MetroGIS Technical Advisory Team Minutes: 1999-2003

February 18, 1999 Agenda

1. Call to Order

2. Accept Agenda

3. Introductions and Overview of Team Responsibilities

4. Action and Discussion Items:

   a. Revisiting Data Access Issues **action**
   b. Data Finder – Progress Update
   c. Developing and Posting of Metadata – Progress Update
   d. MN Clearinghouse Development – Progress Update

5. Parcel Information Need Recommendations **action**

   a. Lakes, Wetlands, etc. Business Information Need
   b. Workgroup for Land Use Information Need **action**
   c. Jurisdictional Boundary Standards **action**
   d. General Discussion Items:
      1. Enhancements to TLG Street Centerline Dataset **action**
      2. Year 2000 Regional Census Geography Project **action**
      3. Cooperative Aerial Imagery for 2000

6. Information Sharing

   a. County User Groups – Ramsey County User Group
   b. Team Member Organizations - Washington County Update

(Projects Assisted with Cost Sharing Agreements)

7. Other Business

a) Nominate Chair/Co-Chairs **action**

7. Next Meeting (Coordinating Committee Meeting – March 17)

   - April 29, 1999

8. Adjourn

February 18, 1999 Minutes

1. Call to Order

Foster called the meeting to order at 2:12 p.m. at the offices of Minnesota State Planning Agency in the Centennial Building near the State Capitol.

Members present: Roger Carlson (Hennepin County); David Claypool (Ramsey County); John Connelly (St. Paul & Ramsey County Charter Commissions); Will Craig (UM CURA); Rick Gelbmann (Metropolitan Council); Jane Harper (Washington County); Ed Krum (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Rick Person (City of St. Paul); Bart Richardson (DNR IS); Ronal Wencl (USGS);

Members absent: Bob Basques (City of St. Paul), Roger Carlson (City of Minneapolis); Lisa Freese (MN Planning); Elliott Graham (Ramsey County); Blaine Hackett (SRF Consulting); Catherine Hansen (SRF Consulting); Bob Moulder (Hennepin County); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS); Tim Zimmerman (Hennepin County)

Visitors: David Arbeit (LMIC); Chris Cialek (LMIC); Randall Johnson (MetroGIS Staff)

Staff: Theresa Foster (MetroGIS Technical Coordinator)

2. Accept Agenda

The agenda was accepted, as submitted, except Item 4(a)1 will be moved to follow Item 4a(3) for content and clarity related issues.

3. Introductions and Overview of Team Responsibilities

Foster welcomed all the members and provided an overview of team responsibilities. Foster stated the technical teams' purpose and coordinating functions. Team membership structure was identified and operational guidelines were stated. Revisions to the work plan adopted by the Policy Board on January 27, 1999, were discussed and a revised work plan was handed out to all members at the meeting.

4(a)2. Data Finder – Progress Update

Gelbmann updated the team on the history and progress of Data Finder and efforts to capture the metadata necessary for data finder to function. Data Finder has 62 metadata records available and the statistics for the site include a start-up average of 1800 hits/week to present average of 3400 hits/week. Gelbmann concluded that increase in site hits is related to more down loadable data available on the web site and the ftp one button download capacity developed by LMIC and Metropolitan Council staff. Session averages range from 59 – 364 sessions/day. Craig clarified that session numbers report on a single-user access 59-364 hits within one session for one single user. Harper noted that a session is recorded when the user logs on to the site then ends when the user logs off the site.

4(a)3. Developing and Posting of Metadata – Progress Update

Gelbmann updated the team on the status of capturing metadata for all shared data relative to MetroGIS stakeholders. While the promise and dedication of capturing metadata records is high, none of the approaches taken thus far has been an overwhelming success. The most recent metadata workshop was held in January and 11 stakeholders attended. Most people agree that capturing metadata is important, the most successful approach so far has been to assign an individual (usually new to or from outside and organization) such as an intern to complete metadata and educate people to incorporate metadata tasks as part of their regular business activity. Stakeholders have commented that while they believe that metadata is necessary, metadata creation is expensive. Gelbmann then opened up the discussion to the group. Craig informed the team that under the FGDC MetroGIS Benefits grant he is working on, he has had stakeholders praise the effort in metadata creation and they are gratified by the education and dedication the Metropolitan Council has taken in this effort. Craig added that he previously went to a conference and that maybe promotional resources (Metadata muffin lady) could be added to the effort. Person attended the workshop in January and concluded that the tasks of capturing metadata was not

as daunting as he originally thought. Foster commented that there is a K-12 site in which students fill out metadata on-line, suggesting that if students can create metadata maybe that would be one way to persuade the stakeholders it is not as difficult as it looks. Cialek has been running workshops 2 time/year and that originally metadata documents composed of 300 elements and now the Minnesota light version is down to 100 elements or records. Approximately 1/3 of those elements are repetitive. Person agreed that there really are only 5-10 elements that require significant changes related to data content. Harper emphasized that the data cataloging terminology is extemporaneous, and can be misconstrued as a barrier to development. Krum suggested that providing a hot link to known definitions would be helpful. Cialek said this is already built into DataLogr. Meader informed the team that DataLogr language came from FGDC standards and what needs to be done is to heighten the awareness for standard information. Gelbmann concluded that the focus for metadata creation will continue and that metadata is necessary for all the 13 MetroGIS Information Needs.

Richardson arrived.

4(a)1. Revisiting Data Access Issues

Gelbmann reported to team members that the access work plan issues have not been revised for nearly 2 years and that the team should revisit the access issues part of the work plan in the near future. Examples of issues that have changed were noted as the following: development of a communications study, telecommunication options, security and refine enhancements to Data Finder. Gelbmann asked the team to convene a work group to examine these issues and make recommendations back to the team for changes in the work plan that need prioritization as they relate to access issues. Arbeit recommended that clearer definitions of access issues are needed before the team reformats the access issues in the work plan. Team members commented on specific issues relating to security, data privacy and telecommunications issues.

Carlson arrived.

Motion: Harper adopted recommendations of a work group forming to prioritize, refine and define access issues as part of the Technical Advisory Team work plan. Focus will be related to MetroGIS top information needs and functions adopted by the Policy Board in September. Craig seconded. Members Gelbmann, Krum and Harper agreed to be on the organization team.

Motion carried unanimously.

4(a)4. MN Clearinghouse Development – Progress Update

Cialek updated the team on the MN Clearinghouse efforts specifically relating to metadata and Data Finder. He stated that there is information (metadata) currently available on over 90 databases that is available for download on the NSDI Clearinghouse node for Minnesota. Cialek handed out a list of currently available metadata and if some this data is available online for ftp download. Efforts are being made to reformat all metadata in the clearinghouse with the summary information that is found in Data Finder metadata records. MN Clearinghouse node is currently undergoing changes in their search and browsing capabilities. They are looking at the format in which they search and the layout of the GUI interface in order to provide a more positive search capability for the data users in Minnesota. Cialek also updated the team on the MN Governor's Council Standards activities for the coming year, which include data dictionary, data format, communications between committees, and the Mn/DOT Network.

4(a)5. Parcel Information Needs Recommendations

Foster reported to the team that the Policy Board endorsed the Unique Parcel Identification Number (PIN) Guideline as approved by the MN Governor's Council on Geographic Information. When sharing parcel boundary

information each county should attach a 3-digit county FIPS code in front of the actual parcel identification number to ensure unique parcel identification among MetroGIS stakeholders.

Craig updated the team on the work from the parcel attribute subgroup. The subgroup met on January 21, 1999, and concluded that the goal of this workgroup is to identify those parcel attributes that are readily available for sharing: currently exist in electronic format in all metro counties using common codes. The subgroup agreed on a list of ~22 candidate attributes to be identified at the AMCO meeting in April. Gelbmann noted that this is a process to identify what exists in electronic format and does not address the needs of organizations and should be clearly state at the time of the meeting. Gelbmann iterated that this is purely an inventory assessment and should be noted as such. Craig concurred and the focus for the subgroup will be to identify current candidates selected and match across county jurisdictions.

Arbeit departed.

Foster reported that the parcel boundary subgroup formed in Late December has identified a list of parcel boundary information that was sent to all 7 counties to provide detailed information on their parcel boundary datasets. The matrix contains 32 data fields such as horizontal positional accuracy and frequency of updates. As of date, 5 counties have completed the summary matrix information. Foster noted that due to the progress of the Fair-Share Model grant, information about parcel boundaries, data specifications and recommended tasks for primary and a regional custodian needs to be completed before interviews with stakeholders begin in mid-March.

Motion: Craig adopted the recommendation that the parcel subgroup identify tasks on/or before March 5, 1999. Recommendation will be forwarded (email or mail) to Technical Team members and will require prompt feedback on/before March 12, 1999. Chair/Co-Chairs of the Technical Team and staff will formulate recommendation to the Coordinating Committee on March 18, 1999. Gelbmann seconded.

Motion carried unanimously.

Cialek departed.

Foster noted that the time was 3:25 p.m. and that the following agenda items (Items 4(a)6, 4(b)1, 4(b)3, 5(a), and 5(b)) will not be discussed at this time and carried over for the next meeting in April.

4(a)7. Workgroup for Land Use Information

Foster reported that the next information need identified will be Land Use Plans. Research and definition coding schemes will focus around the North Metro I-35W Corridor Coalitions intergovernmental pilot project. Their work in this effort has developed land use categories, definitions and sample descriptions for their regional area. Another focus involved for research and development will be using the DNR-Metro Region's Mississippi Resource Inventory Project. Team members were asked to approve the guidelines for workgroup, make suggestions for a possible organization workgroup team, and suggest members from the specific title type agencies. Johnson suggested Bill Johnson, Bethel College – Professor of Urban Planning, to facilitate the workgroup meeting and Gelbmann noted that he still had an interest in doing so. Craig noted that MACA should have representation. Richardson volunteered to be on the organizational team for the workgroup. Guidelines were approved and staff will start planning for the workgroup organization meeting and business information needs meeting.

4(a)8. Jurisdictional Boundary Standards

Foster reported that the County and Minor Civil Division Coding Standards was mailed to 55 peer reviewers for comments and suggestions on January 5. Peer review process was completed on January 25, 1999. The

jurisdictional boundary standard is the last issue that the Standards Advisory Team completed before its sunset and needs to be forwarded to the Coordinating Committee for approval at this time.

Motion: Harper approved recommendation to forward the MetroGIS County and Minor Civil Division

Coding Standards to the Coordinating Committee for approval. Wencl seconded.

Motion carried unanimously.

Carlson and Person departed.

4(b)2. Year 2000 Regional Census Geography Project

Gelbmann stated that many MetroGIS stakeholders have expressed interest in census block level polygon geography for a project before the scheduled November 1999 workgroup. Participants have expressed a desire for a GIS dataset that will work better with other shared MetroGIS data.

Motion: Harper recommended the formation of a workgroup to accomplish the MetroGIS Census Boundary Information Need. Gelbmann, Krum and Maxwell volunteered to be on the organization team. Timeframe for the kick-off will be left to organization team and resources available. Craig seconded.

6. Nomination of Chair/Co-Chairs

Craig stated that there would be no formal nomination process. The Coordinating Committee Liaisons (Craig, Wencl, Claypool and Gelbmann) in approval with the Coordinating Committee on December 18, 1998, agreed that John Connelly (St. Paul & Ramsey County Charter Commissions) and Ed Krum (Mn/DOT) will serve as Technical Advisory Team Co-Chairs for the annual 1999 calendar year.

7. Next Meeting

Foster moved and Harper seconded, next meeting will be on Thursday, April 29, 1999, MN Planning, Room 302, from 2-4:30 p.m.

8. Adjournment

Foster moved and Claypool seconded, meeting was adjourned at 4:23 p.m.

Prepared by Theresa K. Foster, MetroGIS Technical Coordinator

April 29, 1999 Agenda

1. Call to Order

2. Accept Agenda

3. Introduction of Team Members

4. Accept Meeting Minutes

- February 18, 1999

5. Action and Discussion Items:

a. Technical Team Work Plan **action**
b. Technical Advisory Team Assignments **action**
c. Parcel Boundary Recommendations **action**
d. Year 2000 Regional Census Geography Project
e. MN Governors' Council Hydrographic Committee Work Plan and Lakes, wetlands, etc. Business Information Need

6. Information Sharing

a. County User Groups – Ramsey County User Group
b. Team Member Organizations – Washington County Update

(Projects Assisted with Cost Sharing Agreements & Others)

7. Other Business

8. Next Meeting (Coordinating Committee Meeting – June 24)

June 10, 1999

9. Adjourn

April 29, 1999 Minutes

1. Call to Order

Co-Chair Krum called the meeting to order at 2:05 p.m., Room 302, at the offices of Minnesota State Planning Agency in the Centennial Building near the State Capitol.

Members present: Bob Basques (City of St. Paul); Roger Carlson (City of Minneapolis); David Claypool (Ramsey County); John Connelly (St. Paul & Ramsey County Charter Commissions); Will Craig (UM CURA); Rick Gelbmann (Metropolitan Council); Jane Harper (Washington County); Ed Krum (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Rick Person (City of St. Paul); Bart Richardson (DNR IS); Ronal Wencl (USGS); Tim Zimmerman (Hennepin County)

Members absent: Roger Carlson (Hennepin County); Lisa Freese (MN Planning); Elliott Graham (Ramsey County); Blaine Hackett (SRF Consulting); Catherine Hansen (SRF Consulting); Bob Moulder (Hennepin County); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS)

Visitors: John Conzemius (Metropolitan Council); Roger Williams (Metropolitan Council)

Staff: Theresa Foster (MetroGIS Technical Coordinator)

2. Accept Agenda

Member Maxwell motioned to accept the agenda as submitted, Member Gelbmann seconded.

Motion carried.

3. Introduction of Team Members

Co-Chair Krum welcomed all members and asked them to go around the table and introduce themselves formally to all members of the team.

4. Accept Meeting Minutes

Member Harper motioned to accept the meeting minutes from February 18th, 1999, Member Claypool seconded.

Motion carried.

5a. Technical Team Work Plan

Craig reported that 8 members and staff from the Technical Advisory Team met on two separate issues (data access and data content) to revise the current 1999 work plan. At those meetings members agreed that an aggregation of data content, data standards, and data access issues should be reframed as a process and organized in content with specific activities for each subset of information. Craig informed the group that the plan before them was still incomplete and needed further discussion from the group on specific content and direction. Member Harper suggested that Washington County has been in contact with the state of Minnesota's Geospatial Data Warehouse and concluded that ISITE might eliminate the DataFinder activities at the regional level. More work needs to be done so that all members of MetroGIS know about ISITE, Clearinghouse Activities and DataFinder and find a solution. Gelbmann iterated that the timing of DataFinder, development, capabilities, and system of integration needs are 99% compatible with MN Clearinghouse activities and MetroGIS need to find a strategy to

address ISITE concerns. Wencl suggested that we reformulate the work plan based upon three categories: current activities, on-going activities and long-term activities. Craig proposed the members hold off on the discussion of prioritizing work plan issues till the next meeting. Maxwell believes that the data holding at MetroGIS could be underutilized and that there is not enough publicity/public awareness about the datasets that are available. Harper agreed that we need to promote awareness, programs, projects and access to the capabilities of the data and GIS.

Craig departed.

MetroGIS needs to broaden from the perspective of producer to user and broaden distribution and activities related to the data. Gelbmann reiterated the Item #3 in the work plan is a marketing and distribution activity with enhancements to DataFinder, metadata and coordination activities. Claypool suggested that customer satisfaction should replace user in the item in order to impact the distribution of GIS. Basques suggested that we focus on the utility of the data.

Motion: Member Harper suggested that we forward the work plan on to the Coordinating Committee with stated changes, and suggested changing the title from 1999 Work Plan to General Work Plan. Gelbmann seconded and stated that we should discuss prioritization at the next Technical Advisory Team meeting in June.

Motion Carried.

Krum stated that member Munson would like to move Item 5d up in the agenda as he is leaving for a Metropolitan Council meeting at 3:00 p.m. Members agreed.

Meader Arrived.

5e. Year 2000 Regional Census Geography Project

Gelbmann reported that work is in progress on the Census Boundaries business information need and will focus on finalizing the 1990 Census Geography to correlate with parcel boundaries and the TLG dataset. Future work will include an update to 2000 Census Geography when the Census Bureau finalizes boundaries late this year or early next year. The process for this business information need will be a peer review process on census geography. There are four main objective to discuss during the peer review: compatibility with other datasets, limitations (precinct boundaries), expectations or adjustments, and data specifications for the regional dataset custodian. Stakeholders invited will be from cities, counties, school districts, legislature and private industry. Gelbmann invited members to discuss any concerns with the business information need and suggest candidates from stakeholder organizations. Harper suggested that human services departments and state legislature stakeholders would be of significance. Gelbmann noted that the scope will be limited to look at candidates biased to GIS and limited to geography not just the attributes. Maxwell suggested that the interest of the peer review should focus on the actual data and geography that is available. Munson reiterated the problems with using the existing boundaries they have changes in boundaries, most major cities split track, and computer generated problems and problems with snapping boundaries. Some counties follow municipal boundaries and don't provide street ranges. Munson agreed that a pseudo boundary dataset is needed to help communities. Communities with a lot of changes can not get access to good census data. Wencl asked what are the problems with the existing Tiger files from the Census Bureau. Munson noted that the 2000 Census changes do not incorporate local level boundaries. Harper suggested at the peer review workgroup that you discuss the problems with the existing data in its original geographic format and how the working with the parcels and streets dataset will improve the census boundary dataset. Also, not the discrepancies in the tiger line file data, scale and overlay problems. Foster noted that after the peer review process is done and a dataset is available, promote the usage of census boundary to other customers and the activities of stakeholders in using the dataset. Harper suggested that the workgroup diagram the relationships and provide comparisons and contrasts that relate to students or any stakeholders in order to perform analysis of the data.

Munson departed.

5b. Technical Advisory Team Assignments

Krum discussed the need for technical advisory team members to provide leadership through the business information needs workgroup process and ad-hoc workgroups. Krum, Connelly and staff met prior to today's meeting to discuss the responsibilities, roles and organization structure of the Technical Advisory Team. Gelbmann iterated that their needs to be a formalized peer review workgroup process to suggest to members. Peer review is a type of ad-hoc workgroup that has already been used by MetroGIS in the TLG street centerline enhancements and should be used if there is already an external process/project in place. The peer review process will coordinate with stakeholders and is devised to be limited to a single meeting with the stakeholders to provide information, coordination, and data specifications on the dataset that will be implemented. The peer reviewers (stakeholders) will be asked at the workgroup to provide feed back and enhancements that meet their needs as well as specific interests to the information need. Krum asked each member to identify specific business information needs workgroups they would like to participate in as well as topic specific ad-hoc workgroup related to the general work plan previously approved. They were encouraged to fill out the sign-up sheet that were distributed previously and if they couldn't complete them at this time to forward them on to himself, Member Connelly or staff. Staff will provide an update to the information needs workgroups and members identified for other ad-hoc workgroups at the next team meeting.

Motion: Gelbmann motioned that the technical advisory team assignments are implemented with the inclusion of the peer review workgroup, Person seconded.

Motion Carried.

Member Gelbmann stated that the DNR Land Cover project be included as a peer review process. Richardson will provide an update to the Technical Advisory Team on the DNR Land Cover project at the next meeting. Harper also stated that in the GIS/LIS newsletter there is on-going work on rights to property with Barbara Weismann and will look into this project. Member Claypool volunteered to assist Harper on the rights to property business information need research.

5c. Parcel Boundary Recommendations

Foster summarized the information presented in the agenda item for the data comparison, data specifications and roles and responsibilities of primary custodians and regional custodians and requested discussion and action from the team on the assumptions that will used to devise a regional parcel data solution. Members were asked to keep in mind that the counties, in their role as primary custodians, would not be asked to modify their datasets to accommodate the needs of other stakeholders. If modifications are needed, the tasks and costs of any such tasks will be classified as "costs of collaboration", which will be include in the fair-share allocation model that is under development.

The discussion that followed included: Gelbmann stated that the NSSDA compliance and reporting requirement adds value and faith to the regional dataset. Richardson stated that this dataset would have regional value for the state. Claypool added that if their were to be any additional requirements (duties) to the primary custodians (counties) that this is secondary in their business practices and that counties have the least amount of return in a regional parcel dataset. Meader stated that counties might not receive a direct return but they benefit from other datasets that may provide a return to them. Person noted that under the regional custodian responsibilities it states that there will be quarterly updates and is this user pressure for distribution. Gelbmann commented that this implies an automated process. Mark Kotz spent 3 to 4 months working on Met Council's parcel dataset. Harper agreed that a process needs to be developed by the regional custodian and needs to be more flexible to meet the needs of other stakeholders in order to clip out the parcel geography for their entity. Harper stated that the

regional custodian not only identify gaps/overlaps in the primary datasets but also provide a process to resolve those issues. Gelbmann stated that in compiling a regional coverage that their be an established process to compile and automate the primary custodians datasets. Wencl stated that the wording of compile, provide, distribute and update, metadata, NSSDA compliance implies adding value to a regional dataset and if this is true what or who would have the intellectual property rights. Person suggested that from Gary Stevenson's comments in the attached document that he believes that Stevenson does not want a regional parcel dataset out in the public to protect the counties internal revenue source. Claypool stated that intellectual property rights will be and has been a heated debate in Minnesota and needs to be defined in a court of law and the subject of value added will be interpreted by the legislature in the near feature. Harper stated that MetroGIS still needs to recommend/find a regional custodian. Richardson agreed to provide a thorough analysis for the next meeting on the significance or contribution of the DNR as a regional custodian. Maxwell stated that a regional custodian selection would depend on a revenue source. Foster reiterated that what is needed today is that the technical advisory team approve the data specifications, roles and responsibilities for a parcel boundary data solution and that comment on policy issue (value added, revenue distribution, cost sharing) be forwarded onto the Coordinating Committee for direction and that the concerns of the primary custodians (counties) for a parcel boundary solution be forwarded also.

Motion: Harper moved that the primary data specifications, roles and responsibilities for primary and regional custodians be approved with the changes in providing a process to resolve issues of gaps/overlaps for the regional dataset and establishing a process to automate and compile the primary custodians parcel boundaries datasets. Gelbmann seconded.

Motion Carried.

5e. MN Governor's Council Hydrographic Committee Work Plan and

Lakes, wetlands, etc. Business Information Need

Foster reported to the team that MN Governors Council Hydrographic Committee will focus on reviewing and coordinating existing work to build and enhance elements of hydrography data layers. There will be two workgroups that will be divided up to focus on user needs, data inventory, and a hydrographic data model for the state. Local units of government will be asked to participate in the user needs assessment as well as the data modeling sessions. Conrad (Ramsey-Washington-Metro Watershed District) and Foster (MetroGIS) will participate on the data inventory and user needs assessment organization workgroup. Read (Metropolitan Mosquito Control District) and Foster (MetroGIS) will participate on the hydrographic data model organization workgroup. MetroGIS stakeholders will be asked to contribute and participate on these two workgroups when the workgroups begin in May. Foster asked team member to identify any other participants at this time, and noted that Member Meader is the Co-Chair of the Hydrographic Committee and will provide the updates to team members relevant to the needs of MetroGIS in future meetings. Harper suggested to include Mark Neiman, Jeff Berg, and representatives from the FEMA mapping group.

Due to time limitations Items 6a and 6b were not be discussed at this time.

7. Next Meeting (Coordinating Committee Meeting – June 24)

- June 10, 1999

Staff asked if their were any changes to location necessary, others recommended to move the meeting to either one of the following places, Mosquito Control District, Roseville Library, or leaving it at MN Planning. Staff will look into space for the next meeting to be held at the Mosquito Control District.

8. Adjourn

Krum moved, Connelly seconded, meeting was adjourned at 4:28 p.m.

Prepared by Theresa K. Foster, MetroGIS Technical Coordinator

June 10, 1999 Agenda

1. Call to Order

2. Accept Agenda

3. Introduction of Team Members

4. Accept Meeting Minutes

- April 29, 1999

5. Action and Discussion Items

a. Technical Team Work Plan - Priorities **action**
b. A Regional Solution - I35W Coalition
c. 2000 Regional Census Geography Project **action**
d. MN Governors' Council Hydrographic Committee Work Plan and Lakes, wetlands, etc. Business Information Need **action**
e. Washington County Municipal Boundaries Pilot Project **action**
f. Rights to Property Update and Service Area Jurisdictions
g. Parcel Attributes

6. Other Business

7. Next Meeting

- August 19, 1999, Roseville City Library in Roseville

8. Adjourn

June 10, 1999 Minutes

1. Call to Order

Co-Chair Krum called the meeting to order at 2:00 p.m., at the Metropolitan Mosquito Control District in St. Paul.

Members present: David Claypool (Ramsey County); John Connelly (St. Paul & Ramsey County Charter Commissions); Will Craig (UM CURA); Rick Gelbmann (Metropolitan Council); Elliott Graham (Ramsey County); Catherine Hansen (SRF Consulting); Jane Harper (Washington County); Ed Krum (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Michael Munson (Metropolitan Council); Bart Richardson (DNR IS)

Members absent: Bob Basques (City of St. Paul); Roger Carlson (City of Minneapolis); Roger Carlson (Hennepin County); Lisa Freese (MN Planning); Blaine Hackett (SRF Consulting); Bob Moulder (Hennepin County); Rick Person (City of St. Paul); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS); Ronal Wencl (USGS); Tim Zimmerman (Hennepin County)

Visitors: William Johnson (Bethel College); Jerry Happel (PlanSight)

Staff: Theresa Foster (MetroGIS Technical Coordinator); Randy Johnson (MetroGIS Staff Coordinator)

2. Accept Agenda Member Maxwell motioned to accept the agenda as submitted, Member Claypool seconded. Motion carried.

3. Introduction of Team Members

Co-Chair Krum welcomed all members and welcomed visitors William Johnson (Bethel College) and Jerry Happel (PlanSight); he then asked members to go around the table and introduce themselves formally to all members of the team and the visitors.

4. Accept Meeting Minutes

Member Claypool motioned to accept the meeting minutes from June 10th, 1999. Member Harper seconded. Motion carried.

5a. Technical Team Work Program – Priorities

Member Krum reported on the Technical Advisory Team work program and discussed the priorities of the calendar 1999 work plan. Krum stated that the work program reflects on-going work activities with the Business Information Needs workgroups as well as Ad-hoc workgroups, customer needs satisfaction survey and the coordination activities with the Minnesota Governors' Council on Geographic Information. Member Meader stated that there are short term and long term activities with the Governors' Council and suggested the coordination with the State's Geospatial Data Clearinghouse is an on-going activity and should be moved out of an ad-hoc workgroup prioritization. Krum suggested that this should be moved to the on-going coordination activities. Member Gelbmann suggested that items 2 & 3 under order of prioritization for the ad-hoc workgroups be interchanged because metadata enhancement is significant function that needs to be promoted in the coming year. Krum agreed and stated that data sharing relies on metadata enhancements and should have a higher prioritization. Harper reiterated that there is a study on-going through MetroGIS about metadata, and asked if the Technical Advisory Team can be updated at their next meeting. Gelbmann stated that the study was accepted for presentation at the URISA conference and will update the Technical Advisory Team in the future.

Motion: Harper moved and Gelbmann seconded to accept the general work program and appove the 1999 work plan with the suggested changes.

5b. A Regional Solution – I35W Coalition

Jerry Happel (PlanSight) provided the Technical Advisory Team with an in-depth presentation of the I35W coalition activities for developing a subregional solution to developing parcel, future land use, existing land use, and zoning datasets. He demonstrated the On-line Atlas and the Geo-Data Warehouse. Member were then asked for comments on the technical procedures piloted by the coalition and comment on whether the solution warrants further investigation as a regional solution for MetroGIS. Member Munson asked whether or not socioeconomic data will be included as a data set for the coalition. Happel identified that there is a prototype dataset being developed by John Carpenter (InSight Mapping). Harper asked what type of resources were required to develop these products? Happel stated that it was a 3-year project, $1.50/parcel, with ~ 150,000 parcels. There were numerous grant contributors of which MetroGIS was a participant. Claypool asked if the funding was higher because some parcel datasets were not completely/accurately developed. Member Randy Johnson stated that future work for building a regional dataset solution for land use will rely on an aggregation scheme that will be developed using the coalition designations. Members agreed that this solution is flexible and is cost-effective for the future efforts of MetroGIS when they develop a regional solution for parcels, future and existing land use and zoning.

5c. 2000 Regional Census Geography Project

Member Gelbmann updated the team on the peer review forum, roles and responsibilities and specifications for the census boundaries information need. Metropolitan Council will assume regional custodian responsibilities and treat the census boundaries dataset as the TLG street centerline dataset as in developing license agreements. The 1990 census geography will be free of charge to MetroGIS stakeholders and will be available sometime in January. Craig iterated that the data development will have a BETA testing phase after 4 months of development and stakeholders will be asked to test the data for their communities. Members agreed that a more developed statement of roles and responsibilities as well as data specifications are needed in the future, but will recommend that the census boundary solution proposed by Metropolitan Council meets the requirement for the census boundary information need.

Motion: Krum moved and Harper seconded that the proposal of the census boundary solution be forwarded to the Coordinating Committee. Motion carried.

5d. MN Governors' Council Hydrographic Committee Work Plan and Lakes, wetlands, etc. Business Information Need

Meader updated the team on the coordination activities of the Mn Governors' Council Hydrographic committee and MetroGIS stakeholders. The needs of all coordinating bodies will be better served by a combined effort. The cordinating activities include a data inventory and user needs assessment for all levels of government, associations and private industry. Craig commented on scale, value and independence of available data that is not homogenous at this time in order to aggregate. Meader discussed the scalability factor and commented that 1:24,000 has no value to local government based upon that scale. Craig agreed that input from local level interest would be valuable in order to provide for local information needs. Harper commented that there is an on-going project within Washington county to do a data assessment and that Cindy Wentworth should be contacted for the project.

Motion: Krum motioned that the MetroGIS Information Needs for Wetlands, lakes, etc. be part of the combined effort happening at the state level and approve the key stakeholder classes of participant. Craig moved and Gelbmann seconded. Motion carried.

5e. Washington County Municipal Boundaries Pilot Project

Johnson reported to the team that the Washington County Boundaries pilot project is complete. Johnson presented a conceptual strategy to accomplish testing by other counties; (a) individual testing by the remain 6 counties to evaluate procedures and specifications and provide in-depth inconsistencies or obstacles relative to current practices (b) Participation in a peer review forum and document findings. Harper stated that testing could be done in pilot areas selected by the technical advisory team. Maxwell asked about the time frame. Harper stated it took Washington County 4-6 months to evaluate the data. Craig state that if we just adopted this a guideline in which the counties could test the dataset and strategy and ask them to provide feedback. Meader commented that physical testing is the component that is needed in order to fully identify problems with a conceptual strategy. Members agreed to a peer review forum following testing.

Harper suggested that we recommend pilot areas that have a uniqueness and that shed some light on the process.

Motion: Gelbmann moved and Munson seconded to recommend the 2 pilot testing areas and commit to a peer review forum following the pilot area testing. Motion carried.

5f. Rights to Property Update and Service Area Jurisdictions Harper updated the team on the work in progress by the Minnesota Department of Agriculture, on a survey sent out in May whose purpose was to determine which agencies and organizations are mapping conservation lands and how they are creating their datasets. Harper in the future will keep the team updated on rights to property issues when they arise.

5g. Parcel Attributes

Craig update the team on the coordination activities in obtaining candidate data attributes for the parcel boundary dataset. So far four of the seven counties have sent in their responses and anticipate a list of completed results and next steps by the following Technical Advisory Team meeting.

6. Other Business: No other business discussed

7. Next Meeting

Next meeting will be held at 2:30 p.m., August 19, at the Roseville Library on Hamline Avenue, Roseville, Minnesota.

8. Adjourn

Krum moved, Connelly seconded, meeting was adjourned at 4:30 p.m.

Prepared by Theresa K. Foster, MetroGIS Technical Coordinator

August 19, 1999 Agenda

1. Call to Order

2. Accept Agenda

3. Introduction of Team Members

4. Accept Meeting Minutes

- June 10, 1999 **action**

5. Action and Discussion Items:

a. Socioeconomic Characteristics Update
b. Parcel Boundaries – HARN **action**
c. Parcel Attributes

6. Information Items:

a. Mn GIS/LIS Convention– MetroGIS: A Regional Dataset Solution
b. Lakes, Wetland, etc, Workgroup - Progress Update
c. Land Use Plans Workgroup – Progress Update
d. Application for ESRI's Public Access Grant Program
e. Geography Awareness Week - Nov. 15-19, 1999; GIS Day - Nov. 19

7. Other Business

8. Next Meeting

- October 21, 1999, Metropolitan Mosquito Control District

9. Adjourn

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Approved on:
December 7, 1999

Meeting Summary
MetroGIS Technical Advisory Team
August 19, 1999

1. Call to Order

Co-Chair Krum called the meeting to order at 2:32 p.m., at the Roseville City Library in Roseville.

Members present: David Claypool (Ramsey County); John Connelly (St. Paul & Ramsey County Charter Commissions); Will Craig (UM CURA); Rick Gelbmann (Metropolitan Council); Elliott Graham (Ramsey County); Blaine Hackett (SRF Consulting); Mark Kotz (PCA); Ed Krum (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Rick Person (City of St. Paul); Bart Richardson (DNR IS); Ronal Wencl (USGS); Tim Zimmerman (Hennepin County)

Members absent: Bob Basques (City of St. Paul); Roger Carlson (City of Minneapolis); Roger Carlson (Hennepin County); Lisa Freese (MN Planning); Catherine Hansen (SRF Consulting); Jane Harper (Washington County); Bob Moulder (Hennepin County); Michael Munson (Metropolitan Council); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS)

Visitors: John Carpenter (InSight Mapping and Demographics); Jeff Johnson (InSight Mapping and Demographics); John Barke (Mn/DOT); Gary Stevenson (Dakota County); Larry Nybeck (Washington County); Gordon Chinander (Carver County); Peter Henschel (Carver County)

Staff: Theresa Foster (MetroGIS Technical Coordinator); Randy Johnson (MetroGIS Staff Coordinator)

2. Accept Agenda

Member Krum motioned to accept the agenda as submitted, Member Claypool seconded.
Motion carried.

3. Introduction of Team Members

Co-Chair Krum welcomed all members and welcomed visitors John Carpenter (InSight Mapping and Demographics) and John Barke (Mn/DOT) he then asked members to go around the table and introduce themselves formally to all members of the team and the remaining visitors.

4. Accept Meeting Minutes

Member Claypool motioned to accept the meeting minutes from June 10th, 1999, Member Gelbmann seconded.
Motion carried.

5a. Socioeconomic Characteristics Update

John Carpenter (InSight Mapping and Demographics) provided the Technical Advisory Team with a presentation on constructing current socioeconomic data sets. He commented on the current project overview, why supplement the census data, and technical descriptions of the data coverages being built. He also described the data privacy considerations upheld throughout the project, summarized the five city counts with comparisons between population counts and household counts of the 1990 US Census, 98 Met Council and the current 999 Insight Mapping counts. He concluded his presentation with the current applications of using socioeconomic characteristics they include; forecasting neighborhood turnover, analyzing life-cycle housing issues and needs, transportation demand modeling, service demand modeling and neighborhood and program needs analysis. A question and answer period followed. Included are some of the questions and answers the members and Carpenter asked and answered. Member Craig asked

where did you find the data on people over the age of 65, from drivers license information? Carpenter answered yes on motor vehicle registration information and we are currently looking at the MN Health department statistics on births and deaths. Member Graham asked if the parcel represents the units of analysis for multiple housing households. Carpenter answered, yes they have a one to many relationship. Bigger issues on mobile housing still exist because in the census data there is one parcel for many mobile homes. When people move mobile homes you can't track the people's profile. Wencl asked if their were plans to distribute income information? Carpenter stated that there is a need for the data but it is not included in the base data set. Need to acquire from the Social Security Administration. Staff Johnson asked what are the cost for building and maintaining the data set. A strict cost has been completed as yet, an assumed rate of $2.00 per address for development and $.80 for per address for updates is the best estimate.

5b. Parcel Boundaries - HARN Correction

Member Claypool introduced John Barke (Mn/DOT) and he provided the Technical Advisory Team with a presentation on the High Accuracy Reference Network (HARN - NAD83(1996)). He discussed the reasons for implementation of the HARN which include the following; need for a reference system as accurate as the current GPS technology, based on traverse and triangulation surveying, HARN is 10 times more accurate then the older adjustment NAD83(1986)**,** the metro area is the worst in Minnesota for accuracy, and last but not least you will be able to provide data on the same adjustment for sharing data. He concluded his presentation but informing the group on upcoming future adjustment; the International Terrestrial Reference Framework (ITRF) which will be ready by the NGS and Mn/DOT in the year 2002. The ITRF is based on earth center/earth fixed adjustment and it has a positional shift of around 1 meter. Barke suggested that in the next two years counties convert to HARN because once the NGS comes out with the ITRF it will only support conversions between the subsequent adjustments: NAD27 to NAD83(1986), NAD83(1986) to HARN and HARN to ITRF. A question and answer period followed. Included are some of the questions and answers the members and Carpenter asked and answered. Member Wencl asked, don't most GPS uniformly output based upon the HARN projection. Barke stated yes the are automatically set to that output but there is a distinction between the GPS value and Coordinates being used. Richardson asked if this was going to be a statewide standard? Barke stated the Mn/DOT will be converting in the year 2002 to ITRF and until then the HARN has been adopted by the Mn/DOT and will be our standard for normalizing data for survey and control purposes.

Member Claypool thanked Barke for the information and iterated that this was a very informative talk. Claypool then asked member to comment on their plans to convert there parcel data set to the HARN adjustment. County Survey member expressed their input to going to the HARN adjustment for their parcel data set, Claypool (Ramsey) yes, but will not be converted till 2001, Stevenson (Dakota) maybe, will possible convert in the year 2002, Nybeck (Washington) said they would, but it is not a priority and will be converted over time. Other surveyors who emailed staff prior to the meeting are included here, Freemyer (Carver) wrote, tentative plans are to complete a HARN adjustment of all PLS positions sometime during 2001. Following that we plan to convert parcel mapping to the HARN system. Caswell (Hennepin) wrote, they have NO intention at this time to provide a parcel base in HARN. We are intending to provide it in County Ground based on 1986 NGS listings for control. Hentges (Scott) wrote, at this time we have not decided whether we will convert to a HARN based parcel dataset. Leegard (Anoka) undecided at this time.

Motion: Member Claypool motioned to accept the recommendation that the proposed stipulations (1 & 2) by the Coordinating Committee on the 17th of June be changed in the data specifications. Defer the HARN requirement until 2001 and at that time the Technical Advisory

Team will reevaluate the requirement. In the meantime if those counties that are planning to develop a parcel data set based upon the HARN they should submit their accuracy reporting in the metadata developed by each county for the parcel boundaries data set.meeting minutes from June 10th, 1999, Member Wencl seconded.
Motion carried.

5c. Parcel Attributes
Member Craig updated the team on the progress of the Parcel Attribute Subgroup and the status of verifying digital attribute data available for each county. All seven counties have completed their documentation and a list of 11 attributes have been identified as being common to all county data bases in electronic format. Although not all counties have indicated they collect data on every field there is an indication that some of the answers checked might be in error or else the tax system couldn't work such as name and phone numbers. So it is the opinion of the Parcel Attribute Subgroup to accept the data list as a minimum of parcel attributes to include in the parcel boundaries data set. Craig asked if there were any questions, Member Stevenson commented that some of the information for Dakota County was incorrect and if staff will contact the county again he could verify that all data attributes included are collected and in their parcel data set. Staff Johnson commented that this is only a minimum for data availability and does not necessarily meet all the needs of MetroGIS stakeholders. Craig then stated that standards and data availability should be the next thing to tackle.

Motion: Member Craig motioned the list of parcel attributes (total list) should be approved as a candidate list of parcel attributes to be included when distributing the parcel boundary data set. Member Zimmerman seconded.
Motion carried.

6. Information Items
Co-Chair Krum reported on the Mn GIS/LIS Conference that will be on October 5-7th and suggested all stakeholders to come and support the MetroGIS talks. He referred members to read the information items in the packet and updates on those items will be held at the next Technical Advisory Meeting on October 19th.

7. Other Business
No other business discussed.

8. Next Meeting
Next meeting will be held at 2:30 p.m., October 21st at the Metropolitan Mosquito Control District in St. Paul. **(Cancelled on October 9th, 1999)**

9. Adjourn
Krum moved, Richardson accepted and Claypool seconded, meeting was adjourned at 4:28 p.m.

Prepared by,
Theresa K. Foster
MetroGIS Technical Coordinator

December 7, 1999 Agenda

1. Call to Order

2. Accept Agenda

3. Introduction of Team Members

4. Accept Meeting Minutes

- August 19, 1999 **action**

5. Action and Discussion Items:

a. Fairwell to Ed Krum, New Co-Chair Confirmation **action**
b. Census Geography - Data Specs., Roles and Responsibilities **action**
c. Minnesota Land Cover Guidelines **action**
d. MetroGIS Logo Utilization **action**
e. Lakes, Wetland, etc, Workgroup **action**
f. Process for Data Development **action**
g. Technical Design Pilot - Parcel Dataset

6. Information Items:

a. Datafinder Web Support Position and Responsibilities
b. Land Use Workgroup – Progress Update
c. Application for ESRI's Public Access Grant Program

7. Other Business

8. Next Meeting

- February 17, 1999, Metropolitan Mosquito Control District (Waiting for confirmation of meeting schedule, will notify the week of Jan. 8)

9. Adjourn

December 7, 1999 Minutes

1. Call to Order

Co-Chair Krum called the meeting to order at 8:39 a.m., at the Roseville City Hall in Roseville.

Members present: John Connelly (St. Paul & Ramsey County Charter Commissions); Rick Gelbmann (Metropolitan Council); Blaine Hackett (SRF Consulting); Ed Krum (Mn/DOT); Jay Krafthefer (Mn/DOT); Susanne Maeder (LMIC); Michael Munson (Metropolitan Council); Rick Person (City of St. Paul); Bart Richardson (DNR IS); Ronald Wencl (USGS)

Members absent: Bob Basques (City of St. Paul); Roger Carlson (City of Minneapolis); Roger Carlson (Hennepin County); David Claypool (Ramsey County); Will Craig (UM CURA); Lisa Freese (MN Planning); Elliott Graham (Ramsey County); Catherine Hansen (SRF Consulting); Jane Harper (Washington County); Mark Kotz (PCA); Jim Maxwell (The Lawrence Group); Bob Moulder (Hennepin County); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS); Tim Zimmerman (Hennepin County)

Visitors: Gary Stevenson (Dakota County); Trudy Richter (Richardson, Richter and Assoc.); Solveig Berg (Metropolitan Council)

Staff: Theresa Foster (MetroGIS Technical Coordinator)

2. Accept Agenda

Member Krum motioned to accept the agenda as submitted, with typo change on page 22 (Change Agenda Item 6c to 6b), Member Connelly seconded.

Motion carried.

3. Introduction of Team Members

Co-Chair Krum welcomed all members and then asked members to go around the table and introduce themselves formally to all members of the team.

4. Accept Meeting Minutes

Member Gelbmann motioned to accept the meeting minutes from August 19th, 1999, member Connelly seconded.

Motion carried.

5a. Fairwell to Ed Krum, New Co-Chair Confirmation

Co-Chair Connelly thanked resigning co-chair Krum for his dedication to the MetroGIS Technical Advisory Team, participation at all Coordinating Committee meetings, in helping organize/ plan the Census Boundaries workgroup, and volunteer efforts to lead a focus group at the MetroGIS Fair-Share Peer Review Forum held in September. Connelly presented Krum a certificate of appreciation for her work this past year. Connelly then stated the non-formal process of nominating the 2000 Co-chair replacement for Krum as follows: Coordinating Committee Liaisons (Craig, Wencl, Claypool and Gelbmann) in approval with the standing Co-Chairs from the Technical Advisory Team, 1999, agreed that John Connelly (St. Paul & Ramsey County Charter Commissions) will continue as Co-Chair and

nominated Jim Maxwell (The Lawrence Group) to serve as the newly elected Technical Advisory Team Co-Chairs for the annual 2000 calendar year.

Member Wencl motioned to accept the nomination of Co-Chair Maxwell and the continued Co-Chair responsibilities by Connelly, member Person seconded.

Motion carried.

5b. Census Geography - Data Specifications, Roles and Responsibilities

Member Gelbmann summarized the data specifications, roles and responsibilities noting that the Metropolitan Council had accepted the role of regional custodian for the census geography information need. Gelbmann explained that the Council had entered into a contract with The Lawrence Group (TLG) to build a 1990 regional census geography dataset, registering it to the both the regional street centerline dataset and parcel boundary data maintained by the counties. The 1990 dataset is currently undergoing beta testing. When the testing is completed the final data specifications will be documented in a meta data record. He also noted that work on development of a 2000 regional census geography dataset will begin as soon as preliminary boundary information is released by the Census Bureau, which is expected to occur by summer 2000. Wencl asked if this was going to be a dataset licensed by TLG, and distributed in the same way as the Street Centerline dataset. Gelbmann added that the census geography dataset will be owned by the Metropolitan Council and be accessible to everyone in the public domain via ftp and internet access.

Member Krum motioned to approve the formalized data specifications, and roles and responsibilities of the Metropolitan Council, in its assumed role as regional custodian for the 1990 and 2000 Census Geography for distribution to MetroGIS stakeholders, member Connelly seconded.

Motion carried.

5c. Minnesota Land Cover Guidelines

Member Richardson updated and summarized the Minnesota Land Cover Classification System Peer Review information and recommendations of endorsement as a standard and DNR Roles and responsibilities before the members present. Wencl recommended that without further review and adoption by other DNR divisions and agencies he would have a problem endorsing this as a standard. Members then took a vote. Ayes 10, Nayes 1 (Wencl). Members discussed the realization that this should be endorsed as a best practice and withhold recommendation as a standard till further review of the classification system is done.

Member Hackett motioned to approve the formalized land cover guidelines, data specification, and roles and responsibilities of the DNR as stated in the agenda documentation, and approve MetroGIS to co-sponsor a training session with the DNR for all interested MetroGIS stakeholders and authorize the MLCCS as a "current best practice", member Gelbmann seconded.

Motion carried.

Richter arrived.

5g. Technical Design Pilot - Parcel Dataset

Gary Stevenson, Director of Land Information and Surveying for Dakota County and member of the MetroGIS Coordinating Committee, and member of the "stitch committee" updated and demonstrated progress made to date from the "stitch together" parcel data received from six of the metro area counties to date, missing Anoka

County. Attached to the stitched dataset there are 4 attributes (PIN, FIPS Code, Ownership, and Value) from only Carver, Washington and Dakota Counties. There is a continuing effort by the workgroup to normalize attribute data based upon the MetroGIS identified standard attributes. To date the size of the dataset ~400 MN with 750,000 parcels (less Anoka). Stevenson showed that the data has minor gaps/overlaps and will not be changed, using the data as is from counties. Also, the dataset is stripped of lakes and road right-of-ways. Members were then asked to provide comments and discussion on the technical aspects of the pilot project.

Gelbmann: Is it the goal/responsibility of each county to provide analysis on overlaps/gaps?

Stevenson: No, this data has only been reprojected, each county will only be using a normalized datum and no analysis will be done on gaps/overlaps.

