motion:** Member Lehr moved and Member Whitcraft seconded to accept the Workgroup's proposal as submitted and recommend Policy Board acceptance for endorsement by each county. Motion carried, ayes all.

**j) Homeland Security Meeting Update**

Gelbmann reported that he had attended a meeting on September 18 in Washington D.C. hosted by federal agencies charged with collecting data pertaining to homeland security matters. He reported that the federal interests seemed more understanding of local and state data producer concerns and issues, and benefits of coordinating funding as a result of the meeting. An analogy to the federal interstate highways initiative was drawn where there is national objective, agreed upon standards, coordinated funding from federal, state and local interests and actual implementation at the local and state levels.

Knippel commented that he would like to see MetroGIS take a leadership role to help local emergency managers more effectively obtain the data they need (capacity of schools and Red Cross facilities for temporary shelters, location of utilities, backup generator locations and capacities). He volunteered to chair a workgroup to deal with Homeland Security data needs, which would seek to coordinate with the Metropolitan 911 Board and Gopher State One Call.

**6. PROJECT UPDATES**

**a) Priority Business Information Needs and Census Data Workgroups**

There was no discussion of this item.

**b) Enhancements to DataFinder Café / MN GeoIntegrator Project**

There was no discussion of the Café enhancements, but David Arbeit updated the Committee on a \$117,000 grant received by LMIC to expand the Café functionality statewide.

**7. INFORMATION SHARING**

There was no discussion of the items included in the agenda packet.

Member Lehr shared with the Committee that as a result of a pilot project in 2000-01 through which his firm (CB Richard Ellis) obtained free access to parcel data from Ramsey, Scott and Washington Counties, a real estate development valued at \$85 million dollars was secured in Ramsey County. Access to the data resulted in more certainty in the site selection process and their ability to move to closure more quickly.

**8. NEXT SCHEDULED MEETING**

December 18, 2002, 9:00-11:00 AM.

**9. ADJOURN**

The meeting adjourned at 4:16 PM.

Prepared by,

Randall Johnson *and* Steve Fester  
MetroGIS Support Staff Team



**Wednesday, December 18, 2002**

**Minnesota Counties Insurance Trust (MCIT) Building**

**100 Empire Dr., St. Paul, MN**

*See next page for map and directions*

**9:00 to 11:00 AM**

*See directory in lobby for meeting room location.*

**1. Call to Order**

**2. Approve Agenda**

**3. Approve Meeting Summary**

a) September 25, 2002

*action* Page  
**1**

**4. Summary of October 22 Policy Board Meeting**

**6**

**5. Action and Discussion Items:**

a) Election of Officers

*action* **8**

b) 2003 Coordinating Committee and Technical Advisory Team Work Plans

*action* **10**

c) 2003 MetroGIS Detailed Expense Allocations

*action* **24**

d) GIS Technology Demonstration Topic for January Policy Board Meeting

*action* **30**

e) 2003 Coordinating Committee Meeting Schedule

*action* **32**

f) Possible Expansion of Coordinating Committee Membership (*Metro 911 Board*)

