



## **MetroGIS Coordinating Committee Meeting Minutes: 2006-2009**



**March 29, 2006**

**Minnesota Counties Insurance Trust (MCIT) Building  
100 Empire Dr., St. Paul, MN**

*(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)*

**12:30 to 2:30 p.m. (extend if needed)**

**See directory in lobby for meeting room location.**

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<b>1. Call to Order</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) December 14, 2005	<i>action</i> <b>1</b>
<b>4. Summary of January 18 Policy Board Meeting</b>	<b>7</b>
<b>5. Action and Discussion Items:</b>	
a) Modification to Operating Guidelines – Decision Making Between Meetings (2 <sup>nd</sup> Reading)	<i>action</i> <b>9</b>
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e) County Data Producer Workgroup Activities (Policy Related to Parcel Data)	
<b>7. Information Sharing:</b>	<b>69</b>
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b) Presentations / Outreach / Studies	
c) Metro and State Geospatial Community Update	
d) Federal Geospatial Community Update	
e) Other News	
f) Summary of March 9, 2006 Technical Advisory Team Meeting	
<b>8. Next Meeting</b>	
June 28, 2006	
<b>9. Adjourn</b>	

**Mission Statement**

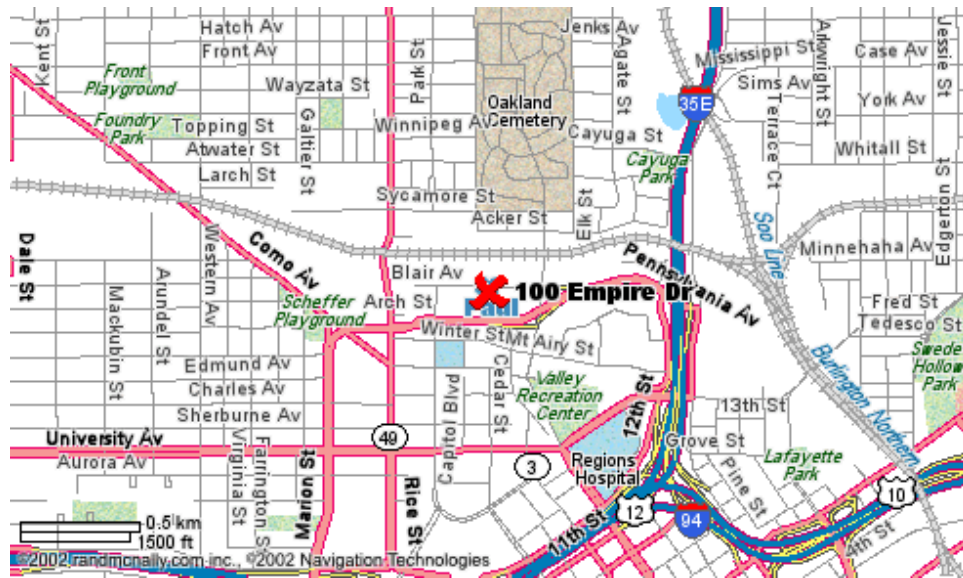
***“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”***

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## How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown St. Paul.



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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Room 313**  
**December 14, 2005**

**1. CALL TO ORDER**

Chairperson Read called the meeting to order at 12:35 p.m., asked the members to introduce themselves and share any information they believe may be of interest to the group.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Steve Lorbach (AMM: core cities - City of St. Paul); *Counties:* Randy Knippel (Dakota), Scott Simmer (Hennepin), and David Claypool (Ramsey) *Federal:* Ron Wencl (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission); Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (Mn/DOT) and Bart Richardson for Robert Maki (DNR); *Utilities:* Al Laumeier (CenterPoint Energy), and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics:* Chet Harrison (CB Richard Ellis); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Jim Hentges (Scott), and Jane Harper (Washington); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), *Non-Profits:* [vacant]; *Schools:* Dick Carlstrom (TIES); and *State:* David Arbeit (LMIC).

(Editor's note: due to heavy snow, four members called to say they could not attend.)

Visitor: Metropolitan Councilmember Pistilli, the Council's representative to the MetroGIS Policy Board.

Support Staff: Randall Johnson and Steve Fester.

The following members shared information for the group:

- Richardson (DNR): a Land Cover Workshop will be held on Friday December 16 for current producers of the source dataset; also, a peer review forum is being planned for 2006 for users to define desired enhancements.
- Givens (MnDOT): MnDOT's base map will soon be available via an ArcIMS application and related applications for general web access to construction activity and maintenance activities are under development, as is a water resources application.
- Wencl (USGS): a Webcast was in progress regarding the orthoimagery initiative described on page 48 of the Committee's agenda packet.

**2. ACCEPT AGENDA**

Givens moved and Henry seconded to approve the agenda, subject to moving Item 5e (2006 schedule) to the end of the agenda. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Henry moved and Bitner seconded to approve the summary for the Committee's September 21, 2005 meeting as submitted. Motion carried, ayes all.

**4. SUMMARY OF OCTOBER 19<sup>th</sup> POLICY BOARD MEETING**

Staff summarized actions of the Policy Board at its October 19, 2005 meeting, as outlined in the agenda report.

**5. ACTION AND DISCUSSION ITEMS**

**a) Election of Officers**

Chairperson Read turned the meeting over to Vice-Chair Knippel for the election of a Chairperson for 2006, noting she is willing to serve another year as Chair if that is the wish of the Committee.

Craig moved and Bitner seconded to nominate Nancy Read to serve a second term as Chair. Henry moved and Givens seconded to crease nominations. Motion carried ayes all.

Vice Chairperson Knippel called for the vote to elect Nancy Read as chairperson of the Coordinating Committee for 2006. Craig moved and Bitner seconded to reaffirm Read as the Committee's Chairperson for 2006. Motion carried, ayes all. Knippel turned the meeting back to Chairperson Read.

Chairperson Read asked the Vice Chairperson if he is willing to serve another term as Vice Chair if that is the wish of the Committee. Knippel stated that he is willing with the understanding that if reelected, his willingness to serve again as Vice Chair should not be seen as a willingness to serve as chair the following year.

Craig moved and Givens seconded to nominate Randy Knippel to serve a second term as Vice Chairperson. Henry moved and Givens seconded to cease nominations. Motion carried, ayes all.

Chairperson Read called for the vote on the motion to elect Randy Knippel as Vice Chairperson of the Coordinating Committee for 2006. Henry moved and Givens seconded to affirm Knippel as the Committee's Vice Chairperson for 2006. Motion carried, ayes all.

**b) Metropolitan Council's Program Evaluation and Audit of MetroGIS**

Mark Vander Schaaf, Director of Planning and Growth Management for the Metropolitan Council, introduced himself and commented on his ties to the GIS community while with the City of St. Paul, which included holding the position of GIS Coordinator and serving as chair of the Ramsey County GIS Users Group. He also noted that he had participated in MetroGIS forums and had served as a member of the Coordinating Committee, representing large cities. He then prefaced his remarks by noting that the Council's Evaluation and Audit Report was the source of most of the comments that he would be making and that much of the slide presentation had been created by the Director of the Council's Audit and Evaluation Unit for a presentation on November 7<sup>th</sup> to the Council's Community Development Committee. ([Click here](#) for the presentation slides and [click here](#) to review the Audit Report.)

The presentation began with an overview of the origins of MetroGIS, from the Council's perspective, and a summary of value received by the Council from MetroGIS's efforts. Vander Schaaf then commented on several "potential scenarios" identified in the Report regarding the future of MetroGIS:

- Maintain The Current Structure,
- Cost Sharing For MetroGIS Data,
- Withdrawal Of Council Funding,
- Policy Board As Advisory To The Council, and
- Create A Fee Structure (Non-Government Access) For MetroGIS.

Vander Schaaf then summarized four recommendations presented in the Report:

1. Assess the positive and negative attributes of the options and determine the optimal placement of MetroGIS and its relationship and reportability to the Council.
2. Financial accountability measures for MetroGIS should be established and practiced.
3. The Council should continue to evaluate its role, products and cost-effectiveness of MetroGIS on an ongoing basis.
4. A clear delineation of roles and responsibilities between the Council and the parties involved in MetroGIS should be documented to ensure that all parties understand their role in MetroGIS.

Vander Schaaf concluded his presentation by commenting on proposed immediate next steps, which includes discussion by the Council's Community Development Committee on Monday, December 19, of a roadmap and timeline for acting on the cited recommendations.

Committee members were asked if they had any questions or comments.

Vice Chairperson Knippel asked for clarification of Council's philosophy about providing leadership and fostering collaboration toward regional solutions that benefit the region as a whole. Knippel encouraged the

Council to address this question before launching into a discussion of specifics about MetroGIS. He also noted that he believes that the Audit Report tries to describe MetroGIS in black and white terms and in so doing does not account for the significant benefit from gray areas (intangibles) that are not easily quantified. He offered the example of the Council's current support of a forum to foster regional debate and agreement among all key stakeholders on standards and best practices, noting that this forum has established a trusted cooperative environment that, in turn, is paying dividends beyond the data involved. He also noted that knowledge sharing, which is a core function of MetroGIS, stimulates technology innovations that are resulting in improved effectiveness and efficiencies, also not easily captured in a black and white format (quantifiable inputs and benefits).

Craig agreed, but added comments about the value of MetroGIS to the image of the Metropolitan Council. His survey work, cited in the Audit Report, documented the value that MetroGIS participants placed on the process of being involved in these collaborative activities. Through MetroGIS activities they have come to know and respect others across the region, something that has been invaluable in their own work. They know that MetroGIS is supported by the Metropolitan Council and their image of the Council has improved greatly as a result of MetroGIS activities.

Claypool concurred that the region is a big winner, greatly benefiting from the standards that have been enacted and the duplication of effort that has been eliminated through collaboration to address mutual needs. He also made a point of stressing that the counties have made larger investments than the Council for development of geospatial data.

Claypool then called attention to a few conclusions presented in the Audit Report that he believes demonstrate that the author(s) does not understand MetroGIS well enough to make such statements. He also noted his disappointment that the Scenarios had a negative tone, given the vast benefits to the region and the Council over the past ten years that can be attributed to MetroGIS's efforts. He concurred with Craig that the Council's image has greatly improved over the past ten years among local units of government, due in large part to the collaborative environment fostered via MetroGIS's efforts; efforts which most stakeholders associate with the Council's support to foster the desired collaboration. He emphasized that ten years ago local government generally viewed the Council as bothersome, but that the situation is much different today. Not only are inter-organizational relationships vastly improved but also is the availability of data critical to effectively planning and operating regional systems. He stated that he is especially troubled by the reference in the Report that the Council might not be part of solutions that evolve through MetroGIS's efforts. He suggested that those responsible for this observation need to educate themselves on how decision making is actually conducted within the MetroGIS community. The Council has always been and is expected to remain a respected key stakeholder along with several others. Claypool concluded his remarks by offering a solution to keep the spirit of regional collaboration alive, should the Council decide its participation is no longer desirable. He believes that if such a situation were to arise that the counties would likely create a consortium with which the Council could negotiate to obtain the data they need from the counties.

Laumeyer commented that accomplishments of MetroGIS make his job much easier and speaking generally on behalf of other users, stated these accomplishments are resulting in huge benefits to the region. He also noted that the Council should take pride in the cutting edge efforts of MetroGIS, efforts that have received national and international attention and awards.

Chairperson Read commented that one of the reasons MetroGIS has been successful is that the participants are doing things they have to do anyway but realized they can be more effective over the long term through collaborative solutions. As a result, she believes it is difficult to separate her work in MetroGIS initiatives from her work on related internal projects. She questioned how the Council's GIS staff were going to be able to accomplish the recommendation to segregate and track financial information regarding support of MetroGIS. She also noted that at the November 15 forum "Beyond Government Users: Future Directions for MetroGIS" she had recognized a recurring theme that the non-government community is mobilizing more and more to integrate GIS technology into their respective operations and, as such, are looking for more sources of reliable geospatial data.

Knippel reemphasized that applying a traditional business analysis model to government is flawed because the entities involved are not independent, competing against one another. Rather, government interests that serve

the Twin Cities all have the same clients/stakeholders – the taxpayer - and all have a stake in the successfulness of the region. He emphasized that a structure/philosophy is needed that can achieve and sustain inter-governmental cooperation that, in turn, produces benefits for the whole by looking beyond the interests of individual organizations. He closed by reiterating an earlier observation that the Report seems to be very narrowly defined and ignores intangibles (gray areas) whose benefits are sizable.

Wencl stated that from the perspective of the National Spatial Data Infrastructure (NSDI) and its primary sponsor, the Federal Geographic Data Committee, MetroGIS is a working example of the type of successful regional mechanism needed to achieve the vision of the NSDI. He concurred with Craig and Knippel that the Council is receiving a good deal of credit for its investment to support MetroGIS's efforts to foster collaboration. He also noted that NSDI proponents view the existence of the Policy Board as a major reason for MetroGIS's success. Wencl concluded his remarks by stating that the State of Minnesota should follow MetroGIS's lead and create a complementary mechanism capable of creating and sustaining statewide solutions to common information needs.

Craig commented that in some respects this Report is inconclusive in that it does not take into account intangibles, in particular, benefits to the region as a whole. He also noted that it is difficult to clearly articulate a response to the Council's question "where do we go from here" because the Strategic Directions Workshop has not been held.

Henry postulated that if the Council were to withdraw its funding that the collaborative environment would diminish. He asked the Council representatives if the Council wants the community to revert to the situation that existed when MetroGIS launched: no standards and significant duplication of effort. Vander Schaaf affirmed that the Council does not want the community to revert to the pre-MetroGIS environment. Henry followed with a statement that he believes that the cost to the Council to obtain data it needs from others and put it to use on its own would be more expensive than its cost to support MetroGIS's "foster collaboration" function.

Knippel followed with a question about how MetroGIS can best provide formal feedback to the Council's Evaluation and Audit Report, noting that he believes MetroGIS leadership should pursue an active role in the pending discussions about the recommendations and next steps outlined in the Report. He asked again that before dialogue is initiated on the Report's recommendations, that the Council reach agreement, at a policy level, regarding its interest and willingness to foster a collaborative environment to address common needs important to the region. Claypool emphasized that all affected parties need to be part of the discussions and that the current philosophy of an equal voice among the parties is critical to sustaining effective solutions.

**Motion:** Craig moved and Givens seconded to encourage the MetroGIS Policy Board to:

- Accept the four (4) recommendations presented in the Metropolitan Council's Audit Report for MetroGIS, as described at this meeting by Vander Schaaf.
- Recommend that the current structure be maintained, and
- Encourage the Metropolitan Council to involve MetroGIS stakeholders in the dialog as it examines options.

Motion carried: Nays-0, Ayes-13, Abstain-2 (Gelbmann and Vander Schaaf to avoid conflict of interest)

**c) Modification of Operating Guidelines – Decision Making Between Meetings**

Chairperson Read summarized the proposal, as outlined in the agenda packet. After a brief discussion, the group elected to modify the proposed language to allow the possibility of either the Chair or the Vice Chair appointing a designee if they will be out of the touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

**Motion:** Claypool moved and Givens seconded to grant first reading to the modify MetroGIS's Operating Guidelines and authorize "between meeting decision-making", as set forth in the amendment dated November 27, 2005, subject to modifying the first bullet in Article II, Section 5b and Article III, Section 9b as follows: The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.

Motion carried, ayes all.

**d) 2005 Accomplishments and Annual Report Theme**

Staff summarized the key accomplishments in 2005, as outlined in the agenda materials. Chairperson Read summarized the proposed theme of the annual report “how the existence of MetroGIS is making a difference and facilitating improvements via e-government while doing so”. Craig commented that the theme should be stated more succinctly, but withdrew his remark when he learned that the proposed statement provides guidance for the preparation of the annual report and is not intended to be published. No additions or modifications were offered to either the proposed theme or the listing of accomplishments.

**Motion:** Givens moved and Bitner seconded to direct staff to continue the process of the preparing the annual report, as outlined in the agenda materials. Motion carried, ayes all.

**f) Non-Profit Representative Seat on Committee**

Chairperson Read commented on the process proposed in the agenda materials to fill the non-profit seat of the Committee. It was agreed that staff should contact all four of the candidates listed in the agenda report and ask them if want to be considered as a candidate. If more than one person is interested from a single organization, the Committee decided that the organization should decide who it wants to represent their interest. If more than one candidate is interested, staff was directed to ask each of them to draft a statement of their background and interest in serving that the Committee can review at its next meeting.

**Motion:** Givens moved and Wencil seconded to direct staff to contact each of the four candidates listed in the agenda report and inquire as to their interest in serving on the Committee and to carry out the procedures agreed upon at this meeting. Motion carried, ayes all.

Related Business: At Laumeyer’s request, the Committee briefly talked about the split-seat appointment for utility representation on the Committee. The Staff Coordinator explained she had spoken with Allan Radke, the other representative, on at least two occasions about whether he had an interest in rotating with Laumeyer and that in each case Radke stated that he was comfortable with the current situation. The matter was deemed settled and there was no further discussion.

**g) GIS Demonstration Topic for January Policy Board Meeting**

Craig explained the candidate presentation by Professor Shashi Shekhar as outlined in the agenda materials. The group concluded this presentation would be beneficial to share with the Policy Board at this time, but encouraged the presenter to draw parallels, to the extent possible, with ongoing work of the Emergency Preparedness Workgroup and the street and parcel data available for the Twin Cities. Craig agreed to communicate the Committee’s request to Professor Shekhar.

**Motion:** Givens moved and Knippel seconded to invite Professor Shekhar to present his “Evacuation Planning for Homeland Defense: A Capacity Constrained Routing Approach” presentation as the GIS Technology Demonstration at the Policy Board’s January 2006 meeting. Motion carried, ayes all.

**h) Regional GIS Project Program**

Chairperson Read explained she had added this topic to the agenda to initiate discussion soon on desired changes to the guidelines so that issues encountered in the 2005 program can be addressed before the 2006 program launches, hopefully in March 2006. She then asked for a brief update about each of the three projects that had been considered by the Committee at the September meeting.

Knippel and the Staff Coordinator talked about why a mutual decision had been made to cease the common web application design project as a MetroGIS-funded pilot project. Gelbmann explained that a funding proposal had been submitted for the DataFinder Café Upgrade project and that a decision is expected within the week. The proposal involves a software product called GeoCortex that would be used to enhance the ArcIMS core software that currently supports Café. Finally, the Staff Coordinator noted that the project involving filling in of incomplete parcel data fields has been suspended indefinitely because the project manager (Mike Dolbow) is no longer with the Council.



Chairperson Read suggested the creation of a workgroup to investigate and propose modifications to the 2005 program guidelines for consideration by the Committee at the March meeting that focus on how the process for actually spending the funds and on multiple year projects.

**Motion:** Knippel moved and Bitner seconded to create a workgroup to recommend changes to the Regional GIS Project funding guidelines for consideration by the Committee at the March meeting. Motion carried, ayes all.

Bitner and Vander Schaaf volunteered to work with Chairperson Read and staff. Knippel agreed to assist in terms of helping to understand obstacles encountered with the 2005 common web application design project program proposal. Staff was asked to notify other members who were unable to attend to see if any of them is interested in joining the workgroup.

**i) Preparations for Pending Strategic Directions Workshop**

Chairperson Read noted that the theme for the pending workgroup established by the Committee in spring 2004 of “Are We Done Yet” is consistent with one of the questions raised in the Council’s Evaluation and Audit Report regarding the future of MetroGIS’s efforts. She also called attention to the Council’s conclusion that integrating “GIS and The Web” presents an important opportunity that is also consistent with a MetroGIS strategic initiative included in MetroGIS’s 2003-2005 Business Plan. She noted that the only area that deviated from current MetroGIS focuses involve organizational structure/governance topics. Read Chairperson stated that she believes a distinction can be made between what MetroGIS does and how it is governed regarding preparations for the pending Strategic Directions Workshop. She also encouraged the Committee to continue its preparations for the pending Workshop so as to not lose valuable preparation time, assuming the organizational issues will be resolved in the next few months.

After some discussion about timing and a need to respect the Council’s internal evaluation process regarding its relationship to MetroGIS, the group concurred that it would be helpful to host a technology possibilities forum prior to the Strategic Directions Workshop. The purpose would be to identify how the GIS industry and GIS technology are changing to provide a foundation of possibilities for discussion of strategic direction options for MetroGIS and supplementing ideas offered by non-government interests at the November 15 forum, entitled “Beyond Government Users: Future Directions for MetroGIS”.

It was generally agreed that February, if possible the fourth week, should be the target time for this workshop and that participation should be limited to individuals currently active in MetroGIS. It was also generally agreed that facilitation of this technology-focused workshop would not require the expertise of someone such as Professor John Bryson. Staff was, however, asked to investigate Professor Bryson’s availability for the pending Strategic Directions Workshop. Staff agreed to do so but noted that retaining Professor Bryson might require resources beyond the funding received from the Council.

**Motion:** Givens moved and Henry seconded to create a workgroup of the Committee to plan a Geospatial Technology Possibilities Workshop for February 2006 to identify where the GIS industry and technology are heading as a foundation for the pending Strategic Directions Workgroup. Motion carried, ayes all.

Craig, Knippel, and Vander Schaaf volunteered to work with Chairperson Read and staff to plan for this workshop. Staff was asked to notify each of the original members of the workgroup that had initiated planning for the Strategic Directions Workshop in 2004 to invite them in join the new workgroup.

**j) Annual Performance Measurement Report**

The Staff Coordinator noted that the 2005 Performance Measures Report that had been sent to members prior to this meeting is a preliminary draft because limited staff resources had precluded a more polished document for the meeting. Staff asked the Committee if sufficient detail had been provided concerning findings and conclusions to warrant forwarding an updated version (add summary graphics) to the Policy Board for consideration at its January meeting. Staff shared several key findings recognized from the 2005 performance measures data captured on a monthly basis for each of MetroGIS’s defined performance measures. No additions or modifications were offered regarding the preliminary findings shared with the Committee for comment.

Given the probability that the Policy Board will likely be discussing some aspect of the Council's Evaluation and Audit Report at its January meeting, the Committee concurred that it would be advantageous to also have the 2005 MetroGIS Performance Measures Report on the same agenda. Staff was encouraged to confer with the Committee Chair if direction is desired while finalizing the report for the Board's consideration.

**e) 2006 Meeting Schedule**

Chairperson Read summarized the proposed meeting dates presenting in the agenda report. Givens moved and Claypool seconded to approve the quarterly meeting dates as proposed and to add a special meeting in February for the Committee's proposed Geospatial Technology Possibilities Workshop. Motion carried, ayes all.

**6. PROJECT UPDATES**

There was no other discussion of this report due to a lack of time.

**7. INFORMATION SHARING**

There was no discussion of this report due to a lack of time.

**8. NEXT SCHEDULED MEETING**

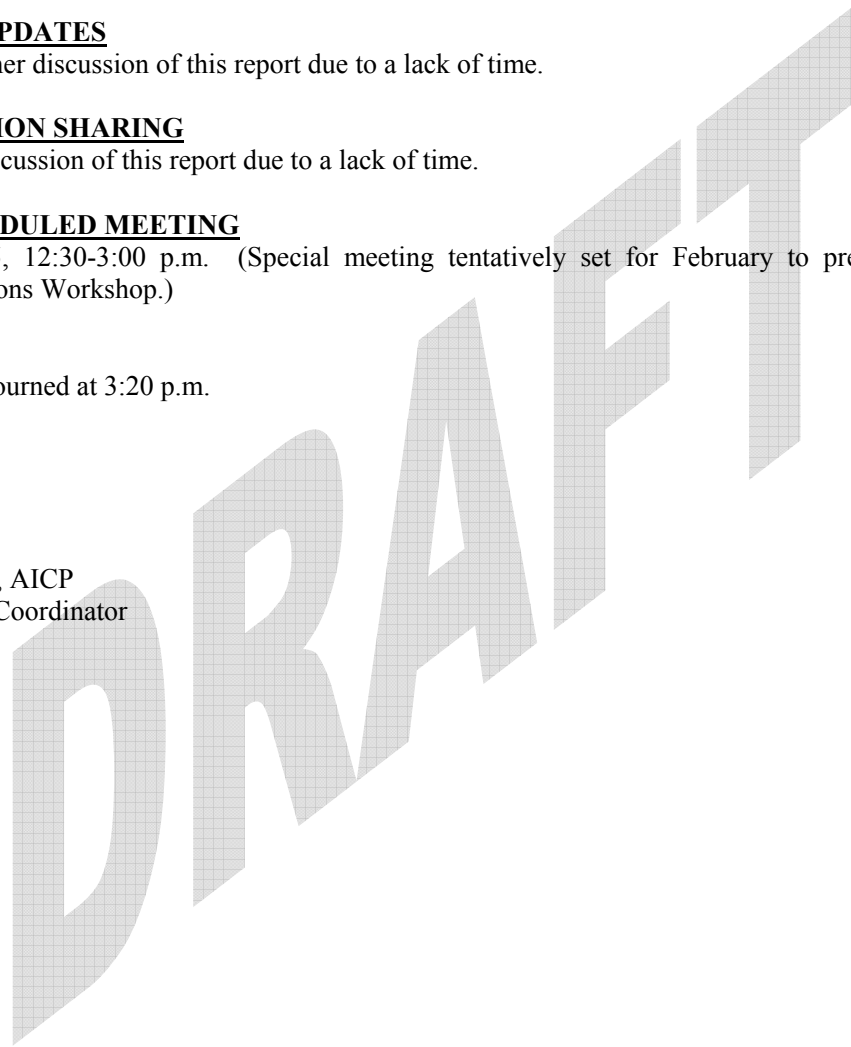
March 29, 2005, 12:30-3:00 p.m. (Special meeting tentatively set for February to prepare for pending Strategic Directions Workshop.)

**9. ADJOURN**

The meeting adjourned at 3:20 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator





**TO:** Coordinating Committee

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

**SUBJECT:** Summary of January 2006 Policy Board Meeting

**DATE:** March 14, 2006  
(For the Mar 29<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on January 18. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/min.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/min.pdf) for the discussion points.

### **Update on Council Consideration of MetroGIS Governance and Funding Characteristics**

A majority of the meeting was dedicated to the Metropolitan Council's evaluation of MetroGIS relative to costs and benefits to the Council. (See the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/min.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/min.pdf) for a summary of the discussion.) The Policy Board created an advisory group to assist Chairperson Reinhardt in representing MetroGIS's perspective during pending deliberations of the special workgroup created by the Metropolitan Council. This special workgroup was created by the Council to address the findings and recommendations set forth in the Program Evaluation of MetroGIS released last October.

### **Non-Government Forum Results & Partnering Guidelines**

Member Schneider explained that he was very pleased with the enthusiasm offered by the participants and the number of ideas offered at the November 15 forum. He was encouraged that those in attendance eventually came to understand that an exchange of value would be central to successfully partnering with public sector interests. The final report can be viewed at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf).

The Board: 1) endorsed the idea of MetroGIS hosting a "Geospatial Technology Possibilities" forum this spring (see Agenda Item 5b) and 2) approved the following four principles to guide pending talks with non-government interests who wish to further examine collaborative opportunities with government interests in addressing common geospatial needs:

- a) Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
- b) Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- c) Contributions can be comprised of, but not be limited to, funds, data, equipment and/or people.
- d) Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

### **Strategic Directions Workshop and Business Plan Update**

The Board unanimously set the following expectations:

- Set a tentative target timeframe of fall 2006 for the MetroGIS Strategic Directions Workshop.
- Resolve questions raised about MetroGIS's governance (in the Council's October 2005 Program Evaluation and Audit Report) before hosting the MetroGIS Strategic Directions Workshop.
- Examine the realm of geospatial technology possibilities in preparation for the Strategic Directions Workshop at the same time that MetroGIS governance preferences are being discussed.
- Set a tentative target of the Policy Board's April 2007 meeting to receive an updated MetroGIS Business Plan.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Modification to Operating Guidelines – Decision Making Between Meetings  
**DATE:** March 21, 2006  
(For Mar 29th Meeting)

## **INTRODUCTION**

An amendment to MetroGIS's Operating Guidelines is attached for the Committee's second and final reading prior to submitting the proposal to the Policy Board for action. The proposed amendment provides procedures to authorize decision making between meetings, as agreed upon at the Committee's December 15, 2005 meeting.

Refer to the Reference Section for previous Coordinating Committee and Policy Board decisions and direction regarding the proposed modification of MetroGIS's Operating Guidelines.

## **COMMENT RECEIVED FROM WILLIAM BROWN FOLLOWING NOTICE OF SECOND READING**

Following the notice of second reading distributed on March 10<sup>th</sup>, Member Brown raised a concern that this amendment will "open the door up an increasing number of decisions outside of an meeting setting" and "...limits the opportunity for spontaneous conversation that I believe is necessary for consensus".

In response, staff added a provision to the proposed amendment restricting use of between meeting decision-making authority to decisions related to operations. Decision related to policy would not be permitted. The modified language to address Member Brown's concern was sent to the Committee on March 15<sup>th</sup>. Refer to the Reference Section for responses from Members Harper and Maki supporting the modified language restricting the subject authority to operational decisions.

## **DISCUSSION**

The subject "between meeting" decision-making authority proposal is not intended to be used to decide matters of policy but rather matters of an operational nature. (E.g., authority to use budgeted funds for a use consistent with guidelines but for which prior Board authorization is required, addendums to materials discussed at meetings that require additional information to formalize a recommendation to the Board to support a grant proposal, etc.)

Upon receipt of comments from Member Brown, following the notice of second reading, staff realized that the intended use (no policy-related decisions intended) has not been previously well articulated. Member Brown's reference to the preference for consensus-based decision-making is well taken. Maintaining a decision process that is consistent with the current principal of "seeking consensus on all matters fundamental to long term success" is of paramount importance. The proposed amendment, if endorsed, limits "between meeting" decision-making to operational matters to ensure any such decisions will not run contrary to the principals cited above.

## **RECOMMENDATION**

That the Coordinating Committee grant second and final reading to the attached proposed amendment to MetroGIS Operating Guidelines and decide on a recommendation to the Policy Board, including a safeguard to ensure that the sought-after authority will not apply to matters of policy.

## REFERENCE SECTION

### PAST COORDINATING COMMITTEE CONSIDERATION

1) At its September 21, 2005 meeting, the Committee:

- (a) Concurred that the Operating Guidelines should be modified to permit the Committee to make decisions between meetings subject to conditions (See Item 5c page 3 of meeting summary).
- (b) Directed staff and Chairperson to propose amendment language to accomplish the desired modification. (The revised text was distributed on November 19<sup>th</sup> to satisfy the 15-day notice.)

2) At its December Meeting, the Committee took the following action as its first reading.

“...After a brief discussion, the group elected to modify the proposed language to allow the possibility of a either the Chair or the Vice Chair appointing a designee if they will be out of the touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

**Motion:** Claypool moved and Givens seconded to grant first reading to the modify MetroGIS’s Operating Guidelines and authorize “between meeting decision-making”, as set forth in the amendment dated November 27, 2005, subject to modifying the first bullet in Article II, Section 5b and Article III, Section 9b as follows: The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent. Motion carried, ayes all.”

### COMMENT FROM WILLIAM BROWN – MARCH 15<sup>TH</sup> AND COMMITTEE RESPONSES TO MODIFICATIONS

**a) Comment from Brown:** “ For the sake of discussion I have a few comments to offer prior to our meeting on the 29th. I already feel inundated with email that I have to deal with on a daily basis and this proposal could potentially increase the amount of time that I spend on incidental tasks. I am concerned that the amendment will take the business of the Coordinating Committee out of the framework of scheduled meetings and drop it directly into my daily routine. The proposition also limits the opportunity for spontaneous conversation that I believe is necessary for consensus. Based on past business (I became involved with MetroGIS in 2000) I just haven't seen the emergence of many urgent needs.

**b) Response to Staff’s Suggested Language Modification - Harper:** “I would take out the reference to decisions that are important to the long-term success and just reference decisions that are operational rather than policy. They way you have attempted to describe the nature of the types of decisions that would be made using E-vote makes operational issues seem unimportant to the organization's future success. I don't think we should go down the path of making a judgment on which decisions are critical to the future success and which ones are not.”

**c) Response to Staff’s Suggested Language Modification – Maki:** “I agree with Jane. This all started simply because it became apparent that, on occasion, the committee needs to resolve certain time-sensitive, non-controversial issues between meeting dates. My experience with the committee leadership is that they have been respectful of protocol and quick to recognize when an issue needs to be deferred for discussion at a full committee meeting.

I, for one, see this as a mechanism for improving the \*nimbleness\* of the committee, and one that can easily withdrawn should the committee members feel that it is working at cross-purposes with their intentions.”

### COMMENT FROM CHAIRPERSON REINHARDT

Except from December report to the Committee: ....”She (Chairperson Reinhardt) concurred that establishing procedures for “between meeting decisions” is a good idea not only for the Committee but also for the Policy Board. She noted that as the Board chair, she would also prefer to have the option of conducting business for an urgent item via e-mail as opposed to having to call a special meeting and find a date where a quorum of the Board is able to attend.

The proposed conditions of a minimum response period and support by both the chairperson and co-chairperson were suggested to maintain internal consistency with the other provisions of the Guidelines. Note that following the conversation with Chairperson Reinhardt, the initially suggested minimum proposed response period was increased from three to five days. This change recognizes that the three-day minimum was set for calling a special meeting. Chairperson Reinhardt felt that a couple of additional days should be provided to allow time to think about a substantive decision before voting. She also suggested that only the Chair and Vice/Co-Chair should be eligible to initiate an E-vote. The version of the proposal attached to this report contains the modifications suggested by Chairperson Reinhardt.”

#### **INFORMATION SHARED WITH POLICY BOARD IN JANUARY 2006 AGENDA MATERIALS**

The following information was provided to the Policy Board at its January meeting in the Project Update Report. There was no discussion of this item or any of the project update items due to lack of time.

- A) **“MODIFICATION OF OPERATING GUIDELINES – BETWEEN MEETING DECISION PROCEDURES**  
The Coordinating Committee granted first reading to a proposed amendment to MetroGIS’s Operating Guidelines to authorize between-meeting decision making by the Committee as well as the Policy Board. See Attachment A for the language accepted by the Committee and an excerpt from the Committee’s meeting summary. Second reading is scheduled for the Committee’s March 2006 meeting. “

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### **ATTACHMENT A – POLICY BOARD AGENDA PACKET**

#### **Proposed Amendment to MetroGIS Operating Guidelines Between Meeting Decision-Making**

*Excerpt from December 14, 2005 Coordinating Committee Meeting Summary.*

#### **5a) Modification of Operating Guidelines – Decision Making Between Meetings**

“... After a brief discussion, the group elected to modify the proposed language (*next page*) to allow the possibility of a either the Chair or the Vice Chair appointing a designee if they will be out of the touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

**Motion:** Claypool moved and Givens seconded to grant first reading to the modify MetroGIS’s Operating Guidelines and authorize “between meeting decision-making”, as set forth in the amendment dated November 27, 2005, subject to modifying the first bullet in Article II, Section 5b and Article III, Section 9b as follows: The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.

Motion carried, ayes all. “

## **PROPOSED MODIFICATIONS**

### **MetroGIS Operating Guidelines (Rules for Decision Making Between Meetings)**

**(~~Language crossed out to be deleted and~~ language underline to be added)**

#### **Article II Policy Board**

##### Section 5. Voting and Decision Making

a) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.

##### b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.~~The Chairperson and Vice-chairperson both conclude that the situation is urgent.~~
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business"
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.
- *This process is restricted to operational matters. It can not be use to decide matters of policy. A special meeting would need to be called for such decisions between regularly scheduled meetings.*

##### Section 7. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

#### **Article III Coordinating Committee**

##### Section 8. Quorum

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

## Section 9. Voting and Decision Making

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

### a) At Meetings

a)(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

b)(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

### b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.~~The Chairperson and Co-chairperson both conclude that the situation is urgent.~~
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.
- *This process is restricted to operational matters. It can not be use to decide matters of policy. A special meeting would need to be called for such decisions between regularly scheduled meetings.*

## Section 11. Meetings

The Coordinating Committee shall meet as necessary to carry out its duties. The time and place of the meetings shall be at the discretion of the Committee membership.

Written notice (mail, facsimile, email) of the regular meetings of the Coordinating Committee shall be given to each member at least five (5) days prior to such meetings, and shall comply with the provisions of the open meeting law. Special meetings of the Coordinating Committee may be called by the Chair, provided that at least three (3) days written notice is given to each member and otherwise comply with the provisions of the open meeting law.





**TO:** Coordinating Committee

**FROM:** Forum Planning Workgroup  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** June 1<sup>st</sup> Forum – Update on Preparations  
(*Imagining Possibilities: The Next Frontier for Geographic Information Technology*)

**DATE:** March 21, 2006  
(*For the Mar. 29<sup>th</sup> meeting*)

### **REQUEST**

The purpose of this agenda item is to request comments from the Committee regarding the:

- 1) Proposed program schedule, supporting logistics, and discussion themes
- 2) Candidates to fill moderator, recorder and panelist roles
- 3) Preliminary list of target participants
- 4) Members of the Committee who plan to attend
- 5) Proposed fee and waiver proposals
- 6) Draft forum brochure

### **PREVIOUS COMMITTEE CONSIDERATION**

At the December meeting, at Member Craig's suggestion, the Committee concluded that a "GIS Technology Possibilities" forum should be hosted to prepare for the Strategic Directions Workshop planned for next fall and authorized a forum planning workgroup. The following individuals volunteered to serve on this Workgroup: Nancy Read, Rick Gelbmann, Mark Vander Schaaf, Will Craig, and David Brandt. At its January meeting, the Policy Board concurred with the Committee's recommendation to host the subject forum. The workgroup began meeting in early February and has met four times thus far.

### **SUMMARY OF THE PROGRAM AND LOGITISTICS ELEMENTS**

#### **1. Overall Forum Theme:**

*Imagining Possibilities: The Next Frontier for Geographic Information Technology*

**2. Co-Sponsors:** MetroGIS, GIS/LIS Consortium, Governor's Council on Geographic Information (decision on 3/28), and the University of Minnesota.

**3. Program Format:** Keynote speakers – 45 minutes each to share their vision of possibilities – followed by a 1 hour panel session. The keynote speaker(s) for the particular theme and 1 or 2 local experts will comprise each panel. The purpose is to explore what is needed to realize the big ideas identified in the keynote addresses via question and answer dialogue. Lunch will be provided on site. The format is designed around three central themes: Customer, Backroom, Manager/Organization. The morning session is designed to be attended by policy makers and senior management; in particular, those affiliated with organizations essential to MetroGIS's long term success. (*See Reference Section for an explanation of each theme and Attachment A for the proposed program schedule.*)

**4. Keynote Speakers:** Four well-known and widely respected speakers have been confirmed. Middle management for the fifth invitee, Google, has recommended participation. A confirmation had not been received as of this writing. The deadline for Google to conform is March 28.

**a) Customer Theme:** Clint Brown (ESRI), Alex Daley (Microsoft - Virtual Earth), and [decision pending (Google Earth).

**b) Backroom Theme:** Mark Reichardt, President, Open Geospatial Consortium (OGC)

**c) Manager/Organization Theme:** Ian Masser, internationally respected expert on Geographic Information Infrastructures – technical and organizational aspects.

**6. Venue and Capacity:** University of Minnesota, Humphrey Center. The capacity is 250 attendees. The limit was to promote productive dialogue via question and answer, as opposed to simply lectures.

**7. Registration Fee:** A two-tier fee is proposed:

- a) Attend all day: \$55
- b) Attend only the morning session (no lunch): \$25

The fees for those individuals who provide support at the forum will be reduced or waived as follows:

- Moderators – Full waiver plus attend dinner/meeting with speakers the evening prior
- Recorders – Full waiver (including lunch)
- Technology Demonstrators - Full waiver (including lunch)
- Panelists – Reduced to \$25

**8. Forum Support:** The Forum Planning Workgroup is seeking volunteers/nominees for the following forum supports positions. Once the list of candidates is compiled, the Workgroup will speak with the candidates to answer questions and firm up commitments:

**a) Primary Forum Moderator(s): 1 or 2 individuals.** One person in a leadership position with MetroGIS and another in a similar position with the GIS/LIS Consortium or Governor's Council on Geographic Information are sought. **Role:** Introduce the keynote speakers, transition to and from breaks, wrap up the morning session, call the afternoon session to order, wrap up the day. A split or dual responsibility is suggested for the morning and afternoon sessions.

**b) Panel Moderators: 3 individuals. Role:** Foster dialogue among panelists and attendees to ensure questions are sufficiently explored but also balance the dialogue to address a number of questions.

Customer Theme – 1

Backroom -1

Manager/Organization Theme - 1

**c) Recorders: 6 total, 2 individuals per theme. Role:** capture big ideas cited by the keynote speaker(s) and capture key points from the dialogue for the associated panel session.

**d) Panelists: 3-6 total, 1-2 individuals per theme. Role:** The locally recognized experts would participate on the three panels with the keynote speakers (different local experts for each of the three panels). These individuals would ask 1 or more questions of the keynote speakers to jump start each panel session. The purpose of the questions is to explore what needs to occur to realize possibilities cited in the keynote talks. Hopefully, after a couple of questions, audience members will take it from there and become engaged. The local panelists would also help the keynote speakers frame responses to Minnesota/Twin Cities-specific questions.

**e) General Panel Support: 2 per session (if possible, the same people for all three panel sessions).**

**Role:** Collect questions from audience members and deliver to the moderator, carry microphones from speaker to speaker, etc. (*Are students an option?*)

**9. Notice of the Event:** Formal notice is proposed to be sent by email to the MetroGIS community on Friday, March 31, assuming the Committee is receptive to the program as currently conceived. Notice to the broader GIS community will be sent by the GIS/LIS Consortium a week later.

**10. Registration Process:** The GIS/LIS Consortium will provide an Internet-based registration service. Registration will begin on April 17 for those active in the MetroGIS community and on May 1 for the broader community. Early registration will end on May 12. Registration after May 12 will cost \$10 more for each registration category. Information for how to register will be included in the email notice.

**11. Projected Revenues and Expenses:** Projected expenses, including a \$1,000 contingency, are about \$11,000. Break even, assuming the above noted fee structure, is projected to occur with 190 attendees with a full rate set at \$55. If the full rate is increased to \$60, the break even point is about 160 attendees paying the full rate. The expense and revenue projections are available upon request. Several of the speakers are paying their own travel expenses to help us minimize the cost of hosting this forum, as the purpose is to educate ourselves to prepare for the pending Business Planning Update process as opposed to making money from the event.

**12. Target Participants:**

Those individuals who will be involved in the MetroGIS's Strategy Directions Workshop, planned for later this year, and the subsequent MetroGIS Business Plan Update process are a primary focus. That said, the more technologists and managers of geospatial functions that participate, the more chance of the question and answer sessions producing information valuable to MetroGIS's pending strategic planning efforts. The panel sessions are being hosted to clarify understanding and use of the new tools and process possibilities that will be identified by the keynote speakers.

In addition to technologists and managers of geospatial functions, the morning session is also designed to be attended by senior management/policymakers, in particular, those affiliated with core MetroGIS stakeholder organizations.

See Attachment B for a preliminary listing of targeted participants.

**12. Program Brochure:** Staff's goal is have a draft brochure available for Committee comment at the March 29<sup>th</sup> meeting.

**RECOMMENDATION**

That the Committee offer comment on the following items:

- 1) Program schedule, supporting logistics, and discussion themes.
- 2) Candidates to fill moderator, recorder and panelist roles.
- 3) Preliminary list of target participants
- 4) Members of the Committee who plan to attend.
- 5) Proposed fee and waiver proposals
- 6) Draft forum brochure

# REFERENCE SECTION

## PRESENTATION / DISCUSSION THEMES (KEYNOTE SPEAKER AND ASSOCIATED BREAKOUT SESSIONS)

### Excerpt from March 3<sup>rd</sup> Workgroup Meeting Summary:

#### A) Customer Breakout Theme:

- (1) Focus website design on how the customer is seeing an organization, not how the organization is internally organized – more intuitive to the customer and less bureaucratic.
- (2) What use does the customer want to make of the technology – need better understanding of customer needs. Not the needs of organizations but the general public as they interact with our organizations.
- (3) Where is technology headed that enables e-government functionality?

Craig commented that technology is democratizing the world, making it easier for folks to become more aware of their surroundings. He also believes this trend will continue to be a catalyst for efforts to standardize how the public obtains desired information (e.g., common user interface experience) and partnering among diverse interests to manage data so that it is compatible and interoperable with other data commonly desired by the masses and in a manner cost-effectively disseminated via the Internet. Read concurred, noting that interest in geographically-based information is rapidly increasing.

Craig concluded by commenting that ESRI's vision is to create an environment where kids can come to know their world better.

#### B) Manager/Organizational Breakout Theme:

Gelbmann offered four scenarios that he would like explored at the forum with regard to philosophy associated with managing a GIS unit. A secondary theme that he would like explored is how technology innovations can expand support capacity:

##### Internal focus

- (1) Maintain internal capacity (skilled people) to build applications from scratch.
- (2) Rely upon existing software to perform the functionality desired. (Internal focus)

##### Collaborative focus

- (3) Blend expertise across organizations to address need without acquiring new technology
- (4) Blend expertise across organization and seek out new technology solutions to address need

The principal reason for exploring this topic in depth is that with the emergence of e-government as a widespread high priority organizational need, the paradigm will shift from one-on-one GIS staff to client support and data distribution, where idiosyncrasies in the data can be clearly communicated, to web-based solutions where data updates, fitness for use, and computing/server capacities must be dealt with differently than by typical GIS support units of the recent past. Ultimately, the question is how to best organize to support the emerging transformation in expectations of the GIS team.

#### (C) Backroom Breakout Theme:

The focus of this theme is on staff skills, equipment, and software/programs needed to successfully support a GIS enterprise in the emerging e-government environment. Specifically, the group agreed they would like the following topics addressed in these breakout sessions:

- (1) Skill set(s) needed
- (2) Specific tools needed
- (3) Where is the industry headed in terms of technical languages and related software development
- (4) Role of standards and interoperability. Anything different from the past?
- (5) Data capture improvements on the horizon
- (6) Proprietary versus open source solutions
- (7) Devices (e.g., location based technologies)

# ATTACHMENT A

## Preliminary Program Schedule

*Imagining Possibilities: The Next Frontier for Geographic Information Technology*

June 1, 2006

Humphrey Center (West Bank), University of Minnesota,

1. **Onsite Registration –** **7:30 to 8:15**  
(Pick up Program materials/name tags (color-coded for type of registration?))
2. **Welcome –** Chairperson Reinhardt & GIS/LIS Spokesperson? **8:15 –8:30**
3. **Morning Session - (CC & GIS/LIS Chairs to Moderate? )** **8:30 – 11:45**
  - a) Keynote Speakers - Customer Theme (*Vision and Possibilities*)
    - Google (*not yet confirmed*) 8:30 – 9:10
    - Microsoft (Alex Daley) 9:10 – 9:50
    - ESRI (Clint Brown) 9:50 – 10:30
4. **Break** 10:30 - 10:45
  - b) Panel - Customer Theme (*How do we get there?*) 10:45 - 11:40  
**Morning wrap up**, reminders, free form groups, etc. 11:40 - 11:45
5. **Lunch** (*Box lunches to facilitate mobility*) **11:45 to 1:00**  
**Technology Demonstrations –** (box lunches)  
(Assumes 15 minutes to get to 1<sup>st</sup> demo, 2-20 min demos, 10 min between demos and 10 min to get to Afternoon Session)
6. **Afternoon Session A** **1:00 to 2:40**
  - a) Keynote Speaker - Backroom Theme (*Vision and Possibilities*)  
Mark Reichardt (OGC) 1:00 – 1:40
  - b) Panel - Backroom Theme (*How do we get there?*) 1:40 – 2:40
7. **Break** **2:40 – 3:00**
8. **Afternoon Session B** **3:00 to 4:40**
  - a) Keynote Speaker - Manager/Organization Theme (*Vision and Possibilities*)  
Ian Masser (Spatial Data Infrastructures) 3:00 – 3:40
  - b) Panel - Manager/Organization Theme (*How do we get there?*) 3:40 – 4:40
9. **Closing –**by each breakout session moderator **4:40 to 4:45**  
Next steps – how what is learned be used  
Reminder to turn in Evaluations

**ATTACHMENT B**

<b>June 1, 2006 Forum</b>					
<b>Targeted invitations</b>					
<b>Assumptions:</b>					
1) Short e-announcement to GIS/LIS Consortium and MetroGIS contacts immediately following 3/29 CC to give heads up. Inform details to follow.					
2) GIS/LIS Registration Support will have a list of those eligible for initial registration					
3) Early registration from Monday, 4/17 to Wednesday 5/19					
4) Program brochure is posted on MetroGIS website with link provided in the e-announcements					
<b>Name</b>	<b>Sender</b>	<b>Notice sent</b>	<b>Registration Begins</b>		
MetroGIS Policy Board	e-announcement -MetroGIS	3/31/2006	4/17/2006		
MetroGIS Coordinating Committee	e-announcement -MetroGIS	3/31/2006	4/17/2006		
MetroGIS TAT & workgroup members	e-announcement -MetroGIS	3/31/2006	4/17/2006		
Management/Policy Makers of core stakeholders	<i>CC and PB members to forward notice</i>	3/31/2006	4/17/2006	need names from CC members	
GCGI Board - Committee leadership	e-announcement -MetroGIS	3/31/2006	4/17/2006		
GIS/LIS Board and Committee leadership	e-announcement -MetroGIS	3/31/2006	4/17/2006		
University of Minnesota officials -	<i>(Will Craig forward notice)</i>	3/31/2006	4/17/2006		
Colleagues of speakers (e.g., Pat Cummins)	e-announcement -MetroGIS	3/31/2006	4/17/2006		
Matt Ball - GeoWorld	e-announcement -MetroGIS	3/31/2006	4/17/2006		
Steven Myhill-Jones - Latitude Geographics (GeoCortex)	e-announcement -MetroGIS	3/31/2006	4/17/2006		
MetroGIS contact list (other than above)	e-announcement - MetroGIS	4/14/2006	5/1/2006		
11/15/05 Forum (Non - Government Interests)	e-announcement - MetroGIS	4/14/2006	5/1/2006		
Metropolitan Council staff	e-announcement -MetroGIS	4/14/2006	5/1/2006		
GIS/LIS Consortium Members	e-announcement -GIS/LIS	4/14/2006	5/1/2006		
GCGI workgroups	e-announcement -GIS/LIS	4/14/2006	5/1/2006	Names from GCGI	
M3D - Steering Committee/Workgroups	e-announcement -GIS/LIS	4/14/2006	5/1/2006	need names of persons not in other groups	
Neighborhood Planning Groups	<i>CURAM3D to forward notice</i>	4/14/2006	5/1/2006	need names of persons not in other groups	
?					
?					
<b>Invite everyone to pass the invitation along to others</b>					



**TO:** Coordinating Committee

**FROM:** Regional GIS Project Workgroup  
Staff MetroGIS Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2006 Regional GIS Project Proposals

**DATE:** March 20, 2006  
(For the Mar 29<sup>th</sup> Meeting)

### INTRODUCTION

Four concept Regional GIS Project Proposals were submitted. The most recent version of each is attached (Attachments A-D) for the Committee's consideration. Proposals A and D were modified and resubmitted to address suggestions offered by the initial review workgroup. (See Attachment F for these suggestions.)

The funding authority, the Metropolitan Council, is requesting comment from the Coordinating Committee and Policy Board as to ideas about how any of these proposals might be improved to better address geospatial needs of significance to the community. Acceptable concept proposals will move to the next phase of application development to address required information in more detail.

Refer to the Reference Section for information about the program guidelines, review schedule, and call for proposals. A total of \$44,000 in funding is available for the 2006 round of Regional GIS Project proposals. The final funding decision will be made by the Council. This decision is anticipated to occur by early August.

### MODIFIED PROGRAM GUIDELINES FOR THE 2006 PROGRAM

A workgroup was created at the Committee's December meeting to negotiate the 2006 program guidelines with the Metropolitan Council and oversee the 2006 program. Volunteers for this group were Nancy Read, David Bitner, and Mark Vander Schaaf. The group reached agreement with Council management in February on the current guidelines. Changes were agreed upon that should resolve issues that had arisen during last year's review process. The most notable differences from the 2005 guidelines are the creation of a concept review phase, replacing the competitive environment with one that seeks to generate the best possible proposals, and clarifying how these funds can be used.

### PROPOSALS RECEIVED FOR 2006 PROGRAM

All of the proposals address a currently defined regional need of the community and complies with program requirements. Projects A and D have potential for integration. Project B builds on an existing MetroGIS project and a model developed by the GCGI. The components of Project C can be substantially addressed outside of this program. See Attachment F for more information.

<u>Candidate</u>	<u>Project Theme/Name</u>	<u>Contact</u>
A	Multiple-Address Buildings Mapping	John Rogers, Hennepin County
B	Architecture to support an "Application Finder"	David Bitner, MAC
C	Enhancements to the Regional Street Centerline Dataset	Jim Maxwell, The Lawrence Group
D	Needs Assessment for Regional Occupiable Units Web Editing Application	Mark Kotz

### RECOMMENDATION

That the Coordinating Committee and Policy Board offer ideas about how any of these proposals might be improved to better address geospatial needs of significance to the community before the applicants begin work on finalizing their proposal for final consideration this summer.

## REFERENCE SECTION

1. See the attached “Call for Proposals” (Attachment E) for answers to the following questions:
  - What Projects are Eligible for Funding?
  - What Criteria Will Be Used To Decide Which Project(s) Are Funded?
  - Who Will Decide and When?
  - Who is Eligible to Submit a Proposal?
2. Refer to Exhibit 1 of the Call for Proposals (Attachment E) for the project review schedule, which began with an initial review meeting on March 17<sup>th</sup> to prepare for consideration at the March 29<sup>th</sup> Coordinating Committee meeting.
3. The Call for Proposal was February 27<sup>th</sup> as follows:  
“Members of MetroGIS committees and workgroups:

A call for Regional GIS Project Proposals is attached. The deadline for submitting a one-page maximum concept description is Wednesday, March 15th. Anyone affiliated with an authorized MetroGIS project, committee or workgroup is eligible to submit a proposal. \$44,000 in funds are available in 2006 for Regional GIS Projects (see the attached document for the definition of such projects.) Submission of proposals is extremely important to demonstrating interest in and securing funds for this purpose in coming years.

The 2006 program guidelines have been modified from last year to clarify roles and expectations and place more emphasis on making proposals the best they can be before a funding decision is made.

If you have any questions, please call Randall Johnson at 651-602-1638.”

The Call was emailed to the members of the following MetroGIS groups:

Address Workgroup, Coordinating Committee; County Data Producers Workgroup; DataFinder Cafe Upgrade Workgroup; E911 Street Centerline Workgroup (2006); Highways/Roads BIN; Retreat Workgroup; Socioeconomic Workgroup; and Technical Advisory Team. The Policy board was notified in a separate message.

The call was also distributed to the planning community the week of March 6 via the Council’s Sector Representatives.



# ATTACHMENTS A-D

## CONCEPT PROPOSALS SUBMITTED

The following proposals are attached on the following pages:

<b><u>Candidate</u></b>	<b><u>Project Theme/Name</u></b>	<b><u>Contact</u></b>
A	Multiple-Address Buildings Mapping	John Rogers, Hennepin County
B	Architecture to support an "Application Finder"	David Bitner, MAC
C	Enhancements to the Regional Street Centerline Dataset	Jim Maxwell, The Lawrence Group
D	Needs Assessment for Regional Occupiable Units Web Editing Application	Mark Kotz

No order of importance or priority is intended.

## Proposal A

March 20, 2006

MetroGIS  
C/O Randall Johnson  
230 East 5<sup>th</sup> Street  
Saint Paul, MN 55101

### Multiple-Address Buildings Mapping

#### **Purpose:**

The objective of this project is to spearhead the development of a regional dataset that accurately conveys the essential information required to map and identify multiple-address buildings as well as information pertinent to mapping and identifying high risk buildings and structures.

#### **Abstract:**

A current and accurate dataset of multiple-address properties is proving to be an increasing importance, if not a necessity, of several departments within Hennepin County and other external agencies. There is however limited in-house effort and funding to develop such a dataset and resource for geolocation. With this being said, an external driving force such as MetroGIS would provide the incentive and resources necessary to initiate the task.

The scope of the data development will be focused on properties in Hennepin County that are deemed by Emergency Service professionals and other government officials to have an elevated-risk and/or higher propensity for emergency calls. Enhanced data collection processes will be discussed and implemented within several divisions of Hennepin County to ensure the currency and accuracy of the dataset. This could include improved data collection strategies initiated between Hennepin County and its cities to on-site visits by Hennepin County staff to ensure the accuracy of multiple-address buildings. Admittedly, narrowing the scope would not provide an all-encompassing dataset. On the other hand, it would ensure that a solid data foundation would be developed within a timeframe of six to nine months and adhere to any monetary constraints.

A complete awarding of funds associated with the 2006 Regional GIS Projects proposal would guarantee a comprehensive and accurate dataset for multiple-address and high risk buildings. A partial funding scenario would offset the amount of hours spent on data development tasks and could result in an incomplete dataset.

Other requirements include:

- An initial meeting between officials of the MetroGIS Address Workgroup and the Hennepin County Survey Division to establish a timeline for the project, ascertain the mutual benefits and scope of the data being produced for all parties involved, establish a working relationship between the key players in both organizations.
- A final meeting to unveil the final product highlighting its key features and functionality.
- Discussion regarding deployment strategies, licensing and future avenues for project enhancements.

Upon completion, multiple-address data would be of great benefit to Hennepin County, MetroGIS and other metropolitan counties as well, not limited to the following:

- Emergency services would be able to accurately locate emergency calls in apartments, nursing homes, shopping malls, and other buildings of interest.
- Adhering to the MetroGIS Address Workgroup Work Plan, and specifically addressing Task 10, this project offers an avenue to address this issue in creating a standardized multiple address dataset.
- Hennepin County would be able to perform more detailed analyses which may result in better business decisions.
- In the future, Hennepin County and MetroGIS could provide emergency preparedness agencies and the public with geographic information in real-to-life detail by employing this dataset in ESRI 3D Analyst. The use of 3D Analyst would provide an innovative means of illustrating the most accurate and up-to-date data available for such things as disaster contingency plans and relief efforts utilized by emergency preparedness agencies.

## Proposal B

TO: MetroGIS  
FROM: David Bitner, Metropolitan Airports Commission  
SUBJECT: 2006 Regional GIS Projects Proposal  
DATE: March 15, 2006

This document lays out the concept for an “Application Finder” as the next logical step to the “DataFinder” already in use by MetroGIS. This concept strives to create a forum for the technical users of MetroGIS datasets by providing a repository of applications and services (software code) that utilize MetroGIS endorsed datasets in order to reduce duplication of effort across the Metro area.

This concept is made up of three parts that can be incrementally implemented in order.

1. Create a centralized repository of code.
  - a. Create a standard for metadata and documentation for code to allow for easier reuse.
  - b. Setup an area to store code (i.e. FTP server)
  - c. Setup index to code/metadata (i.e. Web Site)
2. Create running instances of code on central server.
  - a. Setup server to host services/applications.
  - b. Setup all prerequisite data/software for services/applications.
  - c. Create catalog of services/applications.
  - d. Create framework for secured/limited access data services.
3. Create infrastructure for collaborative development of code.
  - a. Setup versioning system (i.e. CVS or Subversion).
  - b. Create rules for write access to different pieces of code.

The importance of having both numbers 1 and 2 is that for many services/applications that become part of a workflow, speed can be very important and it is much better to run a piece of software locally. On the other hand, when speed is not important or infrastructure is lacking, it may be desirable to access a service/application from a central location.

Code written in any language for any platform will be accepted into the repository. Services, however, will necessarily be limited to those that work off of infrastructure that is already available or could be made available to the service host.

This concept could plug into other broader initiatives. This concept could act as a host for the recently awarded FGDC grant awarded to a multi-state group including several members of MetroGIS. This concept could act as a test bed for the service model being put forth by the Governor’s Council on GIS Geospatial Architecture Committee.

Following are responses to criteria to be used for this funding.

1. Statement of project objective and why the requested funding is needed.

The objective of this project is to create a repository for applications which add value to the work and datasets of MetroGIS. Funding is requested to jumpstart this process and provide for the staff time and resources necessary to create this repository.

2. How the proposed project conforms with a Regional GIS Project objective(s).

This project seeks to enhance the utility of existing and future MetroGIS endorsed datasets.

3. Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).

This project seeks to reduce the efforts across the region in creating applications to interact with common data used across the region.

4. Activities necessary to achieve the project objective and relationship of the requested funds.

Create standards for code documentation/metadata.  
Create server space for hosting code.  
Create catalog to assist in finding code.  
Create server space to run code as services.  
Create catalog to assist in finding services.  
Create collaborative development infrastructure.

5. Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.

This project would be ready to fund immediately upon identification of suitable host.

6. Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.

Application developers will be able to pick and choose components that have already been created to dramatically reduce development time.

7. Total value and description of required resources that would be leveraged if funding is awarded.

To be determined upon full scope of project

8. Effect of receiving funding approval if for less than the full amount requested.

Reduced ability to provide running examples of services

9. Time frame for project completion.

Setup should begin as soon as suitable host is found. Maintenance would be ongoing.

## **Proposal C**

Randy Johnson  
MetroGIS  
230 5<sup>th</sup> St E  
Saint Paul, MN 55101

March 15, 2006

Dear Randy,

Per your request for concept proposals for 2006 Regional GIS Projects, I've put together a couple of ideas that may possibly be of interest to the MetroGIS screening workgroup. All of them essentially fall under the umbrella topic of TLG GBF Enhancements and I don't believe that any of the three concepts presented below have an inordinate cost associated with them. Therefore, you may find any combination of them to be a nice complement to other submitted projects that also have merit.

**1. TLG GBF Update Frequency Enhancement.**

This particular enhancement could have widespread benefit to the MetroGIS community in that it would potentially benefit all parties utilizing the TLG GBF. Currently, TLG-GBG updates are provided to MetroGIS licensed users on a quarterly basis. This was set up this way in the past simply as a mutually agreed upon schedule that seemed reasonable to everyone at the time. However, TLG is continuously updating the street network and other data (essentially on a daily basis) and, we typically make user suggested/requested updates to the data within one or two business days following such a request. Additionally, on occasion we've been informed from some users that they would rather not wait up to three months to see the effect of these changes.

Proposal: TLG would write all of the data files to an ftp site on a more frequent basis such as once a week (potentially even every night) rather than every three months. Processes would be built to do this on TLG's end and MetroGIS/Council staff would likely need to write a small automated routine to take that data and copy it to the appropriate location on their servers.

Benefit: This is an extremely valuable data resource to MetroGIS users and the users will be better served by making the data available to the users with much greater frequency than in the past.

Cost: Small one time cost of \$600 submitted by TLG; though, again, there will also be some slight costs incurred by MetroGIS staff to make necessary changes on their end.

## **2. TLG GBF Addition of (non-road) Metro Transit Route Additions.**

This enhancement would be geared to the benefit of Metro Transit – with a possible side benefit to Metro Transit riders. In the past, TLG has added certain Metro Transit bus route paths that are not necessarily public or private “roads.” These have been identifiable in the TLG street network via an special “f\_class” attribute tag. However, these were only added as requested from time to time by Mike Dolbow in the past and it is my understanding that there are still additional travel paths that are desired to be added.

Proposal: Add all of the route paths currently utilized by Metro Transit and flag these “non-road” paths with an “f\_class” code that allows users to identify them. Also, to reduce accidental routing through these areas by non Metro Transit users, I would suggest we put very low speed limits on these features. Metro Transit would need to provide information on all of these additional routes of interest.

Benefit: Again, the primary beneficiary of this would be Metro Transit. But, if coupled with the update frequency enhancement described in Option 1 above, these updates would be available shortly after we’ve completed their entry.

Cost: The cost for the inclusion of these routes as provided by Metro Transit would be entirely dependent on the number of desired additions. However, in general, I would guess the cost to be somewhere between: \$2,000 and \$4,500.

## **3. Addition of Emergency Service Zone Attributes to TLG GBF.**

This enhancement may only have an obvious benefit for Twin Cities area Emergency Services providers. With the understanding that the 911 board is currently in the process of weighing street network data and data attribute options and needs, it may still make sense to at least mention this as an option aside from any future unknowns regarding this project.


Proposal: For the seven county metro area, TLG will add as an attribute to the TLG street network, two attributes that are populated with the emergency service zone numbers for the left and right sides of each segment. As discussed, it is likely that the majority of these zones follow traditional boundaries such as roadways and municipality lines. However, in the cases where they do not, road splits (and associated address attribute adjustments) will need to take place. As usual, all of these changes would be tracked in a comprehensive change database that is provided to MetroGIS. TLG will add zone attributes based on information provided by the appropriate emergency service providers and resolve discrepancies by contacting the appropriate authorities. These zone attributes may or may not be provided to other users – depending on the desires of MetroGIS and others.

Benefit: TLG could perform the entirety of this task and eliminate any dependency on the counties to offer the addition of these attributes.

Cost: The anticipated cost to provide these attributes throughout the seven counties would be \$5,800. However, if the development of emergency service zone polygons was also required, then the cost would be additional depending on what was already available and what needed completion.

Thanks Randy. I know it's just a synopsis for consideration, but feel free to contact me with questions.

Sincerely,

A handwritten signature in black ink that reads "Jim Maxwell". The signature is written in a cursive style with a large, sweeping initial "J".

Jim Maxwell  
The Lawrence Group

[max@lawrencegroup.com](mailto:max@lawrencegroup.com)

612-991-4604



## Proposal D

### MetroGIS Regional GIS Project Proposal

#### Needs Assessment for Regional Occupiable Units Web Editing Application

Proposed by:

Mark Kotz, Metropolitan Council

With support of the MetroGIS Address Workgroup

03/15/2006

Revised 3/21/2006

#### **Project Description**

The MetroGIS Policy Board has endorsed the vision of a regional occupiable units address dataset that would be created by local addressing authorities. This dataset is widely needed by government agencies at many levels in the metro area, including emergency responders, school districts, counties, cities and regional agencies that currently have no spatial data at the occupiable unit level. The vision calls for creating a standardized, single official source for this data to meet this need and to avoid redundant data development efforts. The detailed MetroGIS Regional Occupiable Units Address Dataset Vision document calls for the development of an online editing application to help facilitate the development of a regional dataset. (p. 19

[http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf))

*Perhaps the largest roadblock to the creation of local occupiable units point datasets is the fact that many cities simply do not have in-house resources, specifically staff time, GIS software and expertise, to be able to maintain their own dataset.*

*The Workgroup is recommending the creation of a secure online application that addressing authorities could use to create and maintain their own occupiable units point dataset.*

*...the workgroup is further recommending that additional features be included with the application that would be designed to meet some of the other business needs of the local addressing authorities*

The next step is to clearly define the benefits that those data producers will receive from participating in an occupiable units information system by maintaining the data for all to use. Defining those benefits requires a close examination of the data producers needs. This project proposes a needs assessment to more specifically determine the requirements and viability of such an online editing application for cities that do not have their own GIS with which to maintain this type of data. The needs assessment would answer three key questions:

1. What functionality is necessary for city staff to create and maintain the occupiable units data in a way that would meet the MetroGIS regional dataset needs?
2. What incentives would increase the likelihood that local address authorities would use this application to contribute to the regional dataset, and what additional functionality within the editing application would provide that incentive (e.g. ability to print certain types of address maps)?
3. How many local address authorities are likely to use this application, given the specific functionality?

The needs assessment may include mockups or depictions (existing examples) of what such an application might look like and how it might be used so that the city staff being interviewed will understand what is being asked of them. The results of the needs assessment should include descriptions of the functionality and interface needs of city staff that would use this application. If the needs assessment indicates that many cities would truly use the application, the next step would be to create a proof-of-concept that can be tested in the MetroGIS community.

#### **Cost**

The project is very roughly estimated to cost between \$10,000 and \$25,000 depending on the methods used. Development of a proof-of-concept application would require additional cost and/or Metropolitan Council staff resources.

## Responses to Evaluation Criteria

### 1. Project Objectives and Need for Funding

Project objectives are outlined above. Funding would be used to hire a consultant to define the needs of key occupiable units data producers. The needs would be defined through a needs assessment process.

### 2. Conformance with Regional GIS Project Objectives

The project would take the next step in refining the vision to develop a regional dataset to address a Policy Board-endorsed priority common information need (addresses and occupiable units). It would supplement the work and vision of the MetroGIS Address Workgroup. The MetroGIS community would benefit by having a clear understanding of the needs for this application/information system, which will facilitate its development. The application itself would then facilitate the development of occupiable units data. These project funds would not be used to develop the applications, but to focus on completing a needs assessment. Decisions about software, hardware and licensing would come later. The goal is to ultimately have an editing application that any metro address authority could use free of charge.

### 3. Importance to a Sustainable Solution to a Priority Need

The Address Workgroup believes that such an editing application is critical to the creation and maintenance of a regional occupiable units dataset. This needs assessment would objectively evaluate that belief and provide the details necessary to make decisions about how or if the application should be built.

### 4. Activities and Relationship of Funds

A consultant would be hired to conduct the needs assessment and prepare a report. This would include interviews with a representative number of address authorities in the region. The requested funding would be used to pay for the consultant.

### 5. Readiness for Funding and Prerequisites

The Address Workgroup has a clearly documented vision for the occupiable units dataset. It defines the need for the editing application. No prerequisites exist. The project is ready to proceed pending staff time to manage the project.

### 6. Benefit to MetroGIS Community

This needs assessment is a prerequisite to creating a successful online editing application. That application is believed to be a prerequisite to the creation of the regional occupiable units dataset. It is believed that nearly all MetroGIS participants would benefit from such a regional dataset. Organizations that have expressed the most interest in the dataset include regional government organizations, counties and the emergency services community. Many cities have also expressed interest in using such a regional dataset. The regional dataset is believed to be unattainable without the editing application.

### 7. Value and Description of Resources Leveraged

If the funding is awarded, Metropolitan Council staff time would be leveraged to manage the project.

### 8. Effect of Partial Funding

With partial funding, the needs assessment could be scaled back to answer one or two of the three key question areas, but that is not anticipated to be a significant cost savings.

### 9. Time Frame

Assuming the funding is approved in August of 2006, it is anticipated that the project could be completed by the end of 2006. This will dovetail with a pilot project to assess the issues with creating a regional dataset from the data of cities that do have their own GIS data creation capabilities. The pilot project will attempt to pull data from those cities into a regional database format, defining and attempting to resolve any issue that arise from the effort.

## ATTACHMENT E

# *MetroGIS*

*Cooperation, Coordination, Sharing Geographic Data*



## **CALL FOR PROPOSALS -2006 REGIONAL GIS PROJECTS-**

### **Introduction**

The 2006 MetroGIS budget includes \$44,000 for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of these funds is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is funded and for how much, as it is accountable for the appropriate use of these funds. MetroGIS's role is to advise the Council as to whether a candidate project merits funding. The deadline for submittal of a one-page concept description is **Wednesday, March 15, 2006**.

### **What Projects are Eligible for Funding?**

Only those projects which satisfy all of the following criteria are eligible for consideration:

1) Each proposal must be consistent with one or more objectives of a Regional GIS Project, which are defined as:

*"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board-endorsed priority common information need, or develop or enhance a geospatial application<sup>1</sup> that enhances access to data that addresses a priority information need endorsed by MetroGIS."*

- 2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.
- 3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization must be able to recognize a benefit to itself, which depending upon the nature of the proposal may be tangible and/or intangible. (e.g., the Metropolitan Council, as the funding organization in 2006, is especially interested in geospatial technology projects that would help local communities prepare for comprehensive plan updates due in 2008<sup>2</sup>.)
- 4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:
  - a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.
  - b) Although the funding organization would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

**Note:** The above-stated criteria are intended to supplement, not supersede, the guidelines which established this program (Attachment B).

### **What Criteria Will Be Used To Decide Which Project(s) Are Funded?**

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two pages, less any supplemental material.)

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<sup>1</sup> The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

<sup>2</sup> For example, the Metropolitan Council intends to create a web-based interactive map that provides communities throughout the region with information about Council systems and activities relevant to local comprehensive planning. The Council would be interested in applications that enable communities to add their local data to the map.

- 1) Statement of project objective and why the requested funding is needed.
- 2) How the proposed project conforms with a Regional GIS Project objective(s).
- 3) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).
- 4) Activities necessary to achieve the project objective and relationship of the requested funds.
- 5) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.
- 6) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.
- 7) Total value and description of required resources that would be leveraged if funding is awarded.
- 8) Effect of receiving funding approval if for less than the full amount requested.
- 9) Time frame for project completion.

#### **Who Will Decide and When?**

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board then forwards recommendations to the Metropolitan Council, which will make the final decision and administer award of funds. Refer to Attachment A for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process.

#### **Who is Eligible to Submit a Proposal?**

Any individual(s) affiliated with an authorized MetroGIS project, committee and workgroup.

#### **What is the Deadline for Submission of a Concept Proposal?**

Applications must be received by **Wednesday, March 15, 2006**. Proposals should be submitted to the Staff Coordinator at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us).

#### **Questions**

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or Nancy Read, MetroGIS Coordinating Committee Chairperson (651-643-8386), with any questions.

**EXHIBIT 1  
(ATTACHMENT E)**

**Proposed 2006 Program Schedule**

1. Call for Concept Proposals: February 27, 2006
2. Concept Proposal Submission Deadline: March 15, 2006
3. Workgroup and Council Screening: March 16 or 17, 2006  
The Workgroup will review the concepts for gaps in procedures and for missing information. The Council will decide if a concept is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee. The Workgroup will also consider desired changes to the suggested rules for the 2006 program based upon review of concept proposals.
4. Initial Coordinating Committee Consideration: March 29, 2006  
Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (If necessary, the Committee would create a workgroup to assist applicants address outstanding questions and, in general, make the proposal(s) the best it/they can be.)
5. Initial Policy Board Consideration: April 19, 2006  
Review the proposals from the perspectives of: appropriate use of public funding and importance of policy issues involved. Identify any desired additional information.
6. Final Proposal Submission: June 9, 2006
7. Coordinating Committee Consideration: June 28, 2006  
(Same criteria as identified in Step 4, above.)
8. Policy Board Consideration: July 19, 2006  
(Same criteria as identified in Step 5, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the Council.
9. Metropolitan Council Decision: August 4, 2006  
Initiate Council procurement requirements, required agreements, etc.

## EXHIBIT 2 (ATTACHMENT E)

### Principles for Allocating MetroGIS's Data Quality and Access Enhancement Funds (Adopted October 29, 2003)

#### Introduction

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g., counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles<sup>3</sup> that have governed MetroGIS's efforts for some time.

#### Data Quality and Access Enhancement Funding Principles

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

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

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*Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the third generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:*

**"Regional GIS Project"** means a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

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<sup>3</sup> The following principles govern MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

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

# ATTACHMENT F

## 2006 Regional GIS Project Proposals Summary Initial Review Meeting March 17, 2006

**Present:** David Bitner (MAC), Nancy Read (Metropolitan Mosquito Control District), Mark Vander Schaaf (Metropolitan Council) (*Note: this workgroup was created by the Coordinating Committee at its December meeting.*)

**Staff:** Randall Johnson, MetroGIS Staff Coordinator

### 1. Call to order

The meeting started at 10:35 a.m.

### 2. Review Proposals Received

The workgroup reviewed and commented on all four proposals received. The purpose of the workgroup's initial review was to identify any substantive matters that are not consistent with the intent of the program or identify items for which further clarification would improve the proposal.

The group also agreed that in the agenda report to the Coordinating Committee staff should list the discussion points from this meeting for each proposal and that, to the extent possible, identify possible combinations of the various aspects of each proposal.

The results of the group's discussion concerning the four proposals received follow:

a) Occupiable Unit Database / 3D Viewing Capability - Hennepin County

The data base development component of this proposal is consistent with current MetroGIS objectives. One substantive issue and need for clarification on two other items were identified.

The primary issue with the proposal is that the purchase of ESRI's 3D Analyst software is not an eligible expense under this program. Metropolitan Council funds can not be used to purchase software that would run on another organization's system. Further, the application appears to place primary emphasis on this display tool (3D images of unit locations) and secondary emphasis on the creation of a suitable database and attendant processes to ensure currency of the data. The underlying database is a demonstrated common need of the MetroGIS community. The 3D display of the data has not been identified as a common need, to date, via a broadly participatory information needs process.

The group also raised several items for which further clarification is desired:

- (1) Would the proposers expand upon the database design efforts that are in progress and overseen by the cited MetroGIS Address Workgroup? Reference to the workgroup implies this relationship but does not confirm it.
- (2) How would the occupiable unit database be maintained (e.g., does the proposal complement the regional effort to facilitate updating of the regional database (subregional components) directly by local units of government)? If Hennepin County would not involve local government in the updating of the database, more information would be useful about how the currency of addresses for units would be maintained that are not individually taxable (apartment units, mobile homes, office/retail suites in multiple tenant buildings). If local government involvement is part of the concept, piloting of the inter-organizational processes to update the database would be extremely valuable to the regional effort that is in progress.
- (3) Who would have access to the data? The term "county could license" is permissive, not definitive. Any data product developed with assistance of the subject funding must be available to a minimum of all government interests as well as viewable via the Internet, with the understanding that the source data cannot be accessed via the web service.

**(Editor's note:** The Staff Coordinator called John Rogers, the applicant, on Friday afternoon after the workgroup meeting, to explain the workgroup's response and inquire if the Hennepin County team would be interested in a modifying the proposal to concentrate on the data base development and testing component of the proposal. Mr. Rogers/Hennepin County project team was asked to decide by Tuesday (March 21) if they will continue to pursue this project and, if so, he was encouraged to submit a modified proposal to address the ineligibility aspect of the 3D Analyst software – future phase funded by others. As for the other clarification matters, it was explained that they could wait until the next phase of the proposal development process to address them.

b) Architecture to Support an Application Finder Capability- David Bitner (MAC)

The proposal is consistent with the concept endorsed by the Coordinating Committee in December 2004, as well as with a concept architecture endorsed in 2005 by the Governor's Council on Geographic Information. All agreed that a project of this type could provide a valuable testbed to work through technical design and organizational roles and responsibilities.

The group agreed that during the next phase of developing this proposal that a statement regarding benefit to be received by the stakeholder community should be included (e.g., not platform specific – users of all platforms could benefit from the existence of this capability, organizations likely to benefit the most would be those who have programmers on staff) in addition to providing a time line and expenses.

c) Enhancements Regional Street Centerline Dataset – The Lawrence Group (TLG)

The workgroup concluded that the proposed enhancements are consistent with needs that have been identified via the E911 Compatible Street Centerline Workgroup's efforts. Items 1 and 2 also relate directly to Metropolitan Council internal business needs and, as such, the Council, acting in its role of custodian of the regional street centerline database, should address these enhancements in its pending negotiations with TLG and MESB to secure a regional street centerline dataset for 2007 and beyond.

The third suggested enhancement (add ESZ related attributes) might also be a need of the Metropolitan Council's Transit Police Unit. If so, it would be a consideration in the pending negotiations. If this enhancement would not benefit the Council, in either a tangible or intangible manner, it could not be funded under this program. The group did, however, recognize the value (tangible and intangible) of consistent standards across the seven county area for this data. Further research will be conducted to decide if this enhancement is eligible for funding under this program and whether it should be pursued regardless as an internal need of the Council.

d) Needs Assessment for Regional Occupiable Units Web Editing Application – Mark Kotz (Metropolitan Council and Lead Support to the MetroGIS Occupiable Units Workgroup)

The proposal is consistent with the vision adopted by the Policy Board in April 2005 for the a regional Occupiable Units data solution. The proposed needs assessment is a critical next step to designing the tool anticipating in the vision statement to achieve timely updating of the regional dataset by facilitating a procedure by which updates can be provided by local government officials.

Implementation of the proposed tool requires Web Feature Service (WFS) technology to enable the desired transaction based editing via an Internet-based graphical interface. This requirement appears to coincide with the design requirements that are central to an NSDI grant – funded project approved the week of March 13 for a collaborative initiative that includes Dakota, Carver and Scott Counties, MAC, Mosquito Control District and a geospatial collaborative serving the Fargo-Moorhead Area. As such, the workgroup concluded that the two projects should leverage one another's efforts and establish a liaison mechanism to ensure timely communication.

The only suggested modification to the proposal is to encourage the applicant to consider including development of a proof of concept of the actual tool as part of the proposal. If the proof of concept can not be completed by year end, a contract could be executed to encumber the funds and permit the tool development to extend into 2007. The next phase of developing this proposal should also include a clarification as to general topics to be included in the needs assessment and a general assessment of local government technology capabilities, to the extent necessary for successful implementation of this subject web interface tool.

Staff agreed to speak to the applicant about modifying the proposal to include the suggested proof of concept prior to the Coordinating Committee meeting.

**3. Adjourn**

The meeting adjourned at 12:15 p.m.

Respectfully Submitted,

Randall Johnson, AICP  
MetroGIS Staff Coordinator





**TO:** Coordinating Committee

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

**SUBJECT:** Non-Profit Representative to Coordinating Committee

**DATE:** March 14, 2006  
(For the Mar. 29<sup>th</sup> meeting)

## REQUEST

The Coordinating Committee is respectfully requested to decide how it wants to proceed with filling the vacant non-profit seat on the Committee.

Two individuals, Sally Wakefield with 1000 Friends of Minnesota, and Jessica Horning with the Greater Minneapolis Day Care Association, have submitted proposals for the Committee's consideration. Their submittals are attached for the Committee's consideration.

## BACKGROUND

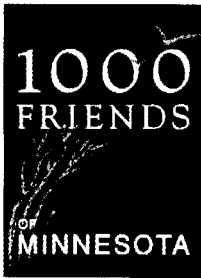
1. Article III, Section 2 of MetroGIS's Operating Guidelines states that "...interest categories (*represented on the Coordinating Committee*) shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, **nonprofit organizations that serve as adjunct resources for local government**, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS".
2. Multiple interest in a single seat on the Committee has occurred in the past. In the case of the Utility Representative, the Committee elected to offer the seat to both (Alan Laumeyer and Allan Radke) on a rotating basis.

## PREVIOUS COMMITTEE CONSIDERATION

At the December meeting, the Committee asked staff to contact all four individuals affiliated with non-profit interest who were listed in the agenda report as possible candidates and ask each if they wanted to be considered as a candidate. Since these four individuals also were affiliated with two organizations, staff was also directed to inform the candidates that if more than one person is interested from a single organization, that that organization should decide who it wants to represent its interest. Finally, each candidate was asked to submit a statement of their background and interest in serving that the Committee for consideration at the Committee's March 29<sup>th</sup> meeting.

## RECOMMENDATION

That the Committee decide how it wishes to proceed with filling the vacant non-profit seat on the Coordinating Committee.



26 East Exchange Street, Suite 317  
St. Paul, MN 55101

651.312.1000 ■ 651.312.0012 fax

Web: [www.1000fom.org](http://www.1000fom.org)

January 27, 2006

Mr. Randall Johnson  
Metropolitan Council  
Mears Park Centre  
230 East 5th Street  
St. Paul, Minnesota 55101

Dear Mr. Johnson,

This letter is to confirm my interest in serving as a non-profit representative on the MetroGIS Coordinating Committee. You originally contacted 2 members of our organization, 1000 Friends of Minnesota, due to our attendance at the non-governmental forum in November of 2005. I have been asked to serve as the 1000 Friends of Minnesota representative due to my full time status with the organization and past experience with GIS coordination in Minnesota.

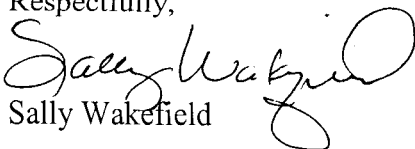
1000 Friends of Minnesota is a non-profit organization in Saint Paul committed to promoting smart and sustainable growth across the state. Our organization utilizes GIS technology to help communities and individuals better understand and visualize their natural and man-made environment. Maps, coupled with economic indicators, serve as powerful tools for communities to make sound and well informed future land management decisions. Currently I am heavily involved with 2 communities on the edge of the Metro area that are projected to experience large population growth over the next decade.

I have a rich background in GIS coordination in Minnesota primarily gained through my past position as the primary staff coordinator for the Minnesota Governor's Council on Geographic Information for over 7 years. I have also served as a director for the Minnesota GIS/LIS Consortium since 2003. Both organizations focus on statewide GIS coordination efforts.

I have a natural interest in serving on this committee which stems from my knowledge and experience with GIS coordination and support. Furthermore, I see the value in the MetroGIS mission of developing shared GIS datasets and applications that provide a quality product while increasing efficiency and reducing costs and redundancy.

As a non-profit representative I hope to learn more about how non-profits within the region can work closely with one another while contributing to the goals and mission of MetroGIS. Thank you in advance for your kind consideration.

Respectfully,

  
Sally Wakefield



**Greater Minneapolis Day Care Association**

1628 Elliot Avenue

Minneapolis, MN 55404-1657

tel: 612-341-1177 fax: 612-341-4356

[www.gmdca.org](http://www.gmdca.org)

January 26, 2006

Randall Johnson  
MetroGIS Staff Coordinator  
Metropolitan Council  
230 East 5th Street  
St. Paul, Minnesota 55101

Dear Randall:

I am writing to express my interest in serving as a non-profit representative to the MetroGIS Coordinating Committee. As an employee of Greater Minneapolis Day Care Association (GMDCA) working in the Research and Evaluation Division, I believe I will accurately represent the interests of non-profit organizations in the Coordinating Committee's deliberations. My qualifications include 7 years of experience working with Metro area non-profits, active involvement in the local GIS community, and a commitment to making GIS data and technology more accessible to the community at large and especially to non-profit organizations.

Due to the limited financial resources of non-profits, Geographic Information Systems are currently underutilized in our sector. GMDCA has taken a leadership role in using GIS to improve outcomes for children through advocacy, policy analysis, program evaluation, and planning. We rely heavily on the MetroGIS and Datafinder for dependable data and consider ourselves a primary stakeholder in the MetroGIS's future operations. Our participation on the Coordinating Committee would provide representation from the non-profit community and from the community of GIS users who are in need of more socioeconomic data than is currently available through MetroGIS (i.e. American Community Survey data).

My current work as the Research Assistant at GMDCA includes producing reliable data about the child care industry in the south and west Metro and using ESRI software to conduct analyses. Through this position I have had the opportunity to provide GIS services for a variety of public and private organizations, including: MN Department of Human Services and other government agencies, Minneapolis Community and Technical College, McCormack Baron & Associates, and Interfaith Outreach & Community Partners.

In addition to this work, I also currently represent GMDCA in several GIS related collaborations and data sharing efforts. In collaboration with representatives from LMIC, CURA, Children's Defense Fund, and the Minnesota Indian Affairs Council, GMDCA's Research and Evaluation

Division recently applied for and was granted a MSNet Fund planning grant to develop an online mapping application to assist low-income families in locating child care and other supports in their community. I am also currently collaborating with developers from the MN Department of Employment and Economic Development to include GMDCA's child care data in the Minnesota 3D application, eliminating redundant data collection and production that was previously occurring. GMDCA also participates in an ongoing data-sharing effort with the City of Minneapolis, providing child care data for planning and emergency preparedness use.

As this work and my attached resume shows, I have a long-term investment in the non-profit community in the Metropolitan area and believe that I can accurately represent the interests and data needs of this diverse group. I look forward to the opportunity to contribute to the work of the MetroGIS Coordinating Committee and thank you for your consideration. If you have any questions or would like any additional information, please feel free to contact me.

Sincerely,



Jessica Horning  
Research Assistant

Greater Minneapolis Day Care Association  
1628 Elliot Ave.  
Minneapolis, MN 55404  
(612)-349-0503  
jessica.horning@gmdca.org

# Jessica Horning

1628 Elliot Avenue  
Minneapolis, Minnesota 55404

Telephone: (612)-349-0503  
E-mail: [Jessica.Horning@gmdca.org](mailto:Jessica.Horning@gmdca.org)

## EDUCATION

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**Macalester College**, St. Paul, Minnesota Bachelor of Arts, May 2003  
*Major:* Anthropology and Historical Archaeology *Minor:* Geographic Information Systems GPA 3.69

## SKILLS

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### Research:

#### **Quantitative and qualitative data collection:**

- Survey design and administration
- Ethnographic interview design (informant selection, chain sampling, question development)
- Interview facilitation
- Program logistics and data entry

#### **Data analysis:**

- Focus group and interview content analysis (transcription, coding, variable identification, statistical and structural analysis)
- Program evaluation and service delivery/outcomes analysis
- Descriptive statistics
- Spatial analysis and mapping
- Demographic analysis

#### **Report publication:**

- Publication, map, website and exhibit design and production
- Presentations and trainings

#### **Research experience within diverse communities:**

- low-income and recent immigrant students and families
- special needs individuals and service providers
- American Indian populations

### Computer:

#### **Relevant Software:**

- Microsoft Excel and Access
- SPSS
- ArcView 9.0
- Filemaker
- Garmin and Trimble GPS

## WORK EXPERIENCE

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### **Research Assistant**

Fall 2004 to present

*Greater Minneapolis Day Care Association, Minneapolis, Minnesota*

- Manage the evaluation component of the Spectrum of Care child care quality improvement program and conduct program evaluation for all departments.
- Archive CCR&R provider and client data. Use this data in conjunction with U.S. Census, MN Department of Health, and MN Dept. of Employment and Economic Development data to analyze trends in child care access and the child care business market.
- Conduct child care capacity and vacancy analyses.
- Use statistical and geographical software to analyze policy impacts and identify areas in need of early childhood supports or where children are at risk of experiencing health and school readiness disparities.
- Coordinated the redesign of [www.GMDCA.org](http://www.GMDCA.org) and assist in the production of research-based publications.

**Manager, Victoria House**

Summer 2003 to Fall 2004

*Dakota Communities Inc., Mendota Heights, Minnesota*

- Assisted in the development and administration of surveys assessing employee satisfaction and training needs.
- Analyzed quantitative and qualitative behavioral data and composed reports for submission to caseworkers and the Department of Human Services.
- Served on an interagency council of residential, supported employment, and day programs to develop a service outcomes evaluation model and improve communications between organizations providing services to special needs individuals.
- Trained and supervised Direct Service staff working with adults with developmental disabilities.
- Conducted regular conferences of residents, families, staff, and caseworkers to assure that services satisfied individuals' developmental, cultural and spiritual needs.

**St. Paul Regional Coordinator, History Day Outreach Program**

Summer 2000 to Summer 2002

*Minnesota Historical Society, St. Paul, Minnesota*

- Introduced students, primarily from low income and recent immigrant families, to the fundamentals of historical research through classroom presentations and coaching.
- Organized and facilitated research field trips, taught interviewing and oral history methods, and assisted students in the location and analysis of primary historical documents (i.e. journals, speeches, etc.).
- Recruited, trained, and supervised interns and volunteers.
- Managed program logistics and processed student registrations and curriculum material orders.
- Organized and directed the annual St. Paul History Day competition at Concordia College in which over 250 students participated.

**RELEVANT VOLUNTEER EXPERIENCE****Member**

Summer 2004 to present

*GIS/LIS Consortium, Minnesota***Member**

Summer 2004 to present

*Child Care Works, Minnesota***Research Assistant, New Tactics in Human Rights Project**

Winter 2002 to Summer 2003

*Center for Victims of Torture, St. Paul, Minnesota*

- Located and interviewed members of human right organizations using unique tactics to achieve social justice goals.
- Composed summaries of programs and their tactics for use in activism trainings, focus groups, and for publication in the New Tactics in Human Rights workbook and on-line database. Published summaries of MoveOn.org, Cities for Peace, Bucket Brigades and other organizations available online at: <http://database.newtactics.org/NewTactics/CaseList.aspx>

**Contributor**

Fall 2002

*Public Anthropology: Anthropology Journal Archive Project*

- Published reviews of several *American Anthropologist* journal articles summarizing Don Dumond's structural evaluation of Aleutian Prehistory and research trends in Chinese archaeology. Available online at: <http://www.publicanthropology.org/Archive/Aa1987.htm>

**Research Assistant/Exhibit Design Intern**

Winter 2000 to Summer 2001

*Science Museum of Minnesota, St. Paul, Minnesota*

- Assisted in the design and creation of the "Invention at Play" exhibit for the Smithsonian Museum of American History.
- Conducted literature reviews and composed biographies of inventors featured in the exhibit.
- Surveyed museum visitors and conducted participant observation to evaluate prototype exhibit components. Created reports using the resulting data to suggest design and content improvements for exhibit developers.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Strategic Directions Workshop – Reestablish Oversight Workgroup  
**DATE:** March 21, 2006  
(For Mar 29<sup>th</sup> Meeting)

### INTRODUCTION

In preparation for the fall Strategic Directions Workshop, the Coordinating Committee is respectfully requested to:

- 1) Reestablish the workgroup that had begun planning for the Strategic Directions Workshop. The original workgroup's efforts were postponed until the Metropolitan Council's evaluation of MetroGIS had concluded, which is expected to occur by May.
- 2) Assign responsibility to the workgroup to oversee:
  - a) Surveying MetroGIS stakeholders to determine their level of satisfaction with established MetroGIS governance characteristics and decision making procedures, specifically to identify any governance characteristics (Attachment A) and/or decision making guidelines (Attachment B) in need of updating or no longer applicable and frame these findings for discussion at the Workshop.
  - b) Framing of issues and opportunities identified via the geospatial technology possibilities forum scheduled for June 1 (Agenda Item 5b) and the November 2005 forum for non-government stakeholders (Agenda Item 6b).

Refer to the Reference Section for: 1) Business Plan Update-related expectations established by the Policy Board at its January 2006 meeting and 2) the origin of Attachments A and B.

### RATIONALE

As the MetroGIS community prepares for its Strategic Directions Workshop, it will be important to have good information regarding the priorities and viewpoints of its stakeholders to be considered during the Workshop and subsequent strategic and business planning efforts.

### RECOMMENDATION

That the Coordinating Committee reestablish a workgroup to guide preparations for the pending Strategic Directions Workshop and assign it responsibilities, to include but not be limited to, those outlined in the Introduction.

## REFERENCE SECTION

### **BUSINESS PLAN UPDATE STRATEGY AND TIMEFRAME**

At its January 2006 meeting, the Board established the following expectations:

- Set a tentative target timeframe of fall 2006 for the MetroGIS Strategic Directions Workshop.
- Resolve questions raised about MetroGIS's governance (in the Council's October 2005 Program Evaluation and Audit Report) before hosting the MetroGIS Strategic Directions Workshop.
- Examine the realm of geospatial technology possibilities in preparation for the Strategic Directions Workshop at the same time that MetroGIS governance preferences are being discussed. (*June 1 forum*)
- Set a tentative target of the Policy Board's April 2007 meeting to receive an updated MetroGIS Business Plan.

### **ORIGIN OF DOCUMENTS LISTING GOVERNANCE AND DECISION MAKING CHARACTERISTICS**

- 1) The Staff Coordinator compiled the listing of MetroGIS governance-characteristics (Attachment A) last November at the request of the Metropolitan Council's representative to the Policy Board. The classification scheme is patterned after the Strategic Triangle method of organizational analysis learned by staff while attending the Innovations in Governance Program last November at the Harvard University Kennedy School of Government. This compilation of governance characteristics was previously shared with the Coordinating Committee at its December 2005 meeting and the Policy Board at its January 2006 meeting but there was not sufficient time for focused discussion at either meeting.
- 2) The Staff Coordinator compiled the listing of MetroGIS decision-making guidelines (Attachment B) while participating on the URISA NSDI Training Program Working Group during the month of January. MetroGIS's guidelines were requested by the other Workgroup members to use as reference materials for development of the proposed NSDI training program.



## ATTACHMENT A

December 1, 2005

### COLLABORATIVE (GOVERNANCE) CHARACTERISTICS THAT CREATE PUBLIC VALUE (Collaboration To Address Common Geospatial Needs)

CHARACTERISTIC		CURRENT STRUCTURE
<b>Outcome / Value Proposition</b>		
	<b>Improved efficiency of stakeholder operations</b> (decision-making, service delivery, and infrastructure management) through use of community-defined regional solutions to common geospatial needs, that substantially reduce time and effort required to discover existing data, obtain data from others, manipulate data obtained from others prior to use, and move the dialogue from debate over data sources to substantive policy needs and opportunities.	<b>X</b>
	<b>Minimized duplication of effort among stakeholder interests</b> and lowest cost for the taxpayer by leveraging investments in geospatial technology, data, and application development of others. <i>Build once, share many times.</i>	<b>X</b>
	<b>Improved trust and mutual understanding</b> among government interests serving the Twin Cities through frequent opportunities to collectively define regional solutions to common geospatial needs and share knowledge with colleagues and peers.	<b>X</b>
	<b>Enhanced stakeholder GIS-related programs</b> and capabilities through sharing of technology, data, and proven practices.	<b>X</b>
	<b>Local geospatial needs, best practices, and data resources are reflected in state and national geospatial initiatives</b> through involvement in policy and program development with similar objectives beyond the Twin Cities.	<b>X</b>
	<b>Improved responsiveness of participant operations to changing expectations</b> of their clients through support of an environment that encourages knowledge sharing and innovation.	<b>X</b>

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>
<b>Authorizing Environment</b>		
	Common priority information needs (at minimum for essential stakeholders) are defined by the community, not any particular interest(s).	<b>X</b>
	Policy makers (from all essential participants) are the keepers of a widely participatory process, ensuring all relevant and affected parties are involved in decision making, dominated by none.	<b>X</b>
	A favorable “political reality check” is obtained from all affected interests when endorsing common geospatial priorities, related organizational policy, and regional solutions to address priority needs.	<b>X</b>
	Policy makers, representing all essential stakeholders, establish regional geospatial and related organizational policy needed to address common priority needs. Policy making critical to achieve long-term objectives is consensus-based e.g., custodial roles and responsibilities, desired best practices, data standards.	<b>X</b>
	Existing investments are leveraged to measurably improve service provisions and decision making community-wide.	<b>X</b>
	Effective inter-organizational relationships are nurtured at the policy, management, and technical levels critical to sustaining long-term collaborative solutions.	<b>X</b>
	Policymakers advocate (champion) regional geospatial policy within their respective organizations and among their peers.	<b>X</b>
	Champions at the policy, management, and technical levels are nurtured within essential stakeholder organizations by sharing benefits possible through participating in collaborative solutions to achieve common needs.	<b>X</b>
	A Performance Measurement Program is supported to ensure that performance toward established public value-based outcomes is continually monitored and modifications are made, as needed, to maintain relevancy to essential stakeholders.	<b>X</b>

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>
<b>Operating Capacity</b>		
	Regional geospatial solutions effectively bundle and coordinate operational capacity across multiple organizations, as if a single enterprise relative to addressing common needs, to collaboratively meet those needs that can not be met by any single organization. ( <i>See Exhibit 1 for 23 roles shared by ten MetroGIS stakeholders as of November 2005.</i> )	<b>X</b>
	Coordinated regional geospatial solutions effectively increase access to, and use of, trusted, reliable and current geospatial data needed to support a wide variety of stakeholders' internal business needs.	<b>X</b>
	Widely supported solutions to priority common geospatial needs of all essential stakeholders are efficiently and effectively sustained through institutionalizing custodian roles and responsibilities pertaining to geospatial data capture, maintenance, documentation and distribution.	<b>X</b>
	Voluntary acceptance of community-defined custodial roles and responsibilities fosters an ethic of interdependence and cooperation, as well as, results in the best available data practices at the least cost to the taxpayer.	<b>X</b>
	Organizations with the greatest internal need voluntarily support custodian roles and responsibilities for endorsed regional solutions.	<b>X</b>
	Collaboration to support custodian roles must cost the host organization(s) less than satisfying the particular information need in a non-collaborative environment.	<b>X</b>
	Contributions to sustaining regional solutions include funding, human resources, data, equipment or combination thereof	<b>X</b>
	Custodian organizations are free to achieve regionally-endorsed solutions (community endorsed deliverables) in a manner consistent with their internal needs.	<b>X</b>

<b>CHARACTERISTIC</b>		<b>CURRENT STRUCTURE</b>
	Equity of contribution (to sustain a regional solution to a common geospatial need) is measured relative to internal benefit to the particular custodian, not organization to organization. (E.g., if a collaborative solution is less expensive than accomplishing an internal need on one's own, equity is achieved).	<b>X</b>
	No organization is expected to perform a custodial role for the community for which they do not have an internally acknowledged business need or do not have sufficient resources.	<b>X</b>
	<u>Point of note and topic for policy discussion:</u> Positive feedback from the participants of the forum hosted by MetroGIS on November 15, 2005 to seek partnering suggestions from non-government entities is a sign of MetroGIS's maturity and a realization that further effectiveness to achieve common needs may be possible by partnering beyond the government community.	<b>NA</b>

**EXHIBIT 1**  
**Contributions to Support MetroGIS Endorsed Regional Solutions**  
**(Last Updated: November 17, 2005)**

<b>Established Partnerships</b>	<b>Summary of Collaborative Roles</b> (Bundling Operational Capacity Across Organizations to Address Common Priority Needs)
<i>10 organizations have assumed a total of 23 roles in support of endorsed regional solutions to common geospatial related needs of the community.</i>	
(2 roles) <b>County: Anoka</b> Parcels	<p>Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Council) in regional format.            (For detailed roles see <a href="http://www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf">www.metrogis.org/data/datasets/parcels/history_pub/policy_sumv2.0.pdf</a>)</p> <p>Produce and maintain boundary data, submit quarterly updates to regional custodian (Council) in regional format.            For detailed roles see <a href="http://www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf">www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf</a>)</p> <p>(All seven counties have agreed to assume responsibility for the same roles and responsibilities concerning the region parcel and city/county boundaries datasets. Their combined level of support is estimated to involve <b>20+ FTE</b>. This effort includes surveyors, assessors, and GIS staff.)</p> <p>(Counties use these data to manage property-related records and to support their tax collection responsibilities.)</p>
County/MCD Boundaries)	
(2 roles) <b>County: Carver</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Dakota</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Hennepin</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Ramsey</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Scott</b> (Parcels, County/MCD Boundaries)	
(2 roles) <b>County: Washington</b> (Parcels, County/MCD Boundaries)	
(1 role) <b>DNR - Land Cover</b>	<p>Manage regional database and collaborative process to acquire land cover data compatible with agreed upon data content standards. DNR uses this database to support a number of its metro area natural resources and wildlife management programs. Annual support is about <b>.5 FTE</b>.            (For detailed roles see <a href="http://www.metrogis.org/data/datasets/land_cover/policy_summary.pdf">www.metrogis.org/data/datasets/land_cover/policy_summary.pdf</a>)</p>

(1 role) <b>University of Minnesota Population Center</b> (Socioeconomic Characteristics)	Manage content of Socioeconomic Resources Website at <a href="http://www.datafinder.org/mg/socioeconomic_resources/index.asp">www.datafinder.org/mg/socioeconomic_resources/index.asp</a> . Annual support is about .2 FTE. (For detailed roles <a href="http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf">www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf</a> )
(7 roles) <b>Metropolitan Council</b> (Three categories: data management, data distribution, and fostering regional collaboration)	<ul style="list-style-type: none"> <li>▪ Annual support for <b>DataFinder and regional data custodian roles, combined about 1.25 FTE.</b></li> <li>▪ 2005 budget to support <b>Foster Collaborative Environment: 1.75 FTE and \$86,000.</b></li> </ul>
⇒ Census Geography data	Produce census geography data at time of decennial census that align with other locally produced foundation geospatial data.  (For detailed roles see <a href="http://www.metrogis.org/data/datasets/census/policy_summary.pdf">www.metrogis.org/data/datasets/census/policy_summary.pdf</a> )
⇒ County/MCD Boundary data	Assemble boundary data produced by counties into regional dataset.  (See County Boundaries above for the specific roles)
⇒ Planned Land Use data	Develop and manage regional dataset.  (For detailed roles see <a href="http://www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf">www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf</a> )
⇒ Parcel data	Assemble parcel data produced by counties into regional dataset.  (See County Parcels above for the specific roles.)
⇒ Street Centerline data	Contract with The Lawrence Group to maintain data to desired specifics.  (For detailed roles see <a href="http://www.metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf">www.metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf</a> )
⇒ DataFinder (one-stop, Web-based, data distribution portal)	Maintain DataFinder and DataFinder Café's hardware and software platform and update metadata posted on DataFinder.  (For details see Section 1.3.2 - <a href="http://www.metrogis.org/about/business_planning/bplan_0305.pdf">www.metrogis.org/about/business_planning/bplan_0305.pdf</a> )
⇒ Foster Collaborative Environment ( <i>regional solutions to common geospatial needs</i> )	Facilitate collaborative decision-making structure, including business planning, performance measures activities, and agreements, as well as, outreach and advocacy efforts to encourage use of and feedback about adopted solutions and best practices.  (For details see Section 1.3.2 - <a href="http://www.metrogis.org/about/business_planning/bplan_0305.pdf">www.metrogis.org/about/business_planning/bplan_0305.pdf</a> )
<b>(Total of 23 roles supported by 10 different organizations)</b>	

# ATTACHMENT B

## METROGIS DECISION MAKING PROCESS

AND

## SUPPORTING PHILOSOPHY

*Compiled by MetroGIS Staff Coordinator  
NSDI Partnership Training Initiative - January 2006*

### I. MAJOR TYPES OF DECISIONS

*Local and regional government collaboratively acting as if a single enterprise (in terms of addressing common needs) to:*

- Approve and advocate for a mission and guiding principals that provide clear focus for the purpose and desired outcomes of MetroGIS's efforts.
- Approve collaborative priorities and related major program objectives.
- Endorse a statement of common priority geospatial information and related technology needs.
- Endorse regional solutions to common geospatial needs, including:
  - Data content standards
  - Custodian roles and responsibilities
  - Best practices

### II. SUPPORTING PHILOSOPHY

#### A. Accepted Truths

- All core stakeholders (local and regional government entities) can improve the effectiveness of their service delivery, information management, decision support, and responsive to their constituents through use of geospatial technology.
- All core stakeholders have geospatial needs common to other core stakeholders.
- No organization is capable or has a business need to support all of the components needed to effectively address common geospatial needs of the local and regional government community that serves the seven county metropolitan area.
- Working collaboratively, as a virtual single enterprise, to address common geospatial needs minimizes expenses for the taxpayer by reducing redundancies and providing a mechanism to effectively leverage existing investments.
- MetroGIS is not a project, with a definable end. Rather, it is a systems approach that requires ongoing monitoring and enhancement of established processes to maximize efficiencies for a host of functions and responsibilities core to the existence of government entities serving the metro area.
- A broadly collaborative system can not be sustained without trust in and respect for the underlining collective decision-making processes.

#### B. Defining Characteristics - MetroGIS Organization

- Forum to foster collaboration on a variety of common geospatial program needs - *more than just data.*
- Unincorporated organization - *no mandate or legal standing.*
- Can not own data, receive, or spend funds- *rely on stakeholders.*
- Elected officials comprise the Policy Board – *political reality check and elevate issues to matters of appropriate public policy.*
- Consensus-based decisions on matters fundamental to success.
- Voluntary compliance with endorsed policies/procedures.
- Implementing the NSDI Area Integrator concept - *vertical interoperability of regionally endorsed data solutions.*

#### C. Guiding Maxims – MetroGIS Organization

- All relevant and affected interests, dominated by none.
- Active involvement of elected officials public policy reality check

- Investments made by one government interest ought to be leverageable by other government interests. (*Knowledge sharing and consensus solutions improve leveragability*)
- Never ask a stakeholder to do something for the community for which they do not have an internal need and capabilities. (*Organizations determine for themselves **that** it is more cost effective to participate in a voluntary, collaborative environment than to address their geospatial needs on their own.*)
- Funding is not the only way to contribute - data, applications, equipment and people - are also valuable partnership assets.