Krum: Is there a strategy for updating?

Stevenson: Each county will develop ftp procedures to upload there data to a site specified in the corrected datum and format. Anticipates that there will be further work done on the attributes.

Krafthefer: Will the users have access to meta data? There needs to be more standards on attributes.

Stevenson: Right now this dataset is stripped of information, no meta data documented.

Person: Glad to see this is being developed, even in a pilot format. Need to bring out to the public for universal acceptance.

Person: Is there and intention to have this out on the web for public access as in the design of the Roseville data? We need a web access design for public distribution.

Stevenson: It should be developed for a ftp site, made freely available to the public sector and a subscription fee to the private sector.

Richter: Is this an equivalent to a pilot project?

Stevenson: It is data development of a regional dataset/process done in ~ 25 hours.

5d. MetroGIS Logo Utilization

Co-Chair Krum summarized the need for MetroGIS to adopt the recommendation that all data products that distributed by MetroGIS carry the MetroGIS logo and when distributing or using MetroGIS shared datasets, each map presentation or documentation should include source information. Member Gelbmann asked why this recommendation didn't come from the MetroGIS Policy Advisory Team. Staff stated that due to time contraints in the Business Plan and since most of the Technical Team is familiar with data licensing, distribution requirements it could be brought forward by the Technical Advisory Team at this time.

Member Connelly motioned to approve the recommendation, member Gelbmann seconded.

Motion carried.

Person departed.

5f. Process for Data Development

Trudy Richter, Business Plan Consultant, described the process for implementing the priority business information needs. The process clearly describes MetroGIS' role in the development of regional datasets, roles and expectations for MetroGIS participants for peer review workgroups as well as the in-depth business information needs process workgroups, as well as a significant direction on how/when information needs or datasets enter into the MetroGIS process. Gelbmann stated that this diagram seems to build too much bureaucracy into a process. Richter responded, that until now there hasn't been a described process to let stakeholders know how/where they enter/exit the process. Wencl stated that it is hard to define a fixed conceptual design of the process. Gelbmann said that he wants this process to be flexible to change and development. Richter commented that the Technical Team needs to have a role/direction to adopt standards and guidelines as well as endorsement of other datasets and this gives them that process to do so. Gelbmann stated he would be comfortable with the process if it clearly defines the differences between dataset implementation and the business information needs process. Richter noted his changes.

Member Connelly moved to accept the process diagram with the aforementioned changes, Gelbmann seconded.

Motion carried.

5e. Lakes, Wetlands, etc., Workgroup and

Due to time constraints members were directed to read the update from member Maeder, t the next meeting Maeder will brief team of the progress to date.

6. Information Items

Members were directed by staff to review the information items at their own leisure, none were discussed at this time.

7. Other Business

None at this time.

8. Next Meeting

Preliminarily scheduled for February 17 at the Metropolitan Mosquito Control District. Staff will e-mail members on January 7 for finalization of meeting time and date.

9. Adjournment

Connelly moved and Krum seconded to adjourn at 10:55 a.m.

Motion carried unanimously.

Prepared by,

Theresa K. Foster
MetroGIS Technical Coordinator

February 8, 2000 Agenda

1. Call to Order

2. Accept Agenda

3. Introduction of Team Members

4. Accept Meeting Minutes

- December 7, 1999 **action**

5. Action and Discussion Items:

a. MetroGIS 1999 Milestones/Accomplishments
b. Technical Advisory Team Work Plan 2000 **action**
c. Business Information Needs Updates
d. Minnesota Land Cover Overview and Workshop
e. Technical Advisory Team Assignments **action**
f. Lakes, Wetland, etc, Workgroup - GCGI Hydrography

6. Information Items:

a. DataFinder Web Support Position and Regional DBA Positions
b. NSDI Cooperative Agreements Program for 2000

7. Other Business

8. Next Meeting

April 11, 2000, Metropolitan Mosquito Control District

February 8, 2000 Minutes

1. Call to Order

Co-Chair Maxwell called the meeting to order at 2:03 p.m., at the Metropolitan Mosquito Control District in St. Paul.

Members present: John Connelly (St. Paul & Ramsey County Charter Commissions); Jane Harper (Washington County); Jay Krafthefer (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Michael Munson (Metropolitan Council); Bart Richardson (DNR IS); Shawn Toscano (ESRI); Ronald Wencl (USGS)

Members absent: Bob Basques (City of St. Paul); Roger Carlson (City of Minneapolis); Roger Carlson (Hennepin County); David Claypool (Ramsey County); Will Craig (UM CURA); Lisa Freese (MN Planning); Rick Gelbmann (Metropolitan Council); Elliott Graham (Ramsey County); Blaine Hackett (SRF Consulting); Catherine Hansen (SRF Consulting); Mark Kotz (PCA); Ed Krum (Mn/DOT); Rick Person (City of St. Paul); Bob Moulder (Hennepin County); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS); Tim Zimmerman (Hennepin County)

Visitors: Peter Leete (DNR Metro)

Staff: Theresa Foster (MetroGIS Technical Coordinator)

2. Accept Agenda

Co-Chair Maxwell motioned to accept the agenda as submitted, Member Connelly seconded. Motion carried.

3. Introduction of Team Members

Co-Chair Maxell welcomed all members and then asked members to go around the table and introduce themselves formally to all members of the team, new members to the team are Jay Krafthefer (Mn/DOT) and Shawn Toscano (ESRI).

4. Accept Meeting Minutes

Member Wencl motioned to accept the meeting minutes from December 7th, 1999, member Maeder seconded, with noted typo errors and utilization of "their", staff noted changes and will submit the meeting minutes as approved with changes. Motion carried.

5a. MetroGIS 1999 Milestones/Accomplishments

Member Connelly highlighted the MetroGIS 1999 milestones/accomplishments for the year and thanked team members for the individual contributions and successes in achieving these tasks. Connelly clarified that the work by team members is voluntary and that their efforts go along way in achieving the goals identified by MetroGIS. Member Wencl included a briefing of the business plan with emphasis on the completion of the project to be voted on by the Policy Board in March. The business plan will address the fair-share allocation by public, private and non-profit entities and the business costs of running an organization such as MetroGIS. Member Harper wanted to thank MetroGIS on behalf of Tony Mathys for his assistance in Washington County in the implementation of the MN metadata guidelines.

5b. Technical Advisory Team Work Plan 2000

Member Maxwell introduced the generalized team work plan for the year 2000 and highlighted priorities for the coming year. Member Wencl commented that in the teams responsibilities section that references to graphic data would be best qualified by stating "best available geographic referenced data". Also, under the Information Needs Workgroup Process, it would be best to "define preferred data specifications" instead of "ideal". Under the visibility activities, some of these categories are too specific and need general tasks associated ie. remove integrate into Position Descriptions and Everday Use, call it "metadata staffing issues". Under enhanced access to shared data remove group purchases, because the fair-share model will take into consideration the cost of belonging to MetroGIS. Member Connelly commented on the Priority Business Information Needs timeline and wanted to know if anyone was familiar with the watershed district bill that might be implemented through the legislature this year. Member Harper commented that Washington County is in the process of doing a governance study and will consider legislation. The state established watershed districts, not necessarily based upon parcel specification, Washington County is in the process of evaluating their information this next year. Foster reiterated that this was a general work plan and that specific tasks for the year 2000 will be talked about in further agenda items as well as assignment duties by Technical Advisory Team members.

Member Connelly moved to accept the generalized work plan with the aforementioned changes, Member Wencl seconded. Motion carried.

5c. Business Information Needs Updates

Foster updated the team on work progress on the Business Information Needs and current work plans for specific business information needs. Staff will start to compile the full documentation of the Land Use Organization Committee at the end of February and call for another meeting to comment on the current status of the LBCS standard. Members Harper and Maxwell will be meeting with Washington County on February 10th to start/provide feedback on the peer review of the next information need School District Boundaries. Work is in progress to look at finding funding for implementation of automated procedures to efffectively assemble, provide access and distribute the parcel data produced by each of the seven counties over the web (looking at Board of Innovation funding or NSDI 2000 CAP funding). As discussed shortly in the agenda, MetroGIS has agreed to provide two members of the Technical Advisory Team to sit on the workshop committee organization team and staff will also be supporting the training workshops to be held this Spring. The Policy Board approved the data spec., roles and responsibilities for both the Regional Census Geography dataset and the Minnesota Land Cover Classification dataset at there board meeting on January 26, 2000.

5d. Minnesota Land Cover Overview an Workshop

Member Richardson and Peter Leete from the DNR provided a demonstration on the Minnesota Land Cover Classification System being implemented at several pilot projects sites. The MetroGIS Coordinating Committee suggested that the Technical Advisory Team be provided a full demonstration at the their next meeting to get a clearer picture of the system. The focus of today's demonstration was to clearly demonstrate the system as well as identify uses of the system around the metro area, the scope of the project, funding resources and data sources. The DNR will be holding training workshops in the spring to provide local units of government, private consultants and non-profits information about implementation, uses and a detailed training in development of a land cover layer for their entity. MetroGIS has agreed to provide two members of the Technical Advisory Team to sit on the workshop committee organization team and staff will also be supporting the training workshops.

5e. Technical Advisory Team Assignments

Member Maxwell gave a brief overview of the 2000 work plan prioritization activities for the team to focus on. Members were asked to commit to a least one activity during the year to provide organizational support from within MetroGIS, members were asked to only volunteer for activities that either they have an in-depth knowledge of or are interested in participating from a pilot project standpoint. Foster suggested that the needs of Technical Advisory Team members participating is high and thanked them for their participation in the past and looked

forward to working with them in the future. Member Toscano agreed to sit on the Parcel Boundaries grant development team, Munson agreed to sit on the socioeconomic characteristics team and Wencl agreed to participate on the NSDI Node Evaluation group as well as the Land Cover Workshop Committee for the DNR. Richardson agreed to sit on the NSDI Node evaluation group as well. Staff will be in contact with other members before the next Technical Advisory Team to solidify the activities and answer questions.

Member Maxwell moved to accept the work plan and team assignments as, Member Wencl seconded. Motion carried.

5f. Lakes, Wetland, etc. Workgroup - GCGI Hydrography

Maeder updated the team on work progress made by the GCGI Hydrography Committee and the efforts of MetroGIS members. The data needs assessment is complete and available on the MetroGIS web site, future plans to consolidate the information into a report are in the work plan. The data inventory assessment is just getting off the ground and should be complete by June 2000. Foster iterated with this work MetroGIS will use the inventory to identify datasets that meet the needs of stakeholders and identify data specifications, roles and responsibilities for targeted datasets.

6a. DataFinder Web Support Position and Regional DBA Positions

Foster stated that with the DataFinder Web Support position filled as of the first week in January, MetroGIS will be evaluating the site and updating the information. Mark Kotz has also returned to the Council and wish him luck as the Regional DBA.

6b. NSDI Cooperative Agreements Program for 2000

Foster noted that the next funding cycle of the NSDI CAP 2000 program is scheduled to begin sometime in late-February, this has been delayed a couple of times already. Members might be interested to know that MetroGIS will look into funding of an enhanced distribution method for parcel boundaries and will keep the team informed of future grant cycles. Please check out the Federal Geographic Data Committee (FGDC) Web Site for current and up-to-date information: www.fgdc.gov.

7. Other Business

- None at this time.

8. Next Meeting

- Next meeting will be held on April 11, 2000, at the Metropolitan Mosquito Control District, staff will e-mail members the first week in March.

9. Adjournment

Maxwell moved and Wencl seconded to adjourn at 4:06 p.m. Motion carried unanimously.

Prepared by Theresa K. Foster, MetroGIS Technical Coordinator

April 11, 2000 Agenda

1. Call to Order

2. Accept Agenda

3. Introduction of Team Members

4. Accept Meeting Minutes

- February 8, 2000 **action**

5. Action and Discussion Items:

a. Minnesota Legislature GIS Activities
b. Business Information Needs Updates and Datafinder
c. Minnesota Land Cover Workshops
d. Parcel Boundaries Pilot Project

6. Information Items:

a. NSDI Cooperative Agreements Program and Board of Innovation Grant

7. Other Business

8. Next Meeting

- June 6, 2000, Metropolitan Mosquito Control District

9. Adjourn

April 11, 2000 Minutes

1. Call to Order

Co-Chair Maxwell called the meeting to order at 2:02 p.m., at the Metropolitan Mosquito Control District in St. Paul.

Members present: David Claypool (Ramsey County); John Connelly (St. Paul & Ramsey County Charter Commissions); Will Craig (UM CURA); Rick Gelbmann (Metropolitan Council); Jane Harper (Washington County); Jay Krafthefer (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Bart Richardson (DNR IS); Shawn Toscano (ESRI); Ronald Wencl (USGS)

Members absent: Bob Basques (City of St. Paul); Roger Carlson (City of Minneapolis); Roger Carlson (Hennepin County); Lisa Freese (MN Planning); Elliott Graham (Ramsey County); Blaine Hackett (SRF Consulting); Catherine Hansen (Rowekamp Associates); Ed Krum (Mn/DOT); Rick Person (City of St. Paul); Bob Moulder (Hennepin County); Michael Munson (Metropolitan Council); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS); Tim Zimmerman (Hennepin County)

Visitors: Lee Meilleur (Legislative GIS Office)

Staff: Theresa Foster (MetroGIS Technical Coordinator)

2. Accept Agenda

Member Wencl motioned to accept the agenda as submitted, Member Claypool seconded.
Motion carried.

3. Introduction of Team Members

Co-Chair Maxell welcomed all members and then asked members to go around the table and introduce themselves formally to all members of the team, Lee Meilleur from the Legislative GIS Office was the only visitor and he is presenting the first agenda item on activities going on at the state legislative office.

4. Accept Meeting Minutes

Member Connelly motioned to accept the meeting minutes from February 8th, 2000, Member Harper seconded, with noted typo error of spelling Member Wencl's name incorrectly, staff noted changes and will submit the meeting minutes as approved with changes. Motion carried.

5a. Minnesota Legislature GIS Activities

Co-Chair Maxwell introduced Lee Meilleur from the Legislative GIS office. Meilleur provided an overview of the legislative GIS activities, responsibilities, on-going support to LCMR and a demonstration of the Maptitude software that the legislature purchased to do redistricting. The legislative GIS office does redistricting and assists the census bureau in their block boundary and verification program. They provide legislature with data analyses, reports and web development application. They currently have a Map Object IMS to search for datasets by legislative districts and school districts and provide ftp distribution of datasets. They currently provide support to the LCMR to review GIS proposals and map requests. They are currently working on a cooperative agreement with the DNR and the Science Museum to house on a disk array their current datasets as well as the legislative datasets that are being developed. Meilleur then discussed the reasoning behind going with the Maptitude software and

demonstrated the ease of use, software compliant to import/export .shp/.e00/.dbf information. Members finished up the discussion by asking intuitive questions about redistrict plans, compatibility of the data and software.

5b. Business Information Needs Updates and Datafinder

Member Harper provided the team of the work by Washington County and MetroGIS technical team workgroup members have done to date on the business information need "School District Jurisdiction Boundaries". The group has focused thus far on the mapping requirements of the school district information, the authority of the information and the next steps for preliminary requirements of a primary custodian and regional custodian roles and responsibilities. Thus far, the group has uncovered no legal defiant authority for mapping but have used maps from 1935 (prior to reorganization) and 1971 (after consolidation) to solidify the auditors tax boundaries for school districts. Currently only records on-file at the Washington County auditors and land surveyors department have binding jurisdiction, the Department of Children, Families and Learning keep some records but are not consistent in this area. Washington County is using the 1971 map as authority and has asked school districts to up-date boundaries in conjunction with the project. There are currently 15 areas of discrepancies (i.e. in which a clear conclusion cannot be drawn) in which the survey department and auditor division will be looking at in the next month to determines legal jurisdiction (e.g. parcels coded as another district along a jurisdictional boundary and an island/parcel coded another district within a district). These are the two main issues that the county will focus on before their next meeting on May 24, 2000. The information/peer review has been scheduled for the middle of September pending resolution of identified areas in issues, roles and responsibilities and data specifications on the project. Members were then asked to provide comments. Member Gelbmann asked what happens when a jurisdictional boundary crosses parcel lines and runs through the bedroom of the house. Member Harper hadn't seen those problems as yet in Washington County as it pertains to school districts, but one way to mediate that problem is to have the owner petition for dissolution or annexation. The tax law clearly states that the county tax goes to the Dept. of CFL then gets redistributed to the school districts on a formula for per pupil enrollment. Member Claypool suggested to look into the controlling authority on the tax boundary (e.g. parcel history) for the parcel.

Foster updated the team on the progress of the the Land Use coding scheme and noted the it would be in the best interest of MetroGIS to finalize the future and existing land use schemes by this fall to determine the need for grant funding/budgeting for land use activities for the next year.

Member Gelbmann updated the team on the Census Geography dataset production process. Maxwell noted that Hennepin counties' first draft is complete and will be sent to the Met Council for comments and that the majority of the other counties are in their final stages.

Gelbmann updated the team on the progress of setting up a DataFinder evaluation team to look at upgrading DataFinder and NSDI compliance, the first kick-off meeting will be held on April 26, members Krafthefer and Meader volunteered to participate form the Technical Advisory Team, Kotz and Mayer from the Metropolitan Council staff will be rounding out the evaluation members along with Gelbmann. The new Council GIS Server should be up and operation on Wednesday, April 12.

5c. Minnesota Land Cover Workshops

Member Richardson provided an overview of the two upcoming workshops that will be held on April 24 and June 7 hosted by the DNR Metro Region, National Park Service, MetroGIS, Dakota County SWCD and Great River Greening. The first workshop is a general introduction of the MLCCS for both policy makers and technical staff, so far ~ 30 people have signed up to attend. The second workshop is a technical training workshop for those interested in conducting MLCCS inventories. This session requires skills in: GIS, air photo interpretation, natural community identification, soils, wetland delineation, and forest interpretation. This session is limited to 40 participants. If there is anyone interested in attending the second workshop RSVP is required by May 26th. Foster

asked Richardson how they plan to mandate the MLCCS into the Greenways grants. Richardson replied it will be a soft mandate for implementation but it will be critical for all who participate to complete a MLCCS dataset.

5d. Parcel Boundaries Pilot Project

Members' Wencl, Connelly and Claypool gave a brief overview of the Coordinating Committee's action on Monday. Stating the fact that the Coordinating Committee approved Met Council decision to provide soul source funding for MetroGIS till 2003, according to the Business Plan study and proposal that was being conducted since November. Full Policy Board approval will take place on April 26. Foster stated as part of that Business Plan and the next steps for MetroGIS, the next step is to undergo the regional pilot parcel dataset project which will evaluate the preferred data content of the parcel dataset (boundaries and attributes), define a preferred data distribution mechanism and secondarily to focus on a reasonable value of the parcel dataset to the private sector. The Technical Advisory Team will be responsible for producing a data evaluation form to address the previous issues and assist in the planning of the data user's forum to be held in October. Foster stated that the next few team meeting will have demonstration about differect preferred data distribution mechanisms (FTP, MapServer, and ArcIMS). Maxwell and Foster facilitated the discussion that followed by handing out a draft copy of the data evaluation form for their comments. The comments will be incorporated into the next version and submitted to team members for further comments before the next meeting in June. Due to limited meeting minutes, the comments will not be formatted into the meeting minutes but will be reproduced into a working document of the parcel pilot project data evaluation form.

6a. NSDI Cooperative Agreements Program and MN Board of Innovation Grant

Foster directed members to read the additional information regarding the NSDI and Board of Innovation grant programs, at this time MetroGIS staff will be holding off applying for any additional funding until the parcel pilot project is complete. Members are encouraged to submit their own grant application for their business purposes, deadlines are stated in the agenda.

7. Next Meeting

Next meeting will be held on June 6, 2000, from 2-4:00 p.m., at the Metropolitan Mosquito Control District.

8. Adjournment

Maxwell moved and Connelly seconded to adjourn at 4:32 p.m.
Motion carried unanimously.

Prepared by Theresa K. Foster, MetroGIS Technical Coordinator

June 6, 2000 Agenda

1. Call to Order

2. Accept Agenda

3. Introduction of Team Members

4. Accept Meeting Minutes

- April 11, 2000 **action**

5. Action and Discussion Items:

a. Data Distribution - MN/DNR Data Deli Q/A
b. Datafinder^2 Evaluation / Next Steps **action**
c. Metropolitan Council 1997 Existing Land Use Data Release
d. Business Information Needs Updates
    1. Parcel Pilot Project
    2. Census Geography
    3. Future Land Use

6. Other Business

7. Next Meeting

- September 19, 2000, Hosted by ESRI, ArcIMS Demonstration, 2-4:00 p.m.

8. Adjourn

June 6, 2000 Minutes

1. Call to Order

Co-Chair Maxwell called the meeting to order at 2:06 p.m., at the Metropolitan Mosquito Control District in St. Paul.

Members present: Bob Basques (City of St. Paul); David Claypool (Ramsey County); John Connelly (St. Paul & Ramsey County Charter Commissions); Rick Gelbmann (Metropolitan Council); Blaine Hackett (PlanSight, LLC); Jane Harper (Washington County); Jay Krafthefer (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Michael Munson (Metropolitan Council); Bart Richardson (DNR IS); Mike Rowekamp (Rowekamp Associates); Shawn Toscano (ESRI); Ronald Wencl (USGS)

Members absent: Roger Carlson (City of Minneapolis); Will Craig (UM CURA); Elliott Graham (Ramsey County); Catherine Hansen (Rowekamp Associates); Rick Person (City of St. Paul); Bob Moulder (Hennepin County); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS); Tim Zimmerman (Hennepin County)

Visitors: Les Maki (DNR-MIS); Robert Maki (DNR-MIS); Steve Lime (DNR-MIS); Mark Kotz (Metropolitan Council); Alison Slaats (Metropolitan Council)

Staff: Theresa Foster (MetroGIS Technical Coordinator); Randy Johnson (MetroGIS Staff Coordinator)

2. Accept Agenda

Member Maxwell motioned to accept the agenda as submitted, Member Claypool seconded.

Motion carried.

3. Introduction of Team Members

Co-Chair Maxell welcomed all members and then asked members to go around the table and introduce themselves formally to all members of the team, Maxwell thanked the visitors from the DNR and Met Council for attending they will be presenting demonstrations for the agenda items.

4. Accept Meeting Minutes

Member Maxwell motioned to accept the meeting minutes from April 11, 2000, Member Claypool seconded, with noted typo errors and missing names on members working on the Data Finder evaluation.

Motion carried.

5a. Data Distribution - MN/DNR Data Deli Q/A

Les Maki gave a brief overview about the history of the Data Deli; which started in early 1998 based upon enormous requests from out-state and private organizations as well as DNR regional/division/bureau requests. The Minnesota DNR Data Deli is a data distribution system for DNR corporate GIS data. More than 40 data themes totaling 14.5 Gb (compressed) are available for download. The system features a data query application that allows users to specify themes and location within Minnesota. Location can be defined by a point, area, county or a USGS quadrangle. Once a query is submitted, users are provided with a list of matching data from which to choose. Data Deli Web Site: http://deli.dnr.state.mn.us

5b. Data Finder Evaluation/Next Steps

5c. Metropolitan Council 1997 Existing Land Use Data Release

5d. Business Information Needs Updates

6. Other Business

Maxwell informed the group about the tentatively scheduled MetroGIS school district peer review to be held on September 26th. Foster handed out copies of the GIS/LIS Consortium event/activity sponsorship applications and encouraged members if they need outreach support for their GIS activities please fill out an application and get some funding to support GIS in their community.

7. Next Meeting

Next meeting will be held on September 19, 2000, from 2-4:00 p.m., at the ESRI - St. Paul Office, ArcIMS Demonstration.

8. Adjourn

Maxwell moved and Wencl seconded to adjourn at 4:20 p.m.

Motion carried unanimously.

Prepared by Theresa K. Foster, MetroGIS Technical Coordinator

November 2, 2000 Agenda

1. Call to Order

2. Accept Agenda

3. Introduction of Team Members

Welcome New Members:

- Mike Rowekamp (Rowekamp Associates, Inc.)
- Dan Falbo (ESRI)
- Scott Simmer (Hennepin County)
- Sherry Coatney (Intergraph)

4. Accept Meeting Minutes

- June 6, 2000 **action**

5. Action and Discussion Items:

a. NSSDA - Best Management Practice **action**
b. Technical Team - Work Plan Priorities 2001 **action**
c. Data Distribution Demonstration - ArcIMS

6. Information Items:

a. Business Information Needs Updates
    1. Regional Parcel Public Pilot Project
    2. Census Geography
    3. Planned Future Land Use
    4. School District Boundaries
b. DataFinder Update
c. GIS Data Needs Survey - Minnesota Governor's Council and MN GIS/LIS Consortium
d. MetroGIS sponsors Metro User Groups, GIS Day 2000 Events

7. Next Meeting

- January 9th, 2001, Metropolitan Mosquito Control District, 2-4:00 p.m.

8. Adjourn

November 2, 2000 Minutes

1. Call to Order

Co-Chair Maxwell called the meeting to order at 1:30 p.m., at the ESRI, Corporate Offices in Eagan.

Members present: Bob Basques (City of St. Paul); David Claypool (Ramsey County); Sherry Coatney (Intergraph); John Connelly (St. Paul & Ramsey County Charter Commissions); Will Craig (UM CURA); Dan Falbo (ESRI); Rick Gelbmann (Metropolitan Council); Jay Krafthefer (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Bob Moulder (Hennepin County); Michael Munson (Metropolitan Council); Rick Person (City of St. Paul); Bart Richardson (DNR IS); Mike Rowekamp (Rowekamp Associates); Scott Simmer (Hennepin County); Ronald Wencl (USGS); Tim Zimmerman (Hennepin County)

Members absent: Roger Carlson (City of Minneapolis); Elliott Graham (Ramsey County); Blaine Hackett (PlanSight, LLC); Jane Harper (Washington County); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS)

Visitors: Chris Cialek (LMIC); Bob Diedrich (SRF Consulting); Dan Pfeffer (Scott County); James Bundy (Scott County); William Brown (Hennepin County); Jim Dickerson (LMIC); Cathy Grams (Rowekamp Associates); John Hoshal (LMIC); Don Yeager (LMIC); Sally Wakefield (LMIC); Janice Rettman (Ramsey County); Brad Henry (City of Minneapolis); Gary Stevenson (Dakota County); Kent Tupper (Dakota County); Randy Knippel (Dakota County), Dan Bartholic (City of St. Paul); William Brown (Hennepin County); Peter Henschel (Carver County); Gordon Chinander (Carver County); Damon Dougherty (Intergraph); Lynn Lamotte (ESRI); Mike Johnson (ESRI); Dick Chronowski (ESRI); Scott Merkley (City of St. Louis Park); Mark Kotz (Metropolitan Council); Alison Slaats (Metropolitan Council)

Staff: Theresa Foster (MetroGIS Technical Coordinator); Randy Johnson (MetroGIS Staff Coordinator)

2. Accept Agenda

Member Wencl motioned to accept the agenda as submitted, Member Connelly seconded.

Motion carried.

3. Introduction of Team Members

Co-Chair Maxell welcomed the new members of the team (Rowekamp, Falbo, Simmer and Coatney) and then all members and welcomed the new guests from each county. Maxwell stated that due to the data distribution demonstration we will be sticking to the schedule pretty close.

4. Accept Meeting Minutes

Member Maxwell motioned to accept the meeting minutes from June 6, 2000, Member Gelbmann seconded.

Motion carried.

5a. NSSDA - Best Management Practice

Chris Cialek, LMIC, presented a brief overview of the NSSDA and what it means to MetroGIS stakeholders in the reporting of spatial accuracy of maps and geospatial data. The three fundamentals to the NSSDA are; no measurement is ever exact, statistics and precision vs. accuracy. The third part of the five NSSDA standards focuses on defining accuracy; describing a method to test spatial data for positional accuracy, identifies a well-defined

statistic used to describe accuracy test results and provides a common way to report accuracy. The Positional Accuracy Handbook, prepared by the MN Governors Council, breaks down the federal standard into 7 steps, provides explanation and offers a variety of case studies to follow when applying the standard to your spatial data. More information about the National Standard can be found at http://www.fgdc.gov/standards/status/sub1_3.html . More information about the Minnesota's Positional Accuracy Handbook and to download the documents and worksheet can be found at http://www.mnplan.state.mn.us/press/accurate.html.

Member Wencl recommend adoption of Minnesota IRM 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, Member Craig seconded.

Motion carried.

5b. Technical Team - Work Plan Priorities 2001

Member Maxwell introduced the generalized team work plan for the year 2001 and highlighted priorities for the coming year. Member Wencl commented that item number three should be coupled with general work plan number four. Member Craig asked when the school district boundaries peer review will be scheduled. Foster commented that it will be held on November 30th. Foster reiterated that this was a general work plan and that specific tasks for the year 2001 will be talked about in further agenda items as well as assignment duties by Technical Advisory Team members at the next meeting in January. A detailed schedule of information was passed out to members prior to the meeting.

Member Wencl moved to accept the generalized work plan with the aforementioned changes, Member Gelbmann seconded.

Motion carried.

5c. Data Distribution Demonstration - ArcIMS

Member Maxwell reminded members that MetroGIS will be looking at different data distribution mechanisms for larger datasets based upon future needs of MetroGIS users. The basis for each demonstration will be on the capabilities of accessing and distributing large datasets, architecture of their system, technical tools, benefits, data security and access, and any data standards that are in place and/or required to support each system.

Mike Johnson, Dan Falbo and Dick Chronowski demonstrated the distribution system ArcIMS. Mike Johnson shared with the members ESRI's Vision of using ArcIMS as a data delivery mechanism, specifically; services, applications, data and e-commerce. ArcIMS can be used by organizations needing to build applications and distribute data data over their network; developers building web-based locational services and geographic applications and e-Commerce managers who serve data and services. ArcIMS today support web standards; integrates with a variety of clients including HTML and Java. ArcInfo 8.1 and ArcView 8.1 become intelligent clients on the Internet able to access remote data served from ArcIMS services.

Questions and Answers (During Meeting):

Q: During zooming, in ArcIMS, can themes be forced to turn on at user specific levels rather than from the server side configurations?

A: Can use the .axl default file to give the client a spatial tool to fill the .axl request.

Q: How does the process of data extraction work in the architecture of ArcIMS?

Client sends a request to the Map Service

Map Service responds through the application (MapService responds with a file instead of a link)

Q: What priority standards or coordination is required between (Client and Server) and (Multiple Servers)?

A: Data needs to be available on the map service server to show up.

Be aware of projection differences - data needs to have the projection info. HTML and Java viewers could be built to grab the data in a specified projection.

No reprojections on the fly (out of the box).

Q: What location does Map Notes get stored in:

A: The Administrator could control where and who can store and get at map notes. The Designer sets up access to the server side.

Q: Can others respond to Map Notes?

A: No, Map Notes can only be viewed by others but they cannot edit them.

A: Edit Process w/administrative privileges can be done on the server side to do automated processing of edit notes.

Q: Is the MrSID image that gets sent over a .png representation of the MrSID image?

A: ??

Q: What can the end user print from the viewer?

A: The end-client can print what is in the browser view.

Q: How can you determine performance of the Server when running multiple Map Services?

A: Scalability in architecture.

A: There are web tools available to monitor performance.

A: Dependent on CPU, Map Server Hosts, and Data Servers. You will need a fast link between your map server and data server.

(Randy Knippel): There is a need for MetroGIS to collaborate and provide standards in order for this type of service to be provided/portable from county to county. If you keep it (ArcIMS) to serving up simple images the end user base will be expanded. Suggests keeping it basic. Allow low-tech and non-GIS users easy access to information. Example: Custom Image Map Service on parcels and PIN for each county eliminates sales of data by serving images.

Q: Does ArcIMS work with ArcInfo coverages?

A: Must use ArcSDE to serve up coverages. Can run ArcIMS on shapefiles. Doesn't require ArcSDE, but

shapefiles can break down with multiple users accessing the data.

Q: Discuss the size of datasets useable without having to use SDE? Mention performance implications.

A: Shapefiles as previously stated do break down with multiple services and users. The metro-area data was in shapefile format but could be better server by using SDE.

Q: Are there any standards in place for the feature streaming?

A: Unsure, but ESRI will look into it.

A: GML (an XML extension)/ is an emerging internet standard for points, lines and polygons.

Java specification, SDK in the future, ArXML documents now.

Q: What can you do on the server side to limit a client from overloading the server?

A: You could check for extents or # of records and perhaps differ downloading or view data to a later time? Or you could possibly build in scale dependency layers to eliminate the time to draw or access data.

Q: When you use the extract service and select by feature what data do you receive?

A: All data in shapefile format with in the browser view, doesn't clip parcel boundaries, buffers them.

Q: What if we have licensed data like parcels and attributes how can we provide access to the data to only specified users?

A: User access built into site (custom user password) or develop different services dependent on site parameters. Control in Web design tools not through ArcIMS.

Q: What are the specific GIS to desktop applications in using a ArcIMS service?

A: Can use the data in ArcView, Arc Explorer, Java Apps built knowing AXL model.

Questions and Answers (Post-Its):

Q: Can users download and save the datasets (shapefiles) to their own hard drives?

A: Yes through data steaming.

Q: How is a data provider recognized in situations where they are 2^{nd} or 3^{rd} party to the data user? As also applied to understanding data quality between the various datasets?

A: Do not understand the question.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Technical Advisory Team Meeting

Wednesday, January 17, 2001

Place: City of Lakes - Minneapolis
309 2nd Avenue South
Minneapolis, MN 55401
Time: 8:30 – 11:30 a.m.

Agenda

1. Call to Order

2. Accept Agenda

3. Introduction of Team Members

4. Accept Meeting Minutes
(a) November 2, 2000 ***action*** pg. 3

5. Action and Discussion Items:
(a) Technical Team - Team Assignments ***action*** pg. 9
(b) School District Boundaries Recommendations ***action*** pg. 11
(c) Enhanced DataFinder Demonstration/Evaluation pg. 15
(d) Data Distribution Demonstration - INTERGRAPH pg. 16

6. Information Items:
(a) Business Information Needs Updates pg. 17
- Regional Parcel Dataset Project Updates
- Census Geography
- Planned Future Land Use

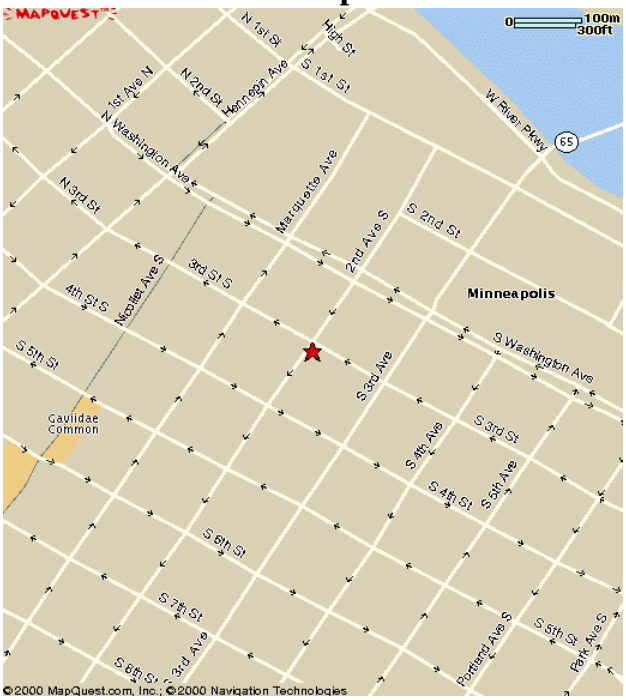
7. Next Meeting
March 14, 2001 (Site/Time - TBD)

8. Adjourn

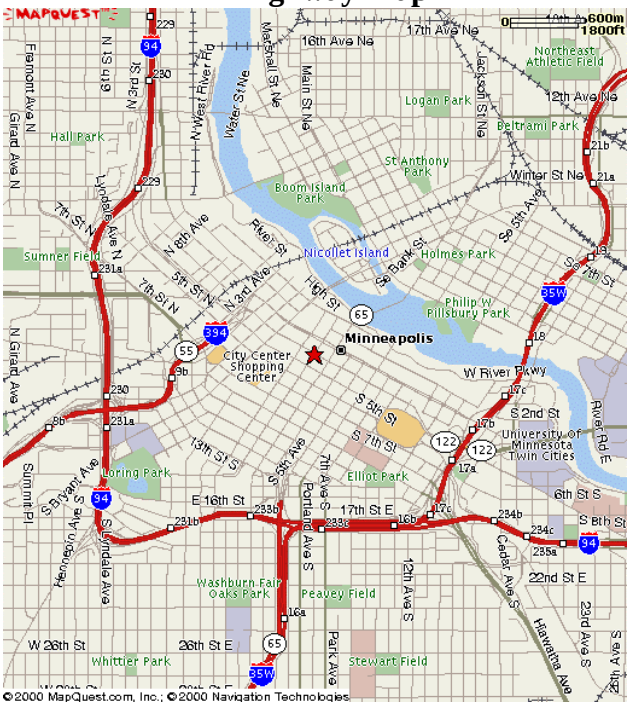
Map Directions to the City of Lakes Building in Minneapolis

Street Address: 309 2nd Avenue South, Minneapolis, MN
Telephone Number: (612) 673-2352 (General Number)

Street Map



Highway Map



Meeting Summary

Approved On:
Draft Only

MetroGIS Technical Advisory Team
November 2, 2000

1. Call to Order
Co-Chair Maxwell called the meeting to order at 1:30 p.m., at the ESRI, Corporate Offices in Eagan.

Members present: Bob Basques (City of St. Paul); David Claypool (Ramsey County); Sherry Coatney (Intergraph); John Connelly (St. Paul & Ramsey County Charter Commissions); Will Craig (UM CURA); Dan Falbo (ESRI); Rick Gelbmann (Metropolitan Council); Jay Krafthefer (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Bob Moulder (Hennepin County); Michael Munson (Metropolitan Council); Rick Person (City of St. Paul); Bob Moulder (Hennepin County); Bart Richardson (DNR IS); Mike Rowekamp (Rowekamp Associates); Scott Simmer (Hennepin County); Ronald Wencl (USGS); Tim Zimmerman (Hennepin County)

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Staff: Theresa Foster (MetroGIS Technical Coordinator); Randy Johnson (MetroGIS Staff Coordinator)

2. Accept Agenda
Member Wencl motioned to accept the agenda as submitted, Member Connelly seconded. *Motion carried.*

3. Introduction of Team Members
Co-Chair Maxell welcomed the new members of the team (Rowekamp, Falbo, Simmer and Coatney) and then all members and welcomed the new guests from each county. Maxwell stated that due to the data distribution demonstration we will be sticking to the schedule pretty close.

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Q: Discuss the size of data sets useable without having to use SDE? Mention performance implications.
A: Shapefiles as previously stated do break down with multiple services and users. The metro-area data was in shapefile format but could be better server by using SDE.

Q: Are there any standards in place for the feature streaming?
A: Unsure, but ESRI will look into it.
A: GML (an XML extension)/ is an emerging internet standard for points, lines and polygons.
Java specification, SDK in the future, ArXML documents now.

Q: What can you do on the server side to limit a client from overloading the server?
A: You could check for extents or # of records and perhaps differ downloading or view data to a later time? Or you could possibly build in scale dependency layers to eliminate the time to draw or access data.

Q: When you use the extract service and select by feature what data do you receive?
A: All data in shapefile format with in the browser view, doesn't clip parcel boundaries, buffers them.

Q: What if we have licensed data like parcels and attributes how can we provide access to the data to only specified users?
A: User access built into site (custom user password) or develop different services dependent on site parameters. Control in Web design tools not through ArcIMS.

Q: What are the specific GIS to desktop applications in using a ArcIMS service?
A: Can use the data in ArcView, Arc Explorer, Java Apps built knowing AXL model.

Questions and Answers (Post-Its):

Q: Can users download and save the datasets (shapefiles) to their own hard drives?
A: Yes through data steaming.

Q: How is a data provider recognized in situations where they are 2nd or 3rd party to the data user? As also applied to understanding data quality between the various data sets?
A: Do not understand the question.

Q: Is what Mike Johnson described a services and vision a reality today? List some sites to examine; prefer parcel based sites.
A: Look at Geography Network.

Overall Evaluation:

Question:	Ability to access and distribute large data sets	Architecture of the system	Technical tools of the system	Benefits of the system	Information about data security and access	Data Standards required to support system	
Participant							
1	3	4	4	2	3	2	**3.00**
2	3	3	3	3	2	3	**2.83**
3	3	3	3	2	3	2	**2.67**
4	3	2	3	2	2	2	**2.33**
5	3	3	3	3	3	3	**3.00**
6	4	4	4	3	1	1	**2.83**
7	4	3	4	4	2	2	**3.17**
8	4	4	4	4	3	3	**3.67**
9	3	3	2	2	2	2	**2.33**
10	3	4	3	3	3	2	**3.00**
11	3	3	3	3	3	2	**2.83**
Avg	**3.27**	**3.27**	**3.27**	**2.82**	**2.45**	**2.18**	**2.88**

****Rating Based Upon a 4 Point Scale**

Would you like to see more demonstrations on data distribution? 5(Y) no(N)

Comments on Evaluation Forms:

There was some (a lot) of pretty heavy technical (HTML, XML, AXL, Java) information that requires background/knowledge/experience on the subject to fully comprehend and/or appreciate the extent of the topic (i.e. there was a lot over my head!)

Fully agree with Randy Knipple's comment.

This tool brings forward the need for standardized data (among participants in MetroGIS for example) than ever before.

Services/apps/data/e-commerce improvements on the way

E-commerce revenues and enhanced applications to explode

Web/WAN/LAN/wireless applications will be seamless.

Parcel data, for example, could be on county servers and access via MetroGIS Website.

ArcIMS Manager allows complete back-end control of what browser user can see.

Printing/file saving features of great benefit to end user.

6. Information Items

Member Maxwell stated the following information items are for your information only and will not be discussed today.

7. Next Meeting

Next meeting is tentatively scheduled for January 9th, 2001, from 2-4:00 p.m., at the Metropolitan Mosquito Control District. (*Rescheduled - January 17th, 2001, 8:30 - 11:30 a.m. City of Minneapolis*)

8. Adjourn

Maxwell moved and Connelly seconded to adjourn at 4:30 p.m.
Motion carried unanimously.

Prepared by,

Theresa K. Foster
MetroGIS Technical Coordinator

MetroGIS

Agenda Item 5a

Cooperation, Coordination, Sharing Geographic Data

TO: MetroGIS Technical Advisory Team

FROM: Technical Team Co-Chairs
Contact: Jim Maxwell (612-341-9274)
John Connelly (651-602-1644)
Staff Contact: Theresa Foster (651-602-1572)

SUBJECT: Technical Advisory Team Assignments

DATE: January 8, 2001
(For the January 17th Meeting)

Background

The Technical Advisory Team would be better served if its members were organized into the workgroup process and had assigned responsibilities within the process. Each technical team member will need to effectively communicate and deliver the progress of the business information need workgroups and ad-hoc workgroups they are assigned to at Technical Advisory Team and Coordinating Committee meetings. Staff has compiled a Work Plan Prioritization Document with member information (See Attached).

Technical Team Member Assignments for the Business Information Needs Workgroup

- Each Business Information Need for 2001 will be assigned two Technical Advisory Team members to the organization team, each organization team consists of 5-8 stakeholders
- Participate in ~2 to 3 Organization Meetings (2 hours/meeting)
- Participate in Business Information Need Workgroup stakeholder meeting (4 hours)
- Participate and formulate workgroup recommendation to the Technical Advisory Team on data specifications, primary custodian responsibilities and regional custodian responsibilities on the business information need
- Provide timely updates to Technical Advisory Team on all discussion and action items
- If further work needs to be made, such as standards and access issues duties will be assigned at that time

Technical Team Member Assignments for the Ad-hoc Workgroups

- Ad-hoc membership includes and is not limited to current members of the Technical Advisory Team and stakeholders
- Each ad-hoc workgroup will include one or two members of the Technical Advisory Team
- Participate and formulate ad-hoc workgroup recommendation to the Technical Team
- Provide timely updates to Technical Advisory Team on all discussion and action items

Recommendation

Technical Advisory Team approves recommendation to have each member volunteer to the assigned MetroGIS Business Information Needs and Ad-hoc workgroups for the 2001 work plan. Members that have not previously filled in the assignment sheet will be asked to volunteer at the meeting for an information need workgroup and candidate members for ad-hoc workgroups based upon the Technical Advisory Team work plan. We are asking for 8 volunteer for the current calendar year. Please take some time to look at needs that meet your time schedules and organization timeline for this next year prior to the February 17th meeting.

MetroGIS Technical Advisory Team Work Program 2001 And Team Assignments				
Work we hope to complete this year	**Timeframe**	**Level of Effort**	**Member**	**Member**
Parcel Boundaries (Pilot Project and Forum)	(On-going since Sept-98; Forum To Be Held in April 2001)	2-4 Org. Meetings and Data Evaluation Forum	Krafthefer	
Parcel Attributes (Pilot Project and Forum)	(On-going since Sept-98; Forum to be held in April 2001)	2-4 Org. Meetings and Data Evaluation Forum		
Lakes, wetlands, etc. (Recommendations)	(On-going since Aug-99): Spring 2001	Finalize inventory, make recommendations	Maeder	Read
School District Boundaries (Recommendations)	(On-going since Mar-2000); Finalize - Spring 2001	6 Organization Meetings and Peer Review Forum	Harper	Maxwell
Evaluation of the enhanced DataFinder site (Technical Advisory Team/ MetroGIS Members)	(Complete in January/February 2001)	2 Evaluation Meetings	Wencl	Maeder
Work in-progress this year	**Timeframe**	**Level of Effort**	**Member**	**Member**
Existing Land Use (designations)	TBD	TBD	TBD	TBD
Existing Land Use (polygons)	TBD	TBD	TBD	TBD
Design/Determine Data Distribution Mechanisms for Regional Data Sets	(On-going throughout the year)	2-6 meetings (Preliminary Grant Proposal, RFP)		
MetroGIS Participant Satisfaction Survey	Fall 2001	2-4 meetings in conjuntion with Policy Advisory Team	Craig (PAT)	
Workshop for development of metadata	Fall 2001	2-3 Org. Meetings and help facilitate the Metadata Workshop		
Work that should be addressed this year, but no technical organization team has been established	**Timeframe**	**Level of Effort**	**Member**	**Member**
Highway / Road Networks Peer Review	Peer Review to be held August 2001	2-4 meetings in conjuntion with Policy Advisory Team		
Planned Future Land Use Data Set Peer Review	Peer Review - May 2001	2-4 Org. Meetings (Recommendations)	Richardson	Gelbmann
Watershed District Boundaries	Washington County Pilot (Preliminary start date / January-2001)	2-4 Org. Meetings (Recommendations)	Harper	Connelly

MetroGIS

Agenda Item 5b

Cooperation, Coordination, Sharing Geographic Data

TO: Technical Advisory Team

FROM: Washington County - Administration
Jane Harper (651) 430-6011
The Lawrence Group – Vice President
Jim Maxwell (612) 341-9274
MetroGIS Staff Contact
Theresa Foster (651) 602-1572

SUBJECT: School District Boundaries - Data Specifications, Roles and Responsibilities

DATE: January 9, 2001
(For the January 17th Meeting)

Peer Review Update

MetroGIS held a peer review forum on November 30th, 24 stakeholders from across the seven-county metro area attended, those in attendance were from county GIS/Surveying, county tax auditor departments, and school district departments. Jane Harper (Washington County) and Jim Maxwell (TLG) from the Technical Advisory Team facilitated the peer review.