*action* **33**

g) 2002 Accomplishments and Annual Report

*action* **42**

h) Support for NSGIC White Paper

*action* **48**

i) Performance Measures Report / Web Statistics

*action* **53**

**6. Project Updates:**

**54**

a) Priority Business Information Needs

b) Enhancements to MetroGIS DataFinder Café / MN GeoIntegrator Project

c) Regional Parcel Dataset – Private Sector Version & Distribution Strategy

**7. Information Sharing:**

**56**

a) November 19<sup>th</sup> Participant Appreciation Event Summary

b) Pending Articles about MetroGIS in GeoWorld and DirectionsMag

c) State Geodata Initiatives Update

d) Federal Geodata Initiatives Update

e) Conferences Presented At

f) Outreach Efforts – Other than Conferences

g) ICMA Request to Post MetroGIS Documents

**8. Next Meeting**

March xx, 2003

**9. Adjourn**

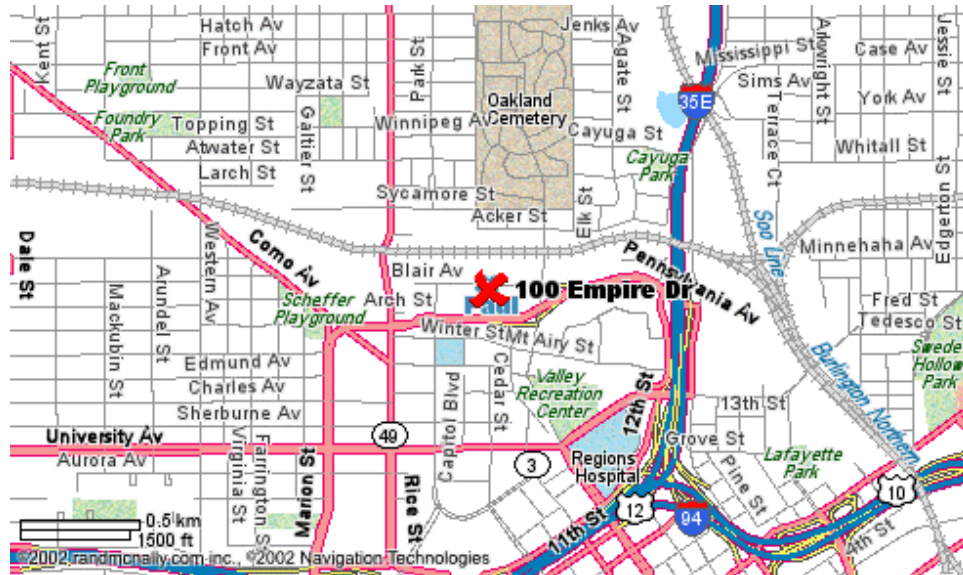
*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”*



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See [www.mcit.org](http://www.mcit.org) for more information

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Room 307**  
**December 18, 2002**

**1. CALL TO ORDER**

Chairperson Craig called the meeting to order at 9:06 a.m.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Bill Brown (Hennepin); David Claypool (Ramsey); Dave Drealan (Carver); Jane Harper (Washington); Randy Knippel (Dakota); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Larry Charboneau (The Lawrence Group); *Metropolitan:* Mark Kill (Metropolitan Airports Commission), Rick Gelbmann (Metropolitan Council); *Schools:* Dick Carlstrom for Lee Whitcraft (TIES); *Special Expertise:* Brad Henry (URS/BRW); *State:* David Arbeit (LMIC), Bart Richardson (DNR); *Utilities:* Al Laumeyer (CenterPoint Energy/Minnegasco); and *Watershed/Water Management Organizations:* Cliff Aichinger (Ramsey-Washington-Metro Watershed District).

Members Absent: *Business Geographics:* Steve Lehr (CB Richard Ellis); *Cities:* Don Cheney (AMM: core cities - City of St. Paul); *Counties:* Gary Swenson (Anoka), Jim Hentges (Scott); *Metropolitan:* Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sandra Paddock (Wilder Research Center); and *State:* Joella Givens (Mn/DOT).

Support Staff: Steve Fester, Randall Johnson, and Kathie Doty (Richardson, Richter & Associates, Inc.)

Visitors: John Hoshal (LMIC) and Nancy Pollock (Metropolitan 911 Board) (*elected to Committee at this meeting.*)

**2. ACCEPT AGENDA**

Claypool moved and Charboneau seconded to approve the agenda as submitted. Motion carried ayes, all.

**3. ACCEPT MEETING SUMMARY**

Henry moved and Harper seconded to approve the summary for the Committee's September 25th meeting, subject to the following modifications: 1) Page 1, Item 5a, second paragraph, first line: delete reference to Arbeit as former President of URISA; 2) page 4, item 5i, line 5: change "through" to "thorough". Motion carried, ayes all.