#### **D. Guiding Principals - MetroGIS Organization**

- Secure broad support for vision and policies - engage knowledgeable and respected participants
- Build once, share many times (data and applications). *Requires consensus standards!*
- Widespread sharing of the data improves data quality and ultimately decision support
- Focus on priority common business information needs
- Participation in related state and national initiatives results in valuable knowledge sharing and partnership opportunities - part of something bigger.
- Source data can not be changed when assembled into regional solutions
- Cost recovery of data development expenses stifles sharing of commonly needed data and partnering opportunities.

### **III. DECISION MAKING PROCESSES**

#### **A. General:**

- The Policy Board and the Coordinating Committee are keepers of the process – insuring that method used to arrive at decisions critical to long-term success comply with guiding principals.
- Voluntary cooperation is critical to implementation of regional solutions, thus consensus-based decision making is the norm. If non-compliance with a desired best practice or policy will have a negative consequence on the broader community, the issue must be resolved to the satisfaction of all core stakeholders before endorsed as a regional solution.
- The actual decision rules can be viewed at [http://www.metrogis.org/about/history/ops\\_guidelines.pdf](http://www.metrogis.org/about/history/ops_guidelines.pdf).

#### **B. Organizational – Mission/Purpose, Functional Priorities, Major Program Objectives**

- Substantive business/strategic planning efforts have been undertaken on three occasions resulting in the mission statement, organizational structure, many of the current guiding principals, as program objectives. Two formal business planning initiatives followed resulting the 2000-2003 and 2003-2005 Business Plans (more about these plan can found at [http://www.metrogis.org/about/business\\_planning/index.shtml](http://www.metrogis.org/about/business_planning/index.shtml)).
- To foster credibility and trustworthiness, the processes have been broadly participatory and multi-faceted. A workgroup of the Coordinating Committee, representative of the broad community, was also responsible for overseeing each Business Planning initiative.
- The same three core functions<sup>1</sup> have comprised MetroGIS's effort from the outset. Once solutions are defined, they are implemented and monitored for user satisfaction. Improvements are made over time to remain responsive to common user needs.

#### **C. Regional Solutions to Common Geospatial Needs - Data, Applications, and Standards**

- A broadly participatory, multi-faceted process was used to define high-level common information needs. Thirteen common information needs currently guide MetroGIS's efforts.

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<sup>1</sup> - Support a “forum” to foster coordination through knowledge sharing and use of best practices,  
 - Facilitate effective long-term solutions to priority common information needs (regional datasets and related applications),  
 - Support an efficient mechanism for Internet-based discovery and retrieval of geospatial data and information (MetroGIS DataFinder).



- On an information need-by-information need basis, a broadly participatory process is used to agree upon desired specifications for each regional solution (data content, application functionality, access policy, standards, and best practices) and custodial roles and responsibilities, secure a custodian(s) to perform the desired roles, and establish desired access policy. (A schematic which illustrates this process can be viewed at [http://www.metrogis.org/data/about/info\\_needs\\_process\\_diagram.pdf](http://www.metrogis.org/data/about/info_needs_process_diagram.pdf) and more information about the process itself can be reviewed at <http://www.metrogis.org/data/about/index.shtml>.)
- MetroGIS's core stakeholders are the 300+ local and regional government entities serving the seven county area. A schematic of major categories of stakeholder relationships is attached.

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In short, endorsed best practices (e.g., adherence to standards and knowledge sharing) must be acceptable to those entities which the community wishes to employ them and those organizations performing critical support for regional solutions (e.g., maintenance of primary data, assembly into regional datasets, data distribution, and foster collaboration) must be comfortable they are receiving benefit greater than if they were to go it alone. Trusted, broadly representative processes for needs identification and decision-making to implement equitable solutions are fundamental to sustaining such long term collaboration.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – April 2006 Policy Board Meeting  
**DATE:** March 14, 2006  
(For Mar 29<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's April 19<sup>th</sup> meeting.

## JANUARY PRESENTATION POSTPONED

The Policy Board and Professor Shashi Shekhar of the University of Minnesota, who had agreed to provide the January GIS Technology demonstration mutually agreed to postpone the demonstration to the Board's April meeting.

Professor Shashi Shekhar of the University of Minnesota had agreed to talk about a project he has been working on entitled, "Evacuation Planning for Homeland Defense: A Capacity Constrained Routing Approach". See the attached Presentation Fact Sheet for more information. Unfortunately, the Board got involved in an unusually long discussion that precluded Professor Shekhar's presentation at that time.

## PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. GIS-related work at the U of M: At the September 2004 Coordinating Committee meeting, the following presentation candidates were identified:
  - An evacuation routing program for homeland defense that has been presented and was well received by elected officials on the national scene.
  - An NFS grant-funded project involving analysis of historic census data.
2. Pictometry: The Committee added this topic to the list of candidates at its September 2005 meeting.
3. County GIS activities: During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting. Since then, Dakota and Scott Counties have made presentations.
4. M3D Internet Application. Candidate for the June meeting.

## RECOMMENDATION

That the Coordinating Committee direct staff confirm Professor Shekhar's interest and availability to present at the Policy Board's April 19<sup>th</sup> meeting and / or agree on another GIS Technology Demonstration topic and a person(s) to present it at the April 19<sup>th</sup> meeting.

## REFERENCE SECTION

### **PAST POLICY BOARD DEMONSTRATION TOPICS:**

- Jan. 2006 *No presentation*
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

## Presentation Fact Sheet

**TITLE:** Evacuation planning for homeland defense: A capacity constrained routing approach

**LEAD PRESENTER:** Prof. Shashi Shekhar  
Computer Science Department, University of Minnesota  
200 Union Street SE #4192, Minneapolis, MN 55455  
(612) 624-8307, fax: (612) 625-0572, email: shekhar@cs.umn.edu

### **SHORT DESCRIPTION:**

Evacuation route-schedule planning identifies paths and schedules to move at-risk population out to safe areas in the event of terrorist attacks, catastrophes, or natural disasters. Its goal is to identify near-optimal evacuation routes and schedules to minimize evacuation time despite limited transportation network capacity and the possibly large at-risk population. Finding the optimal solution is computationally exorbitant due to the extremely large size of the transportation networks (million nodes and edges) and the limited capacities. We propose novel geo-spatial algorithms to determine competent evacuation plans. Evaluation of our methods for evacuation planning for a disaster at the Monticello nuclear power plant near Minneapolis/St. Paul Twin Cities metropolitan area shows that the new methods lowered evacuation time relative to existing plans by providing higher capacities near the destination and by choosing shorter routes. (We have a set of PowerPoint slides including a few with maps of evacuation routes for evacuating population near Monticello' power plant.)

### **FUNDING SOURCES:**

US Army Research Lab (AHPARC/ARL) is sponsoring the work on use of high performance computing techniques to reduce computation time to produce evacuation plans quickly. Federal Highway Authority (federal agency) will sponsor follow-on work to determine contra-flow configurations of the transportation networks to increase outbound capacities and reduce total evacuation time. Collaborators include Mr. QingSong Lu, Mr. Sangho Kim, Prof. Eil Kwon (Minnesota State University), and Mr. Mike Sobolesky (Mn/DOT).



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Reschedule September Committee Meeting  
**DATE:** March 22, 2006  
(For Mar 29<sup>th</sup> Meeting)

## **INTRODUCTION**

The Coordinating Committee is respectfully requested to reschedule its September 2006 meeting date from Wednesday, September 20<sup>th</sup> to the week of September 11<sup>th</sup>.

## **REASON FOR CHANGE**

Staff is considering attending URISA's Annual conference, which is scheduled to be held September 26-29. Moving the September meeting to the 13<sup>th</sup> is requested to provide the option of staff attending URISA's Annual Conference and still have sufficient time to prepare materials for the subsequent Policy Board meeting.

## **RECOMMENDATION**

That the Coordinating Committee determine if it is possible to reschedule its September 2006 meeting from September 20<sup>th</sup> to Wednesday, September 13<sup>th</sup> or sometime during that week.



**TO:** Coordinating Committee

**FROM:** MetroGIS Staff Support Team  
Contacts: Steve Fester (651-602-1363)  
Randall Johnson (651-602-1638)

**SUBJECT:** Quarterly Performance Measures Update –Anomaly Report

**DATE:** March 16, 2006  
(For the March 29<sup>th</sup> meeting)

## INTRODUCTION

At each meeting, the Committee has asked staff to bring forward, for discussion, one or more anomalies associated with the previous quarter's performance measurement reporting results. This report includes performance-reporting statistics for the period from October 1 through December 31, 2005.

The reporting period for DataFinder statistics reporting has been altered going forward to coincide with calendar quarters in order to make better use of the reports produced by WebTrends software. Staff made this decision prior to the March meeting based on a similar decision that was approved by the Committee at its September 2005 meeting regarding reporting of the metrogis.org statistics. This will result in a lag in the data presented at the Committee meetings; however, any major anomalies noticed by staff in the 2 months prior to each Committee meeting will be mentioned in this report.

During these three months, several noteworthy anomalies in the statistics presented themselves and are shared below for discussion and comment. Several measures of interest, which are not anomalies, are also called out for the Committee's information.

## PERFORMANCE REPORTING STATISTICS – OCTOBER-DECEMBER 2005:

### 1. Data Downloading Activity

**a) General:** Dataset **downloads increased by 30.4 percent** from the same period in 2004, averaging 743 per month in 2005 period vs. 570 for the same period in 2004. During the same period in 2003, downloads averaged 636 per month. Continuing a trend first noticed earlier in 2005, downloads via DataFinder Café **increased 106 percent** from the same period in 2004, from an average of 47 per month 2004 to 96 in 2005. Refer to the chart in the Reference Section for more details.

**b) Endorsed Regional Data Solutions - General:** The six regionally-endorsed datasets for which MetroGIS monitors downloading activity – parcels, street centerlines, city/county boundaries, Census geography, Census Demographic Profiles, and Planned Land Use - continue to dominate data downloading activity. (Land Cover is primarily distributed by the DNR, and those statistics are not available.) Of the six datasets monitored, all but Land Cover were consistently in the top 10 datasets downloaded each month during this report period, as has often been the case in the past. The top three endorsed datasets downloaded during the current reporting period were Census Demographic Profiles (220), County & Municipal Boundaries (142), and TLG Street Centerlines (68).

*Comments:* The **six** identified regionally-endorsed datasets constitute, on average, **31 percent** of the total downloads for each of the three months in the reporting period. Staff believes it is evident that the effort MetroGIS puts into implementing and seeking continued enhancements to regionally-endorsed datasets is valued.

**c) Regional Parcel Dataset:** Since becoming available again on January 31 of last year, 658 downloads of the Regional Parcel Dataset were recorded through December 31, 2005. Hennepin

County's data was the most in demand, with 117 downloads logged. See the table below for the breakdown by county:

Hennepin	117
Anoka	87
Ramsey	79
Dakota	71
Washington	70
Carver	68
Scott	56
Historical data – combined, all years	110

**Comment: Does the Committee have any comments regarding the final parcel data statistics for 2005?**

**d) Regional Socioeconomic Data:** As was reported in the September 2005 staff report to the Committee, viewing of the data source pages accessed via the MetroGIS Socioeconomic Resources Page at [www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp) continues to increase remarkably. For fourth quarter 2005,, there was a total of 250 visitor sessions where a data source page(s) was viewed, compared with 77 for the same period in 2004 – a **225 percent increase**. The U.S. Census Bureau's Economic Census, Minnesota Department of Education, and the Metropolitan Council dominated the data accessed in 2005.

**Comment: Does the Committee have any thoughts to which to attribute this continued significant increase in activity?**

## 2) **Downloading and Viewing Organizational Documents**

**General Use:** The number of visitor sessions at [www.metrogis.org](http://www.metrogis.org) averaged 7,596 per month for the fourth quarter 2005 reporting period, an increase of 24 percent from the same period in 2004. Page views averaged 14,392 per month, presenting a substantial increase of **47.7 percent** from the 2004 reporting period.

Document Viewing and Downloading Statistics for the last full calendar period (October through December) are as follows:

- Among the most frequently viewed pages on the MetroGIS informational website, [www.metrogis.org](http://www.metrogis.org), were *How to Find Twin Cities Metro Area Data* (1,038 visits), *Guidelines for Working with Address Data* (936 visits), and *Data Standards, Guidelines and Best Practices* (836 visits). It should be noted that these numbers by themselves are higher than in previous periods. See the Reference Section for further detail.
- The most frequently downloaded document was *DataFinder Café – Scope of Work* (308), followed by MetroGIS's *Business Object Framing Model* (250), and the *DataFinder Café Functional Requirements Document* (264).

## **RECOMMENDATION**

That the Coordinating Committee comment on questions and possible explanations offered by staff in an attempt to explain anomalies in performance measurement statistics for the October - December 2005 reporting period.

## REFERENCE SECTION

### PAST COMMITTEE ACTION

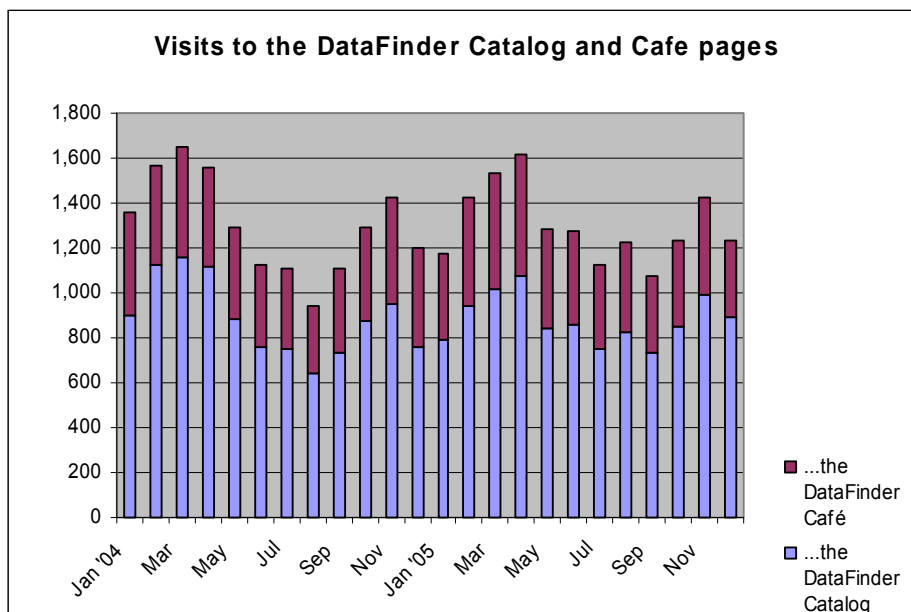
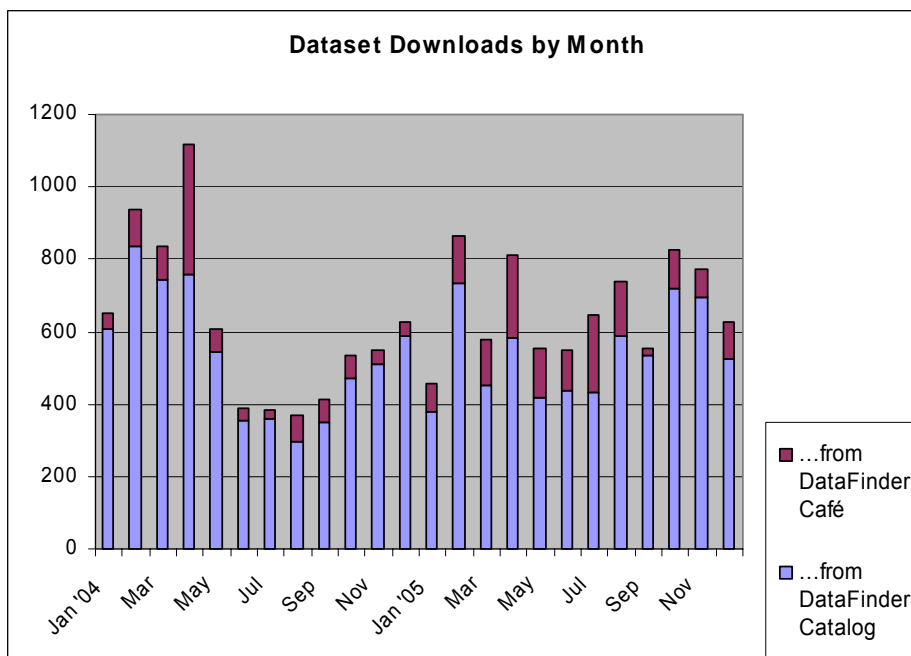
1. April 9, 2003, the Coordinating Committee:

- a) Concluded that a formal performance measure report should occur only on an annual basis, with Committee consideration at its December meeting.
- b) Agreed that staff should offer one or more anomalies (good or bad) in the Performance Measure for discussion at each of the Committee's other quarterly meetings for discussion. The results of these quarterly discussions are to be incorporated into the annual report.

2. January 18, 2006: The Policy Board adopted the 2005 Performance measures Report, as recommended by the Coordinating Committee. It is available for viewing and downloading at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/pm\\_final.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/pm_final.pdf)

### EXCERPTS FROM THE PERFORMANCE MEASURES REPORT – OCTOBER-DECEMBER 2005

The two charts below present the previous two years' worth of data for comparison purposes.





## 4th Quarter 2005 Selected Statistics for [www.metrogis.org](http://www.metrogis.org)

### Ten Most Visited Pages (excluding home page)

1. How to Find Twin Cities Metro Area data  
[metrogis.org/data/getdata.shtml](http://metrogis.org/data/getdata.shtml)  
1,038 visits
2. Guidelines for Working with Address Data  
[metrogis.org/data/standards/address\\_guidelines.shtm](http://metrogis.org/data/standards/address_guidelines.shtm)  
936 visits
3. Data Standards, Guidelines and Best Practices  
[metrogis.org/data/standards/index.shtml](http://metrogis.org/data/standards/index.shtml)  
836 visits
4. Organizational Structure of Teams  
[metrogis.org/teams/org\\_structure.shtml](http://metrogis.org/teams/org_structure.shtml)  
683 visits
5. Business Planning  
[metrogis.org/about/business\\_planning/index.shtml](http://metrogis.org/about/business_planning/index.shtml)  
671 visits
6. About MetroGIS  
[metrogis.org/about/index.shtml](http://metrogis.org/about/index.shtml)  
575 visits
7. MetroGIS Benefits --> Quotes  
[metrogis.org/benefits/quotes/index.shtml](http://metrogis.org/benefits/quotes/index.shtml)  
552 visits
8. Web Map Services  
[metrogis.org/data/web\\_map\\_services.shtml](http://metrogis.org/data/web_map_services.shtml)  
540 visits
9. Accomplishments  
[metrogis.org/data/datafinder/index.shtml](http://metrogis.org/data/datafinder/index.shtml)  
505 visits
10. Parcel Dataset  
[metrogis.org/data/datasets/parcels/index.shtml](http://metrogis.org/data/datasets/parcels/index.shtml)  
482 visits

### Ten Most Downloaded Documents

1. DataFinder Café - Scope of Work  
[metrogis.org/data/datafinder/data\\_distribution\\_rfp\\_scope.pdf](http://metrogis.org/data/datafinder/data_distribution_rfp_scope.pdf)  
308 downloads
2. DataFinder Café Functional Requirements Document  
[metrogis.org/data/datafinder/ieddm\\_func\\_req.pdf](http://metrogis.org/data/datafinder/ieddm_func_req.pdf)  
264 downloads
3. Business Object Modeling - Entity Relationship Diagram  
[metrogis.org/data/about/bom\\_erd.pdf](http://metrogis.org/data/about/bom_erd.pdf)  
250 downloads
4. GIS in Anoka County  
[metrogis.org/documents/presentations/anoka.pdf](http://metrogis.org/documents/presentations/anoka.pdf)  
212 downloads
5. MetroGIS Performance Measurement Plan  
[metrogis.org/benefits/perf\\_measure/perf\\_meas\\_plan.pdf](http://metrogis.org/benefits/perf_measure/perf_meas_plan.pdf)  
157 downloads
6. MetroGIS Operations Guidelines  
[metrogis.org/about/history/ops\\_guidelines.pdf](http://metrogis.org/about/history/ops_guidelines.pdf)  
145 downloads
7. DataFinder eCommerce Scoping Study  
[metrogis.org/data/datafinder/ecommerce.pdf](http://metrogis.org/data/datafinder/ecommerce.pdf)  
120 downloads
8. 2005 Goals and Deliverables  
[about/deliver/goals\\_05.pdf](http://metrogis.org/about/deliver/goals_05.pdf)  
119 downloads
9. 2005-2005 MetroGIS Business Plan  
[metrogis.org/about/business\\_planning/bplan\\_0305.pdf](http://metrogis.org/about/business_planning/bplan_0305.pdf)  
113 downloads
10. Mapping Municipal Boundaries in Washington County (July 1999)  
[metrogis.org/data/datasets/county\\_mcd/finalmun.pdf](http://metrogis.org/data/datasets/county_mcd/finalmun.pdf)  
110 downloads



**TO:** Coordinating Committee

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638) and Steve Fester (651-602-1363)

**SUBJECT:** Major Project Updates

**DATE:** March 22, 2006  
(For the Mar. 29<sup>th</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted.

**A) NON-GOVERNMENT PROSPECTIVE FORUM – NEXT STEPS**

The proposed next step is to engage the Coordinating Committee and participants of the November 15th forum to define and carry out a process to decide which of the 45 identified ideas have the most promise (the final report can be viewed at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf)) and evaluate the idea of creating an ongoing joint committee to flush out, in more detail, future cooperative efforts. This evaluation is anticipated to begin after MetroGIS's June 1<sup>st</sup> GIS Technology Possibilities Forum.

At its January meeting, the Policy Board: 1) endorsed the idea of MetroGIS hosting a “Geospatial Technology Possibilities” forum this spring (see Agenda Item 5b) and 2) approved the following four principles to guide pending talks with non-government interests who wish to further examine collaborative opportunities with government interests in addressing common geospatial needs:

- a) Value-added to public sector assets is encouraged provided it does not detract from the public sector objective.
- b) Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- c) Contributions can be comprised of, but not be limited to, funds, data, equipment and/or people.
- d) Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

**B) 2005 ANNUAL REPORT**

It is anticipated that the 2005 MetroGIS Annual Report will be ready for distribution the week of March 27<sup>th</sup>. Notice of the Report's availability for downloading will be distributed to approximately 1,900 individuals. About 1,000 individuals will receive this notice by email, while another 900 will receive the notice by mail along with a request to provide an email address for future notices.

Fifty printed copies will be hand-delivered or mailed to members of the Policy Board, Coordinating Committee and Metropolitan Council. The report will also be posted on the MetroGIS website at [http://www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml). The companion Promotional Brochure did not change from the version used last year, as it was updated last year and designed for a 2-3 year shelf life.

With the conversion in 2003 to use of the Internet as the primary distribution mechanism for the annual report, MetroGIS has saved several thousands of dollars due to reduced distribution and printing expenses. Extra copies of the report and brochure are available upon request. Jeanne Landkamer provided the lead support for both documents.

**C) METROGIS DATAFINDER CAFÉ – UPGRADE PROJECT UNDERWAY**

A contract has been executed with Latitude Geographics (British Columbia, Canada) to acquire and customize the GeoCortex software product that will be used to replace the current DataFinder Café installation. The cost to accomplish the upgrade in accordance with priorities defined by the Committee last fall is \$21,700. An NSDI grant will cover \$14,500 of the project cost. Late April is the target to be fully operational with the new Café. Alison Slaats is the Project Lead.

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

**(1) Address (Occupiable Units) Workgroup**

*(Nancy Read, Metropolitan Mosquito Control District, Workgroup Chair)*

Mark Kotz, staff to the Workgroup, presented a white paper at the State GIS/LIS Conference in October. He described the major components of the regional vision endorsed by the Policy Board last April (e.g., rationale, need for local government involvement and implementation concepts). The white paper can be viewed at

[http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf).

The Workgroup last met in January to synchronize its pilot project database design with the draft national street address standard. The Workgroup's next step is to conduct a pilot project to see to what extent individual address authority organizations (cities and some counties) are able to comply with a standardized regional occupiable unit dataset schema.

**(2) Existing Land Use**

Preparations for a user satisfaction forum remain on hold until following the Strategic Directions Workshop anticipated to occur in fall 2006. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

**(3) Emergency Preparedness Workgroup**

No new information was received for this update. The following update was provided to the Policy Board for its January 2006 meeting. *(Randy Knippel, Dakota County, Workgroup Chair)*

**a) Data Development and Standards**

At its October 2005 meeting, the Policy Board endorsed, for further testing in a full production environment, the interim regional Emergency Preparedness solution approved by the Committee at its September 2005 meeting. The Board's endorsement imposed a condition that the Workgroup modify its program illustration diagram to reflect program, as opposed to process, outcomes in addition to the following items called for in the Committee's endorsement:

- 1) Modifying the label "Owner" to "Regional Theme Manager" in the matrix of data listings,
- 2) Taking appropriate measures to ensure that the list of endorsements from the Emergency Management community expands quickly,
- 3) Taking appropriate measures to ensure a transition begins as soon as practical whereby the leadership positions currently held by workgroup members are filled by members of the Emergency Management community, and
- 4) Providing the Coordinating Committee with periodic updates as the interim solutions is tested and refined.

Workgroup Update – submitted by Randy Knippel, Workgroup Chairperson:

- 1) Modify Diagram: *See below*
- 2) Owner – Theme Manager Change: *Pending*
- 3) Expand endorsements: *See below*
- 4) Leadership transition: *See below*
- 5) Updates as the interim solution is tested and refined:

The Emergency Preparedness Workgroup Steering Committee believes that the following strategic move is the most effective way to address concerns raised by the MetroGIS Coordinating Committee at the September meeting.....

The Emergency Preparedness Workgroup Steering Committee has determined that our mission can be best served by joining forces with the Governor's Council on Geographic Information Emergency Preparedness Committee. The GCGI Committee has organized itself in the same manner as our workgroup providing direct alignment with our focus areas and is now co-chaired by Dan Johnson, former MN Executive Director of Homeland Security. Also, Committee member Judson Freed, Ramsey County Emergency Manager, will assume the position of Chair of the Minnesota Emergency Manager Association for 2006. These factors combined provide strong potential for the coming year. Our direct involvement and influence will increase that potential.

Each member of our workgroup will join a GCGI EP Committee focus group. We will continue to maintain our Metro focus but eliminate any redundancy between our efforts and the statewide efforts. We will meet as needed to keep each other updated on Metro activities and provide regular updates as we have previously. We consider this move temporary, until such time as we determine that this approach is no longer more effective than conducting independent meetings.

**b) Public Health - SNS/BT**

The Minnesota Department of Health is coming to closure on their bio-terrorism and mass dispensing site project. This project is driven by the County Health Departments. The makeup of this team is very similar to the makeup of the Emergency Preparedness data group. They require base map templates for consistent output from county to county. This will be an ongoing process for the next 3-4 months.

**c) Organizing GIS Resources**

A detailed GIS contact list covering 70 cities over 7 counties was compiled for a mailing to encourage GIS people to register on the Contact Database at the Governors Council GIS page. This is the beginning of getting a network of GIS users working in EM across the region.

**d) Outreach to Emergency Management Community**

A representative from the Workgroup is scheduled to attend and present at the Association of Minnesota Emergency Managers (AMEM) annual conference in partnership with the Governor's Council on Geographic Information Emergency Preparedness Committee.

**e) Governor's Council on Geographic Information – Coordination**

The GIS EP Contact website is operational ([http://gis.metc.state.mn.us/ep\\_status\\_map/](http://gis.metc.state.mn.us/ep_status_map/)) and available to promote. Others at the GCGI EP committee are working on a series of slide shows to convey the EM message.

**(4) Highway and Road Networks (Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Workgroup Chair)**

**(a) The "E911 Address and Street Centerline Workgroup"** last met on January 12, 2006 and was well attended with 6 counties and a core city represented at the meeting. The purpose of the meeting had three primary components:

- Affirm desired data specifications.
  - Data creator vs. Maintain data obtained from another producer
  - Geometry – Dual vs. Single geometry for divided highways
  - Right of Way vs. Pavement centerline orientation

- Attributes related to centerline data
- Inform the attendees about impending national address standard
  - Seeking confirmation that FEMA will utilize this standard
- Discuss a Needs Assessment (data producer focus sent out before the meeting)
  - Needs Assessment analysis presently being preformed
  - Discussed requirements of E911 centerline
    - Accurate street names (MSAG verified)
    - Spatially accurate geography
    - Accurate address ranges for public and private streets in the region

The following information is to be collected before our next meeting in late March:

- Washington County to investigate whether they want to be a “data creator”, or “maintainer” or rely completely on a 3<sup>rd</sup> party solution
- Dakota County to investigate basis for current single versus philosophy and whether Dakota County would be willing to support the dual line geometry for divided highways and roads.
- MetroGIS to invite Mn/DOT to join our group
- MetroGIS to provide the workgroup with the current TLG street centerline data specifications and emphasize that the proposed next generation solution must provide the same or better level of service than currently provided with the TLG solution

More information on this workgroup’s efforts can be found at

[http://www.metrogis.org/teams/workgroups/e911\\_streets/index.shtml](http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml).

- (b) There are currently **174 licenses** issued to access and use The Lawrence Group’s (TLG) Street Centerline Dataset, MetroGIS’s currently endorsed regional solution for address matching. As of **March 21<sup>st</sup>**, the types of organizations licensed were as follows:
- Local gov’t: **93**
  - Regional gov’t: **11**
  - State/Federal gov’t: **22**
  - Academic: **48**

The agreement between the Metropolitan Council and The Lawrence Group, through which the above licensees receive access to this dataset, expires at the end of this year. Council management have authorized MetroGIS/Council staff to negotiate a new agreement as a sole source procurement. Negotiations were initiated on March 9<sup>th</sup> at a meeting to clarify expectations and share the data content standards preferences that have been defined thus far by the “E911 Address and Street Centerline Workgroup”.

- (c) The **MetroGIS Roads & Highways Technical Workgroup** was inactive during 2005 due to organizational changes at Mn/DOT and complications with the software that are the foundation for this project. A proposal for the goals and procedures for a pilot project in the Metro Area to integrate local datasets with Mn/DOT’s LDM was drafted by MetroGIS staff and forwarded to the workgroup group in January 2005. However, due to delays with the software development, efforts to establish a pilot area were postponed. The strategy had been to work together to see if MnDOT could transfer some of the attributes Mn/DOT carries (\*e.g. traffic volumes) to the local road geometries from a local agency (pilot area in Metro Area). However, the vendor that Mn/DOT is using is behind and that has caused a delay in the pilot moving forward. There is work that could be done in defining a core set of transportation features and attributes needed by all organizations, but there is currently no staff support to lead the effort as Michael Dolbow, who served as he lead staff for MetroGIS on this project, left MetroGIS in October to accept the GIS Coordinator position at the MN Department of Agriculture. No decision has been made as to whether someone with Mr.

Dolbow's skills will be hired to replace him. Information about agreed upon goals, expectations, and participant roles can be viewed at [http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml).

**(5) Lakes, Wetlands, etc.** (*Nancy Read, Coordinating Committee Chairperson and Workgroup Member*)

The Hydrology Workgroup has not met for some time. A pilot project, to work through partnerships and organizational roles needed to help facilitate the updating of the National Wetland Inventory (NWI) for the Twin Cities metropolitan area, was delayed until for some time and is just now reengaging due to late delivery of required imagery. This pilot is viewed as a component of a broader Metro Area hydrologic solution that is anticipated once the statewide strategic planning effort is complete. The initial components of the proposed pilot can be viewed at [http://www.metrogis.org/data/info\\_needs/lakes\\_wetlands/workgroup/04\\_0929min.pdf](http://www.metrogis.org/data/info_needs/lakes_wetlands/workgroup/04_0929min.pdf) under the Lakes & Wetlands Workgroup. The pilot project partners include the Metropolitan Council, Metropolitan Mosquito Control District (MMCD), U.S. Fish and Wildlife Service, Minnesota Department of Natural Resources (DNR), and the Ramsey Co. Soil and Water Conservation District (SWCD).

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those that can be met with currently developed (or developing) data. The concept of hosting a strategy session will be vetted shortly among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a Regional solution.

**(6) Land Cover** (*Bart Richardson, MN DNR, Regional Custodian*)

The extent of coverage is now up to 75 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 5 percent in 2006. DNR, the regional custodian, is looking into creating tools to improve standardization of the data before delivery. DNR also held a technical forum on December 16<sup>th</sup> for individuals who have some MLCCS experience to review technical methodologies and standards, as well as, obtain thoughts about the future direction of the MLCCS. The DNR Natural Heritage has revised their native plant community classification system and, as such, there is need to start the public discussion whether to migrate to that new community classification. Finally, DNR is tentatively planning on hosting a user forum in the first half of 2006 to identify other desired improvements.

**(7) Parcels** (*Mark Kotz, Metropolitan Council, Regional Custodian*)

There are currently **72 licenses** issued to access and use the Regional Parcel Dataset. As of **March 21<sup>st</sup>**, the types of organizations licensed were as follows:

- Local gov't: **31** (9 added Third Party licenses)
- Regional gov't: **5** (1 added Third Party licenses)
- State/Federal gov't: **15** (2 added Third Party licenses)
- Academic: **21** (2 added Third Party licenses)

**(8) Socioeconomic Characteristics of Areas** (*Amy West, U of M Population Center, Regional Custodian*)

- a) The University of Minnesota Population Center staff, aided by Will Craig (CURA), oversees management of the content of the Socioeconomic Resources Page ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)), fix broken links, and coordinate efforts to add new data sources.
- b) Home Mortgage Disclosure Act Data was recently made available via the Socioeconomic Resources Page. Released annually for the preceding year by the Federal Financial Institutions Examination Council, HMDA provides public data summarized at the MSA and

census tract levels on loan applications reported by a variety of depository institutions, including banks, savings and loan associations, credit unions, and other mortgage lending institutions which meet annual asset and lending thresholds. HMDA data products are available for years 1990 – 2004.

- c) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. Due to competing priorities, this proposal has not yet been shared with the MN Department of Health for sanctioning, but the Users Group hopes to do so by the end of January 2006. For more information contact Tim Zimmerman at tim.zimmerman@co.hennepin.mn.us or 612-348-0307.

**E) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES** *(Submitted by Dave Drealan, Carver County, Workgroup Chair)*

**(1) Hennepin County Pilot Project: Regional Parcel Dataset Policy Investigation - Access by Non-Profit Interests:**

Hennepin County has instituted a policy permitting qualified non-profit interests to access its parcel data free of charge, subject to licensure that prohibits redistribution. This policy was enacted in cooperation with the M3D project. The results of this access trial are intended to serve as a pilot for possible consideration of a regional policy.

M3D is a dynamic GIS-based Internet application that brings together labor market, housing and development information and analysis for the Twin Cities metro area into a single tool for economic and community developers. Neighborhood organization and non-profit interests are playing a central role in the M3D project. This Hennepin County access policy requires non-profits to be legally constituted, community-based, and working on a mission that benefits the public including: promoting jobs, economic development, affordable housing, environmental improvements, or community development in order to qualify for free access. Licensed data also must be secure and password-protected. Hennepin County retains the right to evaluate requests and approve or deny them on a case-by-case basis.

**(2) Pilot Project: View-Only, Web-based Access Policy Investigated for Parcel Data**

On September 30, Hennepin County officials agreed to consider a proposal from Nancy Read, Metropolitan Mosquito Control District, to aid in evaluation of policy implications regarding a community desire to view parcel boundaries and limited attribute data online without the ability to download the source data. An agreement-in-principle has been reached with Hennepin County. The next step will be to move the agreement through the other six Metro Area counties. This process is expected to occur in April or May 2006.



**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** March 22, 2006  
(For the Mar. 29<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A) METROPOLITAN COUNCIL EVALUATION OF METROGIS**

As of this writing, the Metropolitan Council Workgroup, which is overseeing the Council's response to the Program Evaluation and Audit Report released last October, has met twice. A third meeting, scheduled for March 13<sup>th</sup>, was canceled due to a snow storm. That meeting will likely be rescheduled to March 27. A fourth meeting in April is a possibility. Policy Board Chairperson Reinhardt is voting member of the workgroup. Coordinating Committee Chairperson Read and Vice Chairperson Knippel have attended as observers, along with the Staff Coordinator and Rick Gelbmann, GIS Manager for the Council. Communication about the substance of the meetings can be obtained from Chairpersons Reinhardt and Read and Committee Vice-Chair Knippel.

**B) PRESENTATIONS / OUTREACH / STUDIES** (not mentioned elsewhere)

**1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter**

No articles were submitted for the Spring 2006 issue. However, an e-announcement for the June 1<sup>st</sup> forum, "Imagining Possibilities: The Next Frontier for Geographic Information Technology" is anticipated to be distributed the first week in April via the GIS/LIS Consortium network.

**2. Presentations**

None since the last Coordinating Committee meeting.

**C) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

- 1. \$75,000 NSDI Grant Awarded:** Project scope: This project aims at improving the ability of local government agencies to deliver enhanced public access to GIS data through the development of client applications providing a consistent look and feel across multiple agencies and jurisdictions. This will be accomplished through the use of an open source software model, which will make the development of specific web-based GIS applications very cost-effective.

The Project Collaborators are: Dakota County, Metropolitan Mosquito Control District, Metropolitan Airports Commission, State of North Dakota - Information Technology Department, Houston Engineering, Inc., Stephen Lime - MapServer Creator & Developer, Bob Basques - MapServer Integration Development, and Community GIS Technical Committee (Fargo-Moorhead Area GIS Collaborative). Richland County, ND will serve as the project administrator.

The MetroGIS Policy Board, at its January meeting, authorized Chairperson Reinhardt to sign a letter of support, on its behalf, for this project (see Attachment A). Thirteen other organizations also submitted letters of support, including Anoka, Carver and Washington Counties, Minnesota and North Dakota Associations of Assessing Officers, University of Minnesota College of Natural Resources and Institute of Technology, American Society for Photogrammetry & Remote Sensing, and several out state Minnesota counties.



- 2. Digital Aerial Photography Of The Twin Cities Metropolitan Area:** On March 1, 2006, The Metropolitan Council announced the availability of digital aerial photography of the Twin Cities Metropolitan Area to MetroGIS participants (all cities and townships, school districts, watershed districts, counties, regional, state, and federal government agencies with geospatial activities within the seven-county metropolitan area and any Minnesota academic institution of higher learning). The photography can be ordered by filling out a license agreement and order form (available online at <http://gis.metc.state.mn.us/data.asp>) and mailing it to the Council's GIS Unit. Consultants to an organization must fill out a Third Party Confidentiality Agreement.

The DVDs contain digital orthophotography in MrSID format created from photography taken in the spring of 2005. Black and white, color and color-infrared orthophotos are available. The images require a PC with substantial memory and a Geographic Information System (GIS) software package, such as ArcView. Standard Microsoft Office software (e.g. Word or PowerPoint) is not adequate for this purpose. Licensing restricts the use of these photos to internal business use only and they may NOT be placed on the Internet.

If you have technical questions about the aerial photography, information is available online at [http://www.datafinder.org/metadata/orthos2005\\_markhurd.htm](http://www.datafinder.org/metadata/orthos2005_markhurd.htm). If you have further technical questions or need a copy of the license agreement sent to you, please contact Tanya Mayer at [tanya.mayer@metc.state.mn.us](mailto:tanya.mayer@metc.state.mn.us), or 651-602-1604.

- 3. May 5<sup>th</sup> Forum at the U of M:** “Geographic Information Systems: The Technical, Legal and Ethical Implications of the Integration of Information Systems for Animal and Human Health”. See Attachment B for program details.

- 4. County-Based GIS User Group Updates**

A request for an update was made of each of the six active users groups. As of this writing, two groups had replied.

- Carver: The group had nothing of substance to report
- Washington: The group had not met recently and had no items of substance to report.

#### **D) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

- 1. 2006 Doctoral Dissertation, entitled “Developing Geographic Information Infrastructures: The Role Of Information Policies”:** The author, Bastiaan van Loenen, utilized MetroGIS as one of five international case studies to compare and contrast their respective efforts with regard the answering his research question “What role do access policies play in the development of a geographic information infrastructure?” The author concludes that geographic information infrastructures mature through a four phase process: Stand alone/initiation, Exchange/standardization, Intermediary, and Network. A rubric is provided that defines the characteristics associated with seven maturity “issues” (p. 300). MetroGIS’s characteristics fall mostly into the “intermediate” phase, as its standing is not formalized in legislation. The author offers insight into the consequences of fee for access policies, alternative fee models that focus on value added approaches, and public value possible if all producers, public and non-public, could reach agreement to coordinate production of commonly needed data. The author’s research appears to offer valuable food for thought for the MetroGIS next Business Plan Update process and possibly for the Council’s evaluation of MetroGIS (Agenda Item 7a).
- 2. Draft National Street Address Data Standard in Second Review Phase**

The MetroGIS Address Workgroup's efforts to define a data standard for a regional Occupiable Units Address Dataset has played a substantial role in the national street address data standard that is being developed through the URISA under the auspices of the FGDC. Supporting organizations are NENA and the U.S. Census Bureau. The national standard completed its second review period in January. Mark Kotz, staff to the MetroGIS Workgroup, has participated on the

development team for the content portion of the national standard. Kotz monitored the national discussion and comments from the second review period. In conjunction with the Address Workgroup, Kotz proposed some minor modifications to the standard. These changes are being accepted and will be incorporated in the next draft.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The standard is expected to be formally submitted to the FGDC in May of 2006, after which it will be made available for a broader FGDC national review. This standard will be used with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset. Specific E-911 and USPS profiles of the standard are under consideration. *(Submitted by Mark Kotz)*

### **3. McMaster Appointed to NRC Mapping Science Committee**

Bob McMaster has been appointed to the Mapping Science Committee at the National Research Council, National Academy of Sciences. McMaster is chair of the Geography Department at the University of Minnesota and a frequent workshop instructor at GIS/LIS Conferences. His background is in cartography and he is a recognized leader on the topic of generalization. His current research is focused on providing online access to and analysis of historical Census data; the \$5 million NSF-funded National Historical Geographic Information System project. He has been active in UCGIS, the International Cartographic Association, and the Cartography and Geographic Information Society (CaGIS). For more information, see <http://www.geog.umn.edu/Faculty/McMaster.html>.

The NAS/NRC Mapping Science Committee has the responsibility for furthering knowledge and advising the federal government on matters related to GIS. It has produced a series of useful reports that included establishing the NSDI and critiquing the "The National Map". McMaster joins Shashi Shekhar (Computer Science) as a second member from the University of Minnesota. This is quite unusual, since there are only 14 members and only half from academia. This large representation from Minnesota is testimony to the strength of GIS at our local institution.

### **4. USGS Cooperative Agreements with Hennepin and Ramsey Counties**

The US Geological Survey (USGS) has signed Cooperative Agreements with both Hennepin County and Ramsey County to support the acquisition of high resolution digital orthoimagery for the Minneapolis-St. Paul metropolitan area. Ron Wencil, USGS, announced at the March 9 Technical Advisory Team meeting that the imagery will be acquired in early April, weather permitting. The imagery will eventually be posted on the Seamless Data server in Sioux Falls, SD.

The Cooperative Agreements provide supplemental funding for the collection of orthophotos in spring 2006. The agreements will enable the sharing of locally-obtained imagery with Federal agencies involved with homeland security and homeland defense. Technical points of contact for the agreements include Hennepin County Surveyor Bill Brown and Ramsey County Surveyor David Claypool.

## **E) OTHER NEWS**

**Windle OK in OZ:** David Windle was a 2004 Polaris winner for his work and leadership in Roseville. He had spent 10 years in the US, had kids, and decided it was time to take them home to Australia so they could know their grandparents. His farewell party last summer included plenty of beers and tears. The beer issue is obvious: he's Australian. The tears are justified when you look at his contributions here; see [http://www.mngislis.org/polaris\\_winners/david\\_windle.htm](http://www.mngislis.org/polaris_winners/david_windle.htm).

Windle writes that his now gainfully employed as the Melbourne Geospatial Team Leader for Parsons Brinkerhoff. His job includes "enough hands-on to keep the mapping going that I enjoy plus a modest amount of management and getting into the entrepreneurial side hopefully after I get to know the players and the market again." He goes on to say "the company is international and has

a strong environmental side. Actually, the size of the operation is nice - a small team of two to manage and a push to open up things a bit and expand into new areas of opportunity.” You can reach him at davidjwindle@yahoo.com. (*Submitted by Will Craig*)

**F) SUMMARY OF MARCH 9TH TECHNICAL ADVISORY TEAM MEETING**

Go to [http://www.metrogis.org/teams/ta/index.shtml#agendas\\_sum](http://www.metrogis.org/teams/ta/index.shtml#agendas_sum) for a summary of this meeting.

## ATTACHMENT A

# *MetroGIS*

*Cooperation, Coordination, Sharing Geographic Data*

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January 26, 2006

OpenGIS Web Mapping, Feature Service, Framework Client Development  
Doug Nebert  
590 USGS National Center  
Reston, VA 20192

### **RE: 2006 FGDC CAP Grant Application – Letter of Support**

Dear Mr. Nebert:

On behalf of the MetroGIS Policy Board, I am pleased to submit this letter of support for the CGSTC's FGDC CAP grant application, as it seeks a collaborative relationship with several MetroGIS stakeholder organizations and furthers principals that underpin MetroGIS's efforts. If this project is funded, we look forward to the opportunity to test our respective abilities to collaborate across regions.

MetroGIS is a voluntary collaboration, with its main focus being the 300+ local and regional government entities that serve the Minneapolis-St. Paul Metropolitan Area. It was established in 1996 to foster regional solutions to common geospatial needs of its stakeholder community. MetroGIS leadership is particularly excited about the opportunity to test collaboration opportunities between and among separate regional geospatial communities, creating opportunities to further leverage existing investments. In addition, the proposed partnership would also allow us to test the potential for collaborative opportunities between collaborations comprised of large metropolitan interests and those comprised of smaller urban and rural interests. (See the History section of our website ([www.metrogis.org](http://www.metrogis.org)) for more information about the MetroGIS's guiding principals as well as its governance structure that includes a policy board comprised of elected officials, representing five government stakeholder types.)

It is our understanding that the goals of the proposed project are to make it easier for our stakeholders to create web-based GIS applications that have a consistent look and feel and reduce the cost of deploying these applications from that currently possible through the coordinated use of open-source software. These goals, together with the opportunity to test inter-regional benefits of collaboration, are consistent with MetroGIS's guiding principals. We strongly value and encourage this kind of activity, and we encourage the FGDC to encourage it as well by awarding the requested grant.

MetroGIS also believes the outcomes of the proposed project will benefit organizations beyond those directly participating in the project. Establishment of best practices model for development of open source applications would allow smaller counties and cities to provide GIS web services to the public without a major investment in software or software development. Widespread use of such a model by our respective communities would be consistent with the FGDC's goals for deployment of framework data through web feature services.

In short, MetroGIS is pleased to support this proposal. We believe this project would go a long way to fostering broader realization of national geospatial objectives.

Sincerely,

Victoria Reinhardt, Chair  
MetroGIS Policy Board *and*  
Ramsey County Commissioner

## **ATTACHMENT B**

MARK YOUR CALENDAR!

## GEOGRAPHIC INFORMATION SYSTEMS:

*The technical, legal and ethical implications  
of the integration of Information systems  
for animal and human health*

This University of Minnesota symposium will serve as a forum to explore the technical, legal and ethical implications of **Geographic Information Systems (GIS)** developed and utilized for **animal and human health research.**

**Friday, May 5, 2006**  
**9:00 am - 4:00 pm**  
**University of Minnesota, Twin Cities**  
**Walter Library, Room 101**

*Free & open to the campus community  
and GIS professionals*

### Program Highlights

**An Overview of GIS** ♦ *Paul Bolstad, Department of Forest Resources, University of Minnesota*

**Medical geography: Using GIS for analysis of public health concerns** ♦ *Andrew Curtis, Department of Geography and Anthropology, Louisiana State University*

**GIS for disease surveillance and emergency response: The North Carolina experience** ♦ *David Wray, North Carolina Department of Agriculture and Consumer Services*

**The ethics of GIS** ♦ *William Craig, Center for Urban and Regional Affairs, University of Minnesota*

**Practical issues of confidentiality and access: Minnesota experiences** ♦ *Robert Maki, Minnesota Department of Natural Resources*

**Legal issues and GIS** ♦ *William Holland, GeoAnalytics, Inc., Madison, Wisconsin*

**Opportunities for GIS in animal health surveillance and research** ♦ *Peter Davies, Swine Center, University of Minnesota*

**GIS and health research: The future** ♦ *facilitated by Will Hueston, Center for Animal*

### Of special interest to

*Faculty & graduates students from:*

- College of Veterinary Medicine
- School of Public Health
- Academic Health Center
- Medical School
- College of Natural Resources
- College of Agricultural, Food and Environmental Sciences

*Representatives from the public & private sectors from:*

- Government agencies
- Companies
- Trade associations

### Contact information

Lisa Brienzo  
Center for Animal Health &  
Food Safety  
612.624.2614  
[brien002@umn.edu](mailto:brien002@umn.edu)

### University of Minnesota sponsors

 **Consortium on Law and Values**  
in Health, Environment & the Life Sciences  
UNIVERSITY OF MINNESOTA

 **Center for Animal Health & Food Safety**  
UNIVERSITY OF MINNESOTA

**College of Veterinary Medicine**

**Registration materials available in April.**

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Room 205**  
**March 29, 2006**

**1. CALL TO ORDER**

Chairperson Read called the meeting to order at 12:35 p.m. and asked each of the guests to introduce themselves.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), David Claypool (Ramsey), and Jane Harper (Washington); *Federal:* Ron Wencil (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* David Arbeit (LMIC), Joella Givens (Mn/DOT) and Robert Maki (DNR); *Utilities:* Al Laumeyer (CenterPoint Energy); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics:* Chet Harrison (CB Richard Ellis); *Cities:* Steve Lorbach (AMM: core cities - City of St. Paul); *Counties:* Jim Hentges (Scott); *Metropolitan:* David Bitner (Metropolitan Airports Commission); *Non-Profits:* [vacant].

Visitor: David Brandt (Washington County), Jessica Horning (Greater Minneapolis Day Care Assoc.), Fred Logman (LMIC & Governor's Council on Geographic Information); John Rogers and Brad Roman (Hennepin County), and Sally Wakefield (1000 Friends of Minnesota).

Support Staff: Randall Johnson and Steve Fester.

**2. ACCEPT AGENDA**

Chairperson Read suggested moving Agenda Items 5d and 5g in front of Item 5a. Givens moved and Cockriel seconded to approve the agenda, subject to the revision suggested by Chairperson Read. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Slusarczyk moved and Givens seconded to approve the summary for the Committee's December 15, 2005 meeting, as submitted. Motion carried, ayes all.

**4. SUMMARY OF JANUARY 18, 2006 POLICY BOARD MEETING**

Chairperson Read highlighted actions of the Policy Board at its January 18, 2006 meeting, as outlined in the agenda report.

Vander Schaaf commented on the status of Metropolitan Council's progress evaluation of MetroGIS, noting that the Council members involved have been quite impressed with what they have learned about MetroGIS. He noted that his expectation is that the forthcoming recommendations will focus on how to strengthen the Council's relationship with MetroGIS and be forward looking.

Vander Schaaf also commented on the creation of the Department of Data Resources within the Metropolitan Council, which he now heads up. The new department is comprised of the Council's GIS and Research Units and the MetroGIS support team, elevating all three components to enterprise-wide support expectations. He explained that the genesis for creating this new department was the Regional Administrator's recognition that technology needs to play a more prominent role in the way the Council does its business and provides services. He noted that as a result of this reorganization, he (Vander Schaaf) now reports directly to the Regional Administrator and that the MetroGIS Staff Coordinator now reports directly to him, greatly increasing the visibility of MetroGIS as a critical component to achieving the Council's business functions. In response to a question from Arbeit, Vander Schaaf noted that these organizational changes are constructive in terms of

improved understanding of the benefits received via the collaborative environment that has been created by way of the Council's investment in MetroGIS.

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

### **d) Non-Profit Representative to Committee**

Chairperson Read asked each of the candidates, Sally Wakefield, with 1000 Friends of Minnesota, and Jessica Horning, with the Greater Minneapolis Day Care Center, to summarize their respective backgrounds and what they believe they would bring to the Committee.

Candidate Wakefield commented that she possesses a working knowledge of MetroGIS's collaboration efforts. More importantly, although she is new to the non-profit community, she would bring a working knowledge of community planning assistance and related data access needs and concerns to the table. She also commented on the need for non-profits to begin to work collaboratively to leverage limited resources and that serving on the Committee would help her facilitate action to address this need.

Candidate Horning explained that she has been working for non-profits interests in the Twin Cities for her entire career, noting that her focus is in the field of social services and advocacy. She commented that she is a frequent user of DataFinder to obtain data that is critical to addressing their needs. Horning commented that it is unfortunate there are not two openings as she and Wakefield bring two distinct perspectives to the table.

Arbeit asked Wakefield to clarify her role with 1000 Friends of Minnesota. Wakefield commented that she is responsible for assisting local units of government address their land use planning needs, in particular balancing conservation and economic base needs and opportunities. She utilizes GIS to help the participants better understand options and consequences of those options. 1000 Friends of Minnesota also leverages Google Earth to provide citizens with the ability to visualize options and opportunities via their home Internet connections using data created or assembled by 1000 Friends. In the process, 1000 Friends is attempting to demystify spatial data and promote the notion that a neutral analytic tool can improve decision making.

Vander Schaaf asked each candidate to respond to how their respective non-profit organizations provide services that meet the requirement of being "adjunct to local government". Wakefield responded that their clients are nearly entirely local government and that the service is community planning related. She commented that although 1000 Friends is a statewide organization, nearly all of their work is focused on edge communities associated with the seven county Metro Area. Horning commented that the Greater Minneapolis Day Care Association has contracts with the Department of Human Services to manage child care assistance programs provided by local government. They work closely with the City of Minneapolis and sixteen other communities.

Gelbmann asked both candidates what they could bring to the table in terms of resources. Both commented that data development is in its early stages but growing. Both were open to sharing data that is not of a private nature. For instance, Horning commented that they are geocoding daycare center locations region-wide and will be sharing them with M3D.

Laumeyer asked each to summarize the data they are currently obtaining from others. Horning responded that the TLG Street Centerline database is the primary data they use that is obtained from others. Wakefield noted they are using parcels, boundaries, planned and existing land use, as well as aerial imager.

Chairperson Read asked both candidates to leave the room.

Arbeit asked if the bylaws permit both candidates could be appointed. Read commented that the bylaws restrict non-government representation to 30 percent of the membership and that adding both candidates would not exceed the limit.

After some discussion about options (sharing a seat as is the case with the utility representatives) it was decided that both candidates should be invited to join the Committee because they bring very different perspectives – land use planning versus human services. The group also asked that the candidates be reminded



that the bylaws encourage representatives of broad communities to attempt to bring the community's perspective to the table.

**Motion:** Craig moved and Givens seconded to invite Jessica Horning, with the Minneapolis Day Care association and Sally Wakefield, with the 1000 Friends of Minnesota, to both join the Committee on the basis that each represents vastly different segments of the non-profit community. Motion carried, ayes all.

**g) Reschedule September 2006 Meeting Date**

Chairperson Read explained that the proposed rescheduling of the September Committee meeting is to avoid a conflict with the national URISA conference in the event that any members or staff wish to attend the conference.

**Motion:** Givens moved and Claypool seconded to reschedule the September 2006 Committee meeting from September 20 to September 13. Motion carried, ayes all.

**a) Modification to Operating Guidelines – Decision Making Between Meetings (2nd Reading)**

Chairperson Read summarized the rationale presented in the agenda report. The only matter discussed was the concept that for E-voting, a quorum should be considered the entire committee membership, as opposed to 50% plus one member.

**Motion:**

Brown moved and Arbeit seconded to approve the draft modified language presented in the agenda packet dated March 21, 2006, subject to replacing reference to Section 8 in the fourth bullet with the statement that a quorum for purposes of e-voting is defined as the entire membership. Motion carried, ayes all.

**b) June 1st Forum – Update on Preparations**

Chairperson Read invited Craig to summarize the forum planning efforts to date as he had offered the idea of hosting a forum at the last meeting. Gelbmann explained the subthemes of Customer, Backroom, and Management/Organization. Harper suggested that providing several subthemes for the keynote speakers to incorporate into their talks could improve the prospects for identification of ideas on point with strategic planning needs of the MetroGIS community. She offered the following four suggestions, which the forum planning workgroup members agreed to pursue.

- Opportunities to foster collaboration
- Going beyond data to applications
- Reaching non-traditional users
- Private –public partnerships

Brandt commented that in the morning session we hope to hear about exciting visions and opportunities and then in the afternoon we will have an opportunity to explore how well our community is aligned to take advantage of these visions and opportunities.

Maki complimented the workgroup on its work, noting that he is excited to see this forum coming together. He reminded the Committee that less than a year ago, the Strategic Planning Workgroup was struggling with the need to identify an effective way to inject a technology awareness into the pending strategic planning process that is sufficient to inspire the participants to think critically about the next generation of opportunities. This forum, in his opinion, will accomplish that need.

After some discussion of pros and cons, the group concurred that the 250-person maximum is consistent with the purpose of the forum from MetroGIS's perspective – the need to explore big ideas via questions and answer with the experts who keynote the event. It was generally agreed that if the audience is larger than 250 individuals, it should be a GIS/LIS event.

Read requested a show of hands as to who is planning on attending and most, if not all, of the members indicated an intent to attend. No concern was expressed for the proposed \$60 fee and some commented \$60 would be a bargain for the proposed program. The Staff Coordinator shared the concept of hosting a reception the evening prior for direction. The idea was well received. Craig encouraged the workgroup to provide wine,

given the caliber of speakers involved and distances they will travel to participate. The idea of co-sponsors assisting with the reception was suggested for investigation.

The Staff Coordinator explained the support roles that have been defined and that 20+ individuals will be needed to serve in these capacities. Members interested in serving were asked to contact staff. It was also agreed that the entire Committee should be notified of the next Forum Planning Workgroup meeting.

**c) 2006 Regional GIS Project Proposals – Concept Review**

Chairperson Read summarized the purpose of this program and the role of the Committee in the review of the project proposals, as outlined in the agenda report. She emphasized that this is the concept review phase and, as such, some of the program specifics are not expected to be well developed until the next phase of review. Chairperson Read then invited each of the proposers to summarize their concepts.

**Proposal C (in the packet): Street Centerline Dataset Enhancements - TLG**

Chinander noted that the Metropolitan Emergency Services Board (MESB) is planning to develop an ESZ data layer, so there is no need for MetroGIS/TLG to do so. Vander Schaaf confirmed that the Council has an internal business need for the other two components of the proposal (update frequency and private roads) and that these enhancements will be pursued as a part of the negotiations with TLG for the next generation contract which are underway.

**Motion:** Cockriel moved and Givens seconded to deal with these proposed enhancements to the TLG database with other programs that are operational and funded to accomplish these proposed enhancements. Motion carried, ayes all.

Chairperson Read requested an update at the next meeting on progress that has been made by the Street Centerline Workgroup to implement the adopted vision for a next generation street centerline dataset.

Knippel commented that he believes more should be done to define a process to detect and address other potentials for duplication of effort, such as is evidenced by this proposal. Discussion of this topic was postponed to the next meeting.

**Proposal A (in the packet): Multiple-Address Building Mapping- Hennepin County –**

John Rogers, a member of the Hennepin County project team, explained that the Hennepin County proposal seeks to develop capacity to maintain an occupiable unit address database. The proposed pilot project would focus on priorities for emergency managers – dense commercial development (malls, etc.) – and seek to enhance an existing database through improved coordinating with cities. The ultimate goal is to attain a sustainable database that meets the specifications for use of the 3D Analyst tool.

Chinander noted that the current proposal to focus on commercial addresses would provide a good start but that the E911 community needs all occupiable units as called for in the adopted regional vision statement. He then inquired whether the address points to be received from the cities would be compliant with E911 needs. The proposers stated that E911 compliance is not currently anticipated. Chinander invited the Hennepin County team to join the MetroGIS Address Workgroup.

Vander Schaaf inquired whether local government partners are supportive of the proposal. The proposers responded by recognizing the need to develop appropriate inter-organizational processes, as well as the address database.

Maki asked how the proposers envision the results of the pilot project expanding to the other counties. The response was that the project will focus on development of procedures that should be portable.

Harper spoke in favor of using a pilot process similar to those used in the past where the lead sponsor encourages the involvement of other stakeholders during the development of the product/procedures by other stakeholders and then host a peer review forum to vet the results for discussion among content experts affiliated with the broader community to insure it/they can be replicated – the goal of a regionally-funded project.

Arbeit asked if the resulting database could be made available as a web service that is accessible by others. Brown commented that the project team has not considered the implications of a web service environment but is willing to do so as the concept of sharing is consistent with current thought.

*At 2:27 p.m. Chairperson Read invited a motion to extend the meeting another 30 minutes. Givens moved and Claypool seconded to extend the meeting to 2:57 p.m. Motion carried, ayes all.*

Knippel inquired how the proposed project would integrate with Minneapolis's current activities in this area relative to Emergency Services. Brown commented that the group needs to be mindful that a critical mass is needed to move forward but that not all parties may be on board when the project launches.

Craig commented that he would like to hear about the other Occupiable Unit Address related proposal to better understand how the two proposals might be blended and/or aligned with one another. The group agreed to suspend discussion of the Hennepin County proposal for a presentation on the Proposal D, from Mark Kotz and the MetroGIS Address Workgroup.

Proposal D (in the packet): Needs Assessment for Regional Occupiable Units Web Editing Application - Address Workgroup

Gelbmann, speaking on behalf of Kotz, presented an overview of this proposal, as outlined in the agenda packet. The key objective is to better understand what is needed to motivate local producers of address data to participate in the ongoing maintenance of data assembled into a regional occupiable unit database. The proposal may include development of examples of web interface options to help prospective local government participants articulate their needs. Gelbmann concurred that this proposal and the proposal from Hennepin County appear to be complementary and should fit together nicely.

Brandt (member of Address Workgroup) encouraged the proposer of Project A to utilize/test the address standards that have been defined by the Address Workgroup. Gelbmann expanded upon this thought by noting that an evaluation of the workability of these standards by the custodian organization is also important. Harper further commented that different producer/custodian models will likely be needed to support updating of the resulting dataset as communities have different support capabilities. Chinander commented that testing and refining the custodian roles and responsibilities needed to attain the regional vision should be a component of both of these address related proposals but acknowledged that the envisioned regional solutions are likely to be broader than the either of the proposed pilots.

General discussion ensued about the relationship between Proposals A and D (above).

The group concurred that both proposals (A and D, above) have merit to move to the next phase but that each of their defining characteristics should be documented and that potential connections/overlaps between them need to be defined. It was agreed that they should not be consolidated but that the line between them needs to be clear to both groups. Both proposers agreed that maintaining an active liaison relationship is in both of their best interests. The Hennepin County representatives concurred with the Committee's suggestion to include representatives from the other counties in their deliberations to improve the chances that the procedures developed for Hennepin County can be used by others. Hennepin County officials also agreed to consider the viability of incorporating web service technology in their design. Both parties agreed to use the Address Workgroup as a means to facilitate knowledge transfer.

Finally, Claypool mentioned that Ramsey County has a contractual relationship with Century College to collect address points. He noted that this work may be relevant and useful to the proposed pilots and agreed to introduce the parties.

**Motion:** Craig moved and Givens seconded that: a) pursuance of Project A would have value to the MetroGIS community, b) Project A's similarity with Project D requires a clear delineation of the boundaries and linkages of each, c) Project A leadership needs to join the MetroGIS Address Workgroup to work out details of coordination and include an outline of them in their final proposal. Motion carried, ayes all.

**Motion:** Givens moved and Wencl seconded to find that pursuance of Project D would have value to the MetroGIS community and that its similarities with Project A require a clear delineation of the boundaries of

each and a need for ongoing coordination (as above). The projected cost also needs to be more specific. Motion carried, ayes all.

**Proposal B (in the packet): Architecture to Support an “ApplicationFinder”**

Chairperson Read introduced this proposal in the absence of David Bitner the proposer. (Editor’s note: Bitner had a scheduling problem that precluded his attendance.) Logman (visitor with LMIC & Governor’s Council on Geographic Information) spoke in favor of the proposal as a valuable initiative to help define an efficient path as the community moves beyond collaboration to address common data needs. Maki concurred, noting that he is excited to see this proposal, as there is clear need for prototypes to move the community forward in the realm of collaboration on tools/applications of common need.

Craig commented that he supports the proposal at a conceptual level but is concerned that the proposer is at a disadvantage because he was unable to obtain feedback from the Committee at this meeting. He also argued that if this proposal is to be favorably considered at the next phase of review the proposer will need to seek out feedback from committee members on his own and define who will be involved and who will do the work.

**Motion:**

Craig moved and Chinander seconded to find that pursuance of Project B would have value to the MetroGIS community but that to receive favorable consideration at the next phase of review the proposer must seek out comment on the concept proposal from Committee members on his own and clearly define who would be involved and who would do the work. Motion carried, ayes all.

**e) Strategic Directions Workshop**

There was no discussion of this item due to lack of time. Chairperson Read asked the members to contact the Staff Coordinator if they have an interest in serving on the recommended workgroup.

**f) GIS Demonstration for April Policy Board Meeting**

No discussion due to lack of time. (Editor’s note: The presentation for the January Policy Board meeting was postponed to the April meeting so no need to discuss unless a change was desired.)

**h) Quarterly Performance Measures Anomaly Report**

There was no discussion of this report due to a lack of time.

**6. PROJECT UPDATES**

There was no discussion of this report due to a lack of time.

**7. INFORMATION SHARING**

There was no discussion of this report due to a lack of time.

**8. NEXT SCHEDULED MEETING**

June 28, 2006, 12:30-3:00 p.m.

**9. ADJOURN**

The meeting adjourned at 2:57 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**June 28, 2006**

**Minnesota Counties Insurance Trust (MCIT) Building  
100 Empire Dr., St. Paul, MN**

*(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)*

**1:00 to 3:00 p.m. (extend if needed)**

**See directory in lobby for meeting room location.**

Page

- |   |               |           |
|---|---------------|-----------|
| <b>1. Call to Order</b>   |               |           |
| <b>2. Approve Agenda</b>  | <i>action</i> |           |
| <b>3. Approve Meeting Summary</b>   |               |           |
| a) March 29, 2006   | <i>action</i> |           |
| <b>4. Summary of April 19 Policy Board Meeting</b>  |               |           |
| <b>5. Action and Discussion Items:</b>  |               |           |
| a) 2006 Regional GIS Project Proposals – Final Review   | <i>action</i> | <b>1</b>  |
| b) MetroGIS Major Program Objectives: June – December 2006  | <i>action</i> | <b>24</b> |
| c) Strategic Directions Workshop Preparations   | <i>action</i> | <b>28</b> |
| • June 1 <sup>st</sup> Forum Summary Document   |               |           |
| • Non-Government Perspective – Phase II   |               |           |
| • Define Objectives and Logistics   |               |           |
| d) Modification of Operating Guidelines – Decisions Between Meetings                              | <i>action</i> | <b>34</b> |
| e) GIS Demonstration for July Policy Board meeting  | <i>action</i> | <b>44</b> |
| f) Chisago County – Request to Join MetroGIS  | <i>action</i> | <b>46</b> |
| g) Federal Enterprise Architecture – Geospatial Profile Version 1.1                               |               | <b>47</b> |
| <b>6. Project Updates:</b>  |               | <b>51</b> |
| a) June 1 Imagining Possibilities Forum   |               |           |
| b) MetroGIS DataFinder Café – Upgrade Project   |               |           |
| c) Priority Business Information Need Solutions and User Satisfaction Forums                      |               |           |
| d) County Data Producer Workgroup Activities  |               |           |
| e) Quarterly Performance Measures Anomaly Report ( <i>postpone due to lack of staff support</i> ) |               |           |
| <b>7. Information Sharing:</b>  |               | <b>57</b> |
| a) Metropolitan Council Evaluation of MetroGIS  |               |           |
| b) MetroGIS 2005 Annual Report  |               |           |
| c) Presentations / Outreach / Studies   |               |           |
| d) Metro and State Geospatial Initiatives Update  |               |           |
| e) Federal Geospatial Initiatives Update  |               |           |
| f) Other News   |               |           |
| <b>8. Next Meeting</b>  |               |           |
| September 13, 2006  |               |           |
| <b>9. Adjourn</b>   |               |           |

**Mission Statement**

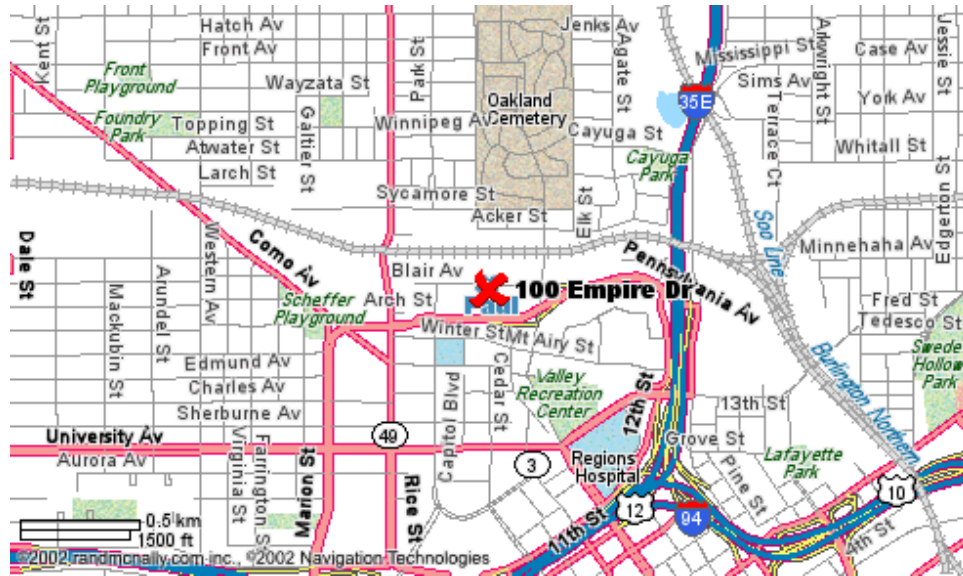
***“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”***

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## How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



**If you are traveling on I-94 eastbound --** Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-94 westbound --** Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Northbound --** Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Southbound --** Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the left.

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



**TO:** Coordinating Committee

**FROM:** Regional GIS Project Review Workgroup  
Staff MetroGIS Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2006 Regional GIS Project Proposals

**DATE:** June 21, 2006  
(For the Jun 28<sup>th</sup> Meeting)

### INTRODUCTION

Three final Regional GIS Project Proposals have been received. The Metropolitan Council, as the funding authority, respectfully requests the Coordinating Committee and Policy Board to comment on these proposals, in particular, regarding their respective anticipated importance and value to the MetroGIS community relative to project cost. (The project narratives, both concept and final, are attached. An excerpt from the Committee's March 29<sup>th</sup> discussion of the concept proposals is also included in the Reference Section.)

### REGIONAL GIS PROJECT REVIEW WORKGROUP REVIEW AND QUESTIONS

A goal of the Project Review Workgroup is to facilitate discussion at the Committee meeting to ensure that each project is well understood in terms of its deliverables and how it will benefit the region. The Workgroup met on June 20 to identify questions to facilitate and focus discussion at the Committee meeting. Work on these questions was in progress at the time of this writing. These questions will be shared with the proposers before Committee meeting so they can prepare thorough responses. A representative for each proposal will be invited to summarize their respective proposal, including providing responses to the questions posed by the Workgroup. The Workgroup's questions will be shared with the Committee at the meeting. Committee members will also be given an opportunity to ask questions of their own following each presentation.

### FUNDING REQUESTED

The proposers are collectively requesting over \$80,000 in funding, whereas, a maximum of \$44,000 is available. The final funding decision will be made by Metropolitan Council management, following receipt of comments from the Policy Board. The final decision is anticipated to occur by early August.

<u>Project</u>	<u>Project Theme/Name</u>	<u>Contact</u>	<u>Funds Requested</u>
A	Multiple-Address Buildings Mapping	John Rogers, Hennepin County	\$44,000
B	Architecture to support an "Application Finder"	David Bitner, MAC & Mn Land Management Information Center	\$20,000 (est)
C	Enhancements to the Regional Street Centerline Dataset	Jim Maxwell, The Lawrence Group	N/A – Determined could be accommodated by other means
D	Needs Assessment for Regional Occupiable Units Web Editing Application	Mark Kotz, Lead Staff, MetroGIS Address Workgroup	\$21,000

### DISCUSSION

Project B builds on an existing MetroGIS project concept (ApplicationFinder) and an enterprise architecture model developed by the Governors Council on Geographic Information (GCGI). From the information presented in the attached proposals, Project B would have the greatest funding-to-leveraged resources ratio. It will also provide benefit from both a regional perspective and integration with the emerging state architecture. That said, the topic is a lower priority than solutions related to achieving the endorsed vision for a regional address solution for occupiable units, the subject of the Proposals A and D.

Projects A and D continue to have potential for integration. The proposer of Project D was unsuccessful in seeking a cooperative proposal with the proposers of Project A. Therefore, the boundaries between the two efforts have not been clearly defined, as requested by the Committee at its March meeting. A limitation of Proposal A is that it will not result in recommended guidelines for securing addresses for units (suite, condominium, and apartment) within multiple occupancy buildings where a collection process does not currently exist. It is also not clear from the narrative whether Project A would produce guidelines and standards

for existing processes compatible with endorsed regional guidelines, as the focus appears to rely upon existing Hennepin County standards, with no mention of their relationship with emerging regional standards. Insuring portability of procedures and standards relevant to the needs of data producers beyond Hennepin County is critical to achieving the adopted vision for a regional occupiable unit database.

Project D addresses critical needs that would not be addressed by Project A relative to achieving the adopted vision for the next-generation street centerline database. These needs are to define widely accepted strategies to capture: a) addresses for all occupiable units and b) the locations and names of new streets at the time of creation by communities of all sizes.

**RECOMMENDATION**

That the Coordinating Committee:

- 1) Engage in a discussion with the proposer(s) of each Regional GIS Project to ensure clear understanding of the proposed deliverables, how each project is consistent with needs identified by the MetroGIS community, and how each project will move the community towards a viable regional solution to a community need.
- 2) Recommend a strategy for Policy Board consideration to allocate 2006 Regional GIS Project funds among the three proposals received that maximizes value to the community.



## REFERENCE SECTION

### 1. Excerpt – March 29<sup>th</sup> Coordinating Committee Meeting

*(2006 Regional GIS Project Proposals – Concept Review)*

Chairperson Read summarized the purpose of this program and the role of the Committee in the review of the project proposals, as outlined in the agenda report. She emphasized that this is the concept review phase and, as such, some of the program specifics are not expected to be well developed until next phase of review...

#### **Proposal A: Multiple-Address Building Mapping - Hennepin County –**

John Rogers, member of the Hennepin County project team, explained that the Hennepin County proposal seeks to develop capacity to maintain an occupiable unit address database. The proposed pilot project would focus on priorities for emergency managers – dense commercial development (malls, etc.) – and seek to enhance an existing database through improved coordinating with cities. The ultimate goal is to attain a sustainable database that meets the specifications for use of the 3D Analyst tool.

Chinander noted that the current proposal to focus on commercial addresses would provide a good start but that the E911 community needs all occupiable units as called for in the adopted regional vision statement. He then inquired whether the address points to be received from the cities would be compliant with E911 needs. The proposers stated that E911 compliance is not currently anticipated. Chinander invited the Hennepin County team to join the MetroGIS Address Workgroup.

Vander Schaaf inquired whether local government partners are supportive of the proposal. The proposers responded by recognizing the need to develop appropriate inter-organizational processes, as well as, the address database.

Maki asked how the proposers envision the results of the pilot project expanding to the other counties. The response was that the project will focus on development of procedures that should be portable.

Harper spoke in favor of using a pilot process similar to those used in the past where the lead sponsor encourages the involvement of other stakeholders during the development of the product/procedures by other stakeholders and then host a peer review forum to vet the results for discussion among content experts affiliated with the broader community to insure it/they can be replicated – the goal of a regionally-funded project.

Arbeit asked if the resulting database could be made available as a web service that is accessible by others. Brown commented that the project team has not considered the implications of a web service environment but is willing to do so as the concept of sharing is consistent with current thought.

Knippel inquired how the proposed project would integrate with Minneapolis's current activities in this area relative to Emergency Services. Brown commented that the group needs to be mindful that a critical mass is needed to move forward but that not all parties may be on board when the project launches.

Craig commented that he would like to hear about the other Occupiable Unit Address related proposal to better understand how the two proposals might be blended and or aligned with one another.

**Motion:** Craig moved and Givens seconded that: a) pursuance of Project A would have value to the MetroGIS community, b) Project A's similarity with Project D requires a clear delineation of the boundaries and linkages of each, c) Project A leadership needs to join the MetroGIS Address Workgroup to work out details of coordination and include an outline of them in their final proposal. Motion carried, ayes all.

#### **Proposal B: Architecture to Support an "ApplicationFinder"**

.....Logman (visitor with LMIC & Governor's Council on Geographic Information) spoke in favor of the proposal as a valuable initiative to help define an efficient path as the community moves beyond collaboration to address common data needs. Maki concurred, noting that he is excited to see this proposal, as there is clear need for prototypes to move the community forward in the realm of collaboration on tools/applications of common need.

Craig commented that he supports the proposal at a conceptual level but is concerned that the proposer is at a disadvantage because he was unable to obtain feedback from the Committee at this meeting. He also argued that if

this proposal is to be favorably considered at the next phase of review, the proposer will need to seek out feedback from committee members on his own and define who will be involved and who will do the work.

**Motion:**

Craig moved and Chinander seconded to find that pursuance of Project B would have value to the MetroGIS community but that to receive favorable consideration at the next phase of review the proposer must seek out comment on the concept proposal from Committee members on his own and clearly define who would be involved and who would do the work. Motion carried, ayes all.

**Proposal D: Needs Assessment for Regional Occupiable Units Web Editing Application - Address Workgroup**

.. The key objective is to better understand what is needed to motivate local producers of address data to participate in the ongoing maintenance of data that are assembled into a regional occupiable unit database. The proposal may include development of examples of web interface options to help prospective local government participants articulate their needs. Gelbmann concurred that this proposal and the proposal from Hennepin County appear to be complementary and should fit together nicely.

Brandt (member of Address Workgroup) encouraged the proposer of Project A to utilize/test the address standards that have been defined by the Address Workgroup. Gelbmann expanded upon this thought by noting that an evaluation of the workability of these standards by the custodian organization is also important. Harper further commented that different producer/custodian models will likely be needed to support updating of the resulting dataset as communities have different support capabilities. Chinander commented that testing and refining the custodian roles and responsibilities needed to attain the regional vision should be a component of both of these address related proposals but acknowledged that the envisioned regional solutions are likely to be broader than the either of the proposed pilots.

General discussion ensued about the relationship between Proposals A and D (above).

The group concurred that both proposals (A and D, above) have merit to move to the next phase but that each of their defining characteristics should be documented and that potential connections/overlaps between them need to be defined. It was agreed that they should not be consolidated but that the line between them needs to be clear to both groups. Both proposers agreed that maintaining and active liaison relationship is in both of their best interests. The Hennepin County representatives concurred with the Committee's suggestion to include representatives from the other counties in their deliberations to improve the chances that the procedures developed for Hennepin County can be used by others. Hennepin County officials also agreed to consider the viability of incorporating web service technology in their design. Both parties agreed to use the Address Workgroup as a means to facilitate knowledge transfer.

Finally, Claypool mentioned that Ramsey County has a contractual relationship with Century College to collect address points. He noted that this work may be relevant and useful to the proposed pilots and agreed to introduce the parties.

**Motion:** Givens moved and Wencl seconded to find that pursuance of Project D would have value to the MetroGIS community and that its similarities with Project A require a clear delineation of the boundaries of each and a need for ongoing coordination (as above). The projected cost also needs to be more specific. Motion carried, ayes all.

**2. 2006 Regional GIS Project Proposal Guidelines**

See the attached "Call for Proposals" (Attachment E) for answers to the following questions:

- What Projects are Eligible for Funding?
- What Criteria Will Be Used To Decide Which Project(s) Are Funded?
- Who Will Decide and When?
- Who is Eligible to Submit a Proposal?

## ATTACHMENTS A-D

### PROPOSALS (CONCEPT AND FINAL)

The following proposals are attached on the following pages:

<u>Candidate</u>	<u>Project Theme/Name</u>	<u>Contact</u>
A	Multiple-Address Buildings Mapping	John Rogers, Hennepin County
B	Architecture to support an “Application Finder”	David Bitner, MAC & MN Land Management Information Center (LMIC)
C	Enhancements to the Regional Street Centerline Dataset	<i>N/A – determined could be achieved via other means</i>
D	Needs Assessment for Regional Occupiable Units Web Editing Application	Mark Kotz, Lead Staff, MetroGIS Occupiable Unit Address Workgroup

No order of importance or priority is intended.

# Proposal A

## (Concept)

March 20, 2006

MetroGIS  
C/O Randall Johnson  
230 East 5<sup>th</sup> Street  
Saint Paul, MN 55101

### Multiple-Address Buildings Mapping

#### **Purpose:**

The objective of this project is to spearhead the development of a regional dataset that accurately conveys the essential information required to map and identify multiple-address buildings as well as information pertinent to mapping and identifying high risk buildings and structures.

#### **Abstract:**

A current and accurate dataset of multiple-address properties is proving to be an increasing importance, if not a necessity, of several departments within Hennepin County and other external agencies. There is however limited in-house effort and funding to develop such a dataset and resource for geolocation. With this being said, an external driving force such as MetroGIS would provide the incentive and resources necessary to initiate the task.

The scope of the data development will be focused on properties in Hennepin County that are deemed by Emergency Service professionals and other government officials to have an elevated-risk and/or higher propensity for emergency calls. Enhanced data collection processes will be discussed and implemented within several divisions of Hennepin County to ensure the currency and accuracy of the dataset. This could include improved data collection strategies initiated between Hennepin County and its cities to on-site visits by Hennepin County staff to ensure the accuracy of multiple-address buildings. Admittedly, narrowing the scope would not provide an all-encompassing dataset. On the other hand, it would ensure that a solid data foundation would be developed within a timeframe of six to nine months and adhere to any monetary constraints.

A complete awarding of funds associated with the 2006 Regional GIS Projects proposal would guarantee a comprehensive and accurate dataset for multiple-address and high risk buildings. A partial funding scenario would offset the amount of hours spent on data development tasks and could result in an incomplete dataset.

Other requirements include:

- An initial meeting between officials of the MetroGIS Address Workgroup and the Hennepin County Survey Division to establish a timeline for the project, ascertain the mutual benefits and scope of the data being produced for all parties involved, establish a working relationship between the key players in both organizations.
- A final meeting to unveil the final product highlighting its key features and functionality.
- Discussion regarding deployment strategies, licensing and future avenues for project enhancements.

Upon completion, multiple-address data would be of great benefit to Hennepin County, MetroGIS and other metropolitan counties as well, not limited to the following:

- Emergency services would be able to accurately locate emergency calls in apartments, nursing homes, shopping malls, and other buildings of interest.
- Adhering to the MetroGIS Address Workgroup Work Plan, and specifically addressing Task 10, this project offers an avenue to address this issue in creating a standardized multiple address dataset.
- Hennepin County would be able to perform more detailed analyses which may result in better business decisions.
- In the future, Hennepin County and MetroGIS could provide emergency preparedness agencies and the public with geographic information in real-to-life detail by employing this dataset in ESRI 3D Analyst. The use of 3D Analyst would provide an innovative means of illustrating the most accurate and up-to-date data available for such things as disaster contingency plans and relief efforts utilized by emergency preparedness agencies.

# **Proposal A**

## **(Final)**

June 07, 2006

MetroGIS  
C/O Randall Johnson  
230 East 5<sup>th</sup> Street  
Saint Paul, MN 55101

### **Multiple-Address Buildings Mapping**

#### **Purpose:**

The objective of this project is to spearhead the development of a regional address point dataset that includes multiple-address buildings and high-risk properties by creating a portable model that provides an easily accessible interface and efficient flow of information.

#### **Abstract:**

An accurate, complete, and current dataset of multiple-address properties is proving to be an increasing importance if not a necessity of several Hennepin County departments and other external agencies. There is however limited in-house effort and funding to develop such a dataset and resource for geolocation and other various analyses. This having been said, an external driving force such as MetroGIS would provide the incentive and resources necessary to initiate the task.

The scope of the data development will be focused on multiple-address properties and those buildings in Hennepin County that are deemed by Emergency Service professionals and other government officials to have an elevated-risk and/or higher propensity for emergency calls. Enhanced data collection processes will be discussed and implemented within several divisions of Hennepin County to ensure the currentness, completeness, and accuracy of the dataset. This could include improved data collection strategies initiated between Hennepin County and its municipalities to on-site visits by Hennepin County staff.

Admittedly, narrowing the scope would not provide an all-encompassing dataset. On the other hand, it would ensure that a solid data foundation and collection process be developed within a timeframe of six to nine months and adhere to any monetary constraints.

#### **Similarities and Contrasts:**

In relation to Proposal D, Needs Assessment for Regional Occupiable Units Web Editing Application, Hennepin County's proposal contrasts significantly in that a working model and web-based utility will be created. Additionally, some of the integral tools involved in the project's development already exist but are in use for other endeavors. These may require customizations specific to multiple-address processing. The consolidation of these tools with those yet to be developed will provide a tangible utility that can be duplicated and deployed by other organizations.

An additional contrast is this proposal's focus on multiple-addresses, where there is a collection process currently in place. Subsequently, the resulting dataset will exclude suite, condo, and apartment numbers.

Similar to Proposal D, this project may potentially serve as a model of collecting all occupiable units, and will provide municipalities not equipped with or well-versed in GIS a web-based utility of uploading geographic data into a regional depository.

Figure 1 and Figure 2 illustrate the vision and organizational structure of this proposal.

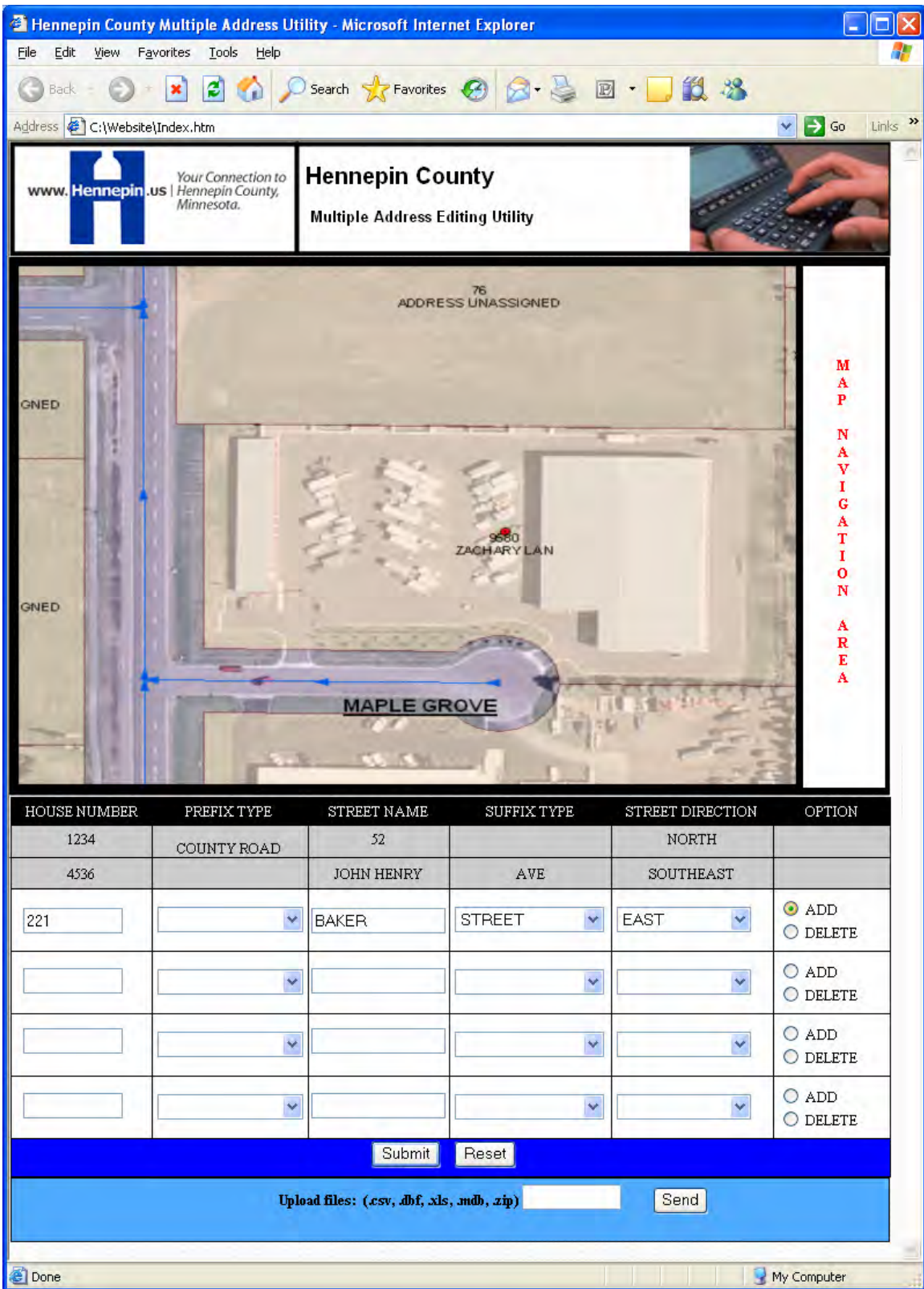


Figure 1 – Prototype Web-based Multiple Address Editing Utility

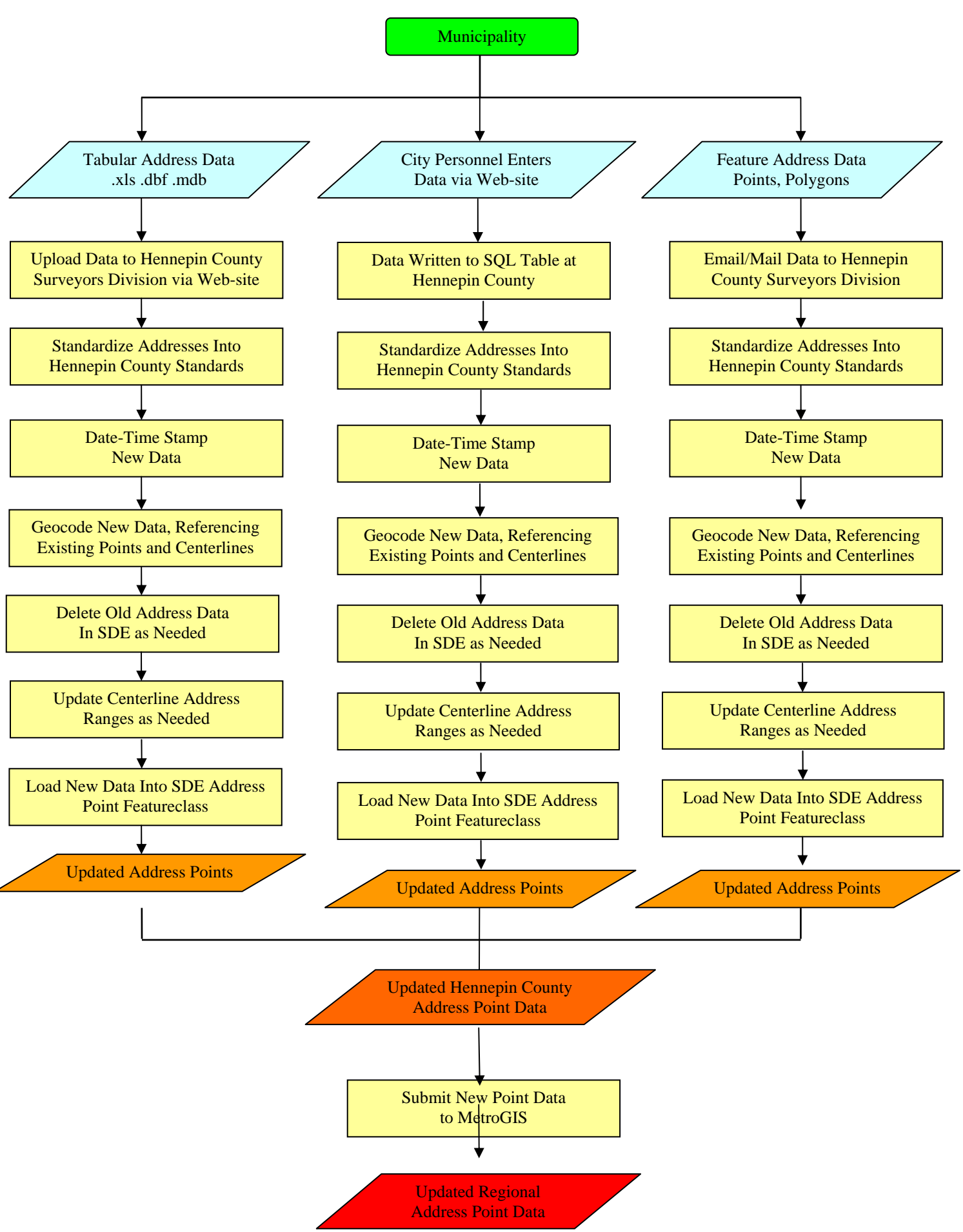


Figure 2 – Proposed Organizational Structure

**Cost:**

A complete awarding of funds associated with the 2006 Regional GIS Projects proposal would guarantee a comprehensive and accurate dataset for multiple-address and high-risk buildings. A partial funding scenario would offset the amount of hours spent on data collection tasks and could result in an incomplete dataset.

The following is a breakdown of the project into each component of its development. The dollar amounts are derived from time-expenditure estimates (percent of total), and assumes a receipt of full funding. The expenditures toward any phase may vary once the project is underway.

- Data Collection: 50% – \$22,000  
Technicians of the Surveyor's Division establish communication with primary contacts of each municipality and procure data via email, ftp, mail, web interface, and/or site visits. Identifying data resources and organizing the efficient flow of information will be the primary focus of this component.
- ArcIMS/Web Development: 20% – \$8,800  
Members of the Hennepin County GIS and Survey Division will join efforts to develop a web-based data uploading utility. Municipalities will have the option of manually entering a new address and creating its corresponding point location, or uploading a table of addresses that in turn will be geocoded by a technician.
- Address Standardizer Development: 10% – \$4,400  
Based on the premise that municipalities may use naming standards that differ from Hennepin County's **General Rules For Street Name Format**, and submit addresses in concatenated form, it is imperative that each record is parsed correctly. Developing a custom address standardizer will increase the number of matches during geolocation and will ensure Hennepin County, and potentially, regional E911 naming standards are adhered to.
- Geoprocessing Model Development: 8% – \$3,520  
A technician of the Surveyor's Division will develop a utility that will automate much of the manual address processing and updating tasks. This will integrate address standardizers, SQL calculations and queries, and point feature deletion and creation.
- General Operations: 12% – \$5,280  
Routine operations, drive-time, and other duties not covered in the above are included here. Resources will be allocated from this fund towards other components if needed.

**Additional Requests:**

It is also beneficial for the project members, stakeholders, and colleagues to satisfy the following:

- An initial meeting between officials of the MetroGIS Address Workgroup and the Hennepin County Survey and GIS Divisions to establish a timeline for the project, ascertain the mutual benefits and scope of the data being produced for all parties involved, establish a working relationship between the key players in both organizations.
- Periodic status reports of the project and a conveyance of findings to stakeholders and colleagues.
- A final meeting to unveil the final product highlighting its key features and functionality.
- A discussion regarding deployment strategies, licensing, and future avenues for project enhancements.

Upon its completion, the project would be of great benefit to Hennepin County, MetroGIS, and other metropolitan counties as well, not limited to the following:

- The process could be duplicated and utilized by MetroGIS and its members.
- Emergency services would be able to accurately locate emergency calls in duplexes, shopping malls, and other buildings of interest.
- Adhering to the MetroGIS Address Workgroup Work Plan, and specifically addressing Task 10, the project offers an avenue to address this issue in creating a standardized multiple address dataset.
- Hennepin County would be able to perform more detailed analyses which may result in better business decisions.
- In the future, Hennepin County and MetroGIS could provide emergency preparedness agencies and the public with geographic information in real-to-life detail by employing this dataset in ESRI 3D Analyst. The use of 3D Analyst would provide an innovative means of illustrating the most accurate and up-to-date data available for such things as disaster contingency plans and relief efforts utilized by emergency preparedness agencies.



## Proposal B (Concept)

TO: MetroGIS  
FROM: David Bitner, Metropolitan Airports Commission  
SUBJECT: 2006 Regional GIS Projects Proposal  
DATE: March 15, 2006

This document lays out the concept for an “Application Finder” as the next logical step to the “DataFinder” already in use by MetroGIS. This concept strives to create a forum for the technical users of MetroGIS datasets by providing a repository of applications and services (software code) that utilize MetroGIS endorsed datasets in order to reduce duplication of effort across the Metro area.

This concept is made up of three parts that can be incrementally implemented in order.

1. Create a centralized repository of code.
  - a. Create a standard for metadata and documentation for code to allow for easier reuse.
  - b. Setup an area to store code (i.e. FTP server)
  - c. Setup index to code/metadata (i.e. Web Site)
2. Create running instances of code on central server.
  - a. Setup server to host services/applications.
  - b. Setup all prerequisite data/software for services/applications.
  - c. Create catalog of services/applications.
  - d. Create framework for secured/limited access data services.
3. Create infrastructure for collaborative development of code.
  - a. Setup versioning system (i.e. CVS or Subversion).
  - b. Create rules for write access to different pieces of code.

The importance of having both numbers 1 and 2 is that for many services/applications that become part of a workflow, speed can be very important and it is much better to run a piece of software locally. On the other hand, when speed is not important or infrastructure is lacking, it may be desirable to access a service/application from a central location.

Code written in any language for any platform will be accepted into the repository. Services, however, will necessarily be limited to those that work off of infrastructure that is already available or could be made available to the service host.

This concept could plug into other broader initiatives. This concept could act as a host for the recently awarded FGDC grant awarded to a multi-state group including several members of MetroGIS. This concept could act as a test bed for the service model being put forth by the Governor’s Council on GIS Geospatial Architecture Committee.

Following are responses to criteria to be used for this funding.

1. Statement of project objective and why the requested funding is needed.

The objective of this project is to create a repository for applications which add value to the work and datasets of MetroGIS. Funding is requested to jumpstart this process and provide for the staff time and resources necessary to create this repository.

2. How the proposed project conforms with a Regional GIS Project objective(s).

This project seeks to enhance the utility of existing and future MetroGIS endorsed datasets.

3. Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).

This project seeks to reduce the efforts across the region in creating applications to interact with common data used across the region.

4. Activities necessary to achieve the project objective and relationship of the requested funds.  
Create standards for code documentation/metadata.  
Create server space for hosting code.  
Create catalog to assist in finding code.  
Create server space to run code as services.  
Create catalog to assist in finding services.  
Create collaborative development infrastructure.
5. Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.

This project would be ready to fund immediately upon identification of suitable host.

6. Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.

Application developers will be able to pick and choose components that have already been created to dramatically reduce development time.

7. Total value and description of required resources that would be leveraged if funding is awarded.

To be determined upon full scope of project

8. Effect of receiving funding approval if for less than the full amount requested.

Reduced ability to provide running examples of services

9. Time frame for project completion.

Setup should begin as soon as suitable host is found. Maintenance would be ongoing.

**Proposal B**  
**(Final)**

**GEOSPATIAL SERVICES DIRECTORY AND BROKER**  
**A Proposal to MetroGIS**

**Submitted by: Land Management Information Center**

**Project Sponsors: David Arbeit, MN Office of Geographic and Demographic Analysis**  
**David Bitner, Metropolitan Airports Commission**

**Project Summary**

LMIC proposes to develop and implement a directory of shared geospatial web services and software components and tools for MetroGIS members to search that directory for those shared resources. It also will demonstrate the effectiveness of a broker function that can directly link GIS applications to “best of breed” geospatial services offered from a single hosted location.

The project will implement many of the functions proposed for the MetroGIS Applications Finder in 2004 and will support the GIS Enterprise Architecture design developed with participation of MetroGIS stakeholders and endorsed by the Governor’s Council on Geographic Information (GCGI) for the state. At least one shared application will be supported, LMIC’s open source web service that provides imagery directly to GIS applications. LMIC also proposes to provide application hosting and download services for MetroGIS shared applications, including those resulting from the FGDC CAP grant to the North Dakota - Minnesota Application Development Collaboration that involves several MetroGIS members.

LMIC is requesting \$20,000 for this project, which will leverage more than \$30,000 from LMIC supporting related activities of the Minnesota Geographic Data Clearinghouse and a statewide Shared GeoSpatial Services survey for the GCGI. David Bitner of the Metropolitan Airports Commission and other MetroGIS stakeholders also will contribute time and expertise to the project.

**1. Project Objective and Need for Funding.** The principal purpose of this project is to develop first-generation versions of services directory and brokering functions described in the GCGI Conceptual Enterprise Architecture model for the state, focusing specifically upon objectives of the MetroGIS Application Finder described in 2004. Funding is needed at this time to extend the scope of a more limited current effort to identify opportunities for shared services. Without additional funds, this project will identify shared service opportunities for a statewide GIS strategy, but will not directly address MetroGIS needs. The funding will provide:

- **A Catalog of Geospatial Services.** The catalog will be initialized with data produced from the GCGI Shared Geospatial Services survey.
- **Catalog Maintenance, Query and Search Tools.** A user interface that provides catalog maintenance, query, and search functions similar to those developed for the MN Geographic Data Clearinghouse.
- **Shared Service Use Demonstration.** An application broker that demonstrates the interactive use of LMIC’s OGC-compliant WMS Imager Server as an example of a hosted shared service that directly supports applications meeting MetroGIS business needs.
- **Geospatial Toolkit Library.** An on-line repository for applications and software code that is available to MetroGIS member organizations.

**2. Regional GIS Project Objectives.** This project extends the historical focus of a “Regional GIS Project” by providing enhanced access to shared geospatial services and applications, not just enhanced access to data. Extending benefits to shared applications has been informally supported by the MetroGIS Policy Board, although “Regional GIS Project” has not been redefined. The project will provide direct access to a LMIC service that provides efficient access to imagery data from a shared server.

**3. Implementing a Sustainable Solution to a Priority Need.** The MetroGIS Coordinating Committee has identified application sharing as an important “next step” for several years, expressed in 2004 as ApplicationFinder. This project will implement much of ApplicationFinder’s core functionality, but within the context of a “Services Broker” as a critical piece of a GeoSpatial Enterprise Architecture. As an important element of the state’s Enterprise Architecture framework, LMIC advocates implementing the Broker as a core Clearinghouse service funded by the state.

**4. Activities to Achieve Project Objective and Relationship of Requested Funds.** The total funds needed to complete this project is \$20,000. In addition, an estimated \$30,000 in LMIC resources will be devoted to administration, infrastructure maintenance, and technical services related to the project. Project activities and estimates of MetroGIS funds needed for the activities are provided below.

A. Complete Initial Design of GeoSpatial Services Inventory	\$0
B. Design and Implement Editing Module	\$2,500
C. Design and Implement Query and Reporting Modules	\$2,500
D. Training/Support for Documentation for Shared Services and Applications	\$2,500
E. Implement Application Hosting Environment	\$2,500
F. Develop, Test and Implement Services Broker Capability	\$6,000
G. Test and Implement Functioning Application-to-Application Service Connector	\$3,000
H. Project Documentation	\$1,000

**5. Readiness.** LMIC maintains staff and computer facilities required to implement this project, is authorized to receive funds from other government entities, and has extensive experience managing complex projects on behalf of Minnesota’s GIS community.

**6. Benefit to MetroGIS Community.** This project will allow MetroGIS member application developers to identify geospatial services and applications developed by others, determine applicability to their needs, and select shared components that have been created, tested and implemented. Benefits included reduced applications development time, improved standardization among developers, increased knowledge, and enhanced software reliability. Over time, the public will see improved and expanded functionality and greater uniformity among MetroGIS organizations. This project will help MetroGIS members meet the growing demand for geospatial services without a corresponding increase in resources.

**7. Total Value and Description of Leveraged Resources.** The “Shared Services”, “Web Toolkit” and “Image Service” projects that will be leveraged have a combined value conservatively estimated to be greater than \$75,000. The long-term value to MetroGIS will be considerable higher. This project is estimated to require 500 to 600 dedicated staff hours to complete. LMIC anticipates contributing more than half of these hours as in-kind services. In addition, all hardware, software, networking, and system support costs will be absorbed by LMIC as part of its Clearinghouse functions.

**8. Impact of Partial Funding.** Unless other sources of funding can be found, some project elements would be scaled back or eliminated. The searchable catalog and the brokering function are considered the highest priorities, but any adjustments to scope will be made in consultation with MetroGIS stakeholders.

**9. Project Time Frame.** Most project deliverables can be completed, tested, and implemented by March 2007. The project could begin in August or September 2006 and would be fully completed by the end of April 2007. Loading of products of the Web Toolkit Project into the repository cannot be completed until that project has finished its work, which should be in March 2007.

# Proposal D (Concept)

## MetroGIS Regional GIS Project Proposal

### Needs Assessment for Regional Occupiable Units Web Editing Application

Proposed by:  
Mark Kotz, Metropolitan Council  
With support of the MetroGIS Address Workgroup  
03/15/2006  
Revised 3/21/2006

#### Project Description

The MetroGIS Policy Board has endorsed the vision of a regional occupiable units address dataset that would be created by local addressing authorities. This dataset is widely needed by government agencies at many levels in the metro area, including emergency responders, school districts, counties, cities and regional agencies that currently have no spatial data at the occupiable unit level. The vision calls for creating a standardized, single official source for this data to meet this need and to avoid redundant data development efforts. The detailed MetroGIS Regional Occupiable Units Address Dataset Vision document calls for the development of an online editing application to help facilitate the development of a regional dataset. (p. 19)

[http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf)

*Perhaps the largest roadblock to the creation of local occupiable units point datasets is the fact that many cities simply do not have in-house resources, specifically staff time, GIS software and expertise, to be able to maintain their own dataset.*

*The Workgroup is recommending the creation of a secure online application that addressing authorities could use to create and maintain their own occupiable units point dataset.*

*...the workgroup is further recommending that additional features be included with the application that would be designed to meet some of the other business needs of the local addressing authorities*

The next step is to clearly define the benefits that those data producers will receive from participating in an occupiable units information system by maintaining the data for all to use. Defining those benefits requires a close examination of the data producers needs. This project proposes a needs assessment to more specifically determine the requirements and viability of such an online editing application for cities that do not have their own GIS with which to maintain this type of data. The needs assessment would answer three key questions:

1. What functionality is necessary for city staff to create and maintain the occupiable units data in a way that would meet the MetroGIS regional dataset needs?
2. What incentives would increase the likelihood that local address authorities would use this application to contribute to the regional dataset, and what additional functionality within the editing application would provide that incentive (e.g. ability to print certain types of address maps)?
3. How many local address authorities are likely to use this application, given the specific functionality?