The purpose of the peer review was to evaluate the Washington County School District Boundary Pilot Project and comment on recommendations for data specifications (i.e. distribution format, attributes, accuracy) for a primary data set and regional data set, and roles and responsibilities for primary and regional custodians. The stakeholders widely concluded that this would be a valuable data set for the counties (primary custodians) to provide and for LMIC on behalf of Children, Families and Learning (regional custodian) to agree to integrate the county data based upon their business needs.

A turnaround document for the peer review workgroup was emailed the week of December 18th; feedback from participants about their comments was taken until January 9, 2001. We will also be posting the turnaround document on the website under Jurisdictional Boundaries (Go to School Districts) at http://www.metrogis.org/supported/workgroups/workgroup.htm.

Pilot Project

The pilot project itself is a valuable learning tool to the county in order to establish an internal process of creating, maintaining and updating their data across departments. The Washington County Division of Taxpayer Services compared a certified 1971 school district boundary map to the tax records and identified apparent discrepancies, which are areas where taxes are going to a different district than the one in which the land is geographically located. These apparent discrepancies were classified as apparent clerical errors, apparent parcel subdivision errors, and apparent boundary misinterpretation error. As of November 30th, all school districts in Washington County have been mapped. Washington County is currently awaiting feed back on apparent discrepancies from School District personnel.

Washington County will be completing the final draft of the pilot project within the next two months. They will be posting the draft at their website: http://www.co.washington.mn.us/mgmtsrvy/landsrvy.htm MetroGIS will also post a link to their sight under the supported projects section at: http://www.metrogis.org/supported/workgroups/workgroup.htm.

Roles and Responsibilities:
The roles and responsibilities for the for the school district boundaries are described in Attachment A.

Data Specifications:
The data specifications and access constraints for the school district boundaries are described in Attachment B.

Action:
Recommend that the MetroGIS Technical Advisory Team accept the general data specifications and regional data set custodian responsibilities as stated in the attached documents.

Addendum A

School District Boundaries – Roles and Responsibilities

The School District organization members, pilot project members and workgroup have completed its preliminary recommendations for school district boundaries as of January 8, 2001.

A. Primary Custodian

The pilot study and workgroup recommends that responsibility for the primary data and maintenance remain with each individual county. The historical/current process of creating/updating school district boundary information lies within the jurisdiction of the county board in Minnesota (Minn. Stat. § 123A.45, Minn. Stat. § 123A.46, Minn. Stat. § 123A.48).

B. Primary Custodian Responsibilities

The pilot study and workgroup members agreed that the responsibilities of the *primary custodians* should be:

1. Make updates to the primary data set as needed when district boundary changes arise.
2. Maintain data in County Coordinates, NAD 83
3. Create and maintain metadata for the data set.
4. Notify the regional custodian when changes have been made.
5. provide access to a copy of the revised data set.
6. Periodically submit map to Department of Children, Family and Learning

C. Region Custodian

The pilot study and workgroup members have agreed the Land Management Information Center should be the regional custodian of the school district boundaries data set based upon the following:

1. Currently maintains school district map for business purposes.
2. Continue this practice but change standards of mapping to parcel level in metro area.
3. Provides MetroGIS stakeholders the opportunity to align several data sets: parcel - census - road centerline - school districts – MCD and county boundaries.

D. Regional Custodian Responsibilities

The pilot study and workgroup members have agreed that the responsibilities of the *regional custodian* should include:

1. Compile a regional data set coverage of school district boundaries from the primary sources.
2. Contact primary custodian annually for an update.
3. Compile metadata from all sources into one set of regional metadata for the data set.
4. Regional school district boundary data set distributed in UTM coordinates, NAD 83
5. Provide for data archive, backup, retrieval, and disaster recovery.
6. Provide for distribution of the data set.

Addendum B

School District Boundaries – Data Specifications

The School District organization members, pilot project members and workgroup have completed preliminary recommendations for school district boundaries as of January 8, 2001.

Existing Data sets

At this time, all seven metro counties currently have and maintain school district boundary data sets. Each of these data sets is of various base scale, horizontal positional accuracy, coordinate system and datum. A regional school district boundary data set based upon tax description/parcel information does not currently exist.

B. *Primary Data Specifications*

1. Establish official source of information.
2. Maintain map accuracy to parcel level data.
3. Maintain scale to parcel level data.
4. Provide data in shapefile (.shp) format.
5. Maintain current parcel level accuracy school district boundary data set.
6. Maintain and provide the following school district boundary attributes for each polygon boundary:

   School District Name (Stillwater Area)
   School District Number - unique identifier (0834)
   County Name (Washington)
   County FIPS number (163)

C. *Regional Data Specifications*

1. Provide data in shapefile (.shp) format.
2. Stitch together primary data sets to one regional data set.
3. Maintain and provide the following school district boundary attributes for each polygon boundary:

   School District Name (Stillwater Area)
   School District Number - unique identifier (0834)
   County Name (Washington)
   County FIPS number (163)

D. Data Access

1. No license required.
2. No charge to MetroGIS participants.
3. Individual county requests, notify Primary Custodians.
4. Regional data requests, notify Regional Custodian.

MetroGIS

Agenda Item 5c

Cooperation, Coordination, Sharing Geographic Data

TO: MetroGIS Technical Advisory Team

FROM: Metropolitan Council Staff
Rick Gelbmann (651) 602-1371
Alison Slaats (651) 602-1561
MetroGIS Staff
Theresa Foster (651) 602-1572

SUBJECT: Enhanced DataFinder Demonstration/Evaluation

DATE: January 9, 2001
(For the January 17th Meeting)

INTRODUCTION

The enhanced DataFinder site will be fully functional by the end of January 2001. Metropolitan Council staff, Gelbmann and Slaats will be on hand to demonstrate the enhancements to the site. We will be taking your comments and feedback at that time, but would also like to extend an invitation for all Technical Advisory Team members to use the feedback form on the Web Site at http://www.datafinder.org/feedback.asp. We will be notifying MetroGIS stakeholders by email and also posting an information notice at the MN GIS/LIS Consortium website.

BACKGROUND

The MetroGIS Data Finder Internet site was created before current Minnesota Clearinghouse existed. Significant improvements to the clearinghouse over the years and the widespread use of the National Spatial Data Infrastructure (NSDI) Clearinghouse have made the Minnesota Clearinghouse a very attractive model to follow. Changes in DataFinder more closely align with this Clearinghouse model and will allow elimination of some redundancies between the two and streamline procedures to maintain current metadata documentation.

PAST ACTIONS

COORDINATING COMMITTEE: On June 18th , 2000, the Coordinating Committee unanimously recommended that the Coordinating Committee authorize the proposed revisions to the Data Finder design.

TECHNICAL ADVISORY TEAM: On June 6th , 2000, the Technical Advisory Team unanimously recommended that the Coordinating Committee authorize the proposed revisions to the Data Finder design.

NEXT STEPS

1) Feedback Forms: Collect information for a period of 30 days.
2) Evaluation Team (Wencl, Maeder, Gelbmann) and MetroGIS staff will compile feedback information and make changes based upon provided information. Only data issues not consistent with the approved site will be brought back to the Technical Advisory Team for further direction.

MetroGIS

Agenda Item 5d

Cooperation, Coordination, Sharing Geographic Data

TO: MetroGIS Technical Advisory Team

FROM: Theresa Foster (MetroGIS Staff)
Phone: (651)602-1572
Email: theresa.foster@metc.state.mn.us

INTERGRAPH - GeoMedia
Sherry Coatney: (612) 545-8975 email: skcoatne@ingr.com
Damon Dougherty: (952) 903-5355 email: ddougher@ingr.com

SUBJECT: Data Distribution Demonstration - GeoMedia

DATE: January 9, 2001
(For the January 17th Meeting)

Background

MetroGIS will be looking at different data distribution mechanism for larger data sets based upon future needs of MetroGIS users. We are in the early stages of the MetroGIS investigative process to look at potential options. The next few team meetings will have demonstrations about different preferred data distribution mechanisms (MapServer, ArcIMS, Intergraph etc.). A request for demonstrations (RFD) was sent out on October 9, 2000, to look at other potential distribution mechanisms. At the January Technical Advisory Team meeting Intergraph will host the meeting.

Demonstration Goals

The goal for these demonstrations is to effectively communicate/display data distribution mechanisms for larger data sets. Demonstrations will focus on the following capabilities:

- To demonstrate the capability of accessing and distributing large geographic information data sets (each demonstrator will have access to the Regional Parcel Pilot Data Set for demonstration only)
- To demonstrate the architecture of their system
- To demonstrate the technical tools of their system
- To demonstrate the benefits of using their system
- To provide information about data security and access issues
- To demonstrate any data standards that are in place and required to support each system

Demonstration INTERGRAPH - GeoMedia

Sherry Coatney and Damon Dougherty will demonstrate. Handouts will be provided at the meeting. You will be asked to provide staff with feedback and complete an evaluation form.

MetroGIS

Agenda Item 6a

Cooperation, Coordination, Sharing Geographic Data

TO: MetroGIS Technical Advisory Team

FROM: MetroGIS Staff
Contact: Theresa Foster (651-602-1572)

SUBJECT: Business Information Needs Update

DATE: January 10, 2001
(For the Jan 17th meeting)

Regional Parcel Dataset Project Updates

Public Sector Pilot:
Agreements were executed by each of the counties in October 2000 authorizing the Metropolitan Council to distribute the regional parcel dataset to government interests. An invitation to participate was mailed on November 12 to over 160 individuals, representing about 100 organizations, who are the contact persons for a TLG Street Centerline dataset license or who are on the MetroGIS mailing list and affiliated with a government unit that serves the metro area. As of January 8, 2001, 20 copies of the dataset had been distributed. Seventy-five copies of the CD were created. An article explaining the pilot project will also appear in the next GIS/LIS newsletter. A follow-up invitation is scheduled to be mailed January 12. Evaluation forms are due on February 16. The Peer Review Forum is scheduled for April 2001.

Private Sector Access Policy and Distribution Agreement:
On October 18, 2000, the Policy Board recommended a policy calling for each of the seven respective counties boards to adopt a non-government access fee policy of between $0.01 and $0.05/parcel, effective January 1. The counties were also empowered to offer more than the minimum data elements (parcel polygons, PIN and property address) for the recommended fee.

Trudy Richter of Richardson and Richter drafted, with the assistance of the Council's and County legal staff, a multi-party agreement to authorize the Council to assemble a regional parcel dataset and distribute it to non-government entities. On December 18th, the final version was sent to each county for approval. Each county board should have acted on the agreement by mid-January. Once each county executes the agreement, the Council's GIS staff will assemble a regional parcel dataset for distribution to non-government. The assemble process for version 1 is not expected to take more than a couple of weeks.

Census Geography
The consultant is in the final stages of error checking the 1990 Census Block boundaries for each of the seven counties, and staff is in the process of fine-tuning the metadata file. Release of the dataset is expected by mid-January.

Planned Future Land Use

The Metropolitan Council is nearly finished with the first phase of a pilot project, conducted on behalf of MetroGIS, to test the regional future land use coding scheme prototyped by the North Metro I35W Corridor Coalition. The prototype regional coding scheme was created by a MetroGIS work group of community development professionals who represented urban core, suburban, rural, and freestanding communities. The pilot project began last August and involves building a regional dataset comprised of the official future land use plan designations for each of the 190 municipalities in the seven county area and then "mapping" or aggregating these individual designations to the regional coding scheme derived from the I-35W prototype. Where available, digital data produced by the individual communities was used. Council staff are documenting issues with the prototype regional coding scheme as they arise during the pilot project.

From January through March, officials with each of the 190 communities will be asked to comment on the accuracy of the Council's coding of their individual community future land use plans and on the "mapping" of the their individual codes to the regional scheme. The comment/feedback process will be conducted via a questionnaire that is Internet-based. The responses will be automatically written to a database for analysis by Council and MetroGIS officials. A Peer Review Forum is scheduled for May 2001 to discuss enhancements and changes to the prototype regional coding scheme.

The regional scheme and resulting regional dataset is intended to provide a means to compare the official individual land use designations adopted by each community. It is in no way intended to replace locally adopted designations.

Date Approved:
March 29, 2001

Meeting Summary
MetroGIS Technical Advisory Team
January 17, 2001

1. Call to Order

Co-Chair Maxwell called the meeting to order at 8:35 a.m., at the City of Lakes Building in Minneapolis.

Members present: Bob Basques (City of St. Paul); Sherry Coatney (Intergraph); Will Craig (UM CURA); Dan Falbo (ESRI); Rick Gelbmann (Metropolitan Council); Jane Harper (Washington County); Jay Krafthefer (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Bob Moulder (Hennepin County); Rick Person (City of St. Paul); Bart Richardson (DNR IS); Scott Simmer (Hennepin County); Ronald Wencl (USGS); Tim Zimmerman (Hennepin County)

Members absent: Roger Carlson (City of Minneapolis); David Claypool (Ramsey County); John Connelly (St. Paul & Ramsey County Charter Commissions); Bob Diedrich (SRF Consulting); Elliott Graham (Ramsey County); Blaine Hackett (PlanSight, LLC); Michael Munson (Metropolitan Council); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS)

Visitors: Pam Siminitz (Intergraph); Roger Harwell (Intergraph); Mark O'Connor (Intergraph); Damon Dougherty (Intergraph); Brett Budrow (Ramsey County); Brad Henry (City of Minneapolis); Dan Bartholic (City of St. Paul); Scott Merkley (City of St. Louis Park); Alison Slaats (Metropolitan Council); John Lunde (MnDOT); Pat Cummens (ESRI); Don Elwood (City of Minneapolis); Gary Criter (City of Minneapolis); William Gooding (ORACLE Corp.)

Staff: Theresa Foster (MetroGIS Technical Coordinator); Randy Johnson (MetroGIS Staff Coordinator)

2. Accept Agenda

Member Maxwell motioned to accept the agenda as submitted, with the following agenda item change, agenda item 4b will follow agenda item 4d and agenda item 6a will not be discussed but is for reference only, Member Craig seconded.
Motion carried.

3. Introduction of Team Members

Co-Chair Maxell welcomed team members, guests and the presentation team from Intergraph, then asked them to introduce themselves.

4. Accept Meeting Minutes

Member Craig motioned to accept the meeting minutes from November 2, 2000, Member Person seconded.
Motion carried.

5a. Technical Team Assignments

Member Maxwell gave a brief overview of the 2001 work plan activities for the team to focus on. Members were asked to commit to a least one activity during the year to provide organizational support from within MetroGIS stakeholders, members were asked to only volunteer for activities that either they have an in-depth knowledge of or are interested in participating from a pilot project standpoint. Member Maeder agreed to participate on the metadata workshop activity, LMIC will be doing future workshops in Minnesota and would like to coordinate activities with MetroGIS. Foster said she will be available to members before the next Technical Advisory Team to solidify the activities and answer any questions.

No Motion Needed.

5c. Enhanced DataFinder Demonstration/Evaluation

Alison Slaats, DataFinder Web Developer, gave a demonstration of the enhanced DataFinder site. Slaats stated that the changes that were made to DataFinder will reduce redundancy of metadata with other agencies. The development of DataFinder to become an FGDC NSDI clearinghouse node will greatly improve a better mechanism to search metadata; which was recently registered with the FGDC. The search interface is based upon the LMIC GeoGateway; it was agreed upon by the evaluation team (Wencl, Meader, Gelbmann and MetroGIS staff) that the continuity between the two organization interfaces will make it easier for users to eventually navigate. The last change that was significant is the improvement of the theme catalog for browsing of metadata records (which is generated nightly so changes in metadata and/or data are promptly updated). Also, tag lines were included to indicate which metadata sets are new or recently updated and MetroGIS endorsed. Data distribution from the metadata record is still by FTP, but this is now housed at Met Council, which eliminates the need to provide data sets to LMIC for posting on their FTP server, which are also updated nightly. A section on reference maps was changed from providing static maps to helping users orient themselves and allow them to browse the data and its contents. A resource section was added to clearly provide links to other agencies in Minnesota that provide GIS data and links to online mapping resources available. The help section was simplified to provide a single contact with a generic email that is forwarded to several people so that someone can provide information more readily. Also, the frequently asked questions underwent editing to make the content easier to understand. The enhanced MetroGIS DataFinder web site (www.datafinder.org) should be up and running by the end of January, their will be a feedback form implemented on the site that gives stakeholders the opportunity to evaluate the new site. We will be taking feedback for a period of 30 days and then the evaluation team and MetroGIS staff will compile feedback information and make changes based upon the provided information. Only data issues not consistent with the approved site will be brought back to the Technical Advisory Team for further direction. Slaats formally thanked LMIC staff (Pete Olsen and Susanne Maeder) for the successful implementation and assistance in gearing up and implementing the DataFinder FGDC Node, they were a valuable resource.

Member Basques suggested that a symbol/color ramping be added to clearly distinguish between dates of data (age). Visitor Lunde suggested that along with the tag line UPDATED a month/year be added (i.e. UPDATED 03/01). Member Craig asked Slaats to summarize the effort it took to implement the FGDC Node in order to be NSDI Compliant. Slaats stated that you must first install the indexing sorftware ISITE, second index all metadata records, then last but not least develop an interface mechanism to successfully search for metadata, which LMIC previously did on their new GeoGateway site.

5d. Data Distribution Demonstration - Intergraph

Member Maxwell reminded members that MetroGIS will be looking at different data distribution mechanisms for larger data sets based upon future needs of MetroGIS users. The basis for each demonstration will be on the capabilities of accessing and distributing large data sets, architecture of their system, technical tools, benefits, data security and access, and any data standards that are in place and/or required to support each system.

Sherry Coatney, Damon Dougherty, Pam Siminitz, Roger Harwell and Mark O'Connor demonstrated the WebMap and WebEnterprise Products as well as the future of Intergraph's Web/Wireless Technology.

Intergraphs' demonstration focused on the following agenda items:

- GeoMedia Technology Overview
- Web Map Demonstration
- MetroGIS Parcel Dataset Demonstration
- Other Web Map Sites
- Standards
- Future of Mobile Workforce Mangagement

Questions and Answers (During Meeting):

Q: What types of extraction file formats can WebMap/WebEnterprise distribute data in?

A: Microsoft Access, MicroStation, Oracle Spatial, shapefile, SQL Server, MapInfo, AutoCAD, and raster image. Attribute data may be exported via cut-and-paste to Windows products such as Word, Excel, etc.

Date Approved:
March 29, 2001

Q: What types of input data file formats can map server read?
A: MGE, FRAMME, Arc/Info, ArcView, MicroStation, Field View, MapInfo, AutoCAD, Oracle Spatial, Microsoft Access, SQL Server, MGDM, InRoads, many raster file formats, and tabular data from any ODBC-compliant data store. Other formats are supported through services and special arrangements, including Smallworld, Genamap, VPF, etc.

Q: Can you extract data by Polygon; ad-hoc Polygon?
A: Yes.

Q: What controls on the datasets due you have to provide users/dev. Access and editing features? Are their any limits on the details to limit access?
A: Dependent on business rules which trigger operations in an application. For example record editing done in GeoMedia will trigger update information in the data store. WebMap does have enabling tools; WebMap does not over ride Oracle Business Rules (SC can you elaborate this better?)

Q: Can you provide users with write only access?
A: Look into example provided with GeoMedia Transaction Tools, due out this year.

Q: Does your export extraction tool deliver data in single layer or in multiple layers?
A: Dependent on output format. You can control the output format and data translation definition.

Q: Is one of your choices a shapefile for single and multiple layers?
A: Dependent on coding and access capabilities.

Q: What are the differences between WebMap and WebEnterprise?
A: WebMap lets you communicate through maps, make simple queries, and browse GIS information (i.e. buffers). WebEnterprise is the method for distributing data, allows network analysis, routing capabilities and read/write with data services (spatial query, buffer zoning, geocoding, network analysis and coordinate transformation).

Q: What are your licensing arrangements?
A: Map server packaging in the following increments, 2, 12, 96. Two Map Server Executables can handle up to 20 users comfortably (ie. 20 map requests per instance).

Q: What is the initial price of WebMap?
A: List Price $10,000 for the 2 Map Server version, maintenance usually runs 20% of list per year but is optional (covers unlimited software problem resolution, operating system upgrades and product upgrades).

Q: What operating system does your web product run on?
A: Designed for Windows 95, 98, Windows NT Workstation and Server, Windows 2000. Standards based upon OLE/COM. While this is the preferred platform now a few years ago this was UNIX.
Microsoft claims that in Windows 2000 99.9% uptime has been demonstrated.

Q: Do you handle SmallWorld extractions and input?
A: This is covered by project ware; complex transactions for SmallWorld products, Intergraph does support but it is not plug ‘n’ play.

Q: How do handle projections on the fly? Particularly county coordinate systems?
A: WebMap handles over 40 standard coordinate systems on the fly, without altering the original data sets’ coordinates. County coordinate systems are supported, including custom datum transformations. This has been tested on a number of Minnesota County Coordinate System definitions. Some data formats expose coordinate systems definitions for WebMap to use, for others there is a one time definition of the data set coordinate system when you set up the data for use in WebMap. Can use a drop down list to alter user’s preferred viewing coordinate system (regardless of the data’s original coordinate system) once the data’s coordinate system is defined.

Q: How does the Oracle license treat WebMap Server? I have heard this is by user, which is costly.
A: Oracle defines user, Intergraph goes along with definition.

Questions and Answers (Post-Its):
Q: Does GeoMedia support Small World formatted data?
A: Through projectware and services. Intergraph has written a Smallworld data server that is available with services.

Q: What kind of controls are available for datasets being edited on the web?
A:The security of the data is controlled by the processes that are enabled by the WebMap implementation. In addition, WebMap can never override the security that is set up by the data store itself. For example, if the data to be altered is in Oracle, the person changing the data via WebMap must have the required username/password and privileges to change the data that any normal Oracle user would have.

Overall Evaluation:

Question:	Ability to access and distribute large data sets	Architecture of the system	Technical tools of the system	Benefits of the system	Information about data security and access	Data Standards required to support system	
Participant							
1	4	4	4	4	4	4	**4.00**
2	2	2	2	2	2	2	**2.00**
3	3	2	3	2	1	2	**2.17**
4	2	3	2	3	2	3	**2.50**
5	2	2	2	3	3	3	**2.50**
6	3	3	3	*	2	4	**3.00**
7	2	3	2	4	3	2	**2.67**
8	3	3	3	3	2	3	**2.83**
9	3	4	2	3	2	4	**3.00**
10	*	3	*	3	3	4	**3.25**
11	4	3	3	3	3	4	**3.33**
Avg	**2.80**	**2.91**	**2.60**	**3.00**	**2.45**	**3.18**	**2.82**

Score based upon 4 pt scale (Needs Improvement = 1.0, Average = 2.0, Good = 3.0, Excellent =4.0)
Would you like to see more demonstrations on data distribution? 4(Y) 5(N) 2(No Answers)

Comments on Evaluation Forms:
Presentation included broad overview of multiple Intergraph products and issues (i.e. OGC & Wireless). Interesting session (not too much of a sales pitch, but not too heavy on pure technical items either).

Appears to be very flexible across data sets in various native formats, for display as well as windowing and downloading.

5b. School District Boundaries Recommendations

Member Harper updated the team on the progress of the Washington County School District Boundary Pilot Project and on the recommendation by the Peer Review participants on November 30th, 2000, on the data specifications, roles and responsibilities for primary and regional custodians. At this time all seven counties maintain a school district boundary, it is not know at what accuracy, data attributes or completeness the files are in, staff will be making an attempt to do a data comparison assessment by the end of January. Harper briefed the team on the primary custodian roles which clearly state that the current process of creating/updating school district boundary information lies within the jurisdiction of the county board in Minnesota ((Minn. Stat. § 123A.45, Minn. Stat. § 123A.46, Minn. Stat. § 123A.48). Also the pilot study concluded that the Land Management Information Council should by the regional custodian because in the past LMIC has contracted with CFL and the Office of Legislation to update/maintain the school district boundaries by census block. Member Harper noted that under the responsibilities of the counties, the notification to the regional custodian is provided for when the regional custodian annually contacts the primary custodian for an update. Please change addendum with this update. Member Maeder noted that in the case of number 1, under Regional Custodian identification, she would like the statement to read, In 1990, LMIC was contracted by CFL to produce a state-wide jurisdictional map of school district boundaries by census boundary, it does not currently maintain this data set. Under number 2, it should read change standards of mapping to entail providing a regional school district boundary set at parcel level in the metro area, in the past it was maintained at the census block level. Add Number 4 that states, the regional custodian is the compiler of county data sets, no jurisdictional changes in boundaries will be performed by the regional custodian. The MetroGIS Policy Advisory Team, CFL and LMIC well need to negotiate the duties performed and finalize responsibilities as stated.

Member Craig motioned to accept the agenda item with the aforementioned changes, Member Gelbmann seconded.
Motion carried.

6a. Information Items

Member Maxwell stated previously during the acceptance of the agenda, that the following information items are for your information only and will not be discussed today.

7. Next Meeting

Next meeting is tentatively scheduled for March 14th (time/location - TBD)
Member Craig noted to staff this is the same date as the Governors Council meeting.
Meeting rescheduled to March 29, 2001, City of St. Paul (1-4 p.m.)

8. Adjourn

Maxwell moved and Moulder seconded to adjourn at 11:45 a.m.
Motion carried unanimously.

Prepared by,

Theresa K. Foster
MetroGIS Technical Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

Technical Advisory Team Meeting

Thursday, March 29, 2001

Place: City of St. Paul – City Court House
Room 40A-B
15 W. Kellogg
St. Paul, MN
(Nearest parking Civic Center or Victory Ramp)
Time: 1:00 – 4:00 p.m.

Agenda

1. Call to Order

2. Accept Agenda

3. Introduction of Team Members

4. Accept Meeting Minutes
(a) January 17, 2001 ***action*** pg. 3

5. Action and Discussion Items:
(a) Enhanced DataFinder Feedback and Next Steps ***action*** pg. 8
(b) NSDI Vision – *Doug Nebert, NSDI Clearinghouse Coordinator* pg. 15
(c) Data Distribution Demonstration - City of St. Paul pg. 16

6. Information Items:
(a) NSDI 2001 CAP Grant Application pg. 17
(b) ESRI Geography Challenge pg. 18
(c) Business Information Needs Update pg. 19
- Regional Public Parcel Data Users Forum
- Planned Future Land Use Peer Review
- Census Geography Data Release

7. Next Meeting
Joint Technical Advisory Team / Policy Advisory Team Meeting
Date: May 2, 2001
Time: 8 a.m. – 12:00 p.m.
Location: Mn Planning - LMIC, 658 Cedar Street, Rm 302, St. Paul, MN
1) Data Distribution Demonstration – *AutoDesk*
2) Regional Public Parcel Data Needs - Recommendations
- Technical Specifications
- Policy Implementations

8. Adjourn

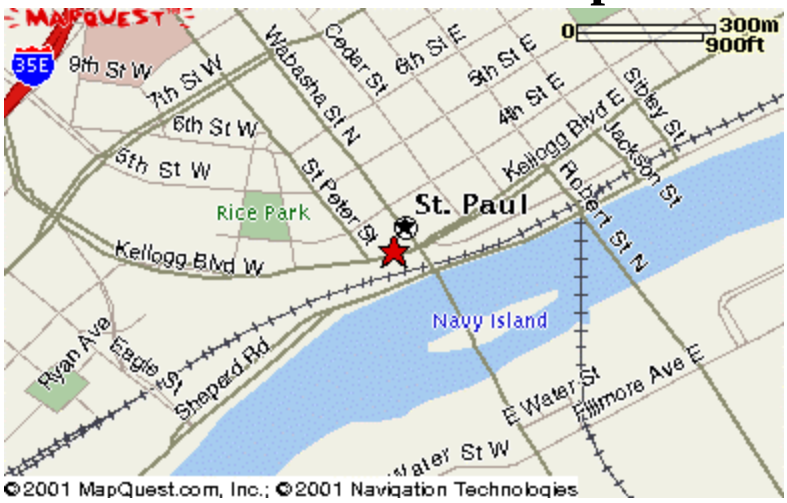
Map Directions to the City of St. Paul, City Court House

Street Address: 15 West Kellogg, St. Paul, MN

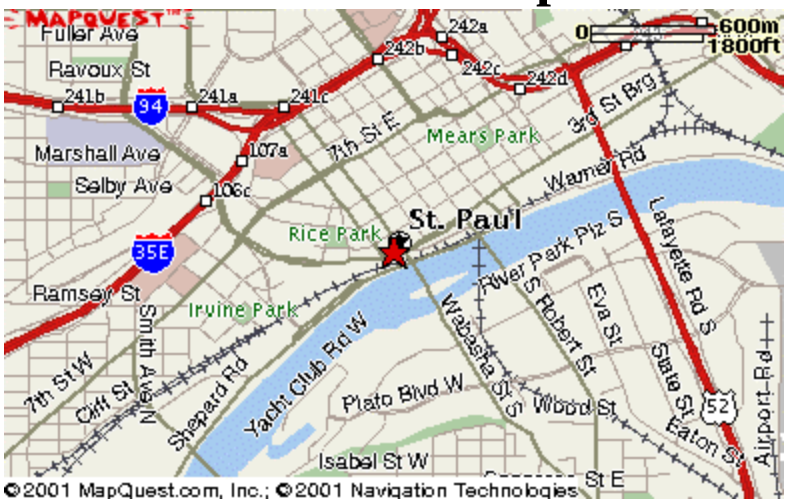
Telephone Number: (651) 266-8989 (General Number)

Map:

Downtown Map



Overview Map



Meeting Summary
MetroGIS Technical Advisory Team
January 17, 2001

1. Call to Order

Co-Chair Maxwell called the meeting to order at 8:35 a.m., at the City of Lakes Building in Minneapolis.

Members present: Bob Basques (City of St. Paul); Sherry Coatney (Intergraph); Will Craig (UM CURA); Dan Falbo (ESRI); Rick Gelbmann (Metropolitan Council); Jane Harper (Washington County); Jay Krafthefer (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Bob Moulder (Hennepin County); Rick Person (City of St. Paul); Bart Richardson (DNR IS); Scott Simmer (Hennepin County); Ronald Wencl (USGS); Tim Zimmerman (Hennepin County)

Members absent: Roger Carlson (City of Minneapolis); David Claypool (Ramsey County); John Connelly (St. Paul & Ramsey County Charter Commissions); Bob Diedrich (SRF Consulting); Elliott Graham (Ramsey County); Blaine Hackett (PlanSight, LLC); Michael Munson (Metropolitan Council); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS)

Visitors: Pam Siminitz (Intergraph); Roger Harwell (Intergraph); Mark O'Connor (Intergraph); Damon Dougherty (Intergraph); Brett Budrow (Ramsey County); Brad Henry (City of Minneapolis); Dan Bartholic (City of St. Paul); Scott Merkley (City of St. Louis Park); Alison Slaats (Metropolitan Council); John Lunde (MnDOT); Pat Cummens (ESRI); Don Elwood (City of Minneapolis); Gary Criter (City of Minneapolis); William Gooding (ORACLE Corp.)

Staff: Theresa Foster (MetroGIS Technical Coordinator); Randy Johnson (MetroGIS Staff Coordinator)

2. Accept Agenda

Member Maxwell motioned to accept the agenda as submitted, with the following agenda item change, agenda item 4b will follow agenda item 4d and agenda item 6a will not be discussed but is for reference only, Member Craig seconded.
Motion carried.

3. Introduction of Team Members

Co-Chair Maxell welcomed team members, guests and the presentation team from Intergraph, then asked them to introduce themselves.

4. Accept Meeting Minutes

Member Craig motioned to accept the meeting minutes from November 2, 2000, Member Person seconded.
Motion carried.

5a. Technical Team Assignments

Member Maxwell gave a brief overview of the 2001 work plan activities for the team to focus on. Members were asked to commit to a least one activity during the year to provide organizational support from within MetroGIS stakeholders, members were asked to only volunteer for activities that either they have an in-depth knowledge of or are interested in participating from a pilot project standpoint. Member Maeder agreed to participate on the metadata workshop activity, LMIC will be doing future workshops in Minnesota and would like to coordinate activities with MetroGIS. Foster said she will be available to members before the next Technical Advisory Team to solidify the activities and answer any questions.
No Motion Needed.

5c. Enhanced DataFinder Demonstration/Evaluation

Alison Slaats, DataFinder Web Developer, gave a demonstration of the enhanced DataFinder site. Slaats stated that the changes that were made to DataFinder will reduce redundancy of metadata with other agencies. The development of DataFinder to become an FGDC NSDI clearinghouse node will greatly improve a better mechanism to search metadata; which was recently registered with the. The search interface is based upon the LMIC GeoGateway; it was agreed upon by the evaluation team (Wencl, Meader, Gelbmann and MetroGIS staff) that the

continuity between the two organization interfaces will make it easier for users to eventually navigate. The last change that was significant is the improvement of the theme catalog for browsing of metadata records (which is generated nightly so changes in metadata and/or data are promptly updated). Also, tag lines were included to indicate which metadata sets are new or recently updated and MetroGIS endorsed. Data distribution from the metadata record is still by FTP, but this is now housed at Met Council, which eliminates the need to provide data sets to LMIC for posting on their FTP server, which are also updated nightly. A section on reference maps was changed from providing static maps to helping users orient themselves and allow them to browse the data and its contents. A resource section was added to clearly provide links to other agencies in Minnesota that provide GIS data and links to online mapping resources available. The help section was simplified to provide a single contact with a generic email that is forwarded to several people so that someone can provide information more readily. Also, the frequently asked questions underwent editing to make the content easier to understand. The enhanced MetroGIS DataFinder web site (www.datafinder.org) should be up and running by the end of January, their will be a feedback form implemented on the site that gives stakeholders the opportunity to evaluate the new site. We will be taking feedback for a period of 30 days and then the evaluation team and MetroGIS staff will compile feedback information and make changes based upon the provided information. Only data issues not consistent with the approved site will be brought back to the Technical Advisory Team for further direction. Slaats formally thanked LMIC staff (Pete Olsen and Susanne Maeder) for the successful implementation and assistance in gearing up and implementing the DataFinder FGDC Node, they were a valuable resource.

Member Basques suggested that a symbol/color ramping be added to clearly distinguish between dates of data (age). Visitor Lunde suggested that along with the tag line UPDATED a month/year be added (i.e. UPDATED 03/01). Member Craig asked Slaats to summarize the effort it took to implement the FGDC Node in order to be NSDI Compliant. Slaats stated that you must first install the indexing sorftware ISITE, second index all metadata records, then last but not least develop an interface mechanism to successfully search for metadata, which LMIC previously did on their new GeoGateway site.

5d. Data Distribution Demonstration - Intergraph

Member Maxwell reminded members that MetroGIS will be looking at different data distribution mechanisms for larger data sets based upon future needs of MetroGIS users. The basis for each demonstration will be on the capabilities of accessing and distributing large data sets, architecture of their system, technical tools, benefits, data security and access, and any data standards that are in place and/or required to support each system.

Sherry Coatney, Damon Dougherty, Pam Siminitz, Roger Harwell and Mark O'Connor demonstrated the WebMap and WebEnterprise Products as well as the future of Intergraph's Web/Wireless Technology.

Intergraphs' demonstration focused on the following agenda items:

- GeoMedia Technology Overview
- Web Map Demonstration
- MetroGIS Parcel Dataset Demonstration
- Other Web Map Sites
- Standards
- Future of Mobile Workforce Mangagement

Questions and Answers (During Meeting):

Q: What types of extraction file formats can WebMap/WebEnterprise distribute data in?
A: Microsoft Access, MicroStation, Oracle Spatial, shapefile, SQL Server, MapInfo, AutoCAD, and raster image. Attribute data may be exported via cut-and-paste to Windows products such as Word, Excel, etc.

Q: What types of input data file formats can map server read?
A: MGE, FRAMME, Arc/Info, ArcView, MicroStation, Field View, MapInfo, AutoCAD, Oracle Spatial, Microsoft Access, SQL Server, MGDM, InRoads, many raster file formats, and tabular data from any ODBC-compliant data store. Other formats are supported through services and special arrangements, including Smallworld, Genamap, VPF, etc.

Q: Can you extract data by Polygon; ad-hoc Polygon?
A: Yes.

Q: What controls on the datasets due you have to provide users/dev. Access and editing features? Are their any limits on the details to limit access?
A: Dependent on business rules which trigger operations in an application. For example record editing done in GeoMedia will trigger update information in the data store. WebMap does have enabling tools; WebMap does not over ride Oracle Business Rules (SC can you elaborate this better?)

Q: Can you provide users with write only access?
A: Look into example provided with GeoMedia Transaction Tools, due out this year.

Q: Does your export extraction tool deliver data in single layer or in multiple layers?
A: Dependent on output format. You can control the output format and data translation definition.

Q: Is one of your choices a shapefile for single and multiple layers?
A: Dependent on coding and access capabilities.

Q: What are the differences between WebMap and WebEnterprise?

A: WebMap lets you communicate through maps, make simple queries, and browse GIS information (i.e. buffers). WebEnterprise is the method for distributing data, allows network analysis, routing capabilities and read/write with data services (spatial query, buffer zoning, geocoding, network analysis and coordinate transformation).

Q: What are your licensing arrangements?
A: Map server packaging in the following increments, 2, 12, 96. Two Map Server Executables can handle up to 20 users comfortably (ie. 20 map requests per instance).

Q: What is the initial price of WebMap?
A: List Price $10,000 for the 2 Map Server version, maintenance usually runs 20% of list per year but is optional (covers unlimited software problem resolution, operating system upgrades and product upgrades).

Q: What operating system does your web product run on?
A: Designed for Windows 95, 98, Windows NT Workstation and Server, Windows 2000. Standards based upon OLE/COM. While this is the preferred platform now a few years ago this was UNIX.
Microsoft claims that in Windows 2000 99.9% uptime has been demonstrated.

Q: Do you handle SmallWorld extractions and input?
A: This is covered by project ware; complex transactions for SmallWorld products, Intergraph does support but it is not plug 'n' play.

Q: How do handle projections on the fly? Particularly county coordinate systems?
A: WebMap handles over 40 standard coordinate systems on the fly, without altering the original data sets' coordinates. County coordinate systems are supported, including custom datum transformations. This has been tested on a number of Minnesota County Coordinate System definitions. Some data formats expose coordinate systems definitions for WebMap to use, for others there is a one time definition of the data set coordinate system when you set up the data for use in WebMap. Can use a drop down list to alter user's preferred viewing coordinate system (regardless of the data's original coordinate system) once the data's coordinate system is defined.

Q: How does the Oracle license treat WebMap Server? I have heard this is by user, which is costly.
A: Oracle defines user, Intergraph goes along with definition.

Questions and Answers (Post-Its):
Q: Does GeoMedia support Small World formatted data?
A: Through projectware and services. Intergraph has written a Smallworld data server that is available with services.

Q: What kind of controls are available for datasets being edited on the web?
A:The security of the data is controlled by the processes that are enabled by the WebMap implementation. In addition, WebMap can never override the security that is set up by the data store itself. For example, if the data to

be altered is in Oracle, the person changing the data via WebMap must have the required username/password and privileges to change the data that any normal Oracle user would have.

Overall Evaluation:

Question:	Ability to access and distribute large data sets	Architecture of the system	Technical tools of the system	Benefits of the system	Information about data security and access	Data Standards required to support system	
Participant							
1	4	4	4	4	4	4	**4.00**
2	2	2	2	2	2	2	**2.00**
3	3	2	3	2	1	2	**2.17**
4	2	3	2	3	2	3	**2.50**
5	2	2	2	3	3	3	**2.50**
6	3	3	3	*	2	4	**3.00**
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8	3	3	3	3	2	3	**2.83**
9	3	4	2	3	2	4	**3.00**
10	*	3	*	3	3	4	**3.25**
11	4	3	3	3	3	4	**3.33**
Avg	**2.80**	**2.91**	**2.60**	**3.00**	**2.45**	**3.18**	**2.82**

Score based upon 4 pt scale (Needs Improvement = 1.0, Average = 2.0, Good = 3.0, Excellent =4.0)

Would you like to see more demonstrations on data distribution? 4(Y) 5(N) 2(No Answers)

Comments on Evaluation Forms:
Presentation included broad overview of multiple Intergraph products and issues (i.e. OGC & Wireless). Interesting session (not too much of a sales pitch, but not too heavy on pure technical items either).

Appears to be very flexible across data sets in various native formats, for display as well as windowing and downloading.

5b. School District Boundaries Recommendations

Member Harper updated the team on the progress of the Washington County School District Boundary Pilot Project and on the recommendation by the Peer Review participants on November 30th, 2000, on the data specifications, roles and responsibilities for primary and regional custodians. At this time all seven counties maintain a school district boundary, it is not know at what accuracy, data attributes or completeness the files are in, staff will be making an attempt to do a data comparison assessment by the end of January. Harper briefed the team on the primary custodian roles which clearly state that the current process of creating/updating school district boundary information lies within the jurisdiction of the county board in Minnesota ((Minn. Stat. § 123A.45, Minn. Stat. § 123A.46, Minn. Stat. § 123A.48). Also the pilot study concluded that the Land Management Information Council should by the regional custodian because in the past LMIC has contracted with CFL and the Office of Legislation to

update/maintain the school district boundaries by census block. Member Harper noted that under the responsibilities of the counties, the notification to the regional custodian is provided for when the regional custodian annually contacts the primary custodian for an update. Please change addendum with this update. Member Maeder noted that in the case of number 1, under Regional Custodian identification, she would like the statement to read, In 1990, LMIC was contracted by CFL to produce a state-wide jurisdictional map of school district boundaries by census boundary, it does not currently maintain this data set. Under number 2, it should read change standards of mapping to entail providing a regional school district boundary set at parcel level in the metro area, in the past it was maintained at the census block level. Add Number 4 that states, the regional custodian is the compiler of county data sets, no jurisdictional changes in boundaries will be performed by the regional custodian. The MetroGIS Policy Advisory Team, CFL and LMIC well need to negotiate the duties performed and finalize responsibilities as stated.

Member Craig motioned to accept the agenda item with the aforementioned changes, Member Gelbmann seconded. *Motion carried.*

6a. Information Items

Member Maxwell stated previously during the acceptance of the agenda, that the following information items are for your information only and will not be discussed today.

7. Next Meeting

Next meeting is tentatively scheduled for March 14th (time/location - TBD)
Member Craig noted to staff this is the same date as the Governors Council meeting.
Meeting rescheduled to March 29, 2001, City of St. Paul (1-4 p.m.)

8. Adjourn

Maxwell moved and Moulder seconded to adjourn at 11:45 a.m.
Motion carried unanimously.

Prepared by,

Theresa K. Foster
MetroGIS Technical Coordinator

MetroGIS

Agenda Item 5a

Cooperation, Coordination, Sharing Geographic Data

TO: MetroGIS Technical Advisory Team

FROM: Metropolitan Council Staff – DataFinder
Alison Slaats (651) 602-1561

SUBJECT: Enhanced DataFinder Feedback and Next Steps

DATE: March 20, 2001
(For the March 29th Meeting)

Web Site Notification
The enhanced DataFinder site was fully functional on January 28, 2001. Staff notified MetroGIS stakeholders by email on March 31st, approximately 267 stakeholders in our mailing database were notified by email. Staff also posted an information notice at the MN GIS/LIS Consortium web site on February 2, 2001 to solicit feedback from Consortium stakeholders.

Past Actions
Technical Advisory Team: On January 17th, 2001, the Technical Advisory Team unanimously approved the enhanced revisions to the Data Finder design. Only data issues not consistent with the approved site will be brought back to the Technical Advisory Team for further direction.

Coordinating Committee: On June 18th, 2000, the Coordinating Committee unanimously recommended that the Coordinating Committee authorize the proposed revisions to the Data Finder design.

Technical Advisory Team: On June 6th, 2000, the Technical Advisory Team unanimously recommended that the Coordinating Committee authorize the proposed revisions to the Data Finder design.

Evaluation
The summary of all responses to the feedback form on the DataFinder web site is included in attachment A. The general findings are repeated here:

While the number of respondents was small, some general trends did surface from this feedback form. Most respondents found it easy to search for data on DataFinder and most found the data they were looking for. Most respondents tried out the interactive map and would like to see more interactive maps for both as a reference and for browsing the data. Several suggestions were made regarding the data sets that should be included in these maps.

Eight respondents create metadata and five respondents use DataLogr as their metadata tool. The response was mixed as to whether a web-based tool would be helpful in entering metadata. Perhaps the most discouraging numbers from this feedback form were that eight respondents stated that they created GIS data that are within, or cover the Twin Cities metro area, but of those eight none currently posts their metadata on DataFinder. Only one person requesting being contacted about metadata training and posting metadata on DataFinder.

The operating systems used by respondents were all Windows and most respondents used Microsoft Internet Explorer as their web browser.

The "free-form" comments provided positive feedback about the enhanced DataFinder site. For example, respondents found the site easy to navigate and use and the browse graphics that were added to the metadata records were found useful.

Implementation
Specific improvements to make on the web site based on the response to the feedback form and comments made in the MetroGIS TAT meeting on January 17th, 2001:

- Continue to support both the data catalog *and* metadata search engine
- Improve the wording on the DataFinder home page to make it clear that GIS data set are available for download
- Increase number of interactive maps and GIS data sets available in those maps
- Provide date on "new" and "updated" taglines in data catalog in better indicate how new or updated the metadata and/or data sets actually are
- Increase visibility of MetroGIS DataFinder by providing demonstrations as opportunities arise

Web Activity Report

General statistics on DataFinder site

DataFinder usage information* (February & March 2001)			
Month	*Average Hits Per Day*	*Average Visitors Per Day (weekday, weekend)*	*Average Visitors Session Length (minutes)*
February	345	46 (57, 39)	07:29
March	288	42 (51, 40)	06:34
* does not include NSDI Node Search			

DataFinder NSDI node search usage (2/25/01 – 3/21/01)		
Search originator	*Queries*	*Number of queries that found Metadata records*
LMIC / DataFinder	505	306 (61%)
FGDC	256	36 (19%)
Other	85	22 (25%)
Total	*846 (» 32 per day)*	*364 (43%)*

GIS data Downloads

DataFinder FTP site (February & March 2001)	
Downloaded GIS data sets (February & March)	222

Top 5 downloaded files (February & March 2001)	
File	*Number of downloads*
Generalized Land Use, 1997	28
Counties and MCDs	22
Digital Soil Survey - Hennepin County	17
Highways	16
Watersheds - Secondary	15

Next Steps
1) Update Metadata on DataFinder (Continuous)
2) Enhance Interactive Maps (*Tentative - NSDI Grant – Agenda Item 6a*)
3) Provide DataFinder Activity Report (Every Meeting – Information Item Only)
4) Include web site Evaluation Questions as part of the Participant Satisfaction Survey (Fall 2001)
5) Make small editing changes as needed (Continuous)

Recommendation
Recommend that the MetroGIS Technical Advisory Team approve the DataFinder enhancements and next steps implementation.

Attachment A

Full DataFinder Feedback Form Results

Background

The enhanced DataFinder site was fully functional on January 28, 2001. Staff notified MetroGIS stakeholders by email on March 31st (approximately 267 stakeholders in our mailing database were notified by email). Staff also posted an information notice at the MN GIS/LIS Consortium web site on February 2, 2001 to solicit feedback from Consortium stakeholders.