**4. SUMMARY OF OCTOBER 22 POLICY BOARD MEETING**

Chairperson Craig asked the group to review this material on their own to save time due to large number of action items.

**5. ACTION AND DISCUSSION ITEMS**

**a) Election of Officers**

Chairperson Craig commented that he was completing his second one-year term as Chair and that the Committee's operating guidelines limit the chair's term to two years unless no one else is willing to serve. He then asked for nominations for a member to succeed him as Committee Chair. Member Claypool nominated Jane Harper. Craig called three times for more nominations. None were made. Nominations were closed.

**Motion:** Arbeit moved and Claypool seconded to elect Jane Harper to Chair the Coordinating Committee for the coming year. Motion carried unanimously.

Chair-elect Harper deferred to immediate past chair Craig to preside over the remainder of this meeting.

Craig asked for nominations for a member to serve as Vice Chairperson to succeed Jane Harper who will now be serving as Chair. Member Claypool nominated Dave Drealan. Craig called three times for more nominations. None were made. The nominations were closed.

**Motion:** Knippel moved and Claypool seconded to elect Dave Drealan as serve a Vice Chair of the Coordinating Committee for the coming year. Motion carried unanimously.

**b) 2003 Coordinating Committee and Technical Advisory Team Work Plans**

Craig commented that the action before the Committee included approval of the Technical Advisory Team's (TAT) workplan as a component of its own, noting that the TAT had recommended approval of their workplan at their November 7<sup>th</sup> meeting. He then summarized the major initiatives proposed for 2003. The suggested modifications were discussed and agreed upon by the Committee:

- 1) Section A – Second Generation Information Need Priorities: Craig suggested that the italicized text, which referenced the method used in 1997 to establish the initial priorities, should be removed so as to not prematurely limit options to accomplish this task. No one objected.
- 2) Section A – School District Jurisdictional Boundaries Information Need: Chairperson Harper asked for clarification why MetroGIS's efforts concerning the School District Information Need are tied to the State of Minnesota's I-Team initiative. Staff explained that although the desired data specifications for a regional school district jurisdictional boundary solution were endorsed by the Coordinating Committee in March 2001, no action has been taken to resolve the custodial responsibilities for two reasons. The March 2001 proposal involves approaching the Department of Children Families and Learning (CFL) to seek their acceptance of the custodial responsibility for a statewide school boundary dataset, of which the Twin Cities metro area would be a component. To avoid duplicating any work under way by the state's Administrative Boundaries I-Team, the workgroup authorized by the Policy Advisory Team in April 2001 (Jane Harper and David Arbeit had volunteered to participate) has not initiated work on this matter. Member Arbeit commented that the I-Team's efforts will likely be much more conceptual than the solution sought by MetroGIS and suggested that MetroGIS not wait for the State's work to conclude. Arbeit also commented that LMIC is currently working closely with CFL to develop and manage a statewide dataset that contains the attendance areas for every school district, a related relationship that did not exist in April 2001.
- 3) Section B – Pilot project related to emergency preparedness information need: Craig questioned whether this topic should be addressed principally as an information need as opposed to a pilot project for defining MetroGIS's role concerning geodata applications. A wide-ranging discussion ensued involving establishing relationships with ongoing efforts such as the FBI's InfraGard initiative that has been in place for the last 18 months, the need to guard against access to sensitive data by interests that do not have a need to know, the need to provide a better means to coordinate access to commonly needed emergency response-related data, and a preference to better understand the full extent of emergency response-related data needs before pursuing common application needs to address these issues.