The needs assessment may include mockups or depictions (existing examples) of what such an application might look like and how it might be used so that the city staff being interviewed will understand what is being asked of them. The results of the needs assessment should include descriptions of the functionality and interface needs of city staff that would use this application. If the needs assessment indicates that many cities would truly use the application, the next step would be to create a proof-of-concept that can be tested in the MetroGIS community.

#### Cost

The project is very roughly estimated to cost between \$10,000 and \$25,000 depending on the methods used. Development of a proof-of-concept application would require additional cost and/or Metropolitan Council staff resources.

## **Responses to Evaluation Criteria**

### **1. Project Objectives and Need for Funding**

Project objectives are outlined above. Funding would be used to hire a consultant to define the needs of key occupiable units data producers. The needs would be defined through a needs assessment process.

### **2. Conformance with Regional GIS Project Objectives**

The project would take the next step in refining the vision to develop a regional dataset to address a Policy Board-endorsed priority common information need (addresses and occupiable units). It would supplement the work and vision of the MetroGIS Address Workgroup. The MetroGIS community would benefit by having a clear understanding of the needs for this application/information system, which will facilitate its development. The application itself would then facilitate the development of occupiable units data. These project funds would not be used to develop the applications, but to focus on completing a needs assessment. Decisions about software, hardware and licensing would come later. The goal is to ultimately have an editing application that any metro address authority could use free of charge.

### **3. Importance to a Sustainable Solution to a Priority Need**

The Address Workgroup believes that such an editing application is critical to the creation and maintenance of a regional occupiable units dataset. This needs assessment would objectively evaluate that belief and provide the details necessary to make decisions about how or if the application should be built.

### **4. Activities and Relationship of Funds**

A consultant would be hired to conduct the needs assessment and prepare a report. This would include interviews with a representative number of address authorities in the region. The requested funding would be used to pay for the consultant.

### **5. Readiness for Funding and Prerequisites**

The Address Workgroup has a clearly documented vision for the occupiable units dataset. It defines the need for the editing application. No prerequisites exist. The project is ready to proceed pending staff time to manage the project.

### **6. Benefit to MetroGIS Community**

This needs assessment is a prerequisite to creating a successful online editing application. That application is believed to be a prerequisite to the creation of the regional occupiable units dataset. It is believed that nearly all MetroGIS participants would benefit from such a regional dataset. Organizations that have expressed the most interest in the dataset include regional government organizations, counties and the emergency services community. Many cities have also expressed interest in using such a regional dataset. The regional dataset is believed to be unattainable without the editing application.

### **7. Value and Description of Resources Leveraged**

If the funding is awarded, Metropolitan Council staff time would be leveraged to manage the project.

### **8. Effect of Partial Funding**

With partial funding, the needs assessment could be scaled back to answer one or two of the three key question areas, but that is not anticipated to be a significant cost savings.

### **9. Time Frame**

Assuming the funding is approved in August of 2006, it is anticipated that the project could be completed by the end of 2006. This will dovetail with a pilot project to assess the issues with creating a regional dataset from the data of cities that do have their own GIS data creation capabilities. The pilot project will attempt to pull data from those cities into a regional database format, defining and attempting to resolve any issue that arise from the effort.

# Proposal D

## (Final)

### MetroGIS Regional GIS Project Proposal

## Needs Assessment for Regional Occupiable Units Web Editing Application

Proposed by:

Mark Kotz, Metropolitan Council

With support of the MetroGIS Address Workgroup

03/15/2006

Revised 03/21/2006

Final Proposal 06/06/2006

### Project Description

The MetroGIS Policy Board has endorsed the vision of a regional occupiable units address dataset that would be created by local addressing authorities. This dataset is widely needed by government agencies at many levels in the metro area, including emergency responders, school districts, counties, cities and regional agencies that currently have no spatial data at the occupiable unit level. The vision calls for creating a standardized, single official source for this data to meet this need and to avoid redundant data development efforts. The detailed MetroGIS Regional Occupiable Units Address Dataset Vision document calls for the development of an online editing application to help facilitate the development of a regional dataset. (p. 19 [http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf))

*Perhaps the largest roadblock to the creation of local occupiable units point datasets is the fact that many cities simply do not have in-house resources, specifically staff time, GIS software and expertise, to be able to maintain their own dataset.*

*The Workgroup is recommending the creation of a secure online application that addressing authorities could use to create and maintain their own occupiable units point dataset.*

*...the workgroup is further recommending that additional features be included with the application that would be designed to meet some of the other business needs of the local addressing authorities*

Before MetroGIS can move forward with an occupiable unit web editing application, an assessment must be made as to how viable such an application would be – in essence to validate the assumptions of the Workgroup. Would the application be useful to many cities or only a few? What functionality or features would make it the most useful?

This project proposes a needs assessment to more specifically determine the requirements and viability of such an online editing application for cities that do not have their own GIS with which to maintain this type of data. The needs assessment would analyze the business needs and practices of potential users related to occupiable unit address data and answer four key questions:

1. What benefits would address authorities receive from participating in an occupiable units information system by maintaining the data for all to use?
2. What functionality in a web editing application is necessary for city staff to create and maintain the occupiable units data in a way that would meet the MetroGIS regional dataset needs?
3. What incentives would increase the likelihood that local address authorities would use this application to contribute to the regional dataset, and what additional functionality within the editing application would provide that incentive (e.g. ability to print certain types of address maps)?
4. How many local address authorities are likely to use this application, given the specific functionality?

The results of the needs assessment should include descriptions of the functionality and interface needs of city staff that would use this application. A key outcome of the project would be a conceptual design for such an occupiable units web editing application, assuming it is determined to be viable.

**Cost:**

The project is roughly estimated to cost \$21,000. This could vary depending on the interview methods used. A breakdown of the estimated costs is provided below. An RFP process is anticipated to determine the actual methods and costs of the project.

**Estimated Cost Breakdown**

Task	Estimated Hours	Max Est. Cost per Hour	Cost
Develop and test survey/interview procedures and methods	40	150	6000
Interview 15 cities	60	150	9000
Analysis and report	40	150	6000
			\$21,000

Development of a preliminary proof-of-concept application, or an actual production application would require additional cost and/or Metropolitan Council staff resources that are not included here.

**Relationship to Other MetroGIS Efforts**

**MetroGIS Address Workgroup**

This project is endorsed by the MetroGIS Address Workgroup and is directly inline with its workplan and vision. A draft database standard has been created by the Workgroup and is being tested in a pilot project to be completed in July. The proposed project would assume using the database elements defined by the workgroup in its assessment of the viability of a web editing application.

**Relationship to Hennepin County Regional Project Proposal**

One important difference between the two proposals is that they target different groups of address authorities. The Hennepin County proposal appears to be focused on counties and cities with significant existing internal GIS capabilities. This proposal focuses on those address authorities that do not have such expertise and resources. In this way the two proposals are very complementary.

It is agreed that communication and coordination among the two projects and the MetroGIS Address Workgroup is important.

**Responses to Evaluation Criteria**

**1. Project Objectives and Need for Funding**

Project objectives are outlined above. Funding would be used to hire a consultant to define the needs of key occupiable units data producers. The needs would be defined through a needs assessment process.

**2. Conformance with Regional GIS Project Objectives**

The project would take the next step in refining the vision to develop a regional dataset to address a Policy Board-endorsed priority common information need (addresses and occupiable units). It would supplement the work and vision of the MetroGIS Address Workgroup. The MetroGIS community would benefit by having a clear understanding of the needs for this application/information system, which will facilitate its development. The application itself would then facilitate the development of occupiable units data. These project funds would not be used to develop the applications, but to focus on completing a needs assessment. Decisions about software, hardware and licensing would come later. The goal is to ultimately have an editing application that any metro address authority could use free of charge.

**3. Importance to a Sustainable Solution to a Priority Need**

The Address Workgroup believes that such an editing application is critical to the creation and maintenance of a regional occupiable units dataset. This needs assessment would objectively evaluate that belief and provide the details necessary to make decisions about how or if the application should be built.

**4. Activities and Relationship of Funds**

A consultant would be hired to conduct the needs assessment and prepare a report. This would include interviews with a representative number of address authorities in the region. The requested funding would be used to pay for the consultant.



## **5. Readiness for Funding and Prerequisites**

The Address Workgroup has a clearly documented vision for the occupiable units dataset. It defines the need for the editing application. No prerequisites exist. The project is ready to proceed pending staff time to manage the project.

## **6. Benefit to MetroGIS Community**

This needs assessment is a prerequisite to creating a successful online editing application. That application is believed to be a prerequisite to the creation of the regional occupiable units dataset. It is believed that nearly all MetroGIS participants would benefit from such a regional dataset. Organizations that have expressed the most interest in the dataset include regional government organizations, counties and the emergency services community. Many cities have also expressed interest in using such a regional dataset. The regional dataset is believed to be unattainable without the editing application.

## **7. Value and Description of Resources Leveraged**

If the funding is awarded, Metropolitan Council staff time would be leveraged to manage the project.

## **8. Effect of Partial Funding**

With partial funding, the needs assessment could be scaled back to answer one or two of the three key question areas, but that is not anticipated to be a significant cost savings. Additionally, a smaller number of cities could be interviewed, which may reduce costs somewhat.

## **9. Time Frame**

Assuming the funding is approved in August of 2006, it is anticipated that the project could be completed by the end of 2006. This will dovetail with a pilot project to assess the issues with creating a regional dataset from the data of cities that do have their own GIS data creation capabilities. The pilot project will attempt to pull data from those cities into a regional database format, defining and attempting to resolve any issue that arise from the effort.

## ATTACHMENT E

# MetroGIS

Cooperation, Coordination, Sharing Geographic Data



## CALL FOR PROPOSALS -2006 REGIONAL GIS PROJECTS-

### Introduction

The 2006 MetroGIS budget includes \$44,000 for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of these funds is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is funded and for how much, as it is accountable for the appropriate use of these funds. MetroGIS's role is to advise the Council as to whether a candidate project merits funding. The deadline for submittal of a one-page concept description is **Wednesday, March 15, 2006**.

### What Projects are Eligible for Funding?

Only those projects which satisfy all of the following criteria are eligible for consideration:

1) Each proposal must be consistent with one or more objectives of a Regional GIS Project, which are defined as:

*"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board-endorsed priority common information need, or develop or enhance a geospatial application<sup>1</sup> that enhances access to data that addresses a priority information need endorsed by MetroGIS."*

- 2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.
- 3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization must be able to recognize a benefit to itself, which depending upon the nature of the proposal may be tangible and/or intangible. (e.g., the Metropolitan Council, as the funding organization in 2006, is especially interested in geospatial technology projects that would help local communities prepare for comprehensive plan updates due in 2008<sup>2</sup>)
- 4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:
  - a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.
  - b) Although the funding organization would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

**Note:** The above-stated criteria are intended to supplement, not supersede, the guidelines which established this program (Attachment B).

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<sup>1</sup> The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

<sup>2</sup> For example, the Metropolitan Council intends to create a web-based interactive map that provides communities throughout the region with information about Council systems and activities relevant to local comprehensive planning. The Council would be interested in applications that enable communities to add their local data to the map.

### **What Criteria Will Be Used To Decide Which Project(s) Are Funded?**

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two pages, less any supplemental material.)

- 1) Statement of project objective and why the requested funding is needed.
- 2) How the proposed project conforms with a Regional GIS Project objective(s).
- 3) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).
- 4) Activities necessary to achieve the project objective and relationship of the requested funds.
- 5) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.
- 6) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.
- 7) Total value and description of required resources that would be leveraged if funding is awarded.
- 8) Effect of receiving funding approval if for less than the full amount requested.
- 9) Time frame for project completion.

### **Who Will Decide and When?**

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board then forwards recommendations to the Metropolitan Council, which will make the final decision and administer award of funds. Refer to Attachment A for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process.

### **Who is Eligible to Submit a Proposal?**

Any individual(s) affiliated with an authorized MetroGIS project, committee and workgroup.

### **What is the Deadline for Submission of a Concept Proposal?**

Applications must be received by **Wednesday, March 15, 2006**. Proposals should be submitted to the Staff Coordinator at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us) .

### **Questions**

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or Nancy Read, MetroGIS Coordinating Committee Chairperson (651-643-8386), with any questions.

**EXHIBIT 1**  
(ATTACHMENT E)

**Proposed 2006 Program Schedule**

1. Call for Concept Proposals: February 27, 2006
2. Concept Proposal Submission Deadline: March 15, 2006
3. Workgroup and Council Screening: March 16 or 17, 2006  
The Workgroup will review the concepts for gaps in procedures and for missing information. The Council will decide if a concept is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee. The Workgroup will also consider desired changes to the suggested rules for the 2006 program based upon review of concept proposals.
4. Initial Coordinating Committee Consideration: March 29, 2006  
Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (If necessary, the Committee would create a workgroup to assist applicants address outstanding questions and, in general, make the proposal(s) the best it/they can be.)
5. Initial Policy Board Consideration: April 19, 2006  
Review the proposals from the perspectives of: appropriate use of public funding and importance of policy issues involved. Identify any desired additional information.
6. Final Proposal Submission: June 9, 2006
7. Coordinating Committee Consideration: June 28, 2006  
(Same criteria as identified in Step 4, above.)
8. Policy Board Consideration: July 19, 2006  
(Same criteria as identified in Step 5, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the Council.
9. Metropolitan Council Decision: August 4, 2006  
Initiate Council procurement requirements, required agreements, etc.

**EXHIBIT 2**  
(ATTACHMENT E)

**Principles for Allocating  
MetroGIS's Data Quality and Access Enhancement Funds  
(Adopted October 29, 2003)**

**Introduction**

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g., counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles<sup>3</sup> that have governed MetroGIS's efforts for some time.

**Data Quality and Access Enhancement Funding Principles**

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

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

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*Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the third generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:*

**"Regional GIS Project"** means a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

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<sup>3</sup> The following principles govern MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

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

# MetroGIS

## Agenda Item 5b

*Cooperation, Coordination, Sharing Geographic Data*



**TO:** Coordinating Committee

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

**SUBJECT:** MetroGIS Major Program Objectives: June – December 2006

**DATE:** June 7, 2006  
(For the Jun 28<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee is respectfully requested to recommend that the Policy Board ratify its earlier direction to maintain support for all projects in process until the pending Strategic Directions Workshop is held. A listing of these projects is provided in Attachment A.

### BACKGROUND

Last October, the MetroGIS Policy Board concluded that MetroGIS's 2006 workplan should be limited to projects that were in process until the Metropolitan Council has completed its evaluation of MetroGIS.

On June 19, the Council's Community Development Committee (CDC) recommended that the full Metropolitan Council approve the resolution in Attachment B. Full Council consideration is scheduled for the afternoon of June 28. This resolution memorializes the Council's conclusion that MetroGIS is an effective means of obtaining geospatial data it needs from others and that MetroGIS is benefiting the community as a whole. (See Agenda Item 7a for more information about the evaluation). No changes are proposed to level of support provided by the Council prior to the advent of the evaluation. Additionally, no changes are proposed to the budget approved last December by the Metropolitan Council for support of MetroGIS activities. The recommendation also directs Council management to "inform appropriate State agencies about MetroGIS and to encourage ongoing communication and long term collaboration with the State".

### MAJOR ASSUMPTIONS

1. An agreement will remain in place with each of the seven counties and the Council to provide access the regional parcel dataset, without fee, by government and academic interests.
2. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
3. No unforeseen serious software issues will arise during the conversion of DataFinder Café to the new GeoCortex platform.

### PROPOSED PROGRAM OBJECTIVES FOR THE REMAINDER OF 2006

A listing of suggested MetroGIS work priorities for the remainder of 2006 is provided in Attachment A, dated June 7. These topics comprise a mix of completing regional solutions for several priority common information needs, completing the update of DataFinder Café, business and strategic planning for the next five years, outreach, and regional policy making.

### RECOMMENDATION

That the Coordinating Committee, recommend that the Policy Board ratify the major work priorities presented in Attachment A for the remainder of 2006 or until the Strategic Directions Workshop, if the current priorities are modified.

## Attachment A

### Major MetroGIS Program Objectives June – December 2006

**Note to the reader: Items 1-4 are all of similar high priority and are intended to be worked on simultaneously, to the extent that support resources are available.**

- 1) Strategic Directions Workshop (*Lead support - Staff Coordinator*)
  - Prepare summary for the June 1 “Imagining Possibilities” Forum. Workgroup (*Document the “big ideas”/opportunities cited that are relevant to the needs of the MetroGIS community.*)
  - Complete Non-Government Collaboration Opportunities Project initiated on November 15<sup>th</sup>. Workgroup (*Identify best possibilities for collaboration with non-government interests from candidates identified at the initial forum.*)
  - Define desired outcomes and logistics for the actual workshop. Workgroup (e.g., workshop format, data and place, facilitation needs and options, participants of the event planning workgroup, need for any pre-event surveys, etc.)
- 2) Complete DataFinder Café Upgrade (*Lead support- Alison Slaats*)  
(*Must be completed by July 30<sup>th</sup> to qualify for remainder of federal grant funds in our account- \$941*)
- 3) Regional Solutions to Common Information Needs Projects (workgroups)
  - Achieve April 2004 vision for Next generation Street Centerlines (foundation for next-generation agreement with TLG)
  - Achieve April 2004 vision for Addresses of Occupiable Units
  - Jurisdictional Boundaries - Water Management Organizations
  - Emergency Preparedness – Document Lessons Learned –Agree on a next steps plan
  - Peer Review Forums – none.
- 4) Next-Generation Agreement with TLG Project (*Lead support - Staff Coordinator*)  
(*Data content requirements and custodial capabilities to be defined by the Street Centerline Workgroup. Goal to reach an agreement-in-principle by August*)
- 5) Access Policies Related To Regional Parcel Dataset – (*County Data Producers Workgroup*)  
(*Conclude evaluations and decide regional policies concerning: 1) “view-only” access via Internet to general public and 2) whether non-profit interests can have access other than as a 3<sup>rd</sup> party.*)
- 6) Regional GIS Projects (*Lead support – as defined in the proposals*)  
(*By August 4<sup>th</sup>, authorize projects that meet funding criteria and provide oversight/direction as appropriate.*)
- 7) Performance Measures Program (*Lead support – MetroGIS staff*)  
(*Reinstate as soon as possible. A quarterly report has not been produced since December 2005 as a result of Steve Fester leaving. Many components to the data assembly and analysis processes. Need a permanent support person before reinstating.*)
- 8) Benefits Testimonial (*Lead support – Staff Coordinator*)  
(*Seek out 1-2 additional stakeholder testimonials to the benefits of MetroGIS’s efforts.*)
- 9) Outreach (*Lead support – Staff Coordinator*)  
(*Continue to provide a liaison function with a variety of local, regional, state, national, and international interests that have similar objectives to MetroGIS.*)
- 10) Business Plan Update Project – (*To begin immediately following the Strategic Directions Workshop*)

**Attachment B**  
**(Clarifications accepted by CDC on June 19, 2006)**

**METROPOLITAN COUNCIL**  
**390 North Robert Street · Saint Paul, Minnesota 55101**

**RESOLUTION NO. 2006-\_\_**

**RECONFIRMING THE METROPOLITAN COUNCIL'S COMMITMENT TO PARTICIPATING IN THE METROGIS INITIATIVE AND STATING ITS EXPECTATIONS REGARDING ONGOING PARTICIPATION IN METROGIS ACTIVITIES**

**WHEREAS**, the Metropolitan Council's Community Development Division in 2005 requested that the Council's Program Evaluation and Audit Department perform a program evaluation of the Council's involvement in MetroGIS; and

**WHEREAS**, the *MetroGIS Program Evaluation and Audit Report* (the *Report*) was completed and issued on October 17, 2005; and

**WHEREAS**, Council staff presented the findings and recommendations of the *Report* to the Council's Audit Committee and to its Community Development Committee which accepted the *Report*; and

**WHEREAS**, the *Report* presented five scenarios regarding the future of MetroGIS: (1) maintain the current structure with no major changes; (2) cost sharing; (3) the withdrawal of Council funding; (4) the Policy Board as advisory to the Council; and (5) create a fee structure; and

**WHEREAS**, the *Report* presented four recommendations, which were endorsed by Council management: (1) The Council should assess the positive and negative attributes of the options presented and determine the optimal placements of MetroGIS and its relationship and reportability to the Council; (2) Financial accountability measures for MetroGIS should be established and practiced; (3) The Council should continue to evaluate the role, products and cost-effectiveness of MetroGIS on an ongoing basis; and (4) A clear delineation of roles and responsibilities among the Council, the MetroGIS Policy Board, Liaison, and Coordinating Committee should be developed to support communication and coordination and ensure that all parties have a clear idea of their role in the MetroGIS program; and

**WHEREAS**, in order to address the *Report* recommendations, the Community Development Committee created a workgroup consisting of Council Members Annette Meeks (Chair), Tony Pistilli (Vice Chair), Kris Sanda, and Julius Smith; and Ramsey County Commissioner Victoria Reinhardt, Chair of the MetroGIS Policy Board; and

**WHEREAS**, the workgroup met five times during the period, February through May, 2006, and identified numerous issues under the topics of Funding, Governance and Accountability; and

**WHEREAS**, the workgroup concluded that MetroGIS provides clear benefit to the Council, and that the current funding and governance arrangements are fundamentally sound; but that these arrangements would benefit from a formal action by the Council stating the Council's desire to continue participating in the MetroGIS initiative, and that certain accountability measures should be implemented; and

**WHEREAS**, MetroGIS is a voluntary organization which lacks legal standing, cannot mandate compliance with any of its agreed upon policies or procedures, lacks authority to receive, manage, or spend funds, and cannot own data or property; and

**WHEREAS**, MetroGIS has provided a cost-effective way to develop and manage GIS data in accordance with standards which have been accepted by all relevant parties and provides a valuable forum for those parties to plan collaboratively to take advantage of future developments in GIS and related technologies.

**NOW THEREFORE BE IT RESOLVED THAT:**



1. The Council designate a Council Member as a representative on the MetroGIS Policy Board, and direct the Regional Administrator to assign senior Council management representation on the MetroGIS Coordinating Committee.
2. The Council continue to provide staff and physical resources to help foster MetroGIS collaboration.
3. Council management shall indicate annually to the MetroGIS Policy Board what services the Council can provide to foster such collaboration, and how the Council and MetroGIS should be mutually accountable to ensure that agreed-upon services meet their needs.
4. The Council will examine, at least annually, proposals for Council involvement as a MetroGIS participant, to fund or otherwise provide resources to support specific projects and priorities above and beyond the Council's responsibility to foster collaboration.
5. Senior Council management will coordinate with the Council's member-representative to the MetroGIS Policy Board, to ensure that the Council's position on relevant MetroGIS issues is consistently and accurately represented.
6. The Council expects that the MetroGIS Operating Guidelines, Strategic Plans, Business Plans and related materials will be kept current and will be provided to the Council and other stakeholders.
7. The Council expects that, as a primary funding sponsor and as a major source of staff support and technical overhead, all plans, programs, staff, and overhead resources funded by the Council will be reviewed and approved by the Council at least annually through the Council's budget preparation, review and approval process.
8. Assignment and direction of Council personnel for MetroGIS activities shall rest exclusively with Council management as authorized by the Regional Administrator, determined, in large part, through participation in MetroGIS's collaborative business and work planning processes.
9. Adopted this \_\_\_ day of May, 2006.

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Peter Bell, Chair

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Pat Curtiss, Recording Secretary



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** MetroGIS Strategic Directions Workshop – Preparations  
**DATE:** June 15, 2006  
(For the Jun 28<sup>th</sup> Meeting)

### **INTRODUCTION**

The Coordinating Committee is respectfully requested to:

- 1) Reestablish a workgroup to guide preparations for the pending MetroGIS Strategic Directions Workshop and provide general direction for desired focuses/outcomes.
- 2) Provide feedback on the “big ideas” that should be taken away from the June 1 “Imagining Possibilities” Forum.

### **WORKSHOP OBJECTIVES AND LOGISTICS - REESTABLISH OVERSIGHT WORKGROUP**

Desired outcomes for the pending Workshop should be defined by mid-summer to preserve as many options as possible for facilitators, with appropriate competencies, and facilities compatible with the need. The previous workgroup (see Reference Section) began the planning process over two ago in the context of issues and concerns facing the MetroGIS community at that time. At that time, a major emphasis was to better understand what each stakeholder needs to receive to remain engaged in MetroGIS’s efforts. Given the recent experience of the Metropolitan Council’s evaluation of the costs and benefits attributable of MetroGIS, is a benefits focus still necessary? Or, should the focus be placed on affirming/updating the guiding principles, clarifying current common needs, and identifying options for addressing them?

### **MAJOR STRATEGIC DIRECTIONS DISCUSSION INPUTS**

Two, one-day forums have been hosted by MetroGIS to obtain information important to the success of the pending Strategic Directions Workshop and subsequent Business Plan Update project. These forums were hosted in an attempt to insure that the forthcoming business planning has direct relevance to common stakeholder needs.

- 1) Non-Government Perspective – Partnering Opportunities. On November 15, 2005, MetroGIS hosted a forum to better understand possible partnering opportunities with non-government interests. The summary document lists 45 collaboration/partnering ideas, organized into three major categories. (See the Reference Section for the URL to access the summary document. Criteria are listed that were adopted by the Policy Board pertaining to the evaluation of candidate ideas.) The immediate **next step** in this process involves creating a workgroup of the November 15 forum participants to decide which of the 45 identified ideas have the most promise, define in detail the top priority candidate opportunities, and document the results.
- 2) Imagining Possibilities: Related to Geospatial Technology: On June 1, MetroGIS co-sponsored a forum entitled “Imagining Possibilities: The Next Frontier for Geographic Information Technology”. The purpose of this forum was to identify several “big ideas” / opportunities related to geospatial technology that will be available to our community within the next five years. A draft summary report has been prepared. The document can be downloaded at ([http://www.metrogis.org/specialevents/techpossibilities/Draft\\_Summary\\_Report.pdf](http://www.metrogis.org/specialevents/techpossibilities/Draft_Summary_Report.pdf)). The **next step** involves obtaining comment from the Committee, in particular relating to “big ideas” that should be documented for further consideration during the upcoming Strategic Direction Workshop.

### **RECOMMENDATION**

That the Coordinating Committee reestablish a Strategic Directions Workshop workgroup, provide general direction for desired Workshop outcomes, and identify “big ideas” that should be highlighted in the summary for the June 1 forum.

## REFERENCE SECTION

**Forum - Partnering Opportunities with Non-Government Entities:** On November 15, 2005, in preparation for the 2006-2007 MetroGIS business planning effort, MetroGIS hosted a forum to investigate partnering opportunities with non-government entities to achieve priorities of local and regional government that serve the seven county, metropolitan area. The forum was entitled "Beyond Government Users: Further Directions for MetroGIS". The final report can be viewed at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf).

In summary, forty-five candidate ideas for potential collaboration between government and non-government interests were identified in three broad topical areas:

- How can we work together to reduce costs?
- What innovations can we work together to develop?
- How can we promote a statewide GIS cooperative effort?

The next step will be to define and execute a process to decide which of the 45 identified ideas have the most promise, define in more detail top priority candidate opportunities, and pursue implementation. To guide these discussions, the MetroGIS Policy Board endorsed the following principles at its January 2006 meeting:

- Value added to public sector assets is encouraged provided it does not detract from the public sector objective.
- Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- Contributions can be comprised of funds, data, equipment and/or people.
- Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

### **STRATEGIC DIRECTIONS WORKSHOP – PREVIOUS PREPARATIONS**

**1) Chronology:** The time frame for the current MetroGIS Business Plan is 2003-2005. In preparation for launching preparation for the next plan, the Coordinating Committee created a workgroup in March 2004 to oversee the process. That group met a few times when it became apparent that negotiations for a new parcel data agreement between the seven counties and Council would require more time than had been anticipated. All agreed that the new agreement needed to be in place before the Strategic Directions Workshop was held, so Workshop preparations were suspended spring 2004. The new agreement was not executed until December 2004.

Work on the Strategic Directions Workshop resumed in late fall 2004, at which time, agreement was also reached with Professor John Bryson with the University of Minnesota on a scope of work to facilitate the Workshop. A tentative target date was also set for February 2005. In early February, senior Metropolitan Council management requested delaying the Workshop until they had completed an internal evaluation of MetroGIS. They noted they preferred more time to properly prepare their representatives to the Workshop and make sure they were clear on the Council's expectations relative to its relationship with MetroGIS. MetroGIS leadership complied with Council management's request.

MetroGIS leadership also encouraged each of the other stakeholder representatives to MetroGIS to likewise identify what their respective organizations need from MetroGIS to remain engaged. The following questions were suggested by Professor John Bryson, who had been retained to facilitate the Workshop, and were distributed to the Coordinating Committee on February 18, 2005 in a message noting that the Workshop was being postponed:

- \*What are the benefits of collaborating on common GIS needs and opportunities? Or, what is the public value we are trying to create (e.g., making it easier for publicly useful or important work. Non-government interests to do likewise?)
- \*What are the costs involved in achieving the desired collaboration?
- \*How are/might these costs be covered?
- \*In light of the potential benefits and costs, what is our own bottom line?
- \*How open are we to hearing from others about their views concerning benefits, costs, and bottom lines? (Having participants be clear about their own benefits, costs, and bottom lines is important, but it is also important for participants to be willing to change or modify their views based on new information or insights.)

**2) Previous Workgroup Members:**

David Bitner; Rick Gelbmann; Jane Harper (Coordinating Committee Chairperson at that time); Chet Harrison; Randy Knippel; Robert Maki and Nancy Read

**3) Previous Work on Workshop Objectives and Logistics**

See Attachment A for the scope of work agreed upon in January 2005 with Professor John Bryson, who had agreed to facilitate the workshop, and Attachment B for a summary of workshop objectives identified by the previous workgroup in April 2004.

## ATTACHMENT A

### Strategic Directions Workshop Scope of Work (January 2005)

*Excerpt from a February 2005 memorandum drafted by Randall Johnson, MetroGIS Staff Coordinator:*

...The need for a retreat of MetroGIS leadership was recognized over a year ago. The Coordinating Committee wants to be clear on goals and major objectives before attempting to update the tactical plans outlined in the 2003-2005 Business Plan. Core philosophy that underpins MetroGIS has not been comprehensively reviewed since the initial Business Plan was developed over six years ago.

Beginning September 2003, the Coordinating Committee began identifying issues that it wanted explored in the Business Planning Update process. Prominent among these topics is whether MetroGIS should maintain the status quo or pursue new objectives. One county representative has suggested maintaining the status quo while several other members have stated that MetroGIS has “built a railroad and now has a railroad to run”. The title for the retreat, set by the Coordinating Committee, reflects this dichotomy – “Are We Done?”

With these topics in mind, I have reached agreement with Professor John Bryson on a scope of work and deliverables for facilitation of a retreat of MetroGIS’s leadership and representatives of core stakeholders. This agreement with Professor Bryson is predicated upon the Retreat Planning Workgroup concurring with my recommendation to retain him. The workgroup is scheduled to meet with Professor Bryson on February 10<sup>th</sup> for this purpose. Trudy Richter, with RRA, has agreed to use funds in her contract with the Council for this purpose.

The objectives of the retreat are summarized as follows:

**1) Affirm/Modify Ultimate Goals – (Component of Aspirations/Goals/Competencies)**

- Improve participant operations
- Reduce costs
- Support cross-jurisdictional decision making

“The mission of MetroGIS is to provide an ongoing, stakeholder-governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable. The desired outcomes of MetroGIS include (3 listed above):”

**2) Affirm/Modify Current Guiding Maxims:**

- a) Build once, share many times (data and applications).
- b) Investments made by one government interest ought to be leverageable by other government interests.
- c) All relevant and affected interests, dominated by none.
- d) Funding is not the only way to contribute - data, equipment and people are also valuable assets.
- e) Roles for “regional” solutions voluntarily performed by willing stakeholders with adequate capacity.
- f) Widespread sharing of the data improves data quality and ultimately decision support.
- g) Cost recovery of data development expenses stifles sharing of commonly needed data.
- h) Secure broad support for vision and policies - engage knowledgeable and respected participants
- i) Active involvement of elected officials– public policy reality check
- j) Participation in related state and national initiatives results in valuable knowledge sharing and partnership opportunities.

**3) Affirm/Modify Core Functions - (Component of Aspirations/Goals/Competencies):**

- k) Implement regional solutions for priority common information needs (e.g., data, web services and applications),
- l) Support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and
- m) Support a forum for knowledge sharing.

**4) Affirm/Modify Supporting Functions - (Component of Aspirations/Goals/Competencies):**

- a) Promote voluntary policies which foster coordination of GIS among the region's organizations
- b) Facilitate data sharing agreements among MetroGIS stakeholders
- c) Identify unmet GIS needs with regional significance, research options, and act on those needs
- d) Develop and endorse standards for GIS content, data documentation, and data management for regional datasets
- e) Maintain MetroGIS general website
- f) Promote collective funding of pilot projects that meet regional needs
- g) Fill gaps in metadata based upon identified priorities
- h) Maintain liaison relationships with organizations that have similar objectives (GCGI, county GIS user groups, NSDI)
- i) Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities
- j) Advocate for MetroGIS needs and desires with state and federal policy makers
- k) Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs
- l) Actively market MetroGIS data and products
- m) Develop master contracts for regional GIS projects, when appropriate

**(1 - 4: What is working/successes, What is not and why, Opportunities next 3-5 yrs)**

**5) Affirm/Modify MetroGIS's Essential Stakeholders** – Those organizations which provide (or will provide) resources (funding, people, data, or equipment) necessary to implement and sustain regional solution(s) to geospatial needs. A listing of current regional solutions together with the associated primary and regional custodians is attached.

**6) Affirm/Modify Substantial Beneficiaries of MetroGIS's Efforts** - Those organizations whose participation substantively improves their internal efficiencies (e.g., school districts, watershed districts, and metropolitan government) and, consequently, are primary candidates for resource partnerships.

**7) Identify "Critical Success Factors" For Essential Stakeholders** – To remain engaged what does each such organization need?

**8) Identify Existing And Needed Competencies AND Distinctive Competencies Achieved Through MetroGIS's Efforts** (*Note: competencies include a range of resources not just skills*):

- a) Clear identification of competencies required to maintain the status quo
- b) Clear identification of existing and needed competencies required to go beyond the status quo

**9) Next Steps** – General acknowledgement of key topics and their relative priorities that need tactical solutions defined in the Business Plan Update

## ATTACHMENT B

### FALL 2004 COORDINATING COMMITTEE WORKSHOP DISCUSSION TOPICS

(Updated Following Workgroup's April 12<sup>th</sup> Meeting)

#### ISSUES TO BE ADDRESSED AT JUNE AND SEPTEMBER COMMITTEE MEETINGS

1. **Review vision**– multiple components – whose needs are we trying to meet, appropriate functions, organizational topics, desire to evolve from data to applications/integrated business functions. [Per 3/31 Committee direction]
2. **??Add a statement to address need for broader outreach** – encourage use of data, best practices, DataFinder... by non-traditional users - (Is this a component of whose needs are we trying to meet?) [Per 3/31 Committee direction]
3. **Applications, in combination with implementation of a regional dataset(s), often are needed to totally satisfy an information need.** Workshop discussion: how should work on applications be prioritized in relation to other MetroGIS objectives?

#### ISSUES TO BE ADDRESSED AT THE FALL WORKSHOP -

1. Priority Common Information Needs and Related Data: (Original Items 1-4 converted to 1a-1d)
  - a) **No activity has been initiated for two endorsed priority information needs – Land Regulations and Rights to Property.** Workshop discussion: what should be done about that, if anything?
  - b) **Work on solutions to several priority common information needs is stalled or moving ahead very slowly.** Workshop discussion: what should be done about that, if anything?
  - c) **Other common information needs may be appropriate for regional solutions in addition to those identified in 1997.** Workshop discussion: should we add to the common information needs list?  
  
(merge d & c?)
  - d) **Some information needs, although not common to all five organizational types represented on the MetroGIS Board, may be important enough to consider for regional solutions, assuming that an organization with a related business need is willing to shepherd the process of defining a desired regional solution.** Workshop discussion: Should MetroGIS include these in its scope of work?
2. **Testimonials, other anecdotal evidence, and performance measures indicate that MetroGIS's accomplishments are benefiting the community but the cost/benefit ratio to the key participants is not well documented.** Workshop discussion: how can we come to consensus on the cost/benefit ratio of MetroGIS participation?
3. (Added 4/12 meeting) **Data Access Services (Direct to Producer Data) – Standards for “brokered” access.** (The workgroup needs to agree on a discussion statement that captures the intent this topic. Also, how does this topic compare and contrast with #3 in the above listing?)

Is the information desired from the U of M Database Professor needed to plan the workshop discussion? That is, is it more appropriate for the individuals who will actually engage in discussion to set policy?



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Modification to Operating Guidelines – Decision Making Between Meetings  
**DATE:** June 12, 2006  
(For Jun 28 Meeting)

## **INTRODUCTION**

An amendment to MetroGIS’s Operating Guidelines is attached for the Committee’s consideration. (The attached version is the same as that emailed the Committee on June 12 to comply with the 15-day notice requirement. As of this writing, no comments had been received.)

The proposed amendment addresses issues with previously proposed quorum requirements relating to decision making between meetings, which were called attention to by Chairperson Reinhardt following the Committee’s recommended changes to the Guidelines at its March meeting.

## **PREVIOUS CONSIDERATION BY COORDINATING COMMITTEE**

The Coordinating Committee has considered rules for decision making between meetings at its past two meetings. (See the Reference Section for the specifics of the Committee’s recommendations made at each meeting.)

At the March meeting, in addition to restricting use of “between meeting decision-making authority” to decisions related to operations, the Committee also decided that a quorum for E-voting should comprise the entire Committee membership, as opposed to 50 percent, plus one member. The idea was that we are in a “wired world” and that members should be able to participate within the response period, even if out of the area.

## **POLICY BOARD CONSIDERATION POSTPONED**

At the agenda setting meeting for the April Policy Board meeting, Committee Chairperson Read shared the Committee’s quorum recommendation for between meeting decision making. Chairperson Reinhardt asked if Robert’s Rules of Order had been consulted, which they had not. As such, Chairperson Reinhardt decided that the matter was premature to forward to the Policy Board and asked Staff and the Committee to investigate if the proposed amendment is consistent with Robert’s Rules of Order. She also informed Chairperson Read and the Staff Coordinator that if Robert’s Rules do not address the topic that she would prefer the quorum rules to remain as the standard protocol (50 percent plus one member) but that she would be fine with an increase in the minimum votes in favor, if the Committee wishes a higher-than-standard approval threshold.

Commissioner Reinhardt noted that she prefers to maintain consistency with quorum norms to safeguard MetroGIS’s reputation as a trusted and legitimate decision-making entity.

## **REVIEW OF ROBERT’S RULES OF ORDER AND RELATED ARTICLES**

The Staff Coordinator reviewed Robert’s Rules of Order and several scholarly papers relating to the topic of voting by email (e-voting). See the Reference Section for a detailed explanation of the findings.

The concerns that Member Brown called attention to prior to the March Committee meeting that “voting by email limits the opportunity for spontaneous conversation that I believe is necessary for consensus” are echoed in the documents reviewed. That said, these concerns appear to be sufficiently mitigated in the proposed amendment when viewed in the context of Committee’s proposal to use E-voting only for urgent operational matters, that Committee has a defined membership, and the safeguards that have been included in the proposed amendment designed to balance the desire to decide an urgent matter as well as maintain a deliberative and representative decision process.



## **DISCUSSION AND SUGGESTED GUIDELINE MODIFICATIONS**

**Quorum:** Chairperson Reinhardt's sense that the Committee's proposed rule that a quorum for E-voting be its entire membership would be overly restrictive was borne out in the literature and Robert's Rules of Order. There is no precedent for this restrictive of a quorum. In all of the documents reviewed, a quorum for E-voting was defined as a simple majority of the entire membership and that the number of votes cast determines if a quorum is satisfied. As such, in accordance with direction received from Chairperson Reinhardt, the attached proposed amendment (Attachment B) modifies the provision approved by the Committee at its March meeting to align with the established norm for a quorum – a simple majority or 50 percent, plus one member. In addition, to address the Committee's concern that more than ¼ of the membership should support a motion (simple majority of quorum), the proposed amendment calls for 75 percent of the votes to be in favor of a motion voted on via E-voting. In Coordinating Committee's case, which currently has 27 members, an E-vote quorum would require at least 14 votes, with a minimum of 11 in favor.

**Two-Step E-voting Procedure:** The Committee's decision to limit "between meeting decision making" to decisions related to urgent operational (non-policy) matters goes a long way to mitigate concerns raised in the literature and Robert's Rules of Order concerning E-voting. The addition, a two-step process for E-voting, which was gleaned from the research requested by Chairperson Reinhardt, is also suggested to mitigate any remaining concerns with the need to balance expediency through E-voting with dialogue to resolve any differences. The proposed two-step process for E-votes would begin by asking if the topic is suitable for an E-vote and, if so, a vote on the main motion. The threshold for determining whether the topic is inappropriate should be small (e.g., 2 members). If more than two members declare the topic to be inappropriate for an E-vote, then it is tabled to the next meeting.

**Ratification:** The E-vote decision could be acted on immediately following the conclusion of the vote. For purposes of properly documenting the action, the decision would be listed as a consent item for ratification at the next regular or special meeting of the Committee.

## **RECOMMENDATION**

That the Coordinating Committee grant an amended final reading to the attached amendment, dated June 12, 2006 (Attachment B) to MetroGIS's Operating Guidelines pertaining to rules that govern decision making between meetings via E-voting.

## REFERENCE SECTION

### MAJOR RESEARCH RESULTS - ON VOTING BY EMAIL AND QUORUMS (SPRING 2006)

The following excerpts from documents researched in response to Chairperson's request into the matter of what others are doing with respect to electronic voting are offered for the Committee's consideration:

1. Robert's Rules of Order – Page xx, 10th Edition....“the opportunity for simultaneous aural communication among all participants is central to the deliberative character of a meeting. It recognizes, therefore, that meetings may be conducted by videoconference or teleconference, when authorized by the bylaws and when regulated by appropriate special rules of order and standing rules specifying such things as how recognition is to be sought and the floor obtained. On the other hand, it warns that although e-mail or faxes may provide a suitable substitute for postal mail in the issuance of calls for meetings or the conduct of mail voting, **they are not suited for the conduct of the deliberative process under the precedents and procedures common to parliamentary law.**” (*Staff comment: This is the reason that voting would be limited to urgent operational matters, policy matters would not be permitted.*)
2. Opinion of a Parliamentarian written in 2002 (<http://archiver.rootsweb.com/th/read/APG/2002-09/1031638174>). In his comments, the author, Bobbi King, raises concerns about the use of e-voting and lists 5 concerns about e-voting.
  - a. How to assure all members have an opportunity to vote within the time frame required (Sam is on vacation, and doesn't read his email for a month).
  - b. Is secrecy required? (You can't cast a "secret" vote on a group email.) Sometimes a secret, ballot vote is deemed necessary by a member, on the spot as a situation arises; you would lose that option on e-voting. (A vote involving money, a candidate for office).
  - c. Intimidation by seeing results too soon (an overwhelming majority votes Yes, but you want to vote No, but you don't want to be the odd person).
  - d. How do you know this is the actual person? (Spouse? Child? who has access to family email?).
  - e. Can a vote be changed after filing an email message, or is it "set in stone"?

None of these concerns appears to be a substantive concern for the issue at hand for MetroGIS when viewed in the context of Committee's proposal to use e-voting only for urgent operational matters, that Committee has a defined membership, and the safeguards that have been included in the proposed amendment to balance the need to decide a matter and maintain a deliberative and representative process.

3. Electronic Meetings, National Association of Parliamentarians – <http://www.parliamentaryprocedure.org/pdf/AIPemeet5.PDF>. This document contains six reprinted articles, dated 2000-2003, that address various aspects of E-voting. Valuable insight gleaned from these articles, includes:

- Page 6: Recognizes concerns raised in Robert's Rules of Order, 10<sup>th</sup> Version concerning E-voting but also encourages parliamentarians to remain abreast of technological advancements and to remain open to new ways of conducting business.
- Pages 10-25: A detailed point by point argument is made that e-meetings can be designed to comply with Robert's Rules of Order.
- Page 5: Committee members may initiate an electronic vote by the process Chairperson should have the authority to declare out of order – deferring to a regular of special meeting - as they would be able to in a face to face meeting.
- Page 5: A limited opportunity may be provide for comment on the language/provisions of a motion presented for E-vote. Once this period is over, no changes are permitted to the motion.
- Page 5: A quorum is defined as 51 percent of total members. The number of votes cast, including abstentions, determines verification of a quorum.
- Page 16: At least one officer must participate (in our case the Chairperson or Vice Chairperson)
- Page 17: the Chairperson or Vice Chairperson is the gatekeeper (receives e-votes and verifies authentic and within required time frame)
- Page 22: Comments/discussion on the motion must be copied to all members.

- Page 22: Seconds are not required and a motion to adjourn is out of order until the specified time period expires.

### 3. Article V, Section 5, Faculty Senate Bylaws, University of Texas San Antonio

([www.utsa.edu/senate/fsbylaws/ArticleVo4.htm](http://www.utsa.edu/senate/fsbylaws/ArticleVo4.htm)) (Approximately 80 senators comprise the Senate .)

“Voting will follow Robert’s Rules of Order. .... electronic voting shall follow a two-tiered process: (1) senators will be asked if they vote for or against electronic voting on the case at hand (2) senators will be asked to vote in the case at hand. If a minimum of 5 senators vote against electronic voting the vote will be tabled until the next regular or special meeting of the Senate. A quorum for the electronic vote will be established by receipt of votes from 50 percent of the Faculty Senate Membership.”

### 3. Part 2, Article 8, Section 2, Constitution and By-Laws of the Smoky Mountain Chapter of the American Meteorological Society (<http://www.ametsoc.org/chapters/smokymnt/constitution.html>)

A simple majority of the quorum is required for .... matters other than constitutional reform. Voting may take place by one of two methods:

- If a quorum is present at a meeting, voting may take place at that time.
- If a quorum is not present at a meeting, then all matters that require voting will be subject to electronic voting. Electronic voting will take place one week after the minutes for the previous meeting have been made available. After the one week waiting period, the president (or the president's designee) will post the question to all active members via electronic mail. Voting will take place within a one week window beginning with the day the question is posted. This will ensure the vote will be completed by the next meeting. Votes will be made via electronic mail directly to the president (or the president's designee). Members without electronic mail capability will have their vote forwarded by a member who does. Results of the vote will be announced at the next meeting, and by electronic mail to all active members.
- If electronic mail vote is authorized, then the President or a designee of the President shall retain copies of all electronic mail ballots for a period of one year.
- If a quorum is not met via electronic voting, the matter shall be tabled until the next meeting....”

### PAST COORDINATING COMMITTEE CONSIDERATION

- At its September 21, 2005 meeting, the Committee:
  - Concurred that the Operating Guidelines should be modified to permit the Committee to make decisions between meetings subject to conditions (See Item 5c page 3 of meeting summary).
  - Directed staff and Chairperson to propose amendment language to accomplish the desired modification.
- At its December 2005 Meeting, the Committee took the following action as its first reading.
 

“...After a brief discussion, the group elected to modify the proposed language to allow the possibility of a either the Chair or the Vice Chair appointing a designee if they will be out of the touch who can act in their behalf to initiate and act on proposals for decision-making between meetings.

**Motion:** Claypool moved and Givens seconded to grant first reading to the modify MetroGIS’s Operating Guidelines and authorize “between meeting decision-making”, as set forth in the amendment dated November 27, 2005, subject to modifying the first bullet in Article II, Section 5b and Article III, Section 9b as follows: The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent. Motion carried, ayes all.”

- At its March 29, 2006 meeting the Committee unanimously approved “the draft modified language presented in the agenda packet dated March 21, 2006, subject to replacing reference to Section 8 in the fourth bullet with the statement that a quorum for purposes of e-voting is defined as the entire membership.

### COMMENT FROM WILLIAM BROWN – MARCH 15<sup>TH</sup> AND COMMITTEE RESPONSES TO MODIFICATIONS

**a) Comment from Brown:** “ For the sake of discussion I have a few comments to offer prior to our meeting on the 29th. I already feel inundated with email that I have to deal with on a daily basis and this proposal could potentially increase the amount of time that I spend on incidental tasks. I am concerned that the amendment will take the business of the Coordinating Committee out of the framework of scheduled meetings and drop it directly into my daily routine. The proposition also limits the opportunity for spontaneous conversation that I

believe is necessary for consensus. Based on past business (I became involved with MetroGIS in 2000), I just haven't seen the emergence of many urgent needs.

b) Response to Staff's Suggested Language Modification - Harper: "I would take out the reference to decisions that are important to the long-term success and just reference decisions that are operational rather than policy. They way you have attempted to describe the nature of the types of decisions that would be made using E-vote makes operational issues seem unimportant to the organization's future success. I don't think we should go down the path of making a judgment on which decisions are critical to the future success and which ones are not."

c) Response to Staff's Suggested Language Modification – Maki: "I agree with Jane. This all started simply because it became apparent that, on occasion, the committee needs to resolve certain time-sensitive, non-controversial issues between meeting dates. My experience with the committee leadership is that they have been respectful of protocol and quick to recognize when an issue needs to be deferred for discussion at a full committee meeting.

I, for one, see this as a mechanism for improving the \*nimbleness\* of the committee, and one that can easily withdrawn should the committee members feel that it is working at cross-purposes with their intentions."

#### **COMMENT FROM CHAIRPERSON REINHARDT FOLLOWING DECEMBER 2005 COMMITTEE MEETING**

Except from December report to the Committee: ...."She (Chairperson Reinhardt) concurred that establishing procedures for "between meeting decisions" is a good idea not only for the Committee but also for the Policy Board. She noted that as the Board chair, she would also prefer to have the option of conducting business for an urgent item via e-mail as opposed to having to call a special meeting and find a date where a quorum of the Board is able to attend.

The proposed conditions of a minimum response period and support by both the chairperson and co-chairperson were suggested to maintain internal consistency with the other provisions of the Guidelines. Note that following the conversation with Chairperson Reinhardt, the initially suggested minimum proposed response period was increased from three to five days. This change recognizes that the three-day minimum was set for calling a special meeting. Chairperson Reinhardt felt that a couple of additional days should be provided to allow time to think about a substantive decision before voting. She also suggested that only the Chair and Vice/Co-Chair should be eligible to initiate an E-vote. The version of the proposal attached to this report contains the modifications suggested by Chairperson Reinhardt."

#### **INFORMATION SHARED WITH POLICY BOARD IN JANUARY 2006 AGENDA MATERIALS**

The following information was provided to the Policy Board at its January meeting in the Project Update Report. There was no discussion of this item or any of the project update items due to lack of time at the meeting. Board members were encouraged to contact staff if they had any concerns. No comments were received.

#### **6A) MODIFICATION OF OPERATING GUIDELINES – BETWEEN MEETING DECISION PROCEDURES**

The Coordinating Committee granted first reading to a proposed amendment to MetroGIS's Operating Guidelines to authorize between-meeting decision making by the Committee as well as the Policy Board when the "Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent". Second reading is scheduled for the Committee's March 2006 meeting."

**ATTACHMENT A**  
**(Proposed Amendment Shared with Chairperson Reinhardt**  
**During Agenda Setting for April Policy Board Meeting)**

*Lasted Modified:*  
[\*December 15, 2005\*](#)  
[March 21, 2006](#)

**PREVIOUSLY PROPOSED MODIFICATIONS**

**March 2006**

**MetroGIS Operating Guidelines**  
**(Rules for Decision Making Between Meetings)**

**(~~Language crossed out to be deleted and~~ language underlined to be added)**

**Article II**  
**Policy Board**

Section 5. Voting and Decision Making

a) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.~~The Chairperson and Vice-chairperson both conclude that the situation is urgent.~~
- The call for a vote is made via email and the subject line states “E-Vote Requested – Urgent MetroGIS Business”
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee’s quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting must be called for such decisions between regularly scheduled meetings.

Section 7. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

## Article III Coordinating Committee

### Section 8. Quorum

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

### Section 9. Voting and Decision Making

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

#### a) At Meetings

a)(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

b)(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

#### b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.~~The Chairperson and Co-chairperson both conclude that the situation is urgent.~~
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum and decision-making rules, shall be satisfied.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.
- *This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting must be called for such decisions between regularly scheduled meetings.*

### Section 11. Meetings

The Coordinating Committee shall meet as necessary to carry out its duties. The time and place of the meetings shall be at the discretion of the Committee membership.

Written notice (mail, facsimile, email) of the regular meetings of the Coordinating Committee shall be given to each member at least five (5) days prior to such meetings, and shall comply with the provisions of the open meeting law. Special meetings of the Coordinating Committee may be called by the Chair, provided that at least three (3) days written notice is given to each member and otherwise comply with the provisions of the open meeting law.

ATTACHMENT B  
CURRENTLY PROPOSED MODIFICATIONS  
MetroGIS Operating Guidelines  
(Rules for Decision Making Between Meetings)  
(June 12, 2006)

~~(Language crossed-out to be deleted and~~ language underlined to be added)

Article II  
Policy Board

Section 5. Voting and Decision Making

c) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.

d) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states “E-Vote Requested – Urgent MetroGIS Business”.
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Section 7 in this Article, governing the Board’s quorum ~~and decision-making rules~~, shall be satisfied. *The number of votes cast shall be used to determine compliance with quorum requirements.*
- *Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If more than two members state the topic is inappropriate, the motion is tabled until the next regular or special meeting of the Board.*
- *Motions must be supported by a minimum of 75 percent of the votes cast to be approved.*
- The Board is apprised of the results and the course of action to follow, immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting would need to be called for such decisions between regularly scheduled meetings.
- *The action is ratified at next regular or special meeting of the Board as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.*

Section 7. Quorum

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

## Article III Coordinating Committee

### Section 8. Quorum

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

### Section 9. Voting and Decision Making

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

#### a) At Meetings

a)(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

b)(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

#### b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 and 9a in this Article, governing the Committee's quorum ~~and decision-making rules~~, shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.
- Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If more than two members state the topic is inappropriate, the motion is tabled until the next regular or special meeting of the Board.
- Motions must be supported by a minimum of 75 percent of the votes cast to be approved.
- The Committee is apprised of the results and the course of action to follow, immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting must be called for such decisions between regularly scheduled meetings.
- The action is ratified at next regular or special meeting of the Committee as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

### Section 11. Meetings

The Coordinating Committee shall meet as necessary to carry out its duties. The time and place of the meetings shall be at the discretion of the Committee membership.



Written notice (mail, facsimile, email) of the regular meetings of the Coordinating Committee shall be given to each member at least five (5) days prior to such meetings, and shall comply with the provisions of the open meeting law. Special meetings of the Coordinating Committee may be called by the Chair, provided that at least three (3) days written notice is given to each member and otherwise comply with the provisions of the open meeting law.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – July 2006 Policy Board Meeting  
**DATE:** June 7, 2006  
(For Jun 28<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board’s July 19<sup>th</sup> meeting.

## PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. County GIS activities: During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations, as opposed to 5-7 minute overviews, from each county at a single Board meeting. Since then, Dakota and Scott Counties have made presentations.
2. GIS-related work at the U of M: At the September 2004 Coordinating Committee meeting, two projects were suggested. One, an application to assist with planning for evacuations, was presented to the Policy Board at its April 2006 meeting. The other, an NFS grant-funded project involving analysis of historic census data, remains a candidate.
3. Pictrometry: The Committee added this topic to the list of candidates at its September 2005 meeting.
4. M3D Internet Application. An updated and expanded version of this application was launched in April.

**STATE GEOSPATIAL ARCHITECTURE:** Robert Maki and Fred Logman presented this concept at a conference information technology conference last December. Several members of the Coordinating Committee have asked to see it. If the Committee believes the subject matter is suitable for the Policy Board, this topic should be added to the list of candidates.

## RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the July 19, 2006 Policy Board meeting.

## REFERENCE SECTION

### **PAST POLICY BOARD DEMONSTRATION TOPICS:**

- Apr. 2006 Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006 *No presentation*
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Chisago County – Participate in MetroGIS?  
**DATE:** June 8, 2006  
(For Jun 28<sup>th</sup> Meeting)

## **INTRODUCTION**

Chisago County recently became a member of Metropolitan Emergency Service Board (MESB). Gordon Chinander, GIS Coordinator for the MESB, has asked if Chisago County can be included in MetroGIS-related policies and guidelines that apply to the seven Metropolitan Area counties, which impact the operations of the MESB. Direction is requested from the Coordinating Committee policy implications raised by the request as outlined in the Discussion Section and any other topics that the Committee might identify.

## **BACKGROUND**

The MetroGIS Policy Board and the Metropolitan Council have both expressed interest in fostering collaborative (data sharing) relationships with the counties that adjoin the seven county Metropolitan Area. Chisago County is also interested in data sharing but most likely limited to government interests. Data sharing from MetroGIS's perspective would be straightforward, given the policies that are currently in place. Chisago County could also post data on MetroGIS DataFinder if it chose to do so, provided they support any related licensing/access requirements. Participation in the development of policy and agreements that govern MetroGIS is another matter, since Chisago County is not among the interests identified as a MetroGIS stakeholder.

## **DISCUSSION**

Committee direction is sought as to how best to accomplish strong inter-organizational relationships with interests that border the metro area without negatively affecting the objectives of the broader Minnesota Spatial Data Infrastructure (MSDI). Should MetroGIS's decision support structure continue to be open only to stakeholder interests? Is it appropriate for a non-metro area interest to distribute their data via DataFinder or should they be expected to utilize another MSDI mechanism? Should non-stakeholders be permitted to join into stakeholder agreements?

## **RECOMMENDATION**

That the Coordinating Committee provide direction on how it would like to address Chisago County's interest in developing a stronger working relationship on geospatial needs it has in common with metro area interests.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Federal Enterprise Architecture - Geospatial Profile Version 1.1  
**DATE:** June 8, 2006  
(For Jun 28<sup>th</sup> Meeting)

### INTRODUCTION

The purpose of this report is to bring to the Committee's attention a document entitled "Federal Enterprise Architecture - Geospatial Profile Version 1.1". At the June 1 "Imagining Possibilities" Forum, Mark Reichardt, President of the Open Geospatial Consortium, commented that he believes this document would be a valuable resource for MetroGIS's efforts.

### BACKGROUND

The document's Executive Summary and Table of Contents are attached. An article that provides a high level overview can be viewed at [http://www.directionsmag.com/article.php?article\\_id=1966&trv=1](http://www.directionsmag.com/article.php?article_id=1966&trv=1).

The complete document (158 pages) can be reviewed and downloaded at [http://colab.cim3.net/file/work/geocop/ProfileDocument/FEA\\_Geospatial\\_Profile\\_v1\\_1.pdf](http://colab.cim3.net/file/work/geocop/ProfileDocument/FEA_Geospatial_Profile_v1_1.pdf).

### DISCUSSION

The Staff Coordinator has reviewed this document and concurs with Mark Reichardt that it contains concepts and information that appear to have relevance to MetroGIS's effort. The document's focus is on a clear definition of business needs served in the design of technology and data content aligns well with MetroGIS's foundation philosophies. It also provides a holistic view and associated guidelines that integrate GIS into the broader IT environment. They are the best that staff has seen to date. Finally, the document appears to have relevance to defining an architecture to effectively integrate the MetroGIS community into the state's community and the state's community into the national community. As such, a call has been put in to those who authored the document to inquire if a local in service/training opportunity might be possible.

Interestingly, there is no discussion (or acknowledgement) of the organizational requirements needed to actually implement and sustain operation.

### RECOMMENDATION

That Coordinating Committee request the Technical Advisory Team to review and comment prior to the Committee's September meeting on the relevance to MetroGIS of the guidance provided in subject document, in particular any issues/opportunities that are likely to be discussion points at the pending Strategic Directions Workshop.

## **Executive Summary**

### **(Federal Enterprise Architecture - Geospatial Profile Version 1.1)**

Geospatial data and capabilities are integral to virtually all federal, state, local, and tribal government activities. Yet, many organizations cannot answer basic questions such as:

- How do geospatial data and technologies enhance the business processes that are essential for fulfilling agency missions?
- How do organizations identify and describe the geospatial data, capabilities, and needs within their enterprise architecture?
- How are these capabilities and needs more easily reflected and planned for within an organization's Information Technology infrastructure?

A Geospatial Profile in the Federal Enterprise Architecture provides agency personnel with approaches to gather answers to these questions and establish a framework to more effectively manage geospatial data and services. Additionally, the Profile can improve information exchange based on location, across and outside of federal government to address issues and identify solutions. .

Although linked to key elements of the FEA, the scope and relevance of the Geospatial Profile is applicable to any organization interested in developing a consistent geospatial capability. Recognizing the multi-jurisdictional and pervasive nature of geospatial capabilities, this Profile promotes broad use of common geospatial information and services among partners at all levels of government.

The Geospatial Profile has been organized to first introduce basic geospatial principles, provide context and scope, and identify the intended audience. Chapters 3-7 provide in-depth guidance on geospatial considerations in each of the FEA reference models (Performance, Business, Data, Service, and Technical). The FEA consists of a set of interrelated "reference models" designed to facilitate cross agency analysis and identification of duplicative investments, gaps and opportunities for collaboration. Collectively, the reference models comprise a framework for describing important elements of the FEA in a common and consistent way. Through the use of this common framework and vocabulary, IT portfolios can be better managed and leveraged across the federal government. This Geospatial Profile brings a geospatial perspective to each of the five FEA reference models.

**The Performance Reference Model (PRM)** focuses on setting targets for action and measuring the degree of transformation achieved. The PRM is of particular use to the development of fledgling geospatial programs across government because it provides a structure for analyzing inputs and outcomes.

Unlike the other FEA- profiled functions (records management and security), which are derived from demands of other activities, geospatial programs are mostly elective and opportunity-driven. The Geospatial PRM provides a tool for focusing scarce geospatial resources more effectively, and for communicating to those external to federal government the benefits of geospatial programs.

**The Business Reference Model (BRM)** provides a process and methodology for agencies to identify and describe their business activities. Place or location-based analysis are often not considered when modeling business processes, because enterprise architects and program managers do not recognize the importance of spatial interactions in addressing issues. The coupling of geospatial data, services and technology with conventional data and technologies offers significant improvements in decision making within business operations. The Geospatial BRM section provides program managers and enterprise architects with approaches to incorporate geospatial data, services and technology into business processes.

**The Data Reference Model (DRM)** provides a geospatial view of the elements of the FEA DRM and the mechanisms used by the geospatial community to implement the FEA DRM in practice. The DRM addresses categorization, exchange, and description of data. The Geospatial DRM addresses the components, interfaces and processes for implementing and managing an integrated, cohesive geospatial data policy. These components include data documentation, development and adoption of data sharing standards and protocols, and conceptual and logical design and modeling of the geospatial aspects of

business data. This section provides guidance to enterprise architecture authors regarding how to describe geospatial data and metadata, as well as explanations of how existing geospatial investments align with the FEA DRM.

**The Service Component Reference Model (SRM)** offers a baseline for categorizing and aligning federal business applications into common, reusable Service Components, which are categorized into appropriate service domains and service types. In line with this goal, the Geospatial SRM builds on and extends the FEA SRM by defining, classifying, categorizing and recommending common, reusable geospatial “building blocks” – Geospatial Service Components – for reuse in government computing environments. The section provides guidance to agencies on Geospatial SRM implementation and use; alignment with and leverage of existing federal guidance; FEA PMO and Federal CIO Council recommendations; and harmonization with other significant Federal interoperability and resource sharing initiatives, such as the National Information Exchange Model.

**The Technical Reference Model (TRM)** provides a view of technical services, protocols, and interfaces that primarily address implementation and service component. The Geospatial TRM provides the guidance necessary to help ensure that proposed IT solutions which have or desire geospatial components are in compliance with industry standards and therefore likely to integrate efficiently into a multi-agency information sharing and processing environment. Specifically, the Geospatial TRM describes elements of proposed solutions using a standard vocabulary and categorization scheme. This allows for comparison of elements, facilitating the identification of overlaps and gaps, and opportunities for sharing technical solutions and standards.

### **Conclusion**

The Executive Office of the President will use the geospatial profile of the FEA to ensure that all organizations will *architect, invest, and implement* geospatial capabilities in a coordinated way that works for the Federal government, as well as other data sharing partners. Many organizations are looking for help in guiding their information technologists through the world of geospatial tools and capabilities. The Geospatial Profile will provide a much needed blueprint for them to follow in helping them invest and build together, ensuring data sharing and interoperability.

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**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Updates

**DATE:** June 16, 2006  
(For the Jun 28<sup>th</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted.

**A) JUNE 1 IMAGINING POSSIBILITIES FORUM – SUMMARY AND NEXT STEPS**

A draft summary document is being compiled for the Committee's comment on June 28<sup>th</sup>. (See Agenda Item 5c.) Highlights, from the perspective of those who attended, indicate that the event achieved its objective – to paint a picture of what the geographic information technology landscape will look like in the next five years. 234 individuals attended. The preliminary numbers indicate that revenues slightly exceeded expenses, and the satisfaction ratings were outstanding. On a scale of 1 to 4, all aspects of the forum were rated in excess of 3, among the highest overall ratings for any event that MetroGIS has hosted. Michael Liebhold's keynote session received an unprecedented rating of 3.88.

**B) METROGIS DATAFINDER CAFÉ – EXPANDED UPGRADE PROJECT UNDERWAY**

Work is underway to upgrade DataFinder Café in cooperation with Latitude Geographics (British Columbia, Canada), the owners of GeoCortex software which will be the core of the new DataFinder Cafe. The current project is more robust than originally thought possible. In April, during the initial project coordination meetings, MetroGIS staff learned that Latitude Geographics was prepared to develop an off-the-shelf extension to GeoCortex that would include all of functionality sought in the project initial contract and for an additional \$1,250 (as opposed to the original \$4,350 bid cost) provide additional functionality that had been designated for a future phase when sufficient funding was available. All but \$231 of the additional expense will be covered by NSDI grant funds that had not been encumbered to that point. The remaining \$231 will come from funds allocated to MetroGIS by the Council.

A contract amendment was executed in May to participate in the development of the software extension in addition to other functionality sought in the initial project contract. The revised detailed specifications are provided in Attachment A. Project completion is anticipated in July. Alison Slaats is the Project Lead.

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

**(1) Address (Occupiable Units) Workgroup**

*(Nancy Read, Metropolitan Mosquito Control District, Liaison to the Coordinating Committee)*

The Workgroup last met in January to synchronize its pilot project database design with the draft national street address standard. Several workgroup members are currently testing the amount of effort needed to achieve compliance between local address authority organization (cities and some counties) databases and the national standards. The expectation is that this testing will be essentially complete by mid July. The group plans to meet once the pilot is complete. The major components of the regional vision endorsed by the Policy Board last April (e.g., rationale, need for local government

involvement and implementation concepts). The white paper can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf).

**(2) Existing Land Use**

Preparations for a user satisfaction forum remain on hold until following the Strategic Directions Workshop anticipated to occur in fall 2006. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

**(3) Emergency Preparedness Workgroup**

*(Randy Knippel, Dakota County, Workgroup Chair)*

*No update information was submitted.*

**(4) Highway and Road Networks**

*(Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Liaison to Coordinating Committee)*

**(a) The “E911 Address and Street Centerline Workgroup”** is scheduled to meet on June 30.

Preliminary specifications have been defined for a next-generation dataset. The workgroup is currently surveying potential data producers to see to what extent they can meet these specifications. At the next workgroup meeting, scheduled for June 30, the survey results will be reviewed and a set of final specifications defined.

More information on this workgroup’s efforts can be found at [http://www.metrogis.org/teams/workgroups/e911\\_streets/index.shtml](http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml).

**(b) There are currently 185 licenses issued to access and use The Lawrence Group’s (TLG) Street Centerline Dataset, MetroGIS’s currently endorsed regional solution for address matching. As of June 15<sup>th</sup>, the types of organizations licensed were as follows:**

- Local gov’t: **99**
- Regional gov’t: **11**
- State/Federal gov’t: **23**
- Academic: **52**

The agreement between the Metropolitan Council and The Lawrence Group (TLG), through which the above licensees receive access to this dataset, expires at the end of this year. Council management have authorized MetroGIS/Council staff to negotiate a new agreement as a sole source procurement. Negotiations were initiated on March 9<sup>th</sup> at a meeting to clarify expectations and share the data content standards preferences that have been/will be defined by the “E911 Address and Street Centerline Workgroup”. Once the survey referenced in “(a)”, above, is complete, sufficient information should be available to move forward with the pending negotiations with TLG.

**(c) The MetroGIS Roads & Highways Technical Workgroup**

This Work group was established Fall 2004 to foster a partnership between MnDOT and MetroGIS, whereby MetroGIS would provide a mechanism for the local government community serving the seven-county, Twin Cities community to collectively test an application designed by MnDOT to integrate local datasets with Mn/DOT’s LDM. The lead staff for MetroGIS’s component of the partnership, Mike Dolbow, changed jobs Fall 2005 and staff support ceased at that time for this workgroup. Information about goals, expectations, and participant roles, agreed upon prior to Dolbow’s departure, can be viewed at [http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml).

As far as progress on development of the actual application, Dan Ross, who heads up the project for MnDOT, provided the following information: “The vendor will provide what they

believe to be production ready software to Mn/DOT at the end of July 2006. Mn/DOT staff will be doing a "Proof of Concept" with the software against identified business flows on a representative sample of the Mn/DOT business data. Ratings of the software should be complete in September. At that point a decision will be made regarding how to move forward. The statewide data is also undergoing a major update at this time. The BaseMap data is being synchronized with the current Transportation Information System (TIS) and road status updates are being completed as well. Successful approval of the software and data updates are required to allow Mn/DOT to effectively share TIS data (\*e.g. traffic volumes) with other organizations desiring to use their own roadway geometries."

**(5) Jurisdictional Boundaries – Water Management Organizations**

A regional solution recommendation is nearing completion and is expected to be submitted to the Coordinating Committee for consideration at the September 2006 meeting. Jane Harper, Principal Planner for Washington County and member of the Committee, is the project manager for a pilot project conducted on behalf of the MetroGIS community by Washington County. The recommendations will include data content standards as well as identification of organizations to serve in the roles of primary producer and regional custodian. Washington County conducted a similar pilot project in the late 1990's that led to adoption of the policies that govern the endorsed regional solution for the city/county jurisdictional boundary dataset.

**(6) Lakes, Wetlands, etc.**

*(Nancy Read, Coordinating Committee Chairperson and Workgroup Member)*

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those that can be met with currently developed (or developing) data. The concept of hosting a strategy session will be vetted shortly among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a Regional solution.

**(7) Land Cover**

*(Bart Richardson, MN DNR, Regional Custodian)*

The extent of coverage is now up to 75 percent of the seven-county region, with Anoka and Dakota counties completely done. Work is currently in progress to extend the coverage another 5 percent in 2006. DNR, the regional custodian, is looking into creating tools to improve standardization of the data before delivery. DNR is tentatively planning on hosting a user forum later this year to identify desired improvements.

**(8) Parcels** *(Mark Kotz, Metropolitan Council, Regional Custodian)*

There are currently **81 licenses** issued to access and use the Regional Parcel Dataset. As of **June 15<sup>th</sup>**, the types of organizations licensed were as follows:

- Local gov't: **35**
- Regional gov't: **3**
- State/Federal gov't: **16**
- Academic: **27**

**(9) Socioeconomic Characteristics of Areas** *(Amy West, U of M Population Center, Regional Custodian)*

(a) West is looking at various ways to provide users with local access to HMDA data (data about home mortgages). Options seem to include the University of Minnesota, the Minneapolis Public Library, and the Federal Reserve Bank of Minneapolis. Along with acquiring the data, she is looking at data documentation with an eye to improving our description of this data source.

- (b) We have discovered DataPlace (<http://www.dataplace.org/>), a new comprehensive source of online socioeconomic data being developed by the Fannie Mae Foundation with significant input from the Urban Institute. Eventually data will be available at the tract level and will be useful to the MetroGIS community. We will continue to monitor this.
- c) Laura Smith at Macalester has been accessing and mapping property foreclosures in North Minneapolis. She has gotten this data in electronic form from both Hennepin and Ramsey counties. Craig will ask the County Data Producers Workgroup about foreclosure data from the other five counties. This could be a useful addition to DataFinder.
- d) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. **No update was submitted as to whether or not this proposal has been shared with the MN Department of Health for sanctioning.** For more information contact Tim Zimmerman at [tim.zimmerman@co.hennepin.mn.us](mailto:tim.zimmerman@co.hennepin.mn.us) or 612-348-0307.

**D) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

*(Submitted by Dave Drealan, Carver County, Workgroup Chair)*

This Workgroup is scheduled to meet in June 22. The following items are scheduled to be among the items discussed:

**(1) Hennepin County Pilot Project: Regional Parcel Dataset Policy Investigation - Access by Non-Profit Interests:**

This issue has been one of the Workgroup's charges for quite some time. A pilot project has been in place at Hennepin County for some time. Will Craig & Bill Brown have agreed to report on its success (or failure) and will provide guidance for development of policy on this issue. This is an issue that needs to move forward as a number of people and organizations are quite interested in the resolution of this issue. While we (Workgroup) may not be able arrive at a resolution at this meeting, it is important that one is reached in the near future.

**(2) Pilot Project: View-Only, Web-based Access Policy Investigated for Parcel Data**

An agreement with the real estate industry and Hennepin County may have bearing on being able to move forward on this matter. In addition, a proposal by Nancy Read, Metropolitan Mosquito Control District, may aid in evaluation of policy implications regarding a community desire to view parcel boundaries and limited attribute data online without the ability to download the source data. The next step will be to move these agreements with Hennepin County through the other six Metro Area counties.

**E) QUARTERLY PERFORMANCE MEASURES ANOMALY REPORT – POSTPONED**

For each Coordinating Committee meeting, since mid 2002, the MetroGIS support team has prepared a quarterly report to the Committee highlighting anomalies (good and not so good) in the Performance Measure Reporting results for the previous quarter. Unfortunately, there were insufficient staff resources to support this activity this past quarter due to Steve Fester leaving MetroGIS. Support of this program will be among the top priorities of the individual selected to fill this position. Hopefully, this program can be reinstated by August 2006.

# ATTACHMENT A

## DRAFT SPECIFICATIONS DATAFINDER CAFÉ UPGRADE PROJECT MAY 2006

### Requirements for MetroGIS Custom Work

Latitude Geographics understanding of MetroGIS's functional requirements includes the following additions to the Geocortex IMF. Items 1 and 2 are to be delivered as functionality in the Geocortex IMF Extraction Extension. MetroGIS has agreed with Latitude Geographics to pay 50% of the cost of the extension (\$1250 US) to 1) incorporate these features into the extension and 2) purchase the extension.

### 1. Bundle Downloading Tool development

Allow a user to select one or more individual layers for download (shapefile), subset the dataset by area, and then bundle all the extracted datasets into **one** ZIP file.

- Layers will be chosen individually from a list, or by the option 'include all visible layers'.
- User will define an area by which to subset the dataset(s) by one of the following methods:
  - Specify a rectangular bounding box or use the visible extent bounding box
  - Digitize an ad hoc polygon
  - Optionally use a polygon from an existing layer (This would be nice feature, if possible, but may be beyond the scope of this custom work. Also, extracting from complex layers using a complex polygon may not be feasible using the ArcIMS Extract Server).
- Individual features selected for download should **not** be clipped to the bounding box – rather the complete feature should be extracted.
- These individual extracted layers will then be zipped up together into one file for download by the user.
- Output data will be ESRI Shapefile format.
- Output data will be in the same projection as the data is stored in – **no** re-projection during download.
- The shapefile projection file (.PRJ file) for each layer should be included in the download bundle.
- Select by attribute would be nice but is out of scope for the first version.
- All output data to be included into one zip file for download as a single output file.

Mapservices:

- Data will be extracted direct from the ArcIMS extract server, **not** using Safe Software's SpatialDirect or ESRI Data Delivery Extension.
- The site has up to 200 layers of data available for download, which may be unreasonable to extract from one ArcIMS mapservice – so MetroGIS may choose to have the data be extracted from one or more different map services than the "viewable" map service, as is allowed by Geocortex IMF. If this is done, the resulting download bundle should only be one zip file – where all the selected layers for download are included in the bundle regardless of which map services they are extracted from.
- The input data for the map service(s) may come from shapefiles and/or SDE.

Extraction Extension

- This bundling capability will be included in the Geocortex IMF Extraction Extension and its future releases.

### 2. Append Metadata and other files to ZIP file bundle

During the download of the layer data additional files that are identified in a lookup table will be appended to the resultant ZIP file. The additional files may include, but are not limited to, metadata files, DBF, HTML, PDF, XLS or DOC files.

- Each layer may have zero, one or many files associated with it, and so this requires that the relationship between the layers and files must be defined and stored in a table or config file. It might be appropriate to store this in the layer-config.xml - perhaps another XML entity in the layer definition like <layer-download-uri> ... path ... </layer-download-uri>. If this is a file, start with 'file://', if a Web doc, use

'http://' etc. Whatever the storage method, it must be easy to update this in an automated manner by MetroGIS. For example, a stand alone XML file or database table would be best, because we could automate the generation of this without having to embed it within another file.

- The files for any given layer may contain various paths or locations. The files would be web accessible files - paths would likely be by path/folder on the same server as IMF for simplicity and to reduce traffic through the WebServer. These files would not be located in the IMF file structure.
- MetroGIS will build and populated the lookups, and Latitude Geographics will provide documentation on the proper syntax and requirements for the config files and/or the database table structure required.
- This will work in coordination with the bundling customization (1) listed above. If more than one layer is bundled into the zip file to be delivered, all the layers associated files will also be included in the zip file.

Note that other IMF users have expressed interest in this functionality. There is traffic about this in the Moxi Media Discussion Forum at

<http://www.moximedia.com/cgi-bin/discus/board-auth.cgi?file=/29/1511.html>

Extraction Extension

- This capability to append additional files into the zip file bundle will be included in the Geocortex IMF Extraction Extension and its future releases.

### **3. Geocortex Statistics Customization**

This custom work is to expand the Geocortex Statistics Reports to include information about layers that are being extracted and downloaded by users. The specific requirements are:

- Configure Geocortex Statistics to provide information in a report about the layers that are being downloaded and bundled.
- These statistics will be made available in the same manner as the other statistics – providing layer name, download summary, summaries by month and date, etc.

### **Development and Delivery**

All development will be done on Latitude Geographics Group Ltd. servers, and delivered to the client with instructions for installation and configuration. There will be no VPN access to the Minnesota servers.

### **Intellectual Property Rights**

At the request of Alison Slaats, the developed functionality for bundled layer downloading and the appending of metadata and other files (items 1 and 2) will be made available to the core software for other licensees to take advantage of. This request is based on the understanding of the Latitude Geographics Group Ltd. open Intellectual Property model. MetroGIS are satisfied that this requirement will be met if the functionality is rolled into the Extraction Extension.

The customizations will be developed in such a manner that they will be compatible with future releases of Geocortex IMF, the Geocortex Extraction Extension and the GeoCortex Statistics ensuring that MetroGIS will not need additional custom work to maintain the functionality.



*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** June 14, 2006  
(For the Jun 28 meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

### **A) METROPOLITAN COUNCIL EVALUATION OF METROGIS**

The Workgroup of the Metropolitan Council charged with evaluating the cost-benefit and relevance of MetroGIS's efforts to the Council's needs has completed its review. Policy Board Chairperson Reinhardt and Policy Board Member Pistilli were both members of the five-person workgroup. The Workgroup's recommendations were considered by the Council's Community Development Committee the afternoon of June 19<sup>th</sup>. Full Council consideration is tentatively scheduled for the afternoon of June 28. The meeting begins at 4 p.m. The Committee's recommendation includes a resolution to memorialize the value of MetroGIS to the Council. No changes are currently recommended to MetroGIS's current organizational structure or operations. Copies of the Workgroup's report to the Council are available upon request by contacting Mark Vander Schaaf at 651-602-1441 or [mark.vanderschaaf@metc.state.mn.us](mailto:mark.vanderschaaf@metc.state.mn.us).

### **B) METROGIS 2005 ANNUAL REPORT**

MetroGIS's 2005 Annual Report was distributed in April to upwards of 1900 individuals (600+ by mail and the remainder via the Internet). The report and the accompanying information brochure are available at [http://www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml).

### **C) PRESENTATIONS / OUTREACH / STUDIES** *(not mentioned elsewhere)*

#### **1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter**

No articles were submitted for the Spring 2006 issue. However, an e-announcement for the June 1<sup>st</sup> forum, "Imagining Possibilities: The Next Frontier for Geographic Information Technology" was distributed via the GIS/LIS Consortium network.

#### **2. Presentations**

Mark Kotz, lead support to the MetroGIS Address Workgroup, was invited to provide a keynote address at a national Addressing Conference April 10-12<sup>th</sup> in Nashville, Tennessee. Professionals from many disciplines who utilize address data in their day-to-day decision making attend this annual conference. The entire conference is devoted to discussing ways to improve address data and related technology, in particular, for emergency response.

### **D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

**1. MnDOT has launched a new web-based Interactive BaseMap.** It can be accessed at <http://www.dot.state.mn.us/maps/gisweb/>. Contact Joella Givens at 651-582-1730 or [joella.givens@dot.state.mn.us](mailto:joella.givens@dot.state.mn.us).

2. **\$75,000 National Spatial Infrastructure Grant (NSDI) Grant Awarded:** Project scope: This project aims at improving the ability of local government agencies to deliver enhanced public access to GIS data through the development of client applications providing a consistent look and feel across multiple agencies and jurisdictions. This will be accomplished through the use of an open source software model, which will make the development of specific web-based GIS applications very cost-effective.

The Project Collaborators are: Dakota County, Metropolitan Mosquito Control District, Metropolitan Airports Commission, State of North Dakota - Information Technology Department, Houston Engineering, Inc., Stephen Lime - MapServer Creator & Developer, Bob Basques - MapServer Integration Development, and Community GIS Technical Committee (Fargo-Moorhead Area GIS Collaborative). Richland County, ND will serve as the project administrator.

The MetroGIS Policy Board, at its January meeting, authorized Chairperson Reinhardt to sign a letter of support, on its behalf, for this project (see Attachment A). Thirteen other organizations also submitted letters of support, including Anoka, Carver and Washington Counties, Minnesota and North Dakota Associations of Assessing Officers, University of Minnesota College of Natural Resources and Institute of Technology, American Society for Photogrammetry & Remote Sensing, and several out state Minnesota counties.

3. **\$50,000 NSDI Grant Awarded:** Project Scope: This project is for strategic planning to define an appropriate organizational structure for the Minnesota Spatial Data Infrastructure (MSDI). The project is guided by the Strategy Planning Committee of the Governor's Council on Geographic Information. Fred Logman is the project manager.

#### E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

1. **Digital Elevation Model (DEM) Presentation at NACO National Conference**

Chairperson Reinhardt, in cooperation with David Claypool, Ramsey County Surveyor, made a presentation at the National Conference of the National Association of Counties. The title was "Partnerships in Action" and topic Minnesota's statewide DEM initiative. For more information and a copy of the presentation, contact David Claypool (651-266-7170 or [david.claypool@co.ramsey.state.mn](mailto:david.claypool@co.ramsey.state.mn)).

2. **2006 Doctoral Dissertation, entitled "Developing Geographic Information Infrastructures: The Role Of Information Policies":** The author, Bastiaan van Loenen, utilized MetroGIS as one of five international case studies to compare and contrast their respective efforts with regard the answering his research question "What role do access policies play in the development of a geographic information infrastructure?" The author concludes that geographic information infrastructures mature through a four phase process: Stand alone/initiation, Exchange/standardization, Intermediary, and Network. A rubric is provided that defines the characteristics associated with seven maturity "issues" (p. 300). MetroGIS's characteristics fall mostly into the "intermediate" phase, as its standing is not formalized in legislation. The author offers insight into the consequences of fee for access policies, alternative fee models that focus on value added approaches, and public value possible if all producers, public and non-public, could reach agreement to coordinate production of commonly needed data. The author's research appears to offer valuable food for thought for the MetroGIS next Business Plan Update process and possibly for the Council's evaluation of MetroGIS (Agenda Item 7a).



### **3. Draft National Street Address Data Standard in Second Review Phase**

The MetroGIS Address Workgroup's efforts to define a data standard for a regional Occupiable Units Address Dataset has played a substantial role in the national street address data standard that is being developed through the URISA (Urban and Regional Information Systems Association) under the auspices of the FGDC (Federal Geographic Data Committee). Supporting organizations are NENA (National Emergency Numbers Association) and the U.S. Census Bureau. The national standard completed its second review period in January. Mark Kotz, staff to the MetroGIS Workgroup, has participated on the development team for the content portion of the national standard. Kotz monitored the national discussion and comments from the second review period. In conjunction with the Address Workgroup, Kotz proposed some minor modifications to the standard. These changes are being accepted and will be incorporated in the next draft.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The standard is expected to be formally submitted to the FGDC in May of 2006, after which it will be made available for a broader FGDC national review. This standard will be used with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset. Specific E-911 and USPS profiles of the standard are under consideration. *(Submitted by Mark Kotz)*

### **4. McMaster Appointed to National Research Council (NRC) Mapping Science Committee**

Bob McMaster has been appointed to the Mapping Science Committee at the National Research Council, National Academy of Sciences. McMaster is chair of the Geography Department at the University of Minnesota and a frequent workshop instructor at GIS/LIS Conferences. His background is in cartography and he is a recognized leader on the topic of generalization. His current research is focused on providing online access to and analysis of historical Census data; the \$5 million NSF-funded National Historical Geographic Information System project. He has been active in UCGIS, the International Cartographic Association, and the Cartography and Geographic Information Society (CaGIS). For more information, see <http://www.geog.umn.edu/Faculty/McMaster.html>.

The Mapping Science Committee has the responsibility for furthering knowledge and advising the federal government on matters related to GIS. It has produced a series of useful reports that included establishing the NSDI and critiquing the "The National Map". McMaster joins Shashi Shekhar (Computer Science) as a second member from the University of Minnesota. This is quite unusual, since there are only 14 members and only half from academia. This large representation from Minnesota is testimony to the strength of GIS at our local institution.



# Imagining Possibilities: The Next Frontier for Geographic Information Technology

June 1, 2006 Forum

Final  
Turn-Around Document  
July 14, 2006

Compiled by  
Randall Johnson, MetroGIS Staff Coordinator

Cowles Auditorium  
Hubert H. Humphrey Center  
West Bank, University of Minnesota  
Minneapolis, Minnesota

## **ACKNOWLEDGEMENTS**

The advice and collective discussions of the Forum Planning Workgroup members were invaluable to the maturing of forum objectives, defining a program format to successfully achieve the objectives, recruiting knowledgeable and respected keynote speakers capable of inspiring our community's geospatial leadership, and offering to play substantive roles in the delivery of the forum itself. The members of the Workgroup were as follows:

- David Brandt, Washington County – MetroGIS Technical Advisory Team
- Will Craig, University of Minnesota (CURA) - MetroGIS Coordinating Committee, Member Governor's Council on Geographic Information and Member GIS/LIS Consortium Board
- Rick Gelbmann, Metropolitan Council - MetroGIS Coordinating Committee and Chair, Governor's Council on Geographic Information
- Joella Givens, MnDOT - MetroGIS Coordinating Committee and Member GIS/LIS Consortium Board
- Nancy Read, Metropolitan Mosquito Control District – Chair, MetroGIS Coordinating Committee
- Mark Vander Schaaf, Metropolitan Council - MetroGIS Coordinating Committee
- Sally Wakefield, 1000 Friends of Minnesota - MetroGIS Coordinating Committee and Member GIS/LIS Consortium Board

A thank you is also in order to the four keynote speakers, the over 30 other individuals who supported the panel sessions as moderators, panelists, and recorders (see Appendix J for their names and roles), and the others who provided assistance behind the scenes and on the day of the forum (Liz Boyer, Café 421 catering, Gordon Chinander, Viola Curtis, Robin Johnson, Al Laumeyer, U of M facilities support, and Polly Townes). The forum could not have been hosted and certainly could not have been successful, without the combined efforts of these individuals.

A special thank you is also in order to the over 200 other attendees and the forum's seven sponsoring organizations (see Appendix K) whose registration fees and financial contributions enabled the Forum Planning Workgroup to set high ambitions for the caliber of speaker to invite, facility in which to host the event, and program options to stimulate thought.

Respectfully,

Randall Johnson, Forum Project Manager  
MetroGIS Staff Coordinator

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## **EXECUTIVE SUMMARY**

On June 1, 2006, nearly 250 individuals gathered at the University of Minnesota's Hubert H. Humphrey Institute to attend an event, entitled "Imagining Possibilities: The Next Frontier for Geographic Information Technology". The forum was designed around four keynote speakers, respected nationally and internationally within the geospatial community, who were invited to share their visions of capabilities that geospatial technology will enable within the next five years. The speakers were: Michael Liebhold, Senior Researcher for the Institute for the Future (ITF), Clint Brown, Director of New Product Release for ESRI (Environmental Systems Research Institute), Mark Reichardt, President of the Open Geographic Consortium, and Professor Ian Masser, spatial data infrastructure expert and former President of the Global Spatial Data Infrastructure (GSDI). The composite effective evaluation ratings for the keynote speakers and panel sessions were 3.38 and 3.13, among the best, if not the best, ever received in MetroGIS's ten-year existence.

This event was hosted by MetroGIS in conjunction with Mn GIS/LIS Consortium, University of Minnesota, MN Office of Geographic and Demographic Analysis, Governor's Council on Geographic Information, Metropolitan Council, and the Mn Chapter of GITA. MetroGIS served as the lead sponsor because its leadership recognized the need for a glimpse into next-generation capabilities of geospatial technology before launching, later in the year, an initiative to update the Business Plan that guides MetroGIS's efforts<sup>1</sup>.

The forum attendees represented a wide variety of professions and job responsibilities, including technologists, managers and policy makers, affiliated with all types of government interests that serve the seven-county Metropolitan Area, Greater Minnesota and beyond, as well as a variety of academic, non-profit, and for-profit interests.

The four keynote speakers offered an amazing diversity of perspectives and "big ideas" regarding several aspects of the future of geographic information technology – the tools and applications themselves, standards needed, and organizational structures needed to fully capitalize on the technology. Following each of the keynote addresses, an hour-long panel session was held to explore in more depth the "big ideas" shared to ensure a clear understanding in preparation for discussion of preferences and options to guide MetroGIS into its second decade of fostering collaborative solutions to common geospatial needs. While MetroGIS has successfully implemented several regional solutions to common information needs, solutions for several others have yet to be identified. A leadership adequately informed about possibilities will be critical to effectively answering the question, should MetroGIS's focus be on maintaining what has been built or embrace new challenges?

An overview of "big ideas" shared, listed by keynote speaker, includes:

### **Michael Liebhold** (Senior Research, Institute For the Future [ITF])

- Individuals will become a dominant segment of GIS user base.
- GeoWeb will work as increasingly more web objects will have spatial coordinates and if everyone adopts a standard way of delivering data. Special emphasis on individuals and the realization of the Star Trek *Tricorder* vision of knowing everything about a place.
- Need to act now to prevent Balkanization of information: e.g., the Google way, the Yahoo way, the Microsoft way, etc. GeoRSS can bring resolution.
- Technology is becoming imbedded in many devices and applications.

### **Clint Brown** (Director of Software Product Release, Environmental Systems Research Institute [ESRI])

- A Digital [Environmental] Nervous System for the Planet will exist when we link sensor networks from many sources [and vendors]. Need Data Fusion Centers.
- Emergency response to a crisis like Hurricane Katrina is showing us the value of data sharing, but it took extraordinary efforts to pull together data from various sources.

**Mark Reichardt** (President, Open Geospatial Consortium [OGC])

- Open standards facilitate entry of new firms with new products and solutions. They also facilitate data sharing among all users.
- New standards are coming that will
  - 1) Allow Computer Aided Design (CAD) users to share their as-built information.
  - 2) Provide a registry of map symbology and style
  - 3) Facilitate service chaining
  - 4) Enable sensor locations
  - 5) Start work on semantic interoperability

**Professor Ian Masser** (Spatial Data Infrastructures and Former President of the Global Spatial Data Infrastructure [GSDI])

- Five principles from Infrastructure for Spatial Information in Europe (INSPIRE)
  - Data should be collected once and maintained at the level where this can be done most effectively
  - It should be possible to combine seamlessly spatial data from different sources and share between [sic] many users and applications.
  - Spatial data should be collected at one level of government and shared between [sic] all levels
  - Spatial data needed for good governance should be available on conditions that not restricting to its extensive use
  - It should be easy to discover which spatial data is available, to evaluate its fitness for purpose and to know which conditions apply for its use
- GIS user base is changing, with technology-aware professionals becoming an ever-smaller fraction of this base.
- For the benefit of both government and society, we need to design governance structures that facilitate networking, data sharing, and the maximum use of data assets. MetroGIS is one of many good models.
- To be successful, GIS organizations need to be seen as necessary and valuable to those who control their budget. They need to actively market themselves.

## **WELCOME**

At 8:15 a.m. Victoria Reinhardt, Ramsey County Commissioner and MetroGIS Policy Board Chairperson, introduced herself, welcomed the participants, and thanked the sponsoring organizations for making this event possible.

The vast expertise of the four keynote speakers was recognized and they were thanked for agreeing to spend the day sharing their understanding of capabilities they believe will be possible within the five years due, in large part, to advances in geospatial technology. The participants were encouraged to take advantage of the panel sessions following each of the keynote talks to explore nuances of the possibilities shared by the speakers. She emphasized that the learning that occurs at this event is intended to play a significant role in upcoming strategic planning programmed by MetroGIS and the other sponsoring organizations.

Chairperson Reinhardt closed her welcoming remarks by acknowledging that, as a community, we need to better understand technology possibilities before we can decide on priorities and appropriate partnering opportunities necessary to set a compelling course for the remainder of the decade. This forum is an initial step in that process. She wished everyone an enjoyable and enlightening day.

## **OVERVIEW OF THE DAY**

*Note to the reader: The presentation slides used to transition from one segment of the program to the next are presented in Appendix B.*

Will Craig, Associate Director for the Center of Urban and Regional Affairs (CURA), University of Minnesota, served as the Emcee for the event. He opened his comments with an overview of the purpose of the forum:

*....identify a range of technology possibilities related to enhancing the sharing of and effectively using geospatial data and information important to the day-to-day operations of the organizations that comprise our community.*

Craig then provided a brief overview of the day's program, encouraged the participants to jot down questions as they came to mind to ask of the panelists following each keynote speaker, and invited everyone to take advantage of this opportunity to learn from the four widely respected keynote speakers. He then introduced the first speaker.

## **IMAGINING POSSIBILITIES (Part A): WHAT DOES THE CUSTOMER WANT (THOUGH THEY MAY NOT KNOW IT YET) AND WHAT ARE WE PREPARING TO DELIVER?**

**Keynote Speaker: Michael Liebhold: Institute for the Future.**



*Biographical material included in the program packet: Michael Liebhold is a Senior Researcher for the IFTF focusing on pro-active, context-aware and ubiquitous computing, as well as social implications and technical evolution of a geospatial web. He is active in projects aimed at helping technologists and strategic planners from top tier companies and the public to better understand the emerging geospatial information infrastructure.*

**Summary of Michael Liebhold's Presentation** (See Appendix C for some slides from this presentation.)

Liebhold provided the audience with an amazing look into the future of geographic technology through the lens of a technology futurist. He clearly has respect and high expectations for the geographic information system (GIS) community and the role GIS technology is posed to play in evolving the Internet to a new dimension – the **GeoWeb**: where information and documents are found not just by content (URL), but by location. He believes that adding a geospatial dimension will encourage mapping/documentation of valuable trends associated with place.

His concept of realizing the Tricorder device associated with the Star Trek television series was particularly insightful. This device would be similar in size to a cell phone and it would provide the user with the ability to interact real time with the place they are located; gathering, querying, analyzing, and displaying a host of information. He called this capability **first person or real time cartography**. To make this concept a reality, **metadata will need to evolve** to incorporate formal and plain language data descriptions. Standards will also need to be established soon so that stovepipes between ESRI/Microsoft/Google/and Yahoo do not restrict interoperability important to fully realizing the technology's potentials. He used the term "**balkanization of information**" to describe the current situation where by large Geo-Internet commercial interests are independently exploring ways to capture market share. Liebhold offered the concept of **GeoRSS** as potentially the missing link to address the interoperability challenge. Another challenge to realizing the Tricorder concept is that critical data often involve a fee and licensure for access. If government policies do not evolve to more **open access of data** needed for first person cartography, Liebhold suggested that the Open Street Map Movement that began in the United Kingdom might well establish itself in the United States to overcome this challenge. He also cited a newcomer to the GeoWeb environment, [www.Platial.com](http://www.Platial.com), whose leadership has created a platform that works with all the current leading commercial Geo-Internet interests, giving further creditability to the open map movement.

Liebhold then shared some of the benefits to society of the practice of "**path making**" that is beginning to take hold and which is fueled by users adding their stories (photos, maps, text) to the world wide database supported by the Internet. Path making involves creating a spatial memory or capturing stories about place. GIS and the GeoWeb are at heart of this emerging practice.

He also talked about the **concept of pixel views**. The idea is that spatial data about a place can be drilled down from the global view, to the nation, to the state, to the sub-state, to the structural unit, and ultimately to building interiors, coupled with attributes that define **non-visible characteristics** attached to each view in the progression. He talked about this capability as fundamental to achieving a better understanding all aspects of our world community (e.g., built environment, at risk ecologies, health needs and opportunities, security risks and opportunities, geo-demographics.). He ended with a caution that **GeoSPAM** is an up and coming issue as the concept of first person cartography evolves.

**Questions/Answers (No Panel Session) – Michael Liebhold**

A short question and answer opportunity was provided to the audience following Michael Liebhold's presentation. The Forum Planning Workgroup thought it best to provide a brief opportunity for questions immediately following Liebhold's presentation rather than make everyone wait for the formal panel session after the next speaker.

*What is the new role for GIS Professionals?* Reply: the new rock stars. Share your data. Get citizens involved.

*What about the government's use? Location privacy?* Reply: A problem potentially. The phone companies know where we are, the agencies do, but we don't. Tradeoff of security versus privacy. We take for granted the society of trust.

*What is the geospatial community's role in educating the public on preventing them from using geospatial data inappropriately? What about the subtleties, nuances, technical issues?* Reply: One step at a time. Make a list of the most important technical limitations, show people how easy it is to use. Get them using it as a hook. DLESE (Digital Libraries in Earth Science Education).



What role does government have to play in providing geospatial information in the future? Is it just overhead, or is it a core mission? Reply: for public health and safety, it's of utmost importance. Some places are perfectly safe, others are unsafe. Why don't the police publish incident maps? Why don't insurance companies make auto accident records visible? Katrina was a wakeup call. One storm or earthquake would be a disaster in California. The case of emergency response is the foothold to justify geospatial information. Public access to data is seen as a right by citizens. In Europe, they have more cost recovery, and so less grassroots mapping.

Will a user-encoded web be viable solely by being self-policed, like Wikipedia is relatively good data because the users police it? Reply: There will be abuses, spatial spam, we'll have to filter, it's going to be chaotic, but there WILL be more spatial data.

## **REFRESHMENT BREAK**

Will Craig called for a break at 9:40 a.m. He reconvened the forum at 10:00 a.m. and introduced the next keynote speaker.

## **IMAGINING POSSIBILITIES (Part B): WHAT DOES THE CUSTOMER WANT (THOUGH THEY MAY NOT KNOW IT YET) AND WHAT ARE WE PREPARING TO DELIVER?**

Keynote Speaker: **Clint Brown:** Environmental Research Systems Institute, Inc. (ESRI)



*Biographical material included in the program packet: Clint Brown is Director, Software Products for ESRI. Responsible for managing all ESRI product releases in use today in thousands of organizations worldwide. Responsible for product design, development and release of quality products. Works closely with Software Development teams managed by Scott Morehouse, ESRI's Chief Software Architect and Visionary.*

### **Summary of Clint Brown's Presentation** (A copy of the slide presentation is provided in Appendix D).

Clint Brown began his comments by acknowledging the rich history of GIS in Minnesota, noting that successful GIS goes hand-in-hand with strong communities. He then provided a brief explanation about the unique capability of GIS to integrate data from applications (views), geospatial databases, and geoprocessing models which are all based on geography. A locally-acceptable location (geography) is the key to sustaining trust for use as an effective business tool and the appropriate level of detail must be shown for the geography of concern: Are you at block level, county, state, nation, or world view?

He emphasized that GIS technology is an integrating tool capable of bringing together data from many sources and supporting visualization of the current situation as well as future possibilities for decision making of all kinds. He concluded his introductory remarks by noting that the future will favor organizations that use/integrate GIS technology, as GIS is used to do real work and is among the top ten fastest growing industries. Based upon estimates ESRI has made, organizations that comprise metropolitan areas the size of the Twin Cities invest \$50 to \$100 million annually to support decision making via GIS and related technologies, much of which is uncoordinated. Brown emphasized with an investment of this

magnitude, the information produced from these activities needs to be acknowledged as a **key asset**. He also emphasized that coordination of the related expenditures could add greatly to existing capabilities.

Brown then talked about the vision of an expanded NSDI (National Spatial Data Infrastructure) where 14 themes of framework data, important to everyday decision making, at all scales (global, national, state, sub state, community, individual property), can be readily accessed along with the ability to zoom seamlessly among them. He offered a concept of **Data Fusion Centers** as a means to realize this vision by integrating data developed at all levels by those who are most well qualified to do so.

An analogy of the federal highway system was offered as a possibility to achieve the vision of the NSDI, through which guidelines and funding for data development flow down from national and state authorities and the data flows up from the local government entity closest to the actual creation and day-to-day transactions that modify the source data. To accomplish this two-way flow, agreement on a **common operational picture** is critical. He congratulated MetroGIS for its accomplishments toward establishing a common operational picture of data standards and custodial roles and responsibilities. He commented that the **U.S. Geological Survey's "Blue Book"** provides valuable information on data models, collection guidelines and custodial responsibilities and encouraged the participants to review it if they had not already done so. He emphasized that responding to crisis situations requires interoperability of data and that implementation of standards is critical to achieving interoperability. The 2005 experience dealing with the aftermath of Hurricane Katrina reinforced the need for interoperability and wide-spread adherence to agreed upon standards, as an estimated 25-50 person years of redundant work resulted from the lack of interoperability.

Once a common operating picture is achieved, the full capability of the technology can then be achieved by connecting individual geospatial technology systems to a system of systems that supports viewing of data simultaneously from many sources in one place. Brown referred to the visualization mechanism as a **GIS Dashboard** powered by **XML web services** shared via the Internet (GeoWeb), a means through which to achieve the vertical flow of data critical to realizing the NSDI vision.

Faster processing and increased bandwidth have increased technology options: mobile GIS: tablet PCs, pocket PCs, etc. These advancements also mean that a host of new professions/businesses are taking advantage of the technology (e.g., utility workers, firefighters, emergency preparedness planners). Most also recognize that surveying will be just another layer in the GIS with updating a result of a transactions made via Smart Phones/Smart Clients.

In response to the question from the forum planners – what new capabilities related to geographic information technology he believes will be available in five years - Brown responded that “it’s all GIS” – imagery, weather, GPS, Google – then mentioned several specifics:

- The future will favor organizations that harness the power of GIS
- A Common Operation Picture will be achieved
- Google Earth like products will include all 14 themes of framework data
- Mobile workforce management via GIS will become mainstream
- The public will continue to demand higher quality data, applications, and visualizing tools.
- Sensor networks for the world - digital nervous system for the planet – will become integrated, the data will flow where needed and be transformed for the particular need at hand for decision support.
  - NetCDF – will become popular as a format for time series location information. (i.e., weather report). Stream gauges, traffic sensors, will become integral components of the GeoWeb.
  - GIS education will be more wide spread and people will think geographically
  - GIS software will be bug free and easy to use!
  - GIS organizations across local, state, and national governments will co-develop and collaborate.

## **Synthesized Big Ideas From Both Presentations - Prepared by Matt McGuire (Recorder)**

### **Big Idea: Democratization of Spatial Information, “You don’t have to spell GIS to be able to use it”**

Comments:

- Customers expect/demand more and more access to spatial information.
- We need to be good stewards of GIS as people access it from all backgrounds
- Stewards create Views. Data views are very important. Different users and uses need different views.
- Risks
  - Privacy
  - Misuse – unethical or ignorant - of data
  - Equity of Access; the Digital Divide
- “GIS” may never be a household name, yet spatial information will continue to be used in a wider variety of ways, by a wider variety of people.
- “Make the data as self-evident as possible”. In order, for people to use data they have to understand what it is.

### **Big Idea: How do we justify/achieve Customer Demands?**

Comments:

- Must develop a Champion - a non-GIS professional at a higher level
  - Document your successes
  - Build a library of good case materials
  - "I'll know my song well before I sing it."
- Develop the expertise
  - Education
  - Look Vertical Local-->County--> Region-->State
  - Consultants
- Need to reevaluate business models
  - Business model is not cost recovery.
  - Need business cases for availability
  - Look at other existing funding models
- Top-Down and Bottom-Up issue
  - Top provides funding and guidelines
  - Bottom builds data

## **PANEL SESSION - IMAGINING POSSIBILITIES (PARTS A AND B)**

Will Craig introduced Mark Kotz, GIS Database Administrator with the Metropolitan Council, who served as the moderator for this panel session. Kotz then introduced each of the four panelists, in addition to Michael Liebhold and Clint Brown, and the two session recorders. A listing of these individuals, including their titles and organizational affiliations, is provided in Appendix J.

### **Questions/Answers: Panel Session Following the Liebhold and Brown Presentations**

#### **Notes Prepared by Mike Dolbow (Recorder)**

Brandt Q: Google mashups: services, apps, none are integrated. Is there a movement to integrate them?

Liebhold: A: Notion of encoding the points in mashups in GeoRSS will enable them to be discovered in traditional web discovery tools: [www.Platial.com](http://www.Platial.com), but also Yahoo maps, who already offer RSS output. It’s possible, but clearly a challenge to blend the mashup data. Google didn’t really know about all the mashups, but the awareness is dawning – not just to combine mashups from several sources and render on top of ESRI databases, etc. Get everyone to encode the data with GeoRSS coordinates, but also expose them.

Knippel Q: “It’s all GIS”. Common understanding of a fascinating science with lots of potential. However, anxiety exists from lack of basic understanding about GIS and why it should be funded (from higher

officials). Can you offer some insights in how to help people understand these basic concepts, get a strategy to build on the groundswell of understanding in the public, provide aid in these arguments to fund GIS.

Brown A: Decision makers in organizations where GIS is successful, that person is a champion. Not so much because they knew GIS, but because you built something with GIS that helped them do their job better. Look for opportunities to make GIS real important in the decision making. It's been complicated for so long just to build basic information that we can lose sight of turning it around and serving the mission of the organization. Second, lots of efforts exist to compile information in books about the benefits, the business case for GIS. Not just cost, but real-world situations about what it's meant for savings, lives saved, etc. ESRI has contracted to write more. Jim Garinger, former governor of Wyoming, talks about legislature. Had a bill about horseshoes, debated for 2 hours because they were all experts. Then they cut Medicaid by 2 thirds to "See what happens".

GIS is outreach within organizations to meet missions and grow understanding, and broad understanding to work with customers and testimonials to do it well. Otherwise we're in for a fight. They could just say "I can use Google Earth". If you can do your job with just that, great, but if you can't...? We all have to address this question.