The feedback form was completed by twelve people. Ten survey participants stated that they had jurisdiction within the seven-county Minneapolis-St. Paul Metropolitan Area, and the other two were members of the private sector (in the Twin Cites area). It was decided not to analyze the responses from these two groups separately because their responses were not significantly different.

General Findings

While the number of respondents was small, some general trends did surface from this feedback form. Most respondents found it easy to search for data on DataFinder and most found the data they were looking for. Most respondents tried out the interactive map and would like to see more interactive maps for both as a reference and for browsing the data. Several suggestions were made regarding the data sets that should be included in these maps.

Eight respondents create metadata and five respondents use DataLogr as their metadata tool. The response was mixed as to whether a web-based tool would be helpful in entering metadata. Perhaps the most discouraging numbers from this feedback form were that eight respondents stated that they created GIS data that are within, or cover the Twin Cities metro area, but of those eight none currently posts their metadata on DataFinder. Only one person requesting being contacted about metadata training and posting metadata on DataFinder.

The operating systems used by respondents were all Windows and most respondents used Microsoft Internet Explorer as their web browser.

The "free-form" comments provided positive feedback about the enhanced DataFinder site. For example, respondents found the site easy to navigate and use and the browse graphics that were added to the metadata records were found useful.

Specific improvements to make on the web site based on the response to this feedback form are:

- to improve the wording on the DataFinder home page to make it clear that GIS data set are available for download
- increase number of interactive maps and GIS data sets available in those maps

Searching for Data

How did you search for data on DataFinder?	
DataFinder Theme Catalog	5
Using a metadata search (with the DataFinder GeoGateway Interface)	1
Both	4
No response	2
Total	*12*

Did you find it easy to look for GIS data using DataFinder?	
Yes	10
No	0
No Response	2
Total	*12*

If no, how could we improve the site? (comments box as response)
No responses

Did you find the data set you were looking for?	
Yes	9
No	1
No Response	2
Total	*12*

If no, what where you looking for? (comments box as response)
10' Contours for Ramsey County

Interactive Maps

Did you use the interactive maps on DataFinder (under "Maps")?	
Yes	10
No	1
No Response	1
Total	*12*

Would you like to see more interactive maps on DataFinder?	
Yes	9
No	2
No Response	1
Total	*12*

What purpose should be provided by the interactive maps on DataFinder?	
Reference	0
Browse Data	2
Both	8
No response	2
Total	*12*

Are there any data sets you would especially like to see in an interactive map? (comments box as response)

Historic and Cultural Sites
Land use, vegetation, water, soils
Users should be allowed to search on the IMS page by address. I realize that TLG would "benefit" from such a tool, but so would the user. Great Site!
surface waters (lakes, streams, wetlands)

Metadata

If your organization creates GIS data, does it also create metadata?	
Yes	8
No	1
No Response	3
Total	*12*

If yes, do you use DataLogr?	
Yes	5
No	4
No Response	3
Total	*12*

Would you prefer to use a web-based metadata creation tool? (For an example, please see ARDC's Web-Based Metadata Entry Tool, called MetaEase.)	
Yes	3
No	3
No Response	6
Total	*12*

Please provide any feedback for ARDC about their web-based metadata entry tool, MetaEase: (comments box as response)	
No comments	
Would you like someone to contact you about metadata training (in Twin Cities area)?	
Yes	1
No	8
No Response	3
Total	*12*

DataFinder Participation

Does your organization create GIS data that are within, or cover the Twin Cities metro area?	
Yes	8
No	0
No Response	4
Total	*12*

If yes, do you currently post your metadata on DataFinder?	
Yes	0
No	8
No Response	4
Total	*12*

Would you like someone to contact you about posting your metadata on DataFinder?	
Yes	1

No	7
No Response	4
Total	*12*

Additional Comments

Please provide any additional feedback, comments or suggestions: (comments box as response)
Only some minor things about the site. I found that the tabs on the op of the welcome screen seemed to be backwards. For example, the welcome tab is on the right and it just seemed to me that it should be on left. Also, it works well on my T1 line, but I have some concerns about how it will run on a modem running at a slower speed.
I've used DataFinder before, so I had some recollection of what it is intended to accomplish. However, I don't think that the web site in its current form makes it clear that the viewer actually can download much of the data. The short introduction made me think that DataFinder is just an index that will tell me about data and where to go to get it. The entries also didn't clue me in that the data are actually downloadable until I scrolled to the very bottom of the page. Assuming that access to data is the primary function of this web site, you need to make it crystal clear at the very beginning of each relevant page that this is what you're delivering. I also have some concern about this feedback page. In my case, I only wanted to offer the feedback I'm stating here. I'm not interested right now in filling out the other items. I think you need to realize that many people may choose not to provide feedback when they see all the questions you are asking. In most ways, though, I applaud the direction you are moving. These comments are intended to be constructive.
It's great to see your site maturing and progressing!
Since the vast majority of our data are created and maintained by other organizations (e.g Hennepin County, LOGIS, etc.) we do not have much to offer. However, when there is an opportunity to assist other organizations throughout the Twin Cities metro area and the state by providing metadata, this service would be an ideal tool.
The "sample map" [browse graphic in metadata] is a handy feature, I used it this morning to look at Metro wide prime ag. Soils
The revised site looks good! I found it to be very user-friendly. And it was nice to see so many additional datasets available since the last time I'd used Datafinder. I noticed that when I was in the interactive map section that I couldn't use my (Internet Explorer 5.50)browser's "back" button to get back to the previous page. (I got an error message "Unable to display Reference Map MapService Server returns:") There is a link on the bottom of the page, though, to get back to the Datafinder home page.
well organized; Maps section is helpful to view data before acquiring. Helpful to have links to other sites. Datafinder is very convenient to ensure we have the most recent data for our GIS.
Data finder has improved a lot since I started in Ramsey SWCD 1.5 years ago.
Personally, I would like to have a very simple and relatively automatic metadata generator available.

About You

Does your organization have jurisdiction within the seven-county Minneapolis-St. Paul Metropolitan Area? (selection required):	
Yes	10
No	2
Total	*12*

Type of Organization (selection required):	
Government	10
Academic	0
Non-Profit	0
	2
Not affiliated	0

Total	*12*

If government – what type?	
City	2
County	4
Federal	0
Regional	0
School	0
State	2
Tribal	0
Watershed / Water Management	2
Not Applicable	2
Total	*12*

Computer Operating System (collected automatically):	
Windows NT	9
Windows 95	3
Total	*12*

Web Browser Software (collected automatically):	
Netscape Navigator	10
Microsoft Internet Explorer	2
Total	*12*

MetroGIS

Agenda Item 5b

Cooperation, Coordination, Sharing Geographic Data

TO: MetroGIS Technical Advisory Team

FROM: MetroGIS Staff
Contact: Theresa Foster (651-602-1572)

SUBJECT: NSDI Vision – *Doug Nebert, NSDI Clearinghouse Coordinator*

DATE: March 22, 2001
(For the March 29th meeting)

Information

Staff is pleased to announce that Doug Nebert, NSDI Clearinghouse Coordinator, will be on hand to talk about the topics related to the FGDC's mission to coordinate clearinghouse activities. We have invited representatives in the past to discuss informative issues that are important to the priority functions of MetroGIS. We will also be extending an open invitation to representatives from LMIC, DNR and ARDC to attend the meeting because of their related clearinghouse activities.

Topics of Discussion – NSDI Vision

- Current Clearinghouse Activities
- Role of the OpenGIS Consortium
- Web Mapping Standards (WMS, WFS, etc)
- 2001 CAP - Clearinghouse Integration with Web Mapping
- NSDI Relationship with Mapping Vendors
- Future Clearinghouse Capabilities

Objective of the FGDC related to Clearinghouse Activities

The Federal Geographic Data Committee (FGDC) is tasked by Executive Order 12906 to develop procedures and assist in the implementation of a distributed discovery mechanism for digital geospatial data. Using the data elements defined in the Content Standards for Digital Geospatial Metadata, governmental, non-profit, and commercial participants worldwide can make their collections of spatial information searchable and accessible on the Internet using free reference implementation software developed by the FGDC.

Biography

Doug Nebert is the Clearinghouse Coordinator for the FGDC Secretariat in Reston, Virginia. He has worked for the past 17 years for the U.S. Geological Survey first on water resources applications of geographic information systems, then metadata standards and software, and finally, with the FGDC on standardized methods of GIS data dissemination to promote discovery and re-use. Doug is also the Technical Working Group Chair of the Global Spatial Data Infrastructure (GSDI) activity, an outreach activity for advice internationally on establishing compatible spatial data service implementations. He holds a Bachelors Degree in Environmental Studies from Evergreen State College (Olympia, Washington) and a Masters of Science in Geography from Portland State University (Portland, Oregon).

Contact Information

NSDI Clearinghouse Coordinator
Doug Nebert
Phone: 703-648-4151
E-mail: ddnebert@usgs.gov

Federal Geographic Data Committee
US Geological Survey
590 National Center
Reston, Virginia 20192
FGDC Web Site: **http://www.fgdc.gov/**

MetroGIS

Agenda Item 5c

Cooperation, Coordination, Sharing Geographic Data

TO: MetroGIS Technical Advisory Team

FROM: Theresa Foster (MetroGIS Staff)
Phone: (651)602-1572
Email: theresa.foster@metc.state.mn.us

City of St. Paul, Public Works
Bob Basques: (651) 266-6188 email: bob.basques@ci.saint-paul.mn.us
Dan Bartholic: (651) 266-6243 email: dan.bartholic@ci.saint-paul.mn.us

SUBJECT: Data Distribution Demonstration – City of St. Paul, Public Works

DATE: March 20, 2001
(For the March 29th Meeting)

Background

MetroGIS will be looking at different data distribution mechanism for larger data sets based upon future needs of MetroGIS users. We are in the early stages of the MetroGIS investigative process to look at potential options. The next few team meetings will have demonstrations about different preferred data distribution mechanisms (MapServer, ArcIMS, Intergraph etc.). A request for demonstrations (RFD) was sent out on October 9, 2000, to look at other potential distribution mechanisms. At the March Technical Advisory Team meeting City of St. Paul will host the meeting. The last demonstration will be at the Joint Technical Advisory Team / Policy Advisory Team meeting on May 2, 2001 and AutoDesk will be the demonstrator.

Demonstration Goals

The goal for these demonstrations is to effectively communicate/display data distribution mechanisms for larger data sets. Demonstrations will focus on the following capabilities:

- To demonstrate the capability of accessing and distributing large geographic information data sets (each demonstrator will have access to the Regional Parcel Pilot Data Set for demonstration only)
- To demonstrate the architecture of their system
- To demonstrate the technical tools of their system
- To demonstrate the benefits of using their system
- To provide information about data security and access issues
- To demonstrate any data standards that are in place and required to support each system

Demonstration - City of St. Paul, Public Works

Demonstration will focus on the ongoing development of a GIS Information System with the goal of using it for data management, planning, and infrastructure maintenance/management. Topics covered: institutional and organizational issues; using the Internet as a data distribution conduit; enterprise database considerations; internet forms with a GIS bent; push/pull of data to/from databases: and data conversion techniques. Hear about the benefits and pitfalls staff at the City of St. Paul encounter in building a system for St. Paul's customers, managers, maintenance staff and citizens.

Bob Basques and Dan Bartholic will demonstrate. Handouts will be provided at the meeting. You will be asked to provide staff with feedback and complete an evaluation form.

MetroGIS

Agenda Item 6a

Cooperation, Coordination, Sharing Geographic Data

TO: MetroGIS Technical Advisory Team

FROM: MetroGIS Support Staff
Contacts: Theresa Foster (651-602-1572)
Alison Slaats (651-602-1561)

SUBJECT: NSDI Grant Application
Category 3 – Clearinghouse Integration with Web Mapping Projects
"MetroGIS DataFinder Map Service Project"

DATE: March 20, 2001
(For the Mar. 29th Meeting)

Update on Action

Coordinating Committee: On March 15th, 2001, MetroGIS staff received approval from the Coordinating Committee to submit an application for a $20,000 NSDI (National Spatial Data Infrastructure) grant.

Project Summary and Benefit to MetroGIS

The grant would provide funding to design, install and evaluate the MetroGIS DataFinder Map Service Project, a copy of the grant application will be available for download prior to the meeting on M arch 29, 2001 (www.metrogis.org > Under Supported Projects > See *Web Mapping Services (Pending)*). The result will be the successful deployment of three Open GIS Consortium (OGC)-compliant web mapping services that can send standard map images over the Web. A map service is a map that is published over the Internet. It may contain a single data layer (e.g. imagery, elevation, and land use) or a collection of complimentary data layers.

A 50% in-kind match is required, the project will leverage the grant to make a 100% in-kind match. Alison Slaats, DataFinder Manager, would be the technical lead and Theresa Foster, MetroGIS Technical Coordinator, would be the project manager. Partial staff time, time of "Property Design Team"(County GIS Coordinators), Technical Advisory Team members and Coordinating Committee members who would provide direction and comment throughout the project would comprise the in-kind match. Award money is intended primarily to support institutional (staff) capability (salary and travel) for the ongoing management and enhancement of the map service technology.

MetroGIS would thoroughly evaluate the benefits of providing map services as part of the grant process. As part of the evaluation process, a web site evaluation is proposed and a map services forum will be conducted to provide stakeholders and public education about the proposed map services. It is believed by staff and stakeholder representatives, that by providing a service to the counties and eventually the general public, through these map services, clearly demonstrates a benefit in leveraging acquired technical assistance, a reduction in deployment of duplicative services and reduced costs of hardware and software.

Next Steps

Posted NSDI Grant Application on MetroGIS Organization Site: March 22, 2001
Notification of Grant Funding *(Pending)*: June 2001
Notify Technical Advisory Team of Proposed Project Schedule *(Pending)*: July 2001

MetroGIS

Agenda Item 6b

Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: MetroGIS Support Staff
Contacts: Alison Slaats, DataFinder Manager (651-602-1561)

SUBJECT: ESRI Geography Network Challenge

DATE: March 21, 2001 *(For the Mar. 29th Meeting)*

UPDATE ON ACTION

Coordinating Committee: On March 15th, 2001, MetroGIS staff received approval from the Coordinating Committee to submit an application for the ESRI Geography Network Challenge.

Excerpt from Coordinating Committee Draft Meeting Minutes:
The group concurred with staff 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 in the NSDI Grant 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.

PROJECT DESCRIPTION

The Geography Network Challenge is a competition offered by ESRI, Inc. to promote the use of map services. A *map service* is a map that is published over the Internet. It may contain a single data layer (e.g. imagery, elevation, and land use) or a collection of complimentary data layers. Examples of complimentary data layers would be basic basemap layers of administrative boundaries, water features, and city points along with thematic layers such as vegetation and flood zones.

The Geography Challenge is open to all ArcIMS users worldwide. It is designed to increase awareness of Internet mapping services that enable publishing and sharing geographic information - locally, nationally and globally. There are several challenge categories, but MetroGIS DataFinder would enter under the "Data Sharing" category.

BENEFITS TO METROGIS

The benefits of entering the challenge are twofold. First, the prizes offered would provide MetroGIS with monetary rewards that would assist in implementing useful services for MetroGIS:

1-Grand Prize $5,000 in ESRI credit	7-$1,000 in ESRI credit
5-$2,000 in ESRI credit	10-$1,000 credit for ESRI's Virtual Campus

Secondly and perhaps more importantly, the challenge would offer MetroGIS stakeholders a new method for accessing data over the Internet for GIS mapping and Analysis. This would increase the usability of data sets offered on DataFinder and provide easier access to data by new GIS users in the MetroGIS community. In addition, MetroGIS DataFinder would receive additional exposure in the national GIS sphere and continue to expand upon a data-sharing model that other metropolitan communities could use and follow.

MetroGIS

Agenda Item 6c

Cooperation, Coordination, Sharing Geographic Data

TO: MetroGIS Technical Advisory Team

FROM: MetroGIS Staff
Contact: Theresa Foster (651-602-1572)

SUBJECT: Business Information Needs Update

DATE: March 22, 2001
(For the March 29th meeting)

Regional Public Parcel Data Users Forum

Work on the planning for the regional public parcel data users forum began in early March, members from the Policy Advisory Team (Craig) and Technical Advisory Team (Maxwell and Krafthefer) have agreed to participate on the planning team and actively help facilitate the forum. Gary Stevenson, Chair of the Parcel Data "Stitch Committee, will provide the basis of creating the regional parcel pilot data set. Trudy Richter and Jay Wittstock will be forum moderators. The Peer Review Forum is scheduled for April 19, 2001. The forum objectives will be to identify enhancements with the regional data set (data content, accuracy and frequency of updates, etc…); identify common uses and benefits of using the data; and to identify access related distribution mechanisms needed to share the regional data set with stakeholders. Invitations will be mailed on March 22, 2001.

Planned Future Land Use Peer Review

The Metropolitan Council is nearly finished with the first phase of a pilot project, conducted on behalf of MetroGIS, to test the regional future land use coding scheme prototyped by the North Metro I35W Corridor Coalition. The prototype regional coding scheme was created by a MetroGIS work group of community development professionals who represented urban core, suburban, rural, and freestanding communities. The pilot project began last August and involves building a regional dataset comprised of the official future land use plan designations for each of the 190 municipalities in the seven county area and then "mapping" or aggregating these individual designations to the regional coding scheme derived from the I-35W prototype. Where available, digital data produced by the individual communities was used. Council staff are documenting issues with the prototype regional coding scheme as they arise during the pilot project.

From January through March, officials with each of the 190 communities were asked to comment on the accuracy of the Council's coding of their individual community future land use plans and on the "mapping" of the their individual codes to the regional scheme. The comment/feedback process will be conducted via a questionnaire that is Internet-based. The responses will be automatically written to a database for analysis by Council and MetroGIS officials.

A Peer Review Forum is scheduled for May 17, 2001 to discuss enhancements and changes to the prototype regional coding scheme

The regional scheme and resulting regional dataset is intended to provide a means to compare the official individual land use designations adopted by each community. It is in no way intended to replace locally adopted designations.

Census Geography Data Release

The consultant has finalized the 1990 Census Block boundaries for each of the seven counties, and staff completed metadata documentation. Release of the data set is expected by mid-April. Data and metadata can be located on DataFinder (www.datafinder.org). Staff will be sending out an email to MetroGIS stakeholders that have provided MetroGIS with their email address.

Data Appoved:
May 2, 2001

Meeting Summary
MetroGIS Technical Advisory Team
March 29, 2001

1. Call to Order
Co-Chair Maxwell called the meeting to order at 1:05 a.m., at the City Court House Building in St. Paul.

Members present: Bob Basques (City of St. Paul); Dave Brandt (Washington County); David Claypool (Ramsey County); Sherry Coatney (Intergraph); John Connelly (St. Paul & Ramsey County Charter Commissions);Will Craig (UM CURA); Rick Gelbmann (Metropolitan Council); Jay Krafthefer (Mn/DOT); Susanne Maeder (LMIC); Jim Maxwell (The Lawrence Group); Bob Moulder (Hennepin County); Bart Richardson (DNR IS); Scott Simmer (Hennepin County); Ronald Wencl (USGS); Tim Zimmerman (Hennepin County)

Members absent: Roger Carlson (City of Minneapolis); Bob Diedrich (SRF Consulting); Dan Falbo (ESRI); Elliott Graham (Ramsey County); Blaine Hackett (PlanSight, LLC); Michael Munson (Metropolitan Council); Rick Person (City of St. Paul); Donna Roper (Minneapolis Public School District); Ben Verbick (LOGIS)

Visitors: Doug Nebert (FGDC); Dan Bartholic (City of St. Paul); Chris Cialek (LMIC); Matt McGuire (Met Council); Mark Kotz (Met Council); Damon Dougherty (Intergraph); Don Chaney (Ramsey County); Carla Coates (Ramsey County); Curt Peterson (Ramsey County); Nancy Rader (LMIC); Pete Olson (LMIC); Phorn Chaang (City of St. Paul)

Staff: Theresa Foster (MetroGIS Technical Coordinator); Randy Johnson (MetroGIS Staff Coordinator); Alison Slaats (MetroGIS DataFinder Manager)

2. Accept Agenda
Member Maxwell motioned to accept the agenda as submitted, agenda items in section 6 will not be discussed but is included for information only, Member Connelly seconded.
Motion carried.

3. Introduction of Team Members
Co-Chair Maxwell welcomed team members, guests and presentation speakers and asked everyone to introduce themselves

4. Accept Meeting Minutes
Member Maxwell motioned to accept the meeting minutes from January 17th, Member Meader seconded with the exception of paragraph 5a, that DataFinder has been registered with the FGDC.
Motion carried.

5a. Enhanced DataFinder Feedback and Next Steps
Alison Slaats gave a demonstration of the enhanced DataFinder site and provided members with a summary of the evaluation responses, and general web statistics since the enhanced DataFinder site went on-line on January 28, an on-line evaluation form was used to solicit feedback from stakeholders and notification went out to all MetroGIS stakeholders via email and posted on the

MN GIS/LIS Consortium web site. Slaats is now in the process of implementing the following changes on the site as per member feedback and feedback form responses, they include: on-going support of both the data catalog and metadata search engine, improvement of wording on the Home page to make it clear that GIS data sets are available for download, increase the number of interactive maps and GIS data sets available in those maps provide date on "new" and "updated" taglines in data catalog and increase the visibility of MetroGIS DataFinder by providing demonstrations as opportunities arise. The next step implementation includes the following results and time/effort: 1) Update Metadata on DataFinder (Continuous); 2) Enhance the Interactive Maps (Tentative – NSDI grant); 3) Provide DataFinder Activity Report (Each TAT Meeting – Information Item); 4) Include web site Evaluation Questions as part of the Participant Satisfaction Survey (Fall 2001); 5)Make small editing changes as needed (Continuos). Member Craig and Wencl concluded that in order to accomplish outreach activities another next step would be 6) Provide outreach opportunities as they arise (demonstration, x-referencing on other web sites, publications. Staff will be posting the evaluation of DataFinder document in the supported projects section of the MetroGIS organization web site.

Member Craig motioned to accept the approved DataFinder enhancements and next steps implementation with the aforementioned changes, Member Wencl seconded.
Motion carried.

5b. NSDI Vision
Doug Nebert, NSDI Clearinghouse Coordinator, was invited to discuss topics related to the FGDC's mission to coordinate clearinghouse activities. Nebert presented and asked questions relating to the who is the NSDI, Current Clearinghouse Activities, Role of the OpenGIS Consortium, Future and Existing Web Mapping Standards (WMS, WFS, etc), 2001 CAP - Clearinghouse Integration with Web Mapping grants available, NSDI Relationship with Mapping Vendors, and Future Clearinghouse Capabilities. Nebert discussed with members what lies in the future about implementing the US National Spatial Data infrastructure. Staff will be posting the power point demonstration of Mr. Neberts' presentation out on the MetroGIS data site under supported projects.

5c. Data Distribution Demonstration – City of St. Paul
Member Maxwell reminded members that MetroGIS has been looking at different data distribution mechanisms for larger data sets based upon future needs of MetroGIS users. The basis for each demonstration will be on the capabilities of accessing and distributing large data sets, architecture of their system, technical tools, benefits, data security and access, and any data standards that are in place and/or required to support each system.

Bob Basques and Dan Bartholic demonstrated the Existing City "GIS" Landscape for the City of St Paul Public Works as well as the use of FME and SpatialDirect. Their presentation can be accesed by going to http://gis.ci.stpaul.mn.us/presentations .

6. Information Items
Member Maxwell stated previously during the acceptance of the agenda, that the following information items are for your information only and will not be discussed today.

7. Next Meeting

Next meeting is for May 2, 2001, LMIC, Room 302
Joint Technical Advisory Team / Policy Advisory Team Meeting
1) Data Distribution Demonstration - AutoDesk
2) Regional Public Parcel Data – Recommendations

8. Adjourn
Maxwell moved and Craig seconded to adjourn at 4:30 p.m.
Motion carried unanimously.

Prepared by,

Theresa K. Foster
MetroGIS Technical Coordinator

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

May 2, 2001
Land Management Information Center (LMIC)
Room 302, Centennial Office Building

Technical Advisory Team
8:30 a.m. to 10:00 a.m.
Agenda

1. Approve Agenda
2. Approve Meeting Summary
   a) March 29, 2001 *action*
3. Data Distribution Demonstration – AutoDesk
4. Next Meeting Date and Adjourn *action*

Joint Policy and Technical Advisory Teams
10:15 a.m. to 11:45 a.m.

1. Regional Parcel Dataset – Next Steps Work Plan Proposal *Direction*

Policy Advisory Team
11:45 a.m. to noon
Agenda

1. Approve Agenda
2. Approve Meeting Summary
   a) March 28, 2001 *action*
3. Action and Discussion Items:
   a) Appointment of Brad Henry to the Coordinating Committee *action*
   b) MetroGIS Membership in GeoData Alliance *action*
   c) Meeting Schedule *action*
4. Information Sharing:
   a) 2000 Annual Report
   b) Briefing of Arrowhead RDC Leadership about MetroGIS – April 27
   c) Update – Registration of MetroGIS name
   d) Update – Appointment of Utility and Large City Representatives to Coordinating Committee

5. Adjourn

Please note: The Technical Advisory Team will be wrapping up their demonstrations of data distribution that employ the Internet. Policy Advisory Team members are welcome to attend.

Summary
MetroGIS Technical Advisory Team
Room 302 Centennial Office Building, St. Paul
May 2, 2001

1. CALL TO ORDER

Chairperson Maxwell called the meeting to order at 8:30 a.m. The Joint Team meeting began at 10:15 a.m. at the Centennial Office Building in St. Paul.

Team Members Present: Sherry Coatney and Damon Doughtery (Intergragh Corporation), Dan Falbo and Pat Cummens (ESRI), Jim Maxwell-Team Co-Chair (The Lawrence Group), Blaine Hackett (PlanSight), Michael Munson (Metropolitan Council), Bart Richardson (DNR), Ron Wencl (USGS), and Rick Gelbmann (Metropolitan Council).

Visitors: John Sullivan, Vince Aman & Andrea Tippie (AutoDesk Corporation)

Support Staff: Randall Johnson, MetroGIS Staff/Policy Coordinator, Theresa Foster, MetroGIS Technical Coordinator, and Alison Slaats (Metropolitan Council GIS Unit and DataFinder Lead Support)

2. DEMONSTRATION OF GIS DATA DISTRIBUTION TECHNOLOGY

Jim Maxwell introduced John Sullivan, Vince Aman & Andrea Tippie with AutoDesk Corporation. He noted that AutoDesk's demonstration of its Internet enabled data Distribution software would complete the Team's investigation and research into possibilities in preparation for a Request for Proposals to distribute GIS data via the Internet.

The group thanked John Sullivan, Vince Aman & Andrea Tippe with AutoDesk Corporation for accepting MetroGIS' invitation to demonstrate their software capabilities. They were informed that within the month MetroGIS would decide if it would pursue a Request For Proposals to implement data access capabilities that had been identified by the MetroGIS community during the Regional Parcel Data Pilot Project.

3. ADJOURN

The Technical Advisory Team Meeting adjourned at 10:00 a.m.

Approved on
(draft)

Summary
Joint Meeting
MetroGIS Policy and Technical Advisory Teams
May 2, 2001

1. CALL TO ORDER

The MetroGIS Staff Coordinator summarized the objectives of the joint meeting and introduced Trudy Richter, Richardson Richter Associates, and Jay Wittstock, URS/BRW, noting they are members of the MetroGIS support team who will be assisting the Policy and Technical Coordinators on a variety of tasks in 2001 and 2002. The meeting began at 10:15 a.m. at the Centennial Office Building in St. Paul.

Policy Advisory Members Present: David Arbeit (LMIC), Will Craig, Rick Gelbmann for Eli Cooper (Metropolitan Council), Jim Hentges- Team Chair (Scott County), Jane Harper (Washington County), Bill Brown for Patrick O'Connor (Hennepin County), and Ed Shukle (Anoka County).

Policy Team Members Absent: David Claypool (Ramsey County), and Dennis Welsch (AMM-Roseville)

Technical Advisory Team Members Present: Sherry Coatney and Damon Doughtery (Intergraph Corporation), Dan Falbo and Pat Cummens (ESRI), Jim Maxwell-Team Co-Chair (The Lawrence Group), Blaine Hackett (PlanSight), Michael Munson (metropolitan Council), Bart Richardson (DNR), Rom Wencl (USGS).

Visitors: Dave Drealan, (Carver County and member of the Coordinating Committee), Larry Hoium (Anoka County), Gary Stevenson, (Dakota County and member of the Coordinating Committee), Johns Sullivan (AutoDesk Corporation), Liesa Stromberg (Metropolitan Area Research Corp)

Support Staff: Randall Johnson, MetroGIS Staff/Policy Coordinator, Theresa Foster, MetroGIS Technical Coordinator, Trudy Richter, MetroGIS Support Team, Jay Wittstock, URS/BRW, MetroGIS MetroGIS Support Team, and Alison Slaats (Metropolitan Council and Data Finder Lead Support)

1. Regional Parcel Dataset – Next Steps Work Plan Proposal

Trudy Richter briefly ran through each of the 24 recommendations listed in the staff report dated April 24, 2001. She also stated that in addition to the recommendations based upon the findings of the evaluations and Parcel Data Users Forum, that the support team had concluded that no modifications are warranted concerning MetroGIS' organizational structure as a result of our experience with attaining all of the legal agreements necessary to pursue the Pilot Project. She reminded the team members that the Business Plan adopted in April 2000 recommended reevaluating the need a more formal organizational structure following the regional parcel pilot project to determine if a more formal structure could expedite the lengthy negotiation process. Ms. Richter stated that the support team's conclusion was that it could not because the fundamental issue involves protection of intellectual property rights which few if any of counties would grant authority to anyone else to decide on their behalf.

Jay Wittstock then moderated discussion of each of the recommendations until agreement was reached. The agreed upon recommendations, along with any modifications by the team members, are as follows (deletions are crossed out and added language is underlined and discussion of the recommendations at the meeting was in a different order at the meeting. The following item numbers correspond to the numbers in the report). Unless otherwise noted, each recommendation is preceded by "That the Policy Board endorse":

General Recommendations

1a) That the Policy Board make a long-term commitment to move from the pilot phase to a quarterly-updated regional parcel dataset solution for the public sector.

Response: Each of the county representatives in attendance stated that a quarterly update schedule was doable. The county representatives also concurred with Gary Stevenson of Dakota County that they intend to provide the Metropolitan Council serving in its role as regional custodian with one version of the dataset that the Council will then process to as needed for distribution to the non-government/academic community. Rick Gelbmann, representing the Metropolitan Council, did not object.

1b) That the Policy Board 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.

Discussion: Rick Gelbmann, representing the Metropolitan Council, stated that the Council is willing to serve in this capacity.

1c) That the Coordinating Committee direct the Technical Advisory Team to revisit all of the endorsed roles and responsibilities for primary and regional custodians and recommend any clarifications and refinements to the Coordinating Committee at its September 2001 meeting needed as a consequence of the actions stipulated herein, in addition to Items 3b and 4b.

1d) That the Coordinating Committee direct the Policy Advisory Team to investigate an appropriate mechanism to insure coordination occurs on matters before MetroGIS that affect the entire state and to seek advice from the GCGI to insure MetroGIS' philosophy and needs are understood by the GCGI as it develops policies for integrating regional data sharing solutions with a scheme for the entire State.

Discussion: The group concurred that the Policy Advisory Team should work with the GCGI to determine whether there is interest to have a seat on the MetroGIS Policy Board and if so, the best way to appoint a representative. The group also agreed that more dialogue is need to decide whether the appointment, if pursued, should be limited to state agency interests.

Parcel Attributes and Related Themes

2a) That the Policy Board 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 fields whenever maintained by the counties, together with the other attributes identified at the forum and endorsed by the MetroGIS.

Discussion: The county representatives unanimously agreed that it would be worthy goal for their respective counties to maintain the parcel attributes identified to be included in the parcel data and provide them to the regional custodian to assemble (virtually and/or physically) into a regional dataset but that maintenance of these attributes should continue to be voluntary on the part of the counties. The county representatives also agreed that all of the identified attribute fields should be included even if one or two of the counties does not maintain one or more of the attributes.

The only exception was noted by Dave Drealan with Carver County who raised a concern that the "Total Tax" attribute may require complex programming to generate. It was agreed that if this is the case, that it should be deferred until such time that it can be provided without excessive effort.

2h) That the Policy Board endorse amending the data specifications for the regional dataset to add the watershed district identification code to compliment the existing county and school district codes.

2j) That the Policy Board endorse amending the data specifications for the regional dataset to add "Number of Units" and "type (single dwelling, condominium, townhouse, mobile home, etc.) attributes to subsequent versions of the regional parcel dataset, for counties where the data are maintained.

Discussion: Refer to the level of effort comment in "Discussion" for Item 2b.

2k) That the Policy Board endorse amending the data specifications for the regional dataset to add the "last sales date" and "last sale value" as attributes for subsequent versions of the dataset and that the Coordinating Committee direct the Technical Advisory Team to investigate availability of additional sales history information from each county and report its findings and recommendations at the September 2001 Committee meeting.

2d) and 3a) That the Coordinating Committee amend the Technical Advisory Team's 2001 work plan to change the January 2002 start date for the "Where People Live" Information Need to June 2001 and direct the Team to: 1) clarify the meaning of each address-related parcel attribute in the prototype regional parcel dataset, 2) propose a work plan to address each of the address needs identified as priority enhancements as part of the Pilot Project and investigation of a "point coverage" for multi-unit address data, and 3) present its findings and recommendations at the Committee's September 2001 meeting.

2b) That the Coordinating Committee direct the Technical Advisory Team, with assistance from the counties, to document, for each county, the specific attribute name, definition, type, and availability of data elements needed to populate each of the 14 attribute fields provided in the prototype dataset, as well as, each of those identified in the remainder of these recommendations. In addition, in any case where a county(ies) does not maintain data relevant to a desired attribute or it is not in a useable form, the Team is directed to document the reason. The results of this activity shall be presented to the Coordinating Committee at its September meeting.

Discussion: The county representatives all concurred that if the desired attributes are maintained, they are willing to provide them. They also concurred with the recommendation that the first step is to define who has what. Hennepin County raised a concern about the level of effort may be beyond reasonable expectations to provide some of these attributes. All agreed that the level of effort to provide the data needs to be documented for each desired attribute for each county. Staff proposal to develop a standard form and to provide to each county was acceptable. Each county representative at the meeting also agreed to "shepard" completion of the form through their respective organizations. Following this discussion, all attributes identified in the recommendations (below) were unanimously agreed upon for subsequent versions of the regional dataset if the maintained by the counties and if providing the data would not involve an onerous effort. (*See Item 2j for additional level of effort concern.)*

2l) That the Coordinating Committee direct the Technical Advisory Team to investigate each county's method of addressing the 'private/exempted" attribute, and report its findings and recommendation at the September 2001 Committee meeting.

2m) Following the September 2001 Technical Advisory Team report of its parcel attribute related findings and recommendations to the Coordinating Committee, if some of the description of the desired attributes are found not standardized across the seven counties, direct the Policy Advisory Team to investigate an appropriate liaison with the assessor community so as not to duplicate any of their efforts.

2f) That the Coordinating Committee amend the Technical Advisory Team's 2001 work plan to change the Watershed Jurisdictional Boundary Information Need from January 2001 to "TBD" by Lead Organizations" and request that Washington County to include in their pilot project for MetroGIS an evaluation of the appropriateness of seeking acceptance from the MN Board on Water and Soil Resources to serve as the regional custodian for the regional watershed jurisdiction dataset. .

Discussion: The Team members concurred with Jane Harper's request that MetroGIS defer contacting BWSR until Washington County has completed its pilot project concerning primary custodian roles and

responsibilities. The group also concurred with Ms. Harper's request to give Washington County an opportunity to evaluate the suitability of BWSR to serve in the capacity of regional custodian.

2g) That the Coordinating Committee amend the Technical Advisory Team's work plan to stipulate that in June 2003, the Team should to evaluate the American Community Survey as an option to the North Metro I-35W Corridor Coalition's work in progress to develop the I Block methodology as an means to address the Socio-Economic Characteristics of Areas Business Information Need rather than add a "demographics" attribute to parcels as suggested at the 4/19 Forum.

Discussion: Will Craig stated that endorsement of the American Community Survey would be substantially less expense than the attempting the implement metro-wide the methodology being developed by I-35W. he also acknowledged that the data would not be as robust but that MetroGIS should investigate it as an option. Craig stated that some marriage of the two would probably be the best approach but that he is concerned about the cost of the I-35W methodology. The group agreed with Craig to defer action on this Information Need until June 2003.

2c) That the Coordinating Committee direct the Technical Advisory Team to incorporate the comments received through this Pilot Project into the Team's work in progress to create a freestanding Planned (Future) Land Use regional dataset rather than add a "Planned (Future) Land Use" attribute to parcels as suggested at the 4/19 Forum.

2e) That the Coordinating Committee amend the Technical Advisory Team's 2001 work plan to change the start date for work on the Existing Land Use information need from "TBD" to September 2001 as a freestanding regional dataset, assuming the Team's work on the Planned (Future) Land Use regional solution is complete by that time, rather than add an "Existing Land Use" attribute to parcels as suggested at the 4/19 Forum. "Existing Land Use" is distinguished from "Land Cover", which is a separate Information Need.

Discussion: Jane Harper asked that MetroGIS devise an effective way to help data users understand the and distinguish between existing land use and land cover. The group agreed.

2i) That the Coordinating Committee maintain the current schedule of a March 2002 start for the Land Regulations Business Information Need, which includes "Zoning", and calls for prior completion of the higher priority Planned (Future) and Existing Land Use regional solutions, rather than add a "Zoning" attribute to parcels as suggested at the 4/19 Forum.

Spatial/Geographic Data Recommendations
3a) (**component of 2d**) That the Coordinating Committee direct the Technical Advisory Team to prepare a recommendation to "add a point coverage for multiple-unit address data" as part of the broader recommendations that it is charged with in Task 2d, above.

3b) That the Policy Board 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. 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.

Discussion: Ron Wencl (USGS) questioned the need for the recommended QA/QC procedure. He commented that documenting the assembly process in the metadata for the regional dataset should be adequate. Others disagreed noting the proposed testing (e.g., compare parcel boundary locations to orthoimagery in several areas) would be designed to identify problems that occur during the assembly

process, such as, when Hennepin County's parcel data was reprojected and an intended shift of 60-65 feet occurred that went undetected until after the pilot dataset was distributed for evaluation. Wencl did not object provided the regional custodian was agreeable to the testing process. Rick Gelbmann, (Metropolitan County) concurred that this procedure was in the user communities best interests and stated that the Council, if asked to be the regional custodian, would accept this responsibility provided the level of effort involves a straight forward basic procedure.

3c) That the Policy Board ask the Governor's Council on Geographic Information (GCGI) to take the lead on integrating MetroGIS' regional parcel data solution with a solution for the entire state as part of its Land Records Modernization or similar initiative rather than add one or more of the "collar counties" to the seven metro area counties as suggested at the 4/19 Forum.

Discussion: The group concurred that this request to add the collar counties (those that adjoin the Metro Area) to the subject regional parcel dataset raises the question of how to best integrate MetroGIS' concept of a regional parcel solution with an area integration solution for the entire state. An answer as to how to best integrate multiple regions within states is also fundamental to achieving the vision of the National Spatial Data Infrastructure (NSDI) and best addressed at the state level.

Metadata Recommendations

4a) That the Coordinating Committee direct the Technical Advisory Team to design a metadata template to describe the attributes associated with the regional parcel dataset for approval by the Coordinating Committee at its September meeting. This template is intended to foster consistency in reporting of metadata for attributes among the counties.

4b (component of 1c) That the Policy Board amend the regional custodian roles and responsibilities for the Regional Parcel Dataset that were adopted October 1999 by the Board to add the task of filling out a "quick reference table" with data supplied by the counties for each version/update of regional parcel data.

Discussion: Rick Gelbmann (Metropolitan Council) accepted this proposal as a valuable resource for the MetroGIS data user community, including the Council, and agreed to accept this responsibility if the Policy Board asks the Council to serve as the regional custodian. He also agreed to develop the template, to the general specifications set forth in the staff report, as opposed to the recommendation in the staff report that called for the Technical Advisory Team to take responsibility for developing the template.

4c) That the Policy Board seek voluntary cooperation from each county to provide metadata: 1) for each attribute associated with the regional parcel data set using a template provided by MetroGIS (Item 4a) for which it maintains data and 2) for parcel boundaries in accordance with currently endorsed metadata guidelines. This 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. In addition request that the Policy Board endorse encouraging each county to use the MetroGIS endorsed NSSDA methodology and direct MetroGIS staff to provide a link to the methodology with the proposed template.

Discussion: The group concurred that the recommended metadata policies are laudable goals and should be promoted but that compliance should continue to be voluntary. Gelbmann (Metropolitan Council) suggested that MetroGIS consider facilitating development of compliant metadata by budgeting for staff to assist the counties if they wish the assistance. Harper commented that Washington County took advantage of a metadata development pilot offered by MetroGIS to them as part of their GIS Data and Cost Sharing Agreement and the county was pleased with the results. The county representatives were informed that the metadata for the regional parcel dataset will direct questions about the data to individual counties and that provision of compliant metadata would likely reduce the number of questions. No decision was made by the

counties whether assistance with metadata is desirable. Staff stated the option will be shared with Coordinating Committee for further consideration.

4d) That the Coordinating Committee request the regional custodian to develop, with feedback and advise from the Technical Advisory Team, a "Quick Reference" table to enable users to quickly compare the metadata for parcel data (boundary and attributes endorsed as part of the regional dataset) that will be supplied by each county.

Discussion: Rick Gelbmann (Metropolitan Council) stated that if the Council is asked by the MetroGIS to serve in the capacity of regional custodian, that his staff could take the lead to design this table

Distribution Recommendations

5a) That the Policy Board 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:

i. Automates the data distribution process, including ability to distinguish between data requests that require licensing and data requests that require fees.
ii. Provides the user with the ability to specify a geographic area of interest within the seven county area
iii. Provide users with multiple format choices to the extent possible and practical.
iv. Works in conjunction with the proposed Internet Map Services capabilities. (*Refer to the Reference Section for a summary of this grant-related proposal*
v. As a bid option, provide the user with the ability to specify attributes from all those available for each data theme.

Discussion: The group concurred, at Gelbmann's suggestion, not to require the ability to select attributes from the total available but rather to have the vendors specify the cost as a bid option. Harper commented that the ability to specify geographic area should, in addition to making the data easier for the user to handle, also minimize traffic and congestion on the servers. Staff noted the RFP project team will be recommended for approval by the Coordinating Committee at the May 22 meeting.

5b) That the Coordinating Committee direct the Technical Advisory Team to investigate the cost to deliver, by CD-ROM, each of MetroGIS' endorsed regional datasets on an annual, semi-annual, or quarterly basis for consideration by the Committee at its September meeting. Data users would decide the update frequency when they obtain their parcel data license and provision of CD-ROM's would be provided only upon request. At the September meeting, the Committee will decide whether or not this data delivery method is practical with the assumptions that no customizing would be available and only entire datasets would be available.

Discussion: Gelbmann questioned the need to gear up to provide quarterly updates via CD-ROM unless users request this method of distribution. The members were comfortable with a policy that each user would specify the frequency of their updates (annually, semi-annually, or quarterly) at the time they obtain a license.

5c) Information about School District GIS data format needs. Completed prior to this meeting. No further action needed.

5d) That the Coordinating Committee direct the Technical Advisory Team to recommend a continuous feedback process whereby users can inform the counties of anomalies found in the parcel data for consideration by the Committee at its September meeting.

Discussion: Staff offered this recommendation at the meeting. It was mistakenly left out of the staff report.

5e) That the Coordinating Committee direct the Policy Advisory Team to include questions about satisfaction with MetroGIS endorsed regional data solutions, including the proposed regional parcel dataset, in the upcoming 2001 MetroGIS Participant Satisfaction Survey.

Discussion: Will Craig commented that he has accepted the lead for the 2001 survey and suggested that questions about satisfaction with the endorsed datasets should be included. The group concurred.

The meeting adjourned at 11:55 a.m.

Bill Brown (Hennepin County) thanked the staff support team for their work and noted that the findings from the Forum and the materials in the summary report were useful to them.

Prepared by,

Randall Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS Technical Advisory Team

Cooperation, Coordination, Sharing Geographic Data

Wednesday, August 22, 2001

Land Management Information Center (LMIC)
Room 302, Centennial Office Building
St. Paul, Mn

9:30 – 11:30 a.m.

Agenda

1. Call to Order

2. Accept Agenda

3. Summary of Action Taken By Policy Board on July 11

4. Approve Meeting Summaries *Page*

(a) May 2, 2001 Technical Advisory Team ***action***
(b) May 2, 2001 (Joint Policy/Technical Advisory Teams)

5. Action and Discussion Items:

(a) Modified Team Work Plan - Coordinating Committee Action May 22
(b) Regional Planned (Future) Land Use Dataset ***action***
  (1) Coding scheme
  (2) Custodian Roles and Responsibilities
  (3) Regional Custodian
(c) Regional Parcel Dataset Attributes – Next Steps ***action*** .
(d) Meeting Schedule ***action***
(e) Geography Challenge – MetroGIS Grand Prize Winner
(f) NSDI Web Map Services Grant Award

6. Information Items:

a) DataFinder Use Statistics
b) Status - Internet Enabled Data Distribution Mechanism Request for Proposals
c) The National Map – MetroGIS Comments
d) Status - Business Information Needs
  - Regional Parcel Dataset
    -Available to For-Profit and Non-Profit Interests June 4.
    -Negotiations is Progress Access Public Sector/Academic Interests
  - 2000 Regional Census Geography Dataset

7. Next Meeting

8. Adjourn

Summary
MetroGIS Technical Advisory Team
Room 302 Centennial Office Building, St. Paul
Wednesday, August 22, 2001

1. CALL TO ORDER

The meeting was called to order by Jim Maxwell, Chair.

INTRODUCTIONS:
Team Members Present: Sherry Coatney (Intergragh Corporation), Dan Falbo (ESRI), Jim Maxwell-Team Co-Chair (The Lawrence Group), Blaine Hackett (PlanSight), Bart Richardson (DNR), Ron Wencl (USGS), and Rick Gelbmann (Metropolitan Council), David Brandt, Gordon Chinander, John Connelly, Susanne Maeder, Will Craig, David Claypool, Jim Zimmerman, Rick Persons, Bob Diedrich, (SRF) and Trudy Richter (RRA).

Support Staff: Alison Slaats (Metropolitan Council GIS Unit and DataFinder Lead Support) Mark Kotz, Paul Hanson,

2. APPROVAL OF AGENDA.

There was consensus to accept the agenda

3. POLICY BOARD ACTIONS.

A review of the Policy Board actions in July was offered by Trudy Richter who indicated that the key elements of Policy Board actions included endorsing the regional parcel data set from the pilot phase to a long term commitment; agreeing that MetroGIS should become a member of the National Geodata Alliance; and endorsing the Chair or its designee for the Board of Trustees of the organization. She also indicated that MetroGIS' organizational structure was revised to eliminate the need for a Policy Advisory Team. In addition to the reorganization adopted by the Policy Board, Trudy Richter indicated that another consideration for the Technical Advisory Team was that once an assignment was given to a TAT work group, the results of the work did not need to come back to the full Technical Advisory Team, but could move forward through the approval process. This could hopefully avoid unnecessary steps and meetings. Concerns related to this approach were expressed by Will Craig who indicated that the Coordinating Committee's work would have to increase, since now it provides a rubber stamp, and the group asked to revisit the issue of whether or not work groups should report back to the TAT depending upon the work assigned. Rick Gelbmann agreed that the work group would have more responsibility with this new approach, but also felt that if there were any change resulting from the work performed by the work group as compared to that assigned by the TAT, it would be the responsibility of the work group to report back for consensus.