Member Arbeit commented that the two topics should not be linked to provide the most flexibility. Following discussion from several members, and comments from Member Drealan about related planned work of County Data Producers Workgroup to look into common application needs, it was agreed that:

- o Emergency management-related information should be added to the list of priority information needs of the MetroGIS community given the national attention to this area since 9/11/01, and
- o The pilot project suggested by staff should be addressed as two separate topics: a) move work on a new Emergency Management Preparedness Information Need in Section A and b) create a new Section C for geodata applications and list as tasks: (1) identification of commonly needed geodata applications and (2) options to collaboratively implement them.

- 4) Section C – Tasks related to Performance Measures - Participant Satisfaction Survey: Craig suggested that reference to the survey should be deleted from the task title and that the Committee should rely on the objectives stated in the Performance Measures Plan to guide the method(s) used to measure performance. No one objected.

**Motion:** Claypool moved and Harper seconded to approve the 2003 workplans for the Coordinating Committee and Technical Advisory Team, subject to the modifications agreed to by the Committee. Motion carried, ayes all.

Staff was directed to send the modified document to the membership for review to ensure all desired modifications were appropriately captured.

**c) 2003 MetroGIS Detailed Expense Allocations**

Staff Coordinator Johnson summarized the 2003 budget as it was to be acted on that afternoon by the Metropolitan Council. He explained that the project budget had been reduced \$32,250 from that presented in the Business Plan adopted in October by the Policy Board, noting that the Council had elected to reduce its expense budget following November announcement of a projected \$4.5 billion state revenue shortfall. Johnson noted that funds could not be retained because they were slated for yet-to-be-defined possible projects. However, he noted that funds for the projects identified in the workplan were not affected by this reduction.

**Motion:** Cockriel moved and Henry seconded to recommend that the Policy Board endorse the expense budget as presented in the Committee's agenda packet. Motion carried ayes, all.

**d) GIS Technology Demonstration Topic for January Policy Board Meeting**

Staff Coordinator Johnson summarized the emergency management response-related application that Gordon Chinander, GIS Coordinator with Carver County, had demonstrated to the Technical Advisory Team (TAT) in November and stated he believed the subject matter would resonate well with the Policy Board members. Member Arbeit suggested that the Committee consider bundling a Washington County emergency management application, which was also presented to the TAT, for this demonstration to the Board. Members Drealan and Harper agreed to seek authorization for these presentations.

Craig suggested adding Planning Neighborhood's use of GIS to the list of potential demonstrators.

**e) 2003 Coordinating Committee Meeting Schedule**

It was agreed that the Committee will meet on the 3rd Wednesday of the month beginning at 1:30 p.m. in June, September, and December and that they will meet on Wednesday, April 9th at 1:30 p.m.

**f) Possible Expansion of Coordinating Committee Membership**

Craig turned the meeting over to Chairperson Harper to preside over this item because it was postponed from the September meeting, which she chaired. Chairperson Harper explained that Nancy Pollock, Executive Director of the Metropolitan 911 Board, had expressed interest in serving on the Coordinating Committee and summarized the findings necessary to add a member to the Committee. She then asked Ms. Pollock to comment on the 911 Board's interest in the MetroGIS initiative and the Board's related activities.

Ms. Pollock commented that the Metropolitan 911 Board just celebrated its 20th anniversary and that Board staff had been involved early on in MetroGIS activities but due to limited staff and lack of a well-defined need for GIS have not been active for a few years. However, with the advances in wireless technology, proliferation of its usage, and the resulting need for X, Y coordinates of wireless users calling for emergency services, the 911 Board has recognized its essential need to integrate GIS technology into its operations. Ms. Pollock also commented that the 2003 workplan task to investigate how locally-

produced emergency management information can be more efficiently accessed is also a business need of theirs and she believes they could bring substantial expertise to this task.

Harper asked if any Committee members had any questions of Ms. Pollock. None were asked and Ms. Pollock was asked to leave the room while the Committee discussed expanding its membership to include a representative of the Metropolitan 911 Board.