Liebhold A: Document your successes proactively, before asked. Closure of project: summarize. Build a library of case materials to share. Organizational vision sessions, describing real and hypothetical benefits. Don't necessarily publish & prettify, but use them for continuous improvement. "I'll know my song well before I start singing it" (Dylan). Do it internally and be your own harshest critic.

Loesch Q: Comment on concept of information and data knowledge, and ease of data understanding. Microsoft spends \$\$ on software usability. What about data usability and understanding? Raw data on web, misuse, etc. Metadata is important but scarce and difficult to find and use. How do we transform the raw data to easily used/understood info?

Brown A: Information, data: MAPS are the most effective way to build the information. Base layers PLUS. Part of being a GIS pro is offering the data, the maps, the 3D viz. Capture the analytical processes to serve them in a more information-dominant view instead of a data dominant view. Visualization is going to be really big in GIS. Not just the data, but the VIEWS of the data. Google Earth wakeup call – present the information so people can understand it. Critical info about the data is the level of accuracy. We need to be good stewards of the data so it works well for people. Different data products for different audiences. An emergency call operator needs a different view of the data than the public. Offer the dashboards with the appropriate view, appropriate tools, what they need to get their job done.

Liebhold: A: Make the data as self-evident and self-describing as possible. Get away from acronyms. Plain English. Institute professional practices to use common vocabulary to describe datasets. Second steps: how do you browse and find data? Google Earth is at a loss on how to manage hierarchy – how do you manage 800 layers? Are there new kinds of iconography we can take advantage of?

Rowekamp Q: Is there really a GIS for Dummies?

Brown A: Don't know!

Rowekamp Q: Working with small counties and cities. 1-2 person shops. Hard to comprehend some of this technology being implemented there. What's the practical advice you give to a small organization with a small component that still wants to be positioned to take advantage of these advances in the future? What to tell them to be ready?

Brown A: The GIS Community. One, not just co-developing the content, but co-developing the expertise. As a community, think about how to develop the expertise. If the small community can't do it, can a regional entity take it on? A regional body like MetroGIS might be able to do it. Texas & Minnesota are both very social community based societies. Building bridges. Except Texans are a bunch of...

But THEY have \$6 million in funding to develop nodes of GIS expertise at El Paso, SFA U, Austin, etc. Copies of all the data held there, if the local community can't do it, they'll do it, develop the content and provide the infrastructure. (University Cooperative Extension GIS? – MD) Small consultants are a big piece of the puzzle.

Liebhold: A: Search the web to see if someone's thought of it – any bright idea. Skills building in small communities, someone's done it somewhere. Mapping Hacks is a great introduction to homegrown mapping techniques that anyone with tech skills can do. A lot of free software is available. Open source software will increase.

Audience Q: Numbers. When do you think the term "GIS" will become a household industry name? How many years?

Brandt: is IT a household name? I don't think it'll ever be a household name, but then I thought the same about GPS 7 years ago.

Knippel: People are becoming more geographically aware. Maybe they don't call it GIS, but that's what it is. It may be called something else, but 5 years.

Loesch: Never. Products will be the household terms. Google, Yahoo, etc.

Rowekamp: Agree.

Liebhold: Packet networks – what are they? Millions using. People will become comfortable with it and not know what it is.

Brown: How to measure? Date? GPS in Google gets 100 million hits. GIS gets 120 million. Household term with educated people, but not with everyone. People won't have to know how to spell it to use it.

Audience Q: What are the biggest risks posed by these technologies?

Brown: Privacy rights, ethics of GIS, the biggest concern is privacy. It's easy for a utility company to share their data in the case of an emergency. But they won't do it, for very good reasons. Fear of misuse.

Appropriate use of data is important. We're losing our ability to be a democracy. They can predict how we'll vote so they align districts so our vote doesn't matter anymore. Government at a local level has to remain powerful.

Liebhold: Equity of access. US is blessed with access to tools and data. Others in the world do not. There will be an increasing digital divide. Risk of losing wonderful things because of 9/11, when utilities clamp down and won't make data available, which is an overreaction I hope we can overcome as a community. A detailed public utility map was created from public sources, then shut down by the CIA.

Knippel: Technology is a fast moving bus. Custodians of public \$\$ try to figure out where to get on it, what the benefits are. It's easy to make \$million mistakes – investing in the wrong time, etc.

Brandt: How accurate is the data? People create data that's wrong, publish it, it then takes on a life of it's own, then big problems.

Rowekamp: You can buy readily available data on internet, with easier to use tools, can do analysis, and you have no idea if it's right. Anyone can use it now, doesn't understand it, and can be a problem.

Audience Q: Parcel information provided, most counties have nice internet sites, some are using applications on laptops, using parcel information. Applications are different, projections are different, nice to have a standardization of projections and fields.

Kotz A: Through MetroGIS, a dataset that is standardized across counties for seven metros.

Brandt: Hashed out, stored. For the 7 counties. Published, available. Could be used across the state.

Brown: Collaborating across the state?

Brandt: So far limited to 7.

Brown: Concept of community-based GIS should be to do MetroGIS-style standardization. People want to be able to look across the country to see consistent information.

Brandt: Not everyone stores data the same way = difficult to agree.

Audience Q: Value of building vs. size for redevelopment.

Knippel: Parcel data comments common. Take heat for it. Trying – get us at the table to develop a common standard, that's difficult. Justifying it is difficult. From the counties perspective, the parcel db's were developed and justified for internal biz purposes. It's a stretch to look beyond that and understand the common benefit to the public to make it available even if we don't get a direct return on investment. Should we be able to sell it to recover our costs? We need help to build a stronger case for building data, help people understand the indirect return on investment. Help politicians understand that.

Brandt: Things like Google and Mapquest are making people expect data to be free, even though it costs money to develop it.

Brown: Cost recovery is not the biz model. We need the case studies of the benefits. Open County Michigan – strong progressive thinking. MetroGIS reminds me of Calgary, with an executive committee to manage across community. Honolulu, also. Miami. People are investing because of the biz case. Reuse of information. URISA is great to provide creative funding models. Pima County in AZ build a parking lot to pay for GIS. Assessment on parcels just as people pay tax on utility. Benefits are big. Reach out into professional community to find examples.

Liebhold:: Top-down issue. Top-down funding would help. Top-down education.

Brown: Top-down combined with bottom-up. Top-down is funding and guidelines. Like we built interstates. Supported by states along guidelines. Build at the local level. Like Imagery for the Nation. NSGIC and NACO will lobby hard for it. Not really big amounts of money. These days it's Homeland Security money that can be tapped. Get GIS community to adopt a common vision and create a big lobby for this.

### **Notes Prepared by Matt McGuire (Recorder)**

The Champion is a non-GIS professional at a higher level

There is difficulty in cost-benefit analysis/justifying your costs:

- Document your successes
- Build a library of good case materials
- "I'll know my song well before I sing it."

Issue of literacy - misuse of data/information

- Data usability vs. software usability
- Views are very important
- Views not the data
- We need to be good stewards with Access Different views
- Make the data as self-evident as possible
- New kinds of Iconography
- Thoughtful descriptions

How to translate this into a small community?

1. Develop the expertise -
  - o Education\
  - o Look Vertical Local-->County--> Region-->State
  - o Consultants
2. Look for centers of excellence in small communities
3. Open Source Mapping Hacks?

When will GIS become a household word?

Never? Don't need to spell GIS to use it. Reframe the term.

What are the risks?

- Privacy
- Voting analysis - redistricted into meaningless votes
  - o Gov't at local level is the protector here
- Equity of access - Digital Divide
- Custodians of Public Money - when do we get on the bus
- Danger of decisions made off of inadequate or wrong data

Working together across borders

Community GIS for the nation

Lots of reasons to synthesize

It's a stretch for policy makers to understand

External needs

Business model is not cost recovery.

1. Need business cases for availability
2. Funding models

Reuse of information - reduce redundancy

It's a Top down issue, top down funding would help, also need top down education

Top Down and Bottom up

- Top Down provides funding and guidelines
- Bottom up - Build it

## **LUNCH RECESS AND TECHNOLOGY DEMONSTRATIONS**

Will Craig recessed the forum for the lunch break at 11:45 a.m. The participants were informed that box lunches were available in the Atrium adjacent to the auditorium. He also explained that a recess of one and half hours had been provided to encourage the participants to attend one or two of the eleven technology demonstrations, in addition to eating lunch. A listing of the demonstrations given is provided in Appendix L. Links to several of the presentations are provided in this Appendix.

Craig reconvened the forum at 1:00 p.m. and introduced the next keynote speaker.

## **WHAT'S NEEDED TO ACHIEVE THE POSSIBILITIES: DESIGNING NEW STANDARDS AND CAPACITIES**

Keynote Speaker: **Mark Reichardt**: President, Open Geospatial Consortium (OGC)



*Biographical information provided in the program packet. President of OGC, a not-for-profit international consortium of more than 310 companies, government agencies and universities participating in a consensus process to develop publicly available geoprocessing interface specifications.*

### **Summary of Mark Reichardt's Presentation** *(A copy of the slide presentation is provided in Appendix E).*

Mark Reichardt introduced himself and summarized the three programs of the Open Geospatial Consortium (OGC) –Interoperability, Specification Development, and Outreach and Community Adoption. He talked briefly about the membership in the OGC and reasons why they join – align themselves with others to influence industry direction (litmus test for maturing ideas), improve choice and competition in the marketplace, and reduce their respective risk regarding product development.

Reichardt then summarized several topics currently under development by OGC, noting that a use-case format is how they go about their business of testing and reaching agreement on standards:

- cascading web services,
- catalogue services,
- location based services (OpenLS),
- intelligent web mapping queries (save profile),
- and common interoperable framework user definitions –

He then summarized several topics areas that OGC will address shortly:

- **Geospatial Digital Rights Management (GeoDRM)**
- **RSS (encoding geography to enable live-feed images) and GeoRSS**
- symbology management,
- as-built integration,
- web-based modeling,
- Building Information Models (BINs)
- City GML Multi-Scale Modeling (interior views scalable to regional views)

In summary, Reichardt commented that a solid base open standards is in place but that attention to standards has to continue be the norm into the future, in particular, in conjunction with the IT community. The implications of rapid increase in technological capabilities, from Reichardt's perspective, are that a "fire house" of information is available and will continue to increase in volume. This plethora of information can not be effectively managed without use of geospatial technology. "Fitness for use" decisions will increasingly demand more attention and, as such, a better system of encapsulating this information into the system must be created. Human factors will increasingly drive decisions related to standards.

Reichardt closed his remarks by complimenting MetroGIS on its achievements as a regional geospatial collaborative and invited MetroGIS to consider joining the OGC to participate in its processes and knowledge sharing,

**"Big Ideas" offered by Mark Reichardt - Summary prepared by David Vessel (recorder)**

1. Standards are a way to share data among users and optimize the application environment for each user
2. Standards allow a variety of clients to use the appropriate data for a task with minimal waste
3. Standards allow data producers to specify access by a client and/or a purpose. This allows users to segment data by intended use as well as identification and more efficiently delivers appropriate amounts of data.
4. GIS community is addressing ever increasing sources of data (sensors- traffic cameras, ground sensors, etc)
5. Needs for situational awareness are fueling demand for more sensitive and timely data. These volatile datasets are expensive and necessitate broad application of open standards to justify their expense.
6. Increasing application specifications in RFPs for open data and systems standards increases the access and choices of these systems.
7. Standards allow broadest amortization of investments in data and increase the opportunity for software innovation. Proprietary formats can no longer be used to hold data investments hostage by a vendor.

**PANEL SESSION - WHAT'S NEEDED TO ACHIEVE THE POSSIBILITIES:  
DESIGNING NEW STANDARDS AND CAPACITIES**

Will Craig introduced Chris Cialek, GIS Clearinghouse Supervisor, who served as the moderator for this panel session. Cialek then introduced each of the four panelists, in addition to Mark Reichardt, and the two session recorders. A listing of these individuals, including their titles and organizational affiliations, is provided in Appendix J.

**Questions/Answers: Panel Session Following the Reichardt Presentation**

**Notes prepared by Nancy Radar (Recorder)**

Q (Bittner): What advice do you have for starting places to pull this type of approach together?

A (Reichardt): OGC can provide a forum for communities to compare notes on their experiences and business cases. Members have an explicit voice in the OGC process.

Q (Lime): It seems that the open source community and niche vendors have been much more likely to adopt WFS and WCS standards, whereas there's been slow or uneven acceptance among large vendors. Do you agree with that assessment, and if so, is it changing and what is driving this?

A (Reichardt): Every organization has a different reason for participating in OGC. Many large organizations ARE implementing OGC standards. What's most important is the Big Picture: OGC creates market pressures for standards and participants don't want to be left out. Technology users need to be consistent in asking industry to implement these standards; this will reinforce the money that has already been invested to make standards real.



Q (Slaats): More and more good data is being provided via WMS and WFS – how do we organize these data sets in a way that users can choose the best data that’s most appropriate for their needs? *[and something about what organization the provider should do versus what the user’s client application should do – I’m not quite clear on that]*

A (Reichardt): Can create profiles for communities of interest. Need to work on semantic issues that prevent discovery.

Q (Swing): A lot of standards come from the top and many people are at the bottom, wondering what is the next incremental step to apply them? GIS should be integrated into business and IT classes – where are the universities?

A (Reichardt): There’s still a disparity between GIS and IT, although some standards are integrated. Geospatial profile is written for non-GIS people. OGC has about 100 academic partners. A working group is focused on this issue.

Q (audience index card): What standards are there for security and privacy?

A (Reichardt): This is not OGC’s specialty. Instead, OGC takes security and privacy standards developed in the broader community, tests them with their members’ business cases, and gives feedback to the developers of those standards on issues or limitations.

Lime: DNR avoids authentication by providing only data with no restrictions and with a disclaimer.

Reichardt: That approach will not likely work in the long-term since there will be more and more derivative products that rely upon a restricted source or that provide information that in combination will pose a security or privacy problem (example of robbers putting together two different information sources, one on location of alarms (not sure what the other one was) in order to plan a break-in)..

Swing: Providers need to abide by legal restrictions and also unofficial guidelines such as not allowing parcel searches by name.

Bittner: Firewalls can act to keep information provided on intranets secure; unrestricted data can go outside the firewall on the internet.

Slaats: Currently, MetroGIS distributes parcel data and TLG (street centerline) data that have restrictive licenses, so MetroGIS has a need for security standards now. IT may be the place to look for help.

Reichardt: OGC needs a voice from regional interests since this provides a powerful voice to industry.

Q (audience index card): How do you feel about KML?

A (Reichardt): It’s very instructive, especially to kids. The problem is that you can’t integrate the individual systems (Google’s overhead view; A9’s street-level view; and Windows Local’s bird’s eye-view). Google has just joined the OGC, so this should get a good conversation going about interoperability.

Q (Robert Maki): In the process of doing work for an FGDC grant on WFS and GML, DNR has found that GML is very broad, not at all a narrow thing to implement. Is that the case?

A (Reichardt): Yes, GML is intended to be versatile and all-encompassing. What’s needed are profiles for commonly needed functions such as point pairs. OGC needs to manage these profiles but not necessarily write all of them – their members write them.

Q (Chris Cialek): What does it mean to register a product with OGC?

A (Reichardt): One meaning is that a vendor claims that their product implements OGC standards. The other is that OGC subjects the product to compliance tests and certifies that the product meets OGC standards.

Swing: We need to require compliance in our RFPs.

Reichardt: Yes, that will help industry recover their costs and will validate participation in standards development.

Q (not sure from who): What role is there for reference implementations of their standards?

A (Reichardt): They are encouraged. They are typically from open-source. “Plugfests” are a stress test of the standard on a product. The OGC network is a resource for the community to use to test your software.

Q (Will Craig): Metadata is our job but it’s not fun and often not done. Does RAMONA have legs or do we need to write full metadata?

A (Reichardt): How long are we around? Data becomes questionable once its creator leaves. If data is to be used independently, be reused, and be used appropriately, it needs to be documented to the best fidelity possible.

Bittner: This idea is parallel with documentation during application development. Metadata matters when you try to share applications. How many people document their code?

Last unrelated comment (Reichardt): Standards are member-driven; working groups decide whether a proposed standard is worth pursuing.

## **REFRESHMENT BREAK**

Will Craig called for a break at 2:30 p.m. He reconvened the forum at 2:50 p.m. and introduced the next keynote speaker.

## **WHAT’S NEEDED TO ACHIEVE THE POSSIBILITIES: DESIGNING NEW ORGANIZATIONAL CAPACITIES**

Keynote Speaker: **Professor Ian Masser**: Successful Spatial Data Infrastructures



*Biographical information provided in the program packet. Founder Chairman of the Associations of Geographic Information Laboratories in Europe 1998-99, President of the European Umbrella Organisation for Geographic Information 1999-03, and President of the Global Spatial Data Infrastructure (GSDI) Association 2002-04. Author of numerous publications, most recently GIS Worlds – Creating Spatial Data Infrastructures, which recognizes MetroGIS’s efforts. (See book review at <http://www.urisa.org/Journal/Vol17No2/BudicReview.pdf>.)*

**Summary of Professor Masser’s Presentation** *(A copy of the slide presentation is provided in Appendix F).*

Professor Ian Masser thanked those responsible for inviting him to participate in today’s forum. He began his comments by recognizing the work that has been in the Twin Cities by way of MetroGIS to establish a successful Spatial Data Infrastructure (SDI). He commented that his role today was to talk about the organizational side of Spatial Data Infrastructures (SDIs), as opposed to the technical aspects. He then shared the following **principles that he believes underlie successful SDIs**:

- Data should be collected once and maintained at the level where it is most effective
- Spatial data should combine seamlessly from various sources
- Data collected at one level should be shared at other levels (i.e. local, state, federal, etc).
- Extensive use of data should not be restricted.
- It should be easy to discover what data is available, and to evaluate it’s fitness for a particular use.

Masser then shared several emerging **trends related to successful SDIs** around the world:

- **Moving from product to process**
  - Producers to users
  - Database creation to data sharing
  - Centralized to decentralized structure
- **Moving from formulation to implementation**
  - Single to multilevel participation
  - Coordination to governance (more open/ participatory)
  - Existing to new organizational structures

Masser used several international examples to illustrate various collaborative models from less complex to more robust. He also shared a technology innovation that involves the use of **geo-smart tags** developed for an Australian application. The database that supports the smart tags is a **point dataset of unit addresses**, a solution that conceptually appears to be similar to the vision adopted by the MetroGIS Policy Board for the Twin Cities for which no operational model had previously been located.

Masser concluded his comments noting that a major challenge to establishing and maintaining a successful SDI is to **ensure standards and harmony, yet respect diversity**. To address this challenge, he noted there has been a shift to more **inclusive models of stakeholder governance**, in many cases resulting in new governance structures, as is the case in the Twin Cities with MetroGIS’s efforts. He also noted that public/private partnerships are also becoming more common to achieve what neither sector can do on its own, again a recognition that has surfaced in the Twin Cities.

**Big Ideas offered by Ian Masser – Joella Givens (Recorder)**

- **Don’t believe too strongly in technology.**
- **We must be willing to share power in order to move forward with SDI.**
- **SDI by nature is a patchwork quilt or collage.**
- **Public/Private partnerships are working well in various parts of the world.**
- **Moving toward a Spatially Enabled Society requires an important shift in emphasis. The goal is for about 1% of the end ‘GIS users’ being actual GIS professionals, less than 5% being general IT users, and 95% being users who are unaware that they are using a GIS.**
- **This also means a large shift toward producing products and services for these non-specialist users.**
- **Networking is the key to successful SDI implementation.**

**PANEL SESSION - WHAT’S NEEDED TO ACHIEVE THE POSSIBILITIES:  
DESIGNING NEW ORGANIZATIONAL STRUCTURES**

Will Craig introduced Nancy Read, Technical Services Coordinator with the Metropolitan Mosquito Control District, who served as the moderator for this panel session. Read then introduced each of the five

panelists, in addition to Professor Masser, and the two session recorders. A listing of these individuals, including their titles and organizational affiliations, is provided in Appendix J.

### **Questions/Answers: Panel Session Following Professor Masser's Presentation**

#### **Notes prepared by Joella Givens (Recorder)**

**Arbeit** – LMIC has experienced repeated challenges to stay alive as an organization, and always has to justify its value. Do others experience the same challenge, and how successful are they?

**Masser** – There are two basic strategies. The first is to make yourself useful, and the second is to get participation of various stakeholders (including government, utilities, etc.). People need to feel they are getting value, and you need to demonstrate your value. You can also evaluate the potential for outsourcing. Outsourcing may be good or bad, depending on the circumstance. You don't want to lose in-house expertise, but should look at what activities/tasks could be done outside.

**Maki** – There is a tendency in the US to consolidate IT services, and in some states GIS is being swept along. What elements of and SDI should be centralized?

**Masser** – First look at the data that is common, that should be centralized. Also look at shared services. People involved in developing e-government services may do well to provide GIS services on the web. However GIS folks are often the most knowledgeable about web-based services.

**Harper** – How well are educational institutions prepared to teach GIS concepts and how to use GIS tools in their various disciplines?

**Masser** – Many universities have not included GIS in traditional geography programs (just GIS bits). However other disciplines are seeing a surge of GIS knowledge. Academies around the world have been slow to come up to speed on the area of GIS, and GIS degree programs are just getting started. This educational challenge is very worrying.

**Pollock** – How do we help policy-makers understand the issues relating to GIS when we have a limited amount of their time (about 1 ½ hours per month)?

**Masser** – The only real answer is to get more time, to help them to understand that it is worth their time to understand GIS issues. You also have to work on making your presentation as efficient as possible, driving the important points during the time you have.

**Gelbmann** – MetroGIS is evolving as an organization. Discussions toward application sharing have implications of organizational issues. Sharing data is different, as that is a commodity that can be packaged. Application sharing can have various levels, from passing along the entire application (more like data sharing), to shared services. What are the implications of this change?

**Masser** – You will really need to look closely at the resources at your disposal. Can you take advantage of students completing a masters' thesis? What are the opportunities for collaboration with the private sector? Find partners, and then look at presenting this in the most opportune way.

#### **Notes prepared by Tanya Mayer (recorder)**

*Arbeit:*

*Our agency has had a hard time surviving as a coordinating entity in times of fiscal difficulties and we have a difficult time educating the ever-changing electorate. Do you know if these are difficulties experienced in other parts of the world and how successful have others been in situations like this?*

Masser:

1. Make it sound useful – something they can't do without
2. form a very active coalition with local government, academia, and private sector
3. Have a willingness to outsource the main day to day work

*Maki*

*There is a tendency in the U.S. at the state level to consolidate the I.T. departments, in some cases, GIS is swept along. Can you comment on centralization vs. decentralization and what elements are suited for each?*

Masser:

1. This is difficult – these are very new situations
2. The best providers tend to be those used to operating in a distributed organization
3. Acknowledged that there is a realignment taking place within government

*Harper*

*As a non-traditional user, from a local government perspective, we have a difficult time with current administration and decision makers with their limited understanding of GIS, and getting them to understand that GIS is so much more than developing the parcel data set. From an educational perspective, how is education being structured to educate students in 1) geographic visualization and 2) GIS?*

Masser:

1. Generally, geography departments and course have not benefited or added to traditional geography courses. They have missed GIS educational opportunities.
2. Surveyors are another major player and are not getting students in surveying programs
3. Crises is coming that people are not trained in GIS
4. Academics are very slow to keep up

*Nancy Pollock*

*How do we keep policy board members sufficiently educated about GIS and make an impact with such a short amount of meeting time?*

Masser

1. Difficult – more time is the key but not always possible
2. Issue of presentation – get the point out “before the 10<sup>th</sup> floor”

*Gelbmann*

*An evolution is occurring in MetroGIS. Data sharing efforts have been the focus the past 10-12 years, with significant success. Recently (the past 2-3 years) discussion at a policy level has started to change to application sharing and how it fits into the organization. This has implications as how we work together. Applications can be shared 1) as-is; 2) deciding on an environment together and working on applications independently; 3) collaboratively working on applications or 4) shared services that represents a collaborative plan.*

Masser

- 1) Look at resources available at your disposal
  - a. U of MN masters students
  - b. Private sector sources that benefit as well

## **CLOSING**

Will Craig led the closing by stating that he was very pleased with what he had heard during the day and acknowledged that he now has a new found appreciation for the benefits that can result from compliance with standards. Craig then affirmed that several “big ideas” were shared during the course of day and that they will provide substantive food for thought as MetroGIS and the other sponsoring organizations go about their business of planning ’s next steps for leveraging the possibilities associated with the use of geographic technology to better serve the institutions and citizens of Minnesota.

He thanked the participants for their participation, encouraged everyone to submit an evaluation, and adjourned the forum at 4:30 p.m.

## Appendix A



### Imagining Possibilities:

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#### *The Next Frontier For Geographic Information Technology*

Hubert H. Humphrey Center, University of Minnesota  
June 1, 2006

**Forum Purpose:** *identify a range of technology possibilities related to enhancing the sharing of and effectively using geospatial data and information important to the day-to-day operations of the organizations that comprise our community.*

### Final Program

- 7:30 a.m. Continental Breakfast and Pick up Program Materials
- 8:15 Welcome  
*Victoria Reinhardt, MetroGIS Policy Board Chairperson and Ramsey County Commissioner*
- 8:20 Overview of the Day  
*Will Craig, Associate Director, Center of Urban and Regional Affairs, University of Minnesota*
- 8:25 **Imagining Possibilities: What Does the Customer Want (Though They May Not Know It Yet) and What are We Preparing to Deliver?**  
*Michael Liebhold: Senior Researcher, Institute for the Future*
- 9:40 Refreshment Break
- 10:00 *Clint Brown, Director of Software Products, Environmental Systems Research Institute (ESRI)*
- 10:45 **Panel Session A: Moderator: Mark Kotz, GIS Database Administrator, Metropolitan Council**
- 11:45 Box Lunch (*Pick up lunches and eat in technology demonstration classrooms*)  
Technology Demonstrations (*see separate document in packet for listing*)
- 1:00 p.m. **What's Needed to Achieve the Possibilities: Designing New Standards and Capacities**  
*Mark Reichardt, President, Open Geospatial Consortium (OGC)*  
**Panel Session B: Moderator: Chris Cialek, GIS Clearinghouse Supervisor, Mn Land Management Information Center**
- 2:30 Refreshment Break
- 2:50 **What's Needed to Achieve the Possibilities: Designing New Organizational Structures**  
*Professor Ian Masser, Spatial Data Infrastructures*  
**Panel Session C: Moderator: Nancy Read, Technical Services Coordinator, Metropolitan Mosquito Control District and Chairperson, MetroGIS Coordinating Committee**
- 4:20 Closing  
*Will Craig, Associate Director, Center of Urban and Regional Affairs, University of Minnesota*

## **Appendix B**

### **Program Transition Slides**

**Go to:**

<http://www.metrogis.org/specialevents/techpossibilities/ImaginingPossibilitiestransitionsides.pdf>

**Appendix C**  
**Keynote Presentation**  
**- Michael Liebhold-**

**Michael Liebhold's presentation included 36 slides, of which we were authorized to publish seven. The seven slides may be viewed at:**  
[http://www.metrogis.org/specialevents\techpossibilities\Liebhold\\_selected\\_slides.pdf](http://www.metrogis.org/specialevents\techpossibilities\Liebhold_selected_slides.pdf)

**Those interested in reviewing current material on his topic are directed to [http://del.icio.us/inbox/starhill\\_blend](http://del.icio.us/inbox/starhill_blend), a community bookmarking service that is updated several hundred times a day with directly relevant resources, blended from dozens of related topics. Any of the topics on the right of the website are links to aggregated specific topics. Additionally, a search can be made using keywords "GeoWeb" or "Liebhold" for further resources.**



**Appendix D**  
**Keynote Presentation**  
**- Clint Brown -**

**Go to:**

<http://www.metrogis.org/specialevents/techpossibilities/MNFutureClintBJun2006.pdf>

**Appendix E**  
**Keynote Presentation**  
**- Mark Reichardt –**

**Go to:**

<http://www.metrogis.org/specialevents/techpossibilities/ReichardtMetroGIS010606.pdf>

**Appendix F**  
**Keynote Presentation**  
**- Professor Ian Masser –**

**Go to:**

<http://www.metrogis.org/specialevents/techpossibilities/MasserMetroGIS010606.pdf>

# Appendix G

## Forum Evaluation Results

Outstanding ...4  
Good .....3  
Average .....2  
Poor.....1

### Was this Forum...

1. An effective means to learn about new ideas?.....	3.60
2. Useful in providing valuable information?.....	3.48
3. Relevant to job responsibilities?.....	3.15

### The Program

1. Effectiveness of the keynote speakers	
A) Michael Liebhold .....	3.88
B) Clint Brown .....	3.26
C) Mark Reichardt .....	3.16
D) Ian Masser .....	<u>3.20</u>
	<b>Effectiveness Composite Score: 3.38</b>
2. Effectiveness of the Panel Sessions	
A (AM): What does the customer want? .....	3.24
B (PM1): Designing New Standards and Capabilities .....	3.01
C (PM2): Designing New Organizational Structures .....	<u>3.13</u>
	<b>Effectiveness Composite Score: 3.13</b>
3. Usefulness of the Question and Answer Sessions .....	3.13
4. Usefulness of the Technology Demonstrations .....	3.40

### Adequacy of Facilities

1. Meeting Spaces.....	3.53
2. Food .....	3.47

### General Comments

1. Congratulations on today's forum. You hit one out of the park!!
2. Congratulations and thanks to all involved with the "Imagining Possibilities" forum yesterday. I was impressed with the quality of the presentations and discussion, and also with how well organized this complex event was. This event will serve as a valuable kickoff to the MetroGIS strategic planning process, and will surely inform the Council's strategic planning as well.
3. ....I know it was a lot of work on your part. It was an excellent and very insightful event. Congratulations are definitely in order. Your efforts are very much appreciated!
4. .... meeting was a logistical success. By mid-morning I knew we had the successful content we wanted. It was very satisfying to be part of an event that delivered on both counts. (Will Craig)
5. Technology demonstrations were excellent!
6. I thought that the picture taking during the sessions was very distracting, disruptive and really unnecessary.
7. Technology presenters didn't have time to eat.
8. Clint Brown needed better prep on nature of his audience.
9. I find 20-minute demo's without hands-on to be not as helpful – spent time networking with people which was useful.
10. Overall well done – thought provoking discussions
11. The air in the main auditorium got painfully stale after first 1.5 hour session.
12. Sound was good – the right level of volume and clear.

13. The questions the panel asked Ian were not addressed and answers would be nice to get.
14. I would suggest more time be devoted to technology demos if future forums are done.
15. Photo taking was distracting. I don't think it was crucial to the event to take 10-15 shots of each presentation. It also seemed to interrupt the presenters' thought process. You could see them flinch and anticipate the next click of the camera. The first couple of pictures were not a problem, but after that I started to follow the photographer rather than the speaker. I almost got up a couple of times to ask her to stop.
16. More technology demonstrations and more time spent on them.
17. Too many pictures taken during talks! The flash was very distracting!
18. Usefulness of the Question & Answer sessions starred, with comment, Great!
19. Usefulness of Technology Demonstrations was scored beyond Outstanding – actual category was “Holy Shit!”
20. Food: Brie & pork sandwich? Damn!
21. I loved the panel sessions.
22. Technology Demonstrations could have used more time

### **Most Inspiring Ideas.**

1. Using Geo PDF (saw at technology demo)
2. GeoWeb
3. Advancing information flow from my office through GeoRSS feeds.
4. To think outside the box; to stay up with technology as it affects our business.
5. Counties – States – Feds & Standards based data sharing
6. Ian Masser – moving away from using the (pejorative) word “coordination” towards the word “governance”
7. The work we all need to do in making society aware of the benefits and uses of integrated spatial data.
8. Possibilities for real-time sensors integrated with base reference data.
9. Governance is complicated, requires dedication & work. Common theme: importance of selling to policymakers the value of (a) GIS & (b) coordination.
10. What will be the hot topics in the next 5 years?
11. Use of LBS on a micro basis (bldgs, etc.) rather than global
12. “Policy, not technology” – dissolve the line holding back data & services & value will be rapid in large ways.
13. Possibilities of organizing own SDI & clearinghouse
14. The content of Michael Liebhold's presentation
15. Potential for GIS in the future
16. Michael's description of future visions
17. Mass geo-informational tools allowing collaboration at all levels, allowing 2-way information sharing
18. GIS is moving into the mainstream
19. Michael Liebhold's vision of the future
20. STDS & product vendor sessions
21. The diversification of GIS and spread to non-traditional users (e.g. GoogleEarth)
22. Difficulty of connecting with lay GIS use in language that makes sense to them
23. Recording “folklore” as a spatial feature
24. The direction of GIS is broadening and the complexity is increasing.
25. First person geography
26. Can I use my cell phone to geo-locate myself and get real-time arrival info for nearby Metro Transit user? (And will the bus wait for me when I'm 1 minute late?)
27. Geospatial Data/Skills/Applications as basic literacy – can't withhold data for fear of misuse any more than literature
28. The desire to investigate open source GIS topics
29. Data Interoperability & Sharing, community resources available, strength of a user community
30. Google Mashups are some function I need to start using
31. Hearing the speakers who use or promote GIS on a level other than what I'm used to working with (i.e., local, state, etc.) speak on GIS value & usefulness
32. Geographers/GIS professionals tend to think comprehensively & ideally. Yet, the real revolution in the spread & adaptation of GIS continually is actually going to require us to figure out how to implement out complex understanding of GIS into applications that are simple to comprehend & are user friendly.

We want geographic awareness & competency? Well, I believe this is one way to achieve it to some degree.

33. I believe it is essential to work across jurisdictions to set standards.
34. My company would like a Map Server that would serve employees without Arc View. A web Map Server would assist employees.
35. WM3, WES, ease of use
36. All data is spatial.
37. New governance structures for multi-level stakeholder participation & participation.
38. GIS could (should) become easier for the novice user.
39. GeoPDF was good for near future – best new future idea is geospatial hypermedia.
40. Geo based web instead of URL based
41. Looking at a whole new area for a job!
42. MAP to PDF
43. Telling about what's coming up and how people are using ANSI Standards was the most helpful. I also think discussing how we can all come together is very important. It's great to have a place for all types of professionals to come together.
44. The idea of the Geospatial Web is very exciting and unique to think about. Very inspiring!
45. Using Google Earth & Weather info in current mapping program
46. Reminder of need to keep up to speed.
47. It was great to hear about emerging trends and the advances in technology – the direction the world is moving in.

### **Questions For Panelists (From Note Cards Submitted During Forum)**

#### **For Clint Brown:**

1. Clint talked about the “GIS for the Nation”, USGS leadership in the Blue Book, unified strategies for themes, standards, data fusion and a common operating picture. USGS has been instrumental in these activities. How can we accomplish some of these things when USGS – National Mapping Division is being threatened? M
2. When will we be able to edit 3D data (grid surfaces) in ESRI 3D software (like Arc Scene)? M
3. Along the lines of 3D visualization, is ESRI developing more advanced 3D modeling tools? More specifically, has there been development in incorporating 3D laser scanning/terrestrial or ground based LIDAR outputs (point clouds) into an ESRI environment for the purposes of modeling and visualization? M

#### **For Michael Liebhold**

1. While we need to shift toward serving non-GIS specialists, do you see a trend toward increased spatial knowledge in the upcoming generation? A2
2. How is Open Source (data/software) impacting your operations now and in the future? (cost, public access, etc.?) M
3. What do we need to do to prepare our children to be effective in the future of spatial awareness? Particularly, how can we impact K-12 education to develop programs to address this? M
4. How real is the danger and what are the implications of the Balkanization of geospatial environments of the large web companies? M

#### **For Ian Masser**

1. For Ian Masser: Please comment briefly on the strengths and weakness of the models you presented. (not asked) A2
2. While we need to shift toward serving non-GIS specialists, do you see a trend toward increased spatial knowledge in the upcoming generation? A2 [*asked to both Messrs. Liebhold and Masser*]

#### **For Mark Reichardt**

1. How is OGC going to develop standards for the new airborne digital mapping cameras? A1
2. How is the OGC approaching standards for building security & privacy protections into the technology (software, data ...)? A1

3. Is OGC also looking at Geo PDF? A1
4. To what extent do public agencies participate in OGC? What do you consider to be the most effective strategy for promoting OGC standards within the State? A1
5. For Mark R: What, if anything, is the relationship between OGC and Multi-Speak? A1

**For David Brandt and Randy Knippel**

1. How do “customers” fit into funding GIS in your counties? M

**General Questions**

1. What are the biggest risks posed by these new technologies? M
2. When do you think the term “GIS” will become a household/industry name when we won’t have to explain what it is to anyone who is not familiar with it? (10-20 yr?) M
3. Dashboards are popular in the non-GIS world as well – I’m seeing general website redesigns that segment content for distinctive audiences. What do our experts recommend as strategies to integrate GIS & non-GIS dashboards? (including organizational issues). M
4. Could panel members comment on the pros/cons of licensing and restricting access to geospatial data? M
5. I am teaching a GIS course this year at North High School about 25 blocks from here. Do you have suggestions for encouraging “people of color” & women to consider GIS as a career? Do you see any national trends related to this issue? M
6. Where do you see the best commercial opportunities for small business GIS firms (next 2-3 years)? M
7. The Minnesota Historical Society, in conjunction with LMIC, is developing an online Geography/History GIS for 5<sup>th</sup> through 12<sup>th</sup> grade classrooms, incorporating over 300 georeferenced maps, with live links to historic photographs, etc. As experts, what would you envision for ideal, simplistic GIS tools that could be understandable to non-technical, non-GIS users (aka 6<sup>th</sup> grade teachers) but will be beneficial for students who will be entering a far more GIS savvy world – the next generation of GIS users? M
8. If GIS is going to be embedded in society, it means that we need students in all disciplines being trained in GIS. Is the education community offering training in all disciplines or is it still very centralized in just or a few departments? M
9. Dave, Washington County took the photos off the web portal. What was the issue? M
10. In the “Flat World” can you describe how we can improve our competitive position or a better vision on integrating our business processes? M
11. How do you feel about KML? A1

**Questions Submitted via Evaluation Forum**

1. What is status of GIS standards? Besides Marketing and Government planning, are there activities in GIS directed at historical data to locate public heritage and genealogy interests? Also anthropology based studies. NMDA has genetic profiles of over 4Million marrow donor volunteers.
2. What were strengths & weaknesses of models presented? Are there some that are better suited to statewide collaboration?
3. What can IT management do to support/expand and make the value of GIS more visible?
4. There was a CD mentioned by Mark during PM1. Where is CD available?
5. How do I get a job at IFTF?

**Appendix H**  
**Pre-forum Promotional Brochure**

**See following pages**



## Program

- 7:30 a.m. Continental Breakfast and Pick up Registration Materials**
- 8:15 Welcome**
- 8:20 Imagining Possibilities: What Does the Customer Want (Though They May Not Know it Yet) and What are We Preparing to Deliver?**  
- Michael Liebhold: IFTF  
- Clint Brown: ESRI
- 9:40 Refreshment Break**
- 10:45 - Panel Session**
- 11:45 Lunch and Technology Demonstrations**
- 1:00 p.m. What's Needed to Achieve the Possibilities: Designing New Standards and Capacities**  
Mark Reichardt, *Open Geospatial Consortium (OGC)*  
- Panel Session
- 2:30 Refreshment Break**
- 2:50 What's Needed to Achieve the Possibilities: Designing Management Structures**  
- Professor Ian Masser: *Spatial Data Infrastructures*  
- Panel Session
- 4:30 Adjourn**



**Location:** Hubert H. Humphrey Center, West Bank, University of Minnesota  
For directions, parking information, and an expanded view of the map go to [www.cura.umn.edu/HHH-directions.php](http://www.cura.umn.edu/HHH-directions.php).

## Registration and Fee

	Price
Before May 17, 2006	
All day	\$65
Morning Session Only (no lunch)	\$40
On or after May 18, 2006	
All day	\$70
Morning Session Only (no lunch)	\$45

Attendance is limited to 250 people  
Registration begins on Thursday, April 20, 2006

**To Register:** Visit [www.regonline.com/94145](http://www.regonline.com/94145)

**Lunch Preference:** Box lunches will be provided for those who register for the all-day option. An assortment of meats and vegetarian meals will be available. If you want a vegetarian meal, please note this preference when registering.

**Notice of Confirmation** – An email confirmation will be sent upon receipt of payment. An invoice may also be generated for those who cannot pay by credit card. **NOTE:** Payment must be received by May 22, to guarantee your reservation.

**Cancellation Policy:** Confirmed registrants who do not participate or who cancel after May 25, 2006 will forfeit their entire fee. Refunds will not be given for no-shows.

**Hotel:** The Radisson University Hotel (on the University of Minnesota campus) is offering a special rate of \$109/night. Call 612-379-8888 to register.

**More Information:** If you would like further information about this forum, please contact Randall Johnson at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us) or call 651-602-1638.

### Presented by:

MetroGIS, Metropolitan Council,  
MN GIS/LIS Consortium,  
MN Governor's Council on Geographic Information,  
MN Chapter of GITA,  
MN Office of Geographic and Demographic Analysis,  
University of Minnesota



**Metropolitan Council**



# Imagining Possibilities:

*The Next Frontier For  
Geographic Information Technology*

Thursday, June 1, 2006  
7:30 a.m. to 5 p.m.

Hubert H. Humphrey Center  
West Bank  
University of Minnesota  
Minneapolis, MN

# Why Attend *Imagining Possibilities*

Geographic information technologies are evolving rapidly. Innovations will create exciting new opportunities for GIS users across sectors. Five years from now, the way we deliver information and services to our customers may look quite different than today.

This one-day forum will bring together several widely respected experts and visionaries representing multiple facets of the geographic information field. They will help our community address questions such as:

- What will we be able to do with this technology five years from now?
- How will these innovations affect service delivery capabilities and customer appreciation?
- How might these innovations help us address data sharing and access needs and preferences?
- How can we use these innovations to improve the cost effectiveness of decision support and service delivery?
- What, if any, organizational and/or policy changes might be needed to take full advantage of these innovations?

## Who Should Attend *Imagining Possibilities*

**Morning session:** The focus of the morning session will be on possibilities for innovations in geographic information technologies within the next five years. You should attend if you are a:

- **Manager or technologist** who works with geographic information systems to support decisions and service delivery.
- **Policy maker or senior management** in an organization that is using or is considering using geographic information technologies.

A reduced fee is offered to attend only the morning session to encourage attendance by policy makers and senior management.

**Afternoon session:** In the afternoon session, the guest experts will field questions in order to delve into the specifics of how to achieve the possibilities shared during the morning session. You should attend if you are **responsible for managing and supporting geographic information technologies** for decision-making and service delivery, in particular within the government community.

### Keynote Speakers:

The keynote speakers confirmed as of this writing are among the most respected visionaries and content experts of our time within the geographic information technology community:



**Clint Brown:** Environmental Systems Research Institute, Inc. (ESRI) Director, Software Products for ESRI. Responsible for managing all ESRI product releases in use today in over thousands of organizations worldwide. Responsible for product design, development, and release of quality products. Works closely with Software Development teams managed by Scott Morehouse, ESRI's Chief Software Architect and Visionary.



**Professor Ian Masser:** Founder Chairman of the Associations of Geographic Information Laboratories in Europe 1998-99, President of the European Umbrella Organization for Geographic Information 1999-03, and President of the Global Spatial Data Infrastructure Association 2002-04. Author of numerous publications, most recently GIS Worlds – Creating Spatial Data Infrastructures



**Mark Reichardt:** Open Geospatial Consortium (OGC). President of OGC, a not-for-profit international consortium of more than 310 companies, government agencies and universities participating in a consensus process to develop publicly available geoprocessing interface specifications.



**Michael Liebhold:** Institute For The Future (ITF). Mike Liebhold is a Senior Researcher for the ITF focusing on pro-active, context-aware and ubiquitous computing, as well as social implications and technical evolution of a geospatial web. He is active in projects aimed at helping technologists and strategic planners from top tier companies and the public to better understand the emerging geospatial information infrastructure

**Appendix I**  
**Forum Participants**

**See following pages**

Report Name: MetroGIS Forum: Attendee Directory

Event# : 94145 (01-Jun-06) - Status: Active

Report Date: 30-May-2006

Event Title : MetroGIS: Imagining Possibilities Forum

Record Count: 228

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Report Name: MetroGIS Forum: Attendee Directory  
 Report Date: 30-May-2006  
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Event# : 94145 (01-Jun-06) - Status: Active  
 Event Title : MetroGIS: Imagining Possibilities Forum

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First Name	Last Name	Company	Address Line 1	Address Line 2	City	US State/ Canadian	Zip	Email
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Jeanne	Foust	ESRI	380 New York Street		Redlands	CA	92373	jfoust@esri.com
Carole	Fuller	Anoka-Ramsey Community College	11200 Mississippi Blvd NW		Coon Rapids	MN	55433	carole.fuller@anokaramsev.edu
Mark	Gabriel	Powel-MiniMax	930 Blue Gentian Road	Suite 1300	Eagan	MN	55121	mark.gabriel@powelminimax.com
Greg	Gauer	Target Corporation	1000 Nicollet Mall	TPN-810	Minneapolis	MN	55403	greg.gauer@target.com
Rick	Gelbmann	Metropolitan Council	230 East Fifth Street		St Paul	MN	55101	rick.gelbmann@metc.state.mn.us
Steven	Gilkey	GEOSPAN	10900 73 Rd Ave N	Suite 136	Maple Grove	MN	55369	gilkey@geospan.com
Joella	Givens	Minnesota Dept. of Transportation	Waters Edge	1500 West County B2	Roseville	MN	55113	joella.givens@dot.state.mn.us
Matt	Glaesman	City of St. Cloud	400 Second St. So		St. Cloud	MN	56301	tcampion@ci.stcloud.mn.us
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Mike	Greco	CURA - University of Minnesota	301 19th Ave. S.	330 HHH Center	Minneapolis	MN	55455	curaweb@umn.edu
Joshua	Gumm	Scott County	600 Country Trail E.		Jordan	MN	55352	kgumm@co.scott.mn.us
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Darren	Jablonsky	St. Louis County Planning Dept.	100 Missabe Bldg.	227 W. First Street	Duluth	MN	55802	jablonskyd@co.st-louis.mn.us
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Randall	Johnson	MetroGIS	230 East 5th Street		St. Paul	MN	55110	randy.johnson@metc.state.mn.us
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Adam	Julson	Minnesota Dept. of Transportation	1500 W. Cty Rd B2		Roseville	MN	55113	adam.julson@dot.state.mn.us
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Jesse	Pearson	J.M. Waller (U.S. Army Reserve)	506 Roeder circle		Fort Snelling	MN	55111	jesse.pearson1@us.army.mil
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Jon	Peterson	Metropolitan Mosquito Control	2695 160th St W		Rosemount	MN	55104-3431	jonpeterson@mmcd.org
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Crystal	Phillips-Mustain	Minnesota Dept. of Transportation	395 John Ireland Boulevard	MS 450	St. Paul	MN	55155	crystal.phillips-
Shane	Pittman	Powel-Minimax, Inc.	930 Blue Gentian Rd	Suite 1300	St. Paul	MN	55121	shane.pittman@powelminimax.com
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Tad	Schindler	Minnesota Pollution Control Agency	520 Lafayette Rd		Saint Paul	MN	55155	tad.schindler@state.mn.us
Andy	Schmidt	Great River Energy / United	17845 East Highway 10		Elk River	MN	55330	aschmidt@usgweb.com

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Eden	Spencer	City of Minneapolis Department of	105 5th Ave S	Suite 200	Minneapolis	MN	55401	eden.spencer@ci.minneapolis.mn.us
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Rebecca	Vick	Land Management Information Center	658 Cedar St., Suite 300		St. Paul, MN	MN	55155	becky.vick@admin.state.mn.us
David	Wagner	St Paul Regional Water Services	1900 Rice St		St Paul	MN	55117	dave.wagner@ci.stpaul.mn.us
Sally	Wakefield	1000 Friends of Minnesota	26 Exchange St. E		St. Paul	MN	55101	swakefield@1000fom.org

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Ronald	Wencl	U.S. Geological Survey	2280 Woodale Drive		Mounds View	MN	55112	rwencl@usgs.gov
Paul	Wickman	Emmons & Olivier Resources	651 Hale Avenue North		Oakdale	MN	55128	pwickman@eorinc.com
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George	Wilkinson	WpgLtd	11661 Vista Drive		Minnetonka	MN	55343	wpg@mm.com
Walter	Woodson	Mccaa, Webster & Associates	1422 W. Lake Street	Suite, 212	Minneapolis	MN	55408	walter.woodson@mccaawebster.com
AJ	Wortley	WI State Cartographer's	550 N. Park St., UW-Madison	384 Science Hall	Madison	WI	53706	lwortley@wisc.edu
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Xiao-Hong	Zhang	East View Cartographic	3020 Harbor Lane, North		Plymouth	MN	55447	xzhang48@yahoo.com
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# Appendix J

## Panel Session Participants

### Panel A – 10:45 AM

Moderator: Mark Kotz, GIS Database Administrator  
Metropolitan Council

Speakers: Michael Liebhold, Senior Researcher  
Institute for the Future

Panelists: David Brandt,  
Senior Information Technology Analyst  
Washington County

Randy Knippel, GIS Manager  
Dakota County

Recorders: Mike Dolbow, GIS Coordinator  
MN Dept. of Agriculture

Clint Brown, Director of Software Products  
Environmental Systems Research Institute (ESRI)

Tim Loesch, GIS Operations Supervisor  
MN Dept. of Natural Resources

Terese Rowekamp, **President**  
Rowekamp Associates

Matt McGuire, GIS Specialist  
Dakota County

### Panel B – 1:00 PM

Moderator: Chris Cialek, GIS Clearinghouse Supervisor  
MN Land Management Information Center

Speakers: Mark Reichardt, President  
Open Geospatial Consortium (OGC)

Panelists: David Bitner, GIS Specialist  
Metropolitan Airports Commission

Steve Lime, Data and Applications Manager  
MN Dept. of Natural Resources

Recorders: Nancy Rader, GIS Data Coordination Specialist  
MN Land Management Information Center

Alison Slaats, GIS Specialist  
Metropolitan Council

Bill Swing, IT Director  
Wright County

David Vessel, Transportation Planner  
Metropolitan Council

### Panel C – 2:50 PM

Moderator: Nancy Read, Technical Services Coordinator  
Metropolitan Mosquito Control District

Speaker: Professor Ian Masser, Spatial Data Infrastructures  
Spatial Data Infrastructures

Panelists: David Arbeit, Director  
MN Dept. of Geographic & Demographic Analysis

Rick Gelbmann, GIS Manager  
Metropolitan Council

Jane Harper, Principal Planner  
Washington County

Recorders: Joella Givens, GIS Manager  
MN Dept. of Transportation

Robert Maki, GIS Manager  
MN Dept. of Natural Resources

Nancy Pollock, Executive Director  
Metropolitan Emergency Services Board

Tanya Mayer, GIS Coordinator  
Metropolitan Council

# Appendix K

## Sponsoring Organizations

### 1. MetroGIS

Contact:

Randall Johnson, MetroGIS Staff Coordinator  
390 North Robert Street  
St. Paul, MN 55101  
651-602-1638  
[randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us)

Website: [www.metrogis.org](http://www.metrogis.org)

### 2. MN GIS/LIS Consortium

Contact:

Annette Theroux, Chairperson  
1000 Westgate Drive, Suite 252  
St. Paul, MN 55114  
651-203-7242

Website: <http://www.mngislis.org>

### 3. University of Minnesota - CURA

Contact:

Will Craig, Associate Director  
330 HHH Center,  
301 19<sup>th</sup> Avenue South  
Minneapolis, MN 55455  
612-625-3321  
[wcraig@umn.edu](mailto:wcraig@umn.edu)

Website: <http://www.cura.umn.edu>

### 4. MN Governor's Council on Geographic Information

Contact:

Rick Gelbmann, Chairperson  
c/o Nancy Radar  
651-201-2491  
[gis.council@state.mn.us](mailto:gis.council@state.mn.us)

Website: <http://www.gis.state.mn.us>

### 5. Metropolitan Council

Contact:

Mark Vander Schaaf, Director Department of Data Resources  
390 Robert Street South  
St. Paul, MN 55101  
651-602-1441  
[mark.vanderschaaf@metc.state.mn.us](mailto:mark.vanderschaaf@metc.state.mn.us)

Website: [www.mngidslis.org](http://www.mngidslis.org)

**6. MN Chapter of GITA**

Contact:

Al Laumeyer, President  
CenterPoint Energy  
700 West Linden Avenue  
Minneapolis MN 55440

[alan.laumeyer@centerpointenergy.com](mailto:alan.laumeyer@centerpointenergy.com)

Website: <http://www.gita.org/chapters/minnesota/minn.html>

**7. MN Office of Geographic and Demographic Analysis**

Contact:

David Arbeit, Director  
658 Cedar Street, Room 300  
St. Paul, MN 55155  
651-201-2460

[david.arbeit@state.mn.us](mailto:david.arbeit@state.mn.us)

Website: <http://www.lmic.state.mn.us>

**8. U.S. Geological Survey**

Contact:

Ron Wencil, USGS Geospatial Liaison  
NSDI Partnership Office  
2280 Woodale Drive  
Mounds View, MN 55112  
763-783-3207

[rwencil@usgs.gov](mailto:rwencil@usgs.gov)

Website: <http://www.usgs.gov>

**Appendix L**  
**Technology Demonstrations**

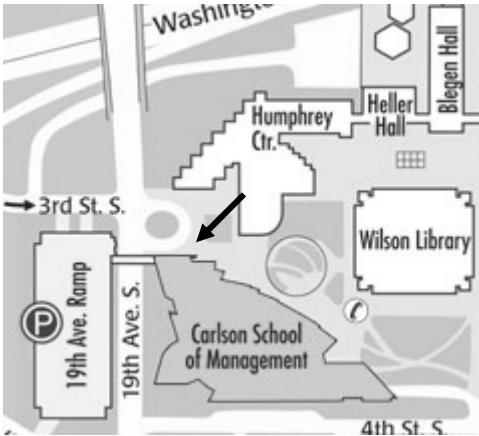
(During Lunch Recess)

See following pages

## Imagining Possibilities:

### The Next Frontier For Geographic Information Technology

## Technology Demonstrations: 12:00 noon and 12:30 p.m. (repeated)

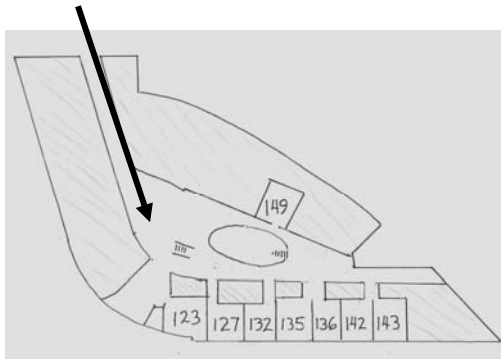


To get to Tech. Demos:

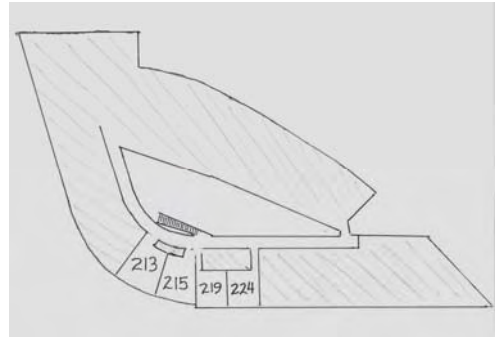
- Pick up lunch at Humphrey Atrium
- Go out through Humphrey main entry (west)
- Cross sculpture garden (or take sidewalk – no steps)
- Enter Carlson, north door
- Follow hall to Atrium, look for Tech. Demo signs (some are upstairs)

*Alternate route from Humphrey basement to Carlson basement in case of rain.*

Carlson  
Interior View:



1<sup>st</sup> Floor (ground level)



2<sup>nd</sup> Floor

Room – in Carlson	Title	Presenter(s)
215 (upstairs)	<a href="#">Google Earth 101</a>	Paul Wickman, Emmons & Olivier Res. Inc.
219 (upstairs)	<a href="#">Using GIS Data And Images In Google Earth</a>	Sally Wakefield, 1000 Friends of Minnesota & Dan Marckel, Center for Urban and Regional Affairs, U of M
123	<a href="#">Google Mashups With Mapbuilder.Net</a>	David Erickson, e-strategy.com
127	<a href="#">Real-Time, Fast, Local - Under The Hood At National Weather Service Site</a>	John Margraf, IT Specialist, National Weather Service, Chanhassen, MN
132	<a href="#">Spatial Rules And Events</a>	Kevin Crothers, ObjectFX
135	<a href="#">Map2pdf – Getting Maps Mobile</a>	Lon Cornell from TerraGo Technologies & Teri Alberico, Army Corps of Engineers
136	<a href="#">New Arcgis Explorer</a>	Chris Liske, ESRI
142	<a href="#">Mapserver – Open-Source Software For Mapping On The Web</a>	Brian Huberty, U.S. Fish and Wildlife Service & Perry Nacionales, University of Minnesota
143	<b>Giving Map Publication Control Back To The Data Owners</b>	Bob Basques, City of St. Paul
149 (12:00)	<a href="#">Centralized Data Serving: Web Mapping Services</a>	Tim Loesch, Minnesota Dept. of Natural Resources
149 (12:30)	<a href="#">Web Feature Services</a>	Ken Boss, Minnesota Dept. of Natural Resources



**215 - [Google Earth 101](#)** Paul Wickman, Emmons & Olivier Res. Inc. ([pwickman@eorinc.com](mailto:pwickman@eorinc.com))

This demo provides a "global" overview of Google Earth and available extensions. A local application developed for the Rice Creek Watershed District connecting to EOR's MapServer will also be shown. For more information contact [GeoServices@eorinc.com](mailto:GeoServices@eorinc.com).

**219 - [Using GIS Data And Images In Google Earth](#)** Sally Wakefield, 1000 Friends of Minnesota ([swakefield@1000fom.org](mailto:swakefield@1000fom.org)) & Dan Marckel, Center for Urban and Regional Affairs, U of M

Google Earth is an enticing tool for viewing places, but it can also show a surprising array of data. Learn how to add shapefiles, raster images, photographs, and citizen comments into Google Earth and share the products. This session will use examples developed in real-world community situations.

**123 - [Google Mashups With MapBuilder.net](#)** David Erickson, e-strategy.com ([info@e-strategy.com](mailto:info@e-strategy.com))

MapBuilder.net is a tool to build custom Google and Yahoo maps without learning the Maps API and JavaScript. It provides a visual interface with geocoding and import features, and lets users tag locations and publish on their own website. *e-strategy.com*, a locally-based Internet marketing firm, used MapBuilder to help local businesses such as Martinizing add locations to their web presence.

**127 - [Real-Time, Fast, Local - Under The Hood At National Weather Service Site](#)** John Margraf, IT Specialist, National Weather Service, Chanhassen, MN ([john.margraf@noaa.gov](mailto:john.margraf@noaa.gov))

The National Weather Service has introduced new features on their web site, based on GIS applications, that provide users with a more detailed display of weather information for their location. This presentation will demonstrate some of the applications on the NWS web sites, in addition to describing some of the raw GIS weather data sets that are available for specialized use.

**132 - [Spatial Rules And Events](#)** Kevin Crothers, ObjectFX ([kevin.crothers@objectfx.com](mailto:kevin.crothers@objectfx.com))

ObjectFX provides SpatialFX, an innovative Java-based software platform that enables the integration of dynamic location-based services such as mapping, vehicle routing, address geocoding and other spatial operations into enterprise applications. Users of applications built on the SpatialFX™ Platform can view and interact with real-time, integrated views of information in a location-based context, thereby enabling faster, more effective decisions. The technology serves as a foundation for a wide range of software applications that include Dynamic Operations Management, Mobile Asset Management, Location Analysis, and Network Visualization & Management, installed at organizations such as Boeing, FedEx, United Airlines, Qwest, U.S. Army and the U.S. Postal Service.

**135 - [Map2PDF – Getting Maps Mobile](#)** Lon Cornell, TerraGo Technologies ([lcornell@terragotech.com](mailto:lcornell@terragotech.com)) & Teri Alberico, Army Corps of Engineers ([teri.alberico@mvp02.usace.army.mil](mailto:teri.alberico@mvp02.usace.army.mil))

The Army Corps of Engineers needed tools to pull large files from GIS applications into a format that is manageable, highly portable and easy for non-GIS professionals to use. MAP2PDF lets Corps GIS engineers create maps with complex attributes and distribute them via a GeoPDF. Field personnel use Adobe Reader to view maps, turn layers off and on, query attributes, display coordinates or create redlines and notes. Acrobat round-tripping capabilities allow for integration of data gathered in the field with enterprise GIS systems.

**136 - [New ArcGIS Explorer](#)** Chris Liske, ESRI ([nparipovich@esri.com](mailto:nparipovich@esri.com))

ArcGIS Explorer is a new lightweight GIS data viewer available as a free download from ESRI. ArcGIS Explorer provides a quick and easy way for anyone to access GIS data in both 2D and 3D environments. The viewer comes standard with several free web services hosted by ESRI. Data from multiple sources can also be added to the viewer such as publicly available web services or data from your organization's own secure servers allowing you to browse and query data and create your own maps.

**142 - [MapServer – Open-Source Software For Mapping On The Web](#)** Brian Huberty, U.S. Fish and Wildlife Service ([Brian\\_Huberty@fws.gov](mailto:Brian_Huberty@fws.gov)) & Perry Nacionales, University of Minnesota ([pnaciona@gis.umn.edu](mailto:pnaciona@gis.umn.edu))

MapServer excels at rendering spatial data (maps, images, and vector data) for the web. <http://mapserver.gis.umn.edu/> The Open Source Geospatial Foundation has been created to support and build the highest-quality open source geospatial software. The foundation's goal is to encourage the use and collaborative development of community-led projects. <https://www.osgeo.org/>

**143 - [Giving Map Publication Control Back To The Data Owners](#)** Bob Basques, City of St. Paul ([bob.basques@ci.stpaul.mn.us](mailto:bob.basques@ci.stpaul.mn.us))

Why restrict data owners to publishing in a system they don't control? Gismo is the City's newest data discovery tool, built with JavaScript, MapServer, and the "Map book" concept. Now data owners don't have to hand off data updates to the Web Administrator – they control all aspects of publishing their spatial and tabular datasets, including when, how often, how much, and what it looks like.

**149 (12:00) - [Centralized Data Serving: Web Mapping Services](#)** Tim Loesch, Minn. Dept. of Nat. Res. ([tim.loesch@dnr.state.mn.us](mailto:tim.loesch@dnr.state.mn.us))

Managing and serving GIS data from a centralized data store is a reality at the Minnesota DNR. With more than 600 users in 72 offices spread over a large geographic area, the DNR is efficiently serving more than 150GB of imagery using a standardized web protocol called Web Mapping Services or WMS. This same protocol is also being used to serve data to the public via a variety of web mapping portals including the popular DNR Data Deli.

**149 (12:30) - [Centralized Data Serving: Web Feature Services](#)** Ken Boss, Minn. Dept. of Nat. Res. ([ken.boss@dnr.state.mn.us](mailto:ken.boss@dnr.state.mn.us))

Web Feature Services (WFS) aim to pick up where Web Mapping Services (WMS) leave off. Where WMS provides a convenient map-image representation of geospatial data over the web, WFS delivers actual vector and attribute data in a standardized XML format. Server and client software collaborate to provide browse, query, filter, and even transactional (create/update/delete) functionality over the internet. A publicly-accessible experimental WFS from the DNR will be demonstrated.

## Appendix M

### (AM Session Notes –Source of Summary)

#### Michael Liebhold Presentation:

#### Notes drafted and submitted by Michael Dolbow (Recorder) (“big ideas in bold)

- IFTF: Gather experts from particular fields to form an opinion on what the future looks like
- A Geospatial Web: where info and documents are found not just by content, but by location
  - Layered geospatial data
  - Web, sound, objects that are geocoded
  - Augmented perception: new ways of seeing info in front of us
  - Invisible attributes -> visible
  - Sentient landscapes – processing & presenting information
  - Context-aware computing: your mobile device knows who you are and where you’re going, it can do things on your behalf to help conduct your tasks
- Large hacking movement in geospatial information now – inventing new open source software, etc
- “First person geography” – seeing it from a street level view, not bird’s eye
- “Tricorder” everything about a place should be available as information
- GPS resolution will improve over the next 5 years. There will be dual receivers to use both US and European satellite systems
  - Triangulation from WIFI base stations – if they’re geocoded in a database, your device can figure out where it is. Intel has an open source device at [www.placelab.org](http://www.placelab.org)
  - Loki.net or loki.com – toolbar with an open interface – has databases for over 100 US cities so a laptop can know where it is, even without a GPS
- Need to think about cartography in new ways. First person graphic views (Sony XYZ).  
Augmented video: hold up your viewfinder on your phone and see links attached to real things in the world.
  - Google is enabling consumers to create 3D models easily with SketchUp tools, that they can then overlay on top of Google earth
  - WorldWind Markup from NASA – open source, GoogleEarth style
  - UW AR Toolkit – Augmented Reality – allows cartoons or graphics to hover in the air above objects
  - Stanford: GEOvrml – markup language for Virtual Reality
- The Tricorder is a very simple idea, but it’s complex to integrate all the data beneath it. Discovery of geospatial data is a difficult problem. Across the world, the provision of geospatial data is a mess. No standard way to find things, etc. Global problem: no way for a “spider” to find and index geospatial data
- Challenge: integrate formal and informal geospatial media. Taxonomies are different between disciplines
  - “Flicker” – can post photographs on web, provide a keyword. Ordinary people are going to label their data with plain language tags. “Wild Web Geotagged Metadata”. “Tag cloud”: not a formal schema or hierarchy – how to merge with formal tags
- Open Software Ecology: moving from legacy data to open source mapping tools. XML is the key to hold it all together: creates a mechanism for data to be self-identifying. The web will get integrated with geospatial data – user geocoded web.
- If we don’t move NOW, the stovepipes of information systems and storage mechanisms will prevent the “tricorder” vision from ever happening
- GeoRSS: the missing link? EASY to embed a geocoded RSS value in the RSS feed. You can create a map to subscribe to information: anytime someone posted geocoded info, it automatically

pops up. Great for Emergency Response, collaborative mapping, etc. Designed in concert with OGC folks – so very simple GML semantics are included.

- The rise of Personal Cartography: hacking Google Maps. Can paste Google Maps into a web page, overnight sensation.
  - “Mapping Hacks”: book by Erie, Gibson, & Walsh
  - Platial.com – premier mapping mashup website. All points are encoded in GeoRSS. Can be put on top of all other mapping systems. Flickr-style plain language tags.
- Empowering people in place with “ground truth”. Ordinary people can construct a new digital version of reality. People are taking civic action with free mapping. Open Street Map Movement (OSMM). Started in UK in response to the restriction of geospatial data in UK.
- Pathmaking: creating spatial memory. Important to native histories. Urban geographers collecting city stories/histories: stories about a place. Aggregation of feelings/impressions about a place
- Ecotourism, Precision Ag, Public Health, GeoDemographics (could lead to GeoSPAM)
- 3D facilities maps, making the invisible visible. Flashlight that has an RFID reader that can then shine the info back on the package
- PacManhattan – game board in downtown. Locative media experiments
- GeoWeb index: how many nations in the world are prepared to harness the benefits? Very few.
- Challenge: education, geospatial literacy. Ordinary people are going to start to appreciate and use this data.

Del.icio.us/inbox/starhill\_blend

[mliebhold@iftf.org](mailto:mliebhold@iftf.org)

### **Michael Liebhold Presentation:**

#### **Notes drafted and submitted by Matt McGuire (Recorder)**

- Search the internet spatially - Map of Trends
- Imagine the data you can't see - augmented perception
- Context-aware commuting
- placelab.org
- Loki Toolbar - open API
- Yahoo has coarse Tag(?)
- We are used to the omniscient view (orthoview), Other:
- Augmented video Aspen Movie Map from 1978 - crazy talk back then, now Microsoft is using it in their beta of [www.local.live.com](http://www.local.live.com)
- Augmented Reality Toolkit ARToolkit
- GeoVRML
- All this requires the support of Geospatial data - Provision of Geospatial is a big mess
- Geospatial Tagging
- User Geocoded web
- Balkanization of Geospatial Information - Google|Microsoft|Yahoo
- [www.Platial.com](http://www.Platial.com)
- Open Map movement
- PacManhattan

### **Clint Brown Presentation**

#### **Notes drafted and submitted by Michael Dolbow (Recorder) (“big ideas in bold)”**

- Rich history of GIS in MN: successful GIS goes hand in hand with strong communities
- ESRI's goal is to advance GIS: open source is exciting – GIS for the world

- Education, tech support, etc. Grants, press.
- How do we meet our needs as a society as this technology develops?
- *The purpose of an information system is to support real “line of business” activities.*
- People are demanding higher and higher levels of detail from geospatial information
- Three sources: Applications(Views), Geospatial databases, & Geoprocessing models. All based on geography – “the science of our world”
- Encapsulating geographic knowledge and making it directly usable and accessible
  - Favor better decisions, efficiency, solve problems, communicate, visualize: idea, plan, conflict, proposal, situation status, etc
  - **Create a common view of the earth**
- Bureau of Labor Statistics predicts GIS to be a top 3 tech employment job. Top 10 growth in employment overall.
- Need to show the appropriate level of detail for the geography of concern. Are you at block level, county, state, nation, or the world view?
- Technology improvements have enabled us to grow. Faster processing, increased bandwidth. GIS: Always been a system to HOOK participants together. GIS logic moving back into servers, but those servers can distribute the information better now than they could in the past.
- Mobile GIS: tablet PCs, pocket PCs, etc. Utility workers, firefighters. Professional GPS, surveying. Surveying will be just another layer in the GIS. Updates will just be a transaction. Smart Phones/Smart Clients.
- Sensor network for the world: digital nervous system for the planet. Another information set. NetCDF: format for time series location information. (i.e. weather report). Stream gauges, traffic sensors, all part of the GeoWeb.
- “GIS Dashboard” – a set of dashboards – online maps – for the users:
  - Define audience
  - Define content to be served
  - Build simple web application
  - Publish and serve
- **Fuse services from many nodes** and databases through XML web services in open source combination dashboards. I.e., CUAHSI – common information access for hydrological scientists.
- GIS should mean more:
  - Examples
  - A community of 1 million people is probably spending between 50 and 100 million a year on geospatial efforts
  - 25-50 people years of redundant work done in response to Katrina – no planning
- ***Data sharing needs to be part of future emergency response planning***
- GIS for the Nation: data models. ISO themes. USGS Leadership “Blue Book”. Recognize the common set of practices for industries that cut across political divisions.
  - Minimum set of collection guidelines
  - Identify the stewards
  - Created a successful data model to respond to Katrina within 2 weeks.
  - A model for a national GIS system. Multi-participant: local-state-federal system.
    - Plan: provide for immediate preparedness
    - Facilitate multi-agency collaboration
    - Improved response
  - Data Fusion Centers: a mirror – at least there’s a copy somewhere. Collaborative data building provides for a Common Operational Picture. Gets you a common understanding of the content, which is critical to a coordinate response.
  - Servers need to publish information in an open way.
  - Imagery for the Nation: contributing to the USGS Blue Book. The cities should get some help from the feds to do the high res photography

- Could be used as a GIS for MN? For the Twin Cities?
- Geospatial One Stop, similar.
- Next five years: publish own map services. Publish own Google Earths. It's all GIS: Imagery, Surveying, Weather, Design & construction, GPS, RFID, web content. That's the spatial data infrastructure.
- Digital Nervous System: trees in the west are dying. Integrate the sensor networks, flow data to where it's needed.
- GIS Education ubiquitous. Students apply GIS. Accomplished GIS users with insight. Starts in K-12, continues beyond college. Finally a "GIS for Dummies" book! **Thinking geographically.**
- Crucial for managing: cities, agriculture, response to disease, environment, transportation, infrastructure, inspection, workforce management and maintenance.
- The public will continue to demand high quality data
- GIS users will freely share data and host GIS web services. Complete data coverage with multiple levels of detail. Need a Google Earth with all 14 layers of basic info.
- GIS software will be bug free and easy to use!
- Savings of 15% in workforce management. Embedding in utilities and other parts of society.
- Used as a tool for science.
- Feet on the street, directed crime mapping
- GIS organizations across local, state, and national governments will co-develop and collaborate.

### **Clint Brown Presentation**

#### **Notes drafted and submitted by Matt McGuire (Recorder)**

GIS is used to communicate, visualize, and understand. Create a common view of the world.

Trends:

- Server Based
- Real Time Sensor Information
- Mobile GIS
  - Fill Clients
  - Smartphones

GIS is becoming a sensor network - a Digital nervous system for the planet

The GIS Community is developing dashboards

1. Define Audience
2. Define Content to be served
3. Build simple web applications

GIS should mean more for example The Twin Cities are spending \$50 -100 million annually in managing GIS - **what are we getting for that?**

GIS was used extensively in Hurricane Katrina Response. 25 -50 man years of *redundant work!*

Event was full of lessons

- Planning
- Data
- Organization
- Methodology

Data fusion center - a redundant copy

GIS services - service level agreement allow a common operating picture

Five Years:

- Server GIS
- It's all GIS
  - Imager
  - Surveying
  - Active Tags
  - etc...

# Appendix N

## (PM2 Session Notes –Source of Summary)

### Notes prepared by Joella Givens (Recorder)

**Don't believe too strongly in technology.**

Basic principles underlying SDI (spatial data infrastructure)

- Data should be collected once and maintained at the level where it is most effective.
- Spatial data should combine seamlessly from various sources
- Data collected at one level should be shared at other levels (i.e. local, state, federal, etc).
- Extensive use of data should not be restricted.
- It should be easy to discover what data is available, and to evaluate it's fitness for a particular use.

Emerging Trends

- Moving from product to process
  - Producers to users
  - Database creation to data sharing
  - Centralized to decentralized structure
- Moving from formulation to implementation
  - Single to multilevel participation
  - Coordination to governance (more open/ participatory)
  - Existing to new organizational structures

**We must be willing to share power in order to move forward with SDI.**

Victoria Australia (example discussed)

- They started with individual states, and then added a federal government later (as opposed to the US model of having the federal government first then creating the states). Therefore the money and impetus was at the local level. Money sources included land titling revenue.
- They laid the foundation for management and custody of the states, therefore funding the data sets.
- They moved through the above trends over time.

Two approaches for working with multi-level organization structures are

- Top-down
  - Advantage is in creating standards and harmonization
- Bottom-up
  - Advantage is in diversity, different aspirations and resources of stakeholders

The Challenge is to ensure standards and harmony, yet respect diversity.

**SDI by nature is a patchwork quilt or collage.**

There was a shift to more inclusive models of stakeholder governance. The problem is in the number of stakeholders and their diversity.

New governance structures have facilitated the development of SDI and data management.

SLIP Collaboration Portal (Shared Land Information Portal) was an effort to minimize duplication. This application was released May 1, 2006, and builds on staff expertise. Focus areas included emerging management, land development, national resource management, and register of interests.

This portal is a public-private partnership (PSMA being the private entity), whose purpose is to provide seamless data to stakeholders. This is a private corporation, owned by the government. So SLIP is owned by the government, but not in the government.

The Netherlands also has an example of a working public/private partnership, whose focus is on mutual benefits.

Germany set up a Center for Geoinformation, a company set up to stimulate the geoinformation community. Cross-border projects introduce complications.

**Public/Private partnerships are working well in various parts of the world.**

**Moving toward a Spatially Enabled Society requires an important shift in emphasis. The goal is for about 1% of the end 'GIS users' being actual GIS professionals, less than 5% being general IT users, and 95% being users who are unaware that they are using a GIS.**

**This also means a large shift toward producing products and services for these non-specialist users.**

One example of the shift toward e-government is the use of spatial smart tags.

**Networking is the key to successful SDI implementation.**

**Notes prepared by Tanya Mayer (recorder)**

Slide 1-2

Warning in believing too strongly in technology

Slide 3-4: SDI Principals: 5 commandments

1. Data collected once and maintained
2. Combined seamlessly across border

Slide 5: SDI elements

1. Institution
2. Create and Maintain Data
3. Make Data Accessible / Usable
  - a. Metadata
  - b. Pricing
  - c. Licensing
  - d. Access Awareness
4. Facilitating and Developing Technical tools and Applications

Slide 6: Emerging Trends

1. Product to Process
  - a. Producers to Users
  - b. Data creation to Data Sharing
  - c. Centralized to Decentralized
2. Formulation to Implementation
  - a. Single to Multi-level
  - b. Coordination to Governance
  - c. Existing to New Organizational Structures
3. Victoria Government Example
  - a. 1997-03 – Foundation for management and custodianship of 8 fundamental datasets
  - b. 2004-07 – shift in emphasis to whole of industry approach, focus on spatially enabled government and introduction of new governance structure

Slide 9: Multi-Level Structure of SDI

1. Top Down vision
  - a. Emphasized need for standardization and harmonization
2. Bottom Up vision
  - a. Emphasizes importance of diversity given very different aspirations of various stakeholders
3. Challenge
  - a. Ensure part of both, requires sustained mutual learning process

Slide 10: Likely Outcomes  
Patchwork or Collage

Slide 13: Governance of SDI's

1. Shift to more inclusive models of stakeholders
2. Problem of inclusiveness – potential of hierarchical model: National, State, Local...

Slide 15-35: SDI Management Options

1. Restructuring within existing state and local government (Australia example)
  - a. SLIP Collaboration Portal – shared land information platform is an enabling framework to promote information sharing with a focus on
    - i) Emergency
    - ii) Land development
    - iii) Natural resources
    - iv) Register of (property) interests
2. Restructuring external to existing (Nova Scotia example)
  - a. Seamless access to government services from the desktop
  - b. Maintains and distributes data
    - i) Topographic
    - ii) Property records
    - iii) Gateway to all geographic holdings
  - c. Developed by a coalition of public-private interests
3. Consortium – joint ventures by data producers (Australia example)
  - a. Seamlessly stitch existing data together in to 1 data layer
    - i) Administrative boundaries
    - ii) Address file
    - iii) Parcel polygons
4. Joint Ventures by Data Users (Dutch example) – create & maintain more/less consistent data
  - a. Utilities (60%)
  - b. Municipalities (20%)
  - c. Cadastral, State and Regional (20%)
5. Collaborative (MetroGIS, Germany examples)
  - a. Cross-Border (XBorder) project example

Slide 36: Toward a Spatially Enabled Society

Shift in emphasis: GIS Professionals (1%) → general I.T. (<5%) → to General Population (95%)  
Challenge to implement

Slide 38: Spatial Information Market

Example: Victoria Spatial Smart Tag use for spatial search engines

Slide 40: The Message: Networking is the key to a successful SDI Development

Slide 41: Preferred Option: Collaborative Focus

Blend across organizations without acquiring new technologies  
(Least preferred: internal focus)

Slide 42: Our Task:

1. Design Management Structures that Facilitates Networking
2. Create SDI's to spatially enable both Government and Society



## Endnotes:

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<sup>i</sup> The subject June 1 forum is the second event hosted by MetroGIS in preparation for MetroGIS's pending Business Plan Update initiative. The first event (Beyond Government Users: Future Directions for MetroGIS) was held in November 2005 and focused on possible partnerships with non-government interests to address common geospatial needs yet to be addressed. More information about the November 2005 event can be viewed at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf). The reader is also invited to review the information at [http://www.metrogis.org/about/business\\_planning/index.shtml#part1](http://www.metrogis.org/about/business_planning/index.shtml#part1) for general background about the pending MetroGIS Business Plan Update initiative.

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**June 28, 2006**

**1. CALL TO ORDER**

Chairperson Read called the meeting to order at 1:05 p.m.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Steve Lorbach (AMM: core cities - City of St. Paul); *Counties:* John Slusarczyk (Anoka), Scott Simmer (Hennepin), David Claypool (Ramsey), and Jane Harper (Washington); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* David Bitner (Metropolitan Airports Commission); Gordon Chinander (Metropolitan Emergency Services Board), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota and Jessica Horning (Greater Minneapolis Day Care Assoc.); *Special Expertise:* Brad Henry (URS Corp.); *State:* David Arbeit (LMIC), Joella Givens (MN/DOT) and Robert Maki (DNR); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics:* Chet Harrison (CB Richard Ellis); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), Jim Hentges (Scott); *Schools:* Dick Carlstrom (TIES); *Utilities:* Al Laumeyer (CenterPoint Energy).

Visitor: Fred Logman (LMIC & Governor's Council on Geographic Information and (XXX intern with MAC)

Support Staff: Randall Johnson and Polly Townes (MetroGIS Staff Support Team) and Mark Kotz (Metropolitan Council)

**2. ACCEPT AGENDA**

Givens moved and Simmer seconded to approve the agenda. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Arbeit moved and Maki seconded to approve the summary for the Committee's March 29, 2006 meeting, as submitted. Motion carried, ayes all.

**4. Policy Board Meeting:**

Vander Schaaf briefly commented on the process that the Council has engaged in over the past 15 months or so to evaluate MetroGIS's value to the Council and that the conclusion of the workgroup charged with the evaluation is that MetroGIS is a cost effective mechanism to obtain data it needs from others and that its existence is providing value to the entire community. Vander Schaaf explained that the specifics of the evaluation and the proposed recommendations were shared with the Policy Board at the April 19<sup>th</sup> meeting. The Board fully accepted the recommendations, the two most prominent being that the Council adopt a resolution ratifying continuing support of MetroGIS and that Council leadership communicate with state agencies the Council's preference that collaborative environment sustained via MetroGIS also be pursued statewide. He concluded his comments by stating full Council approval of the recommendation was scheduled for that afternoon. (Editor's note: The full

Metropolitan Council unanimously approved its workgroup's recommendations as proposed. To review the agenda packet [click here](#))

Chairperson Read commented that by Professor Shashi Skekar's Technology Demonstration, in which he demonstrated how he used utilized GIS technology to automate emergency preparedness planning, was outstanding and encouraged the members to review the presentation slides that are linked to from the meeting summary.

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

### **a) 2006 Regional GIS Project Proposals – Final Review**

Chairperson Read explained that Hennepin County had decided to withdraw their proposal leaving two proposals for the Committee's consideration. Reminded the Committee that its role is to offer advice to the Metropolitan Council, which funds the Regional GIS Project Program, regarding each project's merit in terms of addressing a regional geospatial need and to the extent possible a funding strategy that maximizes the benefit from the funds available. She then invited a representative from each proposal team to summarize their proposals and to address questions that the Proposal Review Workgroup had posed to them.

#### **Project B – Architecture to support an “Application Finder”**

Bitner made an introductory statement to explain that, in accordance with the Committee's comments and suggestions offered at last March's meeting, the proposal has become more focused and that LMIC has agreed to serve as the custodian for the proposed tool to enable sharing of web-based services and related technology. Arbeit then summarized the proposal as outlined in the information provided in the agenda packet.

Arbeit noted that LMIC stepped forward to play a key role in this project because it aligned well with a vision which has been endorsed by the Governor's Council on Geographic for a Minnesota Geospatial Architecture that is service-oriented. The goal is to enable services created and hosted by a variety of organizations to be located and utilized on an ongoing basis by other organizations in their day to day operations. To accomplish this vision, a “broker” is required, which would “certify” “best of breed” service availability and through both manual and automated means link available services with users desiring a particular service. The current proposal seeks to develop this “brokering” mechanism. Arbeit noted that the current proposal is more aligned with the vision for a statewide MN service-oriented architecture than the initial concept offered by Bitner but explained that adjustments have been made to the previously defined vision to provide the functionality outlined by the concept proposal and, in general, needs important to the MetroGIS community. He then explained the specific functions as stated in the proposal, noting that the goal is that the broker mechanism is to include at least two operational services in addition to an image service that has been developed by LMIC, and explained that the requested \$20,000 in funding would leverage around \$30,000 in resources from others.

Arbeit concluded his comments by emphasizing that the project team views this project as a valuable demonstration for a strategic component of the statewide vision for a services oriented geospatial architecture

Chairperson Read thanked the proposers for their comments and then asked for clarification as to who will manage/construct the “broker” mechanism. Arbeit commented that LMIC will manage the project and Bitner will be a main contact for insuring that the MetroGIS community's needs are clearly understood and a means of regular feedback is sustained. He

also commented that regular reporting to the Committee will be a priority. He also emphasized that for the broker mechanism to be successful, stakeholder participation is essential, just as stakeholder participation has been essential to the success of DataFinder and the state's geospatial data clearinghouse.

In response to a question from Vander Schaaf, regarding the need for relevance to the MetroGIS community for the web services that would be supported, Arbeit explained that this proposal involves development of the service discovery and access mechanism and not the services themselves. The Staff Coordinator offered a suggestion that if the "broker" mechanism is created, an activity of MetroGIS, possibly for discussion at the Strategic Directions Workshop, could be to foster web services that run in conjunction with endorsed regional datasets to address priority common information needs yet to be fully addressed. Maki concurred noting that the goal is to create an environment to enable leveraging of existing resources in a robust way that does currently exist in the application world and that builds upon the successes that MetroGIS has had to date in the data sharing world. He concluded his comments by stating he is excited about this opportunity for MetroGIS to play a substantive role in the evolution of a statewide service-oriented architecture given the mature collaborative environment that exists in the MetroGIS community.

In response to a question from Chinander whether fees will be involved in accessing the services, Arbeit clarified that the individual web services will remain the property of the organizations that create them and that they will retain control over access rights and policies, just as data producers currently maintain control over access rights for geospatial data for which metadata are posted on DataFinder and other data clearinghouse/distribution mechanisms. All interests which produce geospatial web service will be welcome to advertise their services via the proposed broker, as is the current policy regarding data searchable via DataFinder. As for the "broker" mechanism itself, Arbeit stated there will be no fees for searching or obtaining access to service through it. LMIC, serving in its role as the "broker" custodian, will also encourage no charge for services.

Chairperson Read commented that at last November's forum non-government interests were excited to learn they could publish data via DataFinder. She offered that extension of this policy to the proposed "broker" mechanism will be another important step towards fostering partnering opportunities valuable to addressing common information needs not yet addressed.

Chinander asked if the project team had a sense of the number of interests that use the "broker". Five of the Committee members indicated they each currently have services that they would contribute. Arbeit briefly summarized a survey that is in progress to define the current landscape of services and to document those underdeveloped and planned. Chairperson Read commented that the proposal is consistent with "big ideas" heard at the June 1 forum and commented that the existence of the proposed broker is necessary to realize the possibilities shared at the forum. The group concurred.

**Motion:** Chinander moved and Givens seconded to recommend that the Policy Board find that his project has merit as a Regional GIS project, satisfies each of the established criteria, and that the requested \$20,000 is reasonable and justified. Motion carried, ayes all.

Project D –Needs Assessment for Regional Occupiable Units Web Editing Application

Mark Kotz, lead staff for the Address Workgroup, began his comments by noting that the vision for a regional occupiable units database was adopted by the Policy Board in April 2005 and that since that time the Workgroup has facilitated the development of addressing standards consistent with the emerging national standards. A pilot was conducted to test the effort needed to convert stakeholder address databases to standards proposed for the regional database and the results showed the process is sustainable. The issue is what about the smaller communities which do have the support resources of the larger communities? Kotz stated it is these communities that are the focus of the this proposal, as the Workgroup has recognized that a key challenge to realizing the vision will be to establish a cost-efficient means to capture address data at the time of its creation by these smaller communities.

Kotz noted the Workgroup’s current thinking is that a direct (web-based) data capture tool is the most promising option but the Workgroup would prefer to conduct an analysis to clearly define functionality that would be valuable to the producer to incentivize their participation. Kotz provided an example that many of the smaller communities often do not have the capacity to create and maintain address maps so they outsource or rely upon paper working maps maintained individually by multiple departments. He noted that if the proposed web based data capture application included a utility to easily create address maps and other products they identify in the proposed study, that the smaller communities would elect to integrate the proposed tool into their daily operations.

Kotz then commented on the application itself and the questions posed by the Application Review Workgroup:

- \$21,000 is requested to hire a consultant; the methods would be defined by the consultant in collaboration with the Address Workgroup,
- Value of leveraged resources is difficult to estimate because many interests will contribute and/or benefit – time contributed by 21 workgroup members, staff time, time contributed by individuals involved in the formulation of the National Address Standards, organizational efficiencies gained as the result of the application one implemented, etc.
- Compliance with the regional address standard will ensure that data captured by means other than the subject web-based application will be interoperable with address data captured via the proposed application.

Harper suggested, and the Committee concurred, that the deliverable should be expected to suggest other options to capture address data from small communities if the proposed web-based application is determined to be unrealistic.

Harper also asked if it would be viable to skip the proposed needs assessment and go directly to application development. After some discussion, the group concurred with Maki’s comment that a “needs assessment” is important to identifying the benefits important to the business case and to establishing a viable project scope. The group also concurred that some form of prototyping was desirable to demonstrate capability and facilitate identification of additional functions desired by small communities. It was agreed that the demonstrating of capability is important and that the evaluation should include some form of visualization mechanism but not necessarily a functioning web interface.

Harper and Rowekamp encouraged the project team to utilize the proposed assessment as an outreach opportunity to build enthusiasm for the product but also cautioned not to build false expectations. Harper noted that the focus is on “inputs” and asked if the user’s needs are understood. Kotz responded that the user’s needs were the focus of the standards development process.

The term “needs assessment” was questioned by Arbeit given that a “vision statement” has been adopted. The group concurred that the proposed web-based tool is a means to achieving the vision and that the need for the specific tool is the focus, not the general vision, for a regional occupiable unit address database.

Wakefield spoke in favor of the needs assessment proposal, noting that from her experience working with small communities, that even with limited staff if the benefit/internal need (e.g., public safety) is well understood, time will be made to participate.

**Motion:** Craig moved and Givens seconded to recommend that the Policy Board find that his project has merit as a Regional GIS project, satisfies each of the established criteria, and that the requested \$21,000 is reasonable and justified. Motion carried, ayes all.

**b) MetroGIS Major Program Objectives: June-December 2006**

The Staff Coordinator summarized the listing of projects presented in the agenda materials. He commented that a formal 2006 work plan has not been adopted for MetroGIS and that the Policy Board had agreed last fall that projects in process should be the focus until the Metropolitan Council concluded its evaluation of the value of MetroGIS to its operations. He further noted that this listing of projects for the remainder of 2006 is before the Committee for ratification with the assumption that the Metropolitan Council will adopt that afternoon a recommendation before it to continue supporting MetroGIS with no change to the funding or organization structure currently in place.

Claypool asked about the status of securing staff support for Item 7- Performance Measurement Program. Vander Schaaf commented that the Council is in the process of filling the position that will support this activity and is hopeful that the individual will be on staff by late July, early August.

**Motion:** Bitner moved and Henry seconded to recommend that the Policy Board ratify the work program activities presented in Attachment A as major priorities for the remainder of 2006 or until the Strategic Directions Workshop, if they are modified at that time. Motion carried, ayes all.

**c) Strategic Directions Workshop Preparations**

Chairperson Read commented that two important activities in preparation for the Strategic Directions Workshop have been essentially completed (June 1 Possibilities Forum and November 15, 2005 Non Government Interests Forum) and that attention now can shift to refining the objectives and logistics for the Workshop. The discussion then focused on reflecting on the June 1 forum and establishing workgroups to complete the preparations

June 1 Forum Wrap Up: In response to a question from Chairperson Read, the members concurred that they thought the June 1 Imagining Possibilities Forum was a success. Chairperson Read commented that she is glad to see that this community will be closer to

realizing several of the “possibilities” shared at the forum if the two Regional GIS Projects discussed at this meeting are successful.

Craig commented that Michael Liebhold has authorized one copy of his presentation to be downloaded provided it is posted on the Internet. He suggested, and the Committee concurred, that the Staff Coordinator download it, send it in its entirety to the members for their internal use, and obtain permission from Liebhold to use a few of the slides in the summary document. Craig also encouraged the other members to submit their notes to staff on any “big ideas” they heard at the June 1 forum that have not been sufficiently captured in the draft summary document.

#### Non-Government Perspective Forum

The Staff Coordinator reported that now that the June 1 Forum is completed, the final phase of the process begun with November 15, 2005 can begin. The next phase will involve scoping out the details and implementation strategies for several of the 45 partnership ideas identified at the November 15 forum. Staff informed the Committee that 10 or so of the forum participants indicated interest in serving on a workgroup to accomplish this task. The expectation is that this task can be completed by mid September.

#### Strategic Directions Workshop Preparation Workgroup

Chairperson Read called for volunteers to serve on a workgroup to refine the objectives and logistics for the pending Workshop. Harper suggested that the members should represent as many perspectives as possible – user/producer as well as the various government types and sectors. The following members volunteered: Vander Schaaf, Harper, Arbeit, Read, and Gelbmann. Chairperson Read noted that those from sectors not yet represented may receive an invitation to participate as the effort moves forward.

#### **d) Modification of Operating Guidelines – Decisions Between Meetings**

Chairperson Read briefly summarized the history of the proposed changes, the most recent being a request from Chairperson Reinhardt to investigate options that are consistent with conventional quorum requirements as defined by Robert’s Rule of Order.

Craig and Givens spoke in favor of the proposed two-step voting process – appropriateness then substance. The only modification suggested to the language presented in the agenda materials was to convert from a specified number to a percentage for the threshold that determines whether a topic is appropriate or not for an E-vote. The consensus was to replace the “2-member” requirement with “10 percent or more” of the membership in the fourth bullet.

**Motion:** Harper moved and Givens seconded to recommend that the Policy Board amend the MetroGIS Operating Guidelines to authorize decisions between meetings via E-voting, as stated in the proposal dated June 12, subject to changing “2-member” threshold for determining whether an E-vote is appropriate to state “ten (10) percent or more of the membership”. Motion carried, ayes all.

#### **e) Technology Demonstration – July Policy Board Meeting**

As options for the July Board meeting, the group discussed demonstrating the Pictometry product (and its relationship to orthoimagery and GIS technology in general) or an explanation of MN Geospatial Architecture Plan. It was agreed the MN Geospatial Architecture Plan would be the most appropriate at the July meeting, given its relevance to a

Regional GIS Project proposal, the Metropolitan Council's affirmation of MetroGIS's value and directive to speak with state agencies about fostering collaborative opportunities with the state, and the request by Chisago County to join the collaborative environment created by MetroGIS, each of which is an agenda topic at the July Board meeting. Arbeit and Maki agreed to the Committee's request to make a presentation about the Governor's Council on Geographic Information Geospatial Architecture Plan for MN at the July 19 Policy Board meeting.

The Staff Coordinator was directed to contact Dakota County, which has an operational Pictrometry capacity, and ask if they would be interested in demonstrating this capability at the October Policy Board meeting. Craig commented that Knippel submitted an article for the GIS/LIS Consortium newsletter that provides a nice description of benefits associated with the Pictrometry product.

**f) Chisago County – Request to Join MetroGIS**

Chinander summarized the material in the agenda materials with regard to Chisago County's interest in leveraging/joining MetroGIS's collaborative environment, which raises the general question of how best to address accommodating data sharing with jurisdictions that border the seven county area. This matter has arisen because Chisago County will mostly likely be joining the Metropolitan Emergency Services Board.

The Staff Coordinator commented that sharing of data, knowledge and related geospatial resources with collar counties has been a goal for sometime but that this goal can be accomplished without modifying MetroGIS governance structure (adding voting members) or expanding the parties to formal agreements. This comment led to a short discussion about the role of the Governor's Council on Geographic Information to foster equity among standards and policies so that jurisdictions within the various geographic areas of the state can interact with one another with the need to expand already complex multi-party agreements.

Harper commented, and the group agreed, that this topic appears to be an appropriate discussion topic for the Strategic Directions Workshop. Givens concurred with Harper, noting that in a service-based architecture climate it will be increasingly important to look beyond the boundaries of the seven metro area counties to achieve the broader goal of MetroGIS being a component of coordinated statewide geospatial infrastructure. Vander Schaaf noted that the Metropolitan Council recognized that cooperation is needed with the adjoining counties because the issues surrounding its core functions extend beyond the Metro Area.

All agreed that dialogue to clarify Chisago County's needs and an evaluation of the pro and cons of meeting those needs is the appropriate first step to responding to this request. The Staff Coordinator was directed to develop a listing of responses to the question "What does it mean to be a member of MetroGIS (e.g., willingness to agree to common fee structures and access policies, honor the requirements of formal agreements and licenses - Regional Parcel and Regional Street Centerline datasets, actively participate in studies and activities designed to identify sustainable regional solutions to common information needs, maintain support custodial roles and responsibilities consistent with adopted regional policy)?



The Staff Coordinator was also directed to initiate a dialogue with Chisago County, in conjunction with Chinander, to clarify needs and preferences of Chisago County and to list these preferences accompanied by a statement of the current MetroGIS norm.

**g) Federal Enterprise Architecture – Geospatial Profile Version 1.1**

The group concurred with staff's suggestion to request the Technical Advisory Team to evaluate the subject document and offer a recommendation for consideration by the Committee at the September meeting as to what, if any, action MetroGIS should take in response to the policies and direction set forth in this document, in particular any issues/opportunities that are likely to be discussion points at the pending Strategic Directions Workshop.

**6) PROJECT UPDATES**

Chairperson Read called attention to two items – DataFinder Café Improvement Project and policy recommendations pending by of the County Data Producers Workgroup. It was agreed that the Updated Café should be demonstrated at the September meeting. Harper, Craig and Read summarized the Workgroup's progress on several policy amendments that are progress:

- Parcel data related:

- Allow publication of parcel data summarized to the block group or larger level of resolution,
- Allow no-cost license access to parcel data by non-profit interests,
- Allow view-only access to all components of the regional parcel dataset.
- Reject a request from the media to obtain free access via classification as an academic or a non-profit interest.

- Watershed District Jurisdictional Boundaries – Regional Solution

Harper briefly commented on BWSR hesitancy to serve as the regional custodian for this dataset. She and workgroup will be reviewing other options and hopefully will be in a position to make a recommendation to the Committee at the September meeting.

**7) INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8) ADJOURN**

Henry moved and Givens seconded to adjourn at 3:10 pm.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**September 13, 2006**

**Minnesota Counties Insurance Trust (MCIT) Building  
100 Empire Dr., St. Paul, MN**

*(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)*

**1:00 to 3:00 p.m. (extend if needed)**

**See directory in lobby for meeting room location**

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<b>1. Call to Order</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) June 28, 2006	<i>action</i> <b>1</b>
<b>4. Summary of July 19 Policy Board Meeting</b>	<b>9</b>
<b>5. Action and Discussion Items:</b>	
a) Strategic Directions Workshop Preparations	<i>action</i> <b>10</b>
b) 2007 Budget and Major Program Objectives	<i>action</i> <b>18</b>
c) Regional Emergency Preparedness Solution – Evaluation Plan	<i>action</i> <b>27</b>
d) GIS Demonstration for October Policy Board meeting	<i>action</i> <b>28</b>
e) TAT Review – Federal Enterprise Architecture, Geospatial Profile V1.1	<b>30</b>
<b>6. Project Updates:</b>	<b>31</b>
a) Business Plan Update (Phase II “Beyond Government Users” input initiative)	
b) 2006 Regional GIS Projects	
c) MetroGIS DataFinder Café – Upgrade Project	
d) Quarterly Performance Measures Anomaly Report	
e) Priority Business Information Need Solutions and User Satisfaction Forums	
f) County Data Producer Workgroup Activities	
<b>7. Information Sharing:</b>	<b>37</b>
a) Testimonial – U of M	
b) Presentations / Outreach / Studies	
c) Metro and State Geospatial Initiatives Update	
d) Federal/National Geospatial Initiatives Update (Blue Book)	
e) Other News	
<b>8. Next Meeting</b>	
December 13, 2006 (Election of Officers)	
<b>9. Adjourn</b>	

### Mission Statement

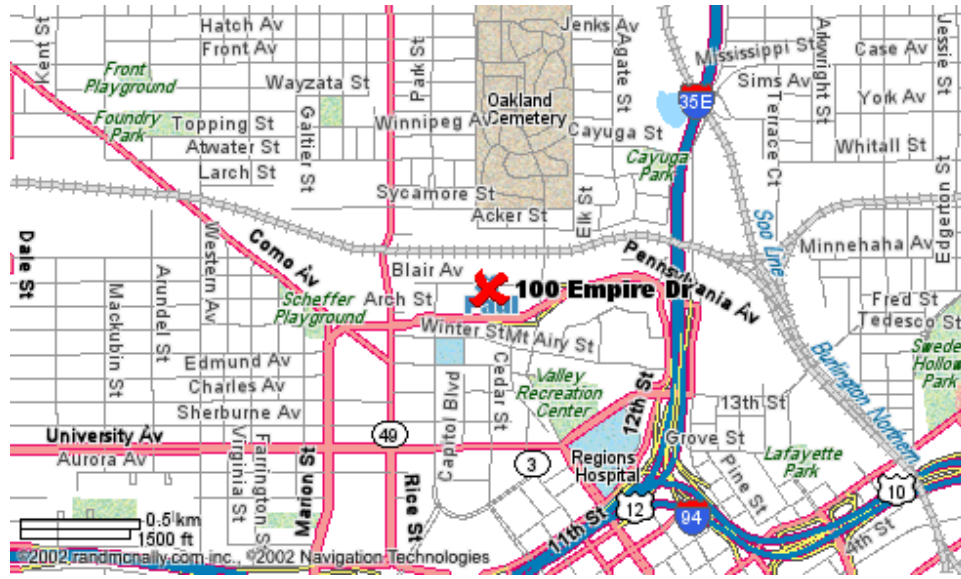
*“Provide an ongoing, stakeholder governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable.”*

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# How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



**If you are traveling on I-94 eastbound** -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-94 westbound** -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Northbound** -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Southbound** -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the left.

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

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Chairperson Read thanked the proposers for their comments and then asked for clarification as to who will manage/construct the “broker” mechanism. Arbeit commented that LMIC will manage the project and Bitner will be a main contact for insuring that the MetroGIS community's needs are clearly understood and a means of regular feedback is sustained. He

also commented that regular reporting to the Committee will be a priority. He also emphasized that for the broker mechanism to be successful, stakeholder participation is essential, just as stakeholder participation has been essential to the success of DataFinder and the state's geospatial data clearinghouse.

In response to a question from Vander Schaaf, regarding the need for relevance to the MetroGIS community for the web services that would be supported, Arbeit explained that this proposal involves development of the service discovery and access mechanism and not the services themselves. The Staff Coordinator offered a suggestion that if the "broker" mechanism is created, an activity of MetroGIS, possibly for discussion at the Strategic Directions Workshop, could be to foster web services that run in conjunction with endorsed regional datasets to address priority common information needs yet to be fully addressed. Maki concurred noting that the goal is to create an environment to enable leveraging of existing resources in a robust way that does currently exist in the application world and that builds upon the successes that MetroGIS has had to date in the data sharing world. He concluded his comments by stating he is excited about this opportunity for MetroGIS to play a substantive role in the evolution of a statewide service-oriented architecture given the mature collaborative environment that exists in the MetroGIS community.

In response to a question from Chinander whether fees will be involved in accessing the services, Arbeit clarified that the individual web services will remain the property of the organizations that create them and that they will retain control over access rights and policies, just as data producers currently maintain control over access rights for geospatial data for which metadata are posted on DataFinder and other data clearinghouse/distribution mechanisms. All interests which produce geospatial web service will be welcome to advertise their services via the proposed broker, as is the current policy regarding data searchable via DataFinder. As for the "broker" mechanism itself, Arbeit stated there will be no fees for searching or obtaining access to service through it. LMIC, serving in its role as the "broker" custodian, will also encourage no charge for services.

Chairperson Read commented that at last November's forum non-government interests were excited to learn they could publish data via DataFinder. She offered that extension of this policy to the proposed "broker" mechanism will be another important step towards fostering partnering opportunities valuable to addressing common information needs not yet addressed.

Chinander asked if the project team had a sense of the number of interests that use the "broker". Five of the Committee members indicated they each currently have services that they would contribute. Arbeit briefly summarized a survey that is in progress to define the current landscape of services and to document those underdeveloped and planned. Chairperson Read commented that the proposal is consistent with "big ideas" heard at the June 1 forum and commented that the existence of the proposed broker is necessary to realize the possibilities shared at the forum. The group concurred.

**Motion:** Chinander moved and Givens seconded to recommend that the Policy Board find that his project has merit as a Regional GIS project, satisfies each of the established criteria, and that the requested \$20,000 is reasonable and justified. Motion carried, ayes all.

Project D –Needs Assessment for Regional Occupiable Units Web Editing Application

Mark Kotz, lead staff for the Address Workgroup, began his comments by noting that the vision for a regional occupiable units database was adopted by the Policy Board in April 2005 and that since that time the Workgroup has facilitated the development of addressing standards consistent with the emerging national standards. A pilot was conducted to test the effort needed to convert stakeholder address databases to standards proposed for the regional database and the results showed the process is sustainable. The issue is what about the smaller communities which do have the support resources of the larger communities? Kotz stated it is these communities that are the focus of the this proposal, as the Workgroup has recognized that a key challenge to realizing the vision will be to establish a cost-efficient means to capture address data at the time of its creation by these smaller communities.

Kotz noted the Workgroup’s current thinking is that a direct (web-based) data capture tool is the most promising option but the Workgroup would prefer to conduct an analysis to clearly define functionality that would be valuable to the producer to incentivize their participation. Kotz provided an example that many of the smaller communities often do not have the capacity to create and maintain address maps so they outsource or rely upon paper working maps maintained individually by multiple departments. He noted that if the proposed web based data capture application included a utility to easily create address maps and other products they identify in the proposed study, that the smaller communities would elect to integrate the proposed tool into their daily operations.

Kotz then commented on the application itself and the questions posed by the Application Review Workgroup:

- \$21,000 is requested to hire a consultant; the methods would be defined by the consultant in collaboration with the Address Workgroup,
- Value of leveraged resources is difficult to estimate because many interests will contribute and/or benefit – time contributed by 21 workgroup members, staff time, time contributed by individuals involved in the formulation of the National Address Standards, organizational efficiencies gained as the result of the application one implemented, etc.
- Compliance with the regional address standard will ensure that data captured by means other than the subject web-based application will be interoperable with address data captured via the proposed application.

Harper suggested, and the Committee concurred, that the deliverable should be expected to suggest other options to capture address data from small communities if the proposed web-based application is determined to be unrealistic.

Harper also asked if it would be viable to skip the proposed needs assessment and go directly to application development. After some discussion, the group concurred with Maki’s comment that a “needs assessment” is important to identifying the benefits important to the business case and to establishing a viable project scope. The group also concurred that some form of prototyping was desirable to demonstrate capability and facilitate identification of additional functions desired by small communities. It was agreed that the demonstrating of capability is important and that the evaluation should include some form of visualization mechanism but not necessarily a functioning web interface.

Harper and Rowekamp encouraged the project team to utilize the proposed assessment as an outreach opportunity to build enthusiasm for the product but also cautioned not to build false expectations. Harper noted that the focus is on “inputs” and asked if the user’s needs are understood. Kotz responded that the user’s needs were the focus of the standards development process.

The term “needs assessment” was questioned by Arbeit given that a “vision statement” has been adopted. The group concurred that the proposed web-based tool is a means to achieving the vision and that the need for the specific tool is the focus, not the general vision, for a regional occupiable unit address database.

Wakefield spoke in favor of the needs assessment proposal, noting that from her experience working with small communities, that even with limited staff if the benefit/internal need (e.g., public safety) is well understood, time will be made to participate.