4. APPROVAL OF MEETING SUMMARIES

Rick Gelbmann moved, seconded by Gordon Chinander, approval.

5. ACTION AND DISCUSSION ITEMS

a. Modified Team Work Plan
Regarding the Modified Team Work Plan adopted by the Coordinating Committee,

Trudy Richter asked that the individuals present focus on the proposed modification to staffing, where the position originally held by Theresa Foster would not be replaced, but that Council GIS staff would assist Randy Johnson in providing support to MetroGIS. There were no concerns expressed with this approach.

b.1. Coding Scheme Endorsement for Regional and Land Use Dataset Paul Hanson presented the feasibility of a regional coding system for future land use data, making four recommendations including a coding scheme, rules and responsibilities of the regional custodian, identifying the regional custodian and recommending that a work group be assigned to look at the issue of intensity of use as an addition to the coding scheme. As background, Paul indicated that initially a study funded by MetroGIS and conducted by the I-35W Coalition looked at the intent of the data set, the use of appropriate codes and whether APA has established codes. They took conclusions of that study to the Coordinating Committee in June 1999, and certain enhancements were made, In June 2000, the data set was accepted by the Coordinating Committee as a prototype for further testing by the Metropolitan Council, using its smart growth approach, and by the I-35W Coalition through its "build out" project. These parties discovered and recommended certain changes to the prototype. On May 15, 2001, a peer review forum was hosted by MetroGIS, where generally, positive responses were received.

Paul Hanson then summarized the current recommendation that includes modifications suggested at the May Forum. The current recommendation is for a two level scheme, which allows comparison of planned land use throughout the region. The first level of the regional coding scheme provides generalized planned land use information. The second level is a subset of level one providing more detailed planned land use information. During the Team's discussion it was emphasized that the Council would use comprehensive plans adopted by local communities to input the coding information into these two levels. More importantly, it was emphasized that no changes will result to locally adopted comprehensive plans as a result of implementing the regional coding scheme, as the regional scheme will serve only as a tool to visualize locally-designated planned land use in a consistent format across the region. Bart Richardson mentioned that unless changes are made to certain wording that's repeated between level one and two, the data sets would not be truly "nested". The reason the same wording was used is because some communities only mapped to level one, so by repeating the words in the level two allows for a design for all communities. It was suggested that a change be made so as the level one and level two words were not the same, or in level two the word was used along with "undifferentiated" so that people reading level two would know it is a generalized term. Paul also indicated the Council does verify the information once it assigns the codes. A County individual indicated this type of information would be very helpful to the Counties. Bart Richardson moved, seconded by Gordon Chinander, the approval of the coding scheme with the minor language change in level two. Motion unanimously approved.

b.2.3. Roles, Responsibilities and Regional Custodian

With the minor language change in level two an appointment of Regional Custodian was discussed and it was moved by David Brandt, seconded by Dan Falbo that the roles and responsibilities be approved and that the Met Council be designated as the Regional Custodian. It was also discussed that it is important to recognize the communities having a role in the roles and responsibilities as they are the ones that have the information that needs to be provided.

b.4. Work Group

Paul Hanson spoke briefly about the need for evaluating whether or not intensity of use should be added to this database. Intensity of use is closely linked to land use and allows a description related to units depending on the property height. Paul indicated a work group was needed to look at more standardized codes for intensity of use to answer the questions of whether or not it's a valuable addition, whether or not the data itself is available, and how it should be represented. In discussing volunteers for the work group it was suggested that Terry Schneider or someone else from the Land Use Coalition join the work group as well as Bart Richardson, Mark Vander Schaaf and perhaps David Windle.

Regarding whether or not to take the current recommendations of the Coordinating Committee at this time, it was the view of the TAT that these land use data recommendations not be taken to the Coordinating Committee until a decision is made on the inclusion of intensity of use data, since there is a potential for changes in roles and responsibilities if that was to occur.

c. Regional Parcel Data Set Attributes

Regional Parcel Data Set Attributes and Next Steps was presented by Mark Katz who indicated that all counties now, including Hennepin, had responded. The Policy Board had originally requested 19 attributes be a part of the Regional Parcel Data Set and Mark indicated that a few more have been added. He also indicated that the "resident's name" parcel attribute is not maintained by the Counties and that the best course of action at this time is to add an attribute to indicate whether or not a parcel is homestead. (*Editor's note: The work underway by the I-35W Corridor Coalition is refining a prototype database that will contain 25+ attributes about each household, including "resident name"*.) In addition to the land value attribute, the year payable attribute was discussed, as it would be unclear to the user of the database which land value was being used. There was discussion that there needs to be an annual update only on the land value, so as to avoid parcel splits and new market value issues. After discussion the various other attributes and their availability or issues associated with each, Mark recommended that the next step should be to get a version out and get reactions and input. Motion was made by Bart Richardson, seconded by John Connolly to accept the fields identified and get a version out.

Regarding the technical procedures of the primary custodian, certain technical procedures were recommended to limit the Council's process in preparing the data as well as to eliminate the potential error. Rick Gelbmann moved, seconded by Susanne Maeder, primary custodian procedures. County representatives present indicated that

sometimes it would be necessary to rewrite the code and it was also discussed that four times a year a schedule of updates would be set. There was a question whether or not these attributes will be available to the private sector. The general response was that the big buyers already have bought it directly from the counties. There was also a question regarding the applicability of FGDC standards and it was agreed that no further recommendations are needed, that they are being used as much as they can be. Will Craig moved, seconded by Gordon Chinander that nothing more would be needed related to FGDC, approved.

d. Meeting Schedule
Jim Maxwell discussed the schedule and October 25 from 2:00 – 4:00 p.m. was set for the next meeting date of the TAT.

6. INFORMATION ITEMS

Allison Slaats presented an update regarding MetroGIS as grand prizewinner of the geography challenge and the NSDI web page map services grant award. Everyone present congratulated Allison for winning the award on behalf of MetroGIS.

There being no further business the meeting was adjourned at 11:40 a.m.

MetroGIS Technical Advisory Team

Cooperation, Coordination, Sharing Geographic Data

Thursday, December 6, 2001

Centennial Office Building, Room 302
(Southeast of State Capitol Building)
St. Paul, Mn

2 p.m. to 4 p.m.

1. Call to Order

2. Approve Agenda

3. Approve Meeting Summary *Page*

a) August 22, 2001	***action***	**2**

4. Action and Discussion Items:

a) 2002 MetroGIS Goals	***action***	**6**
b) 2002 Technical Advisory Team Workplan	***action***	**8**
c) 2002 Meeting Schedule	***action***	**17**
d) Search Engine for MetroGIS Web site (www.metrogis.org)	***action***	**18**
e) Election of Officers Notice (*next meeting*)		

5. Project Updates: **20**

a) Internet –Enabled Data Distribution Mechanism Project
b) Web Mapping Services Project
c) "Next Generation" GIS Data Sharing Agreement
d) Performance Measures Project and Business Plan Update
e) Priority Business Information Needs
- Intensity of Use Workgroup - Regional Planned (Future) Land Use Dataset
- Regional Parcel Dataset
- Regional 2000 Census Geography Dataset
- Lakes and Wetlands

6. Information Sharing **25**

a) MetroGIS DataFinder Winner of Geography Network Challenge
b) GCGI Acceptance Of MetroGIS Request To Investigate A Statewide Parcel Dataset
c) Lessons From Practice: A Guide to Organizing and Sustaining Geodata Collaboratives
d) Policy Board Chair Reinhardt Appointed to National Geodata Alliance's Board of Trustees
e) Metadata Workshops (*September 2001*)
f) Web site Statistics

7. Next Meetings
February 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."

Approved On
2/07/02

Meeting Summary
MetroGIS Technical Advisory Team
Centennial Office Building – Rm 302
December 6, 2001

1. CALL TO ORDER
Chairperson Maxwell called the meeting to order at 2:05 p.m.

Members Present: Bob Basques (St. Paul), Dave Brandt (Washington County), John Connelly (Capital Regional Watershed District), Rick Gelbmann (Metropolitan Council), Susanne Maeder (LMIC), Jim Maxwell (The Lawrence Group), Michael Munson (Metropolitan Council), Bart Richardson (DNR), Ronald Wencl (USGS), and Tim Zimmerman (Hennepin County).

Support Staff: Steve Fester, Randall Johnson, Paul Hanson, and Alison Slaats

2. ACCEPT AGENDA
The agenda was accepted as submitted.

3. ACCEPT MEETING SUMMARY
Wencl moved and Brandt seconded to approve the August 22, 2001, meeting summary as submitted. Motion carried, ayes, all.

4. ACTION AND DISCUSSION ITEMS

a) 2002 Major Tasks and Short Term Outcomes
Randall Johnson provided an updated version (dated December 5, 2001) of staff's suggested major tasks and short-term for MetroGIS that expanded upon the version included in the agenda packet, summarized the changes and asked for comments from the Team members concerning any desired additions or modifications.

Gelbmann called attention to the philosophy of the desired short outcome that calls for integration into the day-to-day activities of the MetroGIS's stakeholders of the tasks fundamental to achieving MetroGIS's mission. The membership concurred with the importance of this outcome to the success of MetroGIS.

Connolly moved and Gelbmann seconded to accept the suggested short term goals and 2002 major tasks (December 5, 2001 version) as submitted with the understanding that the team members have until noon on December 11th to submit any additional comments they wish the Coordinating Committee to consider. Motion carried ayes all.

b) 2002 Technical Advisory Team Workplan
Randall Johnson provided an updated version (dated December 5, 2001) of staff's suggested 2002 workplan for the Technical Advisory Team and summarized the proposed tasks.

Hanson suggested that the proposed workplan should be revised to include recognition that work will be in progress with the Planned Land Use Land Information Need through March or April 2002. The group agreed.

At the suggestion of Member Munson, staff agreed speak to the leadership of the Twin Cities Research Group to explain the regional data sets that are available from MetroGIS and the pending Internet distribution mechanism. It was also agreed that a standing "Technology Trends" information sharing topic would be added as a standing item on each meeting agenda.

Maeder updated the members on work that had occurred at the state level that was relevant to the Lakes and Wetlands Information Need. She and Paul Hanson agreed to present a next steps strategy to the Team at its next meeting.

Connelly moved and Wencl seconded to accept the proposed work plan (December 5th version) revised as suggested concerning the Planned land Use Information Need and forward it to the Coordinating Committee for approval. Motion carried ayes all.

c) 2002 Meeting Schedule

Maxwell moved and Wencl seconded to change from an every other month to a quarterly schedule and to set the following meeting dates for 2002 (all Thursday from 2-4 p.m.): Feb 7, May 9, Aug 8, and Nov 7. Motion carried ayes all.

d) Search Engine for MetroGIS Web Site

Slaats commented on the pending redesign of the MetroGIS web site and the benefits of adding a "key word" search capability given the complexity or the site. Slaats summarized the pros and cons of utilizing the "Google" search engine via mock-ups of the MetroGIS site modified to include this capability and resultant search results pages.

Pros: Google is very robust in that it can search PDF and HTML code. MetroGIS would not have to invest in development or operational costs. The Google engine is free but MetroGIS would have to use the "Google" logo and accept advertisement if Google would choose to use our site for such purposes. "Safe" search protocol would minimize display of search results on pages with the MetroGIS logo from undesirable/in appropriate sites. **Cons:** Google would reserve the right to display advertisements on "search results pages".

Brandt suggested the "Powered by Google" logo as opposed to the "Google" logo used in the mock-ups because it is less conspicuous. Maeder commented that many state agencies use a product called "Inktomi" through a contract with the DNR Bridges project and wondered if MetroGIS would be eligible to be covered under the same contract.

Gelbmann asked whether a contract is involved. In particular, could MetroGIS subtract the Google engine at will if it interfered with another objective of MetroGIS? Slaats stated that a contract is not required. Gelbmann noted that this would be important should MetroGIS wish to seek out paid advertisements on DataFinder to assist with the financing of MetroGIS.

Basques moved and Brandt seconded to recommend that MetroGIS add the Google search engine to the MetroGIS web site until something better comes along. Motion carried ayes all.

(Editor's note: Prior to consideration of this recommendation by the Coordinating Committee, MetroGIS staff learned that MetroGIS could use, free of charge, the Inktomi search engine provided by the DNR through the Bridges project. The search capability was subsequently added without need for further discussion since the concern for the presence of advertisement had been resolved; the would not be any.)

e) Election of Officers Notice

Co-chairs Maxwell and Connelly commented that it is their desire that one or more members of the team will contact them or staff prior to the next meeting to volunteer to chair the Team. Both commented on the importance of the Team's work and the importance of rotating the leadership to the long-term vitality of the Team.

5. PROJECT UPDATES

a) Internet – Enabled Data Distribution Mechanism

Slaats commented that Syncline, the top-rated proposer, had been offered the contract and that negotiations were in progress to complete the first milestone – a functional requirements document. The

next phase, preparation of a systems design document, is expect to be complete by early February. Staff agreed to post each major milestone final document on the MetroGIS Web site. Members were encouraged to speak with staff if they wished to participate on the project team. Staff also noted that the Technical Advisory Team will be looked to to be the nucleus of the Peer Review Forum that will be held to evaluate the Alpha version of the on-line application expected to occur around April. There was some discussion of the functionality sought; in particular, the ability of the users to obtain data in a variety of formats. Staff summarized the multiple format translation capabilities that the SaveSoft SpatialDirect and FME products will provide.

b) Web Mapping Services

Slaats commented that MetroGIS's NSDI-funded Web Mapping project has been on hold since the training was received in September to coordinate with the Internet Data Distribution Project. She explained some of the benefits of Web Mapping Services, the objective to conform with OpenGIS Consortium standards, and that the project would be get underway shortly.

c) "Next Generation" GIS Data Sharing Agreement

Johnson commented that the current GIS Data Sharing Agreements expire December 31, 2001. He noted that the "next generation" agreement with the seven counties would address only parcel data. Non-licensed data produced by the counties will continue to be shared without fee to government under the rules of the previous agreements. Johnson noted that an agreement-in principle had been achieved with each of the seven counties concerning them permitting the Metropolitan Council to assemble parcel data from each county and redistribute it in part or in whole to government and academic interests. He noted that each county had also agreed to the data specifications endorsed by the Coordinating Committee. Finally, it was noted that the goal is to distribute the next version or the regional parcel dataset in March via CD, with Internet distribution beginning by September.

d) Performance Measures

Johnson summarized progress made to identify performance measures for MetroGIS to use to determine whether the organization is achieving its goals and effectively carrying out its functions. Board approval will be sought in April 2002.

e) Priority Business Information Needs

Hanson and Johnson updated the Team on the progress made on the Planned Future Land Use, Parcel, 2000 Census Geography, and Lakes and Wetlands regional datasets. There was some discussion of the benefits of regional datasets – interoperability among them, as much uniformity with them as possible across them when a product of multiple producers, and a formal feedback mechanism regarding data specifications and roles and responsibilities.

Staff and co-chair Maxwell summarized the talks that are underway with the US Census Bureau to explore the possibility of integrating locally produced street centerline, MCD boundaries, and census geography into TIGER. Brandt noted that several cities in Washington County had already completed efforts to align census geography with parcel and street centerline data. Gelbmann asked if possible to share this work with the Council's consultant. Brandt believed so agreed to check into this request.

6. INFORMATION SHARING

There was no discussion of the materials included the agenda packet. Maxwell encouraged the members to read through this material on their own and to speak with staff if they have questions.

7. NEXT MEETING

February 7, 2002.

8. ADJOURN

Co-Chair Maxwell adjourned the meeting at 3:55 p.m.

Prepared by,

Randall L. Johnson, AICP
MetroGIS Staff Coordinator

MetroGIS Technical Advisory Team

Cooperation, Coordination, Sharing Geographic Data

Thursday, February 7, 2002
Centennial Office Building, Room 302
(Southeast of State Capitol Building)
St. Paul, Mn

2 p.m. to 4 p.m.

1. **Call to Order**

2. **Approve Agenda**

3. **Approve Meeting Summary** — *Page*
   a) December 6, 2001 — ***action*** — ***1***

4. **Summary of January Policy Board Meeting**

5. **Action and Discussion Items:**
   a) Election of Officers — ***action*** — ***5***
   b) Coordinating Committee Addition to Technical Advisory Team Workplan — **6**
   c) 2002 Workplan – Workgroup Assignments — ***action*** — ***8***
   d) Internet –Enabled Data Distribution Mechanism Design Feedback — **14**

6. **Project Updates:** — **16**
   a) Priority Business Information Needs
      - Regional Parcel Dataset – Adopted Data Specifications and Custodial Roles
      - Intensity of Use Workgroup - Regional Planned (Future) Land Use Dataset
      - Regional 2000 Census Geography Dataset
      - Lakes and Wetlands
      - Regional Custodian for School District Jurisdictional Boundaries

   b) "Next Generation" GIS Data Sharing Agreement
   c) Performance Measures Project and Business Plan Update

7. **Information Sharing** — **25**
   a) Geographic Information Technology Trends – Bob Basques (City of St. Paul)
   b) GCGI Progress On MetroGIS Request To Investigate A Statewide Parcel Dataset
   c) Redesign and Enhancement of MetroGIS's General Web Site (www.metrogis.org)
   d) Lessons from Practice: A Guide to Organizing and Sustaining Geodata Collaboratives
   e) Registration of "MetroGIS" and "MetroGIS DataFinder" names
   f) U.S. Census Bureau Interest in Integrating Local Data in Their TIGER Database
   g) Australian Public Mapping Agencies – Parallels to MetroGIS
   h) MN GeoGateway Receives IT Collaboration Award
   i) Web site Statistics
   j) MetroGIS Committee and Board Minutes

8. **Next Meeting**
   May 9, 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 Technical Advisory Team
Centennial Office Building – Rm 302
February 7, 2002

1. CALL TO ORDER
Chairperson Maxwell called the meeting to order at 2:05 p.m.

Members Present: Bob Basques (St. Paul), David Claypool (Ramsey County), Sherry Coatney (Intergraph Corp.), John Connelly (Capital Regional Watershed District), Bob Diedrich (SRF Consulting), Dan Falbo (ESRI), Rick Gelbmann (Metropolitan Council), Jane Harper (for Dave Brandt)(Washington County), Susanne Maeder (LMIC), Jim Maxwell (The Lawrence Group), Michael Munson (Metropolitan Council), Bart Richardson (DNR), Ronald Wencl (USGS), and Tim Zimmerman (Hennepin County).

Support Staff: Steve Fester, Randall Johnson, Mark Kotz, and Alison Slaats

2. ACCEPT AGENDA
The agenda was accepted as submitted.

3. ACCEPT MEETING SUMMARY
Member Maeder suggested a clarification of the wording in item 4d. She stated that some state agencies choose to use the Inktomi search engine provided by the Bridges project through the DNR, as opposed to being required to do so. This change was accepted and the modifications to the summary were made.

Wencl moved and Connelly seconded to approve the modified December 6, 2001 meeting summary. Motion carried, ayes, all.

At this point, Johnson took a moment to explain changes to the Team's Support Staff structure. Kotz will now be providing leadership from a staff perspective, Slaats will continue to provide information on internet-related items, and Fester will record meeting minutes and provide team logistics support.

Johnson thanked Kotz for accepting the invitation to serve as staff leader for the team.

4. SUMMARY OF JANUARY POLICY BOARD MEETING
Member Johnson summarized the items acted on at the January 9 Policy Board meeting.

5. ACTION AND DISCUSSION ITEMS
a) Election of Officers
Co-Chair Maxwell asked the Team if anyone was willing to volunteer to serve as a co-chair, or as chair and vice-chair. Maxwell briefly explained the roles of Team Chair. There were no volunteers, and the current leadership structure remained in place. No action was taken on this item.

b) Coordinating Committee Addition to Technical Advisory Team Workplan
Co-Chair Maxwell stated that any Team Member interested in participating in a workgroup to develop a means to simplify and streamline use of census data should contact Will Craig. Zimmerman volunteered for this role and was to be in touch with Craig to start this process.

c) 2002 Workplan - Workgroup Assignments
Staff Member Johnson spoke about the importance of a forum prior to the launch of the Future Land Use dataset. The forum would focus on the applications of the data. A mass mailing, likely via email, will be

sent to announce this forum. This forum is expected to take place in mid-May. Another forum to initiate work on the proposed existing land use dataset is expected to occur somewhere between early May and mid-June.

Co-Chair Maxwell asked for volunteers to help plan either forum. Member Munson volunteered, while also suggesting a non-Metropolitan Council member to be involved. Harper suggested a representative from the American Planning Association, as the forum is to focus on how the data can be used.

d) Internet-Enabled Data Distribution Mechanism Design Feedback
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 gave an overview of the mechanism. It will allow users to browse data before downloading an entire dataset, and will also allow people to select and download only parts of a dataset - 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.

Jane Harper asked about the mapmaking potential of this technology. Slaats explained that the map services could be directly accessed from any desktop GIS software that can read OGC compliant Web Map Services. None are currently on the market but Sherry Coatney explained that GeoMedia will have this functionality when the OGC standards are finalized. The data distribution application itself has a feature that creates a map, but it is designed only for the purpose of viewing a few datasets that one might want to download and not for making actual maps.

Slaats invited comments and questions regarding the mechanism to be directed to MetroGIS staff.

6. PROJECT UPDATES
a) Priority Business Information Needs
There was no discussion of the information presented in the agenda packet.

b) "Next Generation" GIS Data Sharing Agreements
Member Claypool explained that agreements are close to being finalized with all seven counties.

c) Performance Measures Project and Business Plan Update
There was no discussion of the information presented in the agenda packet.

7. INFORMATION SHARING

Chair Maxwell mentioned an issue that had been raised related to ArcIMS image map services. Contrary to previous assumptions, methods do exist to download data from these image services. DataFinder Coordinator Slaats said that proprietary datasets have been removed from such image services and that staff will continue to look into and monitor this situation.

Member Basques gave a presentation on Scalable Vector Graphics technology.

There was no discussion of the other topics presented in the agenda packet.

8. NEXT MEETING
May 9, 2002

9. ADJOURN
Co-Chair Maxwell adjourned the meeting at 4:05 p.m.

Prepared by,

Steve Fester
MetroGIS Support Staff

MetroGIS Technical Advisory Team
2002 Work Program Working Document

Last Updated 04/24/2002

The Scope of Our Work...

TAT Purpose Statement:

The MetroGIS Technical Advisory Team is responsible for:

a) recommending technical strategies and mechanisms and
b) framing policy needs for consideration by the Coordinating Committee related to resolving data access, data content, and standards obstacles that must be overcome to achieve wide-spread sharing of geographically-referenced data among MetroGIS stakeholders.

Responsibilities:

- Identify the datasets and their characteristics which provide the greatest utility for the Metro Area GIS data user community.
- Identify or develop standards and/or guidelines that facilitate data sharing among participants of MetroGIS.
- Identify policy needs concerning content of priority regional datasets.
- Identify and frame policy issues concerning delivery and access of data endorsed by MetroGIS as regionally significant.
- Monitor and evaluate user satisfaction with MetroGIS-endorsed datasets.
- Monitor and evaluate user satisfaction with MetroGIS DataFinder's functionality.
- Remain current regarding Geographic Information Systems technology and related capabilities especially as they apply to the needs of the MetroGIS community.

The Structure for Assigning Work.....

Workgroups:

Much of the work of identifying and evaluating options will be accomplished through special purpose, topic-specific, workgroups created by the Team. The Team's primary duty will be to direct and coordinate the work of its special purpose information need workgroups, ad-hoc workgroups, consultants, and staff to accomplish the Team's assigned responsibilities and tasks. Depending on the topic, special purpose workgroups, once created, may report their findings directly to the Coordinating Committee to expedite the decision-making process

What the Coordinating Committee has asked us to do this year.....

TAT Tasks for 2002

The TAT has three main categories of work for 2002.

1. Priority Business Information Needs
2. Enhance Access to Shared Data (DataFinder)
3. Customer Needs and Satisfaction

A table of specific tasks follows. A description of the general responsibilities of each category is listed below the tasks table.

I would like to see a "Lead TAT Member" assigned to most tasks. This person would be responsible for seeing to it that the task is completed and would also report progress back to the team. These Leads do not necessarily have to do the work, but do need to keep tabs on it. If no TAT member is willing to act as the Lead for a particular task, then perhaps we need to look outside of the TAT for a new member who will. If no new member can be found to accept this responsibility, then perhaps we need to recognize that the TAT is not involved with the task..

Priority Business Information Needs

2002 Task	Who is Working on This? (Lead TAT Member (if any) in Bold) Other workgroup members do not have to be part of TAT	Work Group Status	Start/End
Regional Lakes, Wetlands, etc Information Need *Liaison with state initiative*	**Susanne Maeder** (LMIC) Paul Hanson (Met. Council) GCGI has one or more groups working on this. No need to duplicate effort.	GCGI working on it	Jan - ?
Socioeconomic characteristics of areas (focus 2000 census data)	Will Craig (U of M) leading workgroup to look at making census tables easier to use. Members are thought to include: **Tim Zimmerman** (Hennepin Co.), Jane Harper (Washington Co.), Mark Vanderschaaf (St. Paul), Kathy Johnson (Met. Council)	MetroGIS affiliated group has formed	Jan - ?
Parcels – complete tasks as directed at May 2, 2001 joint PAT/TAT meeting: ▪ quick reference table ▪ quality assurance/quality control plan - Done ▪ plan for address issues ▪ metadata template ▪ process for data anomaly feedback to counties	Curt Peterson, (Ramsey Co.), Mark Kotz (Met. Council)	Need to form to work on new issues	Jan 02-Dec 02?
Regional 2000 Census Geography	**Rick Gelbmann** (Met. Council), Jim Maxwell (TLG), Tanya Mayer (Met. Council)	Exists	Jan 02 – Apr 02
Co-host Regional Planned (Future) Land Use Launch Forum with other key organizations (i.e., Sensible Land Use Coalition, MnAPA)	**Michael Munson** & Paul Hanson (Met. Council), Randy Johnson (MetroGIS)	Exists	May 02 (assume Board endorses 4/02)
Regional Existing Land Use Information Need Peer Review Forum	Paul Hanson (Met. Council), Randy Johnson (MetroGIS)	Need to form soon	May 02 – Jun 02 Forum Jun02-Oct 02 Next Steps
Regional Highways and Roads Information Need Peer Review Forum		Need to Form	Aug 02–Sep 02
Identify "second generation" common business information need priorities	Randy Johnson (MetroGIS)	Will need eventually	Nov 02- Dec 02 Design (Administer 2003)
Parcel Data Users Forum (public/academic version)	Randy Johnson (MetroGIS) Met. Council staff member	Will need eventually	Nov 02- Dec 02 Design (Administer 2003)
Watershed District Boundaries Information Need			?? 02

Enhance Access to Shared Data

2002 Task	Who is Working on This? (Lead TAT Member (if any) in Bold) Other workgroup members do not have to be part of TAT	Work Group Status	Start/End
Convert map services on DataFinder to OGC compliant (NSDI-funded project)	**Alison Slaats** (DataFinder Manager), Data Finder Team (Includes: David Arbeit & Chris Cialek (LMIC), Curt Peterson (Ramsey Co.) Randy Knippel (Dakota Co.) Rick Gelbmann, Randy Johnson, Mark Kotz (Met. Council), Syncline (Consultant))	Exists	Sep 01-May 02
Implement Internet-Enabled Data Distribution Mechanism per specifications set forth in RFP	**Alison Slaats** (DataFinder Manager), Datafinder Team	Exists	May 01–Aug 02
Foster implementation of OGC-compliant Web Mapping Services by stakeholder organizations per NSDI grant	Alison Slaats (DataFinder Manager)	None Needed	May 02-Sep 02
Host WEB Mapping Service training/workshop per NSDI grant	Alison Slaats (DataFinder Manager)	Needed	May 02
Host metadata training workshop	**Mark Kotz** (Met. Council), Chris Cialek and Nancy Rader (LMIC)	Exists	Fall 2002
Modify "Data Theme Categories" on DataFinder to correspond with ISO Data Themes	Mark Kotz & Alison Slaats (Met. Council) **Susanne Maeder** & Chris Cialek (LMIC)	Exists	Start upon FGDC approval

Customer Needs and Satisfaction

2002 Task	Who is Working on This? (Lead TAT Member (if any) in Bold)	Work Group Status	Start/End
Investigate options for using MetroGIS web site as way for stakeholders to record, share and direct feedback about desired data and data distribution enhancements.	MetroGIS Technical Support Team (**Johnson**, Steve Fester, Slaats)	Exists	Jan02-Mar 02
Review data received from performance measures	Randy Johnson (MetroGIS), Consultant Team	None Needed	Apr - Dec 02
Investigate benefits of facilitating development of applications that address common business needs of the MetroGIS community and that are dependent upon MetroGIS's endorsed regional datasets. (*Part of Participant Satisfaction Survey and Business Plan Update to be conducted by the Coordinating Committee*)	Consultant Team	Will be needed eventually	Nov 02 - ??

General Responsibilities for TAT Work Program Categories

1) Priority Business Information Needs

- Information Needs Workgroup Process – Oversee process to define desired regional data specifications, identify candidate data custodians, and define custodian responsibilities for each priority information needs. See Table below for 2002 activities.
- Redefinition of Priority Information Needs Project - Participate in the redefinition of priority information needs identified as part of the Business Plan Update and recommend the next priority information needs to be addressed by MetroGIS.
- Data Standards -- Recommend solutions to data standards needs necessary to enhance the effectiveness of data sharing.
- Regularly report progress -- Keep the Coordinating Committee apprised of progress made to address priority information needs.

2) Enhance Access to Shared Data (*DataFinder - Data Search and Distribution Mechanism*)

- Facilitate collaboration: – Recommend and provide guidance concerning development of applications and scripts; telecommunication and related solutions for security issues; institutional solutions needed to improve on-line access to shared data.
    - Communication options
    - Resources
    - Group Purchases
    - Identify Security Issues – Best Practices
    - Integrate Web Mapping Service Technology With Technology to Provide Access to Source Data
- Metadata Enhancements –Monitor and provide guidance concerning development of metadata for core regional data and posting it with DataFinder.
    - Monitor usage
    - Integrate Legacy Datasets
    - Integrate into Job Position Descriptions and Everyday Use
    - Enhance Geographic Search Capabilities (e.g., 2001-02 NSDI Web Mapping Service Grant Project)
    - Provide FTP Download Capabilities
    - Promote use of metadata guidelines
    - Promote increased diversity of organizations posting metadata on DataFinder and increased number of the metadata records
- Coordinate with Minnesota's GeoGateway -- Maintain coordination links, as necessary, to insure coordination of design and procedural matters between Minnesota's GeoGateway and MetroGIS DataFinder.
    - Coordination Links
    - Monitor technical developments that impact NSDI Clearinghouse activities and DataFinder efforts.

3) Customer Needs and Satisfaction

- Regional Data Policy: Co-host data users forums with regional custodians and oversee follow-up with recommendations to enhance endorsed datasets.
- Regional Data Distribution Policy (DataFinder): Assist staff and the Coordinating Committee, define and monitor performance measures to periodically evaluate who is using DataFinder, what data are being accessed, user satisfaction with the functionality provided, and recommend enhancements as needed.
- Information Sharing: Provide a forum to share uses of geographic information technology that improve efficiency and effectiveness of organizations that comprise the MetroGIS community.

4) Privacy Issues Relating to Access

(Note: These activities are generally incorporated into the Team's work to recommend solutions for each priority business in formation needs – Section 1.)

Identify issues relating to distribution of sensitive data of regional significance and recommend widely acceptable guidelines, in particular universal data summary/aggregation units, to address issues relating, but not limited to:

- Sensitive Data
- Definition of Public Data
- Responsibility of Data Security
- Data Practices Act

5) Coordinate with the Governor's Council on Geographic Information (GCGI)

Responsibility: Monitor activity of the GCGI and others, as appropriate, and seek participation and coordination in work of others relevant to MetroGIS.

Tasks: (not covered by Coordinating Committee**)**

- GCGI Standards Committee (MetroGIS Technical Support Staff)
- GCGI Hydrographic Committee (MetroGIS Technical Support Staff)

6) Other: As defined by the MetroGIS Coordinating Committee

MetroGIS Technical Advisory Team

Cooperation, Coordination, Sharing Geographic Data

Thursday, May 9, 2002

Centennial Office Building, Room 302
(Southeast of State Capitol Building)
St. Paul, Mn

2 p.m. to 4 p.m.

1. **Call to Order**

2. **Approve Agenda**

3. **Approve Meeting Summary**
   a) February 7, 2002 ..... *Attachment*

4. **Meeting Reports**
   a) March 20 Coordinating Committee Meeting ..... Will Craig/Randy Johnson
   b) April 10 Policy Board Meeting ..... Will Craig/Randy Johnson

5. **Items Requiring Action or Discussion:**
   a) TAT 2002 Work Program – Need Feedback ..... Mark Kotz

6. **Project and Workgroup Reports**
   a) Regional Parcel Dataset – Status Report ..... Mark Kotz
   b) Internet Data Distribution Mechanism
      * Summary of Responses to beta test ..... Alison Slaats
      * E-Commerce Component ..... Randy Johnson
   c) Regional Planned Land Use Dataset ..... Paul Hanson
   d) Existing Land Use Business Information Need ..... Paul Hanson
   e) Socioeconomic Characteristics of Areas ..... Tim Zimmerman
   f) Hydrology Data Workgroup ..... Susanne Maeder
   g) Regional 2000 Census Geography ..... Rick Gelbmann
   h) Highways and Roads Business Information Need ..... Jim Maxwell

7. **Information Sharing**
   a) ~~Technology Trends~~
   b) Modification of DataFinder maps ..... Alison Slaats
   c) NSDI CAP grand update ..... Alison Slaats
   d) Web Statistics – DataFinder and MetroGIS sites ..... Steve Fester

8. **Next Meeting** = August 8, 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."

4. Meeting Reports

4a & b) March 20 Coordinating Committee & April 10 Policy Board

- Authorization was received to nominate MetroGIS for URISA's ESIG Award and Governor's Council GIS Project Commendations in 2002
- Regional data specifications and custodial roles and responsibilities were endorsed the newly developed regional Planned Land Use dataset and the Metropolitan Council was appointed as the regional custodian. For more information about the regional dataset and how to obtain it see www.metrogis.org/data/datasets/planned_land_use/index.shtml.
- A Performance Measurement Plan for MetroGIS was adopted. To view the adopted plan, see www.metrogis.org/benefits/perf_measure/index.shtml.
- The Board accepted a proposal by the staff to investigate the lack of interest in the private sector version of the Regional Parcel dataset in preparation for the annual review of this dataset. Chairperson Reinhardt also requested Hennepin County to grant a time extension permitting the Metropolitan Council to assemble and distribute this dataset.
- The Policy Board heard a presentation from each of the seven counties about their respective GIS programs – accomplishments, who they serve, fee structures, etc.
- A MetroGIS Participation Appreciation Event was set for November 14, 2002. Everyone who has served on the Board, Coordinating Committee, Technical Advisory team, or special workgroup will be invited to attend. The program will be in the evening at the Ramsey County Courthouse. Anyone who would like to assist with the arrangements, please call Randall Johnson, MetroGIS Staff Coordinator, at 651-602-1638.

5. Items Requiring Action or Discussion

5a) TAT 2002 Work Program – Need Feedback - *Mark Kotz*

I recently took on the role of being the main organizing staff person for the TAT. I have to admit that I have a limited amount of time to devote to this and will not be able to give it the kind of treatment that Theresa Foster gave it. In order to basically get my arms around the TAT and understand what it is we are doing, or supposed to be doing, I reviewed the various documents related to the workplan and scope of the TAT. I then attempted to combine all of this (without changing the content) into one document (See attached document ***MetroGIS Technical Advisory Team - 2002 Work Program Working Document***.)

Because we meet quarterly, it seems there is ample time for some of us (certainly me) to forget some of the many projects with which we are involved. My hope is that this can be a living document that allows us to periodically check in on what we are doing and what have yet to do, as well has helping us define and document who has accepted responsibility for various workgroups and projects.

Please review this document and provide your reaction and feedback. Note that I have attempted to assign a lead TAT member to each of the workgroups.

6. Project and Workgroup Reports

6a) Regional Parcel Dataset Status Report

Parcels – complete tasks as directed on May 22, 2001

- **Quick reference table** - This seemed to be intended for initial attribute comparison prior to creating the regional dataset. **Done.** Any further attribute comparisons can be put into the regional parcel metadata. If users determine that the metadata is insufficient, then we can put more resources into this issue in the future.

- **Quality assurance/quality control plan** - This was an issue of making sure the projection from county coordinates to UTM was done properly. To resolve this, the roles & responsibilities stated that the county would do this projection, not the regional custodian. It further stipulated that the regional custodian would check to see that the data seemed to line up OK with the orthophotos. However, some counties still sent the data in county coordinates (Washington and Hennepin). These seemed to line up well with the orthophotos after projection by Met. Council. **Done**

- **Plan for address issues** - Has not been addressed. Issues need to be clearly defined.

- **Metadata template** - All counties have parcel metadata on DataFinder (except Carver, which is on its way) and regional metadata is done and out for review by the counties. Its all in MGMG format. User forum will be used to get feedback on existing metadata. **Done**

- **Metadata in general** - Is there enough metadata for geography or for attributes? Ultimately the user community will have to respond to this issue. Seems best to do this at the forum.

- **Process for data anomaly feedback to counties** - Has not been addressed. Working group could look at it or could wait for user community input at forum.

New Issues

- **Multiple parcels in same 2D space** - Evaluate the use of point data and/or overlapping polygons to account for places where multiple parcels are in the same 2D space. - Has not been addressed. Working group will have to look at this.

- **Rights-of-way and other non-standard parcels** - Should these be included in regional parcel data or not? What are the issues?

A working group is now needed to work on some existing things, but mainly on the new issues.

6b) Internet Data Distribution Mechanism

Summary of Responses to Beta Test - *Alison Slaats*
MetroGIS launched the beta version of the MetroGIS DataFinder data distribution application on April 12th. Over 80 MetroGIS Stakeholders were invited to participate in testing the beta application. Feedback about the application was provided via an on-line survey and by individual emails. Since the deadline for completing the survey was May 3rd, the results could not be compiled in time for this packet being mailed. The results will be presented at the TAT meeting.

eCommerce Scoping Study - *Randy Johnson*
A component of MetroGIS's Internet Data Distribution Mechanism Project involved a study to scope-out an eCommerce extension. It was completed in early April and provides cost estimates and identifies the design components necessary to permit access by non-government interests to parcel data via the same automated Internet mechanism that will be available to government and academic interests. The preliminary cost estimate is between $38,000 and $63,000, depending on options selected. MetroGIS staff intend to speak with each county, the Metropolitan Council, and several private sector interests to devise a "next steps" recommendation for consideration by the Coordinating Committee in June.

6c) Regional Planned Land Use Data - *Paul Hanson*

On March 20th, 2002, The Coordinating Committee reviewed and approved the policy components for the solution to the MetroGIS community's Planned Land Use common information need and forwarded them to the Policy Board. On April 10th, 2002, the Policy Board approved all components of the Planned Land Use dataset. The policy components are as follows:

1) **Desired specifications for the Regional Planned Land Use dataset (polygons, coding scheme, and relational (linked) databases)**
2) Roles and responsibilities of the regional custodian organization(s)
3) The designation the Metropolitan Council as the organization to serve in the capacity of regional custodian.

A full description of the dataset components will be eventually available on www.metrogis.org. Currently, a copy can be obtained from MetroGIS staff (randy.johnson@metc.state.mn.us or paul.hanson@metc.state.mn.us).

A "launch forum" for the public release of the Planned Land Use Dataset is scheduled for May 23, 2002. It will be co-sponsored by MetroGIS, Sensible Land Use Coalition, North Metro I-35W Corridor Coalition, Metropolitan Council, and MnAPA. Metro Area city planners, in particular, will be encouraged to attend to learn about this dataset and how to access it. The Metropolitan Council, acting in its role as regional custodian, will be distributing the dataset free of charge and without license via MetroGIS DataFinder (electronic distribution) to anyone who wishes access.

6d) Existing Land Use Information Need - *Paul Hanson*

As part of the Planned Land Use "launch forum" for May 23, 2002, a "kick off" discussion will introduce the MetroGIS Existing Land Use Common Information Need to the planning community. A major discussion point is whether the regional land use coding scheme developed for the Regional Planned Land Use dataset can be utilized for an Existing Land Use dataset. Having many of the Metro Area city planners in attendance, a brainstorming session on the pros and cons of utilizing the same land use coding scheme is scheduled. Other agenda items will be the possible development of a work group for the Existing Land Use dataset to evaluate forum comments and establish the necessary next steps to help fulfill the MetroGIS Common Information Need for an Existing Land Use dataset. Please contact Paul E. Hanson (paul.hanson@metc.state.mn.us) if you have any concerns or comments regarding this Information Need.

6e) Socioeconomic Characteristics of Areas - *Tim Zimmerman*

A (virtual) workgroup consisting of Will Craig, Mark Vanderschaaf, Jane Harper, Gary Swenson, Randy Johnson, Tanya Mayer, and Tim Zimmerman is discussing how best to provide data from Census 2000 for the seven county metro area, at multiple geographic levels, that meets two needs: 1) summary of Census 2000 information in text (report) form for various geographic levels, and 2) data from Census 2000 which is readily available for mapping purposes.

The consensus at this point seems to be that the Demographic Profiles which are provided by the Census Bureau, at American FactFinder, will work well for most geographies, with the exception of township, and St. Paul and Minneapolis neighborhoods. There is thus no need to duplicate that information. Access to profiles for the missing geographic levels will be provided.

Discussion is in process as to the requirements for Census 2000 datasets which are "ready-to-be mapped", and the best method for providing those data. The goal is to create datasets which are as easy to use as possible for the typical researcher/planner/analyst who may not be accustomed to the (extensive) data manipulation required to pull together the census data as provided by the Census Bureau and put it into a format that is ready to be used with GIS.

6f) Hydrography Data – Workgroup Report - *Susanne Maeder*

The Governor's Council Hydrography Committee hosted two significant meetings in March. On March 19, the Committee held an all-day National Hydrography Dataset Overview and Training Session at the Minnesota Pollution Control Agency. The presenter was Cindy McKay of Horizon Systems, a key member of the NHD Development Team. Also taking part was Keven Roth, the USGS director of NHD development. Many Hydrography Committee members attended the meeting, along with MPCA staff.

On March 20, there was a smaller, follow-up meeting with the NHD Development Team, specifically to discuss Minnesota issues relating to developing 1:24,000-scale NHD data. Because Minnesota is using the already-created DNR 24K-enhanced streams and lakes layers as input to create 1:24,000-scale NHD, some of the standard processing steps to create NHD using 1:24,000 linework and 1:100,000 DLG Hydrography data must be modified. DNR has also spent considerable time in adding attribute information important to its business needs – and does not want to lose this information when the data is incorporated into the NHD format. Maintenance, updates, and assigning basic custodial responsibility for the dataset were also discussed. A copy of the DNR issues write-up can be obtained from Susanne Maeder (susanne.maeder@mnplan.state.mn.us) 651-297-4986.

For those interested, 1:24,000 NHD data is now available for six USGS 8-digit cataloging units (DNR Major Watersheds) in Minnesota. See http://nhd.usgs.gov. Watersheds already available include the Mississippi watershed through the Twin Cities, and 5 watersheds in southeastern and south-central Minnesota. (Numbers represent the USGS HUC codes needed to download the data, and the DNR Major Watershed Number)

07010206 (20) Twin Cities
07020011 (32) Le Sueur
07040001 (38) Rush-Vermillion
07040002 (39) Cannon
07040004 (41) Zumbro
07040008 (43) Root

The Spatial Analysis Research Center at St. Cloud State University and the Land Management Information Center are each creating 24K NHD data for two cataloging units in the Mississippi headwaters area. This development is being done under contract with the Minnesota Pollution Control Agency.

You can download an "NHDinArc" application for viewing the data in ArcView. Also available is a "Reach Indexing Tool", useful for indexing river point (such as gaging or water quality monitoring stations) and line segment data, (such as habitat improvement areas or fisheries survey areas) to the hydrography linework. MPCA is actively indexing data to the 100K hydrography data using these tools.

6g) Regional 2000 Census Geography - *Rick Gelbmann*

6h) Highways and Roads Business Information Need - *Jim Maxwell*

A working group is needed to move this task along.

7. Information Sharing

~~**7a) Technology Trends**~~ - No volunteer

7b) Modification of DataFinder maps - *Alison Slaats*

The interface for the DataFinder interactive maps was modified slightly to make the maps compatible with the latest versions of Netscape (6.2) and Internet Explorer (5.5). Please contact Alison if you have any comments/questions about the changes.

7c) NSDI CAP grant update - *Alison Slaats*

MetroGIS was awarded an NSDI grant to implement web map services that are compliant with the standards from the OpenGIS Consortium (OGC). Many of the requirements of this grant are being met by the "behind-the-scenes" functionality of the MetroGIS DataFinder Data Distribution application. The server module that runs the application actually outputs WMS. A midterm report was submitted to FGDC in April summarizing the work on the grant to date. In addition, at the request of FGDC, Alison Slaats presented a summary of the project at the ASPRS/FIG conference in Washington DC on April 23. Please contact Alison Slaats if you would like to see either the midterm report or the presentation.