Craig commented that unlike the Metropolitan Airports Commission and Metropolitan Mosquito Control District, the Metropolitan 911 Board is just beginning to use GIS technology. Notwithstanding, the application needs of the Board seem to be a natural fit with the current interests of the Committee. Arbeit commented that LMIC is currently working with the Board to investigate how to incorporate GIS into its operations. After a short discussion, it was agreed that a 911 Board representative should be invited to join the Committee because the data and issues they deal with on a daily basis are of significant common interest.

**Motion:** Arbeit moved and Gelbmann seconded to expand the Coordinating Committee membership to include a fourth regional governmental interest, the Metropolitan 911 Board. Motion carried, ayes all.

Ms. Pollock was invited back into the room and welcomed to the Committee.

#### **g) 2002 Accomplishments and Annual Report**

Staff Coordinator Johnson summarized the accomplishments in 2002, noting this was the most productive year in MetroGIS's seven-year history. Members were encouraged to offer suggested additions and/or modifications to the list of accomplishments. None were received. Johnson also asked for feedback on the proposed theme of the annual report to describe the benefits that have been realized as a result of the collaboration fostered by MetroGIS's existence.

Members agreed, given the pending transition in administration, that this document should include a summary of what has been accomplished since the beginning of the initiative in addition to a summary of this past year's major accomplishments. It was suggested that the historical information could be weaved into a piece for the URISA ESIG Award. Everyone agreed that the style used for the 2001 Annual Report, which included user testimonials to communicate the benefits of MetroGIS, should again be a focus. The group also liked the proposal to author the Report in such a way that it has a long shelf life, enabling it to be used as a promotional tool.

#### **h) Support for NSGIC's Resolution of Interdependence – Homeland Security/Emergency Preparedness**

Craig explained the purpose of this resolution is to seek federal action to fund and foster effective coordination among the numerous organizations that have emergency management responsibilities via the use of GIS technology, and that he had brought it before the Coordinating Committee for consideration. He believes MetroGIS, as one of the leading regional geospatial data collaboratives in the country, should join with the Minnesota Governor's Council on Geographic Information (GCGI) and the other state GI councils in its support, noting that the MN GCGI was among the first of the 20 or so state councils to sign it, along with two regional organizations.

Member Claypool commented that he hopes the emphasis will be on collecting as much relevant data as possible as opposed to attempting to standardize a few types. Member Pollock expressed strong support for this resolution as it fits in very well with current 911 Board initiatives and needs.

**Motion:** Arbeit moved and Charboneau seconded to recommend that the Policy Board endorse this resolution and authorize its chair to sign it on the Board's behalf. Motion carried, ayes all.

#### **i) Performance Measures Report / Web Statistics**

Kathie Doty, with Richardson, Richter & Associates, Inc. and member of the MetroGIS Support Staff Team, stated the objectives of MetroGIS's Performance Measures Plan and summarized the results of the data collected for each performance measure presented in the draft report dated December 9, 2002 and included with the agenda materials.

Members agreed that MetroGIS should attempt to set targets for these measures and also agreed that a high level of activity, even if level, is still a good thing. She asked the Committee for feedback on the draft explanations of the results and for feedback on the manner in which the data were presented. Modifications suggested included: fixing an inconsistency with Washington County's number of metadata records being less than the number of the datasets distributed via DataFinder, and modifying the statement about the DNR's custodian responsibilities for the Land Cover dataset to include the reasons for not being able to comply with the responsibilities as opposed to an unqualified statement. Doty noted that these changes will be made before the report is submitted to the Policy Board in January.

Craig asked if staff had found any measures that were tough to put data together for and which have minimum value as performance measures. Doty noted that she did not believe any of the measures fall into this category. All agreed that the testimonials are the most valuable measure to document performance toward making a difference in organizational efficiencies and improved decision support. Doty commented that the testimonials are also a good tool to accomplish the challenge from Nancy Tosta (keynote speaker at the November 19 Participant Appreciation Event) to go further with the performance measures by measuring outcomes that get at things of true meaning and not just things that are easy to count.