**Motion:** Craig moved and Givens seconded to recommend that the Policy Board find that his project has merit as a Regional GIS project, satisfies each of the established criteria, and that the requested \$21,000 is reasonable and justified. Motion carried, ayes all.

**b) MetroGIS Major Program Objectives: June-December 2006**

The Staff Coordinator summarized the listing of projects presented in the agenda materials. He commented that a formal 2006 work plan has not been adopted for MetroGIS and that the Policy Board had agreed last fall that projects in process should be the focus until the Metropolitan Council concluded its evaluation of the value of MetroGIS to its operations. He further noted that this listing of projects for the remainder of 2006 is before the Committee for ratification with the assumption that the Metropolitan Council will adopt that afternoon a recommendation before it to continue supporting MetroGIS with no change to the funding or organization structure currently in place.

Claypool asked about the status of securing staff support for Item 7- Performance Measurement Program. Vander Schaaf commented that the Council is in the process of filling the position that will support this activity and is hopeful that the individual will be on staff by late July, early August.

**Motion:** Bitner moved and Henry seconded to recommend that the Policy Board ratify the work program activities presented in Attachment A as major priorities for the remainder of 2006 or until the Strategic Directions Workshop, if they are modified at that time. Motion carried, ayes all.

**c) Strategic Directions Workshop Preparations**

Chairperson Read commented that two important activities in preparation for the Strategic Directions Workshop have been essentially completed (June 1 Possibilities Forum and November 15, 2005 Non Government Interests Forum) and that attention now can shift to refining the objectives and logistics for the Workshop. The discussion then focused on reflecting on the June 1 forum and establishing workgroups to complete the preparations

June 1 Forum Wrap Up: In response to a question from Chairperson Read, the members concurred that they thought the June 1 Imagining Possibilities Forum was a success. Chairperson Read commented that she is glad to see that this community will be closer to



realizing several of the “possibilities” shared at the forum if the two Regional GIS Projects discussed at this meeting are successful.

Craig commented that Michael Liebhold has authorized one copy of his presentation to be downloaded provided it is posted on the Internet. He suggested, and the Committee concurred, that the Staff Coordinator download it, send it in its entirety to the members for their internal use, and obtain permission from Liebhold to use a few of the slides in the summary document. Craig also encouraged the other members to submit their notes to staff on any “big ideas” they heard at the June 1 forum that have not been sufficiently captured in the draft summary document.

#### Non-Government Perspective Forum

The Staff Coordinator reported that now that the June 1 Forum is completed, the final phase of the process begun with November 15, 2005 can begin. The next phase will involve scoping out the details and implementation strategies for several of the 45 partnership ideas identified at the November 15 forum. Staff informed the Committee that 10 or so of the forum participants indicated interest in serving on a workgroup to accomplish this task. The expectation is that this task can be completed by mid September.

#### Strategic Directions Workshop Preparation Workgroup

Chairperson Read called for volunteers to serve on a workgroup to refine the objectives and logistics for the pending Workshop. Harper suggested that the members should represent as many perspectives as possible – user/producer as well as the various government types and sectors. The following members volunteered: Vander Schaaf, Harper, Arbeit, Read, and Gelbmann. Chairperson Read noted that those from sectors not yet represented may receive an invitation to participate as the effort moves forward.

#### **d) Modification of Operating Guidelines – Decisions Between Meetings**

Chairperson Read briefly summarized the history of the proposed changes, the most recent being a request from Chairperson Reinhardt to investigate options that are consistent with conventional quorum requirements as defined by Robert’s Rule of Order.

Craig and Givens spoke in favor of the proposed two-step voting process – appropriateness then substance. The only modification suggested to the language presented in the agenda materials was to convert from a specified number to a percentage for the threshold that determines whether a topic is appropriate or not for an E-vote. The consensus was to replace the “2-member” requirement with “10 percent or more” of the membership in the fourth bullet.

**Motion:** Harper moved and Givens seconded to recommend that the Policy Board amend the MetroGIS Operating Guidelines to authorize decisions between meetings via E-voting, as stated in the proposal dated June 12, subject to changing “2-member” threshold for determining whether an E-vote is appropriate to state “ten (10) percent or more of the membership”. Motion carried, ayes all.

#### **e) Technology Demonstration – July Policy Board Meeting**

As options for the July Board meeting, the group discussed demonstrating the Pictometry product (and its relationship to orthoimagery and GIS technology in general) or an explanation of MN Geospatial Architecture Plan. It was agreed the MN Geospatial Architecture Plan would be the most appropriate at the July meeting, given its relevance to a

Regional GIS Project proposal, the Metropolitan Council's affirmation of MetroGIS's value and directive to speak with state agencies about fostering collaborative opportunities with the state, and the request by Chisago County to join the collaborative environment created by MetroGIS, each of which is an agenda topic at the July Board meeting. Arbeit and Maki agreed to the Committee's request to make a presentation about the Governor's Council on Geographic Information Geospatial Architecture Plan for MN at the July 19 Policy Board meeting.

The Staff Coordinator was directed to contact Dakota County, which has an operational Pictrometry capacity, and ask if they would be interested in demonstrating this capability at the October Policy Board meeting. Craig commented that Knippel submitted an article for the GIS/LIS Consortium newsletter that provides a nice description of benefits associated with the Pictrometry product.

**f) Chisago County – Request to Join MetroGIS**

Chinander summarized the material in the agenda materials with regard to Chisago County's interest in leveraging/joining MetroGIS's collaborative environment, which raises the general question of how best to address accommodating data sharing with jurisdictions that border the seven county area. This matter has arisen because Chisago County will mostly likely be joining the Metropolitan Emergency Services Board.

The Staff Coordinator commented that sharing of data, knowledge and related geospatial resources with collar counties has been a goal for sometime but that this goal can be accomplished without modifying MetroGIS governance structure (adding voting members) or expanding the parties to formal agreements. This comment led to a short discussion about the role of the Governor's Council on Geographic Information to foster equity among standards and policies so that jurisdictions within the various geographic areas of the state can interact with one another with the need to expand already complex multi-party agreements.

Harper commented, and the group agreed, that this topic appears to be an appropriate discussion topic for the Strategic Directions Workshop. Givens concurred with Harper, noting that in a service-based architecture climate it will be increasingly important to look beyond the boundaries of the seven metro area counties to achieve the broader goal of MetroGIS being a component of coordinated statewide geospatial infrastructure. Vander Schaaf noted that the Metropolitan Council recognized that cooperation is needed with the adjoining counties because the issues surrounding its core functions extend beyond the Metro Area.

All agreed that dialogue to clarify Chisago County's needs and an evaluation of the pro and cons of meeting those needs is the appropriate first step to responding to this request. The Staff Coordinator was directed to develop a listing of responses to the question "What does it mean to be a member of MetroGIS (e.g., willingness to agree to common fee structures and access policies, honor the requirements of formal agreements and licenses - Regional Parcel and Regional Street Centerline datasets, actively participate in studies and activities designed to identify sustainable regional solutions to common information needs, maintain support custodial roles and responsibilities consistent with adopted regional policy)?

The Staff Coordinator was also directed to initiate a dialogue with Chisago County, in conjunction with Chinander, to clarify needs and preferences of Chisago County and to list these preferences accompanied by a statement of the current MetroGIS norm.

**g) Federal Enterprise Architecture – Geospatial Profile Version 1.1**

The group concurred with staff's suggestion to request the Technical Advisory Team to evaluate the subject document and offer a recommendation for consideration by the Committee at the September meeting as to what, if any, action MetroGIS should take in response to the policies and direction set forth in this document, in particular any issues/opportunities that are likely to be discussion points at the pending Strategic Directions Workshop.

**6) PROJECT UPDATES**

Chairperson Read called attention to two items – DataFinder Café Improvement Project and policy recommendations pending by of the County Data Producers Workgroup. It was agreed that the Updated Café should be demonstrated at the September meeting. Harper, Craig and Read summarized the Workgroup's progress on several policy amendments that are progress:

- Parcel data related:

- Allow publication of parcel data summarized to the block group or larger level of resolution,
- Allow no-cost license access to parcel data by non-profit interests,
- Allow view-only access to all components of the regional parcel dataset.
- Reject a request from the media to obtain free access via classification as an academic or a non-profit interest.

- Watershed District Jurisdictional Boundaries – Regional Solution

Harper briefly commented on BSWR hesitancy to serve as the regional custodian for this dataset. She and workgroup will be reviewing other options and hopefully will be in a position to make a recommendation to the Committee at the September meeting.

**7) INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8) ADJOURN**

Henry moved and Givens seconded to adjourn at 3:10 pm.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** Coordinating Committee

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

**SUBJECT:** Summary of July 2006 Policy Board Meeting

**DATE:** August 24, 2006  
(For the Sept 13 Meeting)

The following **major** topics were considered / acted on by the Policy Board on July 19. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/06\\_0719/06\\_0719m.pdf](http://www.metrogis.org/teams/pb/meetings/06_0719/06_0719m.pdf) for the discussion points.

### **GIS TECHNOLOGY DEMONSTRATION - What does MetroGIS Mean to Minnesota Geospatial Architecture Plan?**

Robert Maki and Fred Logman, members of the committee of the Governor's Council on Geographic Information (CGI) provided an overview of the Mn State GIS Enterprise Model. The presentation raised the need to clarify for the Board how the objectives of state geospatial initiatives compare with and relate to MetroGIS's. Board members were confused by the presentation and follow-up conversations have occurred to address the confusion. The good news is that it was very clear that the Policy Board has ownership in MetroGIS's accomplishments and objectives, demonstrating political legitimacy needed for long-term success.

### **Major Program Objectives - Remainder 2006**

The Policy Board ratified the major work priorities for the remainder of 2006, as recommended by the Committee at its June 28<sup>th</sup> meeting.

### **Regional GIS Projects - Funding Recommendation**

The Board recommended funding of both projects as described in the agenda materials as recommended for approval by the Coordinating Committee.

### **Time Extension - Policy for Unlicensed, View-Only Access to Regional Parcel Dataset**

The Board affirmed its July 28, 2004 finding that a policy of unlicensed, view-only access to parcel data has merit for further consideration as a regional best practice and extended to July 19, 2007, its sunset provision to achieve county affirmation that the subject proposal is consistent with their respective requirements and needs.



**TO:** Coordinating Committee

**FROM:** Strategic Directions Workshop Oversight Team  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** MetroGIS Strategic Directions Workshop Preparations

**DATE:** September 1, 2006, 2006  
(For the Sept. 13<sup>th</sup> Meeting)

## INTRODUCTION

The Strategic Directions Workshop Oversight Team respectfully requests Coordinating Committee comment on the proposed strategy outlined below for hosting the pending Strategic Directions Workshop.

## ROLE OF STRATEGIC DIRECTIONS WORKSHOP

The Strategic Directions Workshop is proposed to set clear direction for the Business Plan Update process, which is scheduled to begin immediately following the Workshop. The goal is to complete the Business Plan Update by April 2007 to enable folding of the recommendations into 2008 budget deliberations. Following the Business Plan Update project, the proposed 2007 Work Plan (Agenda Item 5d) also proposes a project to update the MetroGIS's Performance Measurement Plan to insure it is in lock step with the new Business Plan. The goal is to finalize the Plan and begin its implementation by October 2007.

## SUGGESTED COMPONENTS - STRATEGIC DIRECTIONS WORKSHOP

### • **OBJECTIVES:**

- Affirmation/suggested updates of MetroGIS guiding principles
- Provide clear direction for the Business Plan Update process concerning preferred priority activities for MetroGIS over the next 3-5 years, including identifying known obstacles that will need to be resolved to accomplish them. (See Attachment C for the challenges identified in the 2003-2005 Business Plan.)
- - Improved understanding of what stakeholders need to obtain from MetroGIS and are able to contribute to MetroGIS.
- **WHO:** 25-30 individuals. Members of Policy Board and Coordinating Committee supplemented by individuals with perspectives not sufficiently represented by the standing members.
- **WHEN:** November 2006
- **INPUTS:** See the Reference Section for information on November 15, 2005 "Beyond Government Users" Forum and June 1, 2006 "Imagining Possibilities" Forums.
- **PROCESS:** Facilitated and policy-maker friendly – with focus on the "What" and "Why" (collaborative opportunities) and "Should dos" (community priorities), not the "How". (The "How" "Who", and "When" will be the focus of the subsequent Business Planning process.)
- **FACILITATOR:** Strong facilitation skills. GIS expertise is not important. The objective is to achieve a very clear focus on strategic, policy level direction. Prefer minimal technical GIS expertise. Ability to distinguish between the "What" and "How" and when the "What" has been sufficiently defined.
- **SCOPING THEMES:** Several policy themes have been identified by the current and previous Oversight Teams as having strategic importance to MetroGIS identity and perceived value. They are as follows in suggested relative order of importance:
  - Guiding philosophy (What changes, if any, are desired to the MetroGIS's underpinning principles?)
  - Are we done? Do we just maintain what we have in place or are there more opportunities to explore?
    - Regional geospatial data solutions to common needs (Should solutions continue to be pursued for unresolved common information needs?)
    - Beyond regional data solutions (Should MetroGIS identify applications and opportunities that should be addressed in the Business Plan? Should MetroGIS foster collaborative solutions to common application/web services needs?)

- Competencies (What resources are needed to maintain the status quo? To go beyond the status quo?)
- Stakeholders and Non-traditional users (What interests should MetroGIS serve? What deliverables are needed by stakeholders to remain engaged? What are stakeholders able to contribute to MetroGIS? What role should MetroGIS play in [serving?] policy making regarding information access by (a) interests other than local and regional government, i.e. non-profits and/or private sector and/or state or federal government; (b) users in fields beyond community development and environmental services; and (c) less technically-inclined users, who are increasingly able to utilize GIS due to improvements in technical tools?)
- Do we need to change how we do business, how we get things done?
- Geographic extent (How should MetroGIS work with interests beyond the seven county Metropolitan Area (e.g., collar counties) – directly or by promoting needed collaboration policies through Mn Governors Council on Geographic Information and other relevant institutions?)
- Intellectual/Digital Property Rights (What role should MetroGIS play to set standardized best practices/ intellectual rights policy related to derivative datasets, access to data and information via the Internet, etc?)

### **RECOMMENDATION**

That the Coordinating Committee comment on the suggested strategy to prepare for the pending Strategic Directions Workshop.

## REFERENCE SECTION

### **A) Strategic Directions Workshop – Oversight Team**

On June 28, 2006, the Workshop Planning Team was created by the Coordinating Committee. The following members volunteered to participate: Nancy Read, Jane Harper, David Arbeit, Mark Vander Schaaf, Rick Gelbmann.

### **B) Preliminary/Preparation Events**

- 1) June 1 *Imagining Possibilities Forum*: The final summary of the forum is available at [http://www.metrogis.org/specialevents/techpossibilities/Draft\\_Summary\\_Report.pdf](http://www.metrogis.org/specialevents/techpossibilities/Draft_Summary_Report.pdf). The “big ideas” shared at this forum will be used to facilitate discussion of strategic initiative that MetroGIS should pursue over the next few years.
- 2) Beyond Government Users - Partnering Opportunities. The Phase II Workgroup began its efforts on August 8. The goal is to complete the Phase II complete by early fall. The group’s objective is to develop a proposal to the Coordinating Committee for several “most promising, achievable” partnering opportunities. The group is charged with maturing ideas identified at the forum on November 15, 2005 at which forty-five candidate ideas for potential collaboration between government and non-government interests were identified in three broad topical areas:
  - How can we work together to reduce costs?
  - What innovations can we work together to develop?
  - How can we promote a statewide GIS cooperative effort?

(The summary document can be viewed at

[http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf).)

The MetroGIS Policy Board endorsed the following principles at its January 2006 meeting for the prospective partnership idea proposals:

- Value added to public sector assets is encouraged provided it does not detract from the public sector objective.
- Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- Contributions can be comprised of funds, data, equipment and/or people.
- Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

### **C) Strategic Directions Workshop – Previous Preparations**

**1) Chronology:** The time frame for the current MetroGIS Business Plan is 2003-2005. In preparation for launching preparation for the next-generation plan, the Coordinating Committee created a workgroup in March 2004 to oversee the process. That group had met a few times when it became apparent that negotiations for a new parcel data agreement between the seven counties and Council would require more time than had been anticipated. All agreed that the new agreement needed to be in place before the Strategic Directions Workshop was held, so Workshop preparations were suspended spring 2004. The new agreement was not executed until December 2004.

Work on the Strategic Directions Workshop resumed in late fall 2004, at which time, agreement was reached with Professor John Bryson with the University of Minnesota on a scope of work to facilitate the Workshop. A tentative target date was also set for February 2005. In early February, senior Metropolitan Council management requested delaying the Workshop until they had completed an internal evaluation of the benefits of MetroGIS to its needs. They noted they preferred more time to properly prepare their representatives to the Workshop and make sure they were clear on the Council’s expectations relative to its relationship with MetroGIS. MetroGIS leadership complied with Council management’s request. (Editor’s note: the Council completed its internal evaluation with the adoption of a Resolution on June 28, 2006 that is supportive of MetroGIS and its current structure. For more information see

[http://www.metrogis.org/about/affiliations/index.shtml#met\\_council](http://www.metrogis.org/about/affiliations/index.shtml#met_council) .)

MetroGIS's leadership also encouraged (in February 2005) each of the other stakeholder representatives to MetroGIS to likewise identify what their respective organizations need from MetroGIS to remain engaged. The following questions were suggested by Professor John Bryson, who had been retained to facilitate the Workshop, and were distributed to the Coordinating Committee on February 18, 2005 in a message noting that the Workshop was being postponed:

- \*What are the benefits of collaborating on common GIS needs and opportunities? Or, what is the public value we are trying to create (e.g., making it easier for publicly useful or important work. Non-government interests to do likewise?)
- \*What are the costs involved in achieving the desired collaboration?
- \*How are/might these costs be covered?
- \*In light of the potential benefits and costs, what is our own bottom line?
- \*How open are we to hearing from others about their views concerning benefits, costs, and bottom lines? (Having participants be clear about their own benefits, costs, and bottom lines is important, but it is also important for participants to be willing to change or modify their views based on new information or insights.)

**2) Previous Workgroup Members:**

David Bitner; Rick Gelbmann; Jane Harper (Coordinating Committee Chairperson at that time); Chet Harrison; Randy Knippel; Robert Maki and Nancy Read

**3) Previous Work on Workshop Objectives and Logistics**

See Attachment A for the scope of work agreed upon in January 2005 with Professor John Bryson, who had agreed to facilitate the workshop, and Attachment B for a summary of workshop objectives identified by the previous workgroup in April 2004.



## ATTACHMENT A

### Strategic Directions Workshop Scope of Work (January 2005)

*Excerpt from a February 2005 memorandum drafted by Randall Johnson, MetroGIS Staff Coordinator:*

...The need for a retreat/workshop of MetroGIS leadership was recognized over a year ago. The Coordinating Committee wants to be clear on goals and major objectives before attempting to update the tactical plans outlined in the 2003-2005 Business Plan. Core philosophy that underpins MetroGIS has not been comprehensively reviewed since the initial Business Plan was developed over six years ago.

Beginning September 2003, the Coordinating Committee began identifying issues that it wanted explored in the Business Planning Update process. Prominent among these topics is whether MetroGIS should maintain the status quo or pursue new objectives. One county representative has suggested maintaining the status quo while several other members have stated that MetroGIS has “built a railroad and now has a railroad to run”. The title for the retreat, set by the Coordinating Committee, reflects this dichotomy – “Are We Done?”

With these topics in mind, I have reached agreement with Professor John Bryson on a scope of work and deliverables for facilitation of a retreat of MetroGIS’s leadership and representatives of core stakeholders. This agreement with Professor Bryson is predicated upon the Retreat Planning Workgroup concurring with my recommendation to retain him. The workgroup is scheduled to meet with Professor Bryson on February 10<sup>th</sup> for this purpose. Trudy Richter, with RRA, has agreed to use funds in her contract with the Council for this purpose.

The objectives of the retreat/workshop are summarized as follows:

**1) Affirm/Modify Ultimate Goals – (Component of Aspirations/Goals/Competencies)**

- Improve participant operations
- Reduce costs
- Support cross-jurisdictional decision making

“The mission of MetroGIS is to provide an ongoing, stakeholder-governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable. The desired outcomes of MetroGIS include (3 listed above)”

**2) Affirm/Modify Current Guiding Maxims:**

- a) Build once, share many times (data and applications).
- b) Investments made by one government interest ought to be leverageable by other government interests.
- c) All relevant and affected interests, dominated by none.
- d) Funding is not the only way to contribute - data, equipment and people are also valuable assets.
- e) Roles for “regional” solutions voluntarily performed by willing stakeholders with adequate capacity.
- f) Widespread sharing of the data improves data quality and ultimately decision support.
- g) Cost recovery of data development expenses stifles sharing of commonly needed data.
- h) Secure broad support for vision and policies - engage knowledgeable and respected participants
- i) Active involvement of elected officials– public policy reality check
- j) Participation in related state and national initiatives results in valuable knowledge sharing and partnership opportunities.

**3) Affirm/Modify Core Functions - (Component of Aspirations/Goals/Competencies):**

- a) Implement regional solutions for priority common information needs (e.g., data, web services and applications),
- b) Support an Internet-based geospatial data discovery and retrieval tool (DataFinder), and
- c) Support a forum for knowledge sharing.

**4) Affirm/Modify Supporting Functions - (Component of Aspirations/Goals/Competencies):**

- a) Promote voluntary policies which foster coordination of GIS among the region's organizations
- b) Facilitate data sharing agreements among MetroGIS stakeholders
- c) Identify unmet GIS needs with regional significance, research options, and act on those needs
- d) Develop and endorse standards for GIS content, data documentation, and data management for regional datasets
- e) Maintain MetroGIS general website
- f) Promote collective funding of pilot projects that meet regional needs
- g) Fill gaps in metadata based upon identified priorities
- h) Maintain liaison relationships with organizations that have similar objectives (GCGI, county GIS user groups, NSDI)
- i) Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities
- j) Advocate for MetroGIS needs and desires with state and federal policy makers
- k) Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs
- l) Actively market MetroGIS data and products
- m) Develop master contracts for regional GIS projects, when appropriate

**(1 - 4: What is working/successes, What is not and why, Opportunities next 3-5 yrs)**

**5) Affirm/Modify MetroGIS's Essential Stakeholders** – Those organizations which provide (or will provide) resources (funding, people, data, or equipment) necessary to implement and sustain regional solution(s) to geospatial needs. A listing of current regional solutions together with the associated primary and regional custodians is attached.

**6) Affirm/Modify Substantial Beneficiaries of MetroGIS's Efforts** - Those organizations whose participation substantively improves their internal efficiencies (e.g., school districts, watershed districts, and metropolitan government) and, consequently, are primary candidates for resource partnerships.

**7) Identify "Critical Success Factors" For Essential Stakeholders** – To remain engaged what does each such organization need?

**8) Identify Existing And Needed Competencies AND Distinctive Competencies Achieved Through MetroGIS's Efforts** (*Note: competencies include a range of resources not just skills*):

- a) Clear identification of competencies required to maintain the status quo
- b) Clear identification of existing and needed competencies required to go beyond the status quo

**9) Next Steps** – General acknowledgement of key topics and their relative priorities that need tactical solutions defined in the Business Plan Update

## ATTACHMENT B

### FALL 2004 COORDINATING COMMITTEE WORKSHOP DISCUSSION TOPICS

*(Updated Following Workgroup's April 12 2004 Meeting)*

#### ISSUES TO BE ADDRESSED AT JUNE AND SEPTEMBER COMMITTEE MEETINGS

1. **Review vision**– multiple components – whose needs are we trying to meet, appropriate functions, organizational topics, desire to evolve from data to applications/integrated business functions. [Per 3/31 Committee direction]
2. **??Add a statement to address need for broader outreach** – encourage use of data, best practices, DataFinder... by non-traditional users - (Is this a component of whose needs are we trying to meet?) [Per 3/31 Committee direction]
3. **Applications, in combination with implementation of a regional dataset(s), often are needed to totally satisfy an information need.** Workshop discussion: how should work on applications be prioritized in relation to other MetroGIS objectives?

#### ISSUES TO BE ADDRESSED AT THE FALL WORKSHOP -

1. Priority Common Information Needs and Related Data: (Original Items 1-4 converted to 1a-1d)
  - a) **No activity has been initiated for two endorsed priority information needs – Land Regulations and Rights to Property.** Workshop discussion: what should be done about that, if anything?
  - b) **Work on solutions to several priority common information needs is stalled or moving ahead very slowly.** Workshop discussion: what should be done about that, if anything?
  - c) **Other common information needs may be appropriate for regional solutions in addition to those identified in 1997.** Workshop discussion: should we add to the common information needs list?  
  
(merge d & c?)
  - d) **Some information needs, although not common to all five organizational types represented on the MetroGIS Board, may be important enough to consider for regional solutions, assuming that an organization with a related business need is willing to shepherd the process of defining a desired regional solution.** Workshop discussion: Should MetroGIS include these in its scope of work?
2. **Testimonials, other anecdotal evidence, and performance measures indicate that MetroGIS's accomplishments are benefiting the community but the cost/benefit ratio to the key participants is not well documented.** Workshop discussion: how can we come to consensus on the cost/benefit ratio of MetroGIS participation?
3. *(Added 4/12 meeting)* **Data Access Services (Direct to Producer Data) – Standards for “brokered” access.** (The workgroup needs to agree on a discussion statement that captures the intent this topic. Also, how does this topic compare and contrast with #3 in the above listing?)

## ATTACHMENT C

### Summary of Challenges Most Recent MetroGIS Business Plan (2003-2005)

#### Challenges Related to Ongoing work

1. *To ensure that common information needs continue to be accurately identified and appropriately met.*
2. *To continue to develop, maintain, and promote regionally endorsed data that meet the priority common information needs of stakeholders.*
3. *To engage data producers in determining efficient and effective ways to fully utilize existing data discovery and distribution tools developed through MetroGIS (i.e. DataFinder).*
4. *To continue to address data producer issues and user preferences so that barriers and impediments to effective distribution of data are minimized.*
5. *To maintain a high level of involvement in regional data sharing activities that accomplish the MetroGIS mission.*
6. *To work effectively with organizations within and outside the seven-county region, including surrounding counties, and state and national organizations, to develop and promote common policy and technical issues of mutual benefit.*

#### Related to Emerging Issues

1. *To determine effective solutions to meet non-profit and private sector needs for parcel data in a way that benefits both data producers and users.*
2. *To determine whether MetroGIS should expand its role to include fostering the sharing and/or development of geodata applications that respond to common user needs and that reduce support costs for data producers.*



**TO:** Coordinating Committee

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

**SUBJECT:** Preliminary 2007 MetroGIS Budget and Major Program Objectives

**DATE:** August 23, 2006  
(For the Sept 13 Meeting)

## INTRODUCTION

Preliminary Major Program Objectives and a Preliminary 2007 Budget for MetroGIS's "Foster Collaboration" Function are attached for the Committee's review and comment. Both proposals reflect a carry over of the status quo from the second half of 2006 until the Business Plan Update project is complete. At that time, adjustments would be pursued as needed.

The proposed preliminary 2007 major program objectives comprise a mix of business and strategic planning for the next five years, updating the Performance Measurement Plan, making substantive progress on regional solutions for several priority common information needs, regional policy-making related to enhance sharing of geospatial resources, and outreach.

Staff suggests that the Committee share its preliminary thinking with the Policy Board at the October Board meeting for comment and then submit more detailed workplan and budget recommendations to the Board for consideration at its January 2007 meeting.

## CURRENT (2006) BUDGET AND PROGRAM OBJECTIVES

1. At its January 2006 meeting, the Policy Board was informed by the Metropolitan Council that its request for funding of MetroGIS's "fostering collaboration" function in 2006 had been approved as requested by the Board: \$86,000 in project funding and around 1.75 FTEs of the staff support.

(Note: MetroGIS relies upon its partners to willingly support agreed upon roles and responsibilities pertaining to endorsed regional solutions and therefore these costs are not reflected in the budget. See Attachment C for a listing of the current custodial responsibilities.)

2. At its July 19 meeting, the Policy Board accepted the listing of program objectives presented in Attachment A for the remainder of the 2006.

## MAJOR ASSUMPTIONS

1. The pending Strategic Directions Workshop is held in the 2006.
2. An agreement remains in place with each of the seven counties and the Council to provide access to the regional parcel dataset, without fee, by government and academic interests.
3. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.

## RECOMMENDATION

That the Coordinating Committee, offer a preliminary recommendation to the Policy Board concerning:

- 1) Preliminary 2007 major work program priorities (Attachment B)
- 2) Preliminary 2007 Budget for MetroGIS's "Foster Collaboration" Function (Attachments C - E)

## Attachment A

### Major MetroGIS Program Objectives June – December 2006

**Note to the reader: Items 1-4 are all of similar high priority and are intended to be worked on simultaneously, to the extent that support resources are available.**

- 1) Strategic Directions Workshop (*Lead support - Staff Coordinator*)
  - Prepare summary for the June 1 “Imagining Possibilities” Forum. Workgroup (*Document the “big ideas”/opportunities cited that are relevant to the needs of the MetroGIS community.*)
  - Complete Non-Government Collaboration Opportunities Project initiated on November 15<sup>th</sup>. Workgroup (*Identify best possibilities for collaboration with non-government interests from candidates identified at the initial forum.*)
  - Define desired outcomes and logistics for the actual workshop. Workgroup (e.g., workshop format, data and place, facilitation needs and options, participants of the event planning workgroup, need for any pre-event surveys, etc.)
- 2) Complete DataFinder Café Upgrade (*Lead support- Alison Slaats*)
- 3) Regional Solutions to Common Information Needs Projects (workgroups)
  - Make substantive progress to achieve the April 2004 vision for the Next-Generation Regional Street Centerlines dataset (foundation for next-generation agreement with TLG)
  - Make substantive progress to achieve April 2004 vision for Addresses of Occupiable Units
  - Complete Jurisdictional Boundaries – Water Management Organizations
  - Emergency Preparedness Solution (Document Lessons Learned –Agree on a next steps plan)
  - Peer Review Forums - none.
- 4) Access Policies Related To Regional Parcel Dataset – (*County Data Producers Workgroup*)  
*Conclude recommendations for regional policies concerning: 1) “view-only” access via Internet to general public and 2) whether non-profit interests can have access other than as a 3<sup>rd</sup> party.)*
- 5) Regional GIS Projects (*Lead support – as defined in the proposals*)  
*(Authorize projects that meet funding criteria and provide oversight/direction as appropriate.)*
- 6) Performance Measures Program (*Lead support – MetroGIS staff*)  
*(Reinstate as soon as possible. A quarterly report has not been produced since December 2005 as a result of Steve Fester leaving. Many components to the data assembly and analysis processes. Need a permanent support person before reinstating.)*
- 7) Benefits Testimonial (*Lead support – Staff Coordinator*)  
*(Seek out 1-2 additional stakeholder testimonials to the benefits of MetroGIS’s efforts.)*
- 8) Outreach (*Lead support – Staff Coordinator*)  
*(Continue to provide a liaison function with a variety of local, regional, state, national, and international interests that have similar objectives to MetroGIS.)*
- 9) Business Plan Update Project – (*To begin immediately following the Strategic Directions Workshop*)

## Attachment B

### Preliminary Major MetroGIS Program Objectives 2007

- 1) Business Plan Update Initiative (*Workgroup, Lead support - Staff Coordinator*)
- 2) Performance Measurement Plan Update Initiative (*Workgroup, Lead support - Staff Coordinator*)  
(*Begin immediately following adoption of the Business Plan Update project*)
- 3) Regional Solutions to Common Information Needs Projects (*Workgroups*)
  - Make substantive progress to achieve April 2004 vision for Next-generation Street Centerlines dataset
  - Make substantive progress to achieve April 2004 vision for Addresses of Occupiable Units dataset
  - Jurisdictional Boundaries - Water Management Organizations
  - Emergency Preparedness – Implement next steps to refine preliminary solution
  - Peer Review Forums – Existing Land Use, Socioeconomic Web Resources Page, Hydrology).
- 4) Access Policies Related To Regional Parcel Dataset – (*County Data Producers Workgroup*)  
(*If not completed in 2006 - Conclude evaluations and decide regional policies concerning:*
  - “View-only” access via Internet to general public,
  - Non-profit interests access without fee other than as a 3<sup>rd</sup> party,
  - Redistribution of parcel data summarized to larger geography, and
  - Definition of “derivative” products and related digital rights.
- 5) Performance Measurement Reporting Program (*Lead support – MetroGIS staff*)  
(*Produce quarterly anomaly reports and an annual report*)
- 6) DataFinder Enhancements– Phase II (*Lead support – MetroGIS DataFinder Manager*)  
(*Investigate adding a security capability to support licensed data distribution via Café and modifications to the statistics reporting to restore capabilities lost when migration was made from code developed by Syncline.*)
- 7) Regional GIS Projects (*Lead support – as defined in the proposals*)  
(*Invite and fund projects that meet funding criteria*)
- 8) Benefit Testimonials (*Lead support – Staff Coordinator*)  
(*Seek out 1-2 additional stakeholder testimonials to the benefits of MetroGIS’s efforts.*)
- 9) Outreach (*Lead support – Staff Coordinator*)  
(*Continue to provide a liaison function with a variety of local, regional, state, national, and international interests that have similar objectives to MetroGIS.*)

**ATTACHMENT C**

Last Updated  
August 22, 2006

<b>Funding Balance Sheet</b>				
<b>MetroGIS's Foster Collaboration Function</b>				
<b>Revenue Sources</b>		<b>2005</b>	<b>2006</b>	<b>2007</b>
		<b>Approved</b>	<b>Approved</b>	<b>Proposed</b>
<b>Metropolitan Council Resources</b>				
Dedicated Staff (1.65 FTE) <sup>1</sup>		\$112,000	\$113,100	\$114,800
Non-Staff Funds		\$86,750	\$86,000	\$86,000
<b>Subtotal</b>		<b>\$198,750</b>	<b>\$199,100</b>	<b>\$200,800</b>
<b>Grant Funds:</b>				
Awarded NSDI CAP Grant - Web Services Enhancements <sup>(2)</sup>			\$15,941	
Proposed 2007 NSDI CAP Grant Application - Performance Measurement Plan Update <sup>(3)</sup>				"?"
<b>Subtotal</b>		<b>\$0</b>	<b>\$15,941</b>	<b>\$0</b>
<b>Other:</b>				
Funds donated to MetroGIS from stakeholder data sales <sup>(4)</sup>			\$700	
<b>Subtotal</b>		<b>\$0</b>	<b>\$700</b>	<b>\$0</b>
<b>GRAND TOTAL</b>		<b>\$198,750</b>	<b>\$215,741</b>	<b>\$200,800</b>
<b>Notes:</b>				
<p><sup>(1)</sup> "Dedicated Staff" refers to the MetroGIS Staff Coordinator (1 FTE) and the Technical Administrative Assist (about .65 FTE). In mid- 2006, an improved staff time coding system was implemented to improve tracking of time spent supporting MetroGIS activities. The Council's intent is to continue to provide the same level of support for this function as in 2006 but the FTE allocation may fluctuate slightly from the 1.65 FTE that has been estimated to be the level of support provided for past few years. Approved general salary increases of 1.5% for 2006 and 2007 are included.</p> <p><sup>(2)</sup> Grant received by MetroGIS to enhance DataFinder to support the Web Feature Service (WFS) Capabilities</p> <p><sup>(3)</sup> The announcement will be made on October 20, 2006. At that time, a decision will be made if the intended use and funding available consistent with MetroGIS's needs. If so, the application deadline is January 2007 with project awards being made in March 2007.</p> <p><sup>(4)</sup> As of July 31, 2006 a balance of approximately \$2000 in funds donated to MetroGIS existed. Policy Board permission is needed to spend these funds and the Metropolitan Council serves as the custodian for MetroGIS. Board permission has been granted to use up to \$700 for box lunches/facility rental in support of the pending Strategic Directions Workshop planned for late fall 2006 and to front end of up to \$2000 for reservation/downpayment expenses related to hosting the June 1 Imagining Possibilities Forum.</p> <p><b>Currently, there are no uses under consideration for a 2007 project, thus they are cited as a 2007 revenue source.</b></p>				



## ATTACHMENT D

<i>Last Updated: August 24, 2006</i>						
<b>Preliminary Estimate for 2007 Expenses</b>						
<b>MetroGIS's Fostering Collaboration Function</b>						
	<b>2004</b>		<b>2005</b>		<b>2006</b>	<b>2007</b>
<b>Expense Category</b>	Approved	Actual	Approved	Actual	Approved	Proposed
Dedicated Staff Salary and Benefits <sup>(1)</sup>	\$110,800	\$110,800	\$112,000	\$112,000	\$113,100	\$114,800
Non-Staff						
Professional Services/Special Projects	\$18,000	\$25,776	\$23,500	\$4,506	\$23,500	\$21,000
Data Quality/Access Enhancements	\$1,000	\$0	\$22,000	\$7,000	\$22,000	\$35,000
Data Sharing Agreement <sup>(2)</sup>	\$49,000	\$49,000	\$28,000	\$28,000	\$28,000	\$28,000
Other Non-Staff Operating Costs	\$18,000	\$2,856	\$13,250	\$1,563	\$12,500	\$2,000
<b>Total</b>	<b>\$196,800</b>	<b>\$188,432</b>	<b>\$198,750</b>	<b>\$153,069</b>	<b>\$199,100</b>	<b>\$200,800</b>
<i>Non staff</i>	\$86,000	\$77,632	\$86,750	\$41,069	\$86,000	\$86,000
<b>Notes:</b>						
<sup>(1)</sup> Salary expenses are estimates and include 1.5% annual increases. Mid 2006, the Council implemented a new time coding scheme that is expected to provide better information about actual support needed to provide agreed upon deliverables.						
<sup>(2)</sup> Compensate producers with roles and responsibilities for regionally endorsed data/applications and support data/application enhancements of significance to the MetroGIS community.						
<b>Explanatory Comments:</b>						
2004: Professional services expenses were higher than budgeted due to extended negotiations for Regional Parcel Data Sharing Agreement						
2005: Overall expenses lower than budgeted because Business Planning was postponed while the Council evaluated benefits received from MetroGIS.						
2006: The Council agreed to a continuation of the 2005 approved budget for 2006 while it was evaluating the benefits of MetroGIS. The interim 2006 budget was left intact following conclusion of the evaluation on June 28, 2006.						

**ATTACHMENT E**

**MetroGIS Detailed 2007 Preliminary Expense Allocations**

	A	B	C	E	F	G	H	I	J
1	(Estimates do not include staff support costs. Projects supported entirely by staff-only expenses are not included.)								
2	See the adopted work plans for all proposed activities.)								
3									
4	Several explanatory Notes, by cell, are provided following the table								
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2004</b>		<b>2005</b>		<b>2006</b>	<b>2007</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Actual Spent	Approved	Preliminary Request
7									
8	<b>I. MISSION CRITICAL</b>								
9		<b>1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations</b>							
10			a) Support Teams, Committees and Board						
11			i. Copying, postage, local travel, room rental, etc.						\$800
12			ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	\$15,000	\$22,276	\$20,000	\$1,751	\$20,000	\$21,000
13			b) Outreach						
14			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	\$500	\$0	\$2,000	\$1,523	\$500	\$200
15			ii. Outsourcing of Content Development	\$3,000	\$3,500	\$3,500	\$2,755	\$3,500	\$0
16			iii. Copying, postage, local travel			See I-1(a)		See I-1(a)	See I-1(a)
17		<b>2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders (assist with custodian roles and enhancements to data quality and access) and fund enhancements to regional datasets</b>	Establish long-term partnerships with producers of data important to addressing priority common information needs (data and applications) of the MetroGIS community for the purpose of collaboratively enhancing the quality of these data and improving access to them consistent with broad stakeholder needs.						
18			a) Regional Parcel Data Sharing Agreement (2004-2008)	\$49,000	\$49,000	\$28,000	\$28,000	\$28,000	\$28,000
19			b) Regional GIS Projects - that address a broad range of priority information needs. The Regional GIS Project principles adopted by the Policy Board (October 29, 2003) will be used to decide the allocation of funds among the variety of data producers and candidate projects critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets.	\$1,000	\$0	\$22,000		\$22,000	\$22,000
20		<b>3. Provide a directory of data within the regional and a mechanism for search and retrieval of GIS data. (The goal is to provide a single access point with information on how to search for sources of data.)</b>							
21			a) Project Funds to enhance DataFinder functionality (Expand geographic search capability, develop applications/scripts, etc. to enhance & improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software), etc. Major redesign in Spring 2006. Supplemental needs that remain - security module to expand beyond FTP for parcels, extract of attributes, and user defined polygon extract.	\$10,000	\$0	\$8,500	\$7,000	\$10,000	\$13,000

**ATTACHMENT E**

**MetroGIS Detailed 2007 Preliminary Expense Allocations**

	A	B	C	E	F	G	H	I	J
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004		2005		2006	2007
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Actual Spent	Approved	Preliminary Request
22			b) Contractor and software maintenance contracts & related certificates to support the Internet-Enabled Data Distribution Mechanism (DataFinder)	\$2,500	\$2,800	\$0	\$0	\$0	\$0
23		<b>4. Identify unmet GIS needs with regional significance and act on these needs</b>							
24			a) MetroGIS data users forums and Business Information Need Peer Review Forums	\$500	\$0	\$500	\$0	\$500	\$500
25			b) Participant satisfaction survey	\$1,000	\$0	\$500	\$0	\$500	\$0
26			c) Seed \$'s for regionally significant projects	(See I-2)	(See I-2)	(See I-2)	\$0	(See I-2)	(See I-2)
27			d) Identify Second Generation Business Information Need Priorities	\$500	\$0	\$500	\$0	\$500	\$0
28		<b>5) Develop and endorse standards for GIS content, data documentation, and data management for regional data sets. (In addition to normal operating expenses covered as committee expenses).</b>		[Refer to III 1(a)]		[Refer to III 1(a)]		[Refer to III 1(a)]	[Refer to III 1(a)]
29			a) Negotiate agreements	(See I-2)	(See I-2)	(See I-2)		(See I-2)	(See I-2)
30			b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	(See II-3a)	(See II-3a)		(See II-3a)	(See II-3a)
31			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$83,000</b>	<b>\$77,576</b>	<b>\$85,500</b>	<b>\$41,029</b>	<b>\$85,500</b>	<b>\$85,500</b>
32									
33	<b>II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL</b>								
34		<b>1. Maintain MetroGIS world wide web site (not DataFinder)</b>		\$0	\$16	\$0		\$0	\$0
35		<b>2. Promote collaborative funding of pilot projects that meet regional needs</b>		See I-2 and I-3(a)	and I-3(a)	See I-2 and I-3(a)		See I-2 and I-3(a)	See I-2 and I-3(a)
36		<b>3. Fill gaps in metadata based on identified priorities</b>							
37			a) Promote/facilitate development and maintenance of metadata & posting with DataFinder (including education forums and one-on-one contact)	\$250	\$0	See II-5 (c)		See II-5 (c)	See II-5 (c)
38		<b>4. Maintain liaison relationships with committees/organizations with similar objectives to MetroGIS (e.g., Governor's Council on GI, county GIS user groups, MACO, NACO). See 6b for NSDI/GDA expenses.</b>							
39		<b>5. Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities</b>							
40			a) Workshops for managers/policy makers to prepare for upcoming legislative session, training related to endorsed regional data solutions, etc.	N/A	N/A	N/A		N/A	N/A
41			b) Facilitate regionwide users groups/forums for knowledge sharing	\$2,000	\$40	\$500	\$40	\$500	\$500
42		<b>6. Advocate for MetroGIS needs and desires with state and federal policy makers</b>							

**ATTACHMENT E**

**MetroGIS Detailed 2007 Preliminary Expense Allocations**

	A	B	C	E	F	G	H	I	J
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2004		2005		2006	2007
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Actual Spent	Approved	Preliminary Request
43			a) Pursue authorities (legislation)/policies necessary to achieve MetroGIS objectives (organizational/data access & privacy/long term financing/etc.) (Decision in 1998 to rely upon in-house legal staff/grants)	N/A		N/A		N/A	N/A
44			b) Participate in non-local Workshops/Activities						
45			i) NSDI / I-Team etc. related activities not paid by host.	\$750	\$0	\$0	\$0	\$0	\$0
46			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$3,000</b>	<b>\$56</b>	<b>\$500</b>	<b>\$40</b>	<b>\$500</b>	<b>\$500</b>
47									
48	<b>III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE</b>								
49		1. Create and maintain datasets for MetroGIS based upon identified priorities (i.e., to address 13 priority information needs endorsed by the Policy Board 5/97 as having regional significance. (All expenses covered in I-2. See work plans for specifics)							
50			a) Develop regional data sets	See Assumption		See Assumption		See Assumption	See Assumption
51			<b>Business Plan Assumption:</b> MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures						
52			b) Maintenance of Regional Datasets	See Assumption		See Assumption		See Assumption	See Assumption
53			<b>Business Plan Assumption:</b> Maintained by org/partnership with business need						
54		2. Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs		See I-2 and I-3(a)		See I-2 and I-3(a)		See I-2 and I-3(a)	See I-2 and I-3(a)
55			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
56									
57	<b>IV. CASE BY CASE</b>								
58		1. Develop master contracts for regional GIS projects, when appropriate		[See I(1), I(2) & I(3)]		[See I(1) and I(2)]		[See I(1) and I(2)]	[See I(1) and I(2)]
59		2. Endorse standards for telecommunication protocol and networks (AKA: create guidelines for getting electronic access to the information that is being shared)		\$0		\$0		\$0	\$0
60		3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS		(Staff function) See II(3) & (5)		(Staff function)		(Staff function)	(Staff function)
61		4. Undertake research to meet common regional GIS needs		(See I-4)		(See I-4)		(See I-4)	(See I-4)
62			a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures )	[See I(1)(a)(ii) & I(4)]		[See I(1)(a)(ii)]		[See I(1)(a)(ii)]	[See I(1)(a)(ii)]
63			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**ATTACHMENT E**

**MetroGIS Detailed 2007 Preliminary Expense Allocations**

	A	B	C	E	F	G	H	I	J
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2004</b>		<b>2005</b>		<b>2006</b>	<b>2007</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Authorized	Actual Spent	Authorized	Actual Spent	Approved	Preliminary Request
64									
65	<b>V. LOW PRIORITY</b>								
66		<b>1. Identify GIS training and continuing education needs and encourage participation</b>		(Rely on other organizations)		(Rely on other organizations)		(Rely on other organizations)	(Rely on other organizations)
67		<b>2. Provide a repository of GIS human resources information (centralized job posting/position descriptions)</b>		(Rely on other organizations)		(Rely on other organizations)		(Rely on other organizations)	(Rely on other organizations)
68		<b>3. Actively Market MetroGIS data and products.</b> <i>(Low priority ranking is a result of year 2000 survey when still in the midst of building functionality)</i>		(See I-1)		(See I-1 and note)		(See I-1 and note)	(See I-1 and note)
69		<b>SUBTOTAL (Does not include staff expenses)</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
70									
71		<b>ADMINISTRATIVE</b>							
72		a) GIS/Professional Development Conferences		N/A		N/A		N/A	N/A
73		b) Performance Measures Reporting		I-1a(ii)		I-1a(ii)		I-1a(ii)	I-1a(ii)
74		<b>SUBTOTAL (Does not include staff expenses)</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
75									
76			<b>YEAR</b>	<b>2004</b>	<b>2004</b>	<b>2005</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
77				approved	actual	approved	actual	approved	requested
78			<b>METROPOLITAN COUNCIL</b>						
79		DATA QUALITY & ACCESS ENHANCEMENTS / REGIONAL GIS PROJECT		\$1,000	\$0	\$22,000	\$0	\$22,000	\$22,000
80		DATAFINDER ENHANCEMENTS/SUPPORT		\$12,500	\$2,800	\$8,500	\$7,000	\$10,000	\$13,000
81		DATA SHARING AGREEMENT		\$49,000	\$49,000	\$28,000	\$28,000	\$28,000	\$28,000
82		PROFESSIONAL SERVICES/CONTRACTS		\$18,000	\$25,776	\$23,500	\$4,506	\$23,500	\$21,000
83		OTHER NON-STAFF OPERATING EXPENSES		\$5,500	\$56	\$4,000	\$1,563	\$2,500	\$2,000
84		TOTAL NON-STAFF		\$86,000	\$77,632	\$86,000	\$41,069	\$86,000	\$86,000
85		TOTAL STAFF (1.75 FTE Dedicated to Fostering Coordination)*		\$110,800	\$110,800	\$112,000	\$112,000	\$113,100	\$114,797
86		<b>SUBTOTAL</b>		<b>\$196,800</b>	<b>\$188,432</b>	<b>\$198,000</b>	<b>\$153,069</b>	<b>\$199,100</b>	<b>\$200,797</b>
87									
88		<b>OTHER FUNDING SOURCES</b>							
89		NSDI Web Services Grant (Total award \$18,700 - Unused \$15,940)						\$15,940	
90		Custodial fund - Unused funds (Undesignated as 8/24/06 - \$3000)						\$2,750	
91		<b>GRAND TOTAL</b>							
92				<b>\$196,800</b>	<b>\$188,432</b>	<b>\$198,000</b>	<b>\$153,069</b>	<b>\$217,790</b>	<b>\$200,797</b>
93		*2006 Staff salaries include 1.5 percent COLA increase							
94									
95									



**TO:** Coordinating Committee

**FROM:** Emergency Preparedness Workgroup  
Chairperson: Randy Knippel (952-891-7080)  
Staff Contact: Randall Johnson

**SUBJECT:** Regional Emergency Preparedness Solution – Lessons Learned and Next Steps

**DATE:** August 24, 2006  
(For the Sept 13 Meeting)

### **INTRODUCTION**

The Emergency Preparedness Workgroup is seeking direction from the Committee as it prepares to devise a next steps plan concerning the testing and refinement of the interim regional Emergency Preparedness solution adopted by the Policy Board October 19, 2005. The interim vision can be viewed at [http://www.metrogis.org/data/info\\_needs/emergency\\_prep/ep\\_endorsed.pdf](http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf) (16 pages). The Workgroup anticipates submitting its “next step” recommendation to the Committee for its consideration at the December meeting.

### **BACKGROUND**

The Emergency Preparedness Workgroup has had limited success in its attempt to institutionalize the custodial roles and responsibilities set forth in the adopted interim vision statement. In response, the Workgroup proposes to:

- a) Identify obstacles that it has not been able to overcome and opportunities that it has not been able to take advantage of,
- b) Document lessons learned,
- c) Bring a recommendation for next steps to the Committee’s consideration at the December 13<sup>th</sup> meeting.

Committee Chairperson Knippel will share some of his thoughts on the obstacles and challenges that the Workgroup has encountered.

### **RECOMMENDATION**

No action is requested other than to accept the Workgroup’s conclusion that the proposed evaluation is appropriate. Advice on conducting the pending evaluation is also welcomed.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – October 2006 Policy Board Meeting  
**DATE:** August 29, 2006  
(For Sept 13<sup>th</sup> Meeting)

### **INTRODUCTION**

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's October 18<sup>th</sup> meeting.

### **PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS**

1. M3D Internet Application. An updated and expanded version of this application was launched in April.
2. County GIS activities: During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations as opposed to 5-7 minute overviews from each county at a single Board meeting. Since then, Dakota and Scott Counties have made presentations.
3. GIS-related work at the U of M: At the September 2004 Coordinating Committee meeting, two projects were suggested. One, an application to assist with planning for evacuations, was presented to the Policy Board at its April 2006 meeting. The other, an NFS grant-funded project involving analysis of historic census data, remains a candidate.
4. Pictrometry: The Committee added this topic to the list of candidates at its September 2005 meeting.

### **RECOMMENDATION**

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the October 18, 2006 Policy Board meeting.

## REFERENCE SECTION

### **PAST POLICY BOARD DEMONSTRATION TOPICS:**

- Jul. 2006 State Geospatial Architecture
- Apr. 2006 Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006 *No presentation*
- Oct. 2005 Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group’s Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS’s efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County’s Experience
- Jul. 2004: City of Roseville’s Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County’s Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology’s Relevance
- Jul. 2003 Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003 Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS’s Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC’s Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition’s Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council’s Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County’s Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.





**TO:** Coordinating Committee

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

**SUBJECT:** TAT Review – Federal Enterprise Architecture Model, Geospatial Profile V1.1

**DATE:** August 29, 2006  
(For the Sept 13 Meeting)

## **INTRODUCTION**

Direction is requested from the Committee as to how it wishes to proceed with review of the Federal Enterprise Architecture Model, Geospatial Profile V1.1 document for any relevance it may have to MetroGIS's efforts.

## **BACKGROUND**

At the Coordinating Committee's June 28<sup>th</sup> meeting, it was decided to ask the Technical Advisory Team (TAT) to review the subject Federal Enterprise Architecture Model, Geospatial Profile V1.1 document and report its findings and recommendations to the Committee at the September meeting.

The topic was an agenda item at the subsequent TAT meeting but as none of the TAT members assumed responsibility for leading the effort and as the topic is not perceived as a priority for the Metropolitan Council, which supplies the lead staff to the TAT, the document has not as yet been reviewed.

## **RECOMMENDATION**

Offer suggestions for supplementing MetroGIS support resources to provide leadership for tasks that are not a high priority for the organization that provides the lead support for a particular workgroup or committee. Consider adding this topic to the list of discussion topics for the Strategic Directions Workshop.



**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Updates

**DATE:** September 1, 2006  
(For the Sept. 13<sup>th</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted.

**A) BUSINESS PLAN UPDATE PREPARATIONS**

The pending Strategic Directions Workshop (Agenda Item 5a) is intended to define the major focuses of the business planning process. A component of preparing for the Workshop is completion of Phase II of the Beyond Government Users Forum. The Phase II workgroup began meeting on August 8. The target completion date for the next-generation MetroGIS Business Plan is April 2007 to coincide with budget development processes for 2008.

**B) 2006 REGIONAL GIS PROJECTS**

On July 28<sup>th</sup>, the Policy Board recommended funding of both projects as recommended by the Coordinating Committee on June 28<sup>th</sup>. Subsequently, Metropolitan Council management authorized funding of these projects. Negotiations will begin shortly with the Mn Land Management Information Center (LMIC) on a Memorandum of Understanding to guide funding decisions related to the “Service Broker” proposal and to draft a Request for Proposals for publication this fall for the Addresses of Occupiable Units Project.

**C) METROGIS DATAFINDER CAFÉ UPDATE**

Work is nearing completion to upgrade DataFinder Café in cooperation with Latitude Geographics (British Columbia, Canada), the owners of GeoCortex software which will be the core of the improved application. The deliverable is more robust than originally thought possible. In April, during the initial project coordination meetings, MetroGIS staff learned that Latitude Geographics was preparing to develop an off-the-shelf extension to GeoCortex that would include all of functionality sought in the initial Café project contract and for an additional \$1,250 (as opposed to the original \$4,350 bid cost) also provide functionality that had been designated for a future phase of Café when sufficient funding became available. All but \$231 of the additional expense has been covered by NSDI grant funds that had not yet been encumbered. The remaining \$231 was charged to budgeted funds allocated to MetroGIS from the Metropolitan Council. The final detailed specifications are available upon request. Project completion is anticipated by late August. The plan is to demonstrate the new functionality to the Coordinating Committee at its December meeting. Alison Slaats is the Project Lead.

**D) PERFORMANCE MEASUREMENT – QUARTERLY ANOMALY REPORT**

A quarterly performance measures report was not produced due to lack of staff support. The position responsible for gathering the data had not been filled as of this writing. Once this position is filled, the top priority activity will be to reinstate MetroGIS’s Performance Measurement Program.

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

**(1) Address (Occupiable Units) Workgroup**

*(Nancy Read, Metropolitan Mosquito Control District, Liaison to the Coordinating Committee)*  
The Workgroup has agreed on desired regional standards that are compliant with the emerging national street address standard. Several workgroup members are also nearing completion of testing the amount of effort needed to achieve compliance between local address authority organization (cities and some counties) databases and the national standards. The expectation is that this testing will be essentially complete by September 1. The group then plans to meet once the testing is complete. The major components of the regional vision endorsed by the Policy Board in April 2005 (e.g., rationale, need for local government involvement and implementation concepts) are explained in a white paper which can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf).

**(2) Existing Land Use**

Preparations for a user satisfaction forum remain on hold until following the pending Strategic Directions Workshop. The Coordinating Committee decided at its March 2005 meeting that the Existing Land Use Forum should follow the Workshop, as topics discussed at the Workshop could influence the topics discussed at the land use forum.

**(3) Emergency Preparedness Workgroup**

*(Randy Knippel, Dakota County, Workgroup Chair)*  
*See Agenda Item 5a*

**(4) Highway and Road Networks**

*(Gordon Chinander, Metropolitan Emergency Services Board [formerly Metropolitan 911 Board], Liaison to Coordinating Committee)*

**(a) The “E911 Address and Street Centerline Workgroup”** met on June 30. Preliminary specifications were agreed upon for a next-generation regional dataset. Major producers of the source data were asked to respond by September 1, 2006, as to whether or not they can meet the desired new specifications and, if so, by what date.

From the group’s discussion on June 30, it is unlikely that any of the major public producers will be able to gear up and maintain street centerline data compliant with the desired specifications by December 31, 2006, the date that the current agreement with The Lawrence Group (TLG) expires. Negotiations to extend the current agreement with TLG are underway. Council management has authorized MetroGIS/Council staff to negotiate a new agreement as a sole source procurement.

More information on this workgroup’s efforts can be found at [http://www.metrogis.org/teams/workgroups/e911\\_streets/index.shtml](http://www.metrogis.org/teams/workgroups/e911_streets/index.shtml).

**(b)** There are currently **183 licenses** issued to access and use The Lawrence Group’s (TLG) Street Centerline Dataset, MetroGIS’s currently endorsed regional solution for address matching. As of **August 21st**, the types of organizations licensed were as follows:

- Local gov’t: **100**
- Regional gov’t: **8**
- State/Federal gov’t: **23**
- Academic: **52**

**(c) The MetroGIS Roads & Highways Technical Workgroup**

This workgroup was established Fall 2004 to foster a partnership between MnDOT and MetroGIS, whereby MetroGIS would provide a mechanism for the local government community serving the seven-county, Twin Cities community to collectively test an application designed by MnDOT to integrate local datasets with Mn/DOT’s LDM. The lead staff for MetroGIS’s component of the partnership, Mike Dolbow, changed jobs Fall 2005 and staff support ceased at that time for this workgroup. Information about goals,

expectations, and participant roles agreed upon prior to Dolbow's departure can be viewed at [http://www.metrogis.org/data/info\\_needs/highway\\_roads/index.shtml](http://www.metrogis.org/data/info_needs/highway_roads/index.shtml).

As far as progress on development of the actual application, Dan Ross, who heads up the project for MnDOT, provided the following information: "The vendor provided what they believe to be production ready software to Mn/DOT at the end of July 2006. Mn/DOT staff is currently performing a "Proof of Concept" with the software against identified business flows on a representative sample of the Mn/DOT business data. Ratings of the software should be complete in September. At that point, a decision will be made regarding how to move forward. The statewide data is also undergoing a major update at this time. The BaseMap data is being synchronized with the current Transportation Information System (TIS) and road status updates are being completed as well. Successful approval of the software and data updates are required to allow Mn/DOT to effectively share TIS data (\*e.g. traffic volumes) with other organizations desiring to use their own roadway geometries."

**(5) Jurisdictional Boundaries – Water Management Organizations**

The proposed custodian roles and responsibilities, as defined via the Washington County Pilot Project have been shared with each of the recommended candidate custodian interests (counties and Mn Board of Soil and Water Resources [BSWR]). Further talks with the BWSR, county taxation officials, and possibly watershed districts themselves, are needed to finalize a recommendation.

BWSR is interested in further talks about the possibility of serving in the capacity of the regional custodian even though the data would be more accurate than it needs. BWSR recognizes that the proposed procedures could result in less effort than they are currently expending to obtain less robust data and they also understand that this dataset needs to be interoperable with street and parcel data to effectively use it in the Internet environment, which they plan to pursue.

None of the other members of the County Data Producers Workgroup has recognized a need for the procedures developed via the Washington County pilot project, though the group acknowledges that those responsible for property taxation may have a more well aligned business need.

**(6) Lakes, Wetlands, etc.**

*(Nancy Read, Coordinating Committee Chairperson and Workgroup Member)*

From an overall project management perspective, it appears to be time to reassess gaps between the hydrology-related information needs identified in 1997 and those which can be met with currently developed (or developing) data. The concept of hosting a strategy session should be investigated among the workgroup members to determine if there is support to reaffirm the user needs and discuss a strategy(ies) to address any gaps relevant to defining a regional solution.

**(7) Land Cover**

*(Bart Richardson, MN DNR, Regional Custodian)*

The LMCR has recently funded a project to complete MLCCS coverage in the next year and half for Hennepin, Carver, Scott and Washington Counties. Counting the already completed Dakota and Anoka counties, 95% of the metro area will be inventoried by the spring of 2008. Ramsey County will then be the only incomplete county. Also this year, the National Park Service has funded a project to inventory the St. Croix River from Taylors Falls to Prescott and to update the MLCCS data in the Mississippi National River and Recreation Area. For both of these projects, the DNR is coordinating data quality standards and is acting as the data host.

**(8) Parcels** (Mark Kotz, Metropolitan Council, Regional Custodian)

There are currently **85 licenses** issued to access and use the Regional Parcel Dataset. As of **August 21<sup>st</sup>**, the types of organizations licensed were as follows:

- Local gov't: **38**
- Regional gov't: **3**
- State/Federal gov't: **16**
- Academic: **28**

**(9) Socioeconomic Characteristics of Areas** (Amy West, U of M Population Center, Regional Custodian)

- (a) Progress is being made on all fronts. Amy West is making progress looking into various ways to provide users with local access to HMDA data (data about home mortgages). Options seem to include the University of Minnesota, the Minneapolis Public Library, and the Federal Reserve Bank of Minneapolis. Along with acquiring the data, she is looking at data documentation with an eye to improving our description of this data source.
- (b) We have also discovered DataPlace (<http://www.dataplace.org/>), a new comprehensive source of online socioeconomic data being developed by the Fannie Mae Foundation with significant input from the Urban Institute. Eventually data will be available at the tract level and will be useful to the MetroGIS community. We will continue to monitor this.
- (c) Laura Smith at Macalester has been accessing and mapping property foreclosures in North Minneapolis. She has gotten this data in electronic form from both Hennepin and Ramsey counties. Craig will ask the County Data Producers Workgroup about foreclosure data from the other five counties. This could be a useful addition to DataFinder.
- (d) In accordance with a MetroGIS Policy Board request, the Metro Public Health GIS Users Group (Tim Zimmerman, Hennepin County, Chair) has secured agreement from the metro area counties for new ways to publish vital statistics (birth and death data) that present more small area information in formats compatible with GIS, while preserving confidentiality of individuals. Such information (the attributes associated with births and deaths, such as the number of low birth-weight births, births to teenage mothers, etc.) can serve as useful indicators of community well-being. **No update has been received as to whether or not this proposal has been shared with the MN Department of Health for sanctioning.** For more information contact Tim Zimmerman at [tim.zimmerman@co.hennepin.mn.us](mailto:tim.zimmerman@co.hennepin.mn.us) or 612-348-0307.

**F) MODIFICATION TO OPERATING GUIDELINES – DECISIONS BETWEEN MEETINGS**

The Coordinating Committee unanimously agreed on recommended changes to the Operating Guidelines at its June 28<sup>th</sup> meeting concerning rules for decision-making between meetings. Due to the July 4<sup>th</sup> holiday, the required 15-day notice of the proposed amendment could not be met. The proposal will be forwarded to the Policy Board for consideration at its October meeting, with notice scheduled to be sent to the Board members on September 14. Staff will be out of the office the last week in September when the notice would normally be sent.

**G) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES - PARCEL DATA ACCESS POLICY**  
(Submitted by Dave Drealan, Carver County, Workgroup Chair)

The following agreements have been reached by the workgroup members and they are in the process of vetting these matters among their respective administrations. The concept of including examples/explanations in the metadata/policy statement for the regional parcel dataset was also discussed as a way to inform the data user of these policy clarifications. The expectation is that formal acknowledgement of these policies will occur at the December Coordinating Committee and January Policy Board meetings.

**(1) Regional Parcel Dataset Policy Investigation - Access by Non-Profit Interests:**

Ten criteria (attached) been implemented by Hennepin County to determine whether a particular non-profit institution qualifies to receive access to parcel data without fee. The other counties have agreed to vet the idea internally and if possible adopt the same criteria. The underlying concept is that non-profits that promote and foster economic development activity as an adjunct of government should qualify for a fee waiver. Implementation will be on a county-by-county basis.

**(2) Authorize Redistribution of Parcel Data Summarized to a Larger Geography**

It was agreed that summarizing parcel attribute data and reporting it as higher level geographies (block groups, tracts, etc.) does not constitute redistribution of the source parcel data and, therefore, is not covered by the license agreement which prohibits redistribution of parcel data in the form received.

**(3) Pilot Project: View-Only, Web-based Access Policy Investigated for Parcel Data**

It was agreed that viewing of data via Internet-based applications does not constitute redistribution of data and, therefore, is subject to the license agreement. The owner of the application will be required to obtain a license to offer view-only access to insure that approved methods are used to preclude downloading of the source data.

Note, as part of the negotiations between the Metropolitan Council and The Lawrence Group (TLG) to extend the MetroGIS community's access to the TLG Street Centerline dataset (see Item 4a, above), an agreement-in-principle has been reached with TLG to allow the TLG Street Centerline dataset also to be widely viewed via Internet applications, without prior licensure. As for Internet applications that include parcel data, the owner of an Internet application who wishes to offer view-only access to the TLG Street Centerline dataset will be required to obtain a license (Web Application Development) from TLG. Additionally, the goal is to create a single set of rules for protection of parcel and the TLG Street Centerline data to streamline the web application license approval process for the application developer.

## ATTACHMENT A

### NO-FEE ACCESS TO PARCEL DATA FOR NON-PROFIT ORGANIZATIONS

Hennepin County and CURA worked together to develop a set of criteria to be used to determine if access to the Hennepin County parcel data set would be provided to a non-profit organization on a no-fee basis. It should be noted that a non-profit can always purchase the dataset.

The criteria have been distributed to the other Metro Counties for their consideration. At this point there is no consensus that this specific set of criteria will be used by all of the counties. The following criteria were distributed at the June 22<sup>nd</sup> Producers Workgroup meeting.

### PROPOSED POLICY FOR NO-FEE ACCESS TO PARCEL DATA FOR NON-PROFIT ORGANIZATIONS

Last Updated: February 8, 2005

Hennepin County may provide no-fee access to that portion of the current MetroGIS Regional Parcel Dataset, contained within county boundaries to non-profit and community development organizations for individual projects with specific design and purpose subject to the following conditions.

1. The party requesting the data must meet the legal requirements of a non-profit organization under Minnesota law and must have a public purpose or public benefit mission.
2. The organization must have a current data license agreement with Hennepin County which is subject to annual renewal.
3. The organization must make its request in writing and provide a description for the use of the data.
4. The Board of Directors of the organization is composed of community members whose mission and goals are aligned with local government.
5. The organization serves the purpose of promoting jobs, economic development, affordable housing, environmental improvements, or community development.
6. Hennepin County will evaluate each request and approve or deny the request based on a case-by-case basis. The decision whether to approve or deny any request will be within the sole discretion of Hennepin County.
7. Data will be used only for officially approved uses related to the organization's non-profit mission and purpose.
8. Data will not be used for private purposes or financial gain.
9. Direct access will be limited to designated staff and leaders of the organization. Each organization will have data privacy and data security guidelines specific to the organization's programs and applications.
10. Access will be password protected.



**TO:** Policy Board

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

**SUBJECT:** Information Sharing

**DATE:** August 29, 2006  
(For the Sept 13<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A) TESTIMONIAL – U OF M**

Prof. Shashi Shekhar with the Computer Sciences Department at the University of Minnesota, noted during his presentation to the Policy Board in April that access to standardized data for the region, made available through MetroGIS's efforts, is very important to reaping the full benefit from the use of the emergency management application that he demonstrated to the Board. In response, staff followed up with him about participating in a testimonial to this effect, which he has agreed to do. Jeanne Landkamer, who has conducted each of the other testimonial interviews for MetroGIS, is scheduled to interview Prof. Shekhar the week of September 11.

**B) PRESENTATIONS / OUTREACH / STUDIES** *(not mentioned elsewhere)*

**1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter**

An article about the June 1 Imagining Possibilities Forum ("Imagining Possibilities" Forum Generates "Big Ideas") was submitted to GIS/LIS for their fall newsletter. Readers were encouraged to review the forum summary document at <http://www.metrogis.org/specialevents/techpossibilities/index.shtml>.

**2. Presentations**

None

**C) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

**1. 2006 Polaris Award Recipients Have Made Contributions to MetroGIS**

Chris Cialek (LMIC), Joella Givens (MnDOT and member of Coordinating Committee), and Steve Lime (DNR) have been selected to receive the mid-career Polaris Leadership Awards at the 2006 State GIS/LIS Conference in October:

Marvin Bauer will also be achieving the Lifetime Achievement Award. She has worked with the Metropolitan Council on land cover mapping. The Governor's Council Award will be also be presented to projects entitled "Firewise in the Classroom" and "Historic Plat Map Preservation".

See the GIS/LIS Newsletter at

<http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=69> for more information about the projects and awards.

**2. FGDC Funds Local Mapping Efforts**

*(Submitted by Randy Knippel, Dakota County)*

The Federal Geographic Data Committee awarded a \$75,000 grant to a collaborative represented by Richland County, North Dakota, the State of North Dakota, Dakota County, Minnesota, and the Metropolitan Mosquito Control District of Minnesota. The scope of this project aims at improving the ability of local government agencies to deliver enhanced public access to GIS data through the



development of client applications providing a consistent look and feel across multiple agencies and jurisdictions.

These development efforts center on providing public users greater access to data from multiple agencies without the need for learning new Graphical User Interfaces (GUI) or presentation techniques. Also contained within the scope of this project, the development of client-side interactive mapping tools delivering operational and functional consistency between multiple sites making it easier for the general public to understand and use framework data. Further aims of this project include designing and constructing a software architecture that allows for ease of future development and integration of additional specific GIS applications, providing increased use of Framework data. Finally the scope of this project aims at collaboratively designing and developing client-side code for MapServer to provide local governments a cost-effect method to share cadastral framework data and use WFS data services.

Perhaps the greatest benefit of collaborative client application development comes in the form of cost savings. Costs of developing entity specific web-based GIS applications diminish greatly when leveraging the power of the open source model and the collaborative commitments of multiple jurisdictions and agencies at all levels. Also, costs to the end-user diminish when product design and development occurs through the collective efforts of others utilizing the Open Source model, freely distributed to all.

Please visit our project website for more information: <http://www.openmnnd.org/>

### **3. Minnesota Uses Grant to Further Develop GIS Strategic Plan**

*(Submitted by Fred Logman, Office of Geographic and Demographic Analysis)*

Minnesota has received a \$50,000 grant from the Federal Geographic Data Committee to assist the state with developing a strategic and business plan in support of the National Spatial Data Infrastructure (NSDI) Future Directions Fifty States Initiative. The National States Geographic Information Council (NSGIC) has partnered with the FGDC in this program and provides a brochure describing the program and what is needed in each state for success: [http://www.nsgic.org/hottopics/50states\\_initiative\\_handout.pdf](http://www.nsgic.org/hottopics/50states_initiative_handout.pdf). Ten other states received similar grants: Connecticut, Louisiana, Maryland, New Hampshire, North Carolina, Oklahoma, Texas, West Virginia, Wisconsin, and Wyoming.

The Minnesota geospatial community has a long tradition of cooperation, reflected in more than thirty years of accomplishments involving the development, distribution, and dissemination of digital geospatial data based upon common needs and adopted standards that support the NSDI. In 2004, Minnesota formally adopted [Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure](#), a plan for coordinating GI technology to support organizations working within the state. The 2004 plan included recommendations addressing policies, procedures and governance issues that support enterprise solutions.

This project supports the next steps required to develop a sustainable Minnesota Spatial Data Infrastructure (MSDI), strengthening coordination within the state while supporting the national goals of the NSDI. The goal of this project is to generate a strategic plan for state geospatial services focusing on organizational and operational recommendations. While focusing on Minnesota's executive branch agencies, the plan will also ensure that the needs of the larger Minnesota geospatial community are addressed.

Several areas that will be examined include: establishing a state "geospatial authority," creating an enterprise geospatial organizational structure and governance model, identifying sustainable funding, updating framework data plans, as well as better integrating state geospatial and traditional IT technologies. The plan and project recommendations will be based on information acquired from interviews, studies and facilitated sessions with stakeholders.

The Land Management Information Center (LMIC) is conducting the project, and the project leader is Fred Logman, who has been active in the Minnesota IT and geospatial community for many years. The Governor's Council on Geographic Information, through its Strategic Plan Committee, will actively participate in the one-year project that started in March.

For further information, please contact Fred Logman at: [fred.logman@state.mn.us](mailto:fred.logman@state.mn.us) or 651-201-2495.

## **D) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

### **1. 2007 NSDI CAP Funding Program**

Announcement for the 2007 program is tentatively proposed to be posted at [www.grants.org](http://www.grants.org) on October 20, 2006. The application deadline is tentatively proposed for January 19, 2007 with announcement of awards on March 1, 2007. Staff is considering submitting an application under a new category entitled "Geospatial Line of Business" to pursue updating of MetroGIS's Performance Measurement Plan. MetroGIS's current Plan has been recognized as being among the best in a recent study conducted by Kate Lance who is a PhD candidate at a University in the Netherlands (see Item E1, below, for more information on this study). Ms. Lance is interested in collaborating with MetroGIS on the grant proposal.

### **2 Blue Book – NSDI Build Out**

At the June 1 Imagining Possibilities Forum, Clint Brown, Director of New Product Release for ESRI [Environmental Systems Research Institute], encouraged MetroGIS to review the "Blue Book" on building out the NSDI. The URL is [http://gos2.geodata.gov/wps/portal/gos/kcxml/04\\_Sj9SPykssy0xPLMnMz0vM0Y\\_QjzKL9443sfQA\\_SYGyfpb6kehCFhhCJpZeEDFHC1N9X4\\_83FR9b\\_0A\\_YLc0NCIckdFAEzL9Gs!/delta/base64xml/L3dJdyEvUUd3QndNQSEvNEIVRS82X0tfQTg1](http://gos2.geodata.gov/wps/portal/gos/kcxml/04_Sj9SPykssy0xPLMnMz0vM0Y_QjzKL9443sfQA_SYGyfpb6kehCFhhCJpZeEDFHC1N9X4_83FR9b_0A_YLc0NCIckdFAEzL9Gs!/delta/base64xml/L3dJdyEvUUd3QndNQSEvNEIVRS82X0tfQTg1). The document contains several hundred pages divided into several sections: Introduction, six case studies, 13 data-specific theme chapters, design pattern and data-theme specifications, and Summary and Recommendations. The Introduction focused on technical aspects of collaboration but is essentially silent on organizational structure needed to actually achieve and sustain collaborative support of required custodial roles and responsibilities. The Staff Coordinator intends to review the entire document for relevance to MetroGIS's needs over the next several weeks.

### **3. NSGIC Promotes Fifty States Initiative**

NSGIC (National States Geographic Information Councils) is holding its annual meeting in Little Rock, October 1-5. Big issue continues to be its "Fifty States Initiative" wherein each state has a strong coordination office. Federal agencies would be required to communicate with that office regarding GIS activities within the state. Minnesota has some of the necessary elements, but no designated office.

### **4. DHS Contracts With ESRI for First Responder Training**

The Department of Homeland Security (DHS) has entered into a contract with ESRI to provide geographic information system (GIS) software and training to first responders through the Commercial Equipment Direct Acquisition Program (CEDAP). The intent of the CEDAP program is to provide necessary equipment to rural or smaller first responder agencies including law enforcement agencies, fire, and other emergency responders who demonstrate in their application that the equipment will be used to improve their ability and capacity to respond to a major critical incident or improve their ability to work with other first responders. ESRI's CEDAP GIS software and training package consists of two products: ArcGIS ArcView 9.x, ArcGIS Spatial Analyst, and two related Virtual Campus training courses.

### **5. Address Data Standard in Second Review Phase**

The MetroGIS Address Workgroup's efforts to define a data standard for a regional Occupiable Units Address Dataset has played a substantial role in the national street address data standard that is being developed through the URISA (Urban and Regional Information Systems Association) under the auspices of the FGDC (Federal Geographic Data Committee). Supporting organizations are NENA (National Emergency Numbers Association) and the U.S. Census Bureau. The national standard

completed its second review period in January. Mark Kotz, staff to the MetroGIS Workgroup, has participated on the development team for the content portion of the national standard. Kotz monitored the national discussion and comments from the second review period. In conjunction with the Address Workgroup, Kotz proposed some minor modifications to the standard. These changes are being accepted and will be incorporated in the next draft.

The national street address data standard consists of four parts: content, classification, quality, and transfer. The standard is expected to have been adopted by the FGDC by the time the Committee meets in September, after which it will be made available for a broader FGDC national review. This standard will be used with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset. Specific E-911 and USPS profiles of the standard are under consideration. (*Submitted by Mark Kotz*)

**E) OTHER INFORMATION**

**1. MetroGIS Performance Measurement Plan Recognized**

Kate Lance, who is a PhD candidate at the International Institute for Geo-Information Sciences and Earth Observation (ITC) and Wageningen University in the Netherlands, has recognized MetroGIS's Performance Measurement Plan in research that she conducted as an exemplar example among the an international field of Spatial Data Infrastructure programs. Several concepts presented in her paper from other programs and related research are also worth considering as potential enhancements of MetroGIS's current measurement criteria.

MetroGIS's proposed 2007 Workplan (Agenda Item 5d) calls of updating of MetroGIS's Performance Measurement Plan following the update of the Business Plan to insure that Performance Measurement Plan reflects policies set forth in the new Business Plan. Staff has extended an invitation to Ms. Lance to participate in the process and she has expressed interest in doing so.

**2. Ian Masser and MetroGIS Staff Coordinator Collaborate on Article**

Following the June 1 "Imagining Possibilities" Forum, at which Ian Masser served as one of the keynote speakers, he invited the MetroGIS Staff Coordinator to co-author an article about MetroGIS. The article was submitted to the European GeoInformatics Magazine (<http://www.geoinformatics.com/asp/default.asp?language=1>) in July.

Quote from Ian Masser to the editor of the GeoInformatics Magazine after returning from the June 1 Forum – "...I found the MetroGIS collaborative SDI (Spatial Data Infrastructure) set up quite fascinating and think that it deserves more exposure to a European audience. During my visit I was fortunate in having the opportunity to talk at some length to the politicians who have backed this project for its last ten years and also to other participants in this initiative which has won several awards in the US." Masser was particularly interested in learning about the leadership role elected officials on the Policy Board have played in providing a political reality check and establishing political legitimacy for MetroGIS's efforts.

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**September 13, 2006**

**1. CALL TO ORDER**

Chairperson Read called the meeting to order at 1:05 p.m. She introduced Chris Kline, who joined the MetroGIS staff support team that morning. Mr. Kline filled the Administrative-Technician position that assists the Staff Coordinator with support of MetroGIS.

Chairperson Read also presented a Certificate of Appreciation to Bob Cockriel who was resigning from the Committee following this meeting. Mr. Cockriel thanked the Committee for the opportunity to serve and explained that he had arranged through the AMM to have Harold Bush take his place. Mr. Bush is the GIS Manager for the City of Bloomington.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Bob Cockriel (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown and Scott Simmer (Hennepin), Jim Hentges (Scott) and Jane Harper (Washington); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* David Bitner (Metropolitan Airports Commission),, Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (MN/DOT) and Glen Radde for Robert Maki (DNR); *Utilities:* Al Laumeier (CenterPoint Energy); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics:* Chet Harrison (CB Richard Ellis); Steve Lorbach (AMM: core cities - City of St. Paul), *Counties:* David Claypool (Ramsey), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); and *State:* David Arbeit (GDA/LMIC).

*Note: Jessica Horning (Greater Minneapolis Day Care Assoc.) resigned her Non Profit seat on the Committee in August.*

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team)

**2. ACCEPT AGENDA**

Givens moved and Bitner seconded to approve the agenda as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Henry moved and Bitner seconded to approve the summary for the Committee's June 28, 2006 meeting, as submitted. Motion carried, ayes all.

**4. POLICY BOARD MEETING:**

Chairperson Read commented that the presentation at the July meeting pointed out the need to insure the message of each Technology Demonstration must be appropriate for policy makers. She commented that Board members were confused by "broker concept", some believing it was a combination of policy and technology as supported by MetroGIS, and as a result follow up

meetings were needed to mitigate the confusion. The confusion was exacerbated by a focus on a “service-oriented architecture” that did not appear to be grounded in the facilitation of inter-organizational data sharing policy that is central to the Policy Board’s efforts but proposed a more complex environment than is currently supported by MetroGIS. Read expressed a need for the next demonstration topic to reestablish rapport with the Board members.

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

### **a) Strategic Directions Workshop Preparations**

Chairperson Read requested comments and reiterated the importance of the Strategic Directions Workshop and the need to settle on scoping themes of greatest importance, if possible at this meeting.

Vander Schaaf asked for further discussion regarding the anticipated workshop participants. Read noted that target participants include all Coordinating Committee and Policy Board members, supplemented by others with perspectives important to the future of MetroGIS not currently represented or under represented. Chairperson Read asked members of the Committee members to contact staff with suggestions of highly respected individuals who could provide valuable supplemental perspectives as well as facilitator candidates for the Workshop. Drealan asked about the desired number of participants. The Staff Coordinator replied that there is no fixed number, but a group of 25-30 persons is desirable.

Henry asked about the process for the selection of the facilitator and how their services would be paid for. The Staff Coordinator summarized the desired facilitator characteristics, as had been defined by the Workshop Planning Committee, and noted that the facilitation fee is proposed to be paid from the budgeted MetroGIS funds provided by the Metropolitan Council. Representatives of the Workshop Planning Committee commented that process details beyond that outlined in the staff report had been decided/discussed awaiting selection and participation of a facilitator. (Editor’s note: the final agreement to payment of the facilitation costs calls for \$5,000 from the Council’s funding to MetroGIS and \$2,500 from funds donated to MetroGIS.)

Harper reiterated the need to insure that the Workshop Planning Committee had identified the most important themes around which to design the Workshop. Chairperson Read enforced this notion by posing the question “If \_\_\_\_\_ does not happen at this workshop, I would be disappointed.” Both Harper and Read asked the members for suggestions/modifications of the themes identified by the Workshop Planning Committee about topics that would make the experience worth they time to participate. It was noted that organizational structure is not intended to be a discussion item. Rather the focus is intended to be on function and if desired function dictates a change in organizational form that will be a matter for investigation during the subsequent Business Plan Update process.

Knippel suggested that a workshop theme should be added to take about ways that MetroGIS could influence/collaborate with the State to achieve statewide cooperation among disciplines to help shape future policy.

The Staff Coordinator was asked to summarize currently defined common information needs and status to achieve regional solutions to share the workshop and to include a summary of the previous major Business plan objectives for background information. The Committee

decided that a target timeframe for the Workshop should be the last week of November (the week after Thanksgiving) or the first week in December.

**b) 2007 Budget and Major Program Objectives**

Chairperson Read summarized the proposed 2007 budget and program objectives outlined in the agenda report and emphasized that the proposed funding and related staff support are limited to MetroGIS's "foster collaboration" function. That is, stakeholder costs related to maintenance of regional data solutions are not included. Chairperson Read noted that the Metropolitan Council has included these "foster collaboration" support resources in its proposed 2007 budget, as it has in the past, and no substantive changes are proposed to either the program objectives or the budget pending completion or the proposed Business Plan Update initiative.

Chairperson Read then asked for comments regarding the listing of major program objectives presented in the agenda report. Brown asked about the origin of the proposed objective to define "derivative product" in relation to the regional parcel dataset. Member Drealan commented that this topic is on the agenda for the County Data Producers Workgroup and would like to be addressed before year-end. He noted that its origin is in request to define and distinguish parcel related data that is summarized to larger geographies than parcels from data subject to licensure requirements pertaining to source parcel data. No other comments were received regarding the proposed program objectives for 2007.

Harper inquired whether the performance measurement reporting program includes an assessment of custodian compliance with endorsed roles and responsibilities. The Staff Coordinator commented that the annual Performance Measurement report addresses this topic but that the assessment is conducted from an anecdotal perspective, that is, if data users are generally satisfied with the data received then it is assumed that the roles and responsibilities are being appropriately supported. It was agreed that a more direct evaluation should occur as a component of the Business Plan Update process.

**Motion:** Henry moved and Cockriel seconded that the Coordinating Committee to recommend that the Policy Board accept the preliminary 2007 major work program priorities (Attachment B) and preliminary 2007 Budget for MetroGIS's "Foster Collaboration" Function (Attachments C - E) as presented in the agenda report dated August 23, 2006.

Motion carried, ayes all

**c) Regional Emergency Preparedness Solution – Evaluation Plan**

Vice-Chairperson Knippel provided background that led to the proposal to document issues and concerns of the Workgroup outlined in the agenda report. He began by explaining the Emergency Preparedness Workgroup's accomplishments, current focuses, consolidation with the Governor's Council on Geographic Information Emergency Preparedness Committee, and outreach activities and then summarized the Workgroup's concerns.

Specifically, Knippel noted that the anticipated demand for EM-related GIS data is not as high as anticipated. He commented that he is concerned and disappointed with the current lack of a common operating picture across the state and nationally and stressed a need to educate leadership in the Emergency Preparedness community about the benefits they can realize through the use of GIS technology. Knippel concluded his comments with a statement

that the Workgroup realizes that it needs to regroup and is looking for resources and insight into to how to gain influence at the Agency Commissioner level.

The idea of hosting a strategic visioning event was offered as a possible component of the Business Plan Update process. The Staff Coordinator commented that whether through as visioning process or some similar mechanism, someone will need to look into the problem from the perspectives of: a) soundness of the value proposition, b) political legitimacy/support for the value proposition and c) sufficiency of operating capacity in order to define a strategy to address the concerns mentioned by Knippel.

Discussion ensued about whether the Emergency Preparedness Workgroup should focus its attention on the local or state level, resulting in a suggestion to focus on recruiting local governments to participate. Gelbmann commented that the current focus on data collection should be sustained, prompting Harper to request clarification on the current outreach methodology. Gelbmann replied that the current process assumes development of data and basis application functionality is required to build support for further data development and to nurture supportive relationships with senior level officials.

Chairperson Read noted that one approach to improve understanding of benefits among the leadership of the Emergency Management community might be to find ways to leverage the Metropolitan Emergency Services Board embracing of GIS technology (e.g., include references in training). Brown stated that more effort is likely needed to educate at the grassroots level about the benefits of using GIS technology. Rowekamp commented that the issue seems to be that of classic matter of marketing and suggested the topic be a consideration for the strategic directions workshop/business plan update initiative. Specifically, a decision needs to be made on the level of support that is appropriate for MetroGIS and, in particular, which organization(s) need to assume the lead support role if a priority of the MetroGIS community. Bitner concurred that there is role for members of the Coordinating Committee to leverage their own resources beyond the forum provided by MetroGIS.

The Committee encouraged the Workgroup to document the issues and constraints it has encountered and its concerns to share as topic for strategic direction during the upcoming Business plan Update process.

**d) GIS Demonstration for October Policy Board Meeting**

Ortho-oblique technology was offered as a topic for the October Policy Board Demonstration. Knippel commented that an ortho-oblique demonstration could be used to pique interest in true GIS applications.

Harper suggested that the Committee consider selecting the M3D project for the next demonstration because of its clear connections to MetroGIS M3D- makes use of MetroGIS's efforts to facilitate regional solutions to common information needs (parcels, socioeconomic, etc), provides a web-based tool to visualize and analyze socioeconomic data which is one of the thirteen common information needs, and it demonstrates how GIS technology can be used to support policy decisions. Harper noted that although the ortho-oblique (Pictometry) imagery is a worthy demonstration topic, she believes a topic with clear connections to MetroGIS's efforts should be selected for the October meeting given the misunderstandings that arose in connection with the July presentation.

Vander Schaaf commented and the Committee concurred that the M3D topic would be a better topic for the October meeting but that the topic of ortho-oblique methods should be considered for the January or April 2007 meeting.

Henry asked what the content of the M3D presentation might include. Staff commented that the M3D presenter will be asked to talk about how MetroGIS's efforts have affected the M3D tool, to include value of streamlined data access policies, regional solutions that are consistent across the seven county area, streamlined data availability via DataFinder, and how socioeconomic data are being combined with other geospatial data by way of the web-based GIS application for decision making etc.

Knippel, Bitner and Henry agreed to work on a message for a demonstration of the ortho-oblique product for a future Policy Board meeting to share with the Committee for comment. Committee members expressed interest in each presentation in addition to a presentation to the Board.

**e) TAT Review – Federal Enterprise Architecture, Geospatial Profile V1.1**

The Staff Coordinator commented that the Technical Advisory Team (TAT) had not evaluated the subject document, as requested by the Committee at the June meeting, because no member of the TAT had assumed a lead review role. Staff also commented that this type of review is also beyond the general team support responsibilities because the topic is not currently perceived to have relevance to the business needs of the Metropolitan Council who employs the TAT staff liaison (Mark Kotz). The Staff Coordinator emphasized that the Council does not set the agenda for any of MetroGIS's efforts but that to provide support for any given project, the Council must have a directly related internal business need. He closed by noting that in this case, unless a member of the TAT assumes the lead reviewer role, the Committee's request for TAT review may not be able to be realized.

**6) PROJECT UPDATES**

**a) Business Plan Update (Phrase II “Beyond Government Users” input initiative)**

There was no discussion of this item.

**b) 2006 Regional GIS Projects**

The Staff Coordinator informed the committee that he will be sending requests for bids the following day for the Web Editing Application Needs Assessment relating to a regional occupiable units database. He also mentioned that a draft Memorandum of Understanding had been sent to David Arbeit for the Geospatial Services Directory and Broker project.

**c) MetroGIS DataFinder Café – Upgrade Project**

Gelbmann stated that the beta version of Café Update was being tested and that a meeting of the project oversight workgroup would be held shortly to provide guidance on final design matters. He estimated the updated Café would be operational by early October, noting that all high and medium priority features had been included, as well as many of the lower priority features.

**d) Quarterly Performance Measures Anomaly Report**

The Staff Coordinator reported that Kline would be producing the report.



**e) Priority Business Information Need Solutions and User Satisfaction Forums**

Harper will provide an update in December.

**f) County Data Producer Workgroup Activities**

There was no discussion of this item.

**7) INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

Laumeyer informed the members of an upcoming GITA event, the topic of which would be Gopher State One.

Gelbmann noted that a project is underway at the Metropolitan Council that involves tracking/mapping of easements and asked if any of the members' organizations are involved in this type of activity. Harper and Knippel noted that Washington and Dakota County are involved in similar efforts and offered to put Gelbmann in touch with the appropriate individuals.

**8) ADJOURN**

Henry moved and Laumeyer seconded to adjourn at 3:05 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

and

Chris Kline  
MetroGIS Administrative Technician

**December 21, 2006**

**Minnesota Counties Insurance Trust (MCIT) Building  
100 Empire Dr., St. Paul, MN**

*(North of Capitol Building about ½-mile and west of Jackson Street on Empire)*

**1:00 to 3:00 p.m. (extend if needed)**

**See directory in lobby for meeting room location**

## **Agenda**

	<i>Page</i>
<b>1. Call to Order (Introduce Harold Busch and Tim Loesch)</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) September 13, 2006	<i>action</i> <b>1</b>
<b>4. Summary of October 18<sup>th</sup> Policy Board Meeting</b>	<b>7</b>
<b>5. Action and Discussion Items:</b>	
a) Election of Officers	<i>action</i> <b>8</b>
b) 2007 Meeting Schedule	<i>action</i> <b>11</b>
c) Committee Membership - Non Profit Seat	<i>action</i> <b>13</b>
d) 2006 Annual Performance Measurement Report	<i>action</i> <b>15</b>
e) 2006 Accomplishments and Annual Report Theme	<i>action</i> <b>18</b>
f) Preparation for Strategic Directions Workshop (February 8, 2007)	<i>action</i> <b>24</b>
g) GIS Technology Demonstration for January 2007 Policy Board meeting	<i>action</i> <b>31</b>
h) Policy for Decisions Between Meetings	<b>33</b>
<b>6. Project Updates:</b>	<b>37</b>
a) Upgraded DataFinder Operational in October	
b) 2006 Regional GIS Projects	
c) Business Plan/Performance Measurement Plan Updates	
d) Priority Business Information Need Solutions and User Satisfaction Forums	
e) County Data Producer Workgroup Activities	
<b>7. Information Sharing:</b>	<b>38</b>
a) New Testimonial – U of M	
b) Technical Advisory Team (TAT) – November 16 <sup>th</sup> Meeting Summary	
c) Presentations / Outreach / Studies	
d) Metro and State Geospatial Initiatives Update	
e) Federal Geospatial Initiatives Update	
f) Other News	
<b>8. Next Meeting</b>	
March xx, 2007	
<b>9. Adjourn</b>	

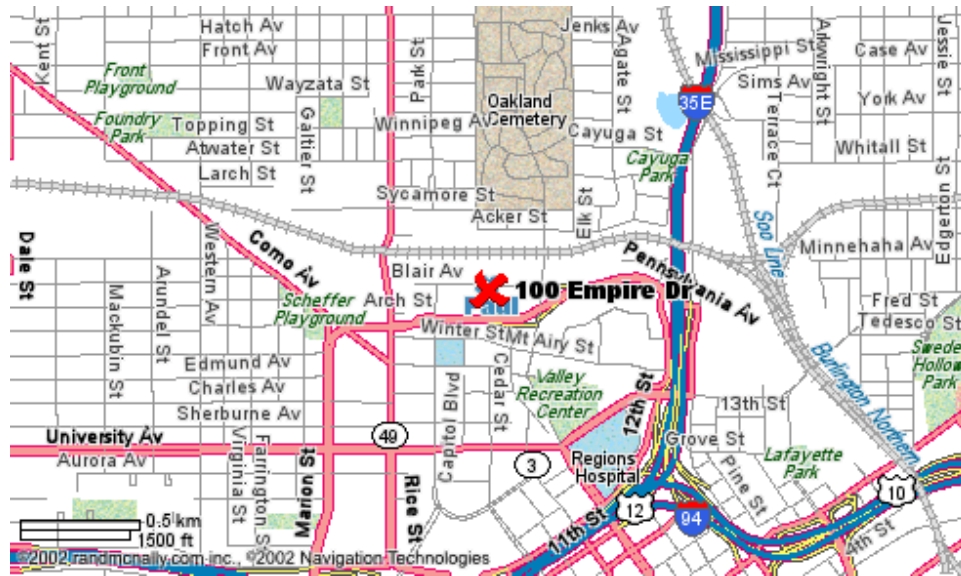
### Mission Statement

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

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## How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



**If you are traveling on I-94 eastbound** -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

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**If you are traveling on I-35E Northbound** -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Southbound** -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the left.

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

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Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team)

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**4. POLICY BOARD MEETING:**

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**Motion:** Henry moved and Cockriel seconded that the Coordinating Committee to recommend that the Policy Board accept the preliminary 2007 major work program priorities (Attachment B) and preliminary 2007 Budget for MetroGIS's "Foster Collaboration" Function (Attachments C - E) as presented in the agenda report dated August 23, 2006.

Motion carried, ayes all

**c) Regional Emergency Preparedness Solution – Evaluation Plan**

Vice-Chairperson Knippel provided background that led to the proposal to document issues and concerns of the Workgroup outlined in the agenda report. He began by explaining the Emergency Preparedness Workgroup's accomplishments, current focuses, consolidation with the Governor's Council on Geographic Information Emergency Preparedness Committee, and outreach activities and then summarized the Workgroup's concerns.

Specifically, Knippel noted that the anticipated demand for EM-related GIS data is not as high as anticipated. He commented that he is concerned and disappointed with the current lack of a common operating picture across the state and nationally and stressed a need to educate leadership in the Emergency Preparedness community about the benefits they can realized through the use GIS technology. Knippel concluded his comments with a statement

that the Workgroup realizes that it needs to regroup and is looking for resources and insight into to how to gain influence at the Agency Commissioner level.

The idea of hosting a strategic visioning event was offered as a possible component of the Business Plan Update process. The Staff Coordinator commented that whether through as visioning process or some similar mechanism, someone will need to look into the problem from the perspectives of: a) soundness of the value proposition, b) political legitimacy/support for the value proposition and c) sufficiency of operating capacity in order to define a strategy to address the concerns mentioned by Knippel.

Discussion ensued about whether the Emergency Preparedness Workgroup should focus its attention on the local or state level, resulting in a suggestion to focus on recruiting local governments to participate. Gelbmann commented that the current focus on data collection should be sustained, prompting Harper to request clarification on the current outreach methodology. Gelbmann replied that the current process assumes development of data and basis application functionality is required to build support for further data development and to nurture supportive relationships with senior level officials.

Chairperson Read noted that one approach to improve understanding of benefits among the leadership of the Emergency Management community might be to find ways to leverage the Metropolitan Emergency Services Board embracing of GIS technology (e.g., include references in training). Brown stated that more effort is likely needed to educate at the grassroots level about the benefits of using GIS technology. Rowekamp commented that the issue seems to be that of classic matter of marketing and suggested the topic be a consideration for the strategic directions workshop/business plan update initiative. Specifically, a decision needs to be made on the level of support that is appropriate for MetroGIS and, in particular, which organization(s) need to assume the lead support role if a priority of the MetroGIS community. Bitner concurred that there is role for members of the Coordinating Committee to leverage their own resources beyond the forum provided by MetroGIS.

The Committee encouraged the Workgroup to document the issues and constraints it has encountered and its concerns to share as topic for strategic direction during the upcoming Business plan Update process.

**d) GIS Demonstration for October Policy Board Meeting**

Ortho-oblique technology was offered as a topic for the October Policy Board Demonstration. Knippel commented that an ortho-oblique demonstration could be used to pique interest in true GIS applications.

Harper suggested that the Committee consider selecting the M3D project for the next demonstration because of its clear connections to MetroGIS M3D- makes use of MetroGIS's efforts to facilitate regional solutions to common information needs (parcels, socioeconomic, etc), provides a web-based tool to visualize and analyze socioeconomic data which is one of the thirteen common information needs, and it demonstrates how GIS technology can be used to support policy decisions. Harper noted that although the ortho-oblique (Pictometry) imagery is a worthy demonstration topic, she believes a topic with clear connections to MetroGIS's efforts should be selected for the October meeting given the misunderstandings that arose in connection with the July presentation.

Vander Schaaf commented and the Committee concurred that the M3D topic would be a better topic for the October meeting but that the topic of ortho-oblique methods should be considered for the January or April 2007 meeting.

Henry asked what the content of the M3D presentation might include. Staff commented that the M3D presenter will be asked to talk about how MetroGIS's efforts have affected the M3D tool, to include value of streamlined data access policies, regional solutions that are consistent across the seven county area, streamlined data availability via DataFinder, and how socioeconomic data are being combined with other geospatial data by way of the web-based GIS application for decision making etc.

Knippel, Bitner and Henry agreed to work on a message for a demonstration of the ortho-oblique product for a future Policy Board meeting to share with the Committee for comment. Committee members expressed interest in each presentation in addition to a presentation to the Board.

**e) TAT Review – Federal Enterprise Architecture, Geospatial Profile V1.1**

The Staff Coordinator commented that the Technical Advisory Team (TAT) had not evaluated the subject document, as requested by the Committee at the June meeting, because no member of the TAT had assumed a lead review role. Staff also commented that this type of review is also beyond the general team support responsibilities because the topic is not currently perceived to have relevance to the business needs of the Metropolitan Council who employs the TAT staff liaison (Mark Kotz). The Staff Coordinator emphasized that the Council does not set the agenda for any of MetroGIS's efforts but that to provide support for any given project, the Council must have a directly related internal business need. He closed by noting that in this case, unless a member of the TAT assumes the lead reviewer role, the Committee's request for TAT review may not be able to be realized.

**6) PROJECT UPDATES**

**a) Business Plan Update (Phrase II “Beyond Government Users” input initiative)**

There was no discussion of this item.

**b) 2006 Regional GIS Projects**

The Staff Coordinator informed the committee that he will be sending requests for bids the following day for the Web Editing Application Needs Assessment relating to a regional occupiable units database. He also mentioned that a draft Memorandum of Understanding had been sent to David Arbeit for the Geospatial Services Directory and Broker project.

**c) MetroGIS DataFinder Café – Upgrade Project**

Gelbmann stated that the beta version of Café Update was being tested and that a meeting of the project oversight workgroup would be held shortly to provide guidance on final design matters. He estimated the updated Café would be operational by early October, noting that all high and medium priority features had been included, as well as many of the lower priority features.

**d) Quarterly Performance Measures Anomaly Report**

The Staff Coordinator reported that Kline would be producing the report.



**e) Priority Business Information Need Solutions and User Satisfaction Forums**

Harper will provide an update in December.

**f) County Data Producer Workgroup Activities**

There was no discussion of this item.

**7) INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

Laumeyer informed the members of an upcoming GITA event, the topic of which would be Gopher State One.

Gelbmann noted that a project is underway at the Metropolitan Council that involves tracking/mapping of easements and asked if any of the members' organizations are involved in this type of activity. Harper and Knippel noted that Washington and Dakota County are involved in similar efforts and offered to put Gelbmann in touch with the appropriate individuals.

**8) ADJOURN**

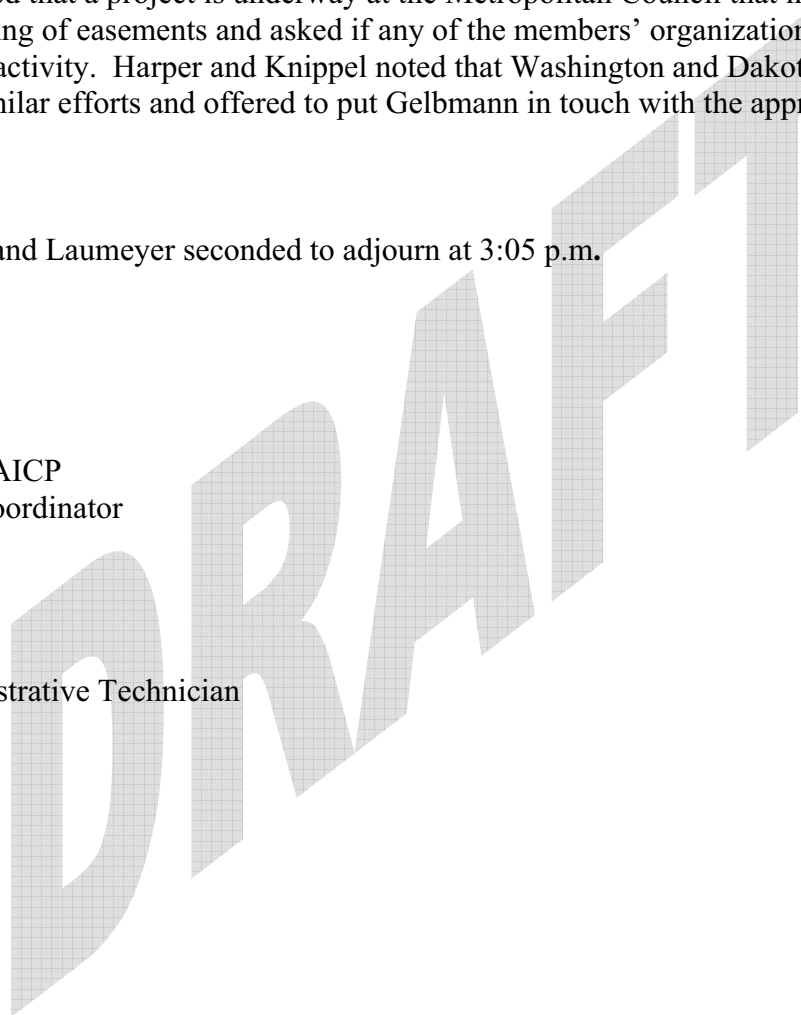
Henry moved and Laumeyer seconded to adjourn at 3:05 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

and

Chris Kline  
MetroGIS Administrative Technician





**TO:** Coordinating Committee

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

**SUBJECT:** Summary of October 2006 Policy Board Meeting

**DATE:** November 20, 2006  
(For the Dec. 21 Meeting)

The following **major** topics were considered / acted on by the Policy Board on October 19<sup>th</sup>. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/06\\_1018/06\\_1018m.pdf](http://www.metrogis.org/teams/pb/meetings/06_1018/06_1018m.pdf) for the discussion points.

### **GIS TECHNOLOGY DEMONSTRATION -**

#### ***Minnesota 3-D: An Online Mapping System Designed to Close the Spatial Mismatch Between Affordable Housing and Living Wage Jobs***

Oriane Casale (MN DEED) and Jeff Matson (CURA) summarized and demonstrated capabilities of the M3D application. They also shared with the Policy Board benefits that the M3D project has reaped from the existence of MetroGIS's efforts, including standardized data across the seven county area, access to data without fee, WMS via DataFinder that minimize data support expenses, and information sharing.

### **Modification to Operating Guidelines – Decisions Between Meetings**

The proposal to utilize E-Voting to support decision making between regular meetings was tabled for a determination whether MetroGIS is subject to the Open Meeting law. If so, E-voting is not permissible. Staff was directed to investigate the possibility of utilizing an executive committee format as an option.

### **Preliminary 2007 Budget and Major Program Objectives**

The Board accept the preliminary 2007 MetroGIS Budget and Major 2007 Program Objectives, as proposed for MetroGIS's "foster collaboration" function and authorized expenditure of the balance of funds donated to MetroGIS for business and performance measurement plan updates, subject to the Chairperson's approval of specific expenditures.

### **2007 Meeting Schedule**

January 17, April 25, July 25, and October 17 were set for meeting dates in 2007.

### **Preparations for Strategic Directions Workshop**

Chairperson Reinhardt commented that the Strategic Directions Workshop is scheduled for February 8. She noted that the purpose of the workshop is to provide policy level direction for the Business Plan Update process scheduled to begin immediately following the workshop and encouraged Board members to plan to attend. No additions or modifications were offered to the draft focus themes that the Committee considered at its September meeting.



**TO:** Coordinating Committee

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

**SUBJECT:** Election of Officers

**DATE:** November 20, 2006  
(For the Dec. 21 Mtg.)

## **REQUEST**

The Committee is respectfully requested to elect a chair and vice-chair to serve during 2007.

Nancy Read and Randy Knippel were elected to their second terms as chair and vice-chair, respectively, at the Committee's December 2005 meeting. MetroGIS's bylaws state that "Not more than two consecutive terms may be served by one person, unless no one else is willing to serve."

## **BACKGROUND**

1. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.
2. Article III; Section 6 states "The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected."
3. Article III; Section 7 states "The Coordinating Committee shall annually elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected."
4. The Operating Guidelines state that the Committee's officers are limited to two consecutive terms, unless no one else is willing to serve.

## **RECOMMENDATION**

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2007.