7d) Web Stats – DataFinder and MetroGIS Site - *Steve Fester*

2002 DataFinder Web Activity Report

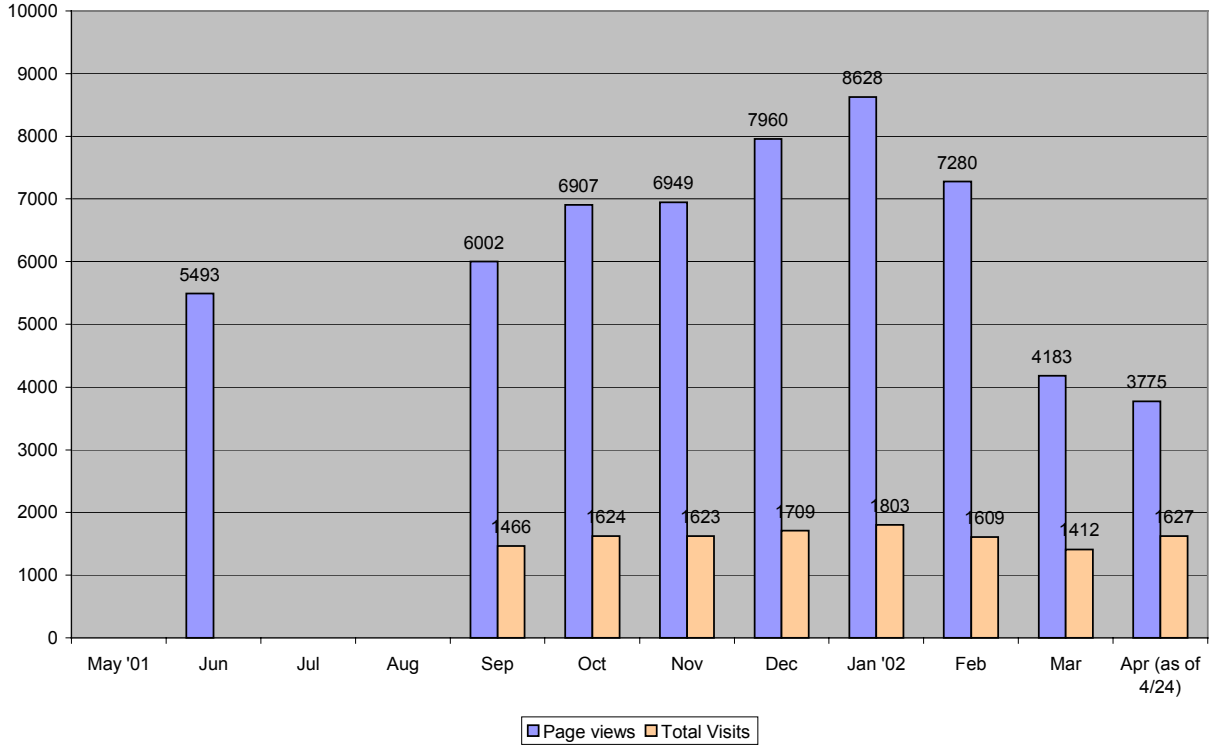
General statistics on DataFinder site (www.datafinder.org)												
	January	February	March	April *(as of 4/23/02)*								
Average Hits Per Day	681	749	2,718	3,388								
Average Page views Per Day	365	383	1,145	1,466								
Average Visitors Per Day	106	114	126	136								
Average Visitors Session Length (minutes)	6:31	6:49	8:14	10:55								
Unique visitors per month – Total for the month	1,389	1,450	1,811	1,468								
Visitors Who Visited Once – Total for the month	1,059	1,123	1,398	1,135								
Visitors Who Visited More Than Once – Total for the month	330	327	413	333								

Total number of hits shows you all successful hits including HTML pages, pictures, forms, scripts and files downloaded each day on average.
Average Page Views (Impressions) tells you how many pages were by all visitors combined each day on average.
Average Visitor Sessions Per Day tells you how many visitor sessions your site had each day on average.
Average Visitor Session Length tells you how long the average visitor session was (in minutes.
Unique visitors are a count of unique IPs for the period of the report.
Number of Unique Users tells you how many visitors visited your site determined by IP addresses & domain names
Number of Users Who Visited Once tells you how many visitors came to your site one time by counting single occurrences of visitor sessions.
Number of Users Who Visited More Than Once tells you how many visitors came back to your site by counting repeated visitor sessions.

GIS data Downloads

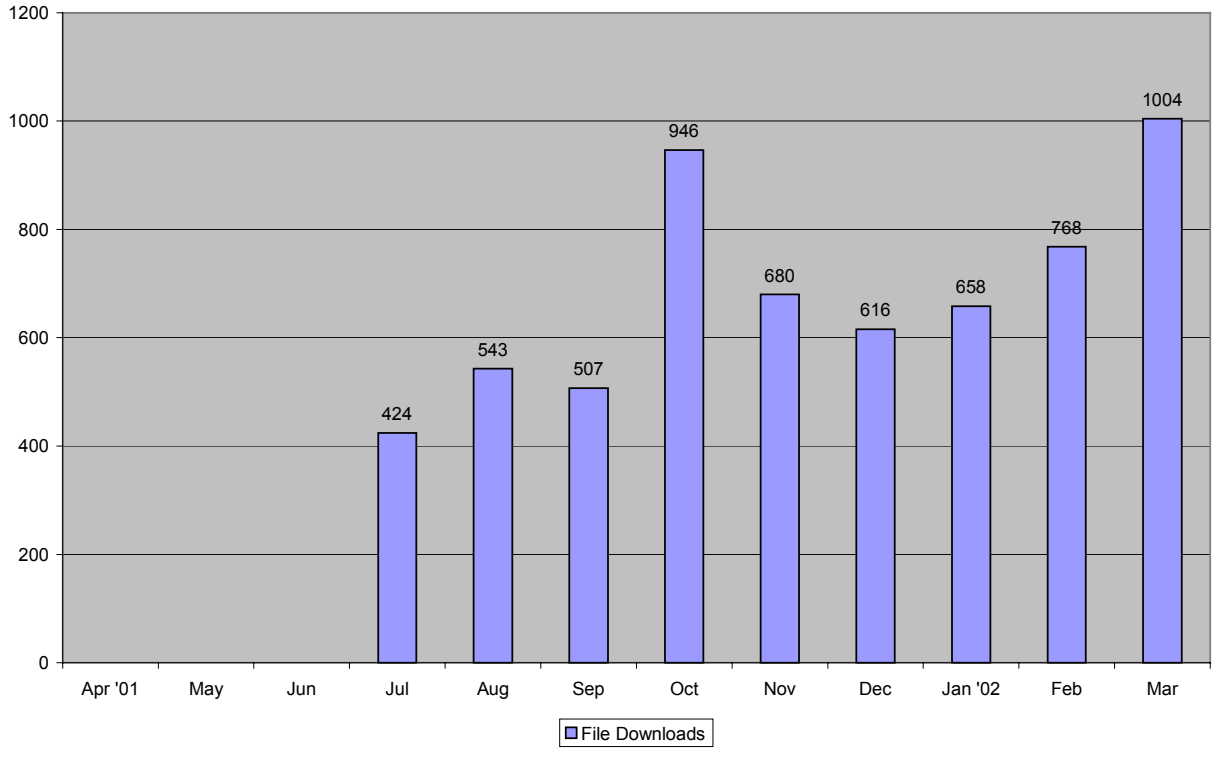
DataFinder FTP site		
Month	**Total Downloads**	**Top 3 downloads**
March	1,004	County/MCD Boundaries (72) 1997 Land Use (57) Bus Routes (55)
February	768	County/MCD Boundaries (75) 1997 Land Use (43) [soils_rams.exe] (36)
January	658	County/MCD Boundaries (38) Bus Routes (33) [population_2000.exe] (32)

MetroGIS statistics by month



*Page views decreased in March 2002 due to redesign of website, which consolidated many pages on the website

DataFinder downloads by month



Meeting Summary
MetroGIS Technical Advisory Team
Centennial Office Building – Rm 302
May 9, 2002

1. CALL TO ORDER
Chairperson Maxwell called the meeting to order at 2:03 p.m.

Members Present: Dave Brandt (Washington County), David Claypool (Ramsey County), Sherry Coatney (Intergraph Corp.), Bob Diedrich (SRF Consulting), Dan Falbo (ESRI), Rick Gelbmann (Metropolitan Council), Susanne Maeder (LMIC), Jim Maxwell (The Lawrence Group), Curt Peterson (Ramsey County), Gary Swenson (Anoka County).

Support Staff: Steve Fester, Paul Hanson, Randall Johnson, Mark Kotz, and Alison Slaats

Visitors: Dan Schmidt and Rich Gleason (HDR, Inc.)

2. ACCEPT AGENDA
The agenda was accepted as submitted.

3. ACCEPT MEETING SUMMARY
Staff member Kotz restated the recent Team procedural changes to team members, reminding people that comments on the minutes will be requested after a draft is prepared and sent to members. Any other questions regarding the revised procedures can be directed to Kotz.

Meeting notes were accepted, ayes, all.

4. MEETING REPORTS
a) March 20 Coordinating Committee Meeting and b) April 10 Policy Board Meeting
Staff Coordinator Johnson gave a brief summary of the two meetings. Johnson noted that the counties' presentations about their GIS programs were received very well at the April 10 Policy Board meeting. Also noted were the acceptance of the Planned Land Use Dataset, an update on the Performance Measures project, and an announcement of the November 14 MetroGIS Participant Appreciation event.

5. ITEMS REQUIRING ACTION OR DISCUSSION
a) TAT 2002 Work Program – Need Feedback
Kotz asked team members to review the revised Work Program document and provide reaction and feedback. Regarding workgroups, Member Claypool noted that the Watershed Boundaries information need will need to be addressed soon. Johnson noted that Washington County has agreed to support the background research and pilot options for this information need.

Member Gelbmann reminded the group that members have stated that they are more interested in working on specific topics than sitting on long-term working groups. Johnson also briefly explained that Business Information Needs process, and how the Technical Advisory Team is the catalyst for its implementation.

6. PROJECT AND WORKGROUP REPORTS
a) Regional Parcel Dataset – Status Report
Kotz summarized the status of the Regional Parcel Dataset. (See report in meeting agenda) Kotz also mentioned that a new workgroup is needed to form to work on some existing and some new regional parcel data issues. Dave Brandt, Gary Swenson and Curt Peterson all volunteered to be part of the effort.

b) Internet Data Distribution Mechanism

- **Summary of Responses to beta test**
  Staff Member Slaats summarized the survey responses received. See the final summary document. Slaats also asked for suggestions regarding a name for the mechanism, which to date has been referred to by the acronym "IEDDM". (**Note:** Following this meeting, a survey was initiated and "DataCafé" was chosen.)
- **E-Commerce Component**
  Johnson gave an update on the eCommerce Scoping Study. A recommendation will be made to the Coordinating Committee in June.

c) Regional Planned Land Use Dataset

Johnson thanked Staff Member Hanson for his work on this dataset, noting that to MetroGIS's knowledge, no other organization has attempted a similar feat.

d) Existing Land Use Business Information Need

There were no discussion in addition to the information presented in the Agenda for this item.

e) Socioeconomic Characteristics of Areas

There were no discussion in addition to the information presented in the Agenda for this item.

f) Hydrology Data Workgroup

Co-Chair Maxwell made an open inquiry as to whether this was being conducted on the State level as well. Johnson responded that the plan was to apply the State-level work to MetroGIS.

g) Regional 2000 Census Geography

Gelbmann stated that progress has been going smoothly on this effort, and that initial delivery is expected by the end of May.

h) Highways and Roads Business Information Need

Johnson explained that a workgroup for this Information Need would compare existing information to what would be needed, defining dataset specifications, roles & responsibilities, and a custodian. Maxwell volunteered to be a part of this workgroup. It was suggested that the group include a representative(s) from Mn/DOT as well. Work is expected to begin on this information need in June 2002.

7. INFORMATION SHARING

a) Technology Trends

There was no volunteer for this meeting's Technology Trends presentation. Please contact Mark Kotz (651-602-1644) for more information or to sign up to present at a future meeting.

b) Modification of DataFinder maps

Slaats explained that minor modifications had been made to the DataFinder maps so that they would work with the latest browsers.

c) NSDI CAP grand update

The Internet-Enabled Data Distribution Mechanism project has helped the stated goals of the NSDI grant – namely that we serve OGC-compliant web map services (WMS). Slaats explained that NSDI grant funds could be used to extend the functionality of the IEDDM to allow for data download from non-ArcIMS web sites that are compliant with the Web Feature Mapping standards being finalized by the OGC. These service use Geography Markup Language (GML) to transfer geography. This would allow

the IEDDM to extract data from other software such as GeoMedia Web and Minnesota MapServer. This idea will be explored as a proof of concept this summer.

d) Web Statistics – DataFinder and MetroGIS sites
There were no discussion in addition to the information presented in the Agenda for this item.

Other
Maxwell asked Slaats to follow up on an item from last TAT meeting regarding whether data being served by ArcIMS could be accessed via ArcMap. Slaats said that she had followed up on this topic with ESRI and that they had worked out a satisfactory solution. Slaats added that a document describing this issue very well is available on the ESRI web site (http://arconline.esri.com/arconline/whitepapers/ims_/ManageDataSharingFeature.htm). Dan Falbo, ESRI, added that the initial confusion precipitating the situation had been caused by a lack of, or ambiguous, documentation.

8. NEXT MEETING
August 8, 2002

9. ADJOURN
Co-Chair Maxwell adjourned the meeting at 3:40 p.m.

Prepared by,

Steve Fester
MetroGIS Support Staff

MetroGIS Technical Advisory Team

Cooperation, Coordination, Sharing Geographic Data

Thursday, August 22, 2002
Centennial Office Building, Room 302
(Southeast of State Capitol Building)
St. Paul, MN
2 p.m. to 4 p.m.

1. **Call to Order**

2. **Approve Agenda**

3. **Approve Meeting Summary**
   a) May 9, 2002 ..... all

4. **Meeting Reports**
   a) June 19 Coordinating Committee Meeting ..... Randall Johnson
   b) July 30 Policy Board Meeting ..... Randall Johnson

5. **Items Requiring Action or Discussion:**
   a) Modifications to TAT 2002 Work Program – Need Confirmation ..... Mark Kotz

6. **Project and Workgroup Reports**
   a) Regional Parcel Dataset Workgroup ..... Dave Brandt
   b) Highways and Roads Business Information Need ..... Mike Dolbow
   c) Regional Planned Land Use Dataset ..... Paul Hanson
   d) Existing Land Use Business Information Need ..... Paul Hanson
   e) Socioeconomic Characteristics of Areas (Census Data) Workgroup ..... Tim Zimmerman
   f) DataFinder Café Update ..... Alison Slaats
   g) Hydrology Data ..... Susanne Maeder/Paul Hanson

7. **Information Sharing**
   a) MetroGIS Celebration Scheduled for November 19th ..... Randall Johnson
   b) Minnesota GeoIntegrator Grant Presentation ..... David Arbeit
   c) DataFinder Site Modifications ..... Alison Slaats
   d) NSDI CAP Grant Update ..... Alison Slaats
   e) DataFinder Web Stats ..... Steve Fester
   f) Regional Parcel Dataset-Private Sector/eCommerce Workgroup ..... Randall Johnson
   g) Awards and Outreach Activities ..... Randall Johnson

8. **Next Meeting = November 7, 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."

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8. NEXT MEETING
~~August 8, 2002~~ later changed to August 22nd

9. ADJOURN
Co-Chair Maxwell adjourned the meeting at 3:40 p.m.

Prepared by Steve Fester, MetroGIS Support Staff

4. Meeting Reports

4a & b) June 19 Coordinating Committee & July 30 Policy Board *Randall Johnson*

SUMMARY OF JUNE 19 CC AND 7/30 POLICY BOARD ACTIONS:

- MetroGIS DataFinder Café was officially rolled-out by Alison Slaats, DataFinder Manager, at the 7/30 Policy Board. The demonstration focused on Café's functionality from both data user's and producer's perspectives. Another purpose of the presentation was to help the Board better understand the differences between data distribution and online GIS functionality, a topic that is a current Business Planning challenge area. The full meeting summary is at http://www.metrogis.org/teams/pb/index.shtml#agendas_minutes.
- The Board accepted the eight Business Planning Challenge Areas recommended by the Committee (below) A workgroup of the Committee will continue to refine the challenge areas and develop specific strategies and tactics for endorsement by the full Committee on Sep 25. If any TAT members wishes to participate on the workgroup, contact Randall Johnson, MetroGIS Staff Coordinator, at 651-602-1638.

  Challenges Related to Ongoing Work:
  - Common Information Needs,
  - Regionally Endorsed Data Solutions,
  - Organizational Constraints to Data Distribution,
  - Support for the MetroGIS Mission,
  - Outreach and Broader Coordination

  Challenges Related to Emerging Issues
  - Common Tools for Data Discovery and Distribution
  - Distribution of Parcel Data to Non-Profit and Private Sector
  - Common Geodata Application Needs
- Authorized the Policy Board Chair, on behalf of the MetroGIS organization, to submit a letter seeking designation as an I-Team. The National I-Team Coordinator encouraged MetroGIS to seek designation.

COLLABORATIVE INVESTIGATION: ELECTRONIC DISTRIBUTION OF REGIONAL PARCEL DATA SOLUTION – NON-GOVERNMENT INTERESTS

The Board's action (one of the emerging challenge areas) resulted in the creation of a working group comprised of representatives from each county, staffed by MetroGIS. Dave Drealan, Carver County Planner, has agreed to chair the group. The first meeting is tentatively scheduled for August 20.

The group will be investigating technical and policy modifications necessary to achieve a collaborative solution, including deploying an eCommerce extension to DataFinder Cafe, and drafting a multiparty agreement to implement the recommended solution. The group will be considering the results of scoping study commissioned by MetroGIS to add an eCommerce extension to DataFinder Café. The study identifies the design components necessary to permit access by non-government interests to parcel data via the same automated mechanism (DataFinder Café) that will be available to government and academic interests. The preliminary cost estimate is between $38,000 and $63,000, depending on options selected.

5. Items Requiring Action or Discussion

5a) TAT 2002-2003 Work Program Modifications– Need Confirmation - *Mark Kotz*

Five tasks in our workplan are proposed to be delayed from 2002 to 2003 for the following reasons:

- In May 2002, the participants at the Regional Existing Land Use Regional Planned Land Use Forum concurred that work on the Existing Land Use Information Need should be postponed until 6-9 months from the release of the Regional Planned Land Use dataset which occurred in July to give them a chance to use and evaluate it relative to whether the coding scheme could also be used for Regional Existing Land Use solution.
- Staff recommends postponing identification of "second generation" priority information needs until work in progress on the current priorities is essentially complete (see attached table)
- Staff recommends postponing the Parcel Users forum until the regional dataset has been available for 6-9 months. DataFinder Café was operation July 2002, which made possible widespread access to this dataset via the Internet.
- Staff is in the process of negotiating modifications to the objectives the NSDI grant. The original objectives have been essentially met with the development of DataFinder Café without using any of the grant funds. A one-year time extension is being sought to address Web Feature Service or GML enhancements to the Café.
- The Policy Board has directed that MetroGIS investigate opportunities for sharing development of commonly needed GIS "applications", as an emerging challenge area.

Priority Business Information Needs

2003 Task	Who is Working on This? (Lead TAT Member (if any) in Bold) Other workgroup members do not have to be part of TAT	Work Group Status	Start/End
Regional Existing Land Use Information Need Peer Review Forum	Paul Hanson (Met. Council), Randall Johnson (MetroGIS)	Will need eventually	~~May 02 – June 02 Forum~~ TBD Winter 03
Identify "second generation" common business information need priorities	Randall Johnson (MetroGIS)	Will need eventually	~~Nov 02 – Dec 02 Design (Administer 2003)~~ Fall 2003
Parcel Data Users Forum (public/academic version)	Randall Johnson (MetroGIS) Met. Council staff member	Will need eventually	~~Nov 02 – Dec 02 Design (Administer 2003)~~ TBD Spring 03

Enhance Access to Shared Data

2003 Task	Who is Working on This? (Lead TAT Member (if any) in Bold) Other workgroup members do not have to be part of TAT	Work Group Status	***Start/End***
Foster implementation of OGC-compliant Web Mapping Services by stakeholder organizations per NSDI grant	**Alison Slaats (DataFinder Manager)**	None Needed	~~May 02 Sep 02~~ Sep 02 – TBD 03
Host WEB Mapping Service training/workshop per NSDI grant	**Alison Slaats (DataFinder Manager)**	Needed	~~May 02~~ Sept 02 – TBD 03

Share Costs Related to Commonly Needed GIS Applications

2003 Task	Who is Working on This? (Lead TAT Member (if any) in Bold)	Work Group Status	***Start/End***
Investigate benefits of facilitating development of geodata applications that address common business needs and dependent on MetroGIS's endorsed regional datasets.	TBD (during the Business Planning Update in progress).	TBD	TBD

Priority Common Information Needs and Related Regional Datasets as Defined by MetroGIS Community

COMPLETED*	IN PROGRESS	NOT STARTED
Street addresses	Jurisdictional Boundaries	Rights to Property
Where People Live	Lakes and Wetlands	Land Regulations
Land Use Plans	Socioeconomic Characteristics of Areas	
Parcel Boundaries	Existing Land Use	
Unique Parcel Identifiers	Highway/Road Networks	
Census Boundaries		
6	**5**	**2**

*Regional solutions have been adopted by the Policy Board and associated datasets developed (as of July 2002).

ENDORSED REGIONAL SOLUTION	DATASET(S) AND CUSTODIAN(S) (AVAILABLE THROUGH DATAFINDER)
Street addresses	• Regional Parcels (Counties-primary/Metropolitan Council-regional) • Regional Addressable Street Centerlines (TLG primary/Metropolitan Council-regional)
Where People Live	• Regional Parcels (Counties primary/Metropolitan Council-regional) • Regional Addressable Street Centerlines (TLG primary/Metropolitan Council-regional)
Land Use Plans	• Regional Planned Land Use (Met Council)
Parcel Boundaries	• Regional Parcels (Counties primary/Metropolitan Council-regional)
Unique Parcel Identifiers	• Regional Parcels (Counties primary/Metropolitan Council-regional)
Census Boundaries	• Regional 1990 Census Geography (Metropolitan Council) • Regional 2000 Census Geography (Metropolitan Council)
Land Cover**	• Regional Land Cover (DNR)

**Regional solution completed, even though not among top 13 priority information needs because DNR had resources to sponsor the work.

6. Project and Workgroup Reports

6a) Regional Parcel Dataset Workgroup *Dave Brandt*

Workgroup was formed and consists of Dave Brandt (Washington Co.), Curt Peterson, (Ramsey Co.), Gary Swenson (Anoka Co.), Bob Moulder (Hennepin Co.), Kent Tupper (Dakota Co.), Mark Kotz (Met. Council)

Notes from 06/04/2002 workgroup meeting.

1. **Should we attempt to account for multiple parcels in the same 2D geography (e.g. condos)? If so, how (e.g. points layer)?**

   There are a few different situations in which this issue arises (i.e. condos, manufactured home parks, etc.). Different counties use different methods to handle this situation. Dakota, Ramsey and Hennepin have separate point datasets with a point for each of the "parcel" features that are not represented by a one-to-one relationship with a polygon in the polygon dataset. Anoka county cuts the larger polygons into smaller "pseudo parcel" polygons so that they can still be represented in the polygon dataset. Washington county uses PIN ranges to indicate the range of possible PINs associated with a polygon.

   All agreed that counties should be allow and encouraged to supply a parcel points dataset in addition to the polygon dataset. This points dataset should include all parcels (not just the parcels that are not represented by a one-to-one relationship with a polygon) and should include the exact same 24 standard attributes as the polygon shape file. However, this point dataset should have one additional attribute that would allow counties to flag which of the points is and is not represented by a one-to-one relationship with a polygon in the polygon shapefile.

   Action: MetroGIS staff will make a recommendation for this field structure to the Parcel Workgroup for approval.

   All also agreed that some form of documentation should exist that explains some of the subtle differences in the way that each county collects and stores GIS data for these kinds of parcels. It is unclear if this should go into each counties own metadata, or into the regional metadata, or into some separate document describing parcel data. Perhaps this should wait for feedback from the users at the parcel data user forum (scheduled for Spring 2003).

   Action: MetroGIS staff will clarify this issue by e-mail with the workgroup.

2. **Should we including rights-of-way, lakes and other "non-standard" parcels?**

   If counties have polygons in their parcel dataset for rights-of-way, lakes or other "non-standard" parcels, these should not be removed from the regional parcel dataset. Counties do not have to go to any extra lengths to create polygons where they do not already exist in their parcel dataset.

3. **Should we accommodate counties that voluntarily want to including additional attributes? If so, how will this work?**

   There are several ways to accomplish this.
   1. Allow counties that want to provide additional attributes to just add more fields onto the end of the attributed table. All agreed that this would cause the shape files to no longer be standardized, which would not be a good idea for anyone that wanted to combine datasets from multiple counties.
   2. Allow counties to provide two data sets, one with the standard MetroGIS attributes, and another with whatever attributes the county wants to provide. Both would be available to all licensed parcel data users. (If the county also provided a parcel points file, this could result in 4 datasets being served (two point and two polygon).
   3. Allow counties to provide a table of additional attributes that could be joined by the unique parcel identifier to either the parcel polygon or parcel points datasets. This seems to be the best solution, however, the MetroGIS DataFinder Café currently does not handle the download of non-geographic data (i.e. just tables).

   Action: MetroGIS staff will investigate ways to handle #3 and respond to the Parcel Data Workgroup.

4. **Should there be a process for "data anomaly/error feedback" to counties? (Is this an issue? If so, should there be a formal feedback mechanism?)**

   All agreed that MetroGIS should investigate the idea of putting up a web form that would allow parcel data users to type in comments about perceived errors, etc. with parcel data. The person filling out the form would be required to indicate which county's parcel data they are writing about. That information would then be used to send the comments to that counties supplied e-mail address. MetroGIS would ask each county what e-mail address they want the comments sent to.

   Action: MetroGIS staff will investigate the feasibility of putting up such a form and respond to the Parcel Data Workgroup. Workgroup members will be asked to aid in designing the form.

5. **What should the quarterly release dates be? Is there one date each year when all counties have value and tax data for the same year?**

   All counties seem to be working on processing their new valuation and tax data between January and March each year. All counties present said they would be able to have the new valuation data for the year by April 1st. Thus, the quarterly update schedule will be based on that date (April 1st, July 1st, October 1st and January 1st).

   So, valuation and tax information in the Regional Parcel Dataset will be updated with the April first release, and will not be updated again until the following April. New parcels will of course be added during that time and will show up in the subsequent quarterly updates. Each county will provide the assessed values as of the current year (for taxes payable the following year). The total tax and tax capacity fields will reflect the tax for the current year.

   [Note: Quarterly updates will begin with the October 1st. update.

Meeting was adjourned with no perceived need to meet again.

6b) Highways and Roads Business Information Need - *Mike Dolbow*

Met Council staff have re-examined the original business needs study with respect to the Highways and Roads BIN. We have tentatively categorized the needs, and are meeting with Jan Vanderwall from Roseville Schools and Tom Glancy from MnDOT to refine the categorization and to set up a forum for defining the business need.

The Highways and Roads Peer Review Forum is tentatively planned for late October.

6c) Regional Planned Land Use Data - *Paul Hanson*

On May 18, 2002, the MetroGIS Policy Board endorsed proposed solution for the Regional Planned Land Use dataset (GIS). The endorsement includes the data structure of the dataset, the Regional Planned Land Use Coding Scheme, having the Metropolitan Council serve as the Regional Custodian, and the Roles and Responsibilities of the Regional Custodian.

On May 23, 2002, MetroGIS, MnAPA, Sensible Land Use Coalition, North Metro I-35W Corridor Coalition and the Metropolitan Council co-hosted a forum to announce to the planning community the availability and specifics of the Regional Planned Land Use dataset. An announcement of the Forum was sent to all MnAPA members and other community development professionals encouraging them to attend.

Participants were informed of the significance of the Regional Planned Land Use GIS in terms of its ability to provides users a means to quickly view the vision of the 190 communities in the region and were shown that without jeopardizing the integrity of the locally adopted land uses designations, the GIS provides a means for users to compare and contrast, on a like-to-like basis, planned land uses across the entire Minneapolis – St. Paul Metropolitan Area. Attendees were informed that this accomplishment, to our knowledge, is unprecedented at this scale, in the country.

The May 23 forum represented the culmination of several years of effort by the metro area planners and the GIS professionals to address the MetroGIS community's need for easily accessible and easily usable planned land use data for the seven county Metro Area.

On June 13, 2002, the regional Planned Land Use dataset (GIS) was made available on DataFinder. The next quarterly update is scheduled for September.

The Regional Planned Land Use GIS Project was submitted to MnAPA (Minnesota Chapter of the American Planners Association) as a candidate for MnAPA's 2002 Outstanding Project Award. The award will be made at the September 11-13 MnAPA Conference in Minneapolis.

6d) Existing Land Use Information Need - *Paul Hanson*

The May 23, 2002 forum, co-hosted by MetroGIS, MnAPA, Sensible Land Use Coalition, North Metro I-35W Corridor Coalition and the Metropolitan Council, also served as a launching vehicle to begin public discussion on fulfilling the MetroGIS's Existing Land Use information need. Although the needs of a regional existing land use dataset have already been outlined in earlier forums (1997), participants were told that MetroGIS is now able to help them outline a solution for this need. As stated above, invitations to this "launch" forum were sent to all MnAPA members and other community development professionals.

Participants were shown by the Design Center for American Urban Landscape on how the North I-35W Corridor Coalition is using both Existing and Planned Land Use to enhance Smart Growth opportunities within their core communities. The intent of this demonstration was to illustrate how regional datasets can enhance sub-regional growth opportunities and improve market awareness and to encourage participation in coming workgroups that will help outline the Regional Existing Land Use data solution.

The Metropolitan Council proceeded to announce that they hoped to release their 2000 Generalized Land Use dataset in the coming weeks. They explained that a change in the Council's internal needs for specific and spatially "accurate" data had prompted changes in the way they collected and classified land data from versions past. Council representatives explained that the refinements in their land use categories approach the local units' need for more specific land use categorization. Attendees were encourage to uses the 2000 Generalized Land Use dataset and evaluate it in terms of how it fulfills their individual business need for land use data. Upon a review period of a few months, MetroGIS will establish a workgroup to begin developing the regional solution for the Existing Land Use dataset. Unfortunately, the Met Council has yet to make the 2000 Generalized Land Use available to the public. This delay will likely translate into a delay in the establishment of the MetroGIS workgroup.

Preparation for the Existing Land Use Peer Review Forum is expected to begin in late Fall.

6e) Socioeconomic Characteristics of Areas - *Tim Zimmerman*

See handout at meeting.

6f) DataFinder Café Update - *Alison Slaats*

- The DataFinder Café went live on the DataFinder web site in July 2002.
- Syncline delivered the final code modules for the Café in early August. These modules included a few bug fixes and more importantly a Metrics component. The metrics component measures which datasets are viewed via the Café and how many data extractions occur, also including download format. A user feedback survey was also added as part of the download process. This will give users a chance to provide any comments and/or feedback on how the Café is working.
- Mark Kotz and Alison Slaats submitted applications to do presentations on the Café to both the national URISA conference and the MN GIS/LIS conference. Both were accepted. The URISA presentation also required a written paper, which we are also augmenting to create a White Paper about the Café. The white paper will be available on the MetroGIS web site.

Ongoing issues with the Café:

- Some users may have noted that downloading sections of large datasets (such as land use or parcels) takes a very long time. This is due, we think, to the use of file-based GIS data (i.e., shapefiles). We plan on storing some test datasets in SDE and anticipate that this will speed up the extraction process. If it does, then we will work out a migration plan to store larger datasets in SDE.

6g) Hydrology Data - *Susanne Maeder/Paul Hanson*

See handout at meeting.

7. Information Sharing

7a) MetroGIS Celebration Scheduled for November 19th - *Randall Johnson*

Please mark your calendars. Each of the 470+ individuals who has participated in one or more of MetroGIS's 23+ forums and/or any of the standing committees or major workgroups will be mailed an invitation in mid-September. Individuals who have made significant contributions will be recognized. Nancy Tosta has agreed to keynote the event. She is nationally known for her work in the geodata community. She has been asked provide a glimpse into a future world where sharing of framework geodata is the norm and is playing a vital role in day-to-day decision making of the public and private sector interests. The event will begin at 5:30 p.m. with a light buffet in Room 40A of the Ramsey County Court House. The program will be gin at 6:30 p.m. RSVPs will be due by a date certain in mid October.

7b) Minnesota Geointegrator Grant Presentation - *David Arbeit*

See presentation at meeting.

7c) DataFinder Site Modification - *Alison Slaats*

Several changes were made to the DataFinder web site since the last TAT meeting:

- Addition of a home page link to the DataFinder Café
- Addition of a DataFinder Café launch page (including installation instructions)
- Changes in wording on front page. Now the three main functions of DataFinder, catalog, search and Café, are grouped together and all prefaced with the word "DataFinder." This is to emphasize that these are a suite of tools that users can employ together to meet their data search, browsing and download needs.
- The "interactive maps" link which previously was on the home page moved to the resources page. The DataFinder "interactive maps" page provides five interactive ArcIMS HTML viewer maps. The reason for doing this was to emphasize Café.
- Several more links to interactive mapping applications were added. If you know of any more that should be listed on this page please let Alison Slaats know.
- DataFinder Catalog and DataFinder Café thematic categories were changed use the Minnesota Geospatial Data Categories that are based on ISO 95115 Topical Category Definitions. Thus, they are official state, federal and international categories. A few of the ISO categories were expanded by the federal and state governments to provide meaningful categories at the local level

7d) NSDI CAP Grant Update - *Alison Slaats*

MetroGIS was awarded an NSDI grant to implement web map services that are compliant with the standards from the OpenGIS Consortium (OGC). Many of the requirements of this grant are being met by the "behind-the-scenes" functionality of the MetroGIS DataFinder Café.

On August 1, a request was submitted to FGDC for an extension (until December 2003) to complete the grant requirements. While we have verbal approval of the grant extension, a written approval has not yet been provided.

While there was an idea to use some of the grant money to pay for a GML extraction to the Café (to allow for data extraction from non-ESRI-based web servers), the discussion with Syncline proved that we would not have enough money in the grant to complete this project. However, by extending the grant deadline, we may be able to combine the money from the grant with other funding sources (such as the LMIC GeoIntegrator grant) to pursue this goal in 2003.

7e) Web Stats – DataFinder and MetroGIS Site - *Steve Fester*

2002 DataFinder Web Activity Report

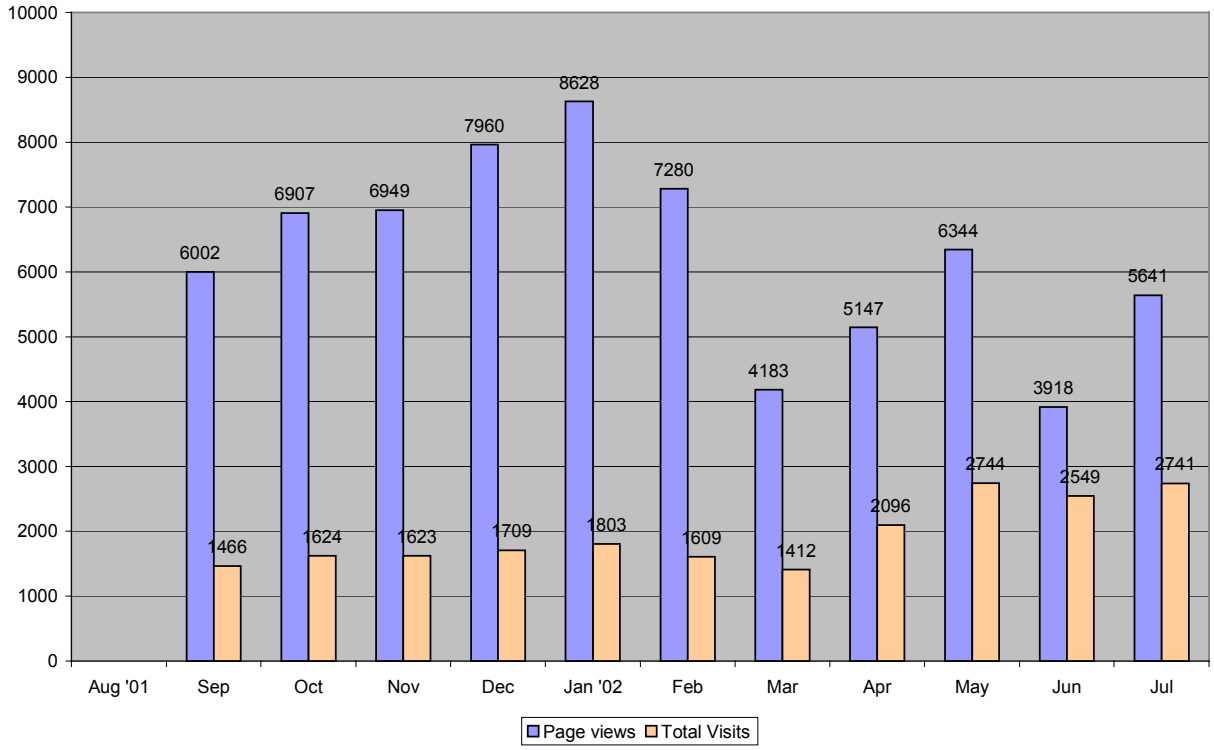
General statistics on DataFinder site (www.datafinder.org)												
	January	February	March	April	May	June	July					
Average Hits Per Day	681	749	2,718	3,469	2,503	2,566	2,011					
Average Page views Per Day	365	383	1,145	1,496	1,112	1,058	814					
Average Visitors Per Day	106	114	126	143	131	123	128					
Average Visitors Session Length (minutes)	6:31	6:49	8:14	10:31	9:40	10:24	8:08					
Unique visitors per month – Total for the month	1,389	1,450	1,811	1,839	N/A	1,490	1,633					
Visitors Who Visited Once – Total for the month	1,059	1,123	1,398	1,394	N/A	1,101	1,260					
Visitors Who Visited More Than Once – Total for the month	330	327	413	445	N/A	389	373					

Total number of hits shows all successful hits including HTML pages, pictures, forms, scripts and files downloaded each day on average.
Average Page Views (Impressions) tells how many pages were by all visitors combined each day on average.
Average Visitor Sessions Per Day tells how many visitor sessions your site had each day on average.
Average Visitor Session Length tells how long the average visitor session was (in minutes.
Unique visitors are a count of unique IPs for the period of the report.
Number of Unique Users tells how many visitors visited your site determined by IP addresses & domain names
Number of Users Who Visited Once tells how many visitors came to your site one time by counting single occurrences of visitor sessions.
Number of Users Who Visited More Than Once tells how many visitors came back to your site by counting repeated visitor sessions.

GIS data Downloads

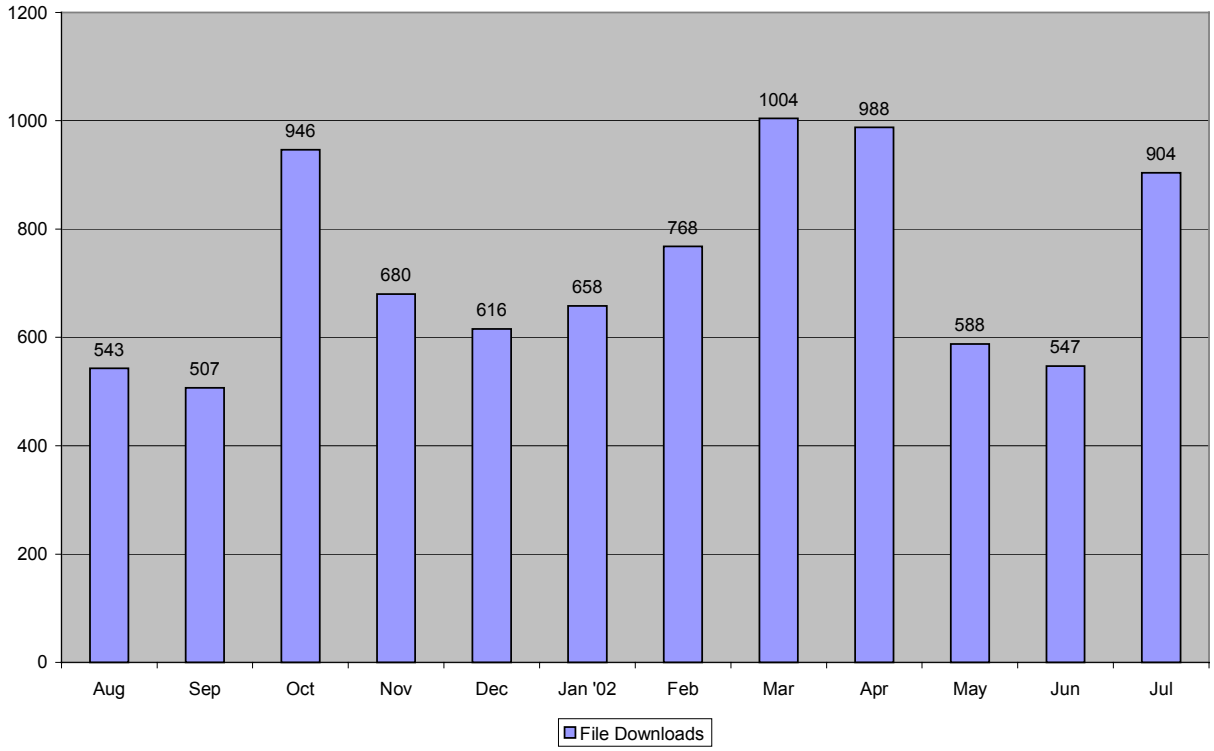
DataFinder FTP site		
Month	**Total Downloads**	**Top 3 downloads**
July	904	County/MCD Boundaries (82) [funcls_roads.exe] (35) Planned Land Use (24)
June	547	County/MCD Boundaries (53) [population_2000.exe] (48) [dnr_rsnra.exe] (29)
May	588	County/MCD Boundaries (62) [population_2000.exe] (30) N/A
April	1,008	County/MCD Boundaries (74) [soils_rams.exe] (66) [population_2000.exe] (47)
March	1,004	County/MCD Boundaries (72) 1997 Land Use (57) Bus Routes (55)
February	768	County/MCD Boundaries (75) 1997 Land Use (43) [soils_rams.exe] (36)
January	658	County/MCD Boundaries (38) Bus Routes (33) [population_2000.exe] (32)

MetroGIS statistics by month



*Page views decreased in March 2002 due to redesign of website, which consolidated many pages on the web site

DataFinder downloads by month



7f) Regional Parcel Dataset-Private Sector / eCommerce Workgroup - *Randall Johnson*

On July 30, the Policy Board directed creation of a workgroup to investigate a collaborative solution for the distribution of parcel data to non-government interests including expanding DataFinder Café to support an eCommerce capability. (See the meeting minutes at www.metrogis.org for more information.) The workgroup is comprised of the seven county representatives to the Coordinating Committee. Dave Drealan, Carver County Planner is the chair. The first meeting is proposed for August 27.

7g) Awards and Outreach Activities - *Randall Johnson*

AWARD APPLICATIONS

URISA's ESIG Award
On August 12th, MetroGIS learned that it has been selected as the 2002 recipient of URISA's prestigious ESIG (Exemplary Systems in Government) Award. In May, MetroGIS staff submitted an application to URISA, as directed by the Policy Board in April, for this award. The 40-page application can be viewed and downloaded at http://www.metrogis.org/esig_2002.pdf. Staff encourages the Technical Advisory Team to review the application because it contains MetroGIS's core philosophies, objectives, accomplishments, and recognized benefits all in one comprehensive document. The award presentation will be made on October 28 at the National URISA Conference in Chicago.

MnAPA Outstanding Project Award
An application was submitted August 9 for the project that resulted in MetroGIS's Regional Planned Land Use Dataset. Announcement of the winners will be made at the State MnAPA Conference, September 11-13 in Minneapolis.

OUTREACH EFFORTS – OTHER THAN CONFERENCES

Metro Area
The City of St. Paul is considering use of MetroGIS DataFinder Café to serve its internal and external geodata distribution needs. MnAPA, the Sensible Land Use Coalition and I-35W Coalition co-hosted the May 23 launch forum for MetroGIS Regional Planned Land Use dataset. During the recent interviews of county staff concerning MetroGIS's eCommerce scoping study, MetroGIS staff had an opportunity to inform county staff, not generally involved in GIS matters, about MetroGIS's objectives and accomplishments. Three testimonials to the benefits of MetroGIS have been posted at http://www.metrogis.org/benefits/testimonials/index.shtml.

Beyond the Metro Area
Primarily in conjunction with the Staff Coordinator's involvement in the GCGI's initiative to devise a statewide parcel data policy, contacts have been established to share geodata lessons and needs have established with Chisago, Goodhue, and Wright County staff as well as the ARDC (Duluth) staff. These coordination opportunities will continue to be fostered in accordance with MetroGIS's outreach plan. Alison Slaats, MetroGIS DataFinder Project Manager, also participated with LMIC staff in a May 22 forum hosted by Goodhue County to explore data distribution options for which LMIC and MetroGIS have expertise. The Staff Coordinator also participated, on behalf of MetroGIS, in a study being conducted by Dr. Francis Harvey with U of M Geography Department, which is seeking to better understand data sharing initiatives.

Governors Council on Geographic Information (GCGI)
Land Records Modernization Committee – Progress on Statewide Parcel Dataset Policy
The Land Records Modernization (LRM) Committee of the Governors Council on Geographic Information (GCGI) has been delegated the task of investigating a statewide parcel dataset solution. Several individuals on the LRM Committee are also active in MetroGIS's activities: David Arbeit, Will Craig, David Claypool, and Randall Johnson. Johnson is also a member of the Parcel Data Policy Vision workgroup. The LRM and vision workgroup have met on four occasions in 2002. A draft vision has been agreed up and will be incorporated into a preliminary I-Team Plan for the state. This Plan will include vision statements for all seven NDSI Framework data themes (parcels or cadastral data being one of the seven), plus soils. The goal is to submit the I-Plan to the federal OMB this fall.

CONFERENCES

2002 Excellence in Government National Conference – Washington D.C., July 15-17
The MetroGIS Staff Coordinator participated on panel entitled "Ramifications of Data Sharing. The other panelists are Ronald Matzner, I-Team Coordinator and Katherine Wallman, Chief Statistician, Office of Management and Budget.

MnAPA State Conference – Minneapolis, September 11-13
The Minnesota Chapter of the American Planning Association (MnAPA) co-hosted with MetroGIS the May 23 MetroGIS Regional Planned Land Use Dataset Launch Forum. While preparing for the forum, MnAPA invited MetroGIS to make a presentation in conjunction with the I-35W Corridor Coalition at this year's state conference regarding the recently completed Regional Planned Land Use dataset. (See http://www.metrogis.org/data/datasets/planned_land_use/index.shtml for information about this dataset.) Paul Hanson, GIS Specialist with Metropolitan Council and lead staff for the development of this unprecedented dataset, will present on behalf of MetroGIS.

2002 Global Spatial Data Infrastructure Conference -- September 16-19, Budapest Hungary
MetroGIS was invited and has submitted a paper describing it vision, accomplishments, and keys to its success. The paper conveys much of the same information as the MetroGIS section in the *Lessons from Practice: A Guide to Organizing and Sustaining Geodata Collaboratives*, published in September 2001. David Arbeit and Randall Johnson co-authored both pieces. Dr. Francis Harvey, University of Minnesota Geography Department, will be presenting the paper at the conference. The paper can be viewed and downloaded at http://www.metrogis.org/documents/presentations/index.shtml.

GIS/LIS State Conference – Duluth, October 2-4
Two MetroGIS related presentations are planned:

- Alison Slaats, Manager of MetroGIS DataFinder and technical manager for development of MetroGIS's DataFinder Café (Agenda Item 4) and Mark Kotz, GIS Database Manager for the Metropolitan Council, will be giving a talk on key aspects of this state-of-the-art application for customized viewing and downloading geospatial data.
- Randall Johnson, MetroGIS Staff Coordinator has been invited to participate in a panel that includes David Arbeit and Chris Cialek from Mn LMIC, and two others from Illinois and New Jersey to discuss policy and organizational aspects associated with developing Internet-based data distribution mechanisms.

2002 URISA National Conference – Chicago, October 26-30
Two MetroGIS related presentations are planned (a copy of each paper is posted at http://www.metrogis.org/documents/presentations/index.shtml):

- The first is for a panel presentation entitled "Lessons from Practice: Organizational Aspects of Data Sharing". Randall Johnson will be teaming up with Dr. Zorica Budic, University of Illinois Champaign-Urbana for this presentation. The focus is on the conclusions of the "Lessons from Practice: A Guide to Organizing and Sustaining Geodata Collaboratives", which the presenters co-authored last summer. This presentation is also the subject for MetroGIS's presentation at the Global Spatial Data Infrastructure (GSDI) Conference in Hungary, September 16-19. Dr. Francis Harvey, U of M Geography Department, has agreed to present MetroGIS's paper.
- The second will focus on the new state-of-the-art data distribution capabilities of DataFinder. Mark Kotz will be the presenter.