Member Knippel offered the perspective that we also need to take into account the cost of achieving the outcomes (i.e., is it worth it?). Staff Coordinator Johnson concurred and noted that one of the proposed tasks for 2003 is to undertake a "return on investment" study, if possible. All concurred that the current report is a good step toward measuring MetroGIS's performance and benefits.

**Motion:** Cockriel moved and Aichinger seconded to accept the Performance Measures Report included in the agenda packet, dated December 19, with the agreed-upon modifications, and recommend forwarding it to the Policy Board for consideration at its January meeting. Motion carried, ayes all.

### **Meeting Adjourned**

Craig noted that the 11:00 a.m. promised ending time had been reached and that that official meeting would adjourn but that the update materials would be covered if anyone wished to stay for another 20-30 minutes.

Claypool moved and Charboneau seconded to adjourn at 11:03 a.m. with the understanding that those interested could reconvene after a short break to discuss Agenda Items 6 and 7. Motion carried, ayes all.

*After a short break, those members who elected to stay reconvened.*

## **6. PROJECT UPDATES**

### **a) Priority Business Information Needs**

Staff Coordinator Johnson summarized the information presented in the agenda packet. There was no discussion of these items.

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

Member Arbeit explained the negotiations that are in progress to expand DataFinder Café's functionality statewide via a grant that has been received by LMIC. The expansion also includes several enhancements that are important to the MetroGIS community. They include: connectivity with the MN MapServer, adding a projection converter to the download wizard, ability to clip raster data, and investigating the

possibility of an environment whereby multiple installations of the extended Café application are supported by a single server and act as a single installation.

### **c) Regional Parcel Dataset - Private Sector Version & Distribution Strategy**

Member Drealan summarized the work of the County Data Producer Workgroup since the last Committee meeting. He commented on three collaborative options that have been identified for distribution of parcel data to non-government interests:

- Option A – The user submits their request via a web page (modification of current MetroGIS web page that includes licensing instructions). Each county would service the request for data from their respective county and manually invoice and collect cost recovery fees separately.
- Option B – The user submits their request via a web page (modification of current MetroGIS Web page that includes licensing instructions). One county would coordinate with the others, as needed, to service data requests, including manual but consolidated invoicing and collecting of cost recovery fees.
- Option C – The user would obtain the requested parcel data via DataFinder Café, which would be extended to include an eCommerce capability for automated collection of cost recovery fees.

Drealan commented that the workgroup has decided to, as quickly as possible, pursue both Options A and B simultaneously to test the market for parcel data and a common distribution mechanism. Depending upon the results of the testing, an eCommerce solution may or may not be further considered. Member Knippel commented that a goal of the group is to move forward quickly with Version 1 of a solution which would continue to evolve as we learn.

He also noted that the workgroup members have:

- Agreed that the fee of \$0.05/parcel should not be changed unless market interest does not improve given the new version would be subsetable and would contain the same attributes (25) as available to the public sector – resolving two major issues raised with the first attempt to offer a regional parcel dataset to non-government interests.
- Reached agreement to pursue a “shrink wrap” license concept with their respective county's management to replace the current, more complex licensing process. The members agreed to report back to one another at the group's January 27 meeting. The objective is to continue to prohibit redistribution but via a less cumbersome process for both users and producers.
- Concurred that policies concerning non-profits should remain as they are until the solution for private sector interests is well in hand since non-profits which are affiliated with a qualified government unit currently have free access as a third party under the current rules.

Member Charboneau offered a list of prospective users. He suggested contacting them to explain the new proposal and invite them to comment.

## **7. INFORMATION SHARING**

There was no discussion of the items presented in the staff report.

## **8. NEXT SCHEDULED MEETING**

April 9, 2003

This portion of the meeting concluded at 11:35 a.m.

Prepared by,

Randall Johnson and Steve Fester  
MetroGIS Support Staff Team