## COORDINATING COMMITTEE MEMBERSHIP

(As of November 20, 2006)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
	<i>(need to decide if continue with 2 seats)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
Chet Harrison	CB Richard Ellis	Private Sector (Business Geographics)
Terese Rowekamp	Rowekamp Associates	Private Sector (GIS Consultant)
Al Launmeyer & Allan Radke	CenterPoint Energy & Xcel Energy ( <i>Share a seat on a rotating basis</i> )	Private Sector (Utility Company)
Steve Lorbach	City of St. Paul (AMM-Large City)	Public - City
Harold (Hal) Busch	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Dave Drealan	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Hentges	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencil	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
Mark Vander Schaaf	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Gordon Chinander	Metropolitan Emergency Services Board	Public - Metropolitan Gov.
Nancy Read	Metro Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Dick Carlstrom	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Tim Loesch	DNR	Public - State Agency
Ned Phillips	Rice Creek Watershed District (MAWD)	Public - Watershed District

### Past Coordinating Committee Officers

Terms	Chair	Vice-Chair
1996 - 1997	David Arbeit	Brad Henry ( <i>There was no vice chair in 1996</i> )
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan
2005 - 2006	Nancy Read	Randy Knippel

## COMMITTEE LIAISONS

Last updated – November 20, 2006

<b>Ad-hoc/Special Purpose Workgroups</b>	<b>Coordinating Committee Liaison</b>
Addresses	Nancy Read
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	Randy Knippel and Rick Gelbmann
Existing Land Use	<i>(Inactive until after Business Planning)</i>
Highway and Road Networks	Joella Givens <i>(Inactive until after Business Planning)</i>
Lakes and Wetlands	<i>vacant</i>
Socioeconomic – Phase II <i>(proposed to be authorized 12/17/03)</i>	<i>(Inactive until after Business Planning)</i>
School District Jurisdictional Boundaries (2004)	<i>(Inactive until after Business Planning)</i>
E91-Compatible Street Centerlines	Gordon Chinander
Watershed District Jurisdictional Boundaries	Jane Harper
Technical Advisory Team	Ron Wencl, Rick Gelbmann



**TO:** Coordinating Committee

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

**SUBJECT:** 2007 Committee Meeting Schedule

**DATE:** November 27, 2006  
(For the Dec. 21 Meeting)

**REQUEST**

The Coordinating Committee is respectfully requested to set its meeting schedule for 2007.

**POLICY BOARD SCHEDULE**

On October 18, the Policy Board adopted the following meeting schedule for 2007: January 17, April 25, July 25, and October 17, a mixture of 3<sup>rd</sup> and 4<sup>th</sup> Wednesdays of the month.

**DISCUSSION**

The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Wednesday or Thursday starting at 1:00 p.m. at the Minnesota Counties Insurance Trust (MCIT) building. To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer the Committee to meet 3-4 weeks prior to the Board's meetings.

<u>Suggested Meeting Date</u>	<u>Anticipated Major Topics**</u>
March 28, 2007	Results of February 8 <sup>th</sup> Strategic Directions Workshop 2007 Regional GIS Project Program- Concept Acceptance ( <i>Call for proposals following Feb 8 Workshop</i> )
June 27, 2007	Results – Addressing Data - Web Editing Application Evaluation Results – Service Broker Pilot Project Business Plan Update 2007 Regional GIS Project Program- Final Recommendation
September, 12, 2007	Performance Measurement Plan Update Preliminary 2008 Program Objectives DataFinder Café – Phase II Update Recommendations
December 12, 2007	Election of Officers

\*\* Assumes that outcome of pending Strategic Directions Workshop will acknowledge previously established priorities and work in process. The preliminary work priorities for 2007 are outlined in Attachment A

**RECOMMENDATION**

That the Committee set its meeting schedule for 2007.

## ATTACHMENT A

### 2007 Preliminary Major MetroGIS Program Objectives<sup>1</sup>

*(Adopted by the Policy Board on October 17, 2006)*

- 1) Business Plan Update Initiative (*Workgroup, Lead support - Staff Coordinator*)
- 2) Performance Measurement Plan Update Initiative (*Workgroup, Lead support – Staff Coordinator*)  
*(Initiate immediately following adoption of the Business Plan Update project)*
- 3) Regional Solutions to Common Information Needs Projects (*Workgroups*)
  - Make substantive progress to achieve April 2004 vision for Next-Generation Street Centerlines dataset
  - Make substantive progress to achieve April 2004 vision for Addresses of Occupiable Units dataset
  - Jurisdictional Boundaries - Water Management Organizations
  - Emergency Preparedness – Implement next steps to refine preliminary solution
  - Peer Review Forums – (Postpone until following Business Plan Update. Candidates include: Existing Land Use, Socioeconomic Web Resources Page, and Hydrology.)
- 4) Performance Measurement Reporting Program (*Lead support – MetroGIS staff*)  
*(Produce quarterly anomaly reports and an annual report.)*
- 5) DataFinder Enhancements– Phase II (*Lead support – MetroGIS DataFinder Manager*)  
*(Investigate feasibility of adding a security capability to support licensed data distribution via Café and modifying statistics reporting to restore capabilities lost when migration was made from code developed by Syncline.)*
- 6) Regional GIS Projects (*Lead support – as defined in the proposals*)  
*(Invite and fund projects that meet funding criteria.)*
- 7) Benefit Testimonials (*Lead support – Staff Coordinator*)  
*(Seek out 1-2 additional stakeholder testimonials to the benefits of MetroGIS's efforts.)*
- 8) Outreach (*Lead support – Staff Coordinator*)  
*(Continue to provide a liaison function with a variety of local, regional, state, national, and international interests that have similar objectives to MetroGIS.)*

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<sup>1</sup> These priorities, in particular Items 3-8 are subject to change, depending upon the results of the Strategic Directions Workshop and subsequent Business Plan Update process.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Non-Profit Representative Seat on Coordinating Committee  
**DATE:** December 1, 2006  
(For Dec 21<sup>st</sup> Meeting)

### INTRODUCTION

One of the two non-profit representative seats on the Coordinating Committee is vacant. Direction is requested from the Committee as to whether to revert to the previous policy of a single representative from the non-profit community or initiate a call for interested parties to fill the vacated seat.

### BACKGROUND

1. In Fall of 2005, Jeff Corn, resigned as the non-profit representative to the Committee.
2. At its March 2006 meeting, the Committee considered two candidates (Jessica Horn – Greater Minneapolis Day Care Association - and Sally Wakefield - 1000 Friends of MN) to fill Mr. Corn’s vacated seat on the Committee and concluded that a second non-profit seat should be added to the Committee’s membership and that both candidates should be invited to join the Committee, which occurred.

An excerpt from the March 2006 Committee meeting summary is attached to provide insight into the rationale for the Committee’s decision to add a second non-profit seat. The basis for the decision to add a second seat, as stated in the motion, was that that “each represents vastly different segments of the non-profit community.”

3. Jessica Horn resigned from the Committee in September 2006. The GIS Unit of the Greater Minneapolis Day Care Association was abolished and she left the organization.

### COMMENTS

The Committee should decide if it wants to continue the practice of offering two seats for the non-profit community. If so, it should then identify the particular perspective(s) desired in addition to that offered by Sally Wakefield, the other current non-profit representative to the Committee. A call for interested parties would then be made. And, to expedite the call process, Committee members are encouraged to suggest particular individuals who possess desired perspective(s). Assuming interest is expressed by one or more candidates, the Committee could act on filling the second seat at its March 2007 meeting.

Any person identified as a potential candidate for to fill the vacant seat could participate in the February 8<sup>th</sup> Strategic Directions Workshop (Agenda Item 5f) if the Committee so chooses to represent expertise not possessed by other current members.

### RECOMMENDATION

That the Coordinating Committee:

- 1) Decide if a second non-profit representative should continue to be made available
- 2) If so, identify the particular perspective(s) desired in addition to that offered by current non-profit representative to the Committee.
- 3) Offer names of prospective candidates, if a second seat is to be maintained.



## Excerpt from March 2006 Coordinating Committee Meeting Summary

### 5. ACTION AND DISCUSSION ITEMS

#### d) Non-Profit Representative to Committee

Chairperson Read asked each of the candidates, Sally Wakefield, with 1000 Friends of Minnesota, and Jessica Horning, with the Greater Minneapolis Day Care Center, to summarize their respective backgrounds and what they believe they would bring to the Committee.

Candidate Wakefield commented that she possesses a working knowledge of MetroGIS's collaboration efforts. More importantly, although she is new to the non-profit community, she would bring a working knowledge of community planning assistance and related data access needs and concerns to the table. She also commented on the need for non-profits to begin to work collaboratively to leverage limited resources and that serving on the Committee would help her facilitate action to address this need.

Candidate Horning explained that she has been working for non-profits interests in the Twin Cities for her entire career, noting that her focus is in the field of social services and advocacy. She commented that she is a frequent user of DataFinder to obtain data that is critical to addressing their needs. Horning commented that it is unfortunate there are not two openings as she and Wakefield bring two distinct perspectives to the table.

Arbeit asked Wakefield to clarify her role with 1000 Friends of Minnesota. Wakefield commented that she is responsible for assisting local units of government address their land use planning needs, in particular balancing conservation and economic base needs and opportunities. She utilizes GIS to help the participants better understand options and consequences of those options. 1000 Friends of Minnesota also leverages Google Earth to provide citizens with the ability to visualize options and opportunities via their home Internet connections using data created or assembled by 1000 Friends. In the process, 1000 Friends is attempting to demystify spatial data and promote the notion that a neutral analytic tool can improve decision making.

Vander Schaaf asked each candidate to respond to how their respective non-profit organizations provide services that meet the requirement of being "adjunct to local government". Wakefield responded that their clients are nearly entirely local government and that the service is community planning related. She commented that although 1000 Friends is a statewide organization, nearly all of their work is focused on edge communities associated with the seven county Metro Area. Horning commented that the Greater Minneapolis Day Care Association has contracts with the Department of Human Services to manage child care assistance programs provided by local government. They work closely with the City of Minneapolis and sixteen other communities.

Gelbmann asked both candidates what they could bring to the table in terms of resources. Both commented that data development is in its early stages but growing. Both were open to sharing data that is not of a private nature. For instance, Horning commented that they are geocoding daycare center locations region-wide and will be sharing them with M3D.

Laumeyer asked each to summarize the data they are currently obtaining from others. Horning responded that the TLG Street Centerline database is the primary data they use that is obtained from others. Wakefield noted they are using parcels, boundaries, planned and existing land use, as well as aerial imager.

Chairperson Read asked both candidates to leave the room.

Arbeit asked if the bylaws permit both candidates could be appointed. Read commented that the bylaws restrict non-government representation to 30 percent of the membership and that adding both candidates would not exceed the limit.

After some discussion about options (sharing a seat as is the case with the utility representatives) it was decided that both candidates should be invited to join the Committee because they bring very different perspectives – land use planning versus human services. The group also asked that the candidates be reminded that the bylaws encourage representatives of broad communities to attempt to bring the community's perspective to the table.

**Motion:** Craig moved and Givens seconded to invite Jessica Horning, with the Minneapolis Day Care association and Sally Wakefield, with the 1000 Friends of Minnesota, to both join the Committee on the **basis that each represents vastly different segments of the non-profit community**. Motion carried, ayes all.



**TO:** Coordinating Committee

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

**SUBJECT:** 2006 MetroGIS Performance Measures Report

**DATE:** December 15, 2006  
(For the Dec. 21<sup>st</sup> Mtg.)

### INTRODUCTION

The draft 2006 Annual Performance Measures Report (separate document), dated December 11, 2006 is presented for the Committee's review and comment. Direction is also requested from the Committee on several matters relating to future Performance Measurement procedures and activities.

### MAJOR PERFORMANCE MEASUREMENT FINDINGS AND CONCLUSIONS

The 2006 Annual Performance Measurement Report is organized around four MetroGIS outcome statements defined in Performance Measurement Plan, adopted by the Policy Board in 2002. The 2006 Report summarizes comparable data collected over a four-year timeframe for most of the ten performance measures. A sufficient monitoring history is now available to consider setting targets for these measures. Discussion about the possibility of setting targets is suggested as a component of the Business Plan Update process and subsequent Performance Measurement Plan update process that are components of the adopted 2007 MetroGIS Workplan.

The findings and conclusions presented below represent an overview of a more detailed analysis presented in the actual annual report.

#### 1. Ease of Data Discovery and Access

- Use of the two endorsed **regional applications** (mailing labels and socioeconomic web resources page) nearly **doubled**. This result supports a policy statement in the current Business Plan noting that addressing common information needs often involves securing data and an application(s) to use those data to answer particular question(s).
- **Searchable metadata** records and **downloadable datafiles** in DataFinder **increased by 17** (9.0 percent) **and 7** (4.6 percent), respectfully.
- Data discovery and **downloading events** were essentially the **same as last year**. This result, notwithstanding an increase in records could be a result of DataFinder Café not functioning for much of the year.

#### Comment/Suggested Action:

- 1) The software platform for DataFinder Café was replaced in October 2006. The new platform (GeoCortex IMF software and a higher capacity server) supports the functionality provided by the former platform plus it provides the capability to distinguish among use of web mapping services, not only from downloads of source data but it can also distinguish online browsing of data from actual use of a web mapping service as data source. Distinguishing between these differing capabilities is important to understanding user needs and should be captured in future reports.
- 2) Modifications to the current performance measures should be pursued to provide a means to effectively integrate data use reporting metrics with those for MetroGIS supported applications.

#### 2. Data Currency and Usefulness (Endorsed Regional Data Solutions)

- All **endorsed regional data solutions** were **maintained to the specifications** established by the MetroGIS community.
- “**Endorsed regional data solutions**” comprised **46 percent of the total downloads** in 2006.

- All six regional solutions were in the top eight most often downloaded datasets in 2006.

Endorsed regional datasets (for which data access metrics are maintained by MetroGIS):

Dataset <sup>(1)</sup>	# of Downloads	2006 Rank
County & Municipal Boundaries	832	1
Parcels	793	2
Census Demographic Profiles	793	3
Street Centerlines	419	4
Census Geography (e.g. tracts and blocks)	311	7
Planned Land Use	183	8

<sup>(1)</sup> Eight regional solutions have been enacted by MetroGIS but only six are tracked for purposes of Performance Measurement Reporting. Land Cover is distributed by DNR, its custodian. The Land Cover metadata record is posted on DataFinder but directs the user to DNR's website. The Unique Parcel ID solution is a component of the Regional Parcel Dataset and, thus, not tracked separately.)

Comments/Suggested Action:

- 1) These results, together with similar strong results in all previous reports past years corroborate that MetroGIS's efforts to create sustainable regional solutions to common information needs are serving a valuable service.
- 2) Gaining further insight into benefits realized through use of endorsed regional solutions should be a focus of the User Satisfaction Survey planned as part of the 2007 Business Plan Update project.

**3. Internal Efficiencies, Level of Cooperation**

- Ten (10) stakeholder organizations continue to effectively support 23 distinct primary and regional custodian roles in accordance endorsed regional solutions to common geospatial needs.
- The number of organizations utilizing DataFinder to publish metadata (18) and / or actual geospatial files (10) remained the same as last year.

Comment/Suggested Action:

- a) The pending Business Plan Update process should corroborate that core stakeholders are comfortable with their respective roles and contributions and if not, strategies should be identified to address any concerns. Sustaining long-term solutions to common information needs requires all parties to achieve a level of comfort that their respective contributions equate to less cost than pursuing solutions on their own.
- b) In accordance with achieving the objective of MetroGIS DataFinder serving as a one-stop-shop for geospatial data, outreach efforts should continue to encourage data producers, who are not currently taking full advantage of the existence of DataFinder to consider using it (or increasing their use) to share knowledge of their data holdings and leverage its one-stop-shop distribution potential.

**4. Decision Making, Service Delivery**

One testimonial to the benefits of MetroGIS's efforts was produced in 2006, for a total of nine.

Comment/Suggested Action: User testimonials to value gained form MetroGIS's efforts should continue to be developed as they are presently the only method available to assess MetroGIS's impact on improvements to its stakeholders' internal organizational effectiveness and efficiency.

**RECOMMENDATION**

That the Coordinating Committee:

- 1) Review and comment on the MetroGIS 2006 Performance Measurement Report.
- 2) Review and comment on the conclusions and comments offered herein, including consideration of setting performance measurement targets.
- 3) Recommend that the Policy Board approve the 2006 report, dated December 11, 2006, together with any changes the Committee wishes and conclusions that it forwards for Board consideration.

## REFERENCE

### **BACKGROUND**

1. This is the fifth annual Performance Report produced about MetroGIS. The four previous reports can be viewed at [http://www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml). Much of the analysis related to MetroGIS DataFinder capabilities and use.
2. The Policy Board has requested a performance measures based report on MetroGIS's activities on an annual basis. Presentation of this report has occurred at the Board's January meeting in the past. To accommodate this schedule, an October 1 to September 30 time frame has been used.
3. For three years prior to 2006, staff had captured performance measurement data on a monthly basis and shared one or more anomalies (positive and troubling) with the Coordinating Committee on a quarterly basis for insight into possible causes and for direction as to any desired changes in policies or procedures. This insight was in turn incorporated into the annual Performance Measurement Report.
4. Quarterly sharing of anomalies with the Committee was not possible in 2006, as staff support was not available to capture the source from February to September.
5. A new support person, Christopher Kline, was hired in September. He was able to locate and acquire all of the base data needed for produce the attached 2006 annual Performance Measurement Report.



**TO:** Coordinating Committee

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

**SUBJECT:** 2006 MetroGIS Major Accomplishments and Annual Report Theme

**DATE:** December 15, 2006  
(For the Dec. 21 Meeting)

### **REQUEST**

The Coordinating Committee is respectfully requested to comment on MetroGIS's major accomplishments over the past year, as listed below, and on the suggested theme for the MetroGIS 2006 Annual Report. (A detailed listing of activities and accomplishments over the past year is also attached for the Committee's information.)

### **MAJOR ACCOMPLISHMENTS DURING 2006**

Significant accomplishments in 2006 included:

- ✓ Received corroboration from the Metropolitan Council, as a result of a year-long study, that MetroGIS is serving a critical function for Council as well as providing substantive value to the region as a whole.
- ✓ Upgraded DataFinder and DataFinder Café to once again provide state-of-the-art data discovery and access capabilities.
- ✓ Reached agreement with The Lawrence Group (TLG) to provide continued access to the TLG Street Centerline Dataset as the endorsed regional street centerline data solution, including the first policy for view-only public access to licensed data.
- ✓ Aligned proposed regional address standards with proposed national standards and demonstrated they are achievable.
- ✓ Fostered acknowledgement of a policy that permits access to parcel data, without fee, by specified non-profit interests.
- ✓ Fostered documentation of five public-private partnering opportunities for consideration by MetroGIS leadership.
- ✓ Produced ninth testimonial to the benefits of MetroGIS's efforts – U of M Computer Sciences Department (Dr. Skehkar's emergency evacuation application).
- ✓ Hosted forum entitled "Imagining Possibilities: The Next Frontier for Geographic Information Technology" that was attended by over 200 individuals.
- ✓ Funded two Regional GIS Pilot Projects (Web Services Broker and Needs Assessment for Web-Based Address Editing Application)
- ✓ Realized continued growth in data distribution activity via DataFinder.
- ✓ Made substantive progress toward to set the stage for launching Business Plan Update initiative in 2007.

### **2006 ANNUAL REPORT**

The proposed main theme for the 2006 annual report insert is the same as last year - how the existence of MetroGIS is making a difference and facilitating e-government solutions while doing so. In particular, this past year, MetroGIS's impacts were demonstrated through improved access to data produced by others, in the form needed, and by continuing to leverage resources through partnerships fostered through MetroGIS's efforts. Jeanne Landkamer has again agreed to produce the MetroGIS 2006 Annual Report, as she has done for the past several years.

As has been the case for the past several annual reports, the single page, double-sided format, written from Chairperson Reinhardt's perspective, is proposed. The report would again be distributed in combination with an informational brochure, which was last updated in 2004. Production of a new brochure is suggested in 2007 to reflect the results of the pending Business Plan Update process. Last year's brochure can be viewed at [http://www.metrogis.org/about/annual\\_reports/05brochure.pdf](http://www.metrogis.org/about/annual_reports/05brochure.pdf).

### **RECOMMENDATION**

That the Coordinating Committee suggest any additions and/or modifications to the:

- 1) The summary listed above of major MetroGIS accomplishments in 2006.
- 2) The attached detailed listing of MetroGIS accomplishments in 2006.
- 3) Proposed theme for the 2006 annual report of "how the MetroGIS's efforts are making a difference and facilitating e-government solutions while doing so".

## Year End Detailed Status Report MetroGIS Activities and Accomplishments - 2006 -

### **I. Regional Information Need/Data Solutions – Data Component:**

#### a. Addresses

Consensus was reached on a proposed next-generation address standard that is consistent with the emerging national address standard. Nine county and city stakeholders tested the proposed standard and concluded that although some issues will need to be addressed, the next-generation standard is in fact reasonable and doable. \$21,000 in Regional GIS Project funding was authorized to conduct a viability assessment for a proposed “web editing application” targeted at smaller city entities, whose participation is believed to be central to achieving the vision for a regional occupiable units dataset. This assessment is expected to be completed by mid-2007, at which time a decision will be made whether or not to pursue actual development of the web-based application.

#### b. Census Geography

No effort in 2006

#### c. Emergency Preparedness

The Emergency Preparedness workgroup concluded that implementation of the vision endorsed October 2005 was not proceeding as it had hoped. At the time of this writing, the workgroup was deciding how it will go about documenting its efforts and problems encountered to share with the Coordinating Committee to decide appropriate next steps.

#### d. Existing Land Use:

No effort in 2006

#### e. Highways and Roads:

The Metropolitan Emergency Services Board (MESB) operationalized specialized software to ensure Master Street Address Guide (MSAG) data records can be fully synchronized with associated street centerline data managed in a GIS environment. Desired standards for a next-generation street centerline dataset were developed with an objective to eventually transition from 100 percent reliance upon The Lawrence Group’s (TLG) street centerline data to solution produced by public entities. This transition is expected to take some time to materialize and, as such, extension of the agreement with TLG was pursued. At the time of this writing, the new agreement was proceeding through legal review. Once in place, it will provide up to three one-year extensions to the current agreement. The new agreement also authorizes licensed users to incorporate the TLG street centerline dataset into web-based applications their host provided access by non-licensed users is restricted to view-only. This “view-only” access provision is the first of its kind and represents a major step forward toward policy innovations which balance of intellectual property rights with the desire to utilize licensed data in web-based applications.

No substantive progress was made on a second collaborative initiative for which MnDOT is the lead organization. The project involves operationalizing an anchor/segment database model under development by MnDOT with consultant assistance. The goal is to create a sustainable means to integrate, as needed, data associated with street centerlines but maintained in disparate source data files with differing standards by way of a technology solution. MnDOT extended an invitation to MetroGIS in 2004 to collaborate, through a pilot project, on refining the prototype software, accompanying policies and procedures, and associated tools/applications, as needed, to achieve common objectives.

#### f. Hydrology

No substantive progress made.

#### g. Jurisdictional Boundaries

- Watershed District Boundaries. The results of Washington County pilot project were conveyed in October 2006 to representatives of the Mn Board on Soil and Water Resources BSWR. A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As of this writing, BWSR had not yet responded to the proposal.

- School District Boundaries. No work was initiated to identify an appropriate regional custodian due to budget cuts and reorganization of LMIC. LMIC had been identified as the most logical custodial option given their as contractor relationship with the Department of Education.

h. Land Cover

The extent of coverage is nearing 90 percent. A map of the coverage status can be viewed at [http://www.metrogis.org/data/datasets/land\\_cover/mlccs\\_metro\\_progress\\_planned.pdf](http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf). In addition, a technical forum for current users forum was held on December 16 to share new coding and systems criteria. This event was attended by XX individuals.

i. Parcels:

- Government and Academic Interests

No changes made to the data standards or custodial roles and responsibilities

- Non-Profit and For-Profit Access

Agreement was reached via the County Data Producers Workgroup to:

- 1) Permit licensed users of parcel data (spatial and attribute) to offer Internet access by non-licensed users, provided the application does not permit the user to gain access to the source database (view-only access). The counties' position is that no written modification of current regional policy or the data sharing agreement itself is needed to achieve this capability (e.g., view –only access does constitute redistribution of the source data).
- 2) Authorize non-profit interests, which are serving as adjunct community development entities, to gain free access to parcel data on a case-by-case basis administered county-by-county.

A third initiative, initiated by the Metropolitan Council, targeted at clarifying the definition of “derivative product”, was withdrawn. The proposal was pursued to clarify policy concerning summarization of data to larger geographies than the parcel base from which the data originated. The proposal sought to establish the level of summarization required to constitute a derivative product for which the intellectual property rights would run with the user, not the producer of the original data. Concerns were raised that greatly complicated the deliberations and, as such, the proposal was withdrawn.

j. Socioeconomic Characteristics of Areas

The custodian, University of Minnesota Population Center, added several new data sources to MetroGIS Socioeconomic Resources Page ([http://www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)). The new data sources include: HMDA data (data about home mortgages), DataPlace (<http://www.dataplace.org/>) and foreclosure data.

**II. Regional Information Need/Data Solutions –Application Component:**

- a) Mailing Label Application: This application became fully operational in May 2005. No changes were made in 2006.
- b) Emergency Preparedness: A prototype application was launched in April 2005 for testing and refinement. No changes made in 2006. This application is password protected and has been used exclusively as a training and outreach tool to educate the emergency services community on resources available from the GIS community.

**III. Special Studies/Projects –Leveraging Investments**

- a. MetroGIS Strategic Directions Workshop. Efforts to prepare for this workshop were reinitiated in June, following conclusion of the Metropolitan Council’s evaluation of MetroGIS. The Workshop is scheduled for February 8, 2007. Preparations have included securing Professor John Bryson to facilitate the event, reaching agreement on the program, focus of the facilitation exercises, program support materials, mailing invitations and various logical requirements considerations.
- b. Beyond Government Users: Future Directions for MetroGIS. As with the MetroGIS Strategic Directions Workshop, work on this initiative had been suspended until June 2006. In June, a workgroup was created to develop “opportunity statements” to share with MetroGIS leadership during the proposed Business Planning Update process. Six opportunities statement were developed ([http://www.metrogis.org/data/info\\_needs/beyond\\_govt/beyond\\_govt.shtml](http://www.metrogis.org/data/info_needs/beyond_govt/beyond_govt.shtml))

- c) ApplicationFinder Concept: In July, a \$20,000 project, proposed by Mn LMIC (Land Management Information Center) and Metropolitan Airports Commission (MAC), was approved for funding via MetroGIS's Regional GIS Project program. This proposal promises builds upon the ApplicationFinder preliminary concept endorsed by the Coordinating Committee at its December 2004 meeting. The goal is to aid stakeholders discover existing applications that would be helpful to achieving various business needs. This project is expected to be complete by mid-2007.
- d) M3D Project. The M3D project is important to MetroGIS because in addition to assisting with a resolution to the access policy for non-profit interests this project also involves development of a web-based geospatial application that will address common information needs of the broader MetroGIS community. The Staff Coordinator and several individuals active in MetroGIS initiatives serve on the M3D Steering Committee. In October 2006, the "beta" version of the M3D application (<http://map.deed.state.mn.us/chameleon/m3d.phtml>) was demonstrated to the MetroGIS Policy Board and was well received.
- e) National Street Address Data Standard. The address standards developed by the MetroGIS's Address Workgroup, which worked closely with the Metropolitan Emergency Services Board staff, were used to populate the initial proposed national standard in late 2004. The draft national standard is currently in its second round of national vetting prior to submittal to the Federal Geographic Data Committee (FGDC) for approval. In 2006, the MetroGIS's Address Workgroup oversaw an evaluation to document the effort required to use the standard locally and concluded that although some procedure changes will be needed, the proposed standard is definitively doable. This standard is expected to become effective by mid-2007, at which time, the MetroGIS's Address Workgroup is expected to propose formal adoption for the addressing authorities that serve the Metropolitan Area. Supporting organizations are NENA and the U.S. Census Bureau.

#### **IV. Data Discovery and Acquisition – Other than Topical Applications**

- a. Support MetroGIS DataFinder:
  - DataFinder Café: The most significant accomplishment of 2006 was the upgrading of DataFinder Café. This tool is once again a state of the art tool running on an upgraded hardware platform that offers users an effective way to discover and obtain data produced by others they need to carry out their responsibilities.
  - Data User Information. At the time of this writing, a contract was being pursued with Quova, Inc to produce a report for the 2006 Annual Performance Measurement Report to document the geographic location of the entities that download data from DataFinder. This service has been used for the last two years but this is the first year that a formal agreement has been required. The proposed agreement involves the allocation intellectual property rights and resolution of confidentiality concerns to enable MetroGIS to take advantage of this technology.
- b. Promote of DataFinder As A Common Tool – Leveraging the Investment:
  - Washington County continued its use of the web server that supports Café to provide external Internet access to the county's parcel query application activity. Use of the Café server is saving the county approximately \$10,000 annually in Application Service Provider (ASP) fees plus the cost of hardware and software and related licensing expenses.
  - In addition to the Metropolitan Council, 9 organizations are utilizing MetroGIS to distribute geospatial data they maintain and 17 are using DataFinder as a search tool for discovery of their data.

#### **IV. Outreach**

- a. Annual Report:  
The 2005 Annual Report was distributed to over 1,900 persons and handed out at several conferences and forums. A copy can be viewed at [http://www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml).
- b. Newsletter Articles:  
Articles about MetroGIS's activities and accomplishments were submitted for publication in each of the quarterly issues of the statewide GIS/LIS newsletter.
- c. General Information Web site - [www.metrogis.org](http://www.metrogis.org):  
This website serves as MetroGIS's institutional memory and main vehicle for keeping participants informed. This site is averaged over 6,900 visits per month.



- d. County GIS User Groups:  
Quarterly updates of MetroGIS's activities are provided to each user group. Staff attended as many user group meetings as possible to encourage use of adopted best practices and answer questions about MetroGIS's activities.
- e. Special Events:  
On June 1<sup>st</sup> hosted a forum entitled "**Imagining Possibilities: The Next Frontier for Geographic Information Technology**". (See <http://www.metrogis.org/specialevents/techpossibilities/index.shtml>.) 228 individuals participated. Four keynote speakers offered an amazing array of possibilities which will be considered as the MetroGIS leadership decide MetroGIS's next-generation priorities.
- f. Coordination with **State (Beyond Metro)** Geospatial Activities/Information Requests:
  - Staff and Coordinating Committee members served as liaisons to Governor's Council on Geographic Information (GCGI) committees and workgroups: Emergency Preparedness, Hydrographic Data and Standards, Geospatial Infrastructure Workgroups and served on the Council itself. In addition, Rick Gelbmann, a Coordinating Committee member, was appointed to his second term as GCGI Chair.
- g. Coordination with **National/International** Geospatial Activities/Information Requests:
  - March: Bastiaan van Loenen published his doctoral dissertation in titled Developing Geographic Information Infrastructures. MetroGIS is one of several geospatial collaborative organizations cited as a case study in this work which looks at successful programs around the globe in an attempt to discern the various stages of SDI maturity.
  - July: Kate Lance, who was a PhD candidate at the International Institute for Geo-Information Sciences and Earth Observation (ITC) and Wageningen University in the Netherlands, recognized MetroGIS's Performance Measurement Plan in research she conducted as an "exemplar" example among the international field of Spatial Data Infrastructure programs. Staff has extended an invitation to Ms. Lance to participate in the process and she has expressed interest in doing so.
  - September: An article co-authored by Ian Masser and Randall Johnson was published in the September issue of GEOInformatics magazine (<http://www.geoinformatics.com/asp/default.asp?language=1>). Quote from Ian Masser to the editor of the GeoInformatics Magazine after returning from the June 1 Forum – "...I found the MetroGIS collaborative SDI (Spatial Data Infrastructure) set up quite fascinating and think that it deserves more exposure to a European audience. During my visit I was fortunate in having the opportunity to talk at some length to the politicians who have backed this project for its last ten years and also to other participants in this initiative which has won several awards in the US." Masser was particularly interested in learning about the leadership role elected officials on the Policy Board have played in providing a political reality check and establishing political legitimacy for MetroGIS's efforts.
- h. Formal Presentations:
  - January: Hennepin County GIS Users Group
  - April: National Geospatial Integration in Public Safety Conference
  - October: MN GIS/LIS Consortium Conference
  - November: Ramsey County GIS Users Group

## V. Project Management/Administration

- a. Staff provided a variety of information about MetroGIS to the Metropolitan Council's team for the second phase of the Council's evaluation of MetroGIS's value to the Council. This effort consumed a significant portion of MetroGIS's staff resources from January to April 2006. Several Coordinating Committee members and Policy Board members Reinhardt and Pistilli made significant contributions to this evaluation process. In the end, the process corroborated the benefits of MetroGIS's efforts to the not only the Council but the regional as well.
- b. Administered Performance Measures Plan. Quarterly reports to the Coordinating Committee were no possible in 2006, as made in past years due lack of staff resources. These resources were reinstated in September. The 2006 Annual Report is scheduled to be presented to the Policy Board in January 2007.

- c. Maintained currency of content on MetroGIS’s general information website ([www.metrogis.org](http://www.metrogis.org)) - the primary source of a wide variety of information about MetroGIS’s mission, accomplishments, benefits, participants, meeting schedules, projects and lessons learned, and endorsed policies.
- d. Maintained currency of metadata and postings of data accessible via [www.datafinder.org](http://www.datafinder.org) - MetroGIS’s primary data distribution mechanism.
- e. Maintained licensing records for access to street centerline data (184) and parcel data (88).
- f. Oversaw the bid proposal process for the two successful 2006 Regional GIS Projects which received authorizations totaling \$41,000.
- g. Significant documents produced:
  - 2005 Annual Report ([www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml))
  - 2006 Performance Measurement Report ([http://www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml))
  - A testimonial from Professor Shehkar, University of Minnesota, to the benefits of MetroGIS’s efforts to the development of evacuation routing software that his team has developed. (It can be viewed at [http://www.metrogis.org/benefits/testimonials/UMN\\_Shekhar.pdf](http://www.metrogis.org/benefits/testimonials/UMN_Shekhar.pdf))
  - Summary report for the June 1 forum entitled “Imagining Possibilities: The Next Frontier for Geographic Information Technology”. (It can be viewed at <http://www.metrogis.org/specialevents/techpossibilities/index.shtml>.)
  - Performance Measurement Annual Report. (It can be viewed at [http://www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml).)
- h. Meetings supported by MetroGIS staff support team:
  - Policy Board (4)
  - Coordinating Committee (4)
  - Technical Advisory Team (3)
  - Business Information Needs - Workgroups, Data User Forums, Training, etc.:
    - ✓ Address Workgroup (2)
    - ✓ Beyond Government Users Workgroup (3)
    - ✓ County Data Producers Workgroup (1)
    - ✓ E911-Compliant Street Centerline Workgroup (4)
    - ✓ Emergency Preparedness Workgroup (?)
    - ✓ Strategic Directions Workshop Planning Team (6)
  - Special Events: (1)
    - ✓ June 1, Imagining Possibilities Forum (*see above*) (1)



**TO:** Coordinating Committee

**FROM:** Planning Team - Strategic Directions Workshop  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Preparations for Strategic Directions Workshop (February 8, 2007)

**DATE:** December 12, 2006  
(For the Dec. 21 Mtg)

### INTRODUCTION

The purposes of this report are to:

- 1) Share progress made to prepare for the February 8, 2007 Strategic Directions Workshop.
- 2) Begin the process of identifying any concerns that may exist with the “starter kit” outcome/activity statement (Attachment A) among stakeholder organizations.
- 3) Encourage members to speak with their respective organization’s leadership about perceived value received from participating in MetroGIS’s efforts.
- 4) Encourage members to RSVP as soon as possible and participate in the Workshop

Refer to the Reference Section for key Workshop components (e.g., purpose, focusing themes, participants, process goals, inputs, etc.) that were shared with the Committee for comment and direction at the September Committee meeting.

### LOGISTICS UPDATE

- Professor John Bryson (U of M) has agreed to facilitate the Workshop.
- The final Workshop program is expected to be essentially as outlined in Attachment B. An all-day commitment is needed to participate. A continental breakfast and box lunch will be provided.
- Formal invitations will go out via a letter signed by Chairperson Reinhardt by mailed in mid-December. Members of Policy Board and Coordinating Committee, supplemented by individuals with perspectives not otherwise represented by the standing members, are the target participants. A maximum of 36 participants can be accommodated, which is the target for attendance.
- The workshop will be held at the Humphrey Center on the U of M Campus.
- Funding will come from MetroGIS’s “fostering collaboration” budget provided by the Metropolitan Council and from funds donated to MetroGIS. The current cost estimate for the Workshop and follow up activities is between \$9,000 and \$9,500, assuming a \$500 contingency.

### PREPARATION - PARTICIPANT EXPECTATIONS

The Workshop Planning Team has expressed a preference to spend some time in small groups at the December Committee meeting talking about the “starter kit” statements listed in (Attachment A) and preparing members to share these statements with appropriate individuals within their organization. The goal over the next few weeks is identify any statement(s) for which there is not unanimous concurrence in its current form. Resolving any issues with these statements is an objective of the Workshop. If the need arises during the workshop, statements for which there had previously been consensus can also be revisited.

Each Committee member will also be asked to complete the following statement to assist the Workshop Planning Team prepare for the Workshop – “If \_\_\_\_\_ does not happen at the Workshop, I would be disappointed.

### PREPARATION – DISCERN ORGANIZATIONAL PERSPECTIVE

A goal for the February 8<sup>th</sup> Workshop is for each participant to represent their respective organizational perspectives, to the extent practical, when participating in the dialogue and exercises. This is because organizational commitments are critical to the long-term support of regional solutions, policies and practices endorsed and pursued through MetroGIS’s efforts.

**Discern Value to Organization:** To assist Committee members discern their organization's perspective relative to MetroGIS's efforts, the Workshop Planning Team offers the following questions to guide internal conversations with managers and policy makers prior to the Workshop:

- What do you (*organization*) need to do your job?
- What do you (*organization*) need for which you are relying on other entities?
- What do you (*organization*) need to do that you can not do by yourself?  
*List benefits of any current collaborating on common GIS needs and/or opportunities*  
*Estimate of impact on costs of collaborating, not collaborating*
- What does your organization want to get out of MetroGIS?
- What is your organization willing to contribute to MetroGIS?

Of note is that questions of this nature were at the center of Metropolitan Council's recent extensive evaluation of benefits it receives from participating in MetroGIS's efforts. In June 2006, the Council's conclusion was that MetroGIS's existence provides a cost-effective means to obtain the data it needs from others and that the region, in general, is benefiting from MetroGIS's efforts. (See [http://www.metrogis.org/about/affiliations/index.shtml#met\\_council](http://www.metrogis.org/about/affiliations/index.shtml#met_council) for more information about the Council's evaluation process and findings.) As a result of this evaluation, MetroGIS's objectives and principles have strong support among senior Council management and policy makers.

**Corroborate Statements of Philosophy:** To make the best use of limited discussion time available at the Workshop, Committee members are also asked to identify, if possible before the January Policy Board meeting, any of the statements listed in Attachment A for which you or your respective organization has a question or concern. These "starter kit" statements capture current guiding philosophies and activities. Several desired activities are also listed which have been identified over the past 1-2 years in various venues.

#### **RECOMMENDATION**

That Coordinating Committee members:

- 1) Ask any questions you may have with the "Starter Kit" statements listed in Attachment A.
- 2) Engage in conversations with your respective organization's leadership to discern satisfaction with results/ perceived value received from participation in MetroGIS's efforts.
- 3) Forward any known concerns of their organization with "Starter Kit" statement(s) to the Staff Coordinator by January 8 for Policy Board consideration at its January 17, 2007 meeting.
- 4) RSVP by the January 8<sup>th</sup> deadline to participate in the February 8<sup>th</sup> Workshop.

## REFERENCE SECTION

### **A. WORKSHOP PLANNING TEAM**

The members of the Workshop Planning Team are Nancy Read, Jane Harper, David Arbeit, Rick Gelbmann, Mark Vander Schaaf and the Staff Coordinator.

### **B. WORKSHOP PURPOSE AND COMPONENTS**

#### **Purpose of Strategic Directions Workshop:**

- Corroborate principles to guide MetroGIS's efforts
- Establish clear and agreed upon direction regarding key issues and opportunities to be explored during the Next-Generation MetroGIS Business Planning process\
- Improve understanding of what stakeholders need to obtain from and are able to contribute to MetroGIS.

#### **Role of Strategic Directions Workshop:**

The Strategic Directions Workshop is being pursued to provide clear direction for the Business Plan Update process, which is scheduled to begin immediately following the Workshop. The current goal is to present an updated Business Plan to the Policy Board for consideration in July 2007. Following the Business Plan Update project, the 2007 Work Plan proposes a project to update the MetroGIS's Performance Measurement Plan to insure it is in lock step with the next generation Business Plan. The goal is to begin its implementation of an updated Performance Measurement Plan by October 1, 2007.

#### **Proposed Program:**

The proposed program for the day is attached (Attachment B) for the Committee's information. The day has been designed to leverage Professor Bryson's considerable expertise with the dynamics of organizational policy development.

The goal is to provide a policy-maker friendly experience – with focus on the “What” and “Why” (collaborative opportunities) and “Should dos” (community priorities). The “Who”, in terms of questions of equity, will also be explored. The “How” and “When” will not be a focus as these dimensions are intended to be the focus of the subsequent Business Planning process.

#### **Scoping Themes:**

Several policy themes have been identified by the current and previous Oversight Teams as having strategic importance to MetroGIS identity and perceived value. They are as follows in suggested relative order of importance:

- Guiding philosophy (What changes, if any, are desired to the MetroGIS's underpinning principles?)
- Are we done? Do we just maintain what we have in place or are there more opportunities to explore?
  - Regional geospatial data solutions to common needs (Should solutions continue to be pursued for unresolved common information needs?)
  - Beyond regional data solutions (Should MetroGIS identify applications and opportunities that should be addressed in the Business Plan? Should MetroGIS foster collaborative solutions to common application/web services needs?)
  - Competencies (What resources are needed to maintain the status quo? To go beyond the status quo?)
- Stakeholders and Non-traditional users (What interests should MetroGIS serve? What deliverables are needed by stakeholders to remain engaged? What are stakeholders able to contribute to MetroGIS? What role should MetroGIS play in [serving?] policy making regarding information access by (a) interests other than local and regional government, i.e. non-profits and/or private sector and/or state or federal government; (b) users in fields beyond community development and environmental services; and (c) less technically-inclined users, who are increasingly able to utilize GIS due to improvements in technical tools?)
- Do we need to change how we do business, how we get things done?
- Geographic extent (How should MetroGIS work with interests beyond the seven county Metropolitan Area (e.g., collar counties) – directly or by promoting needed collaboration policies through Mn Governors Council on Geographic Information and other relevant institutions?)
- Intellectual/Digital Property Rights (What role should MetroGIS play to set standardized best practices/ intellectual rights policy related to derivative datasets, access to data and information via the Internet, etc?)

#### **Event Inputs:**

The conclusions of the November 15, 2005 “Beyond Government Users” Forum and June 1, 2006 “Imagining Possibilities” Forums.

June 1 *Imagining Possibilities Forum*: The final summary of the forum is available at [http://www.metrogis.org/specialevents/techpossibilities/Draft\\_Summary\\_Report.pdf](http://www.metrogis.org/specialevents/techpossibilities/Draft_Summary_Report.pdf). The “big ideas” shared at this forum will be used to facilitate discussion of strategic initiative that MetroGIS should pursue over the next few years.

Beyond Government Users - Partnering Opportunities. The Phase II Workgroup began its efforts on August 8. The goal is to complete the Phase II complete by early fall. The group’s objective is to develop a proposal to the Coordinating Committee for several “most promising, achievable” partnering opportunities. The group is charged with maturing ideas identified at the forum on November 15, 2005 at which forty-five candidate ideas for potential collaboration between government and non-government interests were identified in three broad topical areas:

- How can we work together to reduce costs?
- What innovations can we work together to develop?
- How can we promote a statewide GIS cooperative effort?

(The summary document can be viewed at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf).)

The MetroGIS Policy Board endorsed the following principles at its January 2006 meeting for the prospective partnership idea proposals:

- Value added to public sector assets is encouraged provided it does not detract from the public sector objective.
- Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.
- Contributions can be comprised of funds, data, equipment and/or people.
- Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.

**ATTACHMENT A**  
*(Last Updated: December 6, 2006)*

**MetroGIS Strategic Directions Workshop**  
**“Starter Kit” Statements**

**Introduction**

Participants at the MetroGIS Strategic Directions Workshop will focus their discussion on two questions:

1. Activities: What should MetroGIS be doing in the next 3-5 years?
2. Outcomes: What would be the result if MetroGIS does these things?

In preparation for the workshop, participants are asked to meet with relevant people in their organization to consider these questions. The following “Starter Kit” is provided to stimulate thinking by participants and their organizations prior to the workshop. It includes a listing of key current MetroGIS activities and potential new activities that some have already suggested; and current desired outcomes as well as potential new desired outcomes. To expedite discussion at the Strategic Directions Workshop, the Coordinating Committee and Policy Board will each be asked at their meetings prior to the Workshop to identify any of the following statements for which any interest has a question or concern.

**“Starter Kit” Statements**

The following statements are provided to expedite identification of any issues or concerns with current MetroGIS practice and several opportunities for MetroGIS’s leadership to consider. These listings are exhaustive but hopefully cover all significant elements. The “new” opportunities have been identified in a variety of venues over the past year. These listings are also not intended to reflect an order of relative importance.

***Current Desired Outcomes:***

1. Improved participant operations
2. Improved stakeholder effectiveness in achieving livable community goals, enhancing their constituents’ quality of life, and improving their economic competitiveness
3. Reduced participant costs

***Potential New Desired Outcomes:***

4. *Enhanced capacity resulting from partnering*
5. *Improved capacity for cross-jurisdictional decision making*

***Current Guiding Philosophies and Policies:***

1. Build Once, Sharing Many Times
2. Secure Champions
3. Have Broad Support of Vision and Expectations
4. Have Active Involvement of Policy Makers to Set Policy Direction
5. Rely on Consensus on Policy Decisions Fundamental to Long Term Success
6. Represent Diverse Perspectives
7. Maintain Focus on Common Business Information Needs
8. Focus on Stakeholder Benefits
9. Involve all relevant and affected parties, dominated by none
10. Acknowledge Fair-Share Contribution in several forms (data, people, equipment, and/or funds)
11. Share Investments Made By One Government Entity With Other Government Entities
12. Rely on Voluntary Compliance With Endorsed Standards and Procedures
13. Align with Internal Business Needs

14. Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own
15. Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs
16. Encourage adding value to public sector assets provided it does not detract from the public sector objective
17. Rely upon willing stakeholders with adequate capacity to voluntarily support components of endorsed regional solutions to common information needs
18. Rely on Metropolitan Council to support MetroGIS “foster collaboration” function

***Current Activities:***

1. Develop and maintain regional solutions to previously identified common information needs
2. Develop standards for GIS content, data documentation, and data management for regional solutions to MetroGIS-endorsed common information needs
3. Operate an Internet-based tool (DataFinder) for discovering and retrieving geographic data
4. Provide a forum for knowledge sharing
5. Collaborate to fund regional GIS research and development projects
6. Facilitate data sharing agreements among MetroGIS stakeholders
7. Foster wide-spread data sharing
8. Maintain liaison relationships with interests that have similar objectives
9. Secure broad support for vision and policies
10. Secure elected officials as policy makers and advocates for MetroGIS
11. Support a metro-wide, structure that effectively represents all key stakeholder interests
12. Waive cost recovery for data development expenses
13. Advocate for MetroGIS needs and desires to State and Federal policy makers
14. Document Stakeholder Benefits
15. Promote Understanding (*among policy makers*)
16. Maintain an Institutional Memory
17. Connect with other Spatial Data Infrastructure Initiatives with similar objectives

***Potential New Activities:***

18. *Add more items to the list of MetroGIS-endorsed common information needs*
19. *Advance idea that data is infrastructure (key asset)*
20. *Advocate for the creation of a Statewide equivalent of MetroGIS*
21. *Develop standards and processes for developing and sharing commonly needed GIS programs, applications and services.*
22. *Make available a comprehensive set of applications running on MetroGIS-endorsed regional datasets*
23. *Engage non-traditional users*
24. *Provide for users to contribute data directly to MetroGIS endorsed regional datasets*
25. *Pursue public-private partnerships to address common information needs*
26. *Pursue technology interdependencies (shared services) among organizations*
27. *Work with adjacent counties (beyond 7-county area) to ensure that their data is readily available and compatible with that endorsed by MetroGIS*





**Strategic Directions Workshop**  
*Setting the Stage for the Next-Generation of Collaboration*

Thursday, February 8, 2007  
Room 180, Hubert H. Humphrey Center, University of Minnesota  
7:45 a.m. to 4:30 p.m.

**Preliminary Program**

**7:45 a.m. Continental Breakfast and Pick up Program Materials**

**8:15 Welcome**

*Victoria Reinhardt, MetroGIS Policy Board Chairperson and Ramsey County Commissioner*

**8:20 Introductions**

**8:50 Setting the Stage:**

- Summary of progression in MetroGIS Business Planning focuses
- What does it mean to be a member of MetroGIS - what's working and what's not
- Questions about background materials provided to participants prior to Workshop
- Organizational perspectives as opposed to participant perspectives

**10:00 Refreshment Break**

**10:15 Provide Desired Strategic Direction: Part 1 – Opportunities, Challenges, Activities**

*Facilitation question – What should MetroGIS be doing the next 3-5 years?*

**12:00 p.m. Lunch (on site)**

**12:45 Provide Desired Strategic Direction: Part 2 – Outcomes, Results**

*Facilitation question – What would result if MetroGIS did these things?*

**2:30 Refreshment Break**

**2:45 Provide Desired Strategic Direction: Part 3 – Priorities**

**3:15 Provide Desired Strategic Direction: Part 4 – Confirm Direction**

**4:25 Closing**

- Participant Reflections
- Overview of Next Steps



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – January 2007 Policy Board Meeting  
**DATE:** November 30, 2006  
(For Dec. 21<sup>st</sup> Meeting)

### INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's January 17, 2007 meeting.

It is suggested that the Committee select a topic that would provide Policy Board members with insight into one or more of the discussion topics that have been identified for the Strategic Directions Workshop (Agenda Item 5b, Attachment A to the agenda report).

### PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Ortho –Oblique Imagery (such as the product produced by Pictometry): The Committee concluded at its September 2006 meeting that this is a desirable demonstration topic and should be considered as a topic for the January or April 2007 meetings. Members Bitner, Henry and Knippel volunteered to prepared a draft message to convey to the Policy Board for comment by the Committee. As of this writing, a draft message had not been submitted for the Committee's consideration.
2. County GIS activities: During the agenda setting meeting for the January 2004 Policy Board meeting, Chairperson Reinhardt commented that she would like to hear again how the counties, particularly those with enterprise GIS programs, are using GIS and benefiting from collaboration. She would prefer one or two in-depth presentations as opposed to 5-7 minute overviews from each county at a single Board meeting. Since then, Dakota and Scott Counties have made presentations.
3. GIS-related work at the U of M:
  - a) NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical US Census data, much of it not online. Both historical data and boundary files are now available for download and analysis. Some online mapping capability is involved. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.
  - b) "Bicyclist Commuter Behavior" project led by Kevin Krizek and Francis Harvey. They have been using GPS and questionnaires to analyze the behavior of bicyclists in South Minneapolis who commute to downtown Minneapolis or the University. They relied on street center line and orthophotos for the project. Tentative results suggest that bicyclists are not necessarily avoiding busy and less safe routes, but taking a speed advantage of those routes as the benefit that outweighs the perceived risks. The research is supported by Mn/DOT.

### COMMENTS

In addition to the options mentioned above, Chairperson Read has suggested a presentation about the **recent upgrades made to DataFinder**, in particular to the Café component, including brief review of the different data sets available, which are available as WMS and what that means, and what you can do with café and who would do it (public, non-profit, for-profit, local government). The thought is that this information and hopefully related discussion would be a good review before the Strategic Directions Workshop three weeks later on February 8.

### RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the January 17, 2007 Policy Board meeting.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.



**TO:** Coordinating Committee

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

**SUBJECT:** Policy on Decisions Between Meetings

**DATE:** December 15, 2006  
(For the Dec. 21 Mtg.)

## **REQUEST**

Direction is requested as to how the Committee wishes to proceed with the matter of authorizing decisions on non-policy matters between scheduled meetings.

## **PAST ACTION**

- 1) At its September meeting, the Committee recommended that the Policy Board amend the Operating Guidelines to authorize decision making between meetings on non-policy matters. The language proposed by the Committee is provided in Attachment A.
- 2) The Policy Board tabled action on this proposal on October 18<sup>th</sup>. An excerpt from Policy Board's meeting summary is provided in Attachment B. The Board concurred that between meeting decision-making is from time to time desired but raised a concern that if the Board is subject to the Open Meeting Law that e-voting is not a permissible way to accommodate this need. The idea of creating an executive committee to address these time to time needs was offered as an alternative. The matter was tabled to give staff an opportunity to obtain an opinion as to whether or not the MetroGIS Policy Board is subject to the Open Meeting Law.

## **OPEN MEETING LAW**

Following the Policy Board meeting, staff asked for advice from a member of the Metropolitan Council's legal staff as to whether MetroGIS's meetings are subject to the Open Meeting Law. The response received is that MetroGIS's meetings are not subject to the Open Meeting Law, other than if a quorum of elected officials representing any particularly stakeholder interest happened to be in attendance.

## **COMMENTS**

Since the inception of MetroGIS, a philosophy that has been followed that MetroGIS is to conduct its business as if a governmental unit. Adhering to the provisions of the Open Meeting Law, even though the organization is not expressly required to do so, recognizes that the Policy Board is comprised of elected officials who are subject to the Open Meeting Law in the conduct of other responsibilities.

Given that the Association of Metropolitan Municipalities (AMM) has found that e-voting is not permissible under the Open Meeting Law, the only option for MetroGIS to accommodate decision making between regularly scheduled meetings of the Policy Board and Coordinating Committee and maintain consistency with past observance of the Open Meeting Law is to pursue the idea of creating an executive committee.

## **RECOMMENDATION**

Offer direction as to whether the Committee would like to establish an executive committee or forego between meeting decision making. If the executive committee option is desired, direction is sought as the number of members, who should be involved, and meeting frequency.

**ATTACHMENT A**  
**PROPOSED MODIFICATIONS**  
**MetroGIS Operating Guidelines**  
**(Rules for Decision-Making Between Meetings)**  
**(Last Modified: June 28, 2006)**

**Article II**  
**Policy Board**

**Section 5. Voting and Decision Making**

a) At Meetings: Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Policy Board may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states “E-Vote Requested – Urgent MetroGIS Business”.
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Section 7 in this Article governing the Board’s quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.
- Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If ten percent or more of the members state the topic is inappropriate, the motion is tabled until the next regular or special meeting of the Board.
- Motions must be supported by a minimum of 75 percent of the votes cast to be approved.
- The Board is apprised of the results and the course of action to follow immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting would need to be called for such decisions between regularly scheduled meetings.
- The action is ratified at the next regular or special meeting of the Board as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

**Section 7. Quorum**

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

**Article III**  
**Coordinating Committee**

**Section 8. Quorum**

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

**Section 9. Voting and Decision Making**

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

a) At Meetings

(1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.

(2) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

b) Between Meetings

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- The Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- Members are provided with at least five (5) working days to respond.
- The rules set forth in Sections 8 in this Article governing the Committee's quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.
- Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If ten percent or more of the members state the topic is inappropriate, the motion is tabled until the next regular or special meeting of the Board.
- Motions must be supported by a minimum of 75 percent of the votes cast to be approved.
- The Committee is apprised of the results and the course of action to follow immediately following conclusion of the voting.
- This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting must be called for such decisions between regularly scheduled meetings.
- The action is ratified at next regular or special meeting of the Committee as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

## ATTACHMENT B

### Excerpt Form Summary of October 18, 2006 Policy Board Meeting

#### 5. ACTION AND DISCUSSION ITEMS

##### a) Modification to Operating Guidelines – Decisions Between Meetings

Coordinating Committee Chairperson Read introduced the topic, informing the Policy Board that the Coordinating Committee had recommended the proposed modifications to MetroGIS's operational guidelines, as presented in the agenda report. Chairperson Reinhardt explained that changes had been made to an early version by the Committee at her request to insure consistency with Roberts Rules of Order, for which she thanked the Committee. She also noted that the proposed modifications had been sent to Board members on two occasions for comment and that none had been received.

Member Lake suggested and the group concurred that the appropriateness of the 10% threshold rule (Article II, Section 5b, 5<sup>th</sup> item) should be monitored, noting that it could be rather restrictive in a time-sensitive matter. Member Kordiak suggested and the group concurred to remove the phrase "as a consent item" from (Article II, Section 5b, last item) to provide the opportunity to discuss the item.

Member Pistilli questioned if voting conducted via email would constitute be a violation of the Open Meeting Law. This comment prompted a question as to whether the Policy Board is subject to the Open Meeting Law. **Member Pistilli noted that even if the Board is not technically covered by the Law, the Board may want to continue to operate as if it were subject to the Law given elected officials comprise its membership.**

Member Schneider stated that if the Policy Board is subject to the Open Meeting Law, then the modifications would not be permissible based upon extensive research that has been conducted by the City of Minnetonka and the League of Cities. **Members agreed with the premise of authorizing between-meeting voting and concurred that if E-voting is not a viable option that delegation of the decision to an Executive Committee should be considered as a Plan B.**

Chairperson Reinhart suggested, and the Board agreed, that the matter be tabled to the January 2007 Board meeting. **Staff was directed to obtain an option as to whether or not the Policy Board is subject to the Open Meeting Law. If the Board is subject to this Law, the matter of delegating authority for between-meeting decisions to an Executive Committee would then be considered.**



**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Updates

**DATE:** December 12, 2006  
(For the Dec 21<sup>st</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted.

**A) METROGIS DATAFINDER CAFÉ UPDATE**

Upgrading of DataFinder Café is nearly complete. The project was achieved in cooperation with Latitude Geographics (British Columbia, Canada), the owners of GeoCortex software which is an integral component of the improved DataFinder Café application. DataFinder Café is once again a state-of-the-art tool for obtaining geospatial data, which now includes the capability of accessing 35 Mapping Services via the Internet in addition to 158 datasets. The upgrade was made possible through a federal grant received from the NSDI program. The detailed upgrade specifications are available upon request. The only component not complete at the time of this writing was a function within the statistics package that will for the first time allow us to distinguish use of map services from data downloads. The upgraded application is otherwise fully operational for the user community. Alison Slaats has served as the Project Lead.

**B) 2006 REGIONAL GIS PROJECTS**

Agreements are in the process of being signed with the respective contractors for both projects authorized for funding under the 2006 program. The agreements will be posted on the MetroGIS website once executed. These agreements include the project specifications accepted by the Committee. Both projects are anticipated to begin in January and be complete by mid-2007. An update on each project follows:

- URS is the successful bidder for the viability assessment for a proposed web-editing tool associated with Addresses of Occupiable Units Project. Brad Henry will be the lead researcher. Endorsement of the assessment is being sought from the Metropolitan Emergency Services Board (MESB) and Association of Metropolitan Municipalities (AMM).
- LMIC (Mn Land Management Information Center) and the Metropolitan Airports Commission (LMIC) will be developing a Geospatial Services Directory and Broker.

**C) BUSINESS PLAN/PERFORMANCE MEASUREMENT UPDATES**

(See Agenda Item 5d, 2006 Annual Performance Measurement Report, and 5f, Preparation for Strategic Directions Workshop.)

**D) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS**

(Refer to <http://www.metrogis.org/data/index.shtml> for complete information about the status of solutions for each of MetroGIS's common information needs.)

(See Agenda Item 5e, 2006 Accomplishments)

**E) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

(See Agenda Item 5e, 2006 Accomplishments)





**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** December 11, 2006  
(For the Dec 21<sup>st</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A) TESTIMONIAL – U OF M**

In October, a ninth testimonial to the benefits of MetroGIS's efforts was produced. It can be viewed at <http://www.metrogis.org/benefits/testimonials/index.shtml>. The subject was an Emergency Evacuation Planning Application developed by Professor Shashi Shekhar's team with the Computer Sciences Department at the University of Minnesota. Jeanne Landkamer conducted the interview and drafted the document. Professor Shekhar presented the subject application to the Policy Board last April. In part due to his acknowledgement of the importance of MetroGIS's efforts during the presentation, Professor Shekhar was invited to participate in the subject testimonial. Following the presentation last April, officials from U.S. Banks, at the suggestion of Policy Board Member Pistilli, initiated talks to investigate use of this application in partnership with the U of M and MetroGIS for address corporate needs.

**B) MEETING SUMMARY – NOVEMBER 16<sup>TH</sup> TECHNICAL ADVISORY TEAM (TAT)**

The meeting summary for the TAT's November 16, 2006 meeting can be viewed at [http://www.metrogis.org/teams/ta/index.shtml#agendas\\_sum](http://www.metrogis.org/teams/ta/index.shtml#agendas_sum). Note that the TAT has not reviewed the proposed Federal Enterprise Architecture Geospatial Profile document which the Committee forwarded to the TAT in June for review. No one on the TAT has recognized an associated business need and therefore no resources have been identified to carry out this review. See the minutes for more information

**C) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

**1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter**

An article was submitted about updates that have been made to DataFinder Café. When published, the article will be able to be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=93>.

**2. Presentations**

None

**D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

**1. New Hennepin County Property Mapping Application (Beta) Available To Public**

The Hennepin County GIS Division has recently released a new Property Mapping Application (BETA) for public use (see link below). We encourage you to try the new application and/or pass the link to any colleagues interested in GIS or Hennepin County Property/Tax Data. We are currently accepting feedback (both map and data) via an Internet page (see link below). We look forward to reading your comments.

Main Application Link: [http://www13.co.hennepin.mn.us/PropertyMap\\_Beta/Default.aspx](http://www13.co.hennepin.mn.us/PropertyMap_Beta/Default.aspx)

Feed Back Link: [http://www13.co.hennepin.mn.us/PropertyMap\\_Beta/Feedback.aspx](http://www13.co.hennepin.mn.us/PropertyMap_Beta/Feedback.aspx)

For more information, contact the Hennepin County Taxpayer Services, GIS Division, at [gis.info@co.hennepin.mn.us](mailto:gis.info@co.hennepin.mn.us).

## 2. **New Digital Elevation Committee proposed**

The Executive Committee voted to form this new committee, and the full council will vote to ratify the decision at the 9/20 meeting. The committee would essentially be a continuation of the Statewide DEM Working Group which has been working for years to improve Minnesota's elevation data. Assuming the decision is ratified, a committee page will be added to the council website. In the meantime, for more information contact Ron Wencil who now co-chairs the working group along with David Claypool, Ramsey County Surveyor:

[http://www.gis.state.mn.us/Members/2007/07\\_wencil.html](http://www.gis.state.mn.us/Members/2007/07_wencil.html)

## 3. **New Wetlands subcommittee**

At the council's June meeting, the Hydrography Committee announced that it was creating a subcommittee on wetlands data. This would more formally link the activities of a coalition of state and federal agencies with the council -- the coalition has been developing a comprehensive wetland assessment monitoring and mapping strategy for the state and includes staff from the MN Pollution Control Agency, MN Dept. of Natural Resources, MN Board of Water and Soil Resources, MN Department of Agriculture, U.S. Environmental Protection Agency and U.S. Fish & Wildlife Service.

## 4. **Minnesota Uses Grant to Further Develop GIS Strategic Plan**

*(Submitted by Fred Logman, Office of Geographic and Demographic Analysis)*

Minnesota received a \$50,000 grant from the Federal Geographic Data Committee to assist the state develop a strategic and business plan in support of the National Spatial Data Infrastructure (NSDI) Future Directions Fifty States Initiative. The National States Geographic Information Council (NSGIC) has partnered with the FGDC in this program and provides a brochure describing the program and what is needed in each state for success:

[http://www.nsgic.org/hottopics/50states\\_initiative\\_handout.pdf](http://www.nsgic.org/hottopics/50states_initiative_handout.pdf). Ten other states received similar grants: Connecticut, Louisiana, Maryland, New Hampshire, North Carolina, Oklahoma, Texas, West Virginia, Wisconsin, and Wyoming.

The Minnesota geospatial community has a long tradition of cooperation, reflected in more than thirty years of accomplishments involving the development, distribution, and dissemination of digital geospatial data based upon common needs and adopted standards that support the NSDI. In 2004, Minnesota formally adopted [Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure](#), a plan for coordinating GI technology to support organizations working within the state. The 2004 plan included recommendations addressing policies, procedures and governance issues that support enterprise solutions.

This project supports the next steps required to develop a sustainable Minnesota Spatial Data Infrastructure (MSDI), strengthening coordination within the state while supporting the national goals of the NSDI. The goal of this project is to generate a strategic plan for state geospatial services focusing on organizational and operational recommendations. While focusing on Minnesota's executive branch agencies, the plan will also ensure that the needs of the larger Minnesota geospatial community are addressed.

Several areas that will be examined include: establishing a state "geospatial authority," creating an enterprise geospatial organizational structure and governance model, identifying sustainable funding, updating framework data plans, as well as better integrating state geospatial and traditional IT technologies. The plan and project recommendations will be based on information acquired from interviews, studies and facilitated sessions with stakeholders.

The Land Management Information Center (LMIC) is conducting the project, and the project leader is Fred Logman, who has been active in the Minnesota IT and geospatial community for many years. The Governor's Council on Geographic Information, through its Strategic Plan Committee, will actively participate in the one-year project that started in March.

For further information, please contact Fred Logman at: [fred.logman@state.mn.us](mailto:fred.logman@state.mn.us) or 651-201-2495.

**E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

1. Will Craig was recently appointed as NSGIC's (National State Geographic Information Council) representative to a National Address Standard Working Group. He is also a member of NSGIC's Address Committee through which he is promoting MetroGIS's vision for a regional occupiable units database.

NSGIC also responded to a paper Craig submitted to URISA by forming a working group, with him as co-chair. The mission and charter for the new work group, plus his URISA paper, can be viewed at <http://www.nsgic.org/committees1/committee.cfm?cid=105>

2. **Address Data Standard in Second Review Phase**

The MetroGIS Address Workgroup's work to define a data standard for a regional Occupiable Units Address Dataset has played a substantial role in the national street address data standard that is being developed through the URISA (Urban and Regional Information Systems Association) under the auspices of the FGDC (Federal Geographic Data Committee). Supporting organizations are NENA (National Emergency Numbers Association) and the U.S. Census Bureau. The national standard completed its second review period in January. Mark Kotz, lead staff to the MetroGIS Workgroup, has participated on the development team for the content portion of the national standard. The second and final round of review under URISA's guidance is expected to end within the month. The FGDC is expected to make the proposal available for a broader national review before it acts on the proposal. All modifications requested by the MetroGIS Address Workgroup have been incorporated into the current version of the standard. The MetroGIS Workshop has also tested the proposed national standard and found it to be doable for local address authorities.

The national street address data standard consists of four parts: content, classification, quality, and transfer. This standard will be used with the proposed regional occupiable units address dataset and the E-911 compatible street centerlines dataset. Specific E-911 and USPS profiles of the standard are under consideration. *(Submitted by Mark Kotz)*

**F) OTHER INFORMATION**

1. **MetroGIS Performance Measurement Plan Recognized**

Kate Lance, who is a PhD candidate at the International Institute for Geo-Information Sciences and Earth Observation (ITC) and Wageningen University in the Netherlands, has recognized MetroGIS's Performance Measurement Plan in research she conducted as an exemplar example among the an international field of Spatial Data Infrastructure programs. Several concepts presented in her paper from other programs and related research are worth considering as potential enhancements of MetroGIS's current measurement criteria.

MetroGIS's proposed 2007 Workplan calls of updating of MetroGIS's Performance Measurement Plan following the update of the Business Plan to insure that Performance Measurement Plan reflects policies set forth in the new Business Plan. Staff has extended an invitation to Ms. Lance to participate in the process and she has expressed interest in doing so.

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**December 21, 2006**

**1. CALL TO ORDER**

Chairperson Read called the meeting to order at 1:05 p.m. She introduced Harold Busch, who replaced Bob Cockriel as the representative from the City of Bloomington. Chairperson Read then introduced Tim Loesch, who joined the Coordinating Committee as the representative from the Minnesota Department of Natural Resources, replacing Robert Maki.

Chairperson Read also presented a Certificate of Appreciation to Al Laumeyer who was resigning from the Committee as the Utility Representative. Mr. Laumeyer thanked the Committee for the opportunity to serve.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); Steve Lorbach (AMM: core cities - City of St. Paul), *Business Geographics:* Chet Harrison (CB Richard Ellis); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown and Scott Simmer (Hennepin) and Jane Harper (Washington); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (MN/DOT) and Tim Loesch (DNR); *Utilities:* Al Laumeyer (CenterPoint Energy); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Counties:* David Claypool (Ramsey); Jim Hentges (Scott) and John Slusarczyk (Anoka), *Metropolitan:* David Bitner (Metropolitan Airports Commission); Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom (TIES) and *State:* David Arbeit (GDA/LMIC).

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team)

**2. ACCEPT AGENDA**

Simmer moved and Laumeyer seconded to approve the agenda as submitted. Motion carried, ayes all.

*(Editor's Note: Due to late arrivals of some Committee members, Agenda Items D and F were considered last. The order below reflects the actual order the items were addressed.)*

**3. ACCEPT MEETING SUMMARY**

Harper moved and Knippel seconded to approve the summary for the Committee's September 13, 2006 meeting, subject to showing Will Craig as having been present. Motion carried, ayes all.

**4. POLICY BOARD MEETING:**

Chairperson Read commented on the M3D presentation that was provided to the Policy Board during their October 18, 2006 meeting. No further discussion of the Board meeting occurred.

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

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

Chairperson Read commented that it has been a pleasure to serve as the Committee Chair for the past two years. She then requested nominations for the position of Chairperson of the Coordinating Committee. Knippel nominated Bill Brown, seconded by Drealan. No further nominations were received in response to three calls for additional nominations by the Chair.

**Motion:** Drealan moved and Knippel seconded to elect Bill Brown as the 2007 Chairperson of the Coordinating Committee. Motion carried, ayes all.

Chairperson Read then requested nominations for the position of Vice Chair of the Coordinating Committee. Loesch nominated Ned Phillips; the nomination was seconded by Givens. No further nominations were received in response to three calls for additional nominations by the Chair.

**Motion:** Loesch moved and Givens seconded to elect Ned Phillips as the 2007 Vice Chairperson of the Coordinating Committee. Motion carried, ayes all.

### **b) 2007 Meeting Schedule**

Chairperson Read requested comments on the proposed meeting schedule for 2007 presented in the agenda packet. She suggested changing the proposed December 12, 2007 date to December 5, 2007 to avoid conflicts with Annual State IT Symposium.

**Motion:** Harper moved and Wakefield seconded that the Coordinating Committee to adopt a 2007 Meeting Schedule of March 28, 2007, June 27, 2007, September 12, 2007, and December 5, 2007. Motion carried, ayes all.

### **c) Non-Profit Representative Seat on Coordinating Committee**

Chairperson Read summarized the situation outlined in the agenda report. Two options were offered for discussion: 1) eliminate the second non-profit seat on the Committee that was added earlier in the year, or 2) initiate the process to appoint a new non-profit representative.

Harper remarked that it would be best to appoint another non-profit representative, since the second seat was added to accommodate a different viewpoint from a diverse community. She suggested that a replacement be sought who has possesses a “non-traditional GIS user” She recommended appointing someone with a social services, public health, or public safety background noting they would bring valuable perspective to the Committee’s deliberations. Wakefield added that the viewpoint possessed by someone in the mentioned fields would be different than the viewpoint she provides as the current non-profit representative. Harrison also suggested seeking out someone from the epidemiology community.

The group then discussed whether this new representative should be affiliated with a “community-based” interest similar to the new Hennepin County policy concerning eligibility for no-fee access to parcel data. After some discussion, the group concluded that it should be not rule out other perspectives to give itself flexibility but that preference should be given to interests that are “community-based”, in other words have an active role in the Twin Cities community. Knippel added that he supports the idea of seeking out a new member from “non-traditional users” of GIS technology because these interests represent potential market and partnering opportunities.

Loesch suggested reviewing the attendance listings for the both the June 2006 Imagining Possibilities and November 2005 Beyond Government Users forums for prospective candidates. It was agreed that work on recruiting a new member should not be begin until following the February 8, 2006 Strategic Directions Workshop in the event something related arises at the Workshop.

**Motion:** Harper moved and Brown seconded that the Coordinating Committee retain the two non-profit seats on the committee and seek to fill the current opening with a person who social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization. Motion carried, ayes all.

**e) 2006 Accomplishments and Annual Report Theme**

The Staff Coordinator commented that he believes that receiving endorsement form the Metropolitan Council of MetroGIS's value to the community and the upgrading of DataFinder Café were the top two accomplishments in 2006. He then requested feedback on the proposed list of accomplishments presented in the staff report.

The following modifications were agreed upon:

- 1) Move reference to the June 21 forum closer to the top of the list and make a stronger statement about its positive impact. Craig stated that this was the best event he has attended in 10 years and that it has had significant impact.
- 2) "Change "corroboration" in the first bullet to "endorsement".
- 3) Modify the fifth bullet to read "Fostered discussion among county officials to investigate the possibility of permitting licensed access to parcel data, without fee, by specified non-profit interests on a county-by-county basis." Item Iii(2) in the detailed report also to be modified accordingly.
- 4) In the 6<sup>th</sup> bullet change "documentation" to "identification" and add reference to discussions with non-profit and for-profit interests to identify opportunities common with the public sector.
- 5) In the ninth bullet add who funded the projects and who received the funding.
- 6) Add that a bullet noting that Washington County concluded a pilot project for MetroGIS regarding development of a regional solution for water management organization jurisdictional boundary data. The pilot involved documenting suggested custodian roles and responsibilities and data standards needed to support a regional data solution. The proposal was submitted to BWSR in October along with a request that BWSR consider serving as the area integrator.
- 7) Knippel agreed to submit a revised statement to summarize the efforts of the Emergency Preparedness Workgroup

Chairperson Read and the Staff Coordinator asked members to submit any other suggested modifications to the detailed report by January 6, 2006 so the report could be modified accordingly for inclusion in the January 17<sup>th</sup> MetroGIS Policy Board agenda packet.

Chairperson Read asked if any of the members had any suggested modifications to the suggested theme for the 2006 Annual Report outlined in the staff report. None were offered.

**g) GIS Technology Demonstration for January 2007 Policy Board Meeting**

Chairperson Read introduced this item and suggested that a demonstration of the new DataFinder Café be used to illustrate both this impressive tool and the data that are available t to the public. A general discussion of the differences between the DataFinder Café and online

tools such as Google Earth occurred next, ending with a consensus that online services such as Google Earth are dependent upon GIS technology.

Henry and Knippel commented that the previous suggestion to compare Pictometry (ortho-oblique imagery) to GIS was too narrow and probably should be recast as an overview of “neo-geography” tools in general, including Google Earth, Live.com, etc. This comment led to a brief discussion that these neo-geography tools are essentially visualization tools and do not have the analytic capabilities that are the heart and sole of GIS technology.

Knippel then offered that the value of “place” is rapidly increasing and that he believes it would be valuable to help policy makers understand not only the visualization tools but also the added value that can be attained using GIS tools. A demonstration at the January Board meeting that touches on where we have been (emphasis primary on solutions to common data needs by traditional users) and where the community is likely headed would provide a good foundation for the February 8<sup>th</sup> Workshop.

Wakefield commented that at 1000 Friends they are using data and WMSs obtained from DataFinder, converting it for use on Google Earth, and training communities to use these tools to better understand policy implications and in so doing are extending the reach of GIS technology to non-traditional users.

Brown and Craig commented and the group concurred that a focus of the demonstration should be to demonstrate how these tools are improving effectiveness using actual case studies. We did this and the result was this. Knippel added that the mainstreaming of technology that is occurring through the Google Earths and Live.coms and the growing importance of the concept of place are important to understand for the process to define a vision for the next 3-5 years. In other words as the public becomes more in tune with these capabilities there will be increased demand for public services to keep pace.

Harrison commented that the private sector can not effectively generate or maintain parcel data. Given the many local government interests involved, a standards body is needed. This is the role of MetroGIS.

In Harrison and Loesch both stated that their organizations are each obtaining web services from DataFinder to conduct their daily business and have realized substantive improved efficiencies as a result. Both agreed to provide quotes to this effect.

The following demonstration concept was conceived:

- 1) Harrison and Loesch agreed to provide an overview of DataFinder’s capabilities with an emphasis on how this tool is assisting organizations improve efficiencies. Highlights of benefits that can be received from use Google Earth, Live.com will also be touched on.

It was agreed that this segment should include a briefing to help policy makers understand on how use of WMS (and like technology) are expanding upon the efficiencies already gained through implementation of regional data solutions (e.g., regional solutions are interoperable and because standardized across the region require little manual preparation before putting to use whereas these efficiencies are expanded by the ability to access the data in an automated fashion totally eliminating manual access processes as well as providing the more current data available more efficiently than could be done manually).

It was also agreed that Committee members, as opposed to staff, should make the presentation as comments from users will carry a stronger message.

- 2) Wakefield will provide a link to reality by demonstrating how the data and web services available through data finder are being used by a host of traditional and non-traditional users alike in community-based decision-making processes.

Finally, Craig suggested and the group agreed that the Board members should be provided with a hand out that lists the data available through DataFinder.

**Motion:** Givens moved and Harrison seconded that the Coordinating Committee endorse the topic of organizational benefits that can be received from use of MetroGIS DataFinder and visualization tools such as Google Earth as the GIS Demonstration topic for the January 17, 2007 Policy Board meeting. Motion carried, ayes all.

Rowekamp asked of this and other GIS Technology Demonstration could be made or the Committee, as well as to the Policy Board. Read commented that it in the past an effort was made to have the Committee preview presentations before they are made to the Board but for a number of reasons this practice was not successful. She noted that if the demonstrators are okay with the idea, their January presentation to the Board could be offered before or after the next Committee meeting. She deferred to the incoming Chair to look into options.

#### **h) Policy for Decisions Between Meetings**

Chairperson Read introduced the topic, explaining that during the October 18, 2006 Policy Board direction was given to staff to determine if the Open Meetings Law pertains to MetroGIS. She also noted that if the Board is of the opinion that e-voting is not permitted based upon a finding of the Association of Metropolitan Municipalities. Read commented that the finding was although the Open Meeting Law does not pertain to MetroGIS, MetroGIS holds itself to that standard given the Board is comprised of elected officials. .

Harper commented that the Coordinating Committee should be treated differently from the Policy Board since it is comprised of staff, who are not subject to the Open Meetings Law. General discussion followed, with an end result being the Committee wishes to utilize the e-voting procedures it recommended for enactment at its September 2006 meeting unless the Policy Board objects.

Chairperson Read agreed to share the Committee's position with Chairperson Reinhardt as they prepare for the January Policy Board meeting.

#### **d) 2006 Annual Performance Measurement Report**

The Staff Coordinator introduced the topic, requesting feedback on the draft 2006 Annual Performance Measurement Report. Harper asked if the number of Land Cover dataset downloads could be included in the next report. Loesch confirmed that Department of Natural Resources (DNR) now possess the ability to separate the Land Cover download activity for the seven county area from that for the remainder of the state and can provide it in the future. Harper commented that increased outreach activity should be pursued in 2007 in an attempt to increase the number of produces using DataFinder as the rate of growth has been flat. Staff concurred noting that outreach resources had been limited in 2006, in larger part due to the evaluation of MetroGIS conducted by the Council, and that more time for outreach is expected to be available in 2007. Loesch also suggested adding server activity as a potential measure.



Staff commented that the Performance Measurement Plan is scheduled to be updated in 2007 and that this suggestion could be looked in to at that time.

A general discussion of the necessity of creating empirical performance measurement targets ensued. The group acknowledged that when the Performance Measurement Plan is updated in 2007 this is topic that should be given further consideration but the consensus at this time is that setting performance targets is premature at best.

That said, all agreed that the metrics currently captured are valuable for evaluating trends and identifying where changes are occurring so that adjustments can be made to rectify problems and support good outcomes. Some of the members expressed concern that the process of setting targets is an arbitrary exercise that would takes time away for the value that can be received from simply evaluating reasons for trends. Brown added that MetroGIS should continue to use the existing data to analyze trends and determine where to focus its efforts.

**f) Preparation for Strategic Directions Workshop**

Chairperson Read provided an overview of the efforts thus far to prepare for the February 8<sup>th</sup> Strategic Directions Workshop. She noted that in an effort to make the best use of the limited time available at the Workshop, the Workshop Planning Team wants to identify current philosophy and practices that all members agree should continue. These items will not be a topic of further discussion unless circumstances change during the course of the Workshop.

Chairperson Read then asked the Committee members to split into small groups to comment on the listing of current philosophy and practices provided in the agenda packet and answer the question “If \_\_\_\_\_ does not happen as a result of the Workshop, I will be disappointed.” Each of the members of the Workshop Planning Team facilitated discussion in the small groups. The results of each small group discussion are listed in Attachment A. The group was informed that this information would be consolidated and shared with the Policy Board for consideration at its January 17<sup>th</sup> meeting. Each member was also asked to share the information in Attachment A with the leadership in their respective organizations in preparation for their participation in the Feb 8<sup>th</sup> Workshop.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Henry moved and Laumeier seconded to adjourn at 3:05 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

*and*

Chris Kline  
MetroGIS Administrative Technician

## ATTACHMENT A

### REVIEW OF CURRENT GUIDING PHILOSOPHY AND PRACTICES

(The following comments are listed by focus group under the name of the group facilitator.)

#### I. If \_\_\_\_\_ Doesn't Happen at the MetroGIS Strategic Directions Workshop, I will be disappointed...

##### Harper

If we don't gain consensus on the 2 or 3 most pressing issues that need to be focused on.

We need to focus on relevance, not theory.

We need to get to the guts of the issues - don't gloss over things. We need to have a good deal of candor to get to the heart of the issues.

We need a follow up activity that revisits the common needs.

##### Vander Schaaf

Preparation - Participant Expectations ("If \_\_\_\_\_ does not happen at the Workshop, I would be disappointed.")

Diverse opinions are considered

A well-defined and organized path is set

Current objectives are strengthened without wandering from the path

##### Read

Want to hear from a diverse group

Want to review unmet info needs and consider their continued relevance

Want substantive discussion (not just review of history)

#### II. Current Desired Outcomes

1. Improved participant operations.
2. Improved stakeholder effectiveness in achieving liveable community goals, enhancing their constituents' quality of life, and improving their economic competitiveness.
3. Reduced participant costs.

##### Harper

Are we achieving these outcomes? Maybe some examples of our successes related to each outcome should be part of the Setting the Stage. Our performance measurements should focus on measuring whether or not we are achieving these outcomes.

##### Vander Schaaf

All seem pretty obvious - maybe don't require discussion

#2, however, seemed wordy and not applicable to everyone (e.g., "achieving livable community goals") - maybe could be combined with #1.

Maybe could be simplified to Improved Effectiveness (more achieved with same input) and Improved Efficiency (Reduced costs for same achievement)

Read

All three items were agreed upon.

**III. Potential New Desired Outcomes**

4. Enhanced capacity resulting from partnering
5. Improved capacity for cross-jurisdictional decision making

Harper

No comments provided

Vander Schaaf

No comments provided

Read

We thought these were part of it already; only new thing is perhaps the word "capacity", which there were some questions about what it meant.

**IV. Current Guiding Philosophies and Principles**

1. Build Once, Sharing Many Times
2. Secure Champions
3. Have Broad Support of Vision and Expectations
4. Have Active Involvement of Policy Makers to Set Policy Direction
5. Rely on Consensus on Policy Decisions Fundamental to Long Term Success
6. Represent Diverse Perspectives
7. Maintain Focus on Common Business Information Needs
8. Focus on Stakeholder Benefits
9. Involve all relevant and affected parties, dominated by none
10. Acknowledge Fair-Share Contribution in several forms (data, people, equipment, and/or funds)
11. Share Investments Made By One Government Entity With Other Government Entities
12. Rely on Voluntary Compliance With Endorsed Standards and Procedures
13. Align with Internal Business Needs
14. Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own
15. Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs
16. Encourage adding value to public sector assets provided it does not detract from the public sector objective
17. Rely upon willing stakeholders with adequate capacity to voluntarily support components of endorsed regional solutions to common information needs
18. Rely on Metropolitan Council to support MetroGIS "foster collaboration" function

Harper

General Comments: There should be at least one activity for each of the philosophies. The overriding philosophy is that we cannot work as an island.

Specific Comments:

1 and 11 should be combined. Possibility: Share investments made by one government entity with other government entities, i.e. build once share many times.

2-5. Agreement

6-8. Okay with principles but need to focus on how do we do it? Need more work on how to measure our success with these principles.

9. & 10. Okay

12. Okay with this. Want to expand it, or add another principle, that recognizes the need to align with the state and with LIS/GIS. There was a lot of discussion about how there is no GIS champion at the state and how LIS/GIS has floundered in recent years. We feel that in order for MetroGIS to be as strong as it could be the state needs to be strong. We need to figure out how we can both be strong together and to empower each other. This relationship seemed to be there before the state started to dismantle LMIC.

13. Okay with the principle but suggested rewording to specify what is being aligned and for whose business needs. Suggest something like: Align roles and responsibilities for regional solutions with stakeholder business needs.

14-16. We couldn't agree or disagree because we couldn't figure out what these principles were saying. They need to be greatly simplified.

14. Could just say "Collaborative solutions will be pursued when it is more efficient than pursuing the solution on one's own." However, this may miss the mark. We wondered if the thrust of this was getting at the concept that the collective benefit is of a higher order of importance than the individual needs of organizations.

17. Okay but shorten. Suggest: "Rely upon willing stakeholders to support components of endorsed regional solutions.

18. We had some discussion on this one but came to no conclusion as to whether we could live with the statement or not. We weren't sure if it should be included in the list of guiding principles. Maybe it should be combined with #10, so that one principle focuses on where MetroGIS gets its resources.

Vander Schaaf

Again, most seem pretty obvious - especially #1, #11 and #13

Some concern about #2: Secure Champions - not sure if that is legitimate and/or should be rewritten to say something like "Promote GIS awareness and appreciation"

Read

3. Wording seemed awkward; we thought what it meant was vision and expectations needed to have broad support (i.e., to be adopted by group)

9. Thought that was a worthy goal, even if it doesn't always happen that way

12. We agreed that because of cross-jurisdictional nature we were stuck with "voluntary" compliance with standards

13. Just checking - the internal business needs are those of the participants (not the Council, right?)

14. Only one of us (me) seemed to have trouble with the word "equity" as sounding too much like "equal"; others figured rest of statement clarified that it's up to participants to decide what is appropriate

15. We interpreted this as "nobody is strong-armed to contribute"

16. Agreed; interpreted as allowing private for-profit use of public data (given caveat)

17. Agree, if possible - but we wondered if there was no willing stakeholder with adequate capacity, then what?

All others all fine, no comments.

### Gelbmann

People agreed with 1, 2, 4, 5, 6, 8, 12, 13.

Comments on #3 needs further discussion, Hard to maintain, needs structure

Comments on # 7 have to consider the diversity of needs (PSAPs and Emergency Services).

These may not be "common needs" but they are important to all.

Comments on #9 Work on the intended goal, clarify.

Comments on #10 – should this be dropped?

Comments on #11 – Does this cover #10?

Comments #14-17 are wordy. Clarify make them shorter, explain why they are core.

## **V. Current Activities**

1. Develop and maintain regional solutions to previously identified common information needs
2. Develop standards for GIS content, data documentation, and data management for regional solutions to MetroGIS-endorsed common information needs
3. Operate an Internet-based tool (DataFinder) for discovering and retrieving geographic data
4. Provide a forum for knowledge sharing
5. Collaborate to fund regional GIS research and development projects
6. Facilitate data sharing agreements among MetroGIS stakeholders
7. Foster wide-spread data sharing
8. Maintain liaison relationships with interests that have similar objectives
9. Secure broad support for vision and policies
10. Secure elected officials as policy makers and advocates for MetroGIS
11. Support a metro-wide, structure that effectively represents all key stakeholder interests
12. Waive cost recovery for data development expenses
13. Advocate for MetroGIS needs and desires to State and Federal policy makers
14. Document Stakeholder Benefits
15. Promote Understanding (*among policy makers*)
16. Maintain an Institutional Memory
17. Connect with other Spatial Data Infrastructure Initiatives with similar objectives

### Harper

5. We are okay with this activity but want some discussion on how the activity is administered and how the decision is made. We think the recommendation on what gets funded should be made by a work group with broad representation - one state, one county, one regional and one non-profit organization. We don't like that they final decision is made solely by the Met Council. This is contrary to the nature of MetroGIS as a collaborative group. It goes against many of the principles, specifically #6, #8, #9.

12. We need to expand this activity to include raising awareness and buy in that GIS cannot be justified by a direct return in terms of revenue generated; it needs to be seen as a cost of doing business in today's world with today's technology; it is part of the internal business infrastructure.

20. See comments above regarding the relationship with the state and LIS/GIS. We aren't sure that the solution is to create a statewide equivalent to MetroGIS. The activity should be written in such a way as to not presume the solution.

Vander Schaaf

These should be the focus of some debate - most are genuinely debatable.  
#16 may be so obvious as to not be proposed for debate.

Read

No comments on these except for:

15. We agreed policy makers important, but also include others?

18. Wanted to expand to "Evaluate need and review relevance of current" as well as add more.

19. Info as infrastructure is a good one, DNR is pushing this now too.

Others look fine.

Gelbmann

People agreed with all except 5, 15, 17

Comments #5 Need to talk about this one. People may not know or understand this.

Comments #12 Strongly agree

Comments #15 – Same as 9 & 10

Comments # 17 Same as #8

**VI. Potential New Activities:**

18. Add more items to the list of MetroGIS-endorsed common information needs

19. Advance idea that data is infrastructure (key asset)

20. Advocate for the creation of a Statewide equivalent of MetroGIS

21. Develop standards and processes for developing and sharing commonly needed GIS programs, applications and services.

22. Make available a comprehensive set of applications running on MetroGIS-endorsed regional datasets

23. Engage non-traditional users

24. Provide for users to contribute data directly to MetroGIS endorsed regional datasets

25. Pursue public-private partnerships to address common information needs

26. Pursue technology interdependencies (shared services) among organizations

27. Work with adjacent counties (beyond 7-county area) to ensure that their data is readily available and compatible with that endorsed by MetroGIS

**March 28, 2007**

**Minnesota Counties Insurance Trust (MCIT) Building  
100 Empire Dr., St. Paul, MN**

*(North of Capitol Building about ½-mile and west of Jackson Street on Empire)*

**1:00 to 3:00 p.m. (extend if needed)**

**See directory in lobby for meeting room location**

	<u>Page</u>
<b>1. Call to Order</b>	
<b>2. Approve Agenda</b>	<b>action</b>
<b>3. Approve Meeting Summary</b>	
a) December 21, 2006	<b>action</b> <b>1</b>
<b>4. Summary of January 17 Policy Board Meeting</b>	<b>12</b>
<b>5. Action and Discussion Items:</b>	
a) MetroGIS Business Plan Update Project	<b>action</b> <b>14</b>
(1) Draft Workshop Summary Document – Confirm What We Heard	
(2) Confirm Guidance Received For Key Cross Cutting Policy Issues	
(3) Approve Business Planning Process/Schedule/Next Steps	
b) 2007 Regional GIS Projects – Concept Proposals	<b>action</b> <b>53</b>
c) 2006 Regional GIS Project (Status Reports)	? <b>63</b>
d) GIS Demonstration for April Policy Board meeting	<b>action</b> <b>69</b>
e) RSS Capability Added to DataFinder	<b>71</b>
<b>6. Project Updates:</b>	<b>72</b>
a) Parcel Data Cost Recovery Policies – Estimate of Net Revenue Realized	
b) Vacant Non-Profit Seat on Committee – Status Report	
c) Performance Measurement – Anomaly Reporting	
d) Priority Business Information Need Solutions and User Satisfaction Forums	
e) Regional Mailing Label Application Retired	
<b>7. Information Sharing:</b>	<b>80</b>
a) 2006 MetroGIS Annual Report	
b) Letter of Support Preserve Funding for LMIC	
c) Presentations / Outreach / Studies	
d) Metro and State Geospatial Initiatives Update	
e) Federal Geospatial Initiatives Update	
f) Other News	
<b>8. Next Meeting</b>	
June 27, 2007	
<b>9. Adjourn</b>	

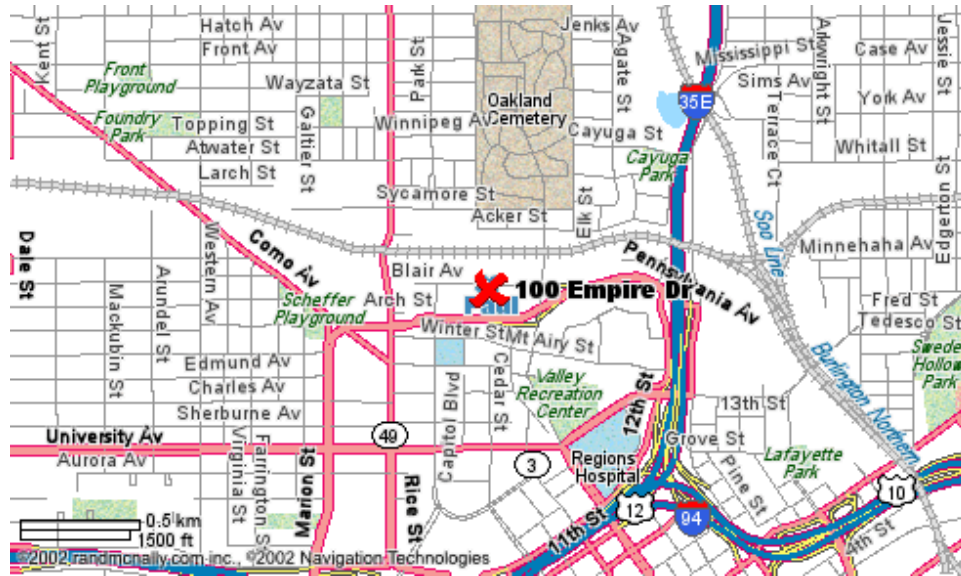
**Mission Statement**

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

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## How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



**If you are traveling on I-94 eastbound** -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-94 westbound** -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Northbound** -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Southbound** -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the left.

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



**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**December 21, 2006**

**1. CALL TO ORDER**

Chairperson Read called the meeting to order at 1:05 p.m. She introduced Harold Busch, who replaced Bob Cockriel as the representative from the City of Bloomington. Chairperson Read then introduced Tim Loesch, who joined the Coordinating Committee as the representative from the Minnesota Department of Natural Resources, replacing Robert Maki.

Chairperson Read also presented a Certificate of Appreciation to Al Laumeyer who was resigning from the Committee as the Utility Representative. Mr. Laumeyer thanked the Committee for the opportunity to serve.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); Steve Lorbach (AMM: core cities - City of St. Paul), *Business Geographics:* Chet Harrison (CB Richard Ellis); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown and Scott Simmer (Hennepin) and Jane Harper (Washington); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (MN/DOT) and Tim Loesch (DNR); *Utilities:* Al Laumeyer (CenterPoint Energy); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Counties:* David Claypool (Ramsey); Jim Hentges (Scott) and John Slusarczyk (Anoka), *Metropolitan:* David Bitner (Metropolitan Airports Commission); Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom (TIES) and *State:* David Arbeit (GDA/LMIC).

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team)

**2. ACCEPT AGENDA**

Simmer moved and Laumeyer seconded to approve the agenda as submitted. Motion carried, ayes all.

*(Editor's Note: Due to late arrivals of some Committee members, Agenda Items D and F were considered last. The order below reflects the actual order the items were addressed.)*

**3. ACCEPT MEETING SUMMARY**

Harper moved and Knippel seconded to approve the summary for the Committee's September 13, 2006 meeting, subject to showing Will Craig as having been present. Motion carried, ayes all.

**4. POLICY BOARD MEETING:**

Chairperson Read commented on the M3D presentation that was provided to the Policy Board during their October 18, 2006 meeting. No further discussion of the Board meeting occurred.

**5. ACTION AND DISCUSSION ITEMS**

**a) Election of Officers**

Chairperson Read commented that it has been a pleasure to serve as the Committee Chair for the past two years. She then requested nominations for the position of Chairperson of the Coordinating Committee. Knippel nominated Bill Brown, seconded by Drealan. No further nominations were received in response to three calls for additional nominations by the Chair.

**Motion:** Drealan moved and Knippel seconded to elect Bill Brown as the 2007 Chairperson of the Coordinating Committee. Motion carried, ayes all.

Chairperson Read then requested nominations for the position of Vice Chair of the Coordinating Committee. Loesch nominated Ned Phillips; the nomination was seconded by Givens. No further nominations were received in response to three calls for additional nominations by the Chair.

**Motion:** Loesch moved and Givens seconded to elect Ned Phillips as the 2007 Vice Chairperson of the Coordinating Committee. Motion carried, ayes all.

**b) 2007 Meeting Schedule**

Chairperson Read requested comments on the proposed meeting schedule for 2007 presented in the agenda packet. She suggested changing the proposed December 12, 2007 date to December 5, 2007 to avoid conflicts with Annual State IT Symposium.

**Motion:** Harper moved and Wakefield seconded that the Coordinating Committee to adopt a 2007 Meeting Schedule of March 28, 2007, June 27, 2007, September 12, 2007, and December 5, 2007. Motion carried, ayes all.

**c) Non-Profit Representative Seat on Coordinating Committee**

Chairperson Read summarized the situation outlined in the agenda report. Two options were offered for discussion: 1) eliminate the second non-profit seat on the Committee that was added earlier in the year, or 2) initiate the process to appoint a new non-profit representative.

Harper remarked that it would be best to appoint another non-profit representative, since the second seat was added to accommodate a different viewpoint from a diverse community. She suggested that a replacement be sought who has possesses a “non-traditional GIS user” She recommended appointing someone with a social services, public health, or public safety background noting they would bring valuable perspective to the Committee’s deliberations. Wakefield added that the viewpoint possessed by someone in the mentioned fields would be different than the viewpoint she provides as the current non-profit representative. Harrison also suggested seeking out someone from the epidemiology community.

The group then discussed whether this new representative should be affiliated with a “community-based” interest similar to the new Hennepin County policy concerning eligibility for no-fee access to parcel data. After some discussion, the group concluded that it should be not rule out other perspectives to give itself flexibility but that preference should be given to interests that are “community-based”, in other words have an active role in the Twin Cities community. Knippel added that he supports the idea of seeking out a new member from “non-traditional users” of GIS technology because these interests represent potential market and partnering opportunities.

Loesch suggested reviewing the attendance listings for the both the June 2006 Imagining Possibilities and November 2005 Beyond Government Users forums for prospective candidates. It was agreed that work on recruiting a new member should not be begin until following the

February 8, 2006 Strategic Directions Workshop in the event something related arises at the Workshop.

**Motion:** Harper moved and Brown seconded that the Coordinating Committee retain the two non-profit seats on the committee and seek to fill the current opening with a person who social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization. Motion carried, ayes all.

**e) 2006 Accomplishments and Annual Report Theme**

The Staff Coordinator commented that he believes that receiving endorsement from the Metropolitan Council of MetroGIS's value to the community and the upgrading of DataFinder Café were the top two accomplishments in 2006. He then requested feedback on the proposed list of accomplishments presented in the staff report.

The following modifications were agreed upon:

- 1) Move reference to the June 21 forum closer to the top of the list and make a stronger statement about its positive impact. Craig stated that this was the best event he has attended in 10 years and that it has had significant impact.
- 2) "Change "corroboration" in the first bullet to "endorsement".
- 3) Modify the fifth bullet to read "Fostered discussion among county officials to investigate the possibility of permitting licensed access to parcel data, without fee, by specified non-profit interests on a county-by-county basis." Item Iii(2) in the detailed report also to be modified accordingly.
- 4) In the 6<sup>th</sup> bullet change "documentation" to "identification" and add reference to discussions with non-profit and for-profit interests to identify opportunities common with the public sector.
- 5) In the ninth bullet add who funded the projects and who received the funding.
- 6) Add that a bullet noting that Washington County concluded a pilot project for MetroGIS regarding development of a regional solution for water management organization jurisdictional boundary data. The pilot involved documenting suggested custodian roles and responsibilities and data standards needed to support a regional data solution. The proposal was submitted to BWSR in October along with a request that BWSR consider serving as the area integrator.
- 7) Knippel agreed to submit a revised statement to summarize the efforts of the Emergency Preparedness Workgroup

Chairperson Read and the Staff Coordinator asked members to submit any other suggested modifications to the detailed report by January 6, 2006 so the report could be modified accordingly for inclusion in the January 17<sup>th</sup> MetroGIS Policy Board agenda packet.

Chairperson Read asked if any of the members had any suggested modifications to the suggested theme for the 2006 Annual Report outlined in the staff report. None were offered.

**g) GIS Technology Demonstration for January 2007 Policy Board Meeting**

Chairperson Read introduced this item and suggested that a demonstration of the new DataFinder Café be used to illustrate both this impressive tool and the data that are available to the public. A general discussion of the differences between the DataFinder Café and online tools such as Google Earth occurred next, ending with a consensus that online services such as Google Earth are dependent upon GIS technology.

Henry and Knippel commented that the previous suggestion to compare Pictometry (ortho-oblique imagery) to GIS was too narrow and probably should be recast as an overview of “neo-geography” tools in general, including Google Earth, Live.com, etc. This comment led to a brief discussion that these neo-geography tools are essentially visualization tools and do not have the analytic capabilities that are the heart and sole of GIS technology.

Knippel then offered that the value of “place” is rapidly increasing and that he believes it would be valuable to help policy makers understand not only the visualization tools but also the added value that can be attained using GIS tools. A demonstration at the January Board meeting that touches on where we have been (emphasis primary on solutions to common data needs by traditional users) and where the community is likely headed would provide a good foundation for the February 8<sup>th</sup> Workshop.

Wakefield commented that at 1000 Friends they are using data and WMSs obtained from DataFinder, converting it for use on Google Earth, and training communities to use these tools to better understand policy implications and in so doing are extending the reach of GIS technology to non-traditional users.

Brown and Craig commented and the group concurred that a focus of the demonstration should be to demonstrate how these tools are improving effectiveness using actual case studies. We did this and the result was this. Knippel added that the mainstreaming of technology that is occurring through the Google Earths and Live.coms and the growing importance of the concept of place are important to understand for the process to define a vision for the next 3-5 years. In other words as the public becomes more in tune with these capabilities there will be increased demand for public services to keep pace.

Harrison commented that the private sector can not effectively generate or maintain parcel data. Given the many local government interests involved, a standards body is needed. This is the role of MetroGIS.

In Harrison and Loesch both stated that their organizations are each obtaining web services from DataFinder to conduct their daily business and have realized substantive improved efficiencies as a result. Both agreed to provide quotes to this effect.

The following demonstration concept was conceived:

- 1) Harrison and Loesch agreed to provide an overview of DataFinder’s capabilities with an emphasis on how this tool is assisting organizations improve efficiencies. Highlights of benefits that can be received from use Google Earth, Live.com will also be touched on.

It was agreed that this segment should include a briefing to help policy makers understand on how use of WMS (and like technology) are expanding upon the efficiencies already gained through implementation of regional data solutions (e.g., regional solutions are interoperable and because standardized across the region require little manual preparation before putting to use whereas these efficiencies are expanded by the ability to access the data in an automated fashion totally eliminating manual access processes as well as providing the more current data available more efficiently than could be done manually).

It was also agreed that Committee members, as opposed to staff, should make the presentation as comments from users will carry a stronger message.

- 2) Wakefield will provide a link to reality by demonstrating how the data and web services available through data finder are being used by a host of traditional and non-traditional users alike in community-based decision-making processes.

Finally, Craig suggested and the group agreed that the Board members should be provided with a hand out that lists the data available through DataFinder.

**Motion:** Givens moved and Harrison seconded that the Coordinating Committee endorse the topic of organizational benefits that can be received from use of MetroGIS DataFinder and visualization tools such as Google Earth as the GIS Demonstration topic for the January 17, 2007 Policy Board meeting. Motion carried, ayes all.

Rowekamp asked of this and other GIS Technology Demonstration could be made or the Committee, as well as to the Policy Board. Read commented that it in the past an effort was made to have the Committee preview presentations before they are made to the Board but for a number of reasons this practice was not successful. She noted that if the demonstrators are okay with the idea, their January presentation to the Board could be offered before or after the next Committee meeting. She deferred to the incoming Chair to look into options.

#### **h) Policy for Decisions Between Meetings**

Chairperson Read introduced the topic, explaining that during the October 18, 2006 Policy Board direction was given to staff to determine if the Open Meetings Law pertains to MetroGIS. She also noted that if the Board is of the opinion that e-voting is not permitted based upon a finding of the Association of Metropolitan Municipalities. Read commented that the finding was although the Open Meeting Law does not pertain to MetroGIS, MetroGIS holds itself to that standard given the Board is comprised of elected officials. .

Harper commented that the Coordinating Committee should be treated differently from the Policy Board since it is comprised of staff, who are not subject to the Open Meetings Law. General discussion followed, with an end result being the Committee wishes to utilize the e-voting procedures it recommended for enactment at its September 2006 meeting unless the Policy Board objects.

Chairperson Read agreed to share the Committee's position with Chairperson Reinhardt as they prepare for the January Policy Board meeting.

#### **d) 2006 Annual Performance Measurement Report**

The Staff Coordinator introduced the topic, requesting feedback on the draft 2006 Annual Performance Measurement Report. Harper asked if the number of Land Cover dataset downloads could be included in the next report. Loesch confirmed that Department of Natural Resources (DNR) now possess the ability to separate the Land Cover download activity for the seven county area from that for the remainder of the state and can provide it in the future. Harper commented that increased outreach activity should be pursued in 2007 in an attempt to increase the number of produces using DataFinder as the rate of growth has been flat. Staff concurred noting that outreach resources had been limited in 2006, in larger part due to the evaluation of MetroGIS conducted by the Council, and that more time for outreach is expected to be available in 2007. Loesch also suggested adding server activity as a potential measure. Staff commented that the Performance Measurement Plan is scheduled to be updated in 2007 and that this suggestion could be looked in to at that time.

A general discussion of the necessity of creating empirical performance measurement targets ensued. The group acknowledged that when the Performance Measurement Plan is updated in 2007 this is topic that should be given further consideration but the consensus at this time is that setting performance targets is premature at best.

That said, all agreed that the metrics currently captured are valuable for evaluating trends and identifying where changes are occurring so that adjustments can be made to rectify problems and support good outcomes. Some of the members expressed concern that the process of setting targets is an arbitrary exercise that would takes time away for the value that can be received from simply evaluating reasons for trends. Brown added that MetroGIS should continue to use the existing data to analyze trends and determine where to focus its efforts.

**f) Preparation for Strategic Directions Workshop**

Chairperson Read provided an overview of the efforts thus far to prepare for the February 8<sup>th</sup> Strategic Directions Workshop. She noted that in an effort to make the best use of the limited time available at the Workshop, the Workshop Planning Team wants to identify current philosophy and practices that all members agree should continue. These items will not be a topic of further discussion unless circumstances change during the course of the Workshop.

Chairperson Read then asked the Committee members to split into small groups to comment on the listing of current philosophy and practices provided in the agenda packet and answer the question “If \_\_\_\_\_ does not happen as a result of the Workshop, I will be disappointed.” Each of the members of the Workshop Planning Team facilitated discussion in the small groups. The results of each small group discussion are listed in Attachment A. The group was informed that this information would be consolidated and shared with the Policy Board for consideration at its January 17<sup>th</sup> meeting. Each member was also asked to share the information in Attachment A with the leadership in their respective organizations in preparation for their participation in the Feb 8<sup>th</sup> Workshop.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Henry moved and Laumeier seconded to adjourn at 3:05 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

*and*

Chris Kline  
MetroGIS Administrative Technician

## ATTACHMENT A

### REVIEW OF CURRENT GUIDING PHILOSOPHY AND PRACTICES

(The following comments are listed by focus group under the name of the group facilitator.)