Meeting Summary
MetroGIS Technical Advisory Team
Centennial Office Building – Rm 302
August 22, 2002

1. CALL TO ORDER
Chairperson Maxwell called the meeting to order at 2:03 p.m.

Members Present: Dave Brandt (Washington County), Gordon Chinander (Carver County), John Connelly (St. Paul/Ramsey Charter Commission), Bob Diedrich (SRF Consulting), Rick Gelbmann (Metropolitan Council), Jim Maxwell (The Lawrence Group), Rick Person (City of Saint Paul), Gary Swenson (Anoka County), Ron Wencl (USGS).

Support Staff: Steve Fester, Paul Hanson, Mark Kotz, and Alison Slaats

Visitors: David Arbeit, Chris Cialek, Jim Dickerson (MN Land Management Information Center).

2. ACCEPT AGENDA
The agenda was accepted as submitted.

3. ACCEPT MEETING SUMMARY
Meeting notes from the May 9, 2002 meeting were accepted, ayes, all.

4. MEETING REPORTS
a) June 19 Coordinating Committee Meeting and b) July 30 Policy Board Meeting
Staff member Kotz summarized the directives given by the Policy Board at its July 30 meeting.

Member Diedrich inquired if any other team members had been approached by representatives from any orthoimagery companies. Several members said that they have been approached by one or more companies. Any member who receives information that may be pertinent to MetroGIS may send a report to staff, who would distribute it to the entire team.

5. ITEMS REQUIRING ACTION OR DISCUSSION
a) Modifications to TAT 2002 Work Program – Need Confirmation
Staff member Kotz reviewed the five tasks in the 2002-2003 Work Program that were proposed to be delayed for various reasons.

6. PROJECT AND WORKGROUP REPORTS
a) Regional Parcel Dataset Workgroup
Member Brandt reported on the latest activities concerning this information need. See meeting agenda packet for details.

b) Highways and Roads Business Information Need
Staff member Kotz mentioned that a forum for this information need is planned for October 24, 2002.

c) Regional Planned Land Use Dataset
Staff member Hanson reported on the latest activities concerning this information need. See meeting agenda packet for details.

d) Existing Land Use Business Information Need

Staff member Hanson reported on the latest activities concerning this information need. See meeting agenda packet for details.

e) Socioeconomic Characteristics of Areas (Census Data) Workgroup
Member Zimmerman was unable to attend this meeting.

f) DataFinder Café Update
Staff member Slaats reported on the latest activities concerning the DataFinder Café. See meeting agenda packet for details.

g) Hydrology Data Workgroup
A handout was presented at this meeting concerning this information need.

7. INFORMATION SHARING
a) MetroGIS Celebration Scheduled for November 19
There were no discussion in addition to the information presented in the Agenda for this item.

b) Minnesota GeoIntegrator Grant Presentation
David Arbeit gave a presentation explaining the Minnesota GeoIntegrator Grant.

c) DataFinder Site Modifications
There were no discussion in addition to the information presented in the Agenda for this item.

d) NSDI CAP Grant Update
There were no discussion in addition to the information presented in the Agenda for this item.

e) Web Statistics – DataFinder and MetroGIS sites
There were no discussion in addition to the information presented in the Agenda for this item.

f) Regional Parcel Dataset - Private Sector/eCommerce Workgroup
There were no discussion in addition to the information presented in the Agenda for this item.

g) Awards and Outreach Activities
David Arbeit commented on the high level of prestige associated with the ESIG award recently given to MetroGIS by URISA.

8. NEXT MEETING
November 7, 2002

9. ADJOURN
Co-Chair Maxwell adjourned the meeting at 4:02 p.m.

Prepared by,

Steve Fester
MetroGIS Support Staff

MetroGIS Technical Advisory Team

Cooperation, Coordination, Sharing Geographic Data

Thursday, November 7, 2002
Centennial Office Building, Room 302
(Southeast of State Capitol Building)
St. Paul, MN
2 p.m. to 4 p.m.

1. **Call to Order**

2. **Approve Agenda**

3. **Approve Meeting Summary**
   a) August 22, 2002 ..... all

4. **Meeting Reports**
   a) September 25 Coordinating Committee Meeting .....Randall Johnson
   b) October 22 Policy Board Meeting .....Randall Johnson

5. **Items Requiring Action or Discussion:**
   a) Workplan for 2003 .....Mark Kotz
   b) Meeting Schedule for 2003 .....Mark Kotz

6. **Project and Workgroup Reports**
   a) Highways and Roads Business Information Need .....Mike Dolbow
   b) Existing Land Use Business Information Need .....Paul Hanson
   c) Regional Planned Land Use Dataset .....Paul Hanson
   d) Socioeconomic Characteristics of Areas (Census Data) Workgroup .....Tim Zimmerman
   e) DataFinder Café Update - TLG & St. Paul .....Alison Slaats
   f) Hydrology Data .....Susanne Maeder/Paul Hanson

7. **Technology Presentation**
   a) Carver County Risk Management Project ..... Gordon Chinander
   b) Carver County Intranet Mailing Label Application ..... Gordon Chinander

8. **Information Sharing**
   a) MetroGIS Celebration Scheduled for November 19th .....Randall Johnson
   b) Update on MetroGIS Business Plan .....Randall Johnson
   c) Regional Parcel Dataset-Private Sector/eCommerce Workgroup .....Randall Johnson
   d) Awards received by MetroGIS .....Randall Johnson
   e) DataFinder Web Stats ..... Steve Fester
   f) Other Information Sharing .....Randall Johnson

9. **Next Meeting = February 13, 2002**

10. **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."

3. Approve Meeting Summary August 22, 2002 meeting

Meeting Summary

MetroGIS Technical Advisory Team
Centennial Office Building – Rm 302
August 22, 2002

1. CALL TO ORDER

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Members Present: Dave Brandt (Washington County), Gordon Chinander (Carver County), John Connelly (St. Paul/Ramsey Charter Commission), Bob Diedrich (SRF Consulting), Rick Gelbmann (Metropolitan Council), Jim Maxwell (The Lawrence Group), Rick Person (City of Saint Paul), Gary Swenson (Anoka County), Ron Wencl (USGS).

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Visitors: David Arbeit, Chris Cialek, Jim Dickerson (MN Land Management Information Center).

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Member Brandt reported on the latest activities concerning this information need. See meeting agenda packet for details.

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8. NEXT MEETING
November 7, 2002

9. ADJOURN
Co-Chair Maxwell adjourned the meeting at 4:02 p.m.

Prepared by,

Steve Fester
MetroGIS Support Staff

4. Meeting Reports

4a & b) September 25 Coordinating Committee & October 22 Policy Board - *Randall Johnson*

SUMMARY OF SIGNIFICANT 9/25 CC AND 10/22 POLICY BOARD ACTIONS:

- **MetroGIS Business Plan**: The 2003-2005 MetroGIS Business Plan was approved as recommended by the Coordinating Committee. It contains eight Key Challenge Areas recommended by the Committee (below). A budget for the next three years was also accepted. The Plan will now be submitted the Metropolitan Council for approval of the resources requested. The Plan can be viewed at http://www.metrogis.org/about/business_planning/index.shtml

  Challenges Related to Ongoing Work:
  - Common Information Needs,
  - Regionally Endorsed Data Solutions,
  - Organizational Constraints to Data Distribution,
  - Support for the MetroGIS Mission,
  - Promote use of Common Tools for Data Discovery and Distribution
  - Outreach and Broader Coordination

  Challenges Related to Emerging Issues:
  - Distribution of Parcel Data to Non-Profit and Private Sector
  - Common Geodata Application Needs

- **Regional Parcel Dataset – Public and academic version:** The Policy Board accepted proposed modifications by the Coordinating Committee to the regional policy statement to add a 25th attribute and to clarify operational responsibilities of the primary and regional custodian organization. The modified the version is attached. The Policy Board authorized its chair to submit the revised statement to each of the seven counties and the Metropolitan Council for their respective approvals.

- **Regional Parcel Dataset – Private Sector Version:** The Policy Board endorsed a regional policy statement relating to parcel data available to the private sector as the initial phase in developing a collaborative strategy. This policy specifies that the data contained in the regional parcel dataset available to the private sector be the same as available in the public sector version and that the roles and responsibilities also be identical. The Policy Board authorized its chair to request endorsement form each of the seven counties. If all endorse this initial statement, the next phases will include evaluation of a common distribution mechanism, possibly involving and eCommerce extension to DataFinder.

5. Items Requiring Action or Discussion

5a) Workplan for 2003 - *Mark Kotz*

See separate TAT 2003 Workplan document.

5b) Meeting Schedule for 2003 - *Mark Kotz*

Any problems with this proposed quarterly meeting schedule?

Thursdays February 13th, May 15th, August 14th, and November 13th

6. Project and Workgroup Reports

6a) Highways and Roads Business Information Need - *Mike Dolbow*

A Peer Review Forum to address this priority information need was held on October 24, from 1-4:30, at the Roseville Skating Facility. Twenty-four participants from a variety of agencies provided their diverse content expertise, along with 11 observers. Staff is in the process of summarizing the results of the Forum and compiling the comments and concerns expressed by the participants.

6b) Existing Land Use Information Need - *Paul Hanson*

On May 23, as a part of the launch forum for the Regional Planned Land Use Dataset, participants were told that a Peer Review Forum for the proposed Regional Existing Land Use dataset would not be initiated until the user community had an opportunity to use the Regional Planned Land Use dataset for 6-9 months to assess the Regional Coding Scheme in terms of fulfilling the needs for the Regional Existing Land Use. The Regional Planned Land Use dataset first became available via DataFinder in July 2002. Additionally, participants were encouraged to review the Metropolitan Council's 2000 Existing Land Use in terms of its data provisions to satisfy local land use needs. It was acknowledged that the dataset may not fully meet the local needs but that it could serve as a starting point to fulfill the Information Need. Unfortunately, the 2000 Existing Land Use dataset wasn't available to the public until September. An electronic letter will be sent to the Launch Forum invitees to announce that both regional data sets are available to review and to encourage theme to do so. The letter will highlight the pros and cons of implementing elements of the Regional Planned Land Use Coding Scheme and/or the Met. Council's 2000 Existing Land Use to fulfill the Regional Existing Land Use Information Need. Consequently, work on an Existing Land Use Peer Review Forum is tentatively scheduled to begin in Spring 2003 after a period of review.

6c) Regional Planned Land Use Data - *Paul Hanson*

The fourth quarter update has been completed and is available on DataFinder. Current efforts are focused on developing the procedure to complete the annual realignment of the dataset to current Regional Parcel Boundaries. This task is proving to be more difficult than anticipated. The results of the effort will be presented at the next quarterly TAT meeting (Feb. 2003).

6d) Socioeconomic Characteristics of Areas (Census Data) - *Tim Zimmerman*

2000 Census Geography. The 2000 regional dataset was **completed** in July. It, like the MetroGIS endorsed companion 1990 regional census geography dataset, aligns with the endorsed regional street centerline dataset and county produced parcel boundaries where the census geography is coterminous with those data. Both are available free of charge from the MetroGIS DataFinder web site, at http://www.datafinder.org/catalog.asp#Demographics. The Metropolitan Council contracted with The Lawrence Group to produce the 1990 and 2000 regional datasets for a cost of around $70,000. A thank you goes out to Dakota County Survey and Land Information Department who had already aligned the 2000 census blocks to their parcel lines, and provided that file to the Metropolitan Council to be used in this final 7-county regional file. This data sharing saved the Council $4,440 by reducing the time the contractor spent on creating the data.

Socioeconomic Characteristics of Areas. The Census Accessibility Workgroup of the Coordinating Committee also has made significant progress developing and implementing tutorials, metadata, and web-based tools to streamline access to and use of U.S. Census Bureau data. The members include Will Craig (U of M), Mark Vander Schaaf (St. Paul), and Jane Harper (Washington County) and several members of the Metropolitan Council's research staff.

The group decided to place a subset of 2000 Census data on DataFinder: municipal and tract data found on the 4-page Census "profiles." Unlike the profiles, this data will be in a format readily available for mapping and analysis. Users can now download 2000 Municipal Profile data from MetroGIS DataFinder, which is ready to be used with the regional County, City and Townships boundaries - 2000 data layer, also available on DataFinder http://www.datafinder.org/catalog.asp#Demographics. (St. Paul is committed to providing the same data for planning districts. Minneapolis may do the same for neighborhoods.) Work to address the broader common information need is scheduled to begin in Spring 2003.

>>> Will Craig <wcraig@umn.edu> 10/18/02 10:15AM >>>
TO: MetroGIS workgroup on socioeconomic data

We now have the following pieces is place for accessing Census Data:
1- Digital Profile data for municipalities in the Metro area, complete with pneumonic labels
2- Straight link to MCD boundaries to assist with mapping
3- Help & tutorials for those who want more

All this is documented in http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/index.shtml

Two additional tasks remain -
1- Add tract profile data when it becomes available (boundaries already exist on DataFinder)
2- Minneapolis & St Paul neighborhood profile data gets posted by those cities. Mark V has heard from the Census recently, he has sent them a crosswalk, and he is awaiting cost and timing estimates.

Will

6e) DataFinder Café Update - TLG and St. Paul - *Alison Slaats*

TLG
The TLG street centerline data set has been added to the Café for testing by TLG. Once the testing phase is complete, MetroGIS will provide access to the TLG data set for all licensed users via username and password. The user will be able to use their existing TLG FTP username and password, unless they already have an account for parcel data in Café, and then that username and password will grant access to both protected datasets.

St. Paul
St. Paul data housed on a server at the City have been successfully added to the Café for testing as a remote node. The testing has gone well and only details remain on which datasets are to be public and which are to be password-protected. Once these items are finalized, there will be several new St. Paul datasets included in the Café.

6f) Hydrology Data - *Susanne Maeder/Paul Hanson*

A MetroGIS staff member and member of the MetroGIS Technical Support Team are involved with the Governor's Council on Geographic Information (GCGI) Hydrology Committee. MetroGIS's work plan assumes the state's solution may serve as part of the metro regional hydrologic solution. The desired data specifications for the Regional Hydrologic Information Need were identified by participants at the October 29, 1999 Information Needs Workshop which included MetroGIS representation. (Refer to the Information Final Workshop Documents at http://www.metrogis.org/data/info_needs/lakes_wetlands/turnaround.pdf .). A recommendation to the GCGI from the Committee is expected in Summer 2003. Additional recommendations for other hydrologic data that are need under discussion with the GCGI are expected to come from a hydrology workgroup that was approved by the TAT at the Aug 2002 meeting and is planned to be established in the coming months. Those interested in being involved in this workgroup or nominating individuals to invite are welcomed.

7. Technology Presentation

7a) Carver County Risk Management Project - *Gordon Chinander*

Carver County Risk Management Project was developed in coordination with the county's Risk Management Team. This project contains important information such as oil & gas lines, shut off valves, warning sirens that are buffered to show the coverage area of the siren, facilities with chemicals. This application has the ability to plot chemical plumes based on the type of chemical, amount of spill and atmospheric conditions (temp, wind speed and direction) on to a view containing the county parcel dataset and aerial image. This applications will also query the parcel database and print out a list of names and addresses of all parcels within the plume. This application could also be customized to map biological agents in case of terrorist activities.

7b) Carver County Intranet Mailing Label Application - *Gordon Chinander*

Carver County GIS office has also created a mailing label application using ArcIMS on the county's intranet. This application prompts the user for an address and a buffer size. The application then selects the parcel and draws the buffer around the parcel, selecting all parcels with in the buffer. The user then has an option of either printing a text file or mailing labels. This will eventually be offered through the internet for municipalities in the county.

8. Information Sharing

8a) MetroGIS Participant Appreciation Event - November 19th - *Randall Johnson*

Each TAT member and each of the other 470+ individuals who has participated in one or more of MetroGIS's 23+ forums and/or any of the other standing committees or major workgroups should have received an invitation to the November 19th MetroGIS Participant Appreciation Event. 14 individuals who have made significant contributions will be recognized. Nancy Tosta will keynote the event. She is nationally known for her work in the geodata community and will provide a glimpse into a future world where sharing of framework geodata is the norm and is playing a vital role in day-to-day decision making of the public and private sector interests. The event will begin at 5:30 p.m. with a light buffet in Rm 40A of the Ramsey County Court House. The program will begin at 6:30 p.m. You are encouraged to attend and if you are planning to do so, please RSVP as soon as convenient for you do so. Contact Steve Fester at 651-602-1363 or steve.fester@metc.state.mn.us . The program and flier are attached. As of 10/22, RSVPs had been received for around 55 people. Several are bringing spouses or significant others.

8b) Update on MetroGIS Business Plan - *Randall Johnson*

See Agenda Item 4.

8c) Regional Parcel Dataset Private Sector/eCommerce Workgroup - *Randall Johnson*

This workgroup is currently comprised of a management representative from each county and the Metropolitan Council. It is chaired by Dave Drealan, Carver County Planning & Zoning Director. This group is responsible for drafting the policy statement for private sector access approved by the Policy Board on Oct 22 (See Item 4 above.) The group began meeting in August and is meeting monthly. The members will be shepherding approval of the regional policy statement through their respective county approval processes. If each county endorses this initial policy, the workgroup will begin on the next phases which will include evaluation of a common distribution mechanism, possibly involving an eCommerce extension to DataFinder.

This group has also been charged by the Policy Board to initiate and oversee MetroGIS's evaluation of how its should address the matter of commonly needed geodata applications. Staff suggests that they begin to work out roles and expectations for who will do what and when as part of its 2003 workplan discussion. See Agenda Item 6g.

8d) Awards Received by MetroGIS - *Randall Johnson*

URISA's ESIG Award
On October 28, MetroGIS officials will be awarded URISA's prestigious ESIG (Exemplary Systems in Government Award) for Enterprise Systems at the URISA National Conference in Chicago. The 40-page application can be viewed at http://www.metrogis.org/esig_2002.pdf (4.2 MB file.) Staff encourages TAT members to review the application because it contains MetroGIS's core philosophies, objectives, accomplishments, and recognized benefits all in one comprehensive document.

MnAPA Planning Merit Award
On September 12, the MnAPA awarded MetroGIS the 2002 Planning Merit Award For an Outstanding Planning Tool, recognizing MetroGIS's Regional Planned Land Use Dataset at the MnAPA (Minnesota Chapter of the American Planning Association) Conference. More information can be found at http://www.metrogis.org/about/awards/index.shtml.

8e) Web Stats – DataFinder and MetroGIS Site - *Steve Fester*

2002 DataFinder Web Activity Report

General statistics on DataFinder site (www.datafinder.org)

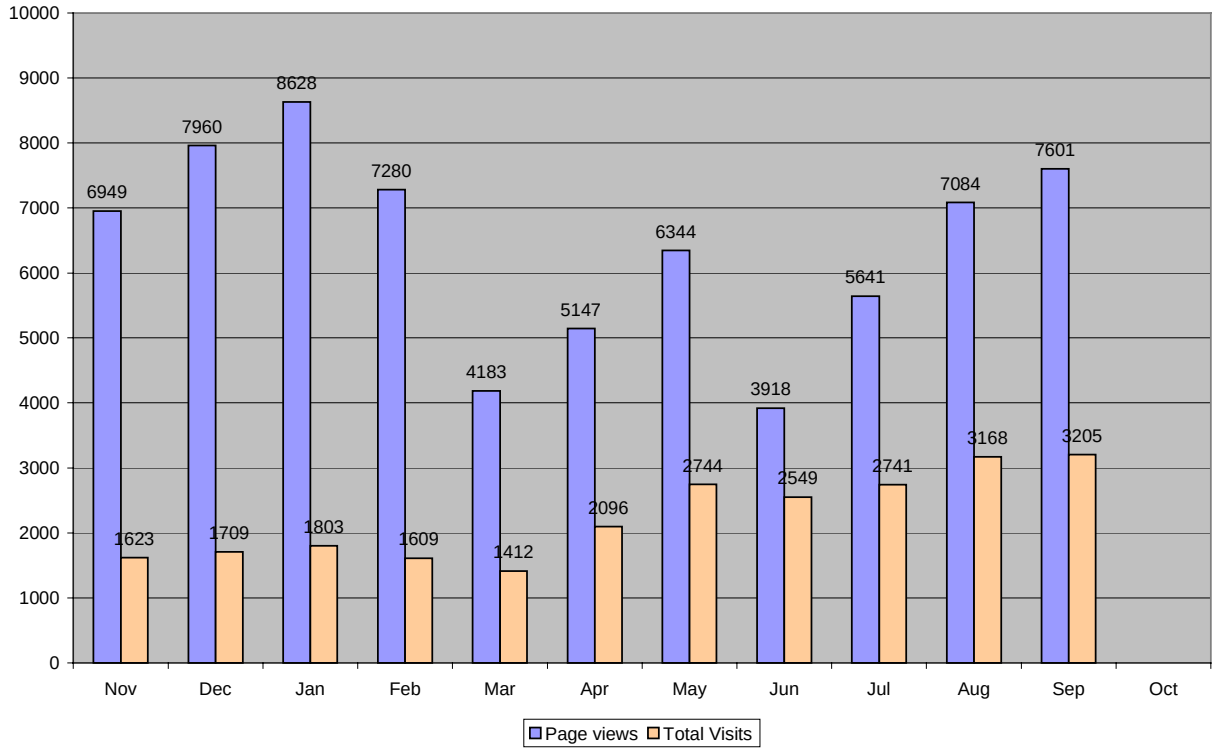
	January	February	March	April	May	June	July	August	September	October (as of 10/30)	November	December
Average Hits Per Day	681	749	2718	3469	2503	2566	2011	1874	2387	2344		
Average Page views Per Day	365	383	1145	1496	1112	1058	814	795	925	931		
Average Visitors Per Day	106	114	126	143	131	123	128	117	136	165		
Average Visitors Session Length (minutes)	6:31	6:49	8:14	10:31	9:40	10:24	8:08	11:30	8:29	8:36		
Unique visitors per month – Total for the month	1389	1450	1811	1839	N/A	1490	1633	1776	1804	2339		
Visitors Who Visited Once – Total for the month	1059	1123	1398	1394	N/A	1101	1260	1367	1419	1828		
Visitors Who Visited More Than Once – Total for the month	330	327	413	445	N/A	389	373	409	385	511		

Total number of hits shows you all successful hits including HTML pages, pictures, forms, scripts and files downloaded each day on average.
Average Page Views (Impressions) tells you how many pages were by all visitors combined each day on average.
Average Visitor Sessions Per Day tells you how many visitor sessions your site had each day on average.
Average Visitor Session Length tells you how long the average visitor session was (in minutes.
Unique visitors are a count of unique IPs for the period of the report.
Number of Unique Users tells you how many visitors visited your site determined by IP addresses & domain names
Number of Users Who Visited Once tells you how many visitors came to your site one time by counting single occurrences of visitor sessions.
Number of Users Who Visited More Than Once tells you how many visitors came back to your site by counting repeated visitor sessions.

GIS data Downloads

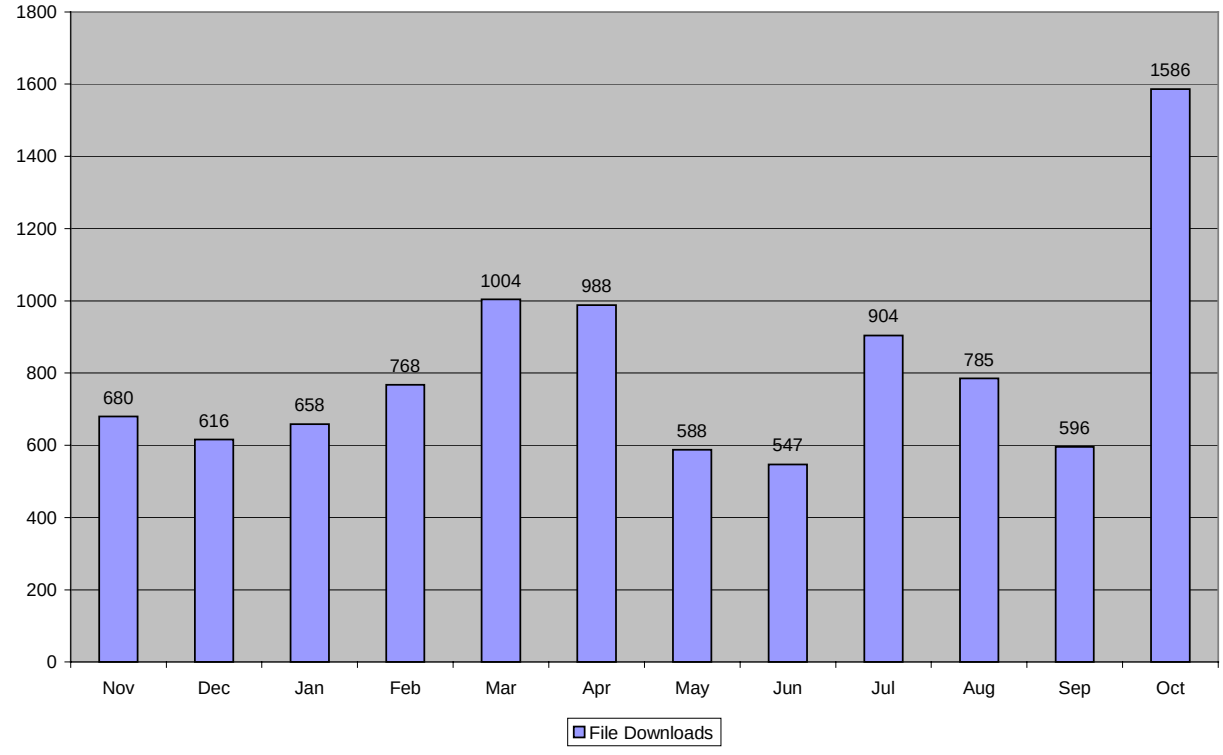
DataFinder FTP site		
Month	**Total Downloads**	**Top 3 downloads**
October	1586	[landuse_hist.exe] (454) (something strange happening here) [county_ctu.exe] (67) [dnr_rsrna.exe] (58)
September	596	[landuse_2000.exe] (57) [county_ctu.exe] (49) [landuse_hist.exe] (31)
August	785	County/MCD Boundaries (46) [funcls_roads.exe] (29) [zip5.exe] (27)
July	904	County/MCD Boundaries (82) [funcls_roads.exe] (35) Planned Land Use (24)
June	547	County/MCD Boundaries (53) [population_2000.exe] (48) [dnr_rsnra.exe] (29)
May	588	County/MCD Boundaries (62) [population_2000.exe] (30) N/A
April	1,008	County/MCD Boundaries (74) [soils_rams.exe] (66) [population_2000.exe] (47)
March	1,004	County/MCD Boundaries (72) 1997 Land Use (57) Bus Routes (55)
February	768	County/MCD Boundaries (75) 1997 Land Use (43) [soils_rams.exe] (36)
January	658	County/MCD Boundaries (38) Bus Routes (33) [population_2000.exe] (32)

MetroGIS statistics by month



*Page views decreased in March 2002 due to redesign of website, which consolidated many pages on the web site

DataFinder downloads by month



8f) Other Information Sharing - *Randall Johnson*

See the reports below prepared for the October 22nd Policy Board meeting.

MetroGIS

Agenda Item 6

Cooperation, Coordination, Sharing Geographic Data

TO: Policy Board

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

SUBJECT: Information Sharing

DATE: October 10, 2002
(For the Oct 22nd Meeting)

a) I-Team Designation Received

At its July 30th meeting, the Policy Board authorized Chairperson Reinhardt to accept an invitation from Ron Matzner, the National I-Team Coordinator, to seek designation as an I-Team; the first operational, substate I-Team in the country. Chairperson's letter, seeking I-Team designation, is attached. Mr. Matzner confirmed MetroGIS's designation the last week in August.

b) Progress on Priority Business Information Needs (See http://www.metrogis.org/data/index.shtml for complete information about each of MetroGIS's common information needs.)

(1) Street Centerline Dataset (*Produced by The Lawrence Group*)

The September quarterly updates of the TLG Street Centerline and Landmarks datasets are now available via DataFinder. Major changes since last version:

- Hennepin county landmark_areas and landmark_lines aligned to aerial photography
- Wright County aligned to aerials and county supplied rights-of-way as well as addition and attribution of many new roads.
- Numerous updates/additions/changes throughout metro. Extensive updates in Scott County

(2) 2000 Census Geography. The 2000 regional dataset was **completed** in July. It, like the MetroGIS endorsed companion 1990 regional census geography dataset, aligns with the endorsed regional street centerline dataset and county produced parcel boundaries where the census geography is coterminous with those data. Both are available free of charge from the MetroGIS DataFinder web site, at http://www.datafinder.org/catalog.asp#Demographics. The Metropolitan Council contracted with The Lawrence Group to produce the 1990 and 2000 regional datasets for a cost of around $70,000. A thank you goes out to Dakota County Survey and Land Information Department who had already aligned the 2000 census blocks to their parcel lines, and provided that file to the Metropolitan Council to be used in this final 7-county regional file. This data sharing saved the Council $4,440 by reducing the time the contractor spent on creating the data.

(3) Highways and Roads. A Peer Review Forum to initiate MetroGIS's participatory process to address this priority information need is scheduled for October 24, 1-4:30, at the Roseville Skating Facility. Mike Dolbow and David Vessel of the Council's GIS and Transportation Planning staff, respectively, have agreed to staff the effort. Jan Vanderwall, Roseville Area Schools; and Tom Glancy, Joella Givens, Matt Koukol, and Denny Brott, all with MnDOT, comprise the Forum Planning Team. 34 participant candidates, with appropriate expertise and diverse organizational affiliations, have been identified. Staff is in the process of inviting individually. Thus far there are 27 confirmed participants.

Socioeconomic Characteristics of Areas. The Census Accessibility Workgroup of the Coordinating Committee also has made significant progress developing and implementing tutorials, metadata, and web-based tools to streamline access to and use of U.S. Census Bureau

data. The members include Will Craig (U of M), Mark Vander Schaaf (St. Paul), and Jane Harper (Washington County) and several members of the Metropolitan Council's research staff.

The group decided to place a subset of 2000 Census data on DataFinder: municipal and tract data found on the 4-page Census "profiles." Unlike the profiles, this data will be in a format readily available for mapping and analysis. Users can now download 2000 Municipal Profile data from MetroGIS DataFinder, which is ready to be used with the regional County, City and Townships boundaries - 2000 data layer, also available on DataFinder http://www.datafinder.org/catalog.asp#Demographics. (St. Paul is committed to providing the same data for planning districts. Minneapolis may do the same for neighborhoods.) Work to address the broader common information need is scheduled to begin in Spring 2003.

(4) Lakes, Wetlands, etc. Paul Hanson of the Metropolitan Council's GIS staff and member of the MetroGIS Technical Support Team serves as the MetroGIS liaison role on the Governor's Council on Geographic Information (GCGI) Hydrology Committee. MetroGIS's work plan assumes the state's solution may also serve the metro region. Desired data specifications were identified by participants at the October 29, 1999 Information Needs Workshop which included MetroGIS representation. (Refer to the Information Final Workshop Documents at http://www.metrogis.org/data/info_needs/ lakes_wetlands/turnaround.pdf.). A recommendation to the GCGI from the Committee is expected in Summer 2003.

(5) Existing Land Use. On May 23, as a part of the launch forum for the Regional Planned Land Use Dataset, the participants concurred that a Peer Review Forum for the proposed Regional Existing Land Use dataset should not be initiated until the user community had had an opportunity to use the Regional Planned Land Use dataset for 6-9 months. The Regional Planned Land Use dataset first became available via DataFinder in July 2002. Consequently, work on an Existing Land Use Peer Review Forum is tentatively scheduled to begin Spring 2003. A high level strategy will be shared with the Technical Advisory Team for comment at its November 2002 meeting.

(6) Jurisdictional Boundaries – School Districts
On hold until Business Planning process is completed.

(7) Jurisdictional Boundaries – Watershed Districts
On hold awaiting a scoping study to be prepared by Washington County.

c) MetroGIS DataFinder Café (*state-of-the-art Internet based data viewing data and distribution tool –www.datafinder.org*)

Phase I Enhancements: In Mid-September, Syncline, the contractor retained to develop DataFinder Café, completed two enhancements to DataFinder Café that were identified during the beta testing this past spring. They are:

- *Separate Viewable and Extractable Extents*
  This feature will implement separate, definable, extents for viewing data and extracting data. This would enable a user to zoom to the extent of a county without displaying all of the parcels in that county, while still permitting all of those parcels to be downloaded in one operation.
- *Add AutoCAD DWG, DXF to the supported download formats*

MetroGIS's investment to date to develop DataFinder Café is $98,200 ($76,145 for application development and $22,055 for SpatialDirect/FME software. It should be noted these costs do not reflect total expense of the project. The Metropolitan Council previously had purchased other specialty software produced needed to support Café - SDE, Oracle and ArcIMS – and owned an Internet server with capacity to host the application. In addition, MetroGIS project funds were also

used to retain Syncline to prepared an eCommerce scoping study for $7,740, for a total investment to date of $105,940.

Phase II Enhancements: MetroGIS and LMIC staff have met on three occasions to discuss a collaborative approach to fund two additional Café enhancements tentatively planned for 2003 as well as leverage the current investment in Café by extending its functionality statewide. The two proposed major enhancements to Cafe:

- Add a projection conversion capability to the Café download wizard
- Support transfer of data in Geography Markup Language (GML).
  This capability would potentially enable the Café to "speak" to the MN Mapserver software that is utilized by the DNR and their Data Deli.

LMIC has been awarded a $117,000 grant, which identified this investment leveraging as an objective. MetroGIS also has been awarded $15,000 in federal NSDI Web Mapping Serve grant funds that are dedicated to the GML enhancement and the City of St. Paul has interest in assisting with the projection conversion enhancement.

c) Regional Parcel Dataset – Private Sector Version and eCommerce Capability
See Agenda Item 5d.

d) State Geodata Initiatives Update

- **LMIC Awarded Grant for GeoIntegrator Project**
  (See Phase II Enhancements under Item c, above.
- **GCGI's LRM Committee – Progress with Statewide Parcel Dataset**
  The Land Records Modernization (LRM) Committee of the Governors Council on Geographic Information (GCGI) is in the process of developing a statewide parcel dataset solution as a component of a statewide I-Plan. This effort has its roots in a July 2001 request from the MetroGIS Policy Board that the GCGI provide leadership for a statewide parcel data solution that incorporates the solution endorsed by the Board for the Metro Area. Several individuals on the LRM Committee are also active in MetroGIS's activities: David Arbeit, Will Craig, David Claypool, and Randall Johnson. Johnson participated on the Parcel Data Policy Vision workgroup. A draft vision has been agreed upon and has been incorporated into a working draft of an I-Plan for the state. This Plan will include vision statements for all seven NDSI Framework data themes (parcels or cadastral data being one of the seven), plus soils. The goal is to submit the I-Plan to the National I-Team Coordinator this fall, at or before the GIS/LIS Conference.
- **GCGI Guidebook - Making the Most of Geospatial Data Exchange: A Guide for Data Distribution**
  A handbook has been produced by the Data Committee of the Governor's Council of Geographic Information. The guide is designed to walk organizations that have elected to share their data through the decisions that are involved in a step-by-step manner with examples and explanatory text. A draft of the guide was debuted for comment during session the GIS/LIS State Conference. Full GCGI endorsement is expected in the near future, after which it will be distributed via the Internet and printed copy. The workgroup included two individuals active in MetroGIS's affairs: David Arbeit (LMIC Director) and Randall Johnson (MetroGIS Staff Coordinator).

e) Federal Geodata Initiatives Update

- *See the attachment written by Will Craig following the NSGIC's (National States Geographic Information Council) meeting in September.*
- **National GeoData Alliance (GDA)**
  Chairperson Reinhardt's one-year term on the GDA National Board of Trustees ends on October 26th, following the Board meeting that day. Chairperson Reinhardt is currently the

representative for Regional Government interests, and will not be seeking reappointment. She informed Chairperson Bacastow that although she enjoyed being part of shaping the organization during the exciting first year of GDA, time constraints would not allow her to continue in the Board of Trustees role. Chairperson Reinhardt's intentions have been made known to the full GDA Board and to the other regional government affiliated GDA members.

The annual GDA membership meeting, including appointment of new board members, is scheduled for October 27th, in conjunction with the National URISA Conference in Chicago. Chairperson Reinhardt and the MetroGIS Staff Coordinator will be attending.

f) Conferences Presented At

- **MnAPA State Conference – September 11-13**
  At the request of MnAPA, MetroGIS and the North Metro I-35W Corridor Coalition hosted a session at the state MnAPA Conference to inform the planning community about the recently completed Regional Planned Land Use dataset. MnAPA selected this project to receive its 2002 Planning Merit Award for an Outstanding Planning Tool. Representatives from MetroGIS, the Metropolitan Council, and the I-35W Coalition officially received the award at a ceremony held on September 12. See Agenda Item 5a and http://www.metrogis.org/about/awards/index.shtml for information about the award.
- **GIS/LIS State Conference – October 2-4**
  MetroGIS was the topic of two presentations at this conference - DataFinder Café's capabilities for customized viewing and downloading geospatial data and MetroGIS's recent designation as an I-Team.
- **URISA National Conference – October 26-30, Chicago, Il**
  Two MetroGIS-related presentations will be made. The first, as part of a luncheon seminar, is entitled "Lessons from Practice: Organizational Aspects of Data Sharing". The second will focus on DataFinder Café's capabilities for customized viewing and downloading geospatial data. The "Lessons from Practice" presentation was also the subject for MetroGIS's presentation at the Global Spatial Data Infrastructure (GSDI) Conference in Hungary, September 16-19. Dr. Francis Harvey, U of M Geography Department, presented MetroGIS's paper. MetroGIS officials will also be receiving URISA's 2002 ESIG Award at the conference. (See Agenda Item 5a.)

g) Outreach Efforts – Other Than Conferences

Beyond the Metro Area: Primarily in conjunction with the Staff Coordinator's involvement in the GCGI's initiative to devise a statewide parcel data policy, contacts to share geodata lessons and needs have been established with the staff of Chisago, Goodhue, and Wright counties as well as the ARDC (Duluth) staff. These coordination opportunities will continue to be fostered and expanded in accordance with MetroGIS's outreach plan. On September 19, the Staff Coordinator and the Metropolitan Council GIS Manager participated in a briefing of the National Capitol Planning Commission in Washington D.C. A dialogue is also ongoing with a startup collaborative serving the Victoria, B.C. area.

Metro Area: The City of St. Paul is testing MetroGIS DataFinder Café to serve its internal and external data distribution needs. MetroGIS staff met with LMIC staff to explore a partnership to collaboratively develop enhancements to DataFinder Café that the user community requested during beta testing and to ensure interoperability with all major GIS platforms.

h) MetroGIS DataFinder and General Web Site User Statistics

See Attachment.

MetroGIS

Cooperation, Coordination, Sharing Geographic Data

August 5, 2002

Ronald Matzner
National I-Team Coordinator
OMB Geospatial Information Initiative
1250 South Washington Street, Suite 601
Alexandria, Virginia 22314

MetroGIS: Seeking Designation as an I-Team

Dear Mr. Matzner:

Thank you for your kind words regarding MetroGIS's achievements and for inviting MetroGIS to seek designation as an I-Team. On July 30, 2002, the MetroGIS Policy Board discussed your invitation, concluded that MetroGIS should take advantage of your request, and directed its management leadership to prepare this letter of formal acceptance for my signature.

It is the our understanding that your expectations of MetroGIS, once designated as an I-Team, are as follows:

1) Keep doing what we have been doing to facilitate coordination on the common geospatial needs of the MetroGIS community and implement regional data solutions as components of the NSDI.
2) Participate in Minnesota's I-Team initiative.

These are straightforward expectations, consistent with MetroGIS's current Business Plan (www.metrogis.org/about/business_planning/index.shtml#part2). The first is the highest priority function of MetroGIS. The second is a component of MetroGIS's outreach activities to advocate and coordinate with initiatives that foster philosophies and policies fundamental to attaining its vision and the vision of the NSDI. A core philosophy of MetroGIS is that statewide a geospatial solution, compatible with MetroGIS's policies for commonly needed geospatial data, is needed to effectively serve the geodata needs of its stakeholders that have jurisdictions and/or business needs that cross into counties beyond the seven-county Twin City Metropolitan Area. As such, our staff coordinator, members of our management leadership, and I are active in Mn Governor's Council on Geographic Information activities common to MetroGIS's objectives. In addition, MetroGIS is currently engaged in a Business Plan Update, which is expected to be essentially complete fall 2002. Key challenge areas continue to address the two expectations for MetroGIS if a designated an I-Team.

A question that has, however, arisen in our discussions is what thought has been given to a means to effectively coordinate among designated state-based I-Teams. For instance, some MetroGIS stakeholders have a need for data for three counties in Wisconsin that adjoin the Twin Cities Metro Area. Within states, this is less of a concern and an issue for state I-Teams to address. MetroGIS leadership have been involved in the National Geodata Alliance initiative in part to address this need but to date a strategy has not materialized.

Again, thank you for inviting MetroGIS to join the ranks of designated I-Teams. We look forward to working with you and the leadership of other I-Team initiatives.

Sincerely,

Victoria Reinhardt, Chair
MetroGIS Policy Board *and* Ramsey County Commissioner

Will Craig

2002 NSGIC Annual Meeting Summary Report

(National States Geographic Information Council – 39 states)
September 9-11, 2002 – Park City UT

Important Presentations & Discussions

- Mapping a Secure Future was the focus of the meeting. Many presentations about Homeland Security – protection against both terrorism and other public safety issues. Highlight was a presentation by Al Leidner, director of the New York City GIS Utility, and his work before and after 9/11.
- Distribution of *Homeland Security Infrastructure Program Tiger Team Report.* This is a draft NIMA/USGS report, for official use only, documenting data collection priorities for Homeland Security. Comments are welcome.
- RAND report, also for official use only, is do out this fall. Its purpose is to assess the sensitivity of publicly available (mostly web-based) geospatial information to vulnerabilities of the nation. Useful decision process is under development.
- Many states are doing innovative work in distributing data via the Internet. Most are distributing raw data and many are providing web-mapping capability. Among the most interesting is Oregon's proof-of-concept testing of providing data from multiple sources through a single portal
- The *Geospatial OneStop* is the key initiative of this administration. This is a part of Bush's e-government. Key new components include:
  - Push to publish data collection plans to encourage cooperation in activities. For example, FSA plans to collect aerial photos could attract counties to partner in higher resolution data.
  - Desire to simplify and fast-track standards. State and local representatives to be involved in the development of these standards, not just the review.
- I-Plans are a major activity of most states. However, they appear to be of less interest to this administration. They will be good for us and give each state a united face when we talk to the feds. To impact OMB, they must relate to the Geospatial OneStop.
- Distribution *of 2001 State Summary* CD. Focuses on coordination activities in each state.

Official Vote

- Endoresment of a white paper, *Saving Lives and Money: an Urgent Call to Build the National Spatial Data Infrastructure in Support of Public Safety*. Document signed by Rick Miller, president of NSGIC, and Alan Leidner, director of the New York City GIS Utility. All state councils will be asked to join in supporting this initiative.

Meeting Summary
MetroGIS Technical Advisory Team
Centennial Office Building – Rm 302
November 7, 2002

1. CALL TO ORDER
Chairperson Maxwell called the meeting to order at 2:05 p.m.

Members Present: Bob Basques (City of St. Paul - Public Works), Dave Brandt (Washington County), Gordon Chinander (Carver County), Rick Gelbmann (Metropolitan Council), Mark Kill (Metropolitan Airports Commission), Susanne Maeder (MN Planning/LMIC), Jim Maxwell (The Lawrence Group), Rick Person (City of St. Paul).

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

Visitors: Chris Cialek (MN Land Management Information Center).

2. ACCEPT AGENDA
The agenda was accepted as submitted.

3. ACCEPT MEETING SUMMARY
Meeting notes from the August 22, 2002 meeting were accepted, ayes, all.

4. MEETING REPORTS
a) September 25 Coordinating Committee Meeting and b) October 22 Policy Board Meeting
Support Staff Member Johnson summarized the actions of the Coordinating Committee and Policy Board at their recent meetings. Among the highlights are:

- Approval of the 2003-2005 MetroGIS Business Plan by the Policy Board, as recommended by the Coordinating Committee.
- Acceptance by the Policy Board of proposed modifications by the Coordinating Committee to the regional policy statement to add a 25th attribute and to clarify operational responsibilities of the primary and regional custodian organization.
- Endorsement by the Policy Board of a regional policy statement relating to parcel data available to the private sector as the initial phase in developing a collaborative strategy.

On the subject of applications, Team Member Chinander asked if it would be possible for MetroGIS to create something similar to the DNR's Data Deli. Support Staff Members Kotz and Johnson replied that the DataFinder Café does allow parcel data to be "clipped".

5. ITEMS REQUIRING ACTION OR DISCUSSION
a) Work Plan for 2003
Support Staff Member Kotz reviewed the items covered in the proposed 2003 Work Plan for the Technical Advisory Team. New tasks, such as the Socioeconomic Characteristics of Areas information need, remaining parcel data tasks, and the Highways & Roads information need were mentioned. Work on GML and Web Feature Services (WFS) will await the lead of LMIC and the GeoIntegrator project. See the 2003 TAT Work Plan for details.

The 2003 Work Plan was accepted as proposed, ayes, all.

b) Meeting Schedule for 2003

Support Staff Member Kotz proposed that the Technical Advisory Team meet on the following Thursdays in 2003: February 13, May 15, August 14, and November 13. As in 2002, the 2003 meetings will be held from 2:00-4:00 PM at the Centennial Office Building, 658 Cedar St., St. Paul, Room 302. Refer to the meetings calendar on the MetroGIS website (www.metrogis.org/teams/mtg_calendar.shtml) for any future changes to this schedule.

All team members present agreed to this schedule.

6. PROJECT AND WORKGROUP REPORTS

a) Highways and Roads Business Information Need

Support Staff Member Dolbow summarized the Peer Review Forum that was held to address this priority information need on October 24. A summary of this event is being prepared and will be available on the MetroGIS website in the near future.

b) Existing Land Use Information Need

Support Staff Member Paul Hanson was unable to attend this meeting. A short status report is provided in the agenda packet.

c) Regional Planned Land Use Dataset

Support Staff Member Paul Hanson was unable to attend. A short status report is provided in the agenda packet.

d) Socioeconomic Characteristics of Areas (Census Data)

Team Member Zimmerman was unable to attend this meeting. See agenda packet for a short status report.

e) DataFinder Café Update - TLG and St. Paul

Mark Kotz reported that the TLG Street Centerline dataset has been approved for distribution to licensed users via the Café. Also, the City of St. Paul is working on serving some data on the Café via a remote node. Co-Chair Maxwell asked if Team Member Basques, City of St. Paul, has been involved with the testing of data on St. Paul's remote server for the DataFinder Café. Kotz replied that Coordinating Committee Member Don Cheney, also with the City, was been working on this task.

f) Hydrology Data

Team Member Maeder stated that the Governor's Council Hydrography Committee has outlined its workplan for the year. One of the tasks is a pilot project involving the high-resolution (1:24,000) National Hydrography Dataset (NHD). At this point high-resolution NHD in Minnesota has evolved from theory to reality. Twenty of the state's 81 major watersheds now have high-res NHD data completed. LMIC and St Cloud State are now working to complete 10 more watersheds in northeastern and north central Minnesota by next September, and MPCA plans to contract out 3 more watersheds in the metro area (Lower Minnesota, Lower St. Croix, and Rum River). Update issues have already been identified in some watersheds in the southern Metro and the southeast, which were the earliest NHD watersheds completed.