#### I. If \_\_\_\_\_ Doesn't Happen at the MetroGIS Strategic Directions Workshop, I will be disappointed...

##### Harper

If we don't gain consensus on the 2 or 3 most pressing issues that need to be focused on.

We need to focus on relevance, not theory.

We need to get to the guts of the issues - don't gloss over things. We need to have a good deal of candor to get to the heart of the issues.

We need a follow up activity that revisits the common needs.

##### Vander Schaaf

Preparation - Participant Expectations ("If \_\_\_\_\_ does not happen at the Workshop, I would be disappointed.")

Diverse opinions are considered

A well-defined and organized path is set

Current objectives are strengthened without wandering from the path

##### Read

Want to hear from a diverse group

Want to review unmet info needs and consider their continued relevance

Want substantive discussion (not just review of history)

#### II. Current Desired Outcomes

1. Improved participant operations.
2. Improved stakeholder effectiveness in achieving liveable community goals, enhancing their constituents' quality of life, and improving their economic competitiveness.
3. Reduced participant costs.

##### Harper

Are we achieving these outcomes? Maybe some examples of our successes related to each outcome should be part of the Setting the Stage. Our performance measurements should focus on measuring whether or not we are achieving these outcomes.

##### Vander Schaaf

All seem pretty obvious - maybe don't require discussion

#2, however, seemed wordy and not applicable to everyone (e.g., "achieving livable community goals") - maybe could be combined with #1.

Maybe could be simplified to Improved Effectiveness (more achieved with same input) and Improved Efficiency (Reduced costs for same achievement)

Read

All three items were agreed upon.

**III. Potential New Desired Outcomes**

4. Enhanced capacity resulting from partnering
5. Improved capacity for cross-jurisdictional decision making

Harper

No comments provided

Vander Schaaf

No comments provided

Read

We thought these were part of it already; only new thing is perhaps the word "capacity", which there were some questions about what it meant.

**IV. Current Guiding Philosophies and Principles**

1. Build Once, Sharing Many Times
2. Secure Champions
3. Have Broad Support of Vision and Expectations
4. Have Active Involvement of Policy Makers to Set Policy Direction
5. Rely on Consensus on Policy Decisions Fundamental to Long Term Success
6. Represent Diverse Perspectives
7. Maintain Focus on Common Business Information Needs
8. Focus on Stakeholder Benefits
9. Involve all relevant and affected parties, dominated by none
10. Acknowledge Fair-Share Contribution in several forms (data, people, equipment, and/or funds)
11. Share Investments Made By One Government Entity With Other Government Entities
12. Rely on Voluntary Compliance With Endorsed Standards and Procedures
13. Align with Internal Business Needs
14. Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own
15. Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs
16. Encourage adding value to public sector assets provided it does not detract from the public sector objective
17. Rely upon willing stakeholders with adequate capacity to voluntarily support components of endorsed regional solutions to common information needs
18. Rely on Metropolitan Council to support MetroGIS "foster collaboration" function

Harper

General Comments: There should be at least one activity for each of the philosophies. The overriding philosophy is that we cannot work as an island.



Specific Comments:

1 and 11 should be combined. Possibility: Share investments made by one government entity with other government entities, i.e. build once share many times.

2-5. Agreement

6-8. Okay with principles but need to focus on how do we do it? Need more work on how to measure our success with these principles.

9. & 10. Okay

12. Okay with this. Want to expand it, or add another principle, that recognizes the need to align with the state and with LIS/GIS. There was a lot of discussion about how there is no GIS champion at the state and how LIS/GIS has floundered in recent years. We feel that in order for MetroGIS to be as strong as it could be the state needs to be strong. We need to figure out how we can both be strong together and to empower each other. This relationship seemed to be there before the state started to dismantle LMIC.

13. Okay with the principle but suggested rewording to specify what is being aligned and for whose business needs. Suggest something like: Align roles and responsibilities for regional solutions with stakeholder business needs.

14-16. We couldn't agree or disagree because we couldn't figure out what these principles were saying. They need to be greatly simplified.

14. Could just say "Collaborative solutions will be pursued when it is more efficient than pursuing the solution on one's own." However, this may miss the mark. We wondered if the thrust of this was getting at the concept that the collective benefit is of a higher order of importance than the individual needs of organizations.

17. Okay but shorten. Suggest: "Rely upon willing stakeholders to support components of endorsed regional solutions.

18. We had some discussion on this one but came to no conclusion as to whether we could live with the statement or not. We weren't sure if it should be included in the list of guiding principles. Maybe it should be combined with #10, so that one principle focuses on where MetroGIS gets its resources.

Vander Schaaf

Again, most seem pretty obvious - especially #1, #11 and #13

Some concern about #2: Secure Champions - not sure if that is legitimate and/or should be rewritten to say something like "Promote GIS awareness and appreciation"

Read

3. Wording seemed awkward; we thought what it meant was vision and expectations needed to have broad support (i.e., to be adopted by group)

9. Thought that was a worthy goal, even if it doesn't always happen that way

12. We agreed that because of cross-jurisdictional nature we were stuck with "voluntary" compliance with standards

13. Just checking - the internal business needs are those of the participants (not the Council, right?)

14. Only one of us (me) seemed to have trouble with the word "equity" as sounding too much like "equal"; others figured rest of statement clarified that it's up to participants to decide what is appropriate

15. We interpreted this as "nobody is strong-armed to contribute"

16. Agreed; interpreted as allowing private for-profit use of public data (given caveat)

17. Agree, if possible - but we wondered if there was no willing stakeholder with adequate capacity, then what?

All others all fine, no comments.

### Gelbmann

People agreed with 1, 2, 4, 5, 6, 8, 12, 13.

Comments on #3 needs further discussion, Hard to maintain, needs structure

Comments on #7 have to consider the diversity of needs (PSAPs and Emergency Services).

These may not be "common needs" but they are important to all.

Comments on #9 Work on the intended goal, clarify.

Comments on #10 – should this be dropped?

Comments on #11 – Does this cover #10?

Comments #14-17 are wordy. Clarify make them shorter, explain why they are core.

## **V. Current Activities**

1. Develop and maintain regional solutions to previously identified common information needs
2. Develop standards for GIS content, data documentation, and data management for regional solutions to MetroGIS-endorsed common information needs
3. Operate an Internet-based tool (DataFinder) for discovering and retrieving geographic data
4. Provide a forum for knowledge sharing
5. Collaborate to fund regional GIS research and development projects
6. Facilitate data sharing agreements among MetroGIS stakeholders
7. Foster wide-spread data sharing
8. Maintain liaison relationships with interests that have similar objectives
9. Secure broad support for vision and policies
10. Secure elected officials as policy makers and advocates for MetroGIS
11. Support a metro-wide, structure that effectively represents all key stakeholder interests
12. Waive cost recovery for data development expenses
13. Advocate for MetroGIS needs and desires to State and Federal policy makers
14. Document Stakeholder Benefits
15. Promote Understanding (*among policy makers*)
16. Maintain an Institutional Memory
17. Connect with other Spatial Data Infrastructure Initiatives with similar objectives

### Harper

5. We are okay with this activity but want some discussion on how the activity is administered and how the decision is made. We think the recommendation on what gets funded should be made by a work group with broad representation - one state, one county, one regional and one non-profit organization. We don't like that they final decision is made solely by the Met Council. This is contrary to the nature of MetroGIS as a collaborative group. It goes against many of the principles, specifically #6, #8, #9.

12. We need to expand this activity to include raising awareness and buy in that GIS cannot be justified by a direct return in terms of revenue generated; it needs to be seen as a cost of doing business in today's world with today's technology; it is part of the internal business infrastructure.

20. See comments above regarding the relationship with the state and LIS/GIS. We aren't sure that the solution is to create a statewide equivalent to MetroGIS. The activity should be written in such a way as to not presume the solution.

Vander Schaaf

These should be the focus of some debate - most are genuinely debatable.  
#16 may be so obvious as to not be proposed for debate.

Read

No comments on these except for:

15. We agreed policy makers important, but also include others?

18. Wanted to expand to "Evaluate need and review relevance of current" as well as add more.

19. Info as infrastructure is a good one, DNR is pushing this now too.

Others look fine.

Gelbmann

People agreed with all except 5, 15, 17

Comments #5 Need to talk about this one. People may not know or understand this.

Comments #12 Strongly agree

Comments #15 – Same as 9 & 10

Comments # 17 Same as #8

**VI. Potential New Activities:**

18. Add more items to the list of MetroGIS-endorsed common information needs

19. Advance idea that data is infrastructure (key asset)

20. Advocate for the creation of a Statewide equivalent of MetroGIS

21. Develop standards and processes for developing and sharing commonly needed GIS programs, applications and services.

22. Make available a comprehensive set of applications running on MetroGIS-endorsed regional datasets

23. Engage non-traditional users

24. Provide for users to contribute data directly to MetroGIS endorsed regional datasets

25. Pursue public-private partnerships to address common information needs

26. Pursue technology interdependencies (shared services) among organizations

27. Work with adjacent counties (beyond 7-county area) to ensure that their data is readily available and compatible with that endorsed by MetroGIS



**TO:** Coordinating Committee

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

**SUBJECT:** Summary of January 2007 Policy Board Meeting

**DATE:** March 16, 2007  
(For the March 28<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on January 17th. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/07\\_0117/07\\_0117mf.pdf](http://www.metrogis.org/teams/pb/meetings/07_0117/07_0117mf.pdf) for the discussion points.

### **GIS Technology Demonstration -Effective Decisions Through Effective Data Distribution**

Chet Harrison, Senior Associate with CB Richard Ellis and a Member of the Coordinating Committee, presented the first of two demonstrations.

Harrison presented a case study, which earlier that day had been awarded the Land Transaction of the Year Award for the Twin Cities. Through a series of slides he illustrated how he had used various data obtained via MetroGIS DataFinder and a “subtractive methodology” to locate a developable parcel for a major land development client of at least 230 contiguous acres located as close as possible to center of population for the Twin Cities. The regional (standardized) Planned Land Use and Parcel datasets were in particular cited as extremely valuable to his efforts. Board members asked a number of questions that implied they understood the utility of GIS technology and the value of standardized data across multiple jurisdictions.

Sally Wakefield, GIS Coordinator with the 1000 Friends of Minnesota and Member of the Coordinating Committee, was the second presenter. Her presentation focused on how 1000 Friends uses GIS technologies, including Google Earth, to assist citizen planners visualize their community’s resources, development constraints, and evaluate alternative development scenarios. As a result she believes the citizen planners are better positioned as they participate in comprehensive planning and responds to development proposals.

### **2006 Annual Performance Measurement Report**

The report was approved as recommended by the Committee.

### **Modification of MetroGIS’s Operating Guidelines (Bylaws)**

The Board unanimously agreed to amend the MetroGIS’s Operating Guidelines, as presented in agenda report to authorize: a) creation of an Executive Committee of the Policy Board and b) use of E-voting by the Coordinating Committee to decide urgent, non-policy matters between meetings, subject to changing the proposed amendment language to require a unanimous decision for motions to be approved by the Executive Committee, that is, all three members must vote in favor to approve a motion. The amended guidelines can be viewed at [http://www.metrogis.org/about/history/ops\\_guidelines.pdf](http://www.metrogis.org/about/history/ops_guidelines.pdf)

### **Beyond Government Users – Partnering Opportunities**

Following an overview of the five partnering opportunities outlined in the agenda report, Vice Chairperson Kordiak initiated a discussion that resulted in the members concurring that it may be time to revisit current cost recovery policy regarding parcel data. To prepare for that discussion, the Staff Coordinator was asked to draft a request for Chairperson Reinhardt’s signature to send to the seven county representatives to the Coordinating Committee requesting an estimate of how much revenue is

received annually from data sales (not including any added value by staff to produce derivative products), together with an estimate and how much it costs to support the data sales procedures.

Member Pistilli agreed with Vice Chairperson Kordiak, that the subject parcel data were developed for a public purpose and that the taxpayer might benefit more from value added to the data by others and economic development resulting from use of the data if it were more widely available. Member Pistilli concluded the discussion with the rhetorical comment “where is the harm in offering the private sector access to data that they can utilize to enrich their businesses?”

**Preparations for Strategic Directions Workshop (held on February 8th)**

Outcomes desired from the Workshop were shared with the Board for comment, as were the “starter kit” statements that had been the subject of discussion at the Committee’s December meeting. No modifications were suggested to either.

Member Pistilli asked if cost recovery policy questions surrounding parcel data should addressed before the Strategic Directions Workshop is held. The Staff Coordinator commented that the purpose of the Workshop is to raise key issues and provide general direction top guide the evaluation of options. He also noted that parcel data is one of many data needs. Board members were also encouraged to share at the Workshop what they are running into in terms of information and application needs and in their participation other boards and commissions regarding data and technology needs that may be appropriate for MetroGIS to address.



**TO:** Coordinating Committee  
**FROM:** Business Planning Oversight Team  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** MetroGIS Business Plan Update Project  
**DATE:** March 15, 2007  
(For the March 28<sup>th</sup> meeting)

### **INTRODUCTION**

The Business Planning Oversight Team is requesting the following actions from the Coordinating Committee:

- 1) Offer any desired additions or modifications to the draft summary of the Strategic Directions Workshop. See [http://www.metrogis.org/about/business\\_planning/sdw.shtml](http://www.metrogis.org/about/business_planning/sdw.shtml) to view and download the document.
- 2) Confirm adequacy of general direction received concerning several key policy issues.
- 3) Approve of a suggested process and general schedule for next steps.

### **SUMMARY DOCUMENT – STRATEGIC DIRECTIONS WORKSHOP**

A draft summary of the February 8<sup>th</sup> Strategic Directions Workshop was made available for comment on March 15<sup>th</sup>. Each of the 32 Workshop participants, 20 of whom are also members of the Coordinating Committee, were invited to offer additions and modifications to the summary. Committee members are encouraged to critically read this document and submit regarding any substantive deficits in accuracy or completeness, as once finalized it will provide the platform from which to shape policy for the next 3-5 years. Any suggested modifications involving substantive changes will be brought to the Committee for discussion. (See the Reference Section for a summary of refinements made to the “Concept Maps” by the support team following the Workshop.)

### **WORKSHOP EFFECTIVENESS AND IDENTIFIED PRIORITIES**

**Workshop Effectiveness:** A key design criterion for this Workshop was to execute a process through which to effectively generate ideas and obtain consensus on the direction desired for MetroGIS for the next 3 to 5 years from individuals representing each of the organizational interests important to the long-term success of MetroGIS. The Workshop Support Team believes this criterion was achieved. The participants also indicated their satisfaction with the Workshop to the extent understood at the end of the day. On a scale of 1 to 5, with a 5 meaning “outstanding”, the effectiveness evaluation ratings from the participants for the core workshop components ranged from 4.25 to 4.72, with an overall average of 4.44.

**Priorities Established:** The following listings are arranged in order of votes received. (See the Workshop Summary document for more information). The setting of final relative priorities is suggested to be function of critical dependencies, as opposed to relying entirely upon the votes received at the Workshop.

Priority outcomes agreed upon to guide MetroGIS’s efforts over the next 3-5 years are:

- Solve Real World Problems
- GIS Recognized as an Essential Activity/Service
- More Efficient/Effective Government
- Expanded Resource Availability Through Partnering
- Improved Reliability and Availability of Geospatial Services Through Partnering
- Better Decisions Being Made
- Broaden Participation
- Achieve Common Funding Strategies

Priority activities (strategies) identified to pursue over the next 3-5 years are as follows (see the attached article submitted for the Spring GIS/LIS newsletter for more information about each of these topics.).

- Support And Develop Applications/Services

- Develop Regional Data Solutions To Common Information Needs (*Current Core Function*)
- Provide A Forum For Knowledge Sharing (*Current Core Function*)
- Build Infrastructure/Promote And Develop Technology Enhancements (*includes DataFinder – Current Core Function*)
- Expand And Diversify MetroGIS Stakeholders
- Improve Marketing And Advocacy
- Funding Priorities To Get The Most Efficient And Effective Use Of Taxpayer’s Money

### **CONSIDERATION BY BUSINESS PLANNING OVERSIGHT TEAM**

On March 14<sup>th</sup>, the Business Planning Oversight Team met to work on a strategy for next steps in the Business planning process to guide MetroGIS for the next 3-5 years.

General conclusions reached by the Team were as follows:

1) The **direction** received during the workshop concerning several **key cross-cutting policy issues** is sufficient **to move forward**. These issues are listed in the order that the Oversight Team believes is most to least critical:

- Information Needs – *Direction Received*: Broaden the current scoping policy of pursuing only those needs which are common to the core stakeholder community to also encourage efforts involving collaborative solutions to needs that are critical to a significant contingent of MetroGIS’s participants.
- Geographic Reach – *Direction Received*: The geographic scope of MetroGIS extends beyond the seven-county metropolitan region, as needed, to address issues and provide or enhance services important to its members.
- Critical Infrastructure – *Direction Received*: Investigate how best to interface with/promote Information Systems infrastructure important to MetroGIS’s ability to achieve its goals but beyond the scope of GIS technology
- Stakeholders, Participants, and Partners – *Direction Received*: There is a need to establish terminology, whether using these or other words, which clearly communicates those who contribute to and benefit from MetroGIS’s efforts as well as clearly define expectations for participation. The key is to be clear on expectations for support roles and other means of contributing to MetroGIS’s efforts; as such, the Oversight Team believes this definitional need is best addressed as a component of defining strategies to achieve priority needs and not as a separate exercise - form to follow function.

2) The **priority outcomes and activities** (strategies) as **established at the Workshop** (above) should **drive the Business Plan Update** process. Stated another way, the Oversight Team does not believe a survey of the broad community is necessary to set priorities, given the breadth of perspectives involved in the Strategic Directions Workshop exercises, including both policy makers and managers, and the maturity of MetroGIS’s philosophies since the survey of stakeholders was administered in 1999 to establish MetroGIS’s initial priority functions. The Oversight Team members did, however, concur that a survey could be useful later in the process as we get further into projects concerning updating of information needs and/or identifying real world problems facing participants.

3) A **workgroup-based process methodology**, similar to that used the past, should be utilized to evaluate options and formulate recommendations for desired courses of action to address priority needs.

The current Business Planning Oversight Team would continue to provide oversight and assist the support team with project management matters. Staff support would be provided for each workgroup. Scheduling of special meetings of the Coordinating Committee is suggested for April, May, and August to insure continual dialogue so as not to lose momentum.

The following responsibility assignments are suggested to initiate the process; with others follow as priorities for subsequent efforts are set, and resources and volunteers are assembled:

<b>Topic</b>	<b>Responsible Entity</b>	<b>Begin</b>	<b>Completed</b>
<b>1. Next Generation Mission, Guiding Principles and Operating Standards</b>	Business Planning Oversight Team	March 28, 2007	
<i>Direction: Recommend policy modifications that incorporate direction received at the Workshop</i>			
<b>2. Support and Develop Applications and Services</b>	Team to Created	TBD	
<i>Direction: Evaluate options and recommendation a sources of action to address the top priority activity (strategy) for the next 3-5 years. It should be noted that at the March meeting of the Technical Advisory Team (TAT), as a result of an unrelated discussion, the members were asked to consider volunteering to serve on a workgroup that would have essentially the same charge. A combination of Coordinating Committee, TAT and others with valuable expertise is suggested.</i>			

**SUGGESTED BUSINESS PLAN UPDATE PROJECT SCHEDULE**

- March 28 - Coordinating Committee Meeting (see the Introduction for actions suggested).
- Week of April XX: Tentative Special Meeting of CC – provide direction for workgroups and Business Plan document.
- April 25 - Policy Board meeting: Update/Provide direction as appropriate
- Week of May XX: Tentative Special Meeting of CC – provide direction for workgroups and Business Plan document. Tentatively workgroups present draft findings/recommendations.
- June (tentatively): GCGI Strategic Planning Workshop (*coordinate on areas of common interest*)
- June 27 - Coordinating Committee Meeting: Workgroups present draft findings/recommendations
- July 25 - Policy Board Meeting: Provide direction, adopt positions.
- July or August – Begin Performance Measurement Plan Update process
- Week of August XX: Tentative Special Meeting of CC – Firm up Business Plan document. Provide direction for performance measures.
- September 12 - Coordinating Committee Meeting – Recommend Approval of Business Plan Update
- October 17 Policy Board meeting - Target adoption of Business Plan Update
- January XX Policy Board meeting - Target adoption Performance Measurement Plan Update

**RECOMMENDATION**

That the Coordinating Committee:

- 1) Offer any desired additions or modifications to the Workshop Summary Document that the members deems necessary to accurately and completely document both the process and results of the Workshop.
- 2) Add to or modify the listing of key cross over policy issues recognized at the Workshop
- 3) Concur with the conclusions of the Business Planning Oversight Team that sufficient direction has been received regarding all key cross over policy issues desired before proceeding with next steps.
- 4) Add to or modify the suggested general strategy and schedule for next steps recommended by the Business Planning Oversight Team



## REFERENCE SECTION

### **1) Refinements to Concept Maps**

Immediately following the February 8th Workshop, Chris Kline captured the “concept map” information developed at the workshop using specialized software. The workshop support team, including the three small group facilitators, then met to add “best estimate” causal relationships between activity and related outcome statements identified by the three individual workgroups and for those not identified on the combined concept map created at the front of the room on February 8. On March 22, the workshop support team will meet with Professor Bryson. He offered constructive criticism regarding the updated “concept maps” to insure the information accurately depicted the conclusions reached on February 8<sup>th</sup>.

Any changes agreed upon at the March 22 meeting will be incorporated into the “concept maps” included in the Workshop Summary document. No additional changes are anticipated for purposes of documenting the results of the Workshop. These “maps” are then intended to serve as the starting point for crafting recommendations to achieve individual priority outcomes and related activities. Illustrating the detailed structure or related activities associated with each outcome will insure none of related ideas is lost and establish a starting point analysis of options for the particular priority topic areas.

### **2) Article Submitted to GIS/LIS**

The following news article was drafted by Jeanne Landkamer, MetroGIS Communications Consultant, and submitted to GIS/LIS to publish in its Spring 2007b Newsletter.

“By day’s end, the group had identified seven priority outcomes for MetroGIS as it moves ahead. The proposed outcomes will serve as guideposts for a team of MetroGIS partners who will write a new draft business plan during spring 2007.

**Support and develop applications.** MetroGIS has a solid track record of creating and sharing regional datasets, such as parcel data. Many of the workshop participants endorsed the idea of moving into developing and sharing applications.

“It’s frustrating for some of us to watch organizations shelling out money for the same thing,” said Nancy Read, director of technical services for the Metropolitan Mosquito Control District. “It’s a good sign of the growth of MetroGIS that we’re moving in this direction, and it’s good for the taxpayers of the region.”

**Expand (diversify) MetroGIS stakeholders.** It’s time to more fully engage cities in MetroGIS, said Ben Verbick of LOGIS, a consortium of Minnesota cities. When MetroGIS was founded, the primary stakeholders were the Metropolitan Council, the seven counties and a handful of other regional-level agencies. Cities were seen as secondary participants because they were not generally contributors of data. With a new focus on applications – which cities routinely develop and use – cities become primary stakeholders.

Involving the private sector will be critical if MetroGIS wants to support and develop applications, said Will Craig, Associate Director of the Center for Urban and Regional Affairs at the U of M. “The private sector is chomping at the bit to write applications based on the parcel data,” Craig said. “They’re even willing to share the profits. But they need lower up-front costs to make the effort viable.”

Participants at the workshop also spoke about the need to expand collaboration beyond the seven-county area. Whether this means expanding the policy board geographically or supporting other regional GIS groups is an open question.

**Improve marketing and advocacy.** Policymakers need to better understand the role that GIS plays in helping to solve problems and serve customers. More demonstrations of what the data and technology can do are needed. MetroGIS may need to be “rebranded” so that people can better understand what it does and to accurately reflect its geographic scope, should that be expanded.

**Develop regional data solutions.** MetroGIS should continue this important work, and may need to identify a second generation of common information needs. Participants also suggested a need to work with utility companies to share data back and forth. More data standards need to be developed as well.

A new concept that emerged was that an organization may decide to be custodian for a dataset even if it isn't critical to its own internal business needs, if it meets a larger identified regional need. "Our common motivation has got to be more efficient and effective government across the region," Knippel said. "Ultimately it's for the public, the regional economy. We've got to focus on the common good, assign responsibilities where it makes sense and work together to find the necessary resources."

**Achieve common funding strategies.** The Metropolitan Council in 2006 affirmed the importance of MetroGIS to its business needs and affirmed its continued support. Workshop participants said that it is also in the state's interest to fund local GIS initiatives that ultimately support state programs. In addition, more can be done to leverage the buying power of MetroGIS participants.

**Advance the infrastructure.** MetroGIS partners will not be able to rely on each other to support mission-critical activities like responding to a metro-wide emergency until the GIS environment is completely reliable on a 24/7 basis, said David Arbeit, director of the Office of Geographic and Demographic Analysis at the Minnesota Department of Administration. That means building security and redundancy into the infrastructure.

"As we continue to build a network of partnerships among organizations that each have areas of expertise – be they data or services – we have to be confident that those services will be available all the time," Arbeit said. "We need to consider housing our servers in secure buildings with generator power and 24-hour staffing to provide continuity of service for critical functions. We may also need off-site locations for data and 'hot sites' that can be used in case of emergencies. Most GIS organizations do not have these capabilities today."

Other participants expressed concern that many cities lack access to high-speed data transmission. Some cities and school districts are already working together to build capacity through the development of fiber networks. Jane Harper, principal planner for Washington County, suggested that MetroGIS could serve a crucial coordination function to evaluate where infrastructure exists now and where it needs to be expanded.

**Continue to provide a forum for knowledge sharing.** Knowledge sharing has always been highly valued by participants in MetroGIS, said Craig. User groups were very important to building a culture of data sharing in MetroGIS.

Building on that legacy and bringing in new participants is important, participants agreed. Ideas for expanding knowledge sharing included blogs, an online forum, a demonstration project with a collar county and new, active work groups with a specific purpose. MetroGIS can also increase its participation at events held by other groups, such as the Minnesota Chapter of the American Planning Association."



**TO:** Coordinating Committee

**FROM:** Application Screening Team - Regional GIS Project Program  
Staff MetroGIS Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2007 Regional GIS Project Proposals

**DATE:** March 20, 2007  
(For the Mar 28<sup>th</sup> Meeting)

### **INTRODUCTION**

Three concept Regional GIS Project Proposals were submitted for 2007 funding. One-page summaries for each are provided in Attachments A-C. Comment from the Coordinating Committee and Policy Board is requested as to whether these proposals warrant funding and how they might be improved prior to submittal of a final proposal.

### **BACKGROUND**

See Attachment D for the Call for 2007 Proposals, which includes the program guidelines and review schedule. A total of \$22,000 in funding is available for the 2007 round of proposals. This funding has been provided by the Metropolitan Council as part of its commitment to supporting MetroGIS's "fostering collaboration" function. Acceptable concept proposals will move to the next phase of application development to address required information in more detail. The final funding decision will be made by Council management following the July Policy Board meeting. The Application Screening Team, comprised of the Coordinating Committee Chair and the Staff Coordinator, met on March 19 to review the three proposals that had been submitted.

### **PROPOSALS RECEIVED**

Each of the three proposals received would address a need that has been recognized as a priority by the MetroGIS community for a collaborative solution and complies with Regional GIS Project requirements.

<b><u>Candidate</u></b>	<b><u>Project Theme/Name</u></b>	<b><u>Contact</u></b>
A	Data Collection Assessment	Brad Henry, URS
B	Geocoder Viability Assessment'	Brad Henry, URS
C	Geocoding Service and Application Code	Nancy Read, Metropolitan Mosquito Control District

*No order of importance or priority is intended.*

However, for the reasons outlined below, the Application Screening Team suggests that only Candidate C should be granted concept approval at this time.

Candidate A - Geocoder Viability Assessment. This idea is a component of the broader proposal outlined in Candidate C. The deliverables from the Candidate C would go beyond the assessment phase suggested in Candidate A to address such items as defining functional requirements, custodial roles and responsibilities, and any organizational issues, etc. As such, the Application Screening Team suggests that Candidate A should be rolled into the Candidate C proposal.

Candidate B: Data Collection Assessment: The Application Screening Team believes that consideration of this proposal is premature until two related projects that are in process by Hennepin County (related to a 2006 Regional GIS Project) and the MetroGIS Address Workgroup (2006 Regional GIS Project) are completed and the results are considered by the Coordinating Committee. Deliverables from these two in progress projects will include documentation of issues and opportunities (organizational and technical) and recommendations for next steps. These deliverables are expected to define specific needs

(organizational and technical) and provide focus for addressing any further assessment needs, political support needs, and functional requirements required for development of actual tools. The results of these projects are not expected for several months. As such, the Application Screening Team suggests that funding of any related assessment work is premature until that time.

**APPLICATIONS WORKGROUP – ALTERNATIVE USE OF UNALLOCATED PROJECT FUNDS**

If the Committee agrees with the Screening Team’s suggestions to grant concept approval to only Candidate C, a balance or at least \$12,000 in project funds will exist. Given the close relationship between the purpose of the Regional GIS Project program and the top priority desired actively for the next 3-5 years to address common application needs, the Staff Coordinator cleared with Council management the idea of using the \$12,000 in unallocated project funds to hire a well-qualified consultant to aid MetroGIS define its role in the world of applications and services, including clear definition of next steps/projects.

This consultant would work with the Applications Workgroup proposed to be created [Agenda Item 5(a)(3)] at the March 28th meeting. The Staff Coordinator spoke briefly with the leadership of the Candidate C project and they believe that definition of clear policies/procedures for how MetroGIS should collaborate to address commonly needed applications/services would be useful to the work of the Candidate C project workgroup.

**RECOMMENDATION**

That the Coordinating Committee:

- 1) Concur with the Application Screening Team’s suggestion to grant concept approval to only the Candidate C project at this time and offer ideas about how this proposal might be improved before the applicant begins work on finalizing their proposal.
- 2) Endorse the idea of utilizing unallocated 2007 Regional GIS Project funding to hire a well-qualified consultant to assist the newly created MetroGIS Applications Workgroup clearly define MetroGIS’s role in the world of applications and services, including clear definition of next steps/projects.

## REFERENCE SECTION

1. See the attached “Call for Proposals” (Attachment D) for answers to the following questions:
  - What Projects are Eligible for Funding?
  - What Criteria Will Be Used To Decide Which Project(s) Are Funded?
  - Who Will Decide and When?
  - Who is Eligible to Submit a Proposal?
2. Refer to Exhibit 1 of the Call for Proposals (Attachment D) for the project review schedule, which began with an initial review meeting on March 19<sup>th</sup> to prepare for consideration at the March 28<sup>th</sup> Coordinating Committee meeting.

3. The Call for Proposals was March 2<sup>nd</sup> as follows:  
“Members of MetroGIS committees and workgroups:

The purpose of this message is to announce a call for 2007 Regional GIS Project Proposals. \$22,000 is available. These funds are intended to provide a catalyst for research and development important to addressing priority needs of the MetroGIS community. The deadline to submit a concept proposal (1 page) is **Friday, March 16, 2007**.

The attached document explains the eligibility requirements, schedule, and submission requirements. If you have any questions, please call Randall Johnson at 651-602-1638.”

The Call was emailed to the members of the following MetroGIS groups:  
Policy Board; Coordinating Committee; Address Workgroup; E911 Street Centerline Workgroup (2006); and Technical Advisory Team.

# ATTACHMENT A

## CALL FOR PROPOSALS: 2007 REGIONAL GIS PROJECTS (Regional Occupiable Units Data Collection Assessment)

- 1) **Statement of project objective and why the requested funding is needed:** The objective of the proposed 'Regional Occupiable Units Data Collection Assessment' project is to assess the time and effort to collect the regional address and point data envisioned by the MetroGIS Occupiable Units project in order to determine where the MetroGIS community is today regarding collecting the data to achieve the goal of the Occupiable Units project, how long it will take to achieve that goal and strategies to speed up achievement of that goal.

MetroGIS has a project to assess the need for a Regional Occupiable Units Web Editing Application. The project is an outgrowth of an excellent body of work done by the MetroGIS Address Workgroup. The project identifies the vision, the goal, the need, the value, the support for and potential strategies for a metro-wide occupiable units database.

What is currently missing is an objective assessment of 'how close are we to achieving' the goal, when will we reach our goal and, if that data is unsatisfactory, what are strategies to speed up achievement of the goal,

The objective is based upon two facts: 1) In every discussion of the occupiable units project, the importance of 'currentness' of data arises; and 2) the metropolitan region has approximately 900,000 parcels and 2.8 million people. Therefore to make the Occupiable Units project viable, it is incumbent upon project members to know how to reach the data acquisition goal and when it will be reached.

- 2) **How the proposed project conforms with a Regional GIS Project objective(s).** The data collection assessment fits with the current Regional Occupiable Assessment by helping to clarify and confirm the data collection effort.
- 3) **Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).** Maintaining momentum is possibly the most important part of any project. The first large-scale GIS project in the metropolitan area was building the original parcel basemaps. The vision for creating the first map was relatively quickly established. The initial actual map construction proceeded relatively slowly, until a way was identified to assess the progress of the map, to calculate a tentative completion date and to create a way to speed up the completion date. It is possible that without that effort, the GIS parcel mapping in the metro area may have happened much later.
- 4) **Activities necessary to achieve the project objective and relationship of the requested funds.** In order to complete the Data Collection Assessment, a determination will be made of how many 'occupiable units' exist in the MetroGIS community. They will be grouped as per the categories already identified by the Address Workgroup, that is parcels, condos, and multi-family units (duplexes, triplexes and apartment units) and commercial. The assessment will be performed for every county and ideally for every city, as a cross-check. More likely a representative cross section of large, medium and small cities will be checked.

For example, Minneapolis has 125,000 parcels, 380,000 population, 75,000 single family homes, 100,000 living units, and 10,000 commercial units. In order to estimate the magnitude of the MetroGIS address data collection task, these numbers will be compared to counts across the metro area. Then an assessment will be made as to how long the data collection effort will be metrowide by a strictly voluntary effort and if techniques are available to speed up the effort.

- 5) **Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.** Upon approval by MetroGIS, the project could begin immediately.
- 6) **Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.** The benefit to MetroGIS is that by establishing a measurable timeframe for the occupiable address project, the Data Collection Assessment project will enhance the probability of the current occupiable address project.
- 7) **Total value and description of required resources that would be leveraged if funding is awarded.** The effort will be geared to the budget.
- 8) **Effect of receiving funding approval if for less than the full amount requested.** A representative, but lesser number of governmental agencies will be contacted.
- 9) **Time frame for project completion.** It is estimated that the project will be completed within six months.

# ATTACHMENT B

## CALL FOR PROPOSALS: 2007 REGIONAL GIS PROJECTS Regional Occupiable Units Geocoder Viability Assessment and Pilot Project

- 1) **Statement of project objective and why the requested funding is needed:** The objective of the proposed ‘Regional Occupiable Units Geocoder Viability Assessment’ project is to assess the time and effort to build a cascading geocoder that accurately works against MetroGIS data, including the ‘Occupiable Units’ dataset of addressable addresses and coordinates.

The project will first investigate geocoders that are available to the MetroGIS community and the secondly test the ‘robustness’ of the geocoders against MetroGIS address data, which will include parcels, discrete address points and coordinates collected in the MetroGIS Occupiable Units project. To test that robustness, a pilot project use all the available geocoders against a variety of sample address datasets.

The results of the pilot project will be presented to the MetroGIS community before all of the address data is collected metrowide in order to validate the data collection formats and the geocoders to be used on those datasets early enough to validate the ‘Occupiable Units’ data collection format and methods.

- 2) **How the proposed project conforms with a Regional GIS Project objective(s).** The geocoder assessment fits with the current Regional Occupiable Assessment by helping to clarify and confirm the format of the data collection portion.
- 3) **Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).** MetroGIS is built on a foundation of sharing among participants. By potentially sharing geocoders across the metro area, it reinforces the concept of MetroGIS. Also by testing the geocoders against the proposed address datasets, early in the address data collection process, corrections can be identified early in the process to minimize wasteful duplication of effort, or potentially having to start the data collection effort over.

By implementing this proposal chances will be improved of developing a viable data set and a geocoder.

- 4) **Activities necessary to achieve the project objective and relationship of the requested funds.** In order to complete geocoder viability assessment, members of the MetroGIS community will have to agree to participate in the project. The project funds will be spent on staff time to assemble and perform the pilot project, and potentially for limited development to the geocoder.
- 5) **Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.** Upon approval by MetroGIS, the project could begin immediately.
- 6) **Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.** The benefit to the MetroGIS community is that by testing the geocoder against address data early in the process, the probability of success in the overall occupiable units process will be increased.
- 7) **Total value and description of required resources that would be leveraged if funding is awarded.** The effort will be geared to the budget. The project can also potentially be performed in conjunction with the Data Collection Assessment project.
- 8) **Effect of receiving funding approval if for less than the full amount requested.** A representative, but lesser number of governmental agencies with geocoders will be contacted.
- 9) **Time frame for project completion.** It is estimated that the project will be completed within six months.

# ATTACHMENT C

## MetroGIS - 2007 Regional GIS Projects

### Project Proposal:

#### **Geocoding Service and Application Code based on TLG Streets and/or Parcel Data**

### Objective:

Many participants in MetroGIS, both governmental and private, are building web-based mapping applications to help citizens or staff find data related to an address. An address look-up (geocoder) is often the first step for access to these sites. A clear need exists for a service that could take a request from a web or desktop application and return a set of likely matching addresses and locations, based on address ranges in the TLG Street Centerlines dataset, and possibly also using the Regional Parcel Dataset and eventually the proposed Occupiable Units Address Points Dataset. This project would do two things:

1. Define requirements for a geocoding service that would address needs of MetroGIS participants, including functional requirements, data and support implications, and standards for data and the service itself, and determine priorities and feasibility.
2. Create and deploy an on-line geocoding service that would meet these requirements.

### Activities Proposed:

- define functional requirements of a geocoding service for the MetroGIS community and decide scope of current project (e.g., single requests and/or batch, open or access-limited)
- define support issues, including data currentness, maintenance, and licensing, and host/service uptime and capacity needs
- assess relationship to applicable standards (National Street Address Standard, OGC location standard, SOAP)
- evaluate existing geocoding code offered by MAC, assess changes needed to meet MetroGIS community needs, and use funding for programming to make those changes and/or develop new code as needed.
- find an organization willing to host the service
- set up procedures for maintaining the referenced TLG street data and other data used
- explore use of the MetroGIS Regional Parcel Dataset or Occupiable Units Point Dataset (as available) as a resource to improve hit rate and accuracy
- add street intersection look-up (if there is sufficient interest)
- develop documentation for those planning to build applications that use the service or those wishing to use the geocoder code, either in open-source or ArcIMS environments

### Participants:

An ad-hoc “geocoding workgroup” from the MetroGIS Technical Advisory Team has expressed interest in being involved with this project, including Jim Maxwell (TLG), Matt McGuire and Mark Kotz (Metro Council), Gordy Chinander (Metro Emergency Services Board), Bob Basques (City of St. Paul), Chris Cialek (LMIC), Dave Bitner (MAC) and Nancy Read (MMCD, contact for proposal correspondence, [nancread@mmcd.org](mailto:nancread@mmcd.org), 651-643-8386). This group gives good representation of likely organizations involved and skills/resources needed.

### Funding Requested:

\$10,000 for programming and set-up, to be completed within 6 months of receiving funding. All code developed would be open-source and available freely after the project is completed. The geocoding service would also be freely available for public or private use (if/as arranged with TLG and Parcel license). If less funding is available the project would take longer to occur as it would have to be done with in-house resources by participants.

### Benefits:

Any organization building a web site with address look-up in the metro could use the service or code and save many hours of programming and testing time, as well as saving on long-term maintenance of the underlying data.





**CALL FOR PROPOSALS  
-2007 REGIONAL GIS PROJECTS-**

**Introduction**

The 2007 MetroGIS budget includes \$22,000 as a catalyst for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of the \$22,000 in funding for 2007 is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is to receive these funds, as it is accountable for their appropriate use. MetroGIS's role is to advise the Council and any other partner organizations as to whether a candidate project merits funding. The deadline for submittal of a one-page concept description is **Friday, March 16, 2007**.

**What Projects are Eligible for Funding?**

Only those projects which satisfy all of the following criteria are eligible for consideration:

1) Consistency with one or more objectives of a Regional GIS Project, which are defined as:

*"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board-endorsed priority common information need, or develop or enhance a geospatial application<sup>1</sup> that enhances access to data that addresses a priority information need endorsed by MetroGIS."*

*...or a project that investigates a priority outcome defined at the February 8, 2007 MetroGIS Strategic Directions Workshop<sup>2</sup>. The following four such outcomes were identified:*

- *Project with one or more adjoining counties that fosters interoperability and sharing of data important to addressing priority common information needs,*
- *Project with a non-government interest that fosters partnering and or access to data important to the government community and/or resources important to a geospatial application(s) and infrastructure related to addressing a priority business information need(s) of the MetroGIS government community.*
- *Project that focuses on developing an application that addresses a common priority information need.*
- *Project that focuses on a means to resolve an infrastructure obstacle to broad use of the Internet by all MetroGIS stakeholders.*

2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.

3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization(s) must be able to recognize a benefit to themselves, which depending upon the nature of the proposal may be tangible and/or intangible.

4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:

a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.

b) Although the funding organization(s) would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

<sup>1</sup> The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

<sup>2</sup> The MetroGIS Policy Board added this criterion at its October 2006 meeting.

**Note:** The above-stated criteria are intended to supplement, not supersede, the guidelines which established this program (Attachment B).

### **What Criteria Will Be Used To Decide Which Project(s) Are to be Recommended for Funding?**

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two (2) pages, less any supplemental material.)

- 1) Statement of project objective and why the requested funding is needed.
- 2) How the proposed project conforms with a Regional GIS Project objective(s).
- 3) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).
- 4) Activities necessary to achieve the project objective and relationship of the requested funds.
- 5) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.
- 6) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.
- 7) Total value and description of required resources that would be leveraged if funding is awarded.
- 8) Effect of receiving funding approval if for less than the full amount requested.
- 9) Time frame for project completion.

### **Who Will Decide and When?**

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board will then forward its recommendation to the Metropolitan Council and any other funding organization, which will make their final decision and administer award of their funds. Refer to Attachment A for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process. The processes utilized to finance the selected project(s) must comply with the accounting, contracting, and other fiduciary responsibilities of the funding agency.

### **Who is Eligible to Submit a Proposal?**

Any individual(s) affiliated with an authorized MetroGIS project, committee or workgroup.

### **What is the Deadline for Submission of a Concept Proposal?**

Applications must be received by **Friday, March 16, 2006**. Proposals should be submitted to the Staff Coordinator at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us) .

### **Questions**

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or William Brown, MetroGIS Coordinating Committee Chairperson (612-348-3143), with any questions.

## Attachment A

### 2007 Program Schedule

1. Call for Concept Proposals: March 2, 2007
2. **Concept Proposal Submission Deadline: March 16, 2007**
3. Screening: March 19 or 20, 2007  
A Workgroup will review the concepts received for gaps in procedures and for missing information. The Metropolitan Council (administration) will decide if any of the concept proposals is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee.
4. Initial Coordinating Committee Consideration: March 28, 2007  
Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (If necessary, the Committee would create a workgroup to assist applicants address outstanding questions and, in general, make the proposal(s) the best it/they can be.)
5. Initial Policy Board Consideration: April 25, 2007  
Review the proposals from the perspectives of: appropriate use of public funding and importance of policy issues involved. Identify any desired additional information.
6. **Final Proposal Submission: June 8, 2007**
7. Coordinating Committee Consideration: June 27, 2007  
(Same criteria as identified in Step 4, above.)
8. Policy Board Consideration: July 18, 2007  
(Same criteria as identified in Step 5, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the entities providing funding or other resources.
9. Metropolitan Council Decision (Administration): August 3, 2007  
Initiate Council procurement requirements, required agreements, etc.

## Attachment B

### Principles for Allocating MetroGIS's Data Quality and Access Enhancement Funds (Adopted October 29, 2003)

#### Introduction

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g., counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles<sup>3</sup> that have governed MetroGIS's efforts for some time.

#### Data Quality and Access Enhancement Funding Principles

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

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

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*Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the third generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:*

**"Regional GIS Project"** means a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

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<sup>3</sup> The following principles govern MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

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



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** 2006 Regional GIS Projects Update  
**DATE:** March 16, 2007  
(For March 28<sup>th</sup> Meeting)

## INTRODUCTION

The purposes of this report are to provide an opportunity for the Coordinating Committee to:

- 1) Learn about progress that has been made regarding each of the Regional GIS Projects funded in 2006.
- 2) Offer options to address any obstacles that may have been encountered with either or the projects.

A representative of each project will present their respective updates to the Committee at the March 28<sup>th</sup> meeting. The approved scope and deliverables for each project are summarized in the Attachments.

## PROJECTS

See Attachments A and B for the update information submitted by the project manager.

Attachment A: Web Editing Application Viability Assessment Project –  
Oversight Group: MetroGIS Address Workgroup

Attachment B: Service Broker  
Oversight Group: Created for this project – see report

## RECOMMENDATION

Provide direction to the project managers, as deemed appropriate.

# ATTACHMENT A

## Web Editing Application Viability Assessment Project Update (Regional Occupiable Units Database)

Submitted by Matt McGuire, Project Manager

### **1. Members of the project team and their responsibilities.**

Matt McGuire – Project Lead

Mark Kotz – Address Workgroup Chair

Brad Henry, URS – Consultant

### **2. Progress**

#### **Survey/Prospective user input methodology:**

We plan on hosting several (two or three) workshops for addressing authorities throughout the metro area. In these workshops we will present the vision of the database, including the value from several perspectives using speakers from different use communities (i.e. Emergency Response and County Government). Then we are going to survey the participants. The content of the survey has not yet been determined.

#### **Endorsements sought by key interests and progress:**

We are in the process of getting MESB endorsement. Endorsement will be an action item at the MESB's next board meeting in April. We received the support of MESB's Technical Operations Committee on March 15<sup>th</sup>.

#### **Identification of custodial roles and responsibilities needed to support the subject application locally and regionally:**

We have not formally detailed any roles beyond the formerly discussed roles of Address Authority, Aggregator, and Regional Custodian.

#### **Functional requirements needed to achieve buy in (including recommended and procedures and standards):**

To be determined in the analysis of the survey results.

#### **Viability to proceed to development:**

To be determined in the analysis of the survey results.

### **3. Any issues/obstacles encountered and proposed solutions.**

### **4. Unexpected benefits encountered**

### **5. Updated schedule for completion**

We are on schedule to present a report to the June Coordinating Committee meeting and the July Policy Board meeting

### **6. Outline for the Final Project Report**

### **7. Any other comments you wish to make**

## Submitted by Brad Henry, Project Consultant

The Occupiable Units work project is underway. The purpose of the project is to assess the need and to build support for a metrowide database of discrete addresses and accurate points for every addressable occupiable unit in the metro seven County region.

### **1. Background:**

As background, the MetroGIS Address Workgroup formed a team to study an address problem and to identify a potential solution. The problem is that whereas the MetroGIS community has access to unique parcel addresses and coordinates, via the metro parcel maps, and to block by block address ranges, via the Lawrence Group TLG files; MetroGIS lacks addresses and coordinates for individual units within multi-unit living and business facilities.

Examples of these existing facilities missing discrete addresses are strip malls, office complexes, apartment buildings, and mobile home parks. In addition, similar data are missing for points-of-interest, such as the Metrodome; and within new developments. By one estimate, new development in the Twin Cities area currently adds up to ‘five new streets per day’.

Lacking this data is inconvenient for governmental agencies, but it can be tragic for emergency services agencies, such as the metro 911 community. Without this data, governmental agencies are limited in contacting all living or business units within the community with notifications to public meetings. However, missing specific addresses can be life-threatening to the emergency services community, due to the failure to direct services to specific addresses in multi-unit facilities or in new developments.

Therefore, having created the vision for the metrowide ‘Occupiable Units Address Dataset’, MetroGIS has taken the initiative to study the potential benefit from a proposed occupiable unit address web-based editing application.

### **2. Status:**

In order to help it complete of the vision, MetroGIS has selected URS to help the Council do a viability assessment. The initial step has been to discuss the issues and to identify a strategy and timetable to complete the project by summer 2007. The initial portion of the strategy is to build support for the project by seeking endorsements for the process from agencies with similar needs. These agencies include the Metropolitan Emergency Services Board (MESB), the County Sheriffs and individual Counties. The endorsement by the MESB has been recommended by the PSAP committee.

The next step in the strategy is to hold two workshops, with representatives from Metro addressing agencies. The two workshops will be held in May. The first workshop will be with addressing representatives from the eastern three counties of MetroGIS. The second workshop will be with addressing agencies from the southwesterly three counties. The workshops are in the planning stage and will consist of a presentation, a questionnaire, and a discussion of issues.

The presentation will identify the problem issues and a proposed solution. The questionnaire and discussion will try to identify an assessment of the impact of the solution on the attendees. The attendees are currently being identified and will be contacted shortly.

Following the workshops, the results will be summarized, reviewed and approved.

The MetroGIS project is coordinating closely with the local GIS community to track individual county initiatives to align the MetroGIS assessment with them and to identify 'lessons learned'. For example to be aware of individual county address data collection efforts, for example Scott County's, and issues that have been encountered and to track geocoder projects, for example Hennepin County's, and to see what issues they have encountered.

To build a viable addressable units data collection capability, MetroGIS will need to attempt to assess how long it will take to collect missing address and coordinate data, the willingness of agencies to collect the data, the ability to regularly keep address data current, and the usability of the data by industry standard or individual county geocoders.

### **3. Goal:**

The goal of the project is to assess the need and the viability of a solution, over the next three months, and to present that solution and recommendation to the MetroGIS Coordinating Committee in June and to the Policy Board in July 2007.

### **Scope and Deliverables**

This project proposes a needs assessment to more specifically determine the requirements and viability of such an online editing application for cities that do not have their own GIS with which to maintain this type of data. The needs assessment would analyze the business needs and practices of potential users related to occupiable unit address data and answer four key questions:

1. What benefits would address authorities receive from participating in an occupiable units information system by maintaining the data for all to use?
2. What functionality in a web editing application is necessary for city staff to create and maintain the occupiable units data in a way that would meet the MetroGIS regional dataset needs?
3. What incentives would increase the likelihood that local address authorities would use this application to contribute to the regional dataset, and what additional functionality within the editing application would provide that incentive (e.g. ability to print certain types of address maps)?
4. How many local address authorities are likely to use this application, given the specific functionality?

The results of the needs assessment should include descriptions of the functionality and interface needs of city staff that would use this application. A key outcome of the project would be a conceptual design for such an occupiable units web editing application, assuming it is determined to be viable.



# ATTACHMENT B

## Service Broker (Joint Project of LMIC and MAC)

Submitted by Fred Logman, Project Manager

The following is the March 2007 status report for the LMIC/MAC grant project as requested.

We are just starting work on this project. We have developed a project plan, established the LMIC project team and identified members of a Steering Committee. We are scheduling the first meeting of the Steering Committee for the morning of Monday, March 26, 2007.

### 1) Members of the LMIC project team and their responsibilities:

- Chris Cialek                      Project and LMIC Team Management
- Jim Dickerson                    Technical Infrastructure
- Andrew Koebrick                Web Development
- Fred Logman                      Project Design and Management
- Brent Lund                        GIS Developer
- Pete Olson                        Technical Infrastructure
- Nancy Rader                      Metadata

### Steering Committee:

- Bob Basques
- David Bitner
- Josh Gumm
- Alison Slaats
- Dakota County Representative
- Randy Johnson (liaison with MetroGIS policy and funding matters)

### 2) No progress has yet been made with respect to the following items as the project is just getting underway:

- Hardware/software specifications and development progress;
- Procedures and standards developed/recommended;
- Clarification of custodial roles and responsibilities needed to support the subject "broker" function, in particular receipt of applications/services produced by multiple organizations relating to business needs of local and regional government that serve the seven county, Minneapolis-St. Paul Metropolitan Area;
- Guidelines for organizations wishing to share an application/service via the "broker";
- Applications/services that will initially be included in the catalogue and accessible via the broker; and
- Testing of "broker" components and related procedures and policies to insure they are workable from the perspectives of all affected parties, using more than one service and at least one service from a local or regional government interest.

### 3) Any issues/obstacles encountered and proposed solutions. None encountered.

- 4) **Unexpected benefits encountered. Too early in the project to determine.**
- 5) **Updated schedule for completion. Project is targeted for completion by the end of summer 2007.**
- 6) **Outline for the Final Project Report. Too early in the +project to determine.**

### **Scope and Deliverables**

Develop a first generation version of a web based services delivery and computerized “brokering” function building on the shared services survey/catalog developed by the Governor’s Council on Geographic Information. The “broker” function will consist of a web based catalog and a library of services populated with a few routines to act as a demonstration project to show the potential value of developing a more extensive library of shared services for MetroGIS.

### **Deliverables:**

- Catalog of services (based on or an update of Council’s Shared Services Survey/Catalog) Additional catalog search tools
- Library of MetroGIS Services (repository and execution resource that will contain services like the North Dakota/Dakota County toolkit)
- Demonstration and training
- Project report

### **Assumptions:**

- Significant in-kind hours have been expended by LMIC prior to project start
- Additional in-kind LMIC hours may be added during project
- The Steering Committee will actively participate in several project tasks and their time will not be billed to project
- North Dakota/Dakota County project deliverable will be available when needed
- Project scope and deliverables will be adjusted to fit project funding and allocated in-kind services

### **Budget**

\$20,000 in funding from MetroGIS; in-kind GDA services estimated at \$30,000.

### **Deadline**

November 2007 or sooner, if possible (originally June 2007)



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – April 2007 Policy Board Meeting  
**DATE:** March 16, 2007  
(For March 28<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's April 25, 2007 meeting.

## PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Metropolitan Council's Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS's efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
2. Intersection of IT and GIS A couple of the sessions at the State IT Symposium this past December appeared to be related to the "infrastructure" policy area identified that the February 8<sup>th</sup> Strategic Directions Workshop. Dan Falbo, ESRI, who was involved in with of these sessions, has agreed to share any information discussed at those sessions and present the material to the Policy Board is the Committee so wishes.
3. 2006 Upgrades DataFinder: This topic would include an overview of the variety data sets available, which are available as WMS, benefit of accessing date via WMS format, and what one can do with Café and who has access (public, non-profit, for-profit, local government, etc.). *(Note: The Committee considered this option at its December 2006 meeting but decided another option was better suited to preparing the Policy Board for the February 2007 Strategic Direction Workshop.)*
4. County GIS activities: 5-7 minute overviews from each county at a single Board meeting.
5. GIS-related work at the U of M:
  - a) NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical US Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.
  - b) "Bicyclist Commuter Behavior" project led by Kevin Krizek and Francis Harvey. They have been using GPS and questionnaires to analyze the behavior of bicyclists in South Minneapolis who commute to downtown Minneapolis or the University. They relied on street center line and orthophotos for the project. Tentative results suggest that bicyclists are not necessarily avoiding busy and less safe routes, but taking a speed advantage of those routes as the benefit that outweighs the perceived risks. The research is supported by Mn/DOT.

## COMMENTS

It is suggested that the demonstrations at the April and July 2007 Board meetings relate, if possible, to priority policy/outcome priorities identified at the Strategic Directions Workshop. Candidates 1 and 2, above, would do so. The Metropolitan Council's Natural Resources Atlas is suggested as an option for the April meeting. In addition to addressing the themes listed above, demonstrating this project also provides an opportunity to talk about the problems DNR is having in its efforts to develop a similar tool for areas adjoining the Metro Area due to lack of standards and recognition of the benefits of data sharing.

## RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the January 17, 2007 Policy Board meeting.

## REFERENCE SECTION

### **PAST POLICY BOARD DEMONSTRATION TOPICS:**

- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan. 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** RSS Capability Added to DataFinder  
**DATE:** March 16, 2007  
(For March 28<sup>th</sup> Meeting)

## INTRODUCTION

The purpose of this report is to:

- 1) Inform Committee members that an RSS capability has been added to DataFinder, and
- 2) Provide Committee members with an opportunity to ask questions about this new capability.

A short presentation about the technology behind this capability will be presented at the meeting.

## WHAT IS RSS

RSS (Really Simple Syndication) is a format for notifying website users of new content through a feed. DataFinder now has an RSS feed that provides notification of new or updated datasets or related news items. The primary benefit of RSS is that frequent users of DataFinder data can be alerted of data changes automatically. The RSS will automatically populate with information about data set updates and a new item will be added to the RSS whenever the DataFinder catalog and Cafe are updated with a new or updated dataset.

There are multiple clients that allow a user to subscribe to RSS feeds, including Google reader, Bloglines, My Yahoo, etc. If a user does not wish to subscribe to the RSS, they have the option to simply view the feed on the DataFinder website in a format consistent with the overall site using stylesheets (XSL) to format the RSS feed

## HOW TO SUBSCRIBE

To subscribe to the RSS feed go to [www.datafinder.org/rss/](http://www.datafinder.org/rss/). Here, you can subscribe if you have an RSS reader set up, or view the feed on a web page if you don't have a reader.

## BACKGROUND

Following the June 1, 2006 Imagining Possibilities forum, Randy Knippel, member of the Committee and GIS Manager for Dakota County, contacted the MetroGIS Staff Support Team and suggested that consideration be given to adding this capability to keep people up to date on new and updated datasets. This idea was brought to a DataFinder workgroup meeting in September 2006 and the consensus of the group was that it was a great idea. The DataFinder support staff researched the technical needs, secured the internal authorizations from the Council's IS managers and implemented the capability in January. The technical design was also shared with Technical Advisory Team at its meeting in February.

## RECOMMENDATION

No action is requested.



**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Updates

**DATE:** March 20, 2007  
(For the Mar 28<sup>th</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted.

**A) PARCEL DATA COST RECOVERY POLICIES - ESTIMATE OF NET REVENUE RECEIVED**

At its January 17<sup>th</sup> meeting, the Policy Board concluded that it may time to revisit policies related sale of parcel data (see Agenda Item 4). In accordance, a request was made of each County by Chairperson Reinhardt (Attachment A) to submit an estimate of total revenues received and the cost to support the collection of this revenue. A results of this survey are summarized in the following table. The complete statements received from each county are listed in Attachment B. This information is shared with the Committee for information. The Policy Board will consider what, if any, next-steps it may want to take at its April 25<sup>th</sup> meeting.

County	Estimated Gross Revenue from Parcel Data Sales	Estimated Cost to Support Revenue Collection	Estimated Net Proceeds from Sale of Parcel Data
Anoka	\$15,000	\$500	\$14,500
Carver	\$8,147	\$1,000 to \$2,000	\$6,147 to \$7,147
Dakota	\$7,000	Negligible	\$7,000
Hennepin	\$79,500	Negligible	\$79,500
Ramsey			
Scott	\$2,424	\$650	\$1,774
Washington	\$9,997	\$2,550	\$7,447

**B) VACANT NON-PROFIT SEAT ON COORDINATING COMMITTEE– STATUS REPORT**

The Staff Coordinator has not had an opportunity to initiate this process. At the Committee’s December meeting, it was agreed that work to fill this vacancy should not begin until following the February 8<sup>th</sup> Strategic Directions Workshop in the event any related preferences or ideas would arise from the discussion that day. Summarizing the February 8<sup>th</sup> Workshop and preparing for the March Committee meeting have been higher priorities. Staff intends to pursue the suggestion of seeking out a person with epidemiological background, as suggested at the December Committee meeting. Other suggestions are also welcome.

**C) PERFORMANCE MEASUREMENT**

Testing new statistics reporting capabilities procedures with the updated DataFinder software

**D) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS (ACTIVITY SINCE LAST UPDATE)**

a. Addresses (of Occupiable Units)

Work is proceeding to evaluate whether local addressing authorities (generally cities) will be willing to participate in the regional solution, as currently defined. See Agenda Item 5c for more information about the MetroGIS sponsored project. Hennepin County is also involved in a related project, the goal of which is to develop a standardized county-wide database of addresses at the unit level.

b. Highways and Roads:

- A three-year, annually renewable agreement was reached in late December between the Metropolitan Council and The Lawrence Group (TLG). This agreement makes the TLG street centerline database available to government and academic interests at no free to them. It also authorizes licensed users of the TLG Street Centerline dataset to incorporate this dataset into web-based applications they host, provided access by non-licensed users is restricted to view-only. This “view-only” access provision is the first of its kind and represents a major step forward toward policy innovations needed to balance of intellectual property rights with the desire to utilize licensed data in web-based applications. At the time of this writing, Metropolitan Council and TLG had reached agreement on the technical provisions to achieve the view-only requirement in the GeoCortex IMS environment utilized by the Council. Once the application license agreement is in place, agreement on technical specifics for other platforms are intended to be pursued.
- The Staff Coordinator has been notified that MnDOT’s Anchor-Segment Project has been indefinitely suspended because the software required to management the system could not be migrated to a production mode.
- Notice of the availability of most recent quarterly update of the TLG Street Centerline dataset was send to licensed users on March 15<sup>th</sup>. Two new attributes were added to hold the new federal standard unique ID for cities and townships. That is the GNIS\_R and GNIS\_L. This is the same code that we call CTU\_ID.

c. Jurisdictional Boundaries

- Watershed District Boundaries. The results of Washington County pilot project were conveyed in October 2006 to representatives of the Mn Board on Soil and Water Resources BSWR. A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As of this writing, BWSR had not yet responded to the proposal.
- School District Boundaries: No work has been initiated to identify an appropriate regional custodian due to pending budget cuts and reorganization of LMIC. LMIC had been identified as the most logical custodial option given their as contractor relationship with the Department of Education

d. Land Cover

- The extent of coverage is nearing 90 percent. A map of the coverage status can be viewed at [http://www.metrogis.org/data/datasets/land\\_cover/mlccs\\_metro\\_progress\\_planned.pdf](http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf). In addition, a technical forum for current users was held on December 16 to share new coding and systems criteria.
- At the December Committee meeting, Tim Loesch with DNR agreed to supply download statistic data for the seven county metro portion of the Land Cover dataset. The protocol to support integrate this information into MetroGIS’s Performance Measurement Program on ongoing basis is under development.

e. Parcels:

Notice was sent in January to all licensed users stating that the fourth quarter 2006 update was available.

f. Socioeconomic Characteristics of Areas

The custodian, University of Minnesota Population Center, added several new data sources to MetroGIS Socioeconomic Resources Page ([http://www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)).

Update submitted by Will Craig: One of the key indicators of urban problems is property foreclosure. Thanks to the Minnesota 3D program at the Center for Urban and Regional Affairs ([www.cura.umn.edu/M3D.php](http://www.cura.umn.edu/M3D.php)), we now have contact information to obtain that data in the Twin

Cities region. Unfortunately, most counties still provide copies of only the paper forms. Hennepin County is the leader, providing critical information (including address) in Excel format. Contact and other information is provided for all counties.

In the Socioeconomic Data Source section of DataFinder ([www.datafinder.org/mg/socioeconomic\\_resources/](http://www.datafinder.org/mg/socioeconomic_resources/)), look at Property Foreclosure and search under Data Source (County Sheriff Department) or Data Category (Housing). Most of the foreclosures are on housing, but the data sources cover everything.

**E) REGIONAL MAILING LABEL APPLICATION RETIRED**

In late January, Alison Slaats, member of the MetroGIS support team and manager of DataFinder, became aware that an access breach concerning the regional mailing label application had occurred. The application was immediately removed from service. After considering options, the application was retired, as explained in Attachment C. For reasons not fully understood, the application had only been utilized by six parties in the past year. Those six parties were informed of the incident and reasons for the decision to remove the application from service. No one expressed opposition to the decision, given the circumstances.

This experience points out the need to clearly define user needs before expending resources to develop a tool. This application was developed as a means to help the Policy Board better understand the distinction between providing access to geospatial data and actually addressing a common information need (i.e., I need to know the address of a property and how to get in touch with the resident?) The tool achieved its purpose but the application failed because it was not being used.



## ATTACHMENT A

# ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*



February 9, 2007

Name – Separate letter to Each County Representatives to MetroGIS Coordinating Committee

Address

Address

Address

RE: Cost Recovery Practices Pertaining to Parcel Data Development Expenses

### **REQUEST**

That each of the seven metropolitan area counties provides the MetroGIS Policy Board with a summary of the amount of net revenue it receives annually from charging a cost recovery fee to for access to parcel data.

### **POLICY BOARD DIRECTION**

At its January 17<sup>th</sup> meeting, the topic of cost recovery policies related to parcel data came up in Policy Board discussions on three occasions. (Refer to the Attachment for excerpts from the summary for the January 17, 2007 meeting.)

During consideration of Agenda Item 5c – “Beyond Government Users – Partnering Opportunities” Policy Board members talked about the possibility of counties reevaluating their current cost recovery practices. The Board expressed interest in investigating whether greater benefit might be obtained if parcel data were to be more broadly accessible than is currently possible.

### **TYPE OF INFORMATION REQUESTED**

The Policy Board is requesting the following information from each county:

- 1) Estimate of amount of cost recovery revenue received annually from parcel data sales, not including any added value by staff to produce derivative products.
- 2) Estimate of annual cost to support parcel data cost recovery policies.

Although, the Policy Board’s request did not specifically differentiate between parcel boundary data (surveyor managed) and parcel attribute data (assessor managed), for purposes of this request it would be appreciated if you could make this distinction. Further, it would be appreciated if you would include only data components that are part of the regional parcel dataset. Cost recovery fees for data components that are not part of the regional parcel dataset are out of scope for this request because MetroGIS’s interest applies only to those data that are components of regionally endorsed parcel dataset.

If you have any questions, do not hesitate to contact either Randall Johnson, MetroGIS Staff Coordinator, who can be reached at 651-602-1638 or [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us). or me (651-266-8363).

Please submit the requested information to Randall Johnson. It will be utilized during the pending Business Plan Update process. As such, it would be greatly appreciated if you could submit it by February 23, 2007, if at all possible.

Sincerely,

Victoria Reinhardt,  
Policy Board Chairperson *and*  
Ramsey County Commissioner

## EXHIBIT

### Excerpt from January 17, 2007 Policy Board Meeting Summary

#### **5a) 2006 Accomplishments**

Coordinating Committee Member Read introduced the topic and informed the Policy Board that the Coordinating Committee had accepted the listing of major accomplishments for 2006 .....

Chairperson Reinhardt called for any revisions or comments regarding the listing of accomplishments.

Member Pistilli asked for more information about progress made to grant non-profit interests access to licensed parcel data, without fee...

Member Pistilli, commented that he would like more information about the rationale behind the current practice of charging a data development cost recovery fee to non-government interests for access to parcel data, noting the development project used as case study in the GIS Technology Demonstration (Agenda Item 4) opens the question whether free access would not be a better policy as amount of revenue received through cost recovery may be substantially less than the economic and social benefits of allowing free access.

#### **5c) Beyond Government Users – Partnering Opportunities**

The Staff Coordinator ....summarized each of the five suggested partnering opportunities that had been identified by the (Beyond Government Users) Workgroup, as outlined in the agenda packet.

In response to a comment by Vice Chairperson Kordiak inquiring as the amount of revenue involved from data sales, the members agreed that it would be helpful to know the extent the counties are currently relying upon revenues gained from cost recovery of parcel data development costs. The members also concurred that it may be time to revisit current cost recovery policy. Member Pistilli agreed with Vice Chairperson Kordiak, that these data were developed for a public purpose and that the tax payer might benefit more from value added to the data by others and economic development resulting from use of the data if it were more widely available. Member Pistilli concluded the discussion with the rhetorical comment “where is the harm in offering the private sector access to data that they can utilize to enrich their businesses?”

*The Staff Coordinator agreed to draft a request for Chairperson Reinhardt’s signature to send to the county representatives to the Coordinating Committee with a copy to the Policy Board requesting an estimate of how much revenue is received annually from data sales (not including any added value by staff to produce derivative products) together with an estimate and how much it costs to support the data sales procedures.*

#### **5d) Preparations for Strategic Directions Workshop**

Chairperson Reinhardt ....encouraged the members to speak with staff and colleagues at their respective organizations before the workshop about the “starter kit statements” listed in Attachment C of the agenda packet to make sure any issues or concerns are identified at the Workshop.

Member Pistilli asked if cost recovery policy questions surrounding parcel data, raised previously in the meeting, should be addressed before the Strategic Directions Workshop..... He encouraged the members to offer general direction at the Workshop for the appropriateness of MetroGIS engaging and, if so, provide general direction as to the desired outcome but there is no need to attempt to decide any specifics at the Workshop.

## ATTACHMENT B

### Excerpt From Responses Submitted By County Representatives

**Question 1:** Estimate of amount of cost recovery revenue received annually from parcel data sales, *not including* any added value by staff to produce derivative products.

**Question 2:** Estimate of annual cost to support parcel data cost recovery policies.

#### Anoka County

1. Between selling complete county-wide data parcel datasets and smaller subsets, I'd estimate our recovery cost to be \$15,000. That includes data sold to the public and yearly licensing fees from the cities.
2. I'd estimate about \$500 worth of time is spent yearly on data cost recovery policies. Of course, if parcel data was free and downloadable from an FTP site then our time spend taking calls and processing data requests would also be much less.

#### Carver County

1. Last year we collected \$8,147 in parcel revenue.
2. The cost now is low in providing this information to our customers. We have setup up processes that export the data out weekly to a website where the data can be downloadable with a username and password. If there are any custom requests for parcel data we bill out our time to complete the task in our setup fee. There is still the maintenance of these scripts, web server, logins, etc. that take staff time. If I had to put a cost on setting this up it would be \$1000 - \$2000 in staff time last year. We currently offer a yearly subscription to our repeating users for a low cost and this provides them access to a downloadable website where they can get new data weekly, they just need to buy the whole county once. We currently only have 5 subscribers, but this is very low maintenance on our side. The parcel dataset comes with the same attributes we send to MetroGIS quarterly.

#### Dakota County

1. Dakota County received about \$7,000 in revenue from the sale of parcel data in 2006. All parcel data is delivered in the same format as that provided to MetroGIS. Sale of other GIS data generated an additional \$17,000 in revenue (*not included in this survey*). All revenue from the sale of GIS data is placed in an enterprise fund that can only be used to help offset annual GIS database maintenance costs for the county and its GIS partners, including the cities and Dakota Electric Association.
2. Dakota County operating costs directly associated with parcel data sales are negligible, especially since parcel data is usually either bundled with the sale of other GIS data or delivered as a subscription service using automated procedures. Any operating costs are charged directly to customers as a service fee on top of the data costs.

However, at times over the past 10 years, we have had instances where the County Attorney's Office needed to be involved in developing, modifying, or defending the GIS data license agreement. While this governs all GIS data, it has been recently driven primarily by discussions with other metro counties and the Metro Council for providing consistent data to MetroGIS and its constituents. These instances have been very time consuming for our attorneys and, although those costs have not been paid from GIS data sales revenue, they likely offset any revenue generated from the sale of parcel data alone. (*MetroGIS Staff Note: Attorneys from Dakota County and Hennepin County represented counties in the negotiations that resulted in the current Parcel Data Sharing Agreement.*)

#### Hennepin County

1. Hennepin County's Electronic Proprietary Data Base (EPDB) comprises: attribute data related to land, attribute data related to property owners, and property map information. Although the attribute and parcel mapping data are available in many forms, to accommodate our users, they are all licensed under a single agreement and (if sold) conform to a single pricing schedule. They are not

differentiated (for sale or distribution) based on where they originate or where development/maintenance occurs.

**These figures pertain to FY 2006**

Sale of parcel attribute and mapping data: \$79,500

Sale of aerial photography (annual average for recent two year contract.)

\$35,261 *(Not included in the results of this survey)*

Annual Total \$114,750

2. The licensing process does present an obstacle to first time users and consumes the time of county staff from several departments. The need to administer hand signed copies of contracts by multiple agencies and departments could be streamlined and it is our hope to do so in the near future. The same does not apply to the sale of data however, that is a separate issue. Data sales enabled by 13.03 Sub. 3 (d), may or may not pertain to licensed data. Cost recovery for aerial photography and GIS data is a point of sale activity and doesn't appreciably increase expense to the county.

Cashiering, fee schedules, and financial reporting systems are in place for multiple purposes across the county, most of which unrelated to GIS or parcel data.

**Ramsey County**

**Scott County**

1. Here is our information pertaining to the request for parcel data sales for Scott County.

Sale of parcel data for 2006 ..... \$2,424

2. Annual cost to support parcel data cost recovery..... ..\$650

The annual cost is based on the number of hours for a technician to fulfill parcel data information requests. This time only considers the time spent on an actual sale. We also have a number of hours that are tied to inquiries and potential sales that ultimately do not occur for one reason or another.

Like Hennepin County, we have billing, receipting and other financial processes in place for many County functions that are unrelated to parcel data sales and are not significant in this process.

**Washington County**

The county sells two parcel data sets.

1. The Surveyor Division sells parcel data to customers in AutoCAD and ArcView Shapefile format with full attribute information (I don't believe this data set includes the Assessor's data). 2006 revenue from this data was \$5,997.30. It took 102 hours to prepare the data (assume \$25/hour) or \$2,550.

The GIS Support Unit prepares and distributes the MetroGIS Version of the parcel data dataset - an ArcView Shapefile format with limited parcel attribute information but with complete attributes as prescribed by MetroGIS. Revenue from sales in 2006 was approximately \$4000.

In the past 11 months the county took in \$34,000 in revenue from aerial photos. *(Not included in the results of this survey)*

## ATTACHMENT C

**From:** Mark Kotz, Metropolitan Council GIS  
**To:** MetroGIS Coordinating Committee Members  
**Date:** 2/15/07 9:08A.M.  
**Subject:** MetroGIS Mailing Label Application Retired

Hello Coordinating Committee Members,

I wanted to let you all know that the Metropolitan Council as retired the MetroGIS Mailing Label Application that was running on the DataFinder site and which used the regional parcel dataset. This application was released in January, 2005 and has been available only to licensed users of the parcel data. Recently we discovered that the application had been accessed by unauthorized users who took advantage of an SQL security vulnerability to basically trick the application into accepting a bogus user and password. Logs of the application activity show that no mailing labels were actually created by the unauthorized users, and most of these logins were on one day. This seems to have been someone testing this bogus login trick and not someone trying to actually use the application. There is no direct access to the parcel data from this application.

The application was removed from the server on January 17th when we discovered the problem.

After assessing our options, we have decided to retire the application for three reasons:

1. Application logs show very little use of the mailing label application. In 2006, there were only two repeat user organizations.
2. A significant investment in staff time would be required to make the login secure.
3. The purchase of new web software (Geocortex IMF) provides an alternative client in which to develop a next generation application with improved security features.

Please let me know if you have any questions or concerns about this.

Mark

**CC:** Technical Advisory Team



**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** March 20, 2007  
(For the Mar 28<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A) 2006 ANNUAL REPORT**

The 2006 MetroGIS Annual report was distributed the week of March 19<sup>th</sup> to around 1550 individuals. Approximately 800 individuals who serve as a chief elected or chief administrative official with government organizations that serve the seven county, Minneapolis St. Paul Metropolitan Area were mailed a postcard informing them that the report was available and encouraged them to access it via the MetroGIS website. Another 750 individual, including the members of the Coordinating Committee, who have asked to be kept advised of MetroGIS's activities and for whom, MetroGIS has an email address on file were sent an email notice that the report is available. The report and the accompanying informational brochure can be viewed at [http://www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml)

**B) LETTER OF SUPPORT TO PRESERVE FUNDING FOR LMIC**

MetroGIS received a request to submit a letter of support to preserve LMIC's budget after the MetroGIS Policy Board had met in January. As such, Chairperson Reinhardt elected to send a letter of support on Ramsey County's letterhead to key legislative contacts which included MetroGIS's perspective, essentially as had been stated in the 2005 letter submitted for the same purpose. The letter submitted by Chairperson Reinhardt is presented in Attachment A.

**C) MEETING SUMMARY – MARCH 2007 TECHNICAL ADVISORY TEAM (TAT)**

The meeting summary for the TAT's March 2007 meeting can be viewed at [http://www.metrogis.org/teams/ta/index.shtml#agendas\\_sum](http://www.metrogis.org/teams/ta/index.shtml#agendas_sum).

**D) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

**1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter:**

An article was submitted about the results of the February 8, 2007 MetroGIS Strategic Directions Workshop. The article will be able to be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=189>.

**2. Presentations**

Mark Kotz, Lead Staff to the MetroGIS Addresses of Occupiable Units Workgroup, presented an update to a gathering of Twin Cities Researchers on MetroGIS's efforts to pursue creation of a Regional Addresses of Occupiable Units database. The following is text from the flier introducing Kotz's presentation:

“The MetroGIS community has good data for roads and for property parcels -- but what about spatial data for buildings and even individual occupiable units (apartments, office suites, stores in a strip mall)? How can this type of data be developed and maintained in a standardized format for the Twin Cities region?

A MetroGIS workgroup, with members from 15 municipal, county and regional organizations, has prepared a white paper outlining the needs for this type of geographic information, requirements for creating and maintaining it, and a roadmap for the eventual implementation of a shared, metro-wide occupiable units point dataset.

The occupiable units initiative is a work-in-progress; its ultimate success dependent on the business case, resources, planning and metro-wide cooperation. Mark Kotz's presentation is a case study of the work thus far -- and offers lessons for future geodata development initiatives.”

**E) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

**F) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

**U of M Joins National Neighborhood Indicators Partnership**

Submitted By Will Craig, CURA, University of Minnesota

Minneapolis is now officially part of the National Neighborhood Indicators Partnership. NNIP is a collaborative effort by the Urban Institute and local partners to further the development and use of neighborhood-level information systems in local policymaking and community building. Some two dozen were local partners. Minneapolis and New York City were added in January 2007.

Minneapolis is represented by the Center for Urban and Regional Affairs (CURA) at the University of Minnesota. CURA has been helping neighborhoods take advantage of GIS for more than a decade. As a result, we were invited to apply. Members need to demonstrate a mission of:

- (1) Building and operating an advanced information system with integrated and recurrently updated information on neighborhood conditions in its city;
- (2) Facilitating and promoting the direct practical use of data by community and city leaders in community building and local policymaking; and
- (3) Giving emphasis to using information to build the capacities of institutions and residents in distressed neighborhoods.

For more information on NNIP and CURA's activities, see <http://www2.urban.org/nnip/>

# ATTACHMENT A

## ***RAMSEY COUNTY LETTER HEAD***

February 2, 2007

Representative Steve Sviggum  
Speaker of the House  
463 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155-1206

***(ALSO TO THE OTHERS – LIST FROM ARBEIT)***

*MN Land Management Information Center - Letter of Support*

Dear Speaker Sviggum:

This letter is in regard to the 75 percent reduction that has been proposed by the Governor in the Department of Administration's budget for the Land Management Information Center (LMIC). I am sending this letter to you to make certain you are aware of the value LMIC has brought to the seven-county, Metropolitan Area and the important services that would be lost if the proposed budget cut were to become reality.

By way of introduction, I am a Ramsey County Commissioner and I serve as the Chairperson of the MetroGIS Policy Board, a voluntary regional geographic information systems collaborative that serves the seven-county, Minneapolis-St. Paul Metropolitan Area. MetroGIS's Policy Board is comprised of 10 locally elected officials and a member of the Metropolitan Council. The Board members represent cities, counties, school districts, watershed districts and regional government interests. MetroGIS has been providing a regional forum to promote and facilitate widespread sharing of geospatial (GIS) data since 1995. Its primary focus is to foster collaborative solutions to information needs common to local and regional government that serve the seven county metropolitan area. In addition to its core stakeholders, MetroGIS also seeks partnerships with state and federal government, academic institutions, nonprofit organizations and businesses to accomplish its mission.

I would also like to take this opportunity to share with you six examples of how LMIC has or is assisting MetroGIS's efforts in the seven-county, Minneapolis-St. Paul Metropolitan Area. Each illustrates the value of coordinating efforts to save resources and help government operate more efficiently:

1. Foster Statewide Coordination of Geospatial Policy. The benefits of collaboration within the seven-county, Metropolitan Area that have been facilitated through MetroGIS's efforts to foster collaboration are many fold. However, a higher order goal and the primary reason for this letter, is that without coherent statewide policies, MetroGIS's stakeholders will not be able to effectively share data or leverage existing investments with those local, regional and state government interests which have jurisdictions adjoining the seven-county Metropolitan Area. Over the past several years, through LMIC's guidance and support, this goal of workable and sustainable statewide policies to accomplish the desired data sharing and leveraging of existing investments is beginning to take shape. A Strategic Plan (*Foundations for Coordinated GIS*) was adopted last year by the Governor's Council on Geographic Information. It identifies several critical next steps. If the funding cut that has been proposed for LMIC becomes reality, this important work to foster coordination would cease, as there is no other organization responsible for this important work.
2. MN Geographic Data Clearinghouse. LMIC's investment and ongoing counsel made it possible for the MetroGIS community to implement a state-of-art, Internet-based data discovery and distribution



tool. MetroGIS DataFinder ([www.datafinder.org](http://www.datafinder.org)) works seamlessly with the state's clearinghouse and offers the customization needed for easy discovery and access to geospatial data particular to the metropolitan area. LMIC developed and supports the GeoGateway solution to linking organizations that offer geospatial data through web services. LMIC GeoGateway services include providing incubator host sites for other organizations until they are ready to support them on their own. LMIC continues to host the MetroGIS DataFinder GeoGateway site.

3. Federal Agency Coordination. Effective data sharing and leveraging of existing geospatial data and related support infrastructure investments have been hot topics across the nation for over two decades. National interests recognize that much of the data they need is produced by local government, yet without an effective means to access and integrate the locally produced data, much duplication in data development has resulted. The vision of the National Spatial Data Infrastructure (NSDI) was borne in the early 1990s in an attempt to define the organizational and technical components needed to achieve widespread sharing of existing investments in these framework geospatial data. LMIC's advocacy with its federal counterparts is important to MetroGIS's ability to work effectively with federal interests needed to effectively implement partnerships that are equally important to local and regional government as they are to federal interests. All parties seek the same outcome - improve efficiencies and service delivery.
4. Standards Development. LMIC's staff support, which ultimately resulted in the adoption of standards for metadata content and format, are fundamental to MetroGIS's efforts. Without metadata, MetroGIS DataFinder could not function. Without DataFinder, the goal of efficient and easy access to geospatial data, when needed in the format needed, could not have been achieved. Similarly, support from LMIC assisted with development of the Unique Parcel Identification standard that made possible a Regional Parcel Dataset for the seven-county, Metropolitan Area.
5. Tools and Training that Support Best Practices. LMIC efforts to provide training and tools to streamline capture of the information that comprises metadata records and documentation of geospatial data accuracy have been of substantive value to the many organizations that comprise the MetroGIS community – ultimately saving them time, resources, and effort.
6. Launch of MetroGIS. LMIC played a key role in the early years of the effort to launch an unprecedented regional initiative, which became known as MetroGIS. MetroGIS is widely recognized as the most successful regional geospatial collaborative in the country.

The six examples noted above are the most prominent. Loss of the referenced resources would have a substantive negative impact on the local and regional government interests that comprise MetroGIS. From our perspective, it goes without saying that LMIC's activities are useful and productive, most of which are not provided by any other organization in the state. There is clear need for the inter-organizational –local, regional, state, federal interests at minimum - communication vehicle that LMIC provides. Effectively collaboration to address common needs and leverage limited resources can not occur without this communication.

Feel free to contact me (651-266-8363) if you would like to discuss this issue.

Sincerely yours,  
Victoria Reinhardt,  
Chair, MetroGIS Policy Board and  
Ramsey County Commissioner

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**March 28, 2007**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 1:05 p.m. He commented that as the new Committee Chairperson that he is looking forward to work ahead as MetroGIS decides how best to achieve the goals and opportunities that generally agreed upon as priorities for the next generation of MetroGIS's efforts. He also thanked immediate past Committee Chairperson Read for her excellent leadership to set the stage for the successful Strategic Direction Workshop held on February 8, 2007.

Chairperson Brown then asked each member to introduce themselves.

Members Present: *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* David Claypool (Ramsey); Jim Bunning for Jim Hentges (Scott); *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown and Scott Simmer (Hennepin) and Jane Harper (Washington); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (MN/DOT); and *Utilities:* Allan Radke (CenterPoint Energy).

Members Absent: *Academics:* Will Craig (U of M); Steve Lorbach (AMM: core cities - City of St. Paul), *Counties:* John Slusarczyk (Anoka); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Federal:* Ron Wencl (USGS); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), *State:* Tim Loesch (DNR) and David Arbeit (GDA/LMIC); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team); Jonathan Blake (Richardson, Richter and Associates – Member of the MetroGIS Staff Support Team);

Visitors: Brian Fisher (Houston Engineering); Doug Gentry (Metropolitan Mosquito Control District); Mark Kotz and Matt McGuire (Metropolitan Council); Fred Logman (LMIC), and Scott Bunde (Xcel Energy).

**2. ACCEPT AGENDA**

Bitner moved and Givens seconded to approve the agenda as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Agenda approved via assent.

**4. POLICY BOARD MEETING:**

Staff Coordinator provided an overview of the January 17, 2007 Policy Board meeting, elaborating on the GIS demonstrations provided by Chet Harrison of CB Richard Ellis and by Sally Wakefield of the 1000 Friends of Minnesota. Claypool commented that the demonstrations were similar to those provided at a NACO meeting in Washington at a subcommittee report on Google Earth and similar technologies.

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

### **a) MetroGIS Business Plan Update Project**

Chairperson Brown introduced the agenda item, adding that he believes that committee discussion would be a good way to clarify the information provided in the agenda report, and asked the Staff Coordinator to present the report from the Business Planning Oversight Team.

The Staff Coordinator began his comments by noting that the evaluations submitted by the participants of the February, 2007 Strategic Directions Workshop demonstrated that they believe the Workshop was a success, with a 4.44 overall rating on a 1-5 scale.

He then commented that the Business Planning Oversight Team (BPOT) had concluded that sufficient direction had been received at the Workshop regarding four critical cross-cutting issues, summarized the Team's conclusions for each and asked if Committee members were comfortable with these conclusions. Henry asked about the impact of pursuing projects/capacity building with a geographic extent beyond the seven-county Metro Area on sustaining support from the Metropolitan Council. Vander Schaaf explained that the Metropolitan Council supports a cooperative, voluntary approach with adjoining counties to address common needs and noted that the Council's support of MetroGIS can be counted on as long the Council continues to receive what it needs from its participation in MetroGIS. He offered an example of the Natural Resources Digital Atlas project and how four adjoining counties had asked the Minnesota Department of Natural Resources to adapt it to their usage. There were not other comments about the BPOT's conclusions about the cross-cutting issues, as outlined in the agenda report.

The Staff Coordinator then reported that in the course of the Staff Support Team's discussions with Professor Bryson following the February 8<sup>th</sup> Workshop (he facilitated the Workshop), the concept of MetroGIS serving in the role of "capacity builder" was identified as an important matter that needs to be resolved before a next-generation mission statement can be developed. He asked the Committee for its thoughts on the appropriateness of following a policy that, "stakeholders are responsible for the outcome of "Solving Real World Problems", not MetroGIS, and MetroGIS should be accountable for outcomes that effectively "build capacity" and result in improving stakeholder efficiencies to carry out their responsibilities".

Chairperson Brown concurred and elaborated on the usage of applications in that respect. Definitive direction was not received as the discussion of this concept became intermingled with a desire to have more clarity of mission and appropriate next steps concerning MetroGIS's role to achieve collaborative solutions pertaining to applications. (Harper commented that a more reactive approach, instead of a proactive approach might be the best course of action for MetroGIS. Gelbmann responded by commenting that the retaining a consultant, as suggested in the agenda report, to aid MetroGIS define a policy foundation for MetroGIS's role in the arena of applications might help MetroGIS clarify its overall policy framework and priority outcomes.)

After an extended conversation, it was decided that agreement should be achieved on, at least, draft next-generation vision, mission, guiding principles, and operating standards before any next steps are taken regarding defining policies or activities related to applications. The Committee delegated responsibility for drafting the next-generation proposals to the BPOT and Knippel volunteered to join the BPOT. Staff was asked to notify all Committee members of the BPOT's meetings. It was agreed, that any member of the Committee is welcome to attend

BPOT meetings but they must RSVP with staff to insure the meeting facilities are adequate for the number attending.

The group then briefly discussed staff's suggestion that the Committee set special meetings on a monthly basis to insure that valuable momentum is not lost, provided they are tightly focused and limited to Business Planning topics. Although special meetings were not ruled out, a preference for an Internet-based solution to vet proposals and develop consensus on next generation vision, mission, guiding principles, and operating standards was endorsed. Knippel agreed to check with Dakota County officials to determine if software they have procured (Microsoft SharePoint) can be used to host this capability for MetroGIS during the Business Planning process. Staff was also asked to create a webpage where all of the BPOT's meeting materials and summaries can be accessed. Logman suggested that if an Internet forum is established that the subject matter be declared to be "working papers", to exempt from Data Practices and allow the forum participants to be closed to the Committee, if the Committee so elects.

**b) 2007 Regional GIS Projects – Concept Proposals**

Chairperson Brown introduced the agenda item as outlined in the agenda reports and asked each of the proposers to provide a summary of their proposed 2007 Regional GIS Projects.

Candidate C: "Geocoding Service and Application Code". Read summarized the proposal. She commented that if this proposal were funded, the functional design requirements for an open source geocoding service consistent with needs of the MetroGIS community would be developed. The practical effect would be that the Metropolitan Mosquito Control District and others would be able to leverage the programming code in the Metropolitan Airports Commission's geocoding service by incorporating it into a Metropolitan Mosquito Control District application and, thereby, also further leverage the value of the high quality data available via the MetroGIS Regional Parcel and the TLG Street Centerline datasets and eventual via the regional addresses of occupiable units dataset.. Read closed her comments by commenting that some flexibility to exceed the \$10,000 estimate is desired while the final proposal is being developed.

Knippel and Gelbmann comment that this project is consistent with the policy direction received at the February 8<sup>th</sup> Workshop concerning the four earlier discussed cross-cutting issues, in particular, geographic scope.

Candidate B: Geocoder Viability Assessment. Henry summarized the proposal and withdrew it, noting that he concurred with the conclusion stated in the agenda report that this project is a component of Candidate C and should be merged with it.

During the brief Committee discussion of this proposal, a clarification was achieved through comments made by Knippel to distinguish existing geocoding applications developed by Hennepin County and others from the Candidate C, which proposes an open source geocoding service intended to be consumed by others in a variety of content specific applications.

Candidate A: Data Collection Assessment (Proposed Regional Addresses of Occupiable Units Dataset). Henry summarized the proposal, as stated in the agenda report. After a short discussion, the group concurred with the suggestion in the agenda report that this project is premature until the results of the current pilot project related to the proposed regional addresses for occupiable units dataset is complete, which was estimated to be fall 2007.

Bitner argued that embedding the concept of a “cascading” geocoder into the Candidate C proposal in effect partially mitigates concerns for nonexistent or incomplete addresses for occupiable units. He noted that use of a cascading geocoding would draw upon the best available data and will work throughout the region, albeit not provide as accurate of a match without unit-level addresses. He also surmised that use of the cascading geocoder may actually increase awareness and understanding for the value or a regional addresses of occupiable units dataset and catalyze participation. Knippel concurred with Bitner’s assessment.

**Motion:** Knippel moved and Bitner seconded that the Coordinating Committee recommend approval of Candidate C, as explained in Attachment C of the agenda report, subject to including in the final proposal: 1) “cascading” functionality as a functional design requirement and 2) more details about how the funding would be used in the final proposal. Motion carried, ayes all.

**Motion:** Gelbmann moved and Knippel seconded that the Coordinating Committee find that consideration of the Candidate A proposal (*Data Collection Assessment*) is premature until the findings of the Web-Based Editing Application Assessment project (also related to the proposed regional addresses of occupiable units dataset) have been considered by the Committee. Motion carried, ayes all.

Read inquired if the available funding is not fully allocated in 2007 whether it can be rolled over to 2008. The Staff Coordinator commented that he would investigate the possibility.

**c) 2006 Regional GIS Projects (Status Reports)**

Chairperson Brown introduced the agenda and invited the managers of the two projects funded in 2006 to summarize their progress.

Web Editing Application Assessment (proposed regional addresses of occupiable units dataset)  
Matt McGuire, with Metropolitan Council, explained the progress is being made to obtain endorsement from the Metropolitan Emergency Services Board of the benefits possible if a regional addresses of occupiable units database were operational. Three workshops are planned to share the concept with local address authorities and obtain direction concerning functional requirements for the proposed web-based editing application. The first of the workshops is scheduled for May 10 and will be targeted to local addressing authorities with jurisdiction in Anoka, Ramsey and Washington counties. The second workshop will be targeted to local addressing authorities with jurisdiction in Dakota, Carver and Scott counties and the third will be targeted to addressing authorities with jurisdiction in Hennepin County. No questions or comments were offered.

Brown invited McGuire to comment on the meeting on March 24<sup>th</sup> with Hennepin County officials to discuss the similarities between the current pilot project and a project underway at Hennepin County to develop an address database for properties with multiple units. McGuire commented that both parties have a clear understanding of the other’s project and how they relate to one another. As a result of the meeting,, a workshop will now also be held in Hennepin County for the MetroGIS project.

Service Broker

Fred Logman, with LMIC, explained that the project had only recently begun. Good progress has been made to define metadata requirements for describing web services that will be

searchable via the service broker application. The next meeting of the steering committee is scheduled for April 11<sup>th</sup>. No questions or comments were offered.

**e) GIS Demonstration for April Policy Board Meeting**

The Staff Coordinator introduced the topic by providing background on candidate demonstration topics that previously been identified. Knippel commented that a demonstration of the OpenMNND projected (demonstrated immediately prior to the Committee's meeting) would also be timely.

**Motion:** Henry moved and Harper seconded to accept Knippel's offer to present the OpenMNND project to the Policy Board at the April 25, 2007 Policy Board meeting. Motion carried ayes all.

It was agreed that the key messages would include:

- 1) Value of working together, what we can do when resources are leverages to collaboratively address common needs, how (grant) funding is used to support such projects.
- 2) Value of the knowledge sharing forum supported by MetroGIS which played a significant role in catalyzing this project,
- 3) How MetroGIS's can expand its influence beyond the Metro Area through partnering in accordance with one of the objectives identified at the February 8<sup>th</sup> Strategic Directions Workshop,
- 4) Benefits of using Web Services and their relevance to applications,
- 5) Role of government to promote open source solutions - related licensing questions?,
- 6) How funding is used to achieve collaborative.

Chairperson Brown requested a 15 minute time extension, which was granted.

**f) RSS Capability Added to DataFinder**

Due to the lack of adequate time, the presentation that had been planned was not made. Gelbmann suggested that the Committee members take some time to review the RSS functionality that is now running on the DataFinder website and to contact staff if they had any questions. The Staff Coordinator thanks Dakota County for requesting that MetroGIS consider adding this functionality. No further discussion occurred.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Henry moved and Harper seconded to adjourn the meeting at 3:15 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

*and*

Chris Kline  
MetroGIS Administrative Technician



**Wednesday, June 27, 2007**

**New Location ---Ramsey County Public Works Building**

**1425 Paul Kirkwold Dr., Arden Hills**

*(NW Corner of Hamline Avenue and Highway 96. Park in the west parking lot)*

**1:00 to 3:30 p.m. (extend if needed)**

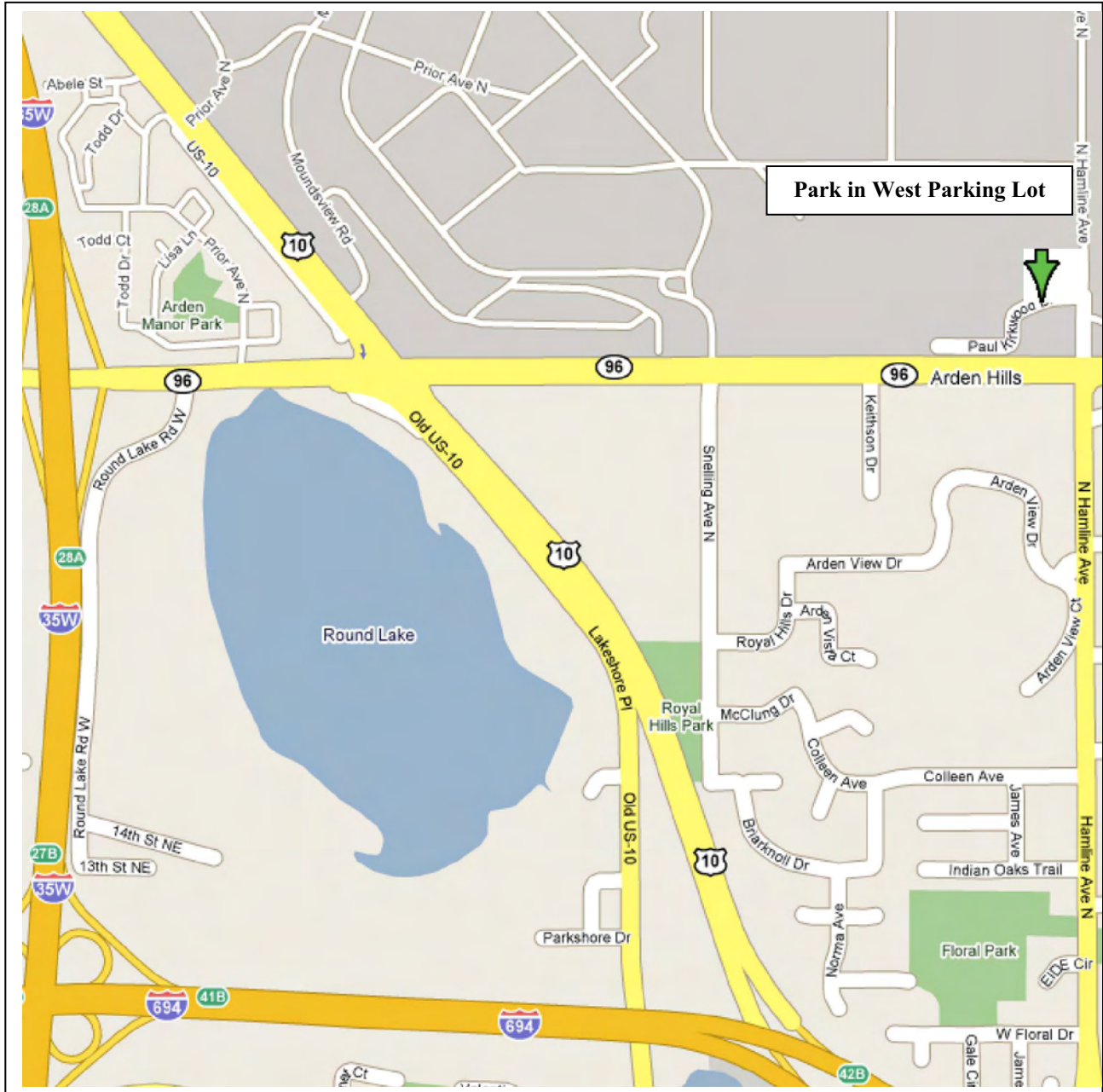
	<u>Page</u>
<b>1. Call to Order</b>	
<b>2. Approve Agenda</b>	<b>action</b>
<b>3. Approve Meeting Summary</b>	
a) March 28, 2007	<b>action 1</b>
<b>4. Summary of April 25 Policy Board Meeting</b>	<b>7</b>
(Request to County Data Producers Workgroup / City Representative Vacancy)	
<b>5. Action and Discussion Items:</b>	
a) 2007 Regional GIS Project –Final Review	<b>action 9</b>
b) Amended 2007 MetroGIS Budget for Fostering Collaboration	<b>action 19</b>
c) GIS Demonstration for July Policy Board meeting	<b>action 25</b>
d) Reschedule September 2007 Meeting	<b>action 27</b>
e) 2006 Regional GIS Projects – Status Reports	<b>29</b>
f) Anomaly Report – Quarterly Performance Measurement Report	<b>35</b>
g) MetroGIS 2008-2011 Business Plan – Preliminary Acceptance	<b>action 39</b>
• Proposed Challenges and Strategies (Section 7)	
• Proposed Operational Implications (Section 8)	
• General Contents of the Plan (Table of Contents)	
h) Set Dates for Special Committee Meeting(s) (Business Planning)	<b>action 79</b>
<b>6. Project Updates:</b>	<b>81</b>
a) Parcel Data Cost Recovery Policies – Estimate of Net Proceeds Realized	
b) Performance Measurement	
c) Priority Business Information Need Solutions and User Satisfaction Forums	
d) County Data Producer Workgroup Activities	
<b>7. Information Sharing:</b>	<b>85</b>
a) Legislative Auditor’s Request for Regional Parcel Dataset	
b) Vacant Non-Profit Representative Seat on Coordinating Committee	
c) Vacant City Representative Seat on Policy Board	
d) Presentations / Outreach / Studies	
e) Metro and State Geospatial Initiatives Update	
f) Federal Geospatial Initiatives Update	
<b>8. Next Meeting</b>	
September xx, 2007 ( <b>Back at the MCIT Building</b> )	
<b>9. Adjourn</b>	

### Mission Statement

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

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## Directions to Ramsey County Public Works Building





**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**March 28, 2007**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 1:05 p.m. He commented that as the new Committee Chairperson that he is looking forward to work ahead as MetroGIS decides how best to achieve the goals and opportunities that generally agreed upon as priorities for the next generation of MetroGIS's efforts. He also thanked immediate past Committee Chairperson Read for her excellent leadership to set the stage for the successful Strategic Direction Workshop held on February 8, 2007.

Chairperson Brown then asked each member to introduce themselves.

Members Present: *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* David Claypool (Ramsey); Jim Bunning for Jim Hentges (Scott); *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Counties:* Dave Drealan (Carver), Randy Knippel (Dakota), Bill Brown and Scott Simmer (Hennepin) and Jane Harper (Washington); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (MN/DOT); and *Utilities:* Allan Radke (CenterPoint Energy).

Members Absent: *Academics:* Will Craig (U of M); Steve Lorbach (AMM: core cities - City of St. Paul), *Counties:* John Slusarczyk (Anoka); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Federal:* Ron Wencl (USGS); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), *State:* Tim Loesch (DNR) and David Arbeit (GDA/LMIC); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team); Jonathan Blake (Richardson, Richter and Associates – Member of the MetroGIS Staff Support Team);

Visitors: Brian Fisher (Houston Engineering); Doug Gentry (Metropolitan Mosquito Control District); Mark Kotz and Matt McGuire (Metropolitan Council); Fred Logman (LMIC), and Scott Bunde (Xcel Energy).

**2. ACCEPT AGENDA**

Bitner moved and Givens seconded to approve the agenda as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Agenda approved via assent.

**4. POLICY BOARD MEETING:**

Staff Coordinator provided an overview of the January 17, 2007 Policy Board meeting, elaborating on the GIS demonstrations provided by Chet Harrison of CB Richard Ellis and by Sally Wakefield of the 1000 Friends of Minnesota. Claypool commented that the demonstrations were similar to those provided at a NACO meeting in Washington at a subcommittee report on Google Earth and similar technologies.

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

### **a) MetroGIS Business Plan Update Project**

Chairperson Brown introduced the agenda item, adding that he believes that committee discussion would be a good way to clarify the information provided in the agenda report, and asked the Staff Coordinator to present the report from the Business Planning Oversight Team.

The Staff Coordinator began his comments by noting that the evaluations submitted by the participants of the February, 2007 Strategic Directions Workshop demonstrated that they believe the Workshop was a success, with a 4.44 overall rating on a 1-5 scale.

He then commented that the Business Planning Oversight Team (BPOT) had concluded that sufficient direction had been received at the Workshop regarding four critical cross-cutting issues, summarized the Team's conclusions for each and asked if Committee members were comfortable with these conclusions. Henry asked about the impact of pursuing projects/capacity building with a geographic extent beyond the seven-county Metro Area on sustaining support from the Metropolitan Council. Vander Schaaf explained that the Metropolitan Council supports a cooperative, voluntary approach with adjoining counties to address common needs and noted that the Council's support of MetroGIS can be counted on as long the Council continues to receive what it needs from its participation in MetroGIS. He offered an example of the Natural Resources Digital Atlas project and how four adjoining counties had asked the Minnesota Department of Natural Resources to adapt it to their usage. There were not other comments about the BPOT's conclusions about the cross-cutting issues, as outlined in the agenda report.

The Staff Coordinator then reported that in the course of the Staff Support Team's discussions with Professor Bryson following the February 8<sup>th</sup> Workshop (he facilitated the Workshop), the concept of MetroGIS serving in the role of "capacity builder" was identified as an important matter that needs to be resolved before a next-generation mission statement can be developed. He asked the Committee for its thoughts on the appropriateness of following a policy that, "stakeholders are responsible for the outcome of "Solving Real World Problems", not MetroGIS, and MetroGIS should be accountable for outcomes that effectively "build capacity" and result in improving stakeholder efficiencies to carry out their responsibilities".

Chairperson Brown concurred and elaborated on the usage of applications in that respect. Definitive direction was not received as the discussion of this concept became intermingled with a desire to have more clarity of mission and appropriate next steps concerning MetroGIS's role to achieve collaborative solutions pertaining to applications. (Harper commented that a more reactive approach, instead of a proactive approach might be the best course of action for MetroGIS. Gelbmann responded by commenting that the retaining a consultant, as suggested in the agenda report, to aid MetroGIS define a policy foundation for MetroGIS's role in the arena of applications might help MetroGIS clarify its overall policy framework and priority outcomes.)

After an extended conversation, it was decided that agreement should be achieved on, at least, draft next-generation vision, mission, guiding principles, and operating standards before any next steps are taken regarding defining policies or activities related to applications. The Committee delegated responsibility for drafting the next-generation proposals to the BPOT and Knippel volunteered to join the BPOT. Staff was asked to notify all Committee members of the BPOT's meetings. It was agreed, that any member of the Committee is welcome to attend

BPOT meetings but they must RSVP with staff to insure the meeting facilities are adequate for the number attending.

The group then briefly discussed staff's suggestion that the Committee set special meetings on a monthly basis to insure that valuable momentum is not lost, provided they are tightly focused and limited to Business Planning topics. Although special meetings were not ruled out, a preference for an Internet-based solution to vet proposals and develop consensus on next generation vision, mission, guiding principles, and operating standards was endorsed. Knippel agreed to check with Dakota County officials to determine if software they have procured (Microsoft SharePoint) can be used to host this capability for MetroGIS during the Business Planning process. Staff was also asked to create a webpage where all of the BPOT's meeting materials and summaries can be accessed. Logman suggested that if an Internet forum is established that the subject matter be declared to be "working papers", to exempt from Data Practices and allow the forum participants to be closed to the Committee, if the Committee so elects.

**b) 2007 Regional GIS Projects – Concept Proposals**

Chairperson Brown introduced the agenda item as outlined in the agenda reports and asked each of the proposers to provide a summary of their proposed 2007 Regional GIS Projects.