The Hydrography Committee this year would like to carry out one or more pilot projects showing the applications which can be built upon NHD, and resolving update and maintenance issues. Given the interest from the MetroGIS staff in the NHD, the Committee would be willing to formulate a pilot project in a basin within the Twin Cities that the Hydrography Committee and MetroGIS could work on cooperatively.

7. TECHNOLOGY PRESENTATION
a) Carver County Risk Management Project, and b) Carver County Intranet Mailing Label Application
Team Member Chinander gave demos of these applications, explaining the design and functions of these systems developed by Carver County staff.

The Carver County Risk Management Project was developed in coordination with the county's Risk Management Team. This project contains important information such as oil & gas lines, shut off valves, warning sirens that are buffered to show the coverage area of the siren, facilities with chemicals. This application has the ability to plot chemical plumes based on the type of chemical, amount of spill and atmospheric conditions (temperature, wind speed and direction) onto a view containing the county parcel dataset and aerial image. This application will also query the parcel database and print out a list of names and addresses of all parcels within the plume. This application could also be customized to map biological agents in the event of terrorist activities.

The Carver County GIS office has also created a mailing label application using ArcIMS on the county's intranet. This application prompts the user for an address and a buffer size. The application then selects the parcel and draws the buffer around the parcel, selecting all parcels with in the buffer. The user then has an option of either printing a text file or mailing labels. This will eventually be offered through the internet for municipalities in the county.

8. INFORMATION SHARING
There was no further discussion on these items.

9. NEXT MEETING
February 13, 2003

10. ADJOURN
Co-Chair Maxwell adjourned the meeting at 3:59 PM.

Prepared by,

Steve Fester
MetroGIS Support Staff

MetroGIS Technical Advisory Team

Cooperation, Coordination, Sharing Geographic Data

Agenda

Thursday, May 15, 2003

Centennial Office Building, Room 302
(Southeast of State Capitol Building)
St. Paul, MN
2:00 to 4:00 PM

1. **Call to Order**

2. **Approve Agenda**

3. **Approve Meeting Summary**
   a) November 7, 2002 ..... all

4. **Meeting Reports**
   a) April 9 Coordinating Committee Meeting .....Randall Johnson
   b) April 30 Policy Board Meeting .....Randall Johnson

5. **Items Requiring Action or Discussion:**
   a) Highways and Roads Technical Workgroup .....Mike Dolbow
   b) Planned Land Use – Change to Data Specifications and Responsibilities.....Paul Hanson
   c) Performance Measures .....Mark Kotz
   d) Data Users Forums for Parcels and TLG – Fall .....Mark Kotz
   e) Standard Thematic Categories Update.....Mark Kotz
   f) The Technical Advisory Team – What should we be? .....Mark Kotz

6. **Project and Workgroup Reports**
   a) Socioeconomic Workgroup.....Randall Johnson
   b) Existing Land Use Business Information Need Forum April 17 .....Paul Hanson
   c) Hydrology Data Workgroup ..... Susanne Maeder/Paul Hanson

7. **Information Sharing**
   a) Regional Parcel Dataset available to non-government .....Mark Kotz
   b) TLG Data Available via DataFinder .....Mark Kotz
   c) Quarterly Update of Municipal Boundary Dataset being Tested.....Mark Kotz
   d) March GeoWorld Cover Story and Real Estate Journal Articles about MetroGIS....Randall Johnson
   e) May 21 URISA Summit in Washington D.C. .....Randall Johnson
   f) Enhancement to DataFinder / Coordination with MN GeoIntegrator.....Randall Johnson
   g) Mailing Label Application .....Randall Johnson
   h) Federal Address Standard out for Review.....Mark Kotz

8. **Next Meeting = August 14, 2003**

9. **Adjourn**

3. Approve Meeting Summary

See attached meeting notes from November 7, 2002 meeting.

4. Meeting Reports

4a) April 9 Coordinating Committee Meeting Highlights .....Randall Johnson

[Not listed - Recommendations for actions that were approved by the Policy Board]

MetroGIS 2003 Funding and Work Programming Update
Staff summarized the expected impacts of the loss of around $82,000 non-staff project funds, noting that that workplans adopted in January should be doable with the possible exception of enhancements to DataFinder.

Quarterly Performance Measures Report
The large difference in data downloading activity between the FTP versus Café methods was talked about and the inverse cost to accommodate these preferences. It was noted that the total numbers are likely not telling the whole story – the Café was developed primarily to subset large datasets and was not intended to reduce the use of FTP. It was agreed that we (all committees and staff) should think about how to measure satisfaction and possibly think about setting targets.

4b) April 30 Policy Board Meeting Highlights .....Randall Johnson

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

Use of GIS technology by the MMCD permits storage of significantly more data in a readily retrievable format about each of the 70,000+/- wetlands mapped by the District; data which are available for use by other interests. Access to the regional street centerline, and jurisdictional boundaries databases also make it possible to quickly address-match and map a variety of incident data, e.g., location of victims of mosquito borne disease, as well as, improve efficiencies for reporting to the Department of Agriculture. Ms. Read commented that the District would like to be able to associate their wetlands data with real-time meteorological data (rainfall) to quickly identify changes in wetland water level – a primary factor for hatching of dormant mosquito eggs. This is important because they only have a few days after a rainfall to control the mosquitoes in the larval stage (before they emerge as adults), the most effective of the options to control mosquitoes. She encouraged MetroGIS to investigate whether real-time weather data might be a prospective candidate for a regional collaboration and, if so, the MMCD would be very interested in participating and further noted that the MMCD has been investigating the services provided by Meteorologix, a national firm with offices in the Twin Cities that is a leader in the weather data industry. She also encouraged MetroGIS to investigate the possibility of a regional program to acquire and sustain compatible Digital Elevation Map (DEM) data for the entire metro area both for its own use and for improving accuracy of orthophotography.

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

ISO Geospatial Data Theme Categories Endorsed
Policy Board endorsed the table of International Standards Organization (ISO)-based themes, dated June 6, 2002, for categorizing geospatial data and related metadata and promote them for use by the MetroGIS community, with the understanding that the Coordinating Committee will provide a layperson's description for the "cadastral" and "elevation and derived products" categories.

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

5. Items Requiring Action or Discussion

5a) Highways and Roads Technical Workgroup ..... Mike Dolbow

Mike Dolbow will give a short presentation to explain the fundamental concepts of Mn/DOT's Location Data Manager (LDM) project, which has been derived thus far from a proposed national standard. The LDM project is based on Anchor Points, or unique road intersections; and Anchor Segments, which are the sections of road between Anchor Points. The key to making the LDM a truly sharable and scalable system is the ability to have multiple cartographic representations of each Anchor Segment. As long as a data producer uses the Anchor Point ID's assigned by Mn/DOT, they can have cartographic representations that are more or less accurate than other data sets. Attributes can be linked between data sets, encouraging the sharing of a wide variety of data sets that are developed at various scales and for various purposes.

The purpose of the presentation will be to brief the TAT on the progress of the Roads and Highways Technical Workgroup, and to invite those interested to the Coordinating Committee meeting, where a more formal presentation will be given by Mn/DOT.

5b) Planned Land Use – Change to Data Specifications and Responsibilities ..... Paul Hanson

TO: Technical Advisory Team

FROM: MetroGIS Staff Support Staff Team
Contact: Paul E. Hanson (651-602-1642)

SUBJECT: Planned Land Use – Change to Data Specifications and Responsibilities

DATE: May 6, 2003
(For the May 15th Meeting)

Request
Staff is seeking the Technical Advisory Team support of the following actions to modify the Regional Planned Land Use custodial responsibilities and data specifications to forward to the Coordinating Committee's June 18th, 2003 meeting:

1. Modify the custodial responsibilities to state that annual realignments of the Regional Planned Land Use information to updated county parcel boundary data will not occur until it is technically feasible to reduce the necessary time investment to do so.
2. Approve the inclusion of a Light-Rail Transit (LRT) as a Level 2 code under Level 1 – Railroad in the coding scheme of the data specifications.

Introduction
The MetroGIS endorsed Regional Planned Land Use dataset has been available on DataFinder via FTP since May 10, 2002 and via the Cafe' since August, 2002. As outlined in the custodial responsibilities, each quarterly updates of the land use information has been completed on time and made available on DataFinder. However, the custodial responsibility stating that an annual realignment of the data would be made to coincide with updated county parcel boundary data has not occurred. Due to difficulties in defining polygon geography for land uses such as road rights-of-way, and water bodies, the procedure of realignment has proven too difficult and time consuming to accomplish.

Additionally, developments in Light-Rail Transit (LRT) in the metropolitan area have prompted the need to distinguish it from other forms of rail transportation. It has been suggested to modify the regional coding scheme of the data specifications to include a Level 2 category solely for purposes of designating LRT.

Background
Since that time, there have been 392 downloads via DataFinder through both the Café and the FTP site. As outlined in the custodial responsibilities (see PLU_Policy_Summary.doc attachment file), three quarterly updates of the land use information have been completed: Sept. 1, 2002; Jan. 1, 2003; & March 25, 2003 (with an additional update on March 6, 2003). The next quarterly update is scheduled for June1, 2003.

As with all MetroGIS endorsed datasets, a goal of the Regional PLU dataset is to be interoperable with other endorsed datasets. Since the spatial base for the Regional PLU is county parcel data, a custodial responsibility for the Regional PLU dataset was to annually realignment of the land use information to updated county parcel boundary data (PLU Policy Summary, Section D, Item 3). This procedure would ensure that any adjustments or corrections made to the county parcel data would translate to the PLU data. The realignment would also allow the incorporation of newly created parcels in the county parcel dataset into the Regional PLU data, replacing currently estimated boundaries.

Unfortunately, most county parcels are delineated and defined by their taxing ability. Untaxed properties or "non-parcels" such as road and rail rights-of-way and water bodies, are often undistinguished in the county parcel data. As a result, the geography necessary to fully population the PLU information is often incomplete and requires tremendous time resources to generate polygon geography in these "non-parcel" areas (for more detail, read the PLU metadata - Lineage section at: http://www.datafinder.org/metadata/landuse_planned.htm). Although it was acknowledged when the custodial responsibilities were drafted that creating polygon geography in "non-parcel" areas would be time consuming, the extent of this commitment was vastly underestimated. Therefore, unless other data for the "non-parcel" areas is made available to supplement the parcel geography, the annual realignment, as stated in the custodial responsibilities, requires resources to generate the necessary polygon geography that are currently unavailable. As such, it is suggested that the custodial responsibilities for the Regional PLU be modified to reflect the current difficulty in conducting annual realignments. However, the modified responsibilities should clearly state that the original desired specification to align PLU data to county parcel data is still valid and should be re-evaluated when doing so proves to be more feasible

NOTE: As indicated in the March 12, 2002 MetroGIS Coordinating Committee recommendation, the Rights To Property, one of the original 13 Priority Information Needs, appears to be closely associated with the "non-parcel" geography in the county parcel datasets mentioned above. It was recommended that the Coordinating Committee direct the Technical Advisory Team to consider, the time consuming efforts necessary with the Regional Planned Land Use data to fulfill MetroGIS's goal to develop geographically referenced regional datasets, when addressing the Rights to Property Priority Information Need. In other words, it was strongly recommended that the Rights To Property Priority Information Need incorporate data specifications that would fulfill the needs of the Regional PLU "non-parcel" geography requirements. Although this recommendation is still valid, currently, work has not been initiated on the Rights To Property Priority Information Need.

Additionally, since the time when the Regional PLU data specifications were drafted, a significant new land use type has entered the regional landscape – light-rail transit. Currently the regional Planned Land Use Coding Scheme does not distinguish types of rail transportation or uses (see PLU Policy Summary, Appendix A). With the development and eventual completion of the Hiawatha Light Rail Transit Line, it seems appropriate to expand the regional land use designation in the coding scheme of the data specifications to distinguish light rail from traditional rail transportation at Level 2.

Recommendation
Modify the custodial responsibilities for the Regional PLU Policy Summary (Section D, Item 3) to state "When technically feasible, annually align the Regional Planned Land Use data with the Regional Parcel boundaries. Additional sub-annual realignments of the Regional Planned Land Use boundaries may occur if significant parcel realignment occurs and is technically feasible."

Add the following land use distinction to the coding scheme of the data specifications:

Full Field Description	Database Field Heading	Valid Field Value
Regional Land Use Description	PLU_desc	Light Rail Transit
Regional Land Use Code	PLU_Lev2	LRT
Generalized Land Use Code	PLU_Lev1	RL
Generalized Land Use Description	Desc	Railway

5c) Performance Measures ..... Mark Kotz

MetroGIS is producing a quarterly performance measures report. The March 2003 report (which includes results through February) can be found at: http://www.metrogis.org/benefits/perf_measure/0303_perfmeas_rept.pdf . Among other things, the report shows statistics on the use of DataFinder. Here are some highlights from the report:

- The use of DataFinder continues to increase.
- The DataFinder site had 2,293 unique visitors in February and 7,009 total visits.
- DataFinder had 1100 data downloads in February (1003 from the FTP site and 97 from the Café)
- The top three downloaded datasets in February were:
  1. County and municipal boundaries (60)
  2. Generalized Land Use 2000 (55)
  3. Census 2000 Population Tables (37)
- DataFinder had 131 metadata records and 99 downloadable datasets.
- 15 different organizations are publishing metadata on DataFinder.

MetroGIS looked into the options for trying to track who is actually downloading the datasets. At minimum this would require us to use cookies on the DataFinder site. As it turns out, the use of cookies is prohibited by the Federal Government on websites that have received certain federal grant money. This includes the DataFinder site. Thus, this is not an option for us.

Are there any comments? Is there anything else we should be tracking in this report?

5d) Data Users Forums for Parcels and TLG – Fall ..... Mark Kotz

We are asking for volunteers to help organize the fall user forums. These forums will essentially be reviews of the Regional Parcel Dataset and the TLG Street Centerlines data. The idea of the forums is to determine to what extent the existing datasets are meeting people's needs and what, if anything, might be done to enhance the datasets in order to meet additional needs.

5e) Standard Thematic Categories Update ..... Mark Kotz

In August of 2002 the Technical Advisory Team reviewed the ISO and FGDC based 19115 topical themes for categorizing geospatial data. You can see them at http://www.datafinder.org/documents/DataFinder_ISO_Compliant_Theme_Categories.pdf

At the April 30 Policy Board meeting, these categories were endorsed as a MetroGIS best practice, subject to making the names of two categories more meaningful to the layperson.

Recommendation:

MetroGIS staff and Land Management Information Center staff recommend the following changes:

Change "Elevation and Derived Products" to "Elevation". The "Derived Products" wording was the part that was problematic for the Policy Board. This wording was added by the FGDC to the ISO standard to make it clear that things like slope data belong in this category. We recommend moving this wording to the definition, to keep the category name more meaningful.

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

> Merriam-Webster Dictionary:
> Cadastre: *an official register of the quantity, value, and ownership of real estate used in apportioning tax*
>
> Cadastral:
> 1: *of or relating to a cadastre*
> 2 : *showing or recording property boundaries, subdivision lines, buildings, and related details*

Category Name	**Definition**	**Keywords**
Elevation ~~and Derived Products~~	Height above or below sea level and derived data	altitude, bathymetry, digital elevation models, slope, derived products
Land Ownership ~~Cadastral~~	Data pertaining to interests in real property	cadastral surveys, land ownership, parcel boundaries, rights-of-way, easements, property taxation

5f) The Technical Advisory Team – What should we be? ..... Mark Kotz

I believe it is time to evaluate the usefulness and role of the MetroGIS Technical Advisory Team. The agenda's for team meetings have been fairly slim in the last year, and we skipped one quarterly meeting do to a lack of action items altogether. Nearly all of the work of the Technical Advisory team is done by small workgroups (which are generally run by MetroGIS staff). The TAT rarely votes on or approves anything.

With this is mind, I believe it is appropriate to ask ourselves the following questions:

- Does the TAT need to continue to exist as it currently is?
- How useful are these meetings?
- Should we continue to meet quarterly?
- Should we meet every 6 months and just have e-mail updates in between?
- Should this instead be an e-mail group with no actual meetings?
- Should there just be a smaller technical team (e.g. 4 or 5 people) to the Coordinating Committee that coordinates the work of the technical workgroups?
- Should there be no technical team to the Coordinating Committee and MetroGIS staff will coordinate the work of the technical workgroups?

Background
The MetroGIS Technical Advisory Team was created as a result of the findings of the 1998 Participant Satisfaction Survey. It was a consolidation of the then Data Standards, Data Content and Data Access Advisory Teams that did the bulk of the initial MetroGIS technical work.

Current TAT Purpose Statement
The MetroGIS Technical Advisory Team is responsible for:
- recommending technical strategies and mechanisms, and
- framing policy needs for consideration by the Coordinating Committee related to resolving data access, data content, and standards obstacles that must be overcome to achieve widespread sharing of geographically-referenced data among MetroGIS stakeholders.

Current TAT Responsibilities
- Identify the datasets and their characteristics which provide the greatest utility for the Metro Area GIS data user community.
- Identify or develop standards and/or guidelines that facilitate data sharing among participants of MetroGIS.
- Identify policy needs concerning content of priority regional datasets.
- Identify and frame policy issues concerning delivery and access of data endorsed by MetroGIS as regionally significant.
- Monitor and evaluate user satisfaction with MetroGIS-endorsed datasets.
- Monitor and evaluate user satisfaction with MetroGIS DataFinder's functionality.
- Remain current regarding Geographic Information Systems technology and related capabilities especially as they apply to the needs of the MetroGIS community.

6. Project and Workgroup Reports

6a) Socioeconomic Workgroup ..... Randall Johnson

A newly formed workgroup has met twice April 7th and May 6th. It will guide the drafting of a recommendation(s) to implement a regional solution(s) for this priority common information need. The group began with the information needs statements identified in 1996 and is refining them in order to devise a regional strategy to identify appropriate data sources. Will Craig, member of the Coordinating Committee, has agreed to chair this workgroup. Eleven other individuals, representing diverse professional and organizational perspectives, have agreed to serve on this workgroup. The group's workplan consists of a two-step process whereby the workgroup will investigate how existing published data (e.g., U.S. Census Bureau) can be used to address the various components of this information need and then this group or another will investigate other options, including but not limited to, the iBlock concept developed by Excensus LLC.

6b) Existing Land Use Business Information Need Forum April 17 ..... Paul Hanson

On April 17th MetroGIS hosted a Peer Review Forum. Paul Hanson, GIS Specialist: Metropolitan Council, was the lead staff in preparation for this event. Twenty-one individuals from a variety of organizations participated and several others observed the discussions. All participants are users of existing land use data and were chosen for the unique content expertise each brought to the discussion. The purpose of forum was to refine and build upon MetroGIS' initial existing land use information needs identified in 1997.

Paul Hanson facilitated the session. Over a 3-½ hour period, the participants discussed important issues relating to existing land use and provided direction that will be instrumental in crafting a solution that addresses the common needs of the entire MetroGIS stakeholder community.

A major topic of the discussion involved how to refer to land that is available for development or redevelopment. Use of the term "vacant" was rejected. It was concluded that the land use categorization scheme recently endorsed by the APA (American Planning Association) may guide MetroGIS's work in this area. The group also agreed on goals of an annual update and to maintain as much detail as possible about the types of uses and their extent of their land coverage. In other words, a land use designation does not necessarily follow a political or legal boundary (i.e. parcel). A detailed summary of the meeting will be available shortly.

The next step in the MetroGIS process will be to organize a workgroup to develop a three-part strategy, based upon the results of the forum: to define the desired regional data specifications; implement desired custodial roles and responsibilities; and secure a willing custodian(s) with the desired capabilities. Forum participants were asked to participate in the work group – six expressed an interest. Currently, the first meeting is tentatively scheduled for the week of May 19th, 2003.

6b) Hydrology Data Workgroup ..... Susanne Maeder/Paul Hanson

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

On April 9th, 2003, a meeting was held to discuss additional data that would supplement adopted State solutions. The meeting included staff from the Metropolitan Mosquito Control District, the Minnesota Department of Natural Resource, the Minnesota Pollution Control Agency, the state's Land Management Information Center, the Southern Washington

Watershed District, and the Metropolitan Council. The meeting focused on the integration of regional wetland data from the Mosquito Control, Open Water features from the Met. Council's 2000 Generalized Land Use, and the DNR's Public Waters Inventory (PWI) data. In theory, all parties favored the concept of integration and are currently investigating how such an operation will occur.

An additional, yet brief, discussion about storm sewer conveyances and catch basins preceded the conclusion of the meeting. The Pollution Control Agency mentioned that the Phase II – Storm Sewer Program may contribute to the coordination of a regional storm sewer data base. Further investigation into the Phase II program and discussion with program staff indicated that currently Phase II planning and MetroGIS efforts are not congruent. However, cooperation and support may be feasible as both projects mature.

7. Information Sharing

7a) Regional Parcel Dataset available to non-government ..... Mark Kotz

Through the work of the MetroGIS County Producers Workgroup, the MetroGIS Regional Parcel Dataset is now available to the private sector and individuals for a fee of five cents per parcel. A processing fee is also required. Currently, requesters of this data are just given contact information for each county where they can purchase the data. However, in the near future, the metadata for the Regional Parcel Dataset will link to an online form where the data can be ordered. The form is then sent to the appropriate county personnel who will follow up to complete the order and process the fees. MetroGIS will use this process to evaluate the demand for this dataset by non-governmental entities.

7b) TLG Data Available via DataFinder ..... Mark Kotz

TLG Street Centerline and Landmarks datasets are now available to licensed users via the DataFinder Café in addition to the password protected FTP site. You must use your DataFinder account name and password to be able to see and download the TLG data on the Café.

7c) Quarterly Update of Municipal Boundary Dataset being Tested ..... Mark Kotz

Historically we have updated the regional County and Municipal boundary dataset approximately annually. The Metropolitan Council, in conjunction with the counties, is looking at the feasibility of updating this dataset quarterly with the updates to the Regional Parcel Dataset.

7d) March GeoWorld Cover Story and Real Estate Journal Articles Randall Johnson

GeoWorld Magazine Cover Story:
The four-page article, written by Jeanne Landkamer for MetroGIS, provides a good overview of MetroGIS's objectives and accomplishments. A copy of the article can be viewed online at http://www.geoplace.com/gw/2003/0303/0303mnn.asp. A number of compliments have been received from across the country as a result of this article.

St. Paul Area Association of Realtors Newsletter:
An article, written by Policy Board Chair Reinhardt, was published in the February issue of the St. Paul Area Association of Realtors newsletter. The article can be viewed online on page 9 of the document at http://spaar.quantumsite.com/files/feb03nwslttr.pdf.

7e) May 21 URISA Summit in Washington D.C. .....Randall Johnson

A flyer advertising this Summit entitled "Give and Take: *National Programs…Local Implementation"* is available at http://www.urisa.org/FedSummit/Summit.htm. The Staff Coordinator has been invited to participate as one of the panelists, given the success MetroGIS has had in securing the type of partnerships necessary to achieve the goals of these federal initiatives. The Summit's purpose is to foster dialogue between local and state units of government and the leadership of five federally-sponsored geospatial data related initiatives and ultimately the partnerships needed to accomplish the objectives of these programs:

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

7f) Enhancement to DataFinder / Coordination with MN GeoIntegrator .....Randall Johnson

The MN Land Management Information Center (LMIC) is in contract negotiations with Syncline, developer of MetroGIS DataFinder Café (www.datafinder.org), to expand the Café's functionality statewide and, in so doing, partner with the MetroGIS community to develop additional desired functionality for DataFinder Café. LMIC was awarded a grant from the MN Office of Technology for this effort. In 2001, MetroGIS also received a National Spatial Data Infrastructure (NDSI) Web Mapping Services grant to implement functionality being explored through this joint project. If the project is pursued, MetroGIS's grant funds will be assigned to this collaborative effort.

7g) Mailing Label Application .....Randall Johnson

In February, following discussion at the January Policy Board meeting, the MetroGIS Staff Coordinator offered a concept for consideration by the members of the County Data Producers Workgroup (seven county representatives to the Coordinating Committee) for a project to develop a regional mailing label application. The proposal was based upon the application implemented by Carver County and demonstrated to the Policy Board at its January meeting. Carver County has since agreed to share their application with the community, and each of members of the Workgroup has concurred that pursuing a regional application would be beneficial to the community. Alison Slaats, MetroGIS DataFinder Manager, investigated the modifications to the application that will be required to run it on top of the regional parcel dataset and looked into a mechanism to restrict access to only those organizations that have access to the regional parcel dataset. The County Data Producers Workgroup considered Alison's findings at its May 8th meeting. Staff will be prepared to summary the workgroup's discussion and any subsequent action.

7h) Federal Address Standard out for Review .....Mark Kotz

From the Federal Geographic Data Committee:
The FGDC has released the draft Address Data Content Standard for public review between May 1, 2003 and July 31, 2003. The purpose of this standard is to facilitate the exchange of address information. Organizations often have detailed specifications about the structure of their address information without defining the content, i.e., the elements that constitute an address within their system. Knowledge of both structure and content is required to successfully share information in a digital environment. The Address Data Content Standard simplifies the address data exchange process by providing a method for documenting the content of address information. It codifies some commonly used discrete units of address information, referred to as descriptive elements, and provides standardized terminology and definitions to alleviate inconsistencies in the use of descriptive elements and to simplify the documentation process.

The Address Data Content Standard is applicable to addresses of entities having a spatial component. It does not apply to addresses of entities lacking a spatial component and specifically excludes electronic addresses, such as e-mail addresses. It does not require addresses be shared and does not provide guidelines for determining whether addresses can be shared. Some organizations are prohibited by statute from sharing addresses or some part of address information due to requirements for confidentiality and security. The Address Data Content Standard places no requirement on internal organization of use or structure of address data. However, its principles can be extended to all addresses, including addresses maintained within an organization, even if they are not shared.

For guidance on obtaining a copy of the draft Address Data Content Standard for review and comment and submitting comments, please visit the FGDC standards page on the Address Data Content Standard at http://www.fgdc.gov/standards/status/sub2_4.html .

Approved On
11/06/03

Meeting Summary
MetroGIS Technical Advisory Team
Centennial Office Building – Room 302
May 15, 2003

1. CALL TO ORDER
Chairperson Maxwell called the meeting to order at 2:05 p.m.

Members Present: Bob Basques (City of St. Paul - Public Works), Eltayeb Elhassan [for Dave Brandt] (Washington County), Dan Falbo (ESRI), Francis Harvey (U of M Geography Dept.), Mark Kill (Metropolitan Airports Commission), Jim Maxwell (The Lawrence Group), Michael Munson (Metropolitan Council), Ron Wencl (US Geological Survey), Tim Zimmerman (Hennepin County Community Health).

Support Staff: Mike Dolbow, Steve Fester, Paul Hanson, Randall Johnson, and Mark Kotz.

2. ACCEPT AGENDA
The agenda was accepted as submitted.

3. ACCEPT MEETING SUMMARY
Meeting notes from the November 7, 2002 meeting were accepted unanimously.

4. MEETING REPORTS
a) April 9 Coordinating Committee Meeting and b) April 30 Policy Board Meeting
Staff Member Johnson summarized the actions of the Coordinating Committee and Policy Board at their recent meetings. Among the highlights are:

- Funding reductions for enhancements to DataFinder Café due to Metropolitan Council budget cuts.

5. ITEMS REQUIRING ACTION OR DISCUSSION
a) Highways and Roads Technical Workgroup
Mike Dolbow summarized this group's recent activities.

b) Planned Land Use – Change to Data Specifications and Responsibilities
Paul Hanson summarized the changes detailed in the agenda materials.

c) Performance Measures
Mark Kotz summarized the latest Performance Measures report.

d) Data Users Forums for Parcels and TLG – Fall
See the agenda packet for more information.

e) Standard Thematic Categories Update
See the agenda packet for more information.

f) The Technical Advisory Team – What should we be?
Dan Falbo suggested querying the Technical Advisory Team roster to see if there are any members who do not wish to remain on the team, as well as querying a broader group of non-members to see if anyone else would be interested in joining the Team. No members disagreed with this suggestion.

6. PROJECT AND WORKGROUP REPORTS

a) Socioeconomic Workgroup
See the agenda packet for more information.

b) Existing Land Use Business Information Need Forum - April 17
See the agenda packet for more information.

c) Hydrology Data Workgroup
See the agenda packet for more information.

7. INFORMATION SHARING
There was no further discussion on these items.

8. NEXT MEETING
Team members decided to cancel the previously scheduled August meeting. The next meeting will be held on November 13, 2003.

9. ADJOURN
Co-Chair Maxwell adjourned the meeting at 3:57 p.m..

Prepared by,

MetroGIS Support Staff

MetroGIS Technical Advisory Team

Cooperation, Coordination, Sharing Geographic Data

Agenda

Thursday, November 6, 2003

Centennial Office Building, Room 302
(Southeast of State Capitol Building)
St. Paul, MN
2:00 to 4:00 PM

1. **Call to Order**

2. **Approve Agenda**

3. **Approve Meeting Summary**
   a) May 15, 2003 ..... all

4. **Meeting Reports**
   a) September 17 Coordinating Committee Meeting .....Randall Johnson
   b) October 29 Policy Board Meeting .....Randall Johnson

5. **Items Requiring Action or Discussion:**
   a) TAT Purpose and Responsibilities for 2004 Approved by Coordinating Committee ..... Mark Kotz
   b) 2004 Meeting Schedule ..... all

6. **Project and Workgroup Reports**
   a) Regional Parcel Dataset Forum & Next Steps .....Mark Kotz

7. **Technical Presentations & Demonstrations**
   a) Emerging Needs for Points and Addresses for Buildings .....Mark Kotz
   b) Cooperative Addressing Services Initiative (St. Paul & RCGISUG) ..... Bob Basques
   c) Anoka County Addresses and Points for Residential Units .....Gary Swenson
   d) Washington County Address Points Dataset .....Dave Brandt
   e) King's Companion ArcIMS Application – Technical Issues ..... Jim Maxwell

8. **Information Sharing**
   a) Quova Report ..... Mark Kotz
   b) Major MetroGIS Activity Update
   c) More Information Sharing

9. **Next Meeting = ???**

10. **Adjourn**

3. Approve Meeting Summary

See attached meeting notes from May 15, 2003 meeting.

4. Meeting Reports

4a) September 17 Coordinating Committee Meeting Highlights .....Randall Johnson

4b) October 29 Policy Board Meeting Highlights .....Randall Johnson

5. Items Requiring Action or Discussion

5a) TAT 2004 Purpose and Responsibilities Approved by Coordinating Committee .....Kotz

Purpose Statement:

- The Purpose of the Technical Advisory Team is to foster information sharing related to GIS technology within the MetroGIS community and to review technical issues brought to it by the Coordinating Committee, MetroGIS workgroups and MetroGIS staff

Responsibilities:

- Meet at least semi-annually. TAT staff will prepare meeting agendas, requesting technical presentations from the MetroGIS community.
- Maintain an e-mail list to provide more timely review of issues between team meetings.
- Provide a forum for presentation and discussion of technical issues relevant to the MetroGIS community, including standards, data development, applications development and new technologies.
- Review and respond to issues presented to it by the Coordinating Committee, MetroGIS workgroups or MetroGIS staff.
- Define and recommend technical strategies, policies and procedures to the Coordinating Committee and assist them in carrying out their work plan when requested.
- Keep abreast of changes to GIS technology and advise the Coordinating Committee of new opportunities for MetroGIS.

Work Program

Beginning in 2004, the TAT will no longer have a work program separate from that of the Coordinating Committee. Rather the Coordinating Committee will oversee a single, comprehensive work program and delegate to the TAT those activities it deems appropriate. This change was necessitated by an increasing dependence on special purpose workgroups by the Committee to accomplish technical work program tasks.

5b) 2004 Meeting Schedule ..... All

Meeting dates need to be set for 2004. Should we continue to meet every 6 months?
Should our meetings be in conjunction (before or after) Coordinating Committee or Policy Board meetings?

6. Project and Workgroup Reports

6a) Regional Parcel Dataset Forum and Next Steps ..... Mark Kotz

The Regional Parcel Dataset Review Forum was held September 25th. The full summary and results document of the forum can be found at http://www.metrogis.org/data/datasets/parcels/0903_forum.pdf . The forum had 14 participants from a broad spectrum of local, regional and state government and the academia, as well as observers from five counties. The purpose of the forum was to identify and prioritize potential enhancements to the regional parcel dataset.

The following table provides a list of the information needs expressed by participants of the Parcel Data Users Forum. Needs are listed in order of priority (number of votes). Only those potential enhancements receiving a vote are listed. See the summary and results document for a full list and breakdown by local, regional and state government.

Most potential enhancements relate to attributes. Those shaded in yellow may require additional geographic data (not just attributes). Those shaded in blue relate to positional accuracy and logical consistency issues.

	Desired Parcel Dataset Enhancement	Votes
1	**Residential structure characteristics** (e.g. square footage; # bedrooms; dwelling types (single family detached, duplex, townhomes); home style (rambler, split entry, cape cod); garage; basement; heating/cooling)	8
2	**Names of all owners**, including first and last name in separate fields.	7
3	**Addresses for all units on parcel** (e.g. all apartments or stores in a strip mall, or buildings on a corporate campus)	6
4	**All tax parcels in the polygon** (information needed for condos, etc. e.g. parcel points)	6
5	**Number of residential units**	5
6	**Parcel boundaries align to orthophotos/improved positional accuracy** (desire is to have parcel boundaries at least as accurate at the Met. Council orthophotos.)	5
7	**Type of use** (e.g. residential, commercial, industrial; single family vs. multi family; multiple uses)	4
8	**Attribute consistency** (owners, addresses)	4
9	**Year structure built** (original structure)	3
10	**Address of parcel** – both situs and mailing address (issue with city field)	3
11	**Owner mailing address**	3
12	**Public land ownership** (type of owner, agency name, tax exemption)	3
13	**Easements** (e.g. utilities, drainage)	3
14	**Name of development** in which parcel resides (e.g. "Whispering Pines")	3
15	**Business common name** (e.g. McDonalds, Kohls)	2
16	**Legal description** (e.g. plat, lot & block, metes and bounds)	2
17	**Path or trail locations** (e.g. bike paths)	2
18	**Where is new development** (e.g. subdivisions)	2
19	**Parcel Size** (parcel polygon acreage is OK)	2
20	**Conservation easements**	2
21	**Year of last sale** or change of ownership (e.g. issues with sales to relatives for $1 may not be included in last sale, but is still a change in ownership)	1
22	**Historical archives** (e.g. land use, value, number of units)	1
23	**Right-of-way and easement dimensions**	1
24	**Building permits** on parcel	1
25	**Well and septic** on parcel	1
26	**Improved topology** (eliminate unclosed polygons when converting to coverage format)	1

Next steps after the parcel data review forum:

1. The MetroGIS Parcel Data workgroup will review the needs and priorities and translate into specifications for potential enhancements to the dataset.
2. The workgroup will also attempt to define the resources necessary to make the desired enhancements.
3. Other stakeholders (e.g. assessors) will be invited to provide feedback on the feasibility of the enhancements.
4. The workgroup will then make recommendations for achieving enhancements, including identifying any issues surrounding standardization of the data.

7. Technical Presentations and Demonstrations

7a) Emerging Needs for Points and Addresses for Buildings ..... Mark Kotz

Points and addresses for buildings have been important information for a long time. Some utility companies likely already have and maintain this type of detailed data. However, local and regional governments in the metro area have generally not had this type of data available in the past.

An increasing need for this type of data is emerging, in particular, to help with E-911 wireless calls. Parcel polygons and points can provide addresses in many places, but with large parcels for things like apartment complexes and strip malls, parcel data can be of little use to the E-911 community. Many other government entities have also expressed a need for this type of data for use with mailings to residents and businesses, contacting voters, calling effecting buildings in emergency situations (e.g. chemical spills), and many others. This type of data was also the third ranked need in the recent MetroGIS Regional Parcel Dataset review forum.

The next three presentations provide some examples of what is going on in the metro area to related to this emerging need.

7b) Cooperative Addressing Services Initiative (St. Paul & RCGISUG).....Bob Basques

Initiatives for a Centralized Address Database Service structure.

Participants:
- Address Committee of the RCGISUG.
- Address Committee of the City of Saint Paul

Summary:
Good address information -- accurate, consistent, and up to date -- is vital to the effective operation of our public agencies and community services. Without good addresses, organizations face delays, added costs and the risk of faulty planning and decision making. With complete, reliable address data, our GIS systems can seamlessly combine information from multiple sources in creative ways, permitting more efficient and economical community services, improved emergency preparedness and better insight into future needs.

Objectives
- These two custodians of address information, RCGISUG and the City of Saint Paul, are convinced that a need exists for a centralized, spatially-enabled address database for Ramsey County and it's member municipalities and organizations.
- Additional custodians of addressing data will be added over time as the process matures.
- A maintenance facility for the addressing database is needed.
- A handback system for pushing the data back to the distribution server.
- A notification system is required for routing of changes to the databases to pertinent parties.

7c) Anoka County Address and Points for Residential Units ..... Gary Swenson

Anoka County maintains a point layer that has "multiple address/box" records for one parcel polygon (i.e. mobile homes, apartment units, suites, etc.). These points are randomly placed within the parcel polygon to which they belong. For example, in an apartment complex with 6 units numbered 101-106, the parcel polygon will have 1 of these units as its address with box number (101?), and the rest of them (102-106) will be in the points layer. In some cases there is more than one house number located within one parcel polygon. In this instance, the parcel polygon will contain one address (which is randomly selected) and the other address (some of which have different house numbers) will be included in the points layer. Anoka Co. keeps a .dbf file that is the parcel polygon attributes combined with the point layer attributes. This table can be used for queries of residences, without missing any house numbers.

7d) Washington County Address Points Dataset ..... Dave Brandt

7e) King's Companion ArcIMS Application – Technical Issues ..... Jim Maxwell

8. Information Sharing

8a) Who and Where are the DataFinder Data Downloaders? ..... Mark Kotz

MetroGIS has purchased a report from Quova ™ that shows some interesting information about the location and organization type of users who have downloaded data from DataFinder over the last year. Metropolitan Council staff sent Quova a list of the IP addresses for each download of data from DataFinder from October 1, 2002 through September 30, 2003. If one IP made multiple downloads, all occurrences were included. Quova is able to reliably track IPs to the state and to very broad metro regions (DMAs used by Neilson, which seem to be the Twin Cities and Duluth in MN). Here are the key results.

- 5,329 total data downloads
- 97.2 % of downloads had identifiable IPs in Quova's database
- 97.2% of downloads were in the United States
- 73.6% of downloads were in Minnesota with the next highest state being California at 3.8%
- Download connection speeds were as follows
  - 60.3% = High (T1, T3, Frame Relay)
  - 33.2% = Medium (DSL, Cable, ISDN)
  - 6.5% = Low (Dial-up)
- Top level domains were as follows
  - com = 33.3%
  - edu = 27.2%
  - net = 18.7%
  - mn.us = 16.2%
  - next highest was only 1.7%
- Second level domains were as follows
  - Umn = 25.1%
  - State = 13.4%
  - Rr = 6.0%
  - Visi = 5.3%
  - Sehinc = 5.2
  - Uswest = 4.5%
  - Orbits = 3.8%
  - Mnscu = 3.7%
  - St.Paul = 3.7%
  - Orbis = 2.8 %
  - Other SLDs = 27%

8b) Major MetroGIS Activity Update

Updates on the following major MetroGIS activities can be found in the MetroGIS Policy Board meeting packet at http://www.metrogis.org/teams/pb/meetings/a_10_29_03.pdf , stating on page 9.

a) Regional Mailing Label Application
b) Collaborative Parcel Data Distribution Strategy – Non-Government Access
c) Data Sharing Initiative With Utilities
d) Enhancements to MetroGIS DataFinder / Coordination with MN GeoIntegrator
e) Priority Common Information Need Solutions

8c) More information Sharing

Updates on the following information sharing topics can be found in the MetroGIS Policy Board meeting packet at http://www.metrogis.org/teams/pb/meetings/a_10_29_03.pdf , stating on page 27.

a) PolicyLink Recommendations to the Mpls. Foundation – *Towards a Regional Strategy for Sustaining Community Focused GIS in Twin Cities Metro*
b) New Testimonial – SRF Consulting Group, Inc.
c) Definition Clarification – Planned Land Use Coding for Commuter Rail
d) Presentations / Outreach / Study Activities
e) Related State Geospatial Data Initiatives Update
f) Related Federal/National Geospatial Data Initiatives Update
g) September 17th Coordinating Committee Meeting Minutes

Meeting Summary
MetroGIS Technical Advisory Team
Centennial Office Building – Room 302
November 6, 2003

1. CALL TO ORDER
Chairperson Maxwell called the meeting to order at 2:02 p.m.

Members Present: Bob Basques (City of St. Paul - Public Works), Dave Brandt (Washington County), Gordon Chinander (Carver County), Damon Dougherty (Intergraph Corp.), Bob Diedrich (SRF Consulting), Dan Falbo (ESRI), Rick Gelbmann (Metropolitan Council), Susanne Maeder (LMIC), Jim Maxwell (The Lawrence Group), Michael Munson (Metropolitan Council), Gary Swenson (Anoka County), Ron Wencl (US Geological Survey), Tim Zimmerman (Hennepin County Community Health).

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

Visitors: Alison Slaats (Metropolitan Council), Wallis Turner (Student).

2. ACCEPT AGENDA
The agenda was accepted as submitted. Kotz asked that everyone introduce themselves. Team members, staff, and visitors stated their names and organizations represented.

3. ACCEPT MEETING SUMMARY
Meeting notes from the May 15, 2003 meeting were approved unanimously.

4. MEETING REPORTS
a) September 17 Coordinating Committee Meeting and b) October 29 Policy Board Meeting
Johnson summarized the actions of the Coordinating Committee and Policy Board at their recent meetings. Highlighted were:

- Coordinating Committee's decision to switch to quarterly updates for the jurisdictional boundaries dataset.
- Presentation at the Policy Board meeting explaining GASB34 (asset management mandate).

Full summaries of both meetings are available at http://www.metrogis.org/teams/cc/index.shtml and http://www.metrogis.org/teams/pb/index.shtml.

5. ITEMS REQUIRING ACTION OR DISCUSSION

a) TAT Purpose and Responsibilities for 2004 Approved by Coordinating Committee
The new TAT Purpose Statement approved by the Policy Board was reviewed. Comments previously received from team members were incorporated into this statement.

b) 2004 Meeting Schedule
In light of the change from an advisory committee to more of an information-sharing body, Maxwell asked the team how often they would like to meet. Brandt asked if meetings would only be held if there

was a specific assignment. Johnson replied that the team exists as a permanent networking group, as opposed to a specific workgroup, which would be responsible for specific work assignments.

It was agreed to meet biannually, with 2004 meetings in May and November, preferably on the second Thursday of each month. Staff was directed to look into these options and notify the team once a schedule is set.

6. PROJECT AND WORKGROUP REPORTS

a) Regional Parcel Dataset Forum & Next Steps

Kotz summarized the desired enhancements to the regional parcel dataset that were identified at the forum held on September 25th. On November 17, a workgroup is scheduled to begin meeting to define the scope of these enhancements.

Maxwell asked if the counties had any reaction in regard to enhancement #6 (Parcel boundaries align to orthophotos/improved positional accuracy). Kotz stated that this item was basically focussed on Anoka County and they are working on a more positionally accurate dataset. Gary Swenson (Anoka County) reiterated that this work is in progress.

Chinander asked if enhancement #4 (All tax parcels in the polygon) also included TIFs (Tax Increment Financing) districts. Kotz replied that it was intended to focus on ownership parcels like condos, where multiple parcels exist in one polygon. Kotz said that all counties already handle this situation in their data, but the methods differ between counties.

Rick Gelbmann mentioned that another MetroGIS workgroup was working on emergency preparedness issues.

7. TECHNICAL PRESENTATIONS & DEMONSTRATIONS

a) Emerging Needs for Points and Addresses for Buildings

Kotz briefly explained how a point dataset could help emergency response professionals in the event of an actual emergency.

b) Cooperative Addressing Services Initiative (St. Paul & RCGISUG)

Basques gave an overview of the City of St. Paul / Ramsey County GIS Users Group's initiatives for a centralized Address Database Service structure. He stated that no formal activity has been taken at this time, but that a four page draft has been developed which outlines the need for address information. He also demonstrated the parcel address lookup prototype that has been developed.

Johnson asked if the Metropolitan 911 Board would be able to use this service. Basques stated that they would be able to. Basques continued to say that the Ramsey County GIS Users Group could evolve into a central management entity for this service for use by municipalities in the County.

The following are links to the information presented at the meeting:

City of Saint Paul Draft:
http://pwultra5/cp_tiles/address_proto/Conceptual%20Design.pdf

Ramsey County GIS Users Group:

http://www.ramseygis.org/Webpages/documents/Phase1%20Report%20090103.pdf

Address lookup Prototyping work (not for production use), parcel-based only at this time:
http://pwultra5.ci.stpaul.mn.us/cp_tiles/address_proto/index.html

c) Anoka County Addresses and Points for Residential Units

Swenson provided an overview of the point layer developed by Anoka County to track multiple residence units that exist for single parcel polygons. He explained that the demand for this information was initiated by county commissioners, and was implemented by the County's Property Records division. The dataset includes condos, mobile homes and apartment units. Maxwell asked Swenson how the County maintains the currency of these data. Swenson stated that there is no system in place to do this; that they rely on data provided to them by municipalities and other sources in Anoka County.

Maxwell also asked if the Anoka County GIS Department knows what the completeness and currency of their address database is. Swenson replied that they have no way of knowing; they have resources such as voter registration and cities/townships that give them updates, but that they don't have an efficient way of testing the completeness and accuracy of the database.

d) Washington County Address Points Dataset

Brandt gave an overview of work done in Washington County in regards to their Address Points Dataset. The county purchased a call notification system which included addresses and phone numbers for structures provided by InfoUSA. Brandt said that the addresses were linked to parcels where there was an address match and the center of the polygon was used for the address point. If no parcel match existed, then they would be matched to the TLG centerlines and a point created at an offset from the street. If still no match was found, a point from InfoUSA was used, which can often fall in the wrong parcel, due to low positional accuracy.

Brandt also explained the process by which new addresses are assigned in the county and said it could be more streamlined in the future.

e) King's Companion ArcIMS Application – Technical Issues

Jim Maxwell did not discuss this topic due to time constraints. Those wanting to know more about this topic may contact Jim directly at The Lawrence Group.

8. INFORMATION SHARING

There was no discussion on the items contained in this section.

9. NEXT MEETING

Staff was directed to establish meeting dates for 2004 as discussed in Agenda Item 5(b).

10. ADJOURN

Maxwell adjourned the meeting at 4:00 p.m.

Prepared by,

MetroGIS Support Staff