Candidate C: "Geocoding Service and Application Code". Read summarized the proposal. She commented that if this proposal were funded, the functional design requirements for an open source geocoding service consistent with needs of the MetroGIS community would be developed. The practical effect would be that the Metropolitan Mosquito Control District and others would be able to leverage the programming code in the Metropolitan Airports Commission's geocoding service by incorporating it into a Metropolitan Mosquito Control District application and, thereby, also further leverage the value of the high quality data available via the MetroGIS Regional Parcel and the TLG Street Centerline datasets and eventual via the regional addresses of occupiable units dataset.. Read closed her comments by commenting that some flexibility to exceed the \$10,000 estimate is desired while the final proposal is being developed.

Knippel and Gelbmann comment that this project is consistent with the policy direction received at the February 8<sup>th</sup> Workshop concerning the four earlier discussed cross-cutting issues, in particular, geographic scope.

Candidate B: Geocoder Viability Assessment. Henry summarized the proposal and withdrew it, noting that he concurred with the conclusion stated in the agenda report that this project is a component of Candidate C and should be merged with it.

During the brief Committee discussion of this proposal, a clarification was achieved through comments made by Knippel to distinguish existing geocoding applications developed by Hennepin County and others from the Candidate C, which proposes an open source geocoding service intended to be consumed by others in a variety of content specific applications.

Candidate A: Data Collection Assessment (Proposed Regional Addresses of Occupiable Units Dataset). Henry summarized the proposal, as stated in the agenda report. After a short discussion, the group concurred with the suggestion in the agenda report that this project is premature until the results of the current pilot project related to the proposed regional addresses for occupiable units dataset is complete, which was estimated to be fall 2007.

Bitner argued that embedding the concept of a “cascading” geocoder into the Candidate C proposal in effect partially mitigates concerns for nonexistent or incomplete addresses for occupiable units. He noted that use of a cascading geocoding would draw upon the best available data and will work throughout the region, albeit not provide as accurate of a match without unit-level addresses. He also surmised that use of the cascading geocoder may actually increase awareness and understanding for the value or a regional addresses of occupiable units dataset and catalyze participation. Knippel concurred with Bitner’s assessment.

**Motion:** Knippel moved and Bitner seconded that the Coordinating Committee recommend approval of Candidate C, as explained in Attachment C of the agenda report, subject to including in the final proposal: 1) “cascading” functionality as a functional design requirement and 2) more details about how the funding would be used in the final proposal. Motion carried, ayes all.

**Motion:** Gelbmann moved and Knippel seconded that the Coordinating Committee find that consideration of the Candidate A proposal (*Data Collection Assessment*) is premature until the findings of the Web-Based Editing Application Assessment project (also related to the proposed regional addresses of occupiable units dataset) have been considered by the Committee. Motion carried, ayes all.

Read inquired if the available funding is not fully allocated in 2007 whether it can be rolled over to 2008. The Staff Coordinator commented that he would investigate the possibility.

**c) 2006 Regional GIS Projects (Status Reports)**

Chairperson Brown introduced the agenda and invited the managers of the two projects funded in 2006 to summarize their progress.

Web Editing Application Assessment (proposed regional addresses of occupiable units dataset)  
Matt McGuire, with Metropolitan Council, explained the progress is being made to obtain endorsement from the Metropolitan Emergency Services Board of the benefits possible if a regional addresses of occupiable units database were operational. Three workshops are planned to share the concept with local address authorities and obtain direction concerning functional requirements for the proposed web-based editing application. The first of the workshops is scheduled for May 10 and will be targeted to local addressing authorities with jurisdiction in Anoka, Ramsey and Washington counties. The second workshop will be targeted to local addressing authorities with jurisdiction in Dakota, Carver and Scott counties and the third will be targeted to addressing authorities with jurisdiction in Hennepin County. No questions or comments were offered.

Brown invited McGuire to comment on the meeting on March 24<sup>th</sup> with Hennepin County officials to discuss the similarities between the current pilot project and a project underway at Hennepin County to develop an address database for properties with multiple units. McGuire commented that both parties have a clear understanding of the other’s project and how they relate to one another. As a result of the meeting,, a workshop will now also be held in Hennepin County for the MetroGIS project.

Service Broker

Fred Logman, with LMIC, explained that the project had only recently begun. Good progress has been made to define metadata requirements for describing web services that will be

searchable via the service broker application. The next meeting of the steering committee is scheduled for April 11<sup>th</sup>. No questions or comments were offered.

**e) GIS Demonstration for April Policy Board Meeting**

The Staff Coordinator introduced the topic by providing background on candidate demonstration topics that previously been identified. Knippel commented that a demonstration of the OpenMNND projected (demonstrated immediately prior to the Committee's meeting) would also be timely.

**Motion:** Henry moved and Harper seconded to accept Knippel's offer to present the OpenMNND project to the Policy Board at the April 25, 2007 Policy Board meeting. Motion carried ayes all.

It was agreed that the key messages would include:

- 1) Value of working together, what we can do when resources are leverages to collaboratively address common needs, how (grant) funding is used to support such projects.
- 2) Value of the knowledge sharing forum supported by MetroGIS which played a significant role in catalyzing this project,
- 3) How MetroGIS's can expand its influence beyond the Metro Area through partnering in accordance with one of the objectives identified at the February 8<sup>th</sup> Strategic Directions Workshop,
- 4) Benefits of using Web Services and their relevance to applications,
- 5) Role of government to promote open source solutions - related licensing questions?,
- 6) How funding is used to achieve collaborative.

Chairperson Brown requested a 15 minute time extension, which was granted.

**f) RSS Capability Added to DataFinder**

Due to the lack of adequate time, the presentation that had been planned was not made. Gelbmann suggested that the Committee members take some time to review the RSS functionality that is now running on the DataFinder website and to contact staff if they had any questions. The Staff Coordinator thanks Dakota County for requesting that MetroGIS consider adding this functionality. No further discussion occurred.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Henry moved and Harper seconded to adjourn the meeting at 3:15 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

*and*

Chris Kline  
MetroGIS Administrative Technician

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**TO:** Coordinating Committee

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

**SUBJECT:** Summary of April 2007 Policy Board Meeting

**DATE:** June 8, 2007  
(For the Jun 27<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on April 25<sup>th</sup>. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/07\\_0425/07\\_0425m.pdf](http://www.metrogis.org/teams/pb/meetings/07_0425/07_0425m.pdf) for the discussion points.

**GIS Technology Demonstration: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project**

Committee member Knippel explained how working together to leverage resources and improve cost efficiencies is paying off using the OpenMNND application. He also demonstrated how use of web mapping services can work machine-to-machine and emphasized the efficiencies that the user can realize by taking advantage of this technology.

Comments from Board members generally focused on data access-related inquires, such as “Why would a county give up revenue received from cost recovery of data development cost by making these data available for free?” Responses were generally that the reduction in support costs and improved service to residents are more important than pursuing a strict cost recovery policy. Knippel also commented that the growing presence of applications, such as OpenMNND, will act as a catalyst to improved understanding of the value of standards and adhering to them, particularly related to data that are components of regional solutions pursued by organizations like MetroGIS.

The Committee was encouraged *to investigate a partnership with the real estate industry to leverage access to their parcel related data resources in a way easily combinable with data produced by the counties.*

**MetroGIS Business Planning Update**

Chairperson Reinhardt commented that she left the February 8<sup>th</sup> Strategic Directions Workshop with a sense of vitality and believes that the time spent together was valuable use of each participant’s time.

The members concurred with the concept that MetroGIS is a “capacity builder” and that to achieve the “greatest public good” goal stated in the guiding principles that future efforts cannot be limited to action that focus on the needs of some of the stakeholders (local and regional government) but rather needs to be responsible to the shared needs of the broad community – government and non-government alike. Seeking out “quid pro quo” solutions to shared needs was acknowledged as an important tactic for future regional solutions. Two modest modifications to language of the “work in progress” vision and mission statements:

- 1) Remove the phrase “especially local and regional government” from the suggested mission statement
- 2) Offer a substitute for the place description of “Minneapolis-St. Paul” in the suggested mission and vision statement.

*(Following the Board meeting, the Planning Oversight Team added the “capacity builder” phase to the mission statement, removed the phrase “especially local and regional governments” from the mission statement, and changed “seven-county Minneapolis St. Paul Metropolitan Area” to **Twin Cities Metropolitan Area** in vision and mission statements.)*

The Chair was authorized to call a special MetroGIS Policy Board, if necessary, to review key performance measures. The Committee was also authorized develop a modified 2007 MetroGIS budget

and associated workplan for Policy Board approval that realigns preliminary allocations to be consistent with the priorities decided as a result of the February 8<sup>th</sup> Strategic Directions Workshop.

### **2007 Regional GIS Project – Concept Endorsement**

The Board concurred with the Coordinating Committee’s finding that the concept project entitled “Geocoding Service and Application Code” be granted concept approval for approximately \$10,000 on the basis that the project is consistent with the requirements for funding as a Regional GIS Project embodies a good use of public funds and warrants further consideration.

### **Parcel Data Cost Recovery Policies – Estimate of Net Revenue Realized**

Commissioner Kordiak commented that times and expectations have changed since the subject cost recovery policies were enacted, also noting that a comparison of desired outcomes then and now is probably in order.

The Board concurred that before it gives any further consideration that the Coordinating Committee should review, as suggested by David Claypool, the criteria used by each county to gather the cost recovery related data presented in the agenda report to insure the data collection assumptions are the same across the counties. Once the data presented in the table are corroborated to reflect like to like comparisons, the Board asked for it to be resubmitted to the Policy Board.

Schneider offered that the concept of limiting charging cost recovery fees to situations when data certification is needed and allowing free access to “uncertified” data as may be a middle ground worth pursuing. Those who need certification, expect to pay. General information for free is fine but it can’t be relied upon. Council member Pistilli concurred, commenting that if the stakeholder is the public, they have already paid for the data, unless a level of certification is needed.

Brown offered a similar question – Does cost recovery policy get in the way of good public policy associated with providing services?

Questions posed by the Board that it asked the Committee to consider as it developing the Business Plan and related policies:

- What level of sophistication is needed in the data and when?
- What will a client need to do to correct any possible misinformation, if data is not accurate?

*(Note: Following the meeting, the Staff Coordinator informed the Chairperson of the County Data Producers Workgroup, the group in charge of offering any desired changes to the information presented it in the subject table, of direction received from the Policy Board.)*

### **Vacant City Representative Seat on the Broad**

Member Schneider commented that AMM has not been able to find a candidate to fill the Large City seat on the Board. He offered AMM’s thinking to pursue a GIS professional affiliated with the LOGIS organization, as they are as knowledgeable as anyone of the city community’s use of GIS technology. The Board concurred with AMM’s thinking to look to LOGIS. The option of seeking a GIS professional to serve as an alternate for a policy maker and attend on a regular basis was left to the discretion of AMM.





**TO:** Coordinating Committee

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

**SUBJECT:** 2007 Regional GIS Project Proposal

**DATE:** June 14, 2007  
(For the Jun 27<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is respectfully requested to offer a recommendation to the Policy Board regarding the final phase application for funding for the 2007 Regional GIS Project proposal entitled “**Geocoding Service and Application Code based on TLG Streets and/or Parcel Data**”. This is the only proposal that progressed beyond the concept application phase for the 2007 funding period.

The project narrative, both final and concept, are attached (Attachments B and C, respectively). An excerpt from the Committee’s March 29<sup>th</sup> discussion of the concept proposal and the Board’s review are also attached. The narratives provide a summary of the project, participants, and the project’s importance to the community.

Nancy Read, Technical Lead for the Metropolitan Mosquito Control District and member of the Coordinating Committee, coordinated development and submission of the concept and final phase applications. She has agreed to summarize the proposal at the Committee’s June meeting and to be available for questions.

## PAST CONSIDERATION

This Regional GIS Project proposal received concept endorsement from the Policy Board on April 25<sup>th</sup>, as recommended by Committee at its March meeting.

Following the Policy Board’s decision to endorse this project for funding as a Regional GIS project, Council management concurred with the Committee and Board’s conclusions that this project has merit and warrants the funding requested. The Metropolitan Council, the funding authority for 2007 Regional GIS Project Proposals, invited the Coordinating Committee and Policy Board to comment on proposals, in particular, regarding their anticipated importance and value to the MetroGIS community relative to project cost.

## PROJECT SUMMARY

The applicant’s current request is for up to \$14,000, up from the \$10,000-plus requested at concept approval. The funding would be used to develop a standardized tool/method to support address matching functionality (geocoding) that would run on datasets endorsed by MetroGIS as endorsed regional solutions to shared information needs. Development of this tool would leverage related technology that has been developed by the Metropolitan Airports Commission.

This tool/method, once operational, would allow users to map the location of people and objects located in any portion of the Metro Area for which they have an associated address(es). For instance, the Metropolitan Mosquito Control District maintains a home address for each individual who serves on its committees in an electronic database. The district could use the proposed tool/method, in conjunction with its own address database, to create a map showing the location of each committee member’s home address.

## RECOMMENDATION

That the Coordinating Committee recommend that the Policy Board endorse for funding, the final phase application, dated June 19, 2007, for the subject “**Geocoding Service and Application Code based on TLG Streets and/or Parcel Data**” project.

## REFERENCE SECTION

1. Coordinating Committee Consideration: Concept Endorsement – March 28<sup>th</sup> 2007

At its March 28<sup>th</sup> meeting, the Coordinating Committee found the subject proposal to be consistent with the intent of the Regional GIS Project program on the basis that:

“... the functional design requirements for an open source geocoding service consistent with needs of the MetroGIS community would be developed. The practical effect would be that (MetroGIS stakeholders) would be able to leverage the programming code developed by the Metropolitan Airports Commission’s geocoding service ...and, thereby, also further leverage the value of the high quality data available via the MetroGIS Regional Parcel and the TLG Street Centerline datasets and eventual via the regional addresses of occupiable units dataset. Read closed her comments by commenting that some flexibility to exceed the \$10,000 estimate is desired while the final proposal is being developed.

**Motion:** Knippel moved and Bitner seconded that the Coordinating Committee recommend approval of the **Geocoding Service and Application Code** project, as explained in ...the agenda report, subject to including in the final proposal:

- 1) “Cascading” functionality as a functional design requirement, and
- 2) More details about how the funding would be used in the final proposal.

Motion carried, ayes all.

During the Committee’s deliberation, it was recognized that this project could also serve as a valuable testbed for working through issues and opportunities that will likely arise as MetroGIS defines a strategy for addressing shared application needs, for which geocoding is expected to be among the top collaborative application candidates, possibly the top candidate. Defining how to best to collaborate to address shared application needs has been identified as a core function for MetroGIS over the next 3-5 years. As such, the Committee was comfortable with allowing this project to launch before a comprehensive strategy is determined for how MetroGIS should proceed with addressing shared application needs.

2. Policy Board Consideration: Concept Endorsement – April 25<sup>th</sup> 2007.

**Motion:** Member Lake moved and Member Pistilli seconded to concur with the Coordinating Committee’s finding that the concept project entitled “Geocoding Service and Application Code”, involving approximately \$10,000 in funding, is consistent with the requirements for funding as a Regional GIS Project, it embodies a good use of public funds, and warrants further consideration.

Motion carried, ayes all.

3. See the attached “Call for Proposals” (Attachment C) for answers to the following questions:

- What Projects are Eligible for Funding?
- What Criteria Will Be Used To Decide Which Project(s) Are Funded?
- Who Will Decide and When?
- Who is Eligible to Submit a Proposal?

4. Refer to Exhibit 1 of the Call for Proposals (Attachment C) for the project review schedule,

# ATTACHMENT A

## MetroGIS Geocoder Project -- Final Proposal

June 19, 2007 Proposal for Coordinating Committee Review on June 19, 2007

Project Participants: Dave Bitner (MAC), Nancy Read (MMCD), Mark Kotz (Met.Co.), Jim Maxwell (TLG), Gordy Chinander (MESB), Chris Cialek & Jim Dickerson (LMIC), Bob Basquez (St. Paul), Kent Treichel (MN Dept. of Revenue).

Focus of project:

1. Develop geocoding software that meets the following requirements:
  - Parse: take a given "initial address" character string and transform that into something that can be used to search against a database
  - Geocoding Engine: search a database (streets, parcels, or some other locational db) and return a list of lat/lon coordinates (point) of possible matches, and estimate of quality of match
  - Cascade: if Engine can't find a match in primary dataset, search next, etc. Priority and number of datasets searched should be configurable. Data returned on quality of match should indicate which dataset used for match.
  - Database "template" needs to match Geocoding Engine toolset; original data could be shapefile or PostGRE/GIS or some other data format.
2. Set up the above software on a host site with associated data and any supporting software such that geocoding can be provided as a web service for individual requests from other web applications.

Scope and Design issues:

1. Start with single requests, not batch.
  - a. Software could be used in-house by participants to do in-house batch geocoding against datasets they are already licensed to have.
  - b. a batch geocoding service (free OR charge) could be set up by a participant, depending on licensing issues.
2. Final product is web service that returns initial address string, parsed corrected address(es), lat/lon coordinates, and match quality info.
  - a. It is up to the developers of the web sites consuming this service to handle translation from lat/lon to other coordinate systems (including custom systems like King Map Book or systems like Military Grid), to handle match options and match quality display. If there are sufficient resources, code samples for doing these chores could be included, or may consider adding the most common conversion (UTM) to service.
  - b. Returned data format should reflect industry standards for geocoding services (e.g., standard schemas for XML transfer).
  - c. setting up a mapping site directly usable by the public is not within scope of this project.
3. The corrected addresses (text) returned could meet some national standard... [?]
4. Geocoder engine could use any dataset with US-style address. As part of project we plan to make data templates more specific to locally-available data: TLG streets, Metro Parcels, and eventually Occupiable Units. We plan to launch the web service using TLG streets and Metro Parcels.
5. Prefer that all parts of software are freely available/sharable, include comments in code, and documentation for anyone to install and use.
6. The complete process of submitting an initial address string, parsing, running geocoder engine, and returning list of matches should have a fast response time.
7. Software design should recognize potential future needs for enhancements, including intersection look-up and reverse geocoding (lat/lon to address).

**Total \$ Amount requested:** Not to exceed **\$14,000.**

Activity	
1. <b>define functional requirements</b> of a geocoding service for the MetroGIS community, scope of current project and develop RFP's	- to be done by team
2. <b>develop parsing code and geocoder engine</b> - evaluate existing geocoding code offered by MAC or available from other sources, assess changes needed to meet MetroGIS community needs, and use funding for programming to make those changes and/or develop new code as needed.	- RFP #1a - \$10,000 We expect to hire a consulting firm that can coordinate the evaluation of existing resources, with review by the group, and can perform or subcontract programming, possibly including code contributions from group members.
3. develop <b>documentation</b> for those planning to build applications that use the service or those wishing to use the geocoder code, either in open-source or ArcIMS environments	- RFP #1b - \$1000 (expect to be done with 1a)
4. define draft roles and responsibilities of “regional custodian” of service (the host organization) as well as source data providers (e.g. parcels & TLG)	- to be done by team and prospective host(s), as details of needs become clearer
5. find an organization willing to <b>host</b> the service and set up service on their server	- LMIC has offered to host. Probably no charge; will need to know what assumptions are made about host environment. Could also do as RFP #2, in which case would need another ca. \$1000. May also consider a multi-node setup, especially since some organizations may want to attach their own data to the address points for querying. This could also providing a means to load-balance.
6. <b>maintenance procedures</b> for TLG street data and other data used, such as translating to template form, rebuilding indexes, conforming to standards (Av vs Ave etc).	- Possibly RFP #3 - \$1000? Will need to determine with host and data providers. Some existing code from City of Saint Paul might be used.
7. add street <b>intersection</b> look-up 8. add <b>landmark</b> look-up	- add-on to RFP #1 - \$1000 Could start with existing intersection code for TLG dataset from City of St. Paul. Note that if code base is relatively generic, would make the end product much more valuable overall. Landmark lookup is one type of data source, but there are many others. Not much work to increase the return on investment.

MMCD has agreed to serve as administrator as needed for handling funding.

# ATTACHMENT B

## Regional GIS Projects – Concept Proposal

### Project Proposal:

#### **Geocoding Service and Application Code based on TLG Streets and/or Parcel Data**

### Objective:

Many participants in MetroGIS, both governmental and private, are building web-based mapping applications to help citizens or staff find data related to an address. An address look-up (geocoder) is often the first step for access to these sites. A clear need exists for a service that could take a request from a web or desktop application and return a set of likely matching addresses and locations, based on address ranges in the TLG Street Centerlines dataset, and possibly also using the Regional Parcel Dataset and eventually the proposed Occupiable Units Address Points Dataset. This project would do two things:

1. Define requirements for a geocoding service that would address needs of MetroGIS participants, including functional requirements, data and support implications, and standards for data and the service itself, and determine priorities and feasibility.
2. Create and deploy an on-line geocoding service that would meet these requirements.

### Activities Proposed:

- define functional requirements of a geocoding service for the MetroGIS community and decide scope of current project (e.g., single requests and/or batch, open or access-limited)
- define support issues, including data currentness, maintenance, and licensing, and host/service uptime and capacity needs
- assess relationship to applicable standards (National Street Address Standard, OGC location standard, SOAP)
- evaluate existing geocoding code offered by MAC, assess changes needed to meet MetroGIS community needs, and use funding for programming to make those changes and/or develop new code as needed.
- find an organization willing to host the service
- set up procedures for maintaining the referenced TLG street data and other data used
- explore use of the MetroGIS Regional Parcel Dataset or Occupiable Units Point Dataset (as available) as a resource to improve hit rate and accuracy
- add street intersection look-up (if there is sufficient interest)
- develop documentation for those planning to build applications that use the service or those wishing to use the geocoder code, either in open-source or ArcIMS environments

### Participants:

An ad-hoc “geocoding workgroup” from the MetroGIS Technical Advisory Team has expressed interest in being involved with this project, including Jim Maxwell (TLG), Matt McGuire and Mark Kotz (Metro Council), Gordy Chinander (Metro Emergency Services Board), Bob Basques (City of St. Paul), Chris Cialek (LMIC), Dave Bitner (MAC) and Nancy Read (MMCD, contact for proposal correspondence, [nancread@mmcd.org](mailto:nancread@mmcd.org), 651-643-8386). This group gives good representation of likely organizations involved and skills/resources needed.

### Funding Requested:

\$10,000 for programming and set-up, to be completed within 6 months of receiving funding. All code developed would be open-source and available freely after the project is completed. The geocoding service would also be freely available for public or private use (if/as arranged with TLG and Parcel license). If less funding is available the project would take longer to occur as it would have to be done with in-house resources by participants.

### Benefits:

Any organization building a web site with address look-up in the metro could use the service or code and save many hours of programming and testing time, as well as saving on long-term maintenance of the underlying data.



**CALL FOR PROPOSALS  
-2007 REGIONAL GIS PROJECTS-**

**Introduction**

The 2007 MetroGIS budget includes \$22,000 as a catalyst for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of the \$22,000 in funding for 2007 is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is to receive these funds, as it is accountable for their appropriate use. MetroGIS's role is to advise the Council and any other partner organizations as to whether a candidate project merits funding. The deadline for submittal of a one-page concept description is **Friday, March 16, 2007**.

**What Projects are Eligible for Funding?**

Only those projects which satisfy all of the following criteria are eligible for consideration:

1) Consistency with one or more objectives of a Regional GIS Project, which are defined as:

*"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board-endorsed priority common information need, or develop or enhance a geospatial application<sup>1</sup> that enhances access to data that addresses a priority information need endorsed by MetroGIS."*

*...or a project that investigates a priority outcome defined at the February 8, 2007 MetroGIS Strategic Directions Workshop<sup>2</sup>. The following four such outcomes were identified:*

- *Project with one or more adjoining counties that fosters interoperability and sharing of data important to addressing priority common information needs,*
- *Project with a non-government interest that fosters partnering and or access to data important to the government community and/or resources important to a geospatial application(s) and infrastructure related to addressing a priority business information need(s) of the MetroGIS government community.*
- *Project that focuses on developing an application that addresses a common priority information need.*
- *Project that focuses on a means to resolve an infrastructure obstacle to broad use of the Internet by all MetroGIS stakeholders.*

2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.

3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization(s) must be able to recognize a benefit to themselves, which depending upon the nature of the proposal may be tangible and/or intangible.

4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:

a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.

b) Although the funding organization(s) would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

<sup>1</sup> The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

<sup>2</sup> The MetroGIS Policy Board added this criterion at its October 2006 meeting.

**Note:** The above-stated criteria are intended to supplement, not supersede, the guidelines which established this program (Attachment B).

### **What Criteria Will Be Used To Decide Which Project(s) Are to be Recommended for Funding?**

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two (2) pages, less any supplemental material.)

- 1) Statement of project objective and why the requested funding is needed.
- 2) How the proposed project conforms with a Regional GIS Project objective(s).
- 3) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).
- 4) Activities necessary to achieve the project objective and relationship of the requested funds.
- 5) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.
- 6) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.
- 7) Total value and description of required resources that would be leveraged if funding is awarded.
- 8) Effect of receiving funding approval if for less than the full amount requested.
- 9) Time frame for project completion.

### **Who Will Decide and When?**

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board will then forward its recommendation to the Metropolitan Council and any other funding organization, which will make their final decision and administer award of their funds. Refer to Attachment A for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process. The processes utilized to finance the selected project(s) must comply with the accounting, contracting, and other fiduciary responsibilities of the funding agency.

### **Who is Eligible to Submit a Proposal?**

Any individual(s) affiliated with an authorized MetroGIS project, committee or workgroup.

### **What is the Deadline for Submission of a Concept Proposal?**

Applications must be received by **Friday, March 16, 2006**. Proposals should be submitted to the Staff Coordinator at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us) .

### **Questions**

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or William Brown, MetroGIS Coordinating Committee Chairperson (612-348-3143), with any questions.

# Attachment A

## 2007 Program Schedule

1. Call for Concept Proposals: March 2, 2007
2. **Concept Proposal Submission Deadline: March 16, 2007**
3. Screening: March 19 or 20, 2007  
A Workgroup will review the concepts received for gaps in procedures and for missing information. The Metropolitan Council (administration) will decide if any of the concept proposals is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee.
4. Initial Coordinating Committee Consideration: March 28, 2007  
Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (If necessary, the Committee would create a workgroup to assist applicants address outstanding questions and, in general, make the proposal(s) the best it/they can be.)
5. Initial Policy Board Consideration: April 25, 2007  
Review the proposals from the perspectives of: appropriate use of public funding and importance of policy issues involved. Identify any desired additional information.
6. **Final Proposal Submission: June 8, 2007**
7. Coordinating Committee Consideration: June 27, 2007  
(Same criteria as identified in Step 4, above.)
8. Policy Board Consideration: July 18, 2007  
(Same criteria as identified in Step 5, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the entities providing funding or other resources.
9. Metropolitan Council Decision (Administration): August 3, 2007  
Initiate Council procurement requirements, required agreements, etc.



## Attachment B

### Principles for Allocating MetroGIS's Data Quality and Access Enhancement Funds (Adopted October 29, 2003)

#### Introduction

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g., counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles<sup>3</sup> that have governed MetroGIS's efforts for some time.

#### Data Quality and Access Enhancement Funding Principles

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

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

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*Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the third generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:*

**"Regional GIS Project"** means a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

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<sup>3</sup> The following principles govern MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

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

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**TO:** Coordinating Committee

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

**SUBJECT:** Amend MetroGIS's 2007 "Fostering Collaboration" Budget

**DATE:** June 12, 2007  
(For the Jun 27<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee is requested to recommend that the Policy Board to amend the 2007 MetroGIS budget, as illustrated in Appendices A and B, dated June 11, 2007, to:

- a) Add new line item – "Shared Application Policies/Plan"
- b) Move between \$22,250 and \$26,250 to this new line item from other line items.

This request is made at this time to enable substantive progress can be made yet in 2007 to address the top priority cited at the February Strategic Directions workshop – address shared application needs. If retaining a consultant is deemed appropriate, work on a Request for Proposals should be begin soon so that a contract can be in place this fall to ensure these 2007 funds can be captured. How the funding would be used is yet to be determined. See the Reference Section for preliminary thinking on options.

### PREVIOUS POLICY BOARD DIRECTION

The Policy Board, at its April meeting, directed preparation of a proposed amendment to the 2007 budget to align available funding with priorities set forth in the Next-Generation Business Plan. The genesis for this directive was the recognition that the \$22,000 budgeted in 2007 for Regional GIS Project proposals exceeds the project funding requested by between \$8,000 and \$12,000. The subject maximum of \$26,250 comes from projects/line items, such as this that will no longer be used budgeted for in 2007.

Prior to the Policy Board's April meeting, the Staff Coordinator had also cleared with Metropolitan Council management the idea of using unallocated 2007 Regional GIS Project funds to address shared application needs, given the close relationship between the purpose of the Regional GIS Project program and pursuing solutions to shared application needs, the top priority desired activity for the next 3-5 years.

### PROPOSED BUDGET MODIFICATIONS

In the report for Agenda Item 5g, strategies for the next 3-5 years are offered, with addressing shared application needs identified as the top priority. As such, MetroGIS should: a) refine the general policy foundation pertaining to its role in the world of applications and services and b) define a detailed tactical plan/program appropriate for MetroGIS to pursue. The option of retaining a well-qualified consultant is suggested as a way to make substantive progress quickly. Work is, therefore, proposed to begin immediately on a Request for Proposals to determine if expert assistance can be retained for the amount funding available.

If retained, the consultant would work with an "Applications Workgroup" that would report to the Coordinating Committee. The work of the Team guiding the 2007 **Geocoding Service and Application Code** Regional GIS Project would be leveraged (act as a testbed) to assist the Applications Workshop define clear policies/procedures for MetroGIS's role in addressing shared application/service needs.

### RECOMMENDATION

1. That the Coordinating Committee recommend that the Policy Board amend the 2007 MetroGIS budget to:
  - a) Add new line item – "Shared Application Policies/Plan"
  - b) Allocate up to \$26,250 to this new line item from other line items, as illustrated in Attachment B, dated 6/11/07.
  - c) Authorize the Board Chair to authorize minor adjusts (up \$5,000 total) to the approved budget.
2. That the Coordinating Committee appoint a chair or co-chairs and create an Applications Workgroup.

# REFERENCE SECTION

## PRELIMINARY THOUGHTS: GENERAL STRATEGY TO ADDRESS SHARED APPLICATION NEEDS

**Premise:** For the past three years, the need to address shared application needs has been recognized yet little progress has been made to either define a role for MetroGIS or to actually address a shared need. A consultant is proposed to support one or both of the following roles:

- 1) Provide support to carry put tasks that local experts define.
- 2) Provide expert guidance in terms of process, technical options, etc.

### 1. Three-Phase Process:

#### Phase I:

- a) Conduct need assessments by organizational type where commonality of need is a given (e.g., counties, cities, school districts, water management organizations).
- b) Develop a scheme for conducting needs assessments for other stakeholder types (regional, non-profit, for-profit based on functional or thematic areas: natural resources, transportation, land development, etc.)

Phase II: Evaluate the results of the Phase I assessments looking for shared needs across sectors. Develop criteria to decide what constitutes “shared need”.

Phase III: Define detailed tactical plan and policies to guide projects to implement solutions to shared needs.

### 2. Determine the role(s) desired of a consultant.

- a) Is the general strategy workable? How to decide this question, what refinements needed?
- b) Does the expertise exist in the region to successfully conduct all aspects of the project?
- c) If expertise exists for one or more components, do these individuals have the time to dedicate to the project?

### 3. Proposed Applications Workgroup

- a) Start the process by appointing a Workgroup Chair or co-chairs at the June 27<sup>th</sup> Coordinating Committee meeting to work with the Staff Coordinator refine preliminary thinking and suggest next steps.
- b) As the preliminary thinking is matured, seek additional workgroup members with desired expertise.
- c) If retaining a consultant is deemed to be an appropriate course of action, provide guidance for development of a Request for Proposals (RFP) and publish it as soon as possible (by September) to ensure a contract can be executed by year-end.
- d) Roles of the Workgroup:
  - Clearly define MetroGIS’s role in the world of geospatial applications and services, including clear definition of next steps/projects (e.g., Request for Proposals to retain a consultant).
  - Define clear policies/procedures for how MetroGIS should proceed.
  - Define actual projects.
  - Provide oversight as projects are pursued.

## ATTACHMENT A

Last Updated: June 11, 2007				
<b>MetroGIS</b>				
<b>Foster Collaboration Function</b>				
<i>(Proposed Amended Allocations)</i>				
			<b>2007</b>	<b>Comments</b>
<b>Expense Category</b>	Approved	Revisions Proposed		
Dedicated Staff Salary and Benefits	\$120,833	\$120,833		
Non-Staff	\$86,000	\$86,000		
<b>Total</b>	<b>\$206,833</b>	<b>\$206,833</b>		
Non-Staff				
<b>Shared Application Polices/Plan</b>	N/A	<b>\$26,250</b>		
Professional Services/Special Projects	\$21,000	\$20,250		
Data Quality/Access Enhancements	\$22,000	\$10,000		<-- 2007 Regional GIS Project
DataFinder Enhancements	\$13,000	\$0		(\$10,000 to \$14,000)
Data Sharing Agreement	\$28,000	\$28,000		
Other Non-Staff Operating Costs	\$2,000	\$1,500		
<b>Non staff</b>	<b>\$86,000</b>	<b>\$86,000</b>		
<i>Funding source: Metropolitan Council</i>				

**ATTACHMENT B**

**MetroGIS Detailed 2007 Revised Expense Allocations**

	A	B	C	E	F
1	(Estimates do not include staff support costs. Projects supported entirely by staff-only expenses are not included.)				
2	See the adopted work plans for all proposed activities.)				
3					changes
4	Several explanatory Notes, by cell, are provided following the table				
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2007</b>	<b>2007</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Approved	Proposed Revision
7					
8	<b>I. MISSION CRITICAL</b>				
9		<b>1. Promote and endorse voluntary policies which foster coordination of GIS among the region's organizations</b>			
10			a) Support Teams, Committees and Board		
11			i. Copying, postage, local travel, room rental, etc.	\$800	
12			ii. Supplemental staff support (outsource) strategic and business planning, business information needs activities, performance measures, and special studies.	\$21,000	\$20,750
13			b) Outreach		
14			i. Printing - Annual Report/Promotional Brochure. Assume no other printed materials for handouts.	\$200	
15			ii. Outsourcing of Content Development	\$0	
16			iii. Copying, postage, local travel	See I-1(a)	
17		<b>2. Facilitate data sharing agreements and licensing among MetroGIS stakeholders (assist with custodian roles and enhancements to data quality and access) and fund enhancements to regional datasets</b>	Establish long-term partnerships with producers of data important to addressing priority common information needs (data and applications) of the MetroGIS community for the purpose of collaboratively enhancing the quality of these data and improving access to them consistent with broad stakeholder needs.		
18			a) Regional Parcel Data Sharing Agreement (2004-2008)	\$28,000	
19			b) Regional GIS Projects - that address a broad range of priority information needs. The Regional GIS Project principles adopted by the Policy Board (October 29, 2003) will be used to decide the allocation of funds among the variety of data producers and candidate projects critical to sustaining regionally endorsed solutions and to finance enhancements to regionally endorsed datasets.	\$22,000	\$10,000
20		<b>3. Provide a directory of data within the regional and a mechanism for search and retrieval of GIS data. (The goal is to provide a single access point with information on how to search for sources of data.)</b>			
21			a) Project Funds to enhance DataFinder functionality <i>Expand geographic search capability, develop applications/scripts, etc. to enhance &amp; improve on-line access, support/outsource technical and administrative services to distribute regional datasets (may include hardware and software), etc. Major redesign in Spring 2006. Supplemental needs that remain - security module to expand beyond FTP for parcels, extract of attributes, and user defined polygon extract.</i>	\$11,500	\$0
22			b) Software repairs to DataFinder do to unexpected circumstances )	\$1,500	\$0
23		<b>4. Identify unmet GIS needs with regional significance and act on these needs</b>			
24			a) MetroGIS data users forums and Business Information Need Peer Review Forums	\$500	\$0
25			b) Participant satisfaction survey	\$0	
26			c) Seed \$'s for regionally significant projects	(See I-2)	
27			d) Identify Second Generation Business Information Need Priorities	\$0	
28		<b>5) Develop and endorse standards for GIS content, data documentation, and data management for regional data sets. (In addition to normal operating expenses covered as committee expenses).</b>			
29			a) Negotiate agreements	(Refer to III 1(a)) (See I-2)	
30			b) Facilitate compliance (training sessions, sharing best practices, etc)	(See II-3a)	
31		<b>NEW</b>	<b>c) Plan for MetroGIS's Role - Shared Application Needs</b>		\$26,250
32			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$85,500</b>	
33					
34	<b>II. FUNDED SUPPORT: IMPORTANT BUT NOT CRITICAL</b>				
35		<b>1. Maintain MetroGIS world wide web site (not DataFinder)</b>		\$0	
36		<b>2. Promote collaborative funding of pilot projects that meet regional needs</b>		See I-2 and I-3(a)	

**ATTACHMENT B**

**MetroGIS Detailed 2007 Revised Expense Allocations**

	A	B	C	E	F
5	MetroGIS Coordination Function Category	MetroGIS Coordination Function	Sub Function / Description	2007	2007
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Approved	Proposed Revision
37		<b>3. Fill gaps in metadata based on identified priorities</b>			
38			a) Promote/facilitate development and maintenance of metadata & posting with DataFinder (including education forums and one-on-one contact)	See II-5 (c)	
39		<b>4. Maintain liaison relationships with committees/organizations with similar objectives to MetroGIS (e.g., Governor's Council on GI, county GIS user groups, MACO, NACO). See 6b for NSDI/GDA expenses.</b>			
40		<b>5. Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities</b>			
41			a) Workshops for managers/policy makers to prepare for upcoming legislative session, training related to endorsed regional data solutions, etc.	N/A	
42			b) Facilitate regionwide users groups/forums for knowledge sharing	\$500	\$0
43		<b>6. Advocate for MetroGIS needs and desires with state and federal policy makers</b>			
44			a) Pursue authorities (legislation)/policies necessary to achieve MetroGIS objectives (organizational/data access & privacy/long term financing/etc.) (Decision in 1998 to rely upon in-house legal staff/grants)	N/A	
45			b) Participate in non-local Workshops/Activities		
46			i) NSDI / I-Team etc. related activities not paid by host.	\$0	
47			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$500</b>	<b>\$0</b>
48					
49	<b>III. PARTNERED SUPPORT: HIGH IMPORTANCE BUT REQUIRE PARTNERING TO ACHIEVE</b>				
50		<b>1. Create and maintain datasets for MetroGIS based upon identified priorities (i.e., to address 13 priority information needs endorsed by the Policy Board 5/97 as having regional significance. (All expenses covered in I-2. See work plans for specifics)</b>			
51			a) Develop regional data sets	See Assumption	
52			<b>Business Plan Assumption:</b> MetroGIS endorsed datasets are to be developed by stakeholder organizations with business need & in some cases TBD joint ventures		
53			b) Maintenance of Regional Datasets	See Assumption	
54			<b>Business Plan Assumption:</b> Maintained by org/partnership with business need		
55		<b>2. Help promote development and exchange of GIS applications and procedures that serve MetroGIS needs</b>		See I-2 and I-3(a)	
56			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	
57					
58	<b>IV. CASE BY CASE</b>				
59		<b>1. Develop master contracts for regional GIS projects, when appropriate</b>		[See I(1) and I(2)]	
60		<b>2. Endorse standards for telecommunication protocol and networks (AKA: create guidelines for getting electronic access to the information that is being shared)</b>		\$0	
61		<b>3. Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS</b>		(Staff function)	
62		<b>4. Undertake research to meet common regional GIS needs</b>		(See I-4)	
63			a) Benefits of Data Sharing/Collaboration (component of outsourced activities pertaining to Performance Measures )	[See I(1)(a)(ii)]	
64			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	
65					
66	<b>V. LOW PRIORITY</b>				
67		<b>1. Identify GIS training and continuing education needs and encourage participation</b>		(Rely on other organizations)	
68		<b>2. Provide a repository of GIS human resources information (centralized job posting/position descriptions)</b>		(Rely on other organizations)	

**ATTACHMENT B**

**MetroGIS Detailed 2007 Revised Expense Allocations**

	A	B	C	E	F
5	<b>MetroGIS Coordination Function Category</b>	<b>MetroGIS Coordination Function</b>	<b>Sub Function / Description</b>	<b>2007</b>	<b>2007</b>
6	(Categories and first level functions as presented in Business Plan adopted by the MetroGIS Policy Board Apr. 26, 2000)			Approved	Proposed Revision
69		<b>3. Actively Market MetroGIS data and products.</b> <i>(Low priority ranking is a result of year 2000 survey when still in the midst of building functionality)</i>		(See I-1 and note)	
70			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	
71					
72		<b>ADMINISTRATIVE</b>			
73			a) GIS/Professional Development Conferences	N/A	
74			b) Performance Measures Reporting	I-1a(ii)	
75			<b>SUBTOTAL (Does not include staff expenses)</b>	<b>\$0</b>	
76					
77			<b>YEAR</b>	<b>2007</b>	
78				requested	
79			<b>METROPOLITAN COUNCIL</b>		
80			DATA QUALITY & ACCESS ENHANCEMENTS / REGIONAL GIS PROJECT	\$22,000	\$10,000
81			<b>SHARED APPLCAITON NEEDS</b>	N/A	\$26,250
82			DATAFINDER ENHANCEMENTS/SUPPORT	\$13,000	\$0
83			DATA SHARING AGREEMENT	\$28,000	\$28,000
84			PROFESSIONAL SERVICES/CONTRACTS	\$21,000	\$20,750
85			OTHER NON-STAFF OPERATING EXPENSES	\$2,000	\$1,500
86			TOTAL NON-STAFF	\$86,000	\$86,000
87			TOTAL STAFF (1.75 FTE Dedicated to Fostering Coordination)*	\$120,833	\$120,833
88			<b>SUBTOTAL</b>	<b>\$206,833</b>	<b>\$206,833</b>
89					
90			<b>OTHER FUNDING SOURCES</b>		
91			Custodial fund - Unused funds (Undesignated as 6/11/07 - \$1000)		\$1,000
92			<b>GRAND TOTAL</b>		
93				<b>\$206,833</b>	<b>\$207,833</b>
94			*2006 Staff salaries include 1.5 percent COLA increase		





**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – July 2007 Policy Board Meeting  
**DATE:** June 12, 2007  
(For Jun 27<sup>th</sup> Meeting)

## **INTRODUCTION**

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the Policy Board's July 25, 2007 meeting.

## **PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS**

1. County GIS activities: 5-7 minute overviews from each county at a single Board meeting.
2. Intersection of IT and GIS A couple of the sessions at the State IT Symposium this past December appeared to be related to the "infrastructure" policy area identified that the February 8<sup>th</sup> Strategic Directions Workshop. Dan Falbo, ESRI, who was involved in with of these sessions, has agreed to share any information discussed at those sessions and present the material to the Policy Board is the Committee so wishes.
3. Metropolitan Council's Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS's efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
4. 2006 Upgrades DataFinder: This topic would include an overview of the variety datasets available, which are available as WMS, benefit of accessing data via WMS format, and what one can do with Café and who has access (public, non-profit, for-profit, local government, etc.).
5. GIS-related work at the U of M:
  - a) NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical US Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.
  - b) "Bicyclist Commuter Behavior" project led by Kevin Krizek and Francis Harvey. They have been using GPS and questionnaires to analyze the behavior of bicyclists in South Minneapolis who commute to downtown Minneapolis or the University. They relied on street center line and orthophotos for the project. Tentative results suggest that bicyclists are not necessarily avoiding busy and less safe routes, but taking a speed advantage of those routes as the benefit that outweighs the perceived risks. The research is supported by Mn/DOT.

## **RECOMMENDATION**

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the July 25<sup>th</sup> Policy Board meeting.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Apr. 2007 Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group’s Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS’s efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County’s Experience
- Jul. 2004: City of Roseville’s Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County’s Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology’s Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS’s Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC’s Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition’s Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council’s Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County’s Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Reschedule September Committee Meeting  
**DATE:** June 12, 2007  
(For June 27<sup>th</sup> Meeting)

## **INTRODUCTION**

The Coordinating Committee is respectfully requested to reschedule its September 2007 meeting date from Wednesday, September 12<sup>th</sup> to the week of September 18 or 25.

## **REASON FOR CHANGE**

The current September 12<sup>th</sup> date was set to accommodate an opportunity that did not firm up. A meeting later in the month would also be advantageous to the Business planning process.

## **PREPARATION FOR POLICY BOARD MEETING**

The Policy Board is scheduled to meet on October 17<sup>th</sup>. A minimum of 3 weeks, and generally 4 weeks, of separation is provided between Committee and Board meetings.

## **RECOMMENDATION**

That the Coordinating Committee reschedule its September 2006 meeting from September 12<sup>th</sup> to the week of September 18 or 25.

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**TO:** Coordinating Committee

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

**SUBJECT:** 2006 Regional GIS Project Updates

**DATE:** June 15, 2007  
(For the Jun 27<sup>th</sup> Meeting)

### INTRODUCTION

Two Regional GIS Projects that are in progress. The funding agreements require the project managers to provide updates to the Committee. The Committee's role is to aid with resolving any impasses or obstacles encountered. Reports from the project managers are attached.

### PROJECTS

A) Web Editing Application Assessment Project (Project Manager - Matt McGuire)

This project is a component of MetroGIS's proposed regional addresses of occupiable units dataset.

In brief (see Attachment A for the complete project report): Three forums were hosted in May and June for address authorities in three separate locations across the Region. The purposes of these forums were to explain known gaps in address data versus available data, share the vision of a regional addresses of occupiable units dataset solution, and assess the degree to which local address authorities will likely participate as providers of data to the regional dataset.

Presentations were made by County, City and Emergency Services providers on the value of the database for their organizations. The presentations included:

- a) An overview of the MetroGIS role in collecting and distributing Metrowide GIS data; the common problem of missing discrete address point data and a potential solution to the problem;
- b) A County look at address point data (from Carver and Hennepin Counties); and
- c) Testimonials on the value of address point data (from the perspectives of Minneapolis, the Woodbury police, and the St Anthony fire department representatives).

Preliminary Conclusion: There appears to be general agreement that MetroGIS should proceed with the vision and development of a tool to aid local address producers capture in a standardized and contribute these captured address data to the regional dataset.

Final Report: The goal is to provide a recommendation for Committee consideration at its September 2007 meeting.

B) Service Broker Project (Project Manager - Fred Logman)

In brief (see Attachment B for the complete project report): Due to competing priorities for support resources, little progress has been made since the update provided to the Committee at its March meeting. At that time, the project has only recently begun, some progress has been made to define metadata requirements for describing web services that will be searchable via the service broker application.

Final Report: Fall 2007.

### RECOMMENDATION

That the Committee provide direction, as deemed appropriate.

# ATTACHMENT A

## A. Web Editing Application Viability Assessment Project Update

June 14<sup>th</sup>, 2007

### **1. Members of the project team and their roles.**

Matt McGuire – Metropolitan Council, Project Lead

Mark Kotz – Metropolitan Council and Address Workgroup Lead

Brad Henry, URS – Consultant

### **2. Progress**

#### **Survey/Prospective user input methodology:**

We hosted three Forums – in Shoreview, in Burnsville, and at Ridgedale Library– for address authorities. The forums outlined the current MetroGIS Address data landscape, address data needs, and the proposed solution. Presentations were made by County, City and Emergency Services providers on the value of the database for their organizations. The presentations included a) an overview of the MetroGIS role in collecting and distributing Metrowide GIS data; the common problem of missing discrete address point data and an Address Point Database and Web-based Editing application solution to the problem; b) a County look at address point data (from Carver and Hennepin Counties); and c) testimonials on the value of address point data (from the perspectives of Minneapolis, the Woodbury police, and the St Anthony fire department representatives).

In addition, during the Forum discussion was encouraged by the attendees to help identify their concerns and to answer their questions. Finally, a survey was completed by 25 different address authorities who attended the Forum.

#### **Endorsements sought by key interests and progress:**

We received endorsement from MESB (Metropolitan Emergency Services Board), and from one PSAP. Whereas the MESB endorsement was near unanimous, the endorsements from further PSAPs proved more difficult than expected (see 3. issues/obstacles)

#### **Identification of custodial roles and responsibilities needed to support the subject application locally and regionally:**

Defining roles and responsibilities will be left to the Address Workgroup and is not part of the web application viability assessment.

However, during the Forum when the sound logic of developing this address point data set became apparent to the attendees, the discussion turned to details, such as 'who will collect the data' and 'will I need a GIS system or GIS experts to collect the data?'

#### **Functional requirements needed to achieve buy in (including recommended procedures and standards):**

As stated above, the common theme in each Forum was in understanding of the problem and agreement of the logic of the solution. It was suggested and shown in the presentation, and agreed to by each audience, that data collection of address point data was anticipated to be via a web application, and therefore no specialized equipment or software would be needed.

The survey asked about specific functionalities such as displaying aerial photos, identifying parcels, creating address maps, and creating mailing labels. Response could be broadly described as "the more functionality, the better"

#### **Viability to proceed to development:**

The general agreement of moving forward with an 'Address Point' application which would include collection (input) and limited address point display (output) seemed apparent, if unspoken, during the discussion at each Forum, as follows. A

specific analysis of the surveys will be left to the final project report. A recommendation of whether to move forward will come from the Address Workgroup, and will be based on the analysis in the final project report.

During each of the three presentations, either Carver or Hennepin County, discussed their intention of moving forward with the development of a web-based application to collect address point data and potentially to display the same data. The same question was asked at each of the three Forums, namely 'How will the MetroGIS application move forward relative to my local County/User Group application'.

**3. Any issues/obstacles encountered and proposed solutions.**

Identifying Address Authorities and convincing them to participate in the forums proved challenging. Stressing the importance of this type of data to emergency responders helped make the case. Endorsements from PSAP managers and Sheriffs would have been very valuable. A proposed solution is stronger relationships between MetroGIS and Emergency Service provider organizations like Sheriffs, Police Departments, Ambulance Services, Fire Departments, and their umbrella and advocacy organizations.

**4. Unexpected benefits encountered**

The forums, in addition to providing a means to assess the viability of our proposed solution, gave us the opportunity to bring the Address Points database message to a lot of the most important stakeholders in this process – the city address authorities. Many small city address authorities are now more familiar with GIS in general and MetroGIS in particular.

In addition, as was previously implied, the near unanimous positive reaction of the attendees to the address point database 'initiative' was unexpected.

**5. Updated schedule for completion**

The Address Workgroup will take the report from the consultant and prepare a recommendation to be presented at the next Coordinating Committee meeting.

**6. Outline for the Final Project Report**

The Final Project Report will include an executive summary; an overview of the project process including the endorsements, the forums, and the questionnaires; and summary recommendation of how to move forward, based upon the forum, the questionnaires, and observations.

**7. Any other comments you wish to make**

While putting together the forums, we started to use the term "Address Point Database" instead of "Occupiable Units Dataset". The new phrase directly reflects the nature of the envisioned dataset. This helps convey the vision when communicating with Address Authorities.

# ATTACHMENT B

## Service Broker – Regional GIS Project Status Report June 15, 2007

### Project Scope:

Develop a first generation version of a web-based geospatial services delivery and computerized “brokering” function building on the shared services survey/catalog developed by the Governor’s Council on Geographic Information. The “broker” function will consist of a web based catalog and a library of services populated with a few routines to act as a demonstration project to show the potential value of developing a more extensive library of shared services for MetroGIS.

### Deliverables:

- Catalog of services (based on or an update of Council’s Shared Services Survey/Catalog)
- A browser-based catalog search capability
- Library of MetroGIS Services (repository and execution resource that will contain services like the North Dakota/Dakota County toolkit)
- Demonstration and training
- Final project report

### Project team members:

1. Customer Steering Committee Members:
  - Bob Basques, City of St. Paul
  - David Bitner, Metropolitan Airports Commission
  - Josh Gumm, Scott County
  - Randy Johnson, MetroGIS
  - Randy Knippel, Dakota County
  - Alison Slaats, Metropolitan Council
2. LMIC Project Team:
  - Fred Logman, project management
  - Chris Cialek, project management and metadata
  - Jim Dickerson, data base administration and developer
  - Andrew Koebrick, web developer
  - Brent Lund, developer
  - Pete Olson, infrastructure design and implementation
  - Nancy Rader, metadata and documentation

### Project Status:

1. Hardware/software specifications and development:  
*Hardware and software resources needed to host the catalog have been identified and the resources needed for the library have begun to be determined.*
2. Procedures and standards developed/recommended:  
*Research is underway in determining applicability of international metadata standards. Decisions on procedural developments will come out of working with the Steering Committee on populating the catalog and library.*
3. Clarification of custodial roles and responsibilities needed to support the subject “broker” function, in particular, receipt of applications/services produced by multiple organizations relating to business needs of local and regional government that serve the seven county, Minneapolis-St. Paul Metropolitan Area:  
*This is dependent on completion of the library function design, building the library component, modifying the catalog then populating them both. The experiences of the Steering Committee and LMIC staff will identify the functions and issues related to the roles and responsibilities of the hosting, contributing and using entities.*
4. Development of guidelines for organizations wishing to share an application/service via the “broker”:  
*Use guidelines will flow from the experiences gained during testing of the catalog and library functionality.*
5. Applications/services that will initially be included in the catalogue and accessible via the broker:



*Initial list will be identified by the LMIC project staff and the Steering Committee at a future meeting – possibly in July.*

6. Testing of “broker” components and related procedures and policies to insure they are workable from the perspectives of all affected parties, using more than one service and at least one service from a local or regional government interest:

*Will occur after changes have been made to the catalog and the library functionality has been built.*

**Issues/obstacles encountered with proposed solutions:**

Nothing unexpected has been encountered to date for this project.

**Unexpected benefits encountered:**

There is nothing to report at this time.

**Schedule updates proposed:**

The project deadline is November 2007, however, we will attempt to complete the project sooner as requested although a request to complete work by June 30 is not viable.

**Final project report outline:**

Not finalized at this time. Waiting to see what comes out of the development and testing phases of the project before developing an outline for the final report.

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**TO:** Coordinating Committee

**FROM:** MetroGIS Staff  
Contact: Chris Kline (651-602-1363)

**SUBJECT:** Quarterly Update Performance Measure Reporting –Anomaly Discussion

**DATE:** June 18, 2007  
(For the June 28th Meeting)

## INTRODUCTION

At each meeting, the Committee has asked staff to bring forward, for discussion, one or more anomalies associated with the previous quarter’s performance measurement reporting results.

## SUMMARY

The number of **visits to the DataFinder site** continues to become **more static**, while **download activity continues a general trend of growth** (barring disruptions of service, such as the upgrade of Café or lack of availability of a particular dataset). In addition, **downloads of endorsed regional datasets have returned to nominal levels** after a spike in activity with the relaunch of Café (see Reference Section for specifics).

This decrease in downloading occurred during the same reporting period as when web mapping and web feature services capabilities were added to DataFinder. Each downloadable dataset is also now available as web image and feature services. With the updates made to DataFinder last fall, we now have the ability to separate and monitor web services active from conventional data download activity. Staff have decided not to report on web service activity until the meaning of the statistics is better understood.

Is it plausible that the users are accessing the endorsed regional solutions via web services in a substantially higher volume than the other dataset available on DataFinder.

## SUGGESTED NEW PERFORMANCE MEASURE

Staff are testing a new measure of efficiency – number of downloads per visit. This calculation has been performed for performance reporting quarter since 2002 when reporting measures were instituted. The result is that during the First Quarter 2007, the last complete reporting period, the finding was 0.82 downloads per visit. This is the highest recorded thus far with an average of 0.50 downloads per quarter. Staff believes that a higher downloads per visit can be indicative of increased efficiency by the users of the DataFinder site. When viewed in relation to the decreasing rate of growth of visitors, it could be that the target audience of DataFinder has been reached with the current model.

## PERFORMANCE REPORTING STATISTICS – First Quarter 2007:

1. Viewing DataFinder Catalog and DataFinder Café Web Pages  
Visits to the DataFinder Catalog and DataFinder Café **decreased 10.9 percent** from the previous quarter, and decreased 14.1 percent compared to the same quarter in 2006.
2. Data Downloading Activity  
**General:** Dataset downloads **increased 7.5 percent** from the previous quarter, from 2,475 to 2,661. The quarter had the **highest level of download activity on record**. In addition, the past two quarters indicate that download activity appears to have recovered from the recession in activity during the second and third quarters of 2006.

**Endorsed Regional Solutions:** The number of downloads of Endorsed Regional Solutions **decreased from the previous quarter by 55.9 percent**, from 1,825 to 804. Staff believes the decrease in download activity of the Endorsed Regional Solutions can be attributed to a higher than normal level of activity in the previous quarter. When compared to the last two quarters of the 2006 Reporting Period, the level of activity is typical and should not be cause for alarm.

**TLG Roads:** The largest individual drop of Endorsed Regional Solutions was in the TLG Roads dataset, where downloads dropped 80.3 percent. The anomaly can be attributed to the unprecedented download activity for that dataset in December 2006 after an update of the dataset was published. The average monthly downloads over the entire span of the dataset's availability is 26 per month, but in **December 2006 there were 323 downloads of the dataset – twelve times the average rate.** Another update of the TLG Roads dataset was published on June 11; staff will monitor the download activity for any developing trends.

**RECOMMENDATION**

That the Coordinating Committee comment on questions posed by staff as possible explanations to anomalies identified in the First Quarter 2007 reporting period.



**TO:** Coordinating Committee  
**FROM:** Business Planning Oversight Team  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** MetroGIS 2008-2011 Business Plan – Preliminary Acceptance  
**DATE:** June 18, 2007  
(For the June 27<sup>th</sup> meeting)

### **INTRODUCTION**

Significant progress has been made, under the general direction of the Business Planning Oversight Team, to develop a Next-Generation MetroGIS Business Plan that: a) sets forth strategies to focus on the next 3 to 5 years and b) describes key components of the MetroGIS organization; the vision, its participants, activities, accomplishments, funding, etc. (*The draft Table of Contents is provided in Attachment A for the Committee's information.*)

At this time, the Oversight Team is requesting that the Coordinating Committee recommend that the Policy Board grant “concept” or “preliminary approval” of the following attached components of the new Plan:

- Challenges and Strategies (Section 7 – Attachment B)
- Operational Implications (Section 8 – Attachment C)

Given the importance of this material to MetroGIS's ability to maintain its relevance over the next 3-5 years, **Committee members are respectfully requested to come to the meeting prepared to offer suggested language to address any items missed or which are in need of modification.**

### **NEXT STEPS**

The Committee's recommendation is proposed to be forwarded to Policy Board for consideration at the Board's July 25<sup>th</sup> meeting. Work on tactical plans, to implement the strategies proposed in Section 7, is proposed to begin immediately upon receipt of concept approval from the Policy Board. See Item 5 in the Reference Section for a summary of the currently anticipated timeline for completion of the Business Planning process.

### **BUSINESS PLANNING OVERSIGHT TEAM EFFORTS**

Since the Policy Board's grant of “works in progress” status to the policy foundation for MetroGIS's efforts, the Business Planning Oversight Team has made good progress to define specific components of the Next-Generation Business Plan for MetroGIS. In the course of doing so, the Team has recognized a need to modify the Activity/Program Areas initially presented to the Committee for discussion at the March meeting. (*See the Reference Section for a summary of other relevant actions since the Committee provided direction at its March meeting*). Strategies presented in the draft Section 7 are organized by the Activity/Program Areas listed in below and in the order listed:

- Expand Regional Solutions to Include Support and Development of Application Services
- Build Advocacy and Awareness
- Expand MetroGIS Stakeholders
- Have Funding Priorities To Get The Most Efficient And Effective Use of Taxpayer's Money
- Optimize MetroGIS Organization
- Develop and Maintain Regional Data Solutions to Shared Information Needs (*Current Core Function*)
- Provide a Forum for Knowledge Sharing (*Current Core Function*)
- Facilitate Better Data Sharing (*includes DataFinder – Current Core Function*)

### **DRAFT CHALLENGES AND STRATEGIES**

Section 7 of the Next-Generation Business Plan (Attachment B) contains a summary of known challenges associated with each of the eight above-cited Activity/Program Areas and draft strategies to address those challenges. Committee comment and direction are respectfully requested to insure all know challenges are captured and that realistic strategies have been identified to address each of the challenges. See Item 4 in the Reference Section for a summary of the process that is proposed to facilitate the Committee's discussion.

### **DRAFT OPERATIONAL IMPLICATIONS**

Section 8 of the Next-Generation Business Plan (Attachment C) offers an evaluation of Operational Implications related to carrying out the strategies identified in Section 7. The only work put into Section 8 thus far is relates to identifying staff support options to achieve the strategies presented in Section 7. Once direction is received from the Committee as to the viability of these options at a concept level, an attempt will be made to put numbers ort the options.

### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Offer any desired additions or modifications to the following draft components of the Next-Generation MetroGIS Business Plan:
  - Challenges and Strategies (Section 7 – Attachment B)
  - Operational Implications (Section 8 – Attachment C)
- 2) Recommend that the Policy Board grant preliminary or concept approval to the components of the Plan cited in Recommendation 1, as modified by the Committee.

**If a Committee recommendation can not be achieved at the June 27<sup>th</sup> meeting, decide a process to achieve a recommendation by not later than Friday, July 13.**

## REFERENCE SECTION

### **1. Previous Policy Board Consideration**

The policy foundation for the next-generation of MetroGIS's efforts that was approved by the Policy Board on April 25<sup>th</sup> was essentially as recommended by the Committee at its March meeting. The modifications made by the Board are highlighted in Attachment D. This foundation included several outcome priorities for MetroGIS's efforts as an extension of the work accomplished at the February 8<sup>th</sup> Strategic Directions Workshop. The April Board action also included acceptance, as "works in progress", of six Activity or Program Areas through which to achieve the outcome priorities.

### **2. Business Planning Oversight Team – Modifications of Activity/Program Areas**

The Business Planning Oversight Team has concluded that the Business Plan should be organized according to the eight Activity/Program Areas agreed upon at the February Strategic Directions Workshop to reflect a one-to-one relationship with the Activity Areas identified in "concept map", which illustrates the results of the policy foundation agreed upon at Workshop (Attachment E).

The "works in progress" action by the Board in April had consolidated components of seven of these eight areas into six Activity Areas. The proposal submitted to the Policy Board in April also mistakenly did not call out "Have Funding Priorities To Get The Most Efficient And Effective Use of Taxpayer's Money" as an Activity program area; an oversight as this item is depicted on the "concept map" as a separate topic area.

Another of the "works on progress" activity areas was "Sustain stakeholder satisfaction with MetroGIS's accomplishments and products to date", which included several components which the Team believed to be too complex for a single activity area. The draft activity areas included the consolidation of existing functions in response to the consensus conclusion at the February Workshop that all current programs should continue to be supported.

- Regional data solutions to shared information needs
- One-stop, Internet-based tool for data discovery and access (MetroGIS DataFinder)
- Adopted standards and best practices
- Data sharing policies and agreements
- Forum for knowledge sharing and spirit of working together

Another of the "works on progress" activity areas was "Expand regional solutions (*to shared information needs*) to include applications and foster infrastructure enhancements needed to fully leverage the capabilities of regional solutions." Again, the Team concluded this statement was too complex for a single activity/program area.

### **3. Business Planning Oversight Team Members**

William Brown, Chair, MetroGIS Coordinating Committee (Hennepin County)

Rick Gelbmann, Metropolitan Council

Randy Knippel, Dakota County

Nancy Read, Metropolitan Mosquito Control District

Jane Harper, Washington County

Mark Vander Schaaf, Metropolitan Council

David Arbeit, Liaison with Strategic Planning Committee, Governor's Council on Geographic Information

### **4. Business Planning Process Update and Timeline**

The goal is to present the Next-Generation Business Plan to the Policy Board for approval at its October 2007 meeting. Along with seeking approval of the Plan itself, another goal is to seek approval from the Board in October of a workplan for 2008 and preliminary 2009 workplan and budget proposals and begin adopting tactical plans for Applications, Performance Measurement, outreach, succession planning. (See Attachment F for a detailed timeline.)

A major reason for seeking concept approval of suggested strategies at this time is to allow work to begin in August on tactical plans to implement the subject strategies, as opposed to waiting until after the Business Plan is formally approved in October. This accelerated schedule is proposed, in large part, to address Chairperson Reinhardt's concern that the momentum gained at the February Strategic Directions Workshop not be lost. The primary concern and reason for seeking concept approval is that the proposed strategies must be viewed by Board and Committee members as politically realistic and appropriate or work on tactics will be not result in moving the community closer to achieving the outcomes defined at the February Workshop. Concept approval can achieve this need. It is also believed that work on the tactics to implement conceptually approved "works in progress"

strategies could provide feedback that may result in valuable refinements to the strategies themselves before officially adopted.

### **5. Committee Review Process – June 27th Meeting**

The Business Planning Oversight Team has devised a process to facilitate detailed comment from the Committee on each of the eight subject Activity/Program areas, in hopes of avoiding a special meeting. For the process to work as intended, *each Committee member should come to the meeting prepared to activity share their thoughts regarding each of the questions stated below for two of the eight activity areas (Section 7)*. The process is:

- 1. Large Group - Overview and General Questions (25 minutes):** Members of the Business Oversight Team will begin this agenda item by summarizing the eight subject Activity/Program areas and entertain questions, as a large group. The Team members' summaries will, in effect, be a dry run for their presentation of this material to the Policy Board in July, in particular the implications of these strategies.
- 2. First Small Group Session (25 minutes):** Committee members will be asked to break into the first set of two small groups, organized by activity area. A member of the Business Planning Oversight Team will facilitate discussion for each small group. Committee members will be asked to respond to the following questions.

#### **Facilitation Questions Specific to Activity Program Area:**

- What is missing from the draft challenges and or strategies for this activity area?
- Are any of the suggested strategies inappropriate for MetroGIS to pursue?
- Are any of the statements not clearly stated? Need clarification?
- Are the messages to the Policy Board (Step 1) on target? Clearly stated?
- If the cited changes identified are made can you support the Committee granting concept approval?

#### **General Questions:**

- Is there anything missing from the proposed content of the Business Plan (refer to Outline)?
- Offer suggested tactics to implement strategies if they come to mind but the purpose of the discussion is to make sure the strategies are appropriate and stated clearly.
- Are the operational implications appropriate (Chapter 8)? Anything missing.

- 3. Second Small Group Session (25 minutes):** Committee members move to a new small group. Repeat step two process.
- 4. Reconvene as a large group (15 minutes):** Decide if the Committee can support recommending that the Policy Board grant concept approval. If not, decide how to proceed with achieving this recommendation on or before Friday, July 13<sup>th</sup> (e.g., special meeting or use technology, such as Share Point to communicate).



**ATTACHMENT A**

**DRAFT**

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- ? Recommended Tactics for Implementing Strategies for Supporting the MetroGIS Mission (*tactical ideas included in the previous Plan to insure not lost*)

# ATTACHMENT B

## DRAFT NEXT-GENERATION BUSINESS PLAN SECTION 7 – CHALLENGES AND STRATEGIES

**The material provided in this Attachment is an excerpt from the draft Next Generation Business Plan. Committee comment is requested to insure that the challenges and strategies are clearly stated and that nothing of importance has been forgotten.**

**The proposed strategies will be used to define annual work plans and to guide the development of tactical plans.**

### **7.0 CHALLENGES, STRATEGIES AND COMPETENCIES**

**Introduction:** Eight major Activity or Program Areas<sup>1</sup> have been identified as priorities for MetroGIS to focus on over the next 3 to 5 years, beginning in 2008. Each is strategically aligned<sup>2</sup> with and essential to achieving at least two major outcomes (aspirations) for which MetroGIS has accepted responsibility and accountability (see Section 4). [*The 4-digit number(s) that follow each of the statements correspond to the numbering system used in the “causal map” presented in Appendix A.*]

Major Activity Areas for MetroGIS to pursue over the 3 to 5 years are as follows:

1. Expand endorsed regional solutions to include support and development of application services (5008)
2. Build advocacy and awareness (*of the benefits of collaborative solutions to shared needs*). (5027)
3. Expand MetroGIS stakeholders (5023)
5. Have funding policies to get the most efficient and effective use out of taxpayer money (5005)
6. Optimize MetroGIS organization. (5007)
7. Develop and maintain regional data solutions to shared information needs (5031) (*Current Core Function*)
8. Promote a forum for knowledge sharing (5016) (*Current Core Function*)
9. Facilitate better data sharing (*more data available, more users, improved processes*) (5034) (*includes DataFinder – Current Core Function*)

These major activity or program areas are not listed in order of relative importance, as simultaneous work on some aspect of each will be important to successfully achieving the mission and component desired outcomes.

The remainder of this Section is devoted to:

- Examining known challenges to carrying out each of these major activities.
- Strategies are identified to overcome known challenges.

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<sup>1</sup> These eight major activity/program areas were identified as priorities for MetroGIS at the February 8, 2007 Strategic Directions Workshop

<sup>2</sup> See Appendix A for an illustration (casual map) which depicts each of the major program areas and their relationship with major desired outcomes, as well as, to secondary outcomes which serve as performance indicators. This map generally illustrates the relationships between major desired outcomes and activities as well as among outcomes and among activities defined at MetroGIS at the Strategic Directions Workshop held on February 8, 2007. For more information, see

- Core and distinctive organizational competencies, both which exist and those that are needed or need to be improved, are identified for each activity area. (Continued attention to sustaining these competencies is critical to MetroGIS’s long-term effectiveness. See Section 6 for a discussion of what is meant by organization competencies.)
- Each of the Major Activity/Program Areas is also preceded by a brief summary of the current situation for which further information is provided in Section 7.

***(Note to Reader: Developing and implementing specific tactics to carry out the recommended strategies is generally left to annual work programming.)***

**Editor’s Note - HOW ABOUT A MATRIX LISTING THE EIGHT CHALLENGE AREAS DOWN THE LEFT SIDE AND THE COMPETENCIES ACROSS THE TOP. I FORSEE A GOOD DEAL OF OVERLAP – SHOULD A ‘MAP’ BE INCLUDED AS AN APPENDIX?**

**7.1 Activity Area 1: Expand endorsed regional solutions to include support and development of application services (5008) (and related infrastructure needed to fully leverage capability of regional datasets)**

**Summary of Past Situation:** This topic area was identified as an emerging need in the previous Business Plan. Several member organizations of MetroGIS have started independent or collaborative activity in this area (e.g., Dakota/Scott/Carver County parcel access application, OpenMNND project, M3D, and MetroGIS Regional GIS Projects in 2006 and 2007 have begun to address general and specific application-related needs.

**Challenge:** With high-quality geographic data easily accessible, more people are finding ways to use it to improve decision-making. Technology and user expectations have changed with increased user interest in direct access to information through the web or through enterprise applications as opposed to obtaining a dataset and manipulating it on their own GIS systems. MetroGIS stakeholders are increasingly expected to develop applications and web services to meet these changing user needs. This change has elevated the topic of shared “application” needs to the **highest priority** for MetroGIS’s attention. However, the rapidly changing technology, much of which is not commonly understood by those asked to define policy, has made it difficult to define a plan of action.

**Recommended Strategies.**

- 1) **Study Examples of Cooperative Application Development:** Leverage as test beds the M3D application<sup>3</sup>, the Geocoding Web Service 2007 Regional GIS Project<sup>4</sup>, the OpenMNND project, Governor’s Council projects (e.g., service broker) and any others (including the discontinued regional mailing label-maker application) to identify policy and technical needs related to collaborating on shared applications or services (e.g., intellectual property rights for applications developed, view only access to licensed data, effect of web services on

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[http://www.metrogis.org/about/business\\_planning/sdw/workshop\\_summary\\_%2007\\_0417.pdf](http://www.metrogis.org/about/business_planning/sdw/workshop_summary_%2007_0417.pdf). (Chris - USE THE MOST RECENT VERSION and drop the votes)

3 Describe – link to website - developed with an \$590,000 federal grant

4 Describe

dependencies of one organization upon another, Data Practices Act issues). Also use this study to raise level of understanding of the technologies involved.

- 2) **Stakeholder needs assessment:** Identify which kinds of applications or services are most needed and most appropriate for MetroGIS to work on (similar to earlier information needs studies). Include perspectives of both inter and intra sector communities that comprise MetroGIS's stakeholder community (e.g., within a single sector, such as counties and across sectors). Also identify public / private partnership opportunities building on the opportunities identified in the recommendations submitted to the Policy Board Fall 2006 by the "Beyond Government Users Partnership Opportunities" Workgroup (see Appendix K).
- 3) **Implement ApplicationFinder:** Implement the ApplicationFinder concept<sup>5</sup> to facilitation of the sharing of applications and web services among stakeholders, and establish any policy guidelines as identified in the previous studies. In doing so, leverage knowledge learned and products from two projects that are in process under the direction of the Governor's Council on Geographic Information to: 1) identify of existing applications and services that can be shared among stakeholders and 2) prototype a web-based Service Broker (ApplicationFinder) application to provide a user friendly means to discover existing applications and utilize them (2006 MetroGIS funded Regional GIS Project on Applications).
- 4) **State and National Activities:** Collaborate and advocate with others at the state and national level as we develop policies and projects regarding applications and services.

**Required Competencies.** Competencies required to successfully achieve the recommended strategies, both those that are possessed as well as those that are needed, are as follows (distinctive competencies are shown in **bold**).

Existing:

Needed:

## 7.2 Activity Area 2: Build Awareness, Understanding, and Advocacy (Marketing) (of the benefits of collaborative solutions to shared needs). (5027)

**Summary of Past Situation:** In the past, outreach or marketing to non-users of GIS technology was, for the most part, a passive and limited activity. The ranking of functional priorities set forth in the previous Business Plan declared marketing of MetroGIS data products and services to be an unfunded low priority<sup>6</sup>. Past outreach efforts were also targeted to the leadership of local and regional government interests that serve the Twin Cities Metropolitan Area, largely in the form of passive outreach methods. The message has also been on the benefits of collaboration, not on the value of GIS technology, per se. Supporting sharing of

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<sup>5</sup> Refer to the related footnote or direct to the URL

<sup>6</sup> See Appendix A of the Business Plan at [http://www.metrogis.org/about/business\\_planning/bplan\\_0305.pdf](http://www.metrogis.org/about/business_planning/bplan_0305.pdf) .

knowledge among interests who were using the technology was viewed as a more effective use of limited resources.

**Challenge:** Expanding the MetroGIS stakeholder community has been identified as goal for the next 3-5 years. The focus of the currently envisioned activity is also substantially broader than in the past. Know challenges to proactively marketing MetroGIS to prospective participants to expand the MetroGIS community and improve understanding of the benefits that are possible through collaboration include:

1. Need to expand MetroGIS's past mostly-passive outreach activities to incorporate an advocacy or marketing message that resonates with leadership of organizations that have not to date recognized the value of geographic information technology or collaborating to address shared needs.
2. The effectiveness of advocacy and marketing efforts are constrained by the degree to which state agencies and policy-makers currently support use of GIS technology and collaborative approaches. Therefore, MetroGIS efforts need achieve strategic alignment with similar efforts at the state level and position itself to proactively and effectively advocate for gaining better support for GIS technology, activities and funding statewide, as well as achieve alignment between state policies and MetroGIS's solutions to shared information needs and distribution architecture.
3. A need to develop and deliver messages that effectively improve understanding among the leadership of prospective participants and the state of Minnesota that use of GIS technology is a cost effective way to conduct business in today's high-tech world and that cross-organization collaboration is necessary to fully realize these capabilities. These efforts need to identify and align with strategic opportunities at the state level through elected officials, state agencies, and professional organizations.
4. Marketing to prospective participants cannot be achieved at the expense of less effective knowledge sharing among entities currently using geographic information technology and participating in MetroGIS's efforts. MetroGIS participants must continue to be kept informed of major accomplishments and opportunities in as timely and concise of a manner as possible.
5. Existing human and supporting resources are insufficient to engage in a proactive marketing program aimed at increasing awareness and understanding of MetroGIS's purpose and value of participating without significantly impacting other priority activities. Effective marketing requires identification of the target audiences, identification of contacts for each of the audiences, and an accurate identification assessment of the target audience's needs to devise a message that will be compelling to them.
6. Several passive outreach/marketing/communication methods (e.g., annual report, articles in GIS/LIS newsletter) have and continue to be used but generally not more often than on a quarterly basis due to a lack of sufficient resources to commitment to a

greater frequency, as preferred by MetroGIS leadership. Although, outsourcing has proven to be an effective way to supplement staff resources for the writing of newsletter articles, the annual report, and promotional materials, it is not a suitable option for most other outreach activities. In those cases, a day-to-day working knowledge of MetroGIS's operations is needed to be effective (e.g., meeting with representatives of other organizations).

7. The past tactic to relying largely on members of the Coordinating Committee and Policy Board to assume proactive roles for advocacy of MetroGIS's philosophies and activities among their peers has had limited success.

**Recommended Strategies:** Strategies to promote an environment that supports MetroGIS participant collaboration and investment in GIS technology and keeps MetroGIS participants informed about accomplishments and opportunities, as well as, to improve understanding among prospective participants of MetroGIS's purpose and benefits of participating include:

1. **Outreach and Marketing Plan:** Modify and convert MetroGIS's current Outreach Plan to an Outreach and Marketing Plan, which incorporates and elaborates on the following tactics designed to both promote increased awareness and build advocacy capacity:
  - a. Develop methods for participants to nurture working relationships with organizations within and outside the seven-county region, including surrounding counties, and state and national organizations, to develop and promote common policy and technical issues of mutual benefit.
  - b. Achieve awareness among policy makers associated with all essential participants of the benefits that have/are/can accrue to their respective organizations through the efforts of MetroGIS.
  - c. Develop regional strategies for legislative initiatives that support investment in GIS technology by MetroGIS participants and collaboration between participants, aligned with similar efforts at the state level.
  - d. Achieve awareness among leadership of non-government organizations of potential benefits that have/are/can accrue to their respective organizations through leveraging the efforts of MetroGIS.
  - e. Promote increasing awareness and building advocacy capacity. Methods should include: increase public awareness through interviews, speaking engagements at conferences and forums hosted by a variety of stakeholder interests, responding to requests for information, stories in publications, and newsletters, surveys, and hosting events.
  - f. Continue to maintain a complete, accurate, easily accessible, and current, web-based institutional memory of all aspects of MetroGIS's efforts ([www.metrogis.org](http://www.metrogis.org)); mission, activities, accomplishments, participants, processes and opportunities for participation.

- g. Continue to leverage the GIS/LIS Consortium's newsletter<sup>7</sup> to share information with the geospatial community but also sell out opportunities to submit articles to newsletters supported by other organizations affiliated with stakeholder interests.
  - h. Continue to prepare an annual report and accompanying information brochure and distribute them widely to participants and prospective participants.
  - i. Continue to include an Information Sharing Report with agenda materials for each Policy Board and Coordinating Committee meeting.
  - j. Develop methods / tools to foster electronic exchange of ideas, feedback for prospective participants to capture ideas about collaborative opportunities that may not be currently understood as *well* as to offer ideas about MetroGIS's philosophies, objectives, priorities, etc.
  - k. Foster statewide adoption of principles that underpin MetroGIS.<sup>8</sup>
2. **Pursue Interoperability:** In conjunction with the Governor's Council on Geographic Information and as a basis for conversations with policy makers, develop a mutually acceptable means for achieving interoperability (increased uniformity) with data produced by organizations that adjoin the Metro Area and associated with endorsed regional data solutions and thereby also improve data quality and data access.
  3. **State Infrastructure:** Seek out opportunities to participate in the planning of State of Minnesota's Spatial Technology Infrastructure planning to advocate for regional needs. In particular, seek ways to leverage MetroGIS's investment in data discovery and distribution tools by coordinating with the state's infrastructure.
  4. **Dedicated support:** Seek out options to secure human resources beyond those provided by the Metropolitan Council to support the "foster collaboration" function and assist with an active marketing program to prospective participants in MetroGIS's efforts, as well as state agencies and policy-makers.
  5. **Outsourcing:** Continue to rely upon outsourcing to supplement dedicated staff resources to extent practical (e.g., development of the annual report and accompanying informational brochure<sup>9</sup>, drafting articles for newsletters, interviewing participants and drafting testimonials).

**Required Competencies.** Competencies required to successfully achieve the recommended strategies, both those that are possessed as well as those that are needed, are as follows (distinctive competencies are shown in **bold**).

Existing:

Needed:

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7 See <http://www.mngisliis.org/displaycommon.cfm?an=1&subarticlenbr=69>

8 Recommendation of the Public Private Partnership Workgroup. See Appendix K, Item 1 for further information.

9 See [http://www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml)



**7.3 Activity Area 3: Facilitate Better Data Sharing** (*more data available, more users, improved processes, improved data completeness, accuracy and currency*). **(5034)**

Summary of Past Situation: This has always been a core focus of MetroGIS. Data standards and agreed-upon formats for sharing have allowed creation of many metro-wide coverages that are easy to use across boundaries and made local data easier to use with other datasets. Metadata is routinely provided that lets other users interpret data usability and attributes. Standardized processes have been developed and implemented to simplify moving data from producers, processing it, and making it available via DataFinder. The “DataFinder” tool was developed and is maintained to support this core MetroGIS function, enabling one-stop, Internet discovery and access to over 160 datasets in the form of data and web services. For the two regional datasets with restricted access, data sharing agreements were developed and implemented with the seven counties (parcel data) and The Lawrence Group (street centerline data) to provide licensed access and eliminate fees for government and academic users. Progress has also been made to improve access to parcel data by non-government interests.

Challenge.

The ever-expanding production of and needs for spatial data, wide variety of producers and users, changes in data/info delivery technology, and issues regarding intellectual property rights (for both public and private producers) continue to make this a challenging and exciting area. Each of these four components is discussed in more detail below.

1) Expanding data available. Public, private and non-profit organizations can make their datasets available through DataFinder, but many organizations apparently do not understand the benefits or take the time needed to prepare the necessary metadata. Although DataFinder and its DataFinder Café component greatly streamlined access, the number of datasets and organizations publishing data via DataFinder has not appreciably increased over the past few years, and there are no non-government interests publishing their data via DataFinder. Fragmentation of the producer interests needed to fill unresolved information needs adds complexity to the process of reaching data sharing agreements and implementing information need solutions. Expanding available data will require a coordinated effort including outreach, policy support, user involvement and technical support of DataFinder and/or equivalent tools that make it easy for producers to submit datasets/services and users to find them. We would like DataFinder to be widely recognized as the premier “marketplace” for metro data.

Maintaining DataFinder’s relevancy requires significant commitment of resources, including skilled technical support that must stay current on state-of-the-art capabilities in order to insure DataFinder remains consistent with stakeholder needs. Challenges include but are not limited to:

- a. Rapidly changing hardware and software environment both for distribution and use of geographic information.

- b. Expanding the breadth of publishers and number of datasets published via DataFinder
- c. Maintaining a user-friendly environment while addressing the range of stakeholder needs from basic to sophisticated.
- d. Increasingly blurry boundary between need for access to the geographic data file versus an image of the data (Web Service) and implications for data access policies and security requirements.

2) Increasing number and variety of producers and users of MetroGIS's services and products.

With adoption of this Plan, the main users have expanded from the original target of government agency GIS staff, and now include non-profit and private organizational users, private citizens, and users with much less GIS background. The pool of users and producers is expected to expand as more users understand the benefits to be realized by participation, and as access becomes easier for general users through links to applications and services. This challenge also takes on a broader meaning with the adoption of this Plan and the accompanying desired outcome of expanding the MetroGIS's stakeholder community (see Section 7.3). MetroGIS's leadership recognizes that additional progress to address access impediments of non-government interests to data produced by government is critical to forging partnerships with these interests important to improving data quality and integrating a wide range of public and private sector data, including parcel and street centerline data, into applications possible only through such partnerships. This merging with data and application will need to provide more levels of service than in the past (e.g., links to web applications that make data usable for pure web-based users that do not download data to a convention desktop GIS application, links to web services that allow more sophisticated users to easily contribution data.

3) Changing data/information delivery technologies. Sharing data used to mean being able to download a copy of an entire dataset to use in your own GIS system. Recent advances in web services now allow users to link directly to a data source and view the most up-to-date data/images on demand, delivered to a web or desktop application (WMS or WFS<sup>10</sup> or other proprietary web services). The DataFinder tool needs to be able to provide users with links to data in whatever formats it is currently available. A related challenge is the lack of capacity of some stakeholders to host web services for themselves. A better understanding of such deficiencies and available capacities across the community is needed to efficiently define collaborative options.

4) Issues related to Intellectual Property Rights and access to use. The main challenge here is to continue to streamline processes for accessing currently restricted data (parcels, street centerlines) or new restricted datasets (potential private producers) while respecting the producing organizations' cultures and objectives. If an organization does not believe that they (or their taxpayers or customers) benefit through data sharing, policy barriers related data privacy, cost recovery, and licensing constrains are more difficult to mitigate. Although

significant progress has been made to streamline access authorization processes for government and academic interests, there is room for improvement for other users. MetroGIS leadership has directed that similar advances be achieved for non-government interests, although these pose more complex policy questions than were involved with resolving obstacles for the government community, which were significant in themselves.

In addition, new web-services technologies have creating opportunities to provide non licensed users the ability to view licensed endorsed regional parcel and street centerline datasets provided they are not able to “download” it. This technical capability is blurring the lines as to what constitutes access in terms of traditional data licensing requirements. In other words, technical capabilities are driving the need to reassess legal data access requirements. Among the complexities that result is the need to implement a means to allow secure use by licensed users for applications viewable by the general public without allowing access to the data files. Other challenges may include selecting the forms in which data will be shared that serves as many users as possible without unduly expanding support requirements and defining and implementing a means to coordinate, document, process and maintain multiple data forms..

Recommended Strategies:

- 1) **DataFinder a Core Function**: Continue to support DataFinder as core function of MetroGIS and promote its benefits to the producer and user communities. Specifically:
  - a. **Peer Review Forum**: Continue the established practice of MetroGIS co-hosting with DataFinder’s custodian (Metropolitan Council) of a Peer Review Forum for users DataFinder every 3-5 years to share their thoughts on how to improve DataFinder to maintain its relevance to changing user needs and leverage technology or other resources.
  - b. **Producers Awareness**: Add a component to the Outreach Plan to proactively inform producers of geographic data (government, academic, non-profit and for-profit) relating to Twin Cities Metropolitan Area of the existence and purposes of DataFinder and encourage them to use DataFinder to publish data they produce.
  - c. **Web-Based User and Producer Forums**. Provide electronic means through which stakeholders (data users and producers) can identify issues or concerns regarding the functionality of DataFinder, as well as comment about the data themselves as issues are encountered. This includes examining the possible value of developing forum activities that use web-based collaborative workspace tools such as wikis and weblogs.
  - d. **Performance Measurement Reporting**: Leverage Performance Measurement Reporting results to detect potential user satisfaction issues and attempt to identify underlying causes and implement appropriate solutions in a timely of manner as possible.

- e. **Interview Data Producers**: Conduct interviews with organizations that publish geographic data on DataFinder to identify any issues with the publication procedures and seek to resolve them in a timely manner.
  - f. **Define concerns of small producers**. Develop methods to address the needs, concerns and interests of small area producers such as addressing authorities, cities, watershed and school districts.
  - g. **Technology and Procedural Innovations**: Explore technology and procedural innovations that possess potential for improving responsiveness to user requests and reducing support requirements.
  - h. **Integrate with ApplicationFinder**: Hold as a high priority design requirement, the need to seamlessly integrate DataFinder's functionality with the concept of an Internet-based mechanism to discover and access existing geographic information applications and web services (ApplicationFinder).
- 2) **Expand User Outreach**. Expand Outreach/Marketing efforts to inform prospective users of geographic information, the data assets that are available via DataFinder and the benefits associated with using endorsed regional datasets.
  - 3) **Expand Producer Outreach**. Expand Outreach/Marketing efforts, beyond local and regional government interests, to increase awareness of the benefits that can be realized by publishing data via DataFinder, and encourage more producers to do so.
  - 4) **Expand Web Services and Applications**. Encourage more producers to make their geographic data available via web services and applications.
  - 5) **Publicize Metadata Help Availability**. Continue efforts to increase awareness of available assistance to produce metadata but expand the target audience beyond local and regional government.
  - 6) **Resolve Producer and User Concerns**. Continue to proactively mitigate differences between data producer concerns and user preferences so that barriers and impediments to effective distribution of geographic data are minimized. In particular, seek mutually acceptable solutions to barriers, including but not limited to: cost recovery practices, multiple uncoordinated license procedures, and, in general, inconsistent, overly restrictive practices and policies involving government and non-government interests alike.
  - 7) **Develop Web Application Policies and Procedures**. Continue to pursue policy and procedure modifications required to allow "licensed" data, which are components of an endorsed regional dataset, to be utilized in web-based applications accessible by the public.
  - 8) **Foster An Open Source Data Model**. A core group of users, operating under the auspices of the MetroGIS, would be responsible for assessing or rating incoming data changes. All user submissions would be kept in a separate, fully documented data warehouse for use by others.<sup>11</sup>

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<sup>11</sup> Recommendation of the Public Private Partnership Workgroup. See Appendix K, Item 2 for further information.

- 9) **Foster a Marketplace for Geospatial Resources.** Realization of a geospatial resources marketplace concept, could greatly enhance geospatial data and application access options, with acquisition arrangements ranging from bartering to subscriptions. The marketplace should place special attention on outsourcing of application needs, as well as addressing the preferences of some users who will want to bring an application in-house to experiment with the code and functionality themselves. Another focus should be on applications and web services that are not part of the standard desktop suite (e.g., commercial GIS software).<sup>12</sup>
- 10) **Support Producer-User Forums.** Support a forum for producers to work jointly to identify barriers and develop solutions that will serve the purpose of making quality geographic data readily available to interested users, in the form needed.
- 11) **Support County Data Producer Workgroup.** Continue to rely upon the County Data Producers Workshop to assume a leadership role for the evaluation of access policies and procedures concerning parcel data. Including periodically work jointly with the non-government interests (for profit and non-profit) to review the current demand for parcel data and whether it and other licensed geographic data should be distributed through MetroGIS to interested non-government entities, and if so, to establish procedures and practices to do so.

**Required Competencies.** Competencies required to successfully achieve the recommended strategies, both those that are possessed as well as those that are needed, are as follows (distinctive competencies are shown in **bold**).

Existing:

- Skills, tools and methods of sharing traditional GIS datasets.

Needed:

- Skills, tools and methods of sharing web-based GIS data, information and products.
- Communication skills, tools and methods that address X Generation and Millinium Generation GIS and Web professionals.

#### 7.4 Activity Area 4: Expand MetroGIS stakeholders (5023)

**Summary of Past Situation:** Encouraging local and regional government to participate in MetroGIS's efforts has been the primary focus of this activity in the past. This Plan broadens the scope to proactively seek participation from other constituencies beyond just information sharing.

**Challenge.** MetroGIS's leadership understands that the ability to sustain MetroGIS's efforts depends upon a broad community of interests actively participating in achieving solutions to shared needs. The challenge of MetroGIS is to convince key stakeholders (those organizations who can directly contribute resources and expertise to the success of the organization) of the benefits that can be realized from actively participating as a member of this collaborative. The

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<sup>12</sup> Recommendation of the Public Private Partnership Workgroup. See Appendix K, Item 4 for further information.

following three constituencies are targeted in an attempt to gain their active participation in MetroGIS beyond just using MetroGIS's products and services:

- a. Jurisdictions that are adjacent to the seven-county Twin Cities Metropolitan Area<sup>13</sup> that may have a need to share data resources,
- b. Non-government entities that may be willing to provide resources needed to address shared needs(e.g. pursue for partnerships to improve data or address shared application needs),
- c. Municipal governments that are needed and may be willing to assume roles as producers of data for regional solutions (e.g., addresses of occupiable units).

#### **Recommended Strategies.**

- 1) **Workgroup Participation:** Encourage representatives from each of the targeted constituencies to participate in MetroGIS workgroups charged with defining needs and recommending courses of action to address shared needs.
- 2) **Ongoing Dialogue:** Establish ongoing dialogue with key contacts within each constituency.
- 3) **Evaluate Membership:** Periodically evaluate the membership of the Coordinating Committee and Policy Board to insure that key stakeholder interests are adequately represented. Consider expanding the Policy Board membership to include seats for non-government interests as recommended by the Beyond Government Users Workgroup (Appendix **XX**).
- 4) **MetroGIS's Outreach Plan Constituencies:** Develop a detailed plan to reach target constituencies, including key organizations and key contacts within those organizations, key messages, specific strategies and target implementation dates. The goal of the outreach is to improve the understanding of the benefits of the GIS technology among managers and policy makers affiliated with prospective participating organizations and to seek their participation at an appropriate level.

**Required Competencies.** Competencies required to successfully achieve the recommended strategies, both those that are possessed as well as those that are needed, are as follows (distinctive competencies are shown in **bold**).

Existing:

Needed:

### **7.5 Activity Area 5: Have funding policies that get the most efficient and effective use out of taxpayer money (5005)**

**Summary of Past Situation:** An outcome of MetroGIS's efforts, since inception of the MetroGIS organization, has been to improve the efficiency of stakeholder operations and cross-

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<sup>13</sup> Staff contacts were established in Chicago, Goodhue, and Wright Counties, primarily through participation in activities of the Governor's Council on Geographic Information. These talks have not as yet resulted in any active projects to achieve interoperability of data resources.

jurisdictional decision support. The difference is that the current view of this outcome recognizes a need to approach the topic from a community perspective, as opposed to an organization by organization focus. In other words, the measure of success is at the level of the taxpayer not organization by organization.

**Challenge.**

- 1) In accordance with guiding principles, stakeholder decisions to participate in MetroGIS's efforts and abide by the resulting policies and practices remains voluntary. Although the good sought via the subject policy is accepted good public policy, achieving widespread individual stakeholder compliance will require overcoming a variety of cultural, funding, and personal obstacles related to resource allocation.
- 2) A straightforward metric to assess the relative benefit of a particular collaborative course of action, which incorporates intangible and tangible impacts of following or not following it, is not known to exist. As such, such decisions rely to a large extent on manager intuition, experience and commitment to the greater good.
- 3) Internal organizational structures that are de-centralized with regard to use of GIS technology can also hamper an organization's ability to create policy from a "what is best from an enterprise perspective" complicating an assessment of options from the perspective of what is the best interest of the greater good.
- 4) Individuals representing data producer organizations can include a variety of viewpoints, and include policy makers, managers, GIS technical staff, planners, IS staff, and others further complicating the assessment of what is the best interest of the greater good.
- 5) Certain organizations may be well suited to perform a function for the benefit of the greater good, but lack resources and direct business need to justify performing that function.

**Recommended Strategies:**

- 1) Develop advocacy messages to improve awareness and understanding of tangible and intangible benefits to the broad community of participating in a particular collaborative solution(s), along with various mechanisms to deliver this message to leadership of affected organizations.
- 2) Continue to seek out potential measures, as part of the MetroGIS's Performance Measurement Program, which can assist with evaluation of options according to their relative public value.
- 3) Develop strategies that identify and justify appropriate resources for GIS activities that serve the greater good. Work collaboratively to acquire funding to pay for those activities and build advocacy to support them.
- 4) Leverage buying power of the region by aligning technical specifications and purchasing schedules to pursue volume discounts and grant funding. This will also create incentives for collaboration, as well as help participant organizations justify related GIS activities.
- 5) Develop common policies that govern cost-recovery or justify the public investment in GIS technology indirectly in terms of increasing regional economic development potential, improved decision-making, or improved quality of life for residents.

**Required Competencies.** Competencies required to successfully achieve the recommended strategies, both those that are possessed as well as those that are needed, are as follows (distinctive competencies are shown in **bold**).

Existing:

Needed:

## 7.6 Activity Area 6: Optimize MetroGIS organization (*Governance and Organizational Structure*) (5007)

**Summary of Past Situation:** MetroGIS's organizational structure, although unconventional, has been found to be well-suited to achieve the functions and outcomes defined for the MetroGIS organization.

**Challenge.** MetroGIS exists because those participating in its governance and activities recognize that their respective organizations benefit from the collaborative solutions implemented through MetroGIS's efforts by making their staff more productive in carrying out their professional responsibilities

Known challenges to maintaining this needed involvement include:

- 1) Involve a wide variety of stakeholder organization types as active MetroGIS supporters.
- 2) Maintain a diverse community of champions at the policy, management and technical levels who make it a priority to participate in MetroGIS's activities and are committed to insuring MetroGIS's relevance .
- 3) Nurture the public policy underpinnings of the organization to sustain its legitimacy among policy makers, who, in turn, must serve as champions to advance the cause of MetroGIS.
- 4) Sustain an effective mechanism to accomplish cross-jurisdictional cooperation, collaboration, and oversight as stakeholder organizations increase interdependencies related to the use of web services and maintenance of geographic data.
- 5) Maintain political support among essential stakeholders; those who serve as custodians or fulfill other roles essential to MetroGIS's success. Broad understanding of the purpose and benefits is needed not only regarding their organizations but to the region as a whole. For example, the advocacy of two Policy Board members was instrumental in assisting with the Metropolitan Council evaluation of MetroGIS in 2006, an intensive process that led to Metropolitan Council recertification of its relationship with MetroGIS. This type of challenge is expected to occur again. Will the leadership be willing and able to effectively communicate the value created through MetroGIS's efforts?
- 6) Maintain recognition on the part of participants in MetroGIS governance and activities that they can be more productive in carrying out their professional responsibilities, that their



respective organizations also benefit from the collaborative solutions implemented through MetroGIS's efforts, and that the community of collaborators contributes to a larger public good. In other words, that involvement in MetroGIS's effort creates public value.

- 7) Renew the support of the Metropolitan Council each year during the Council's annual budget process. Changes in Council direction could occur in the future as a result of changes in the composition of the Council (council members are appointed by the Governor), as well as from the Council's continuing need to weigh MetroGIS alongside other budget priorities.
- 8) Insure the levels of required staff report are appropriately identified and supported.
- 9) Maintain an effective and appropriate organizational structure. Is the current voluntary, ad hoc governance and participation model the best choice now that inter-organizational dependencies are likely to increase via shared services? Should legitimacy, via legislative mandate, be sought? How best to expand support resources available for "fostering collaboration" to accomplish desired expansions in scope (e.g., expand stakeholder base, expand outreach and marketing efforts, and expand regional solutions to include applications)?
- 10) Provide for effective transitions in leadership – staff and committees. How to assure there are willing and able leaders poised to take over as the leadership for the past ten years retires, or moves on to other responsibilities.
- 11) Maintain sufficient operating capacity: Sufficient staff support with appropriate skills (clear idea of objectives/needs, in-house and resources to outsource (e.g., communications, performance measurement, business planning, technical/topical expertise) to effectively address the needs and sustain the solutions

**Recommended Strategies:**

- 1) **Competencies:** Insure that core and distinctive organizational competencies are - maintained, well understood, and central to operations and decision making.
- 2) **Funding Policies:** Have funding policies which result in an efficient and effective use of taxpayers' money, and which allow conscientious responses to emerging stakeholder needs in a timely manner.
- 3) **Update Plans:** Update the Business Plan, related Plans (e.g., Performance Measurement, Outreach), and review Operating Guidelines for desired changes every 3-5 years.
- 4) **Policy level Support:** Strengthen support for the MetroGIS mission on the part of policy makers.
- 5) **Demonstrate Benefits:** Demonstrate producer and user benefits through a variety of actions, including updating and implementation of the Performance Measurement Plan.

- 6) **Consistent with Purpose:** Maintain an organizational structure consistent with guiding principles and capabilities needed to achieve major desired outcomes.
- 7) **Broad Support:** Sustain a broadly supported, stakeholder-governed organizational structure, which recognizes the need for representation by all relevant and affected parties on standing committees (e.g., membership of the Policy Board and Committees) and special purpose workgroups. Occasionally update stakeholder analyses to identify any changes that may be important to sustaining support.
- 8) **Participatory Process:** Develop policies, which are fundamental to the long-term success of MetroGIS, through a broadly participatory process consistent with the guiding principles.
- 9) **Outreach:** Maintain an effective outreach campaign to insure participants and prospective participants understand MetroGIS's mission and services.
- 10) **Local Government Involvement:** Strengthen local government involvement, in particular that of city government, through user groups or other methods, based on what works best for each interest community.
- 10) **Non-Government Involvement:** Create effective ways for non government interests to effectively partner with government interests to achieve shared geographic needs.
- 11) **Respect Time Constraints:** Have communication options that respect MetroGIS stakeholders' time constraints.
- 12) **Nurture Advocates:** Develop advocates for MetroGIS - both technical and policy-oriented, focusing on individuals and organizations that understand and support the MetroGIS mission.
- 13) **Succession Planning:** Develop a "Succession Plan" in which current and potential leaders are identified at the policy, management, and technical levels within organizations critical to the long term success of MetroGIS. Develop a proactive program to insure adequate skills to assume leadership responsibilities for MetroGIS. Create opportunities for a new generation of leaders to assume responsibility for MetroGIS.

**Required Competencies.** Competencies required to successfully achieve the recommended strategies, both those that are possessed as well as those that are needed, are as follows (distinctive competencies are shown in **bold**).

Existing:

Needed:

## 7.7 Develop and maintain regional data solutions to identified shared information needs (5031)

**Summary of Past Situation:** This is a core function of MetroGIS and a primary focus of efforts to date. Activities have included conducting an extensive exercise to identify common needs

(adopted May 1997<sup>14</sup>), facilitating development of datasets to meet those needs, establishing custodial and maintenance plans, and dealing with licensing issues (for some datasets). Accomplishments (outlined in section 5.2) include 8 endorsed regional data solutions: parcels and unique parcel IDs, street centerlines with address ranges, jurisdictional boundaries, census geography, socioeconomic data, planned land use and land cover. An additional 7 are in progress, including address points for occupiable units, E911-compatible roads, school and water management district jurisdictional boundaries, existing land use, hydrography, and emergency preparedness features. Best practices and data content standards, an essential foundation for combining regional data, have also been developed or are underway. For the parcel and street centerline regional solutions, common license agreements have been developed with producers to facilitate regional use [more in 5.2.1].

The list of common information needs has not been updated since 1997 other than for the addition of Emergency Preparedness related data in 2002. Appendix X lists the progress made on each to develop a regional solution, and organizational needs and priorities that have changed since the needs were established. No progress has been made on two, and 5 others have not proceeded to implementation.

**Challenges:** Regional data solutions are a key benefit that keep MetroGIS participants involved in the organization. Existing endorsed regional data solutions need to be sustained and kept relevant to user needs. Regional data solutions being developed need evaluation to identify and overcome roadblocks, and we need to ensure that development efforts reflect current user information needs and priorities. Details for each of these are outlined below.

**Existing Endorsed Regional Solutions:**

1. Custodians – insuring they can continue to fulfill their roles.
2. User Needs - keeping solutions consistent with current needs, identifying and implementing enhancements in a timely manner.
3. Maintenance – keeping data current, and involving more users in upkeep (as appropriate). For example, non-government interests suggested an Open Source Data Model to allow them to contribute to and share parcel data.<sup>15</sup>
4. License and Data Agreements (Parcel and Street Centerline data) - Balancing license protections with demand for web-based access to data, and implementing next-generation Data Agreements acceptable to all stakeholders. These agreements are critical to sustaining relevance to stakeholder needs, and previous versions involved lengthy negotiations to address intellectual property issues. For example, a request for unlicensed access to the regional parcel dataset by the Legislative Auditor’s Office in May 2007 raised serious questions that will need to be addressed.
5. Technology - Remaining current with changing options for capture, documentation, management, and distribution of geographic data and incorporating improvements.

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<sup>14</sup> Up until the time that this Plan was developed, the thirteen information needs identified in 1997 were referred to “common priority information needs”. During deliberations to refine MetroGIS policy foundation presented in this Plan, the former reference to “common” was changed to “shared”.

<sup>15</sup> See Appendix K, Item 2. Proposed by non-government interests to allow them to “contribute and share” parcel-related data.

Regional Solutions Underway but not Completed: Unlike the implemented solutions, which generally required a single regional custodian that was easily recognized and willing to accept these responsibilities, regional solutions not completed have presented additional challenges. Defining and implementing these solutions requires a significant time commitment from many interests, including both skilled technical leadership and leadership to address organizational issues that must be overcome to sustain technical solutions. Challenges include:

1. Custodians - Lack of a willing organization to investigate options (e.g., no work has begun on the Land Regulations and Rights to Property Information needs since identified in 1997 due to lack of an organizational sponsor), or lack of a willing organization to implement a solution that has been identified (e.g., jurisdictional boundaries for water management organizations. Washington County conducted a pilot project and offered a regional solution which involved the Board of Soil and Water Resources (BSWR) serving as the Regional Custodian but they did not perceive sufficient benefit to accept this role.)
2. Perceived Benefits and Participant Support – Complex collaborative solutions require substantial advocacy and demonstration of benefits to secure prospective partners which in turn takes substantial time to develop the needed support to proceed. Examples include the data solution underway for the “addresses of occupiable units” and those attempted for existing land use and emergency preparedness information needs.
3. Management and Facilitation - MetroGIS has always provided staff support for workgroups to enable members to share knowledge without spending time on project management. Support included technical staff on a project basis and policy/logistics staff on an ongoing basis. This model began to break down a few years ago when both technical aspects of solutions and stakeholder relationships grew increasingly complex, but relying on workgroup members to support project management seems to be an unreasonable expectation.
4. Technical Support - Adding applications and related infrastructure to regional solutions is increasingly important, and difficult for participants or staff to accomplish on a part-time basis. Lack of technical support to research options, support workgroups, and offer leadership towards practical solutions is a major impediment. Individuals with the needed skills exist within the community but recently have not had time to assume leadership roles to conduct complex investigations to address community needs. Currently, the MetroGIS "Facilitate Collaboration" budget, allocates 0.05 FTE<sup>16</sup> for Technical Project Leadership<sup>17</sup> provided by Council staff on "as time permits" basis for projects for which the Council believes the solution would benefit its operations. This

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<sup>16</sup> See Section 2.71

<sup>17</sup> In response to the Metropolitan Council's need to reduce its overall budget for 2001, a decision was made to modify support it provided to MetroGIS by eliminating the position of MetroGIS Technical Coordinator when the incumbent left the Metropolitan Council to accept a new position. This individual had provided technical support to special purpose workgroups and helped define courses of action suitable for MetroGIS. Other technical staff within the Council's GIS Unit absorbed the majority of these support roles. At that time, several solutions to shared information needs were in progress and covered under the reorganization.

level of support is insufficient to meet expanding MetroGIS needs.<sup>18</sup> Outsourcing can be an option for project-based needs but is not an effective means to accomplish ongoing support.

#### New Information Needs, Priorities, and Technologies:

1. Update Needs List - Current information need priorities have not been updated even though users' information needs have changed.
2. Effect of Applications - The support paradigm of organizations assuming defined "custodial" roles may be changing. Organizations may make valuable contributions by either maintaining parts of datasets through an application or by contributing components of applications.
3. Expanding geographic area covered – "Regional" solutions may be expected to include areas outside the 7-county Metro Area to meet some user needs.

#### Recommended Strategies:

1. **Conduct survey to re-assess old priorities**, identify new: Conduct an assessment of participant interests in 2008 (and periodically thereafter) to determine the next-generation of shared information needs and priorities for MetroGIS to address (e.g., vulnerable infrastructure). This assessment should offer recommendations about continuing to include the Land Regulations and Rights to Property priority shared information needs defined in 1997 as priorities for development of regional solutions. This assessment should also be conducted in conjunction with an assessment to define potential shared application opportunities (Section 7.2.3) that leverage and build upon collaborative solutions to the data component of shared information needs.
2. **Continue work on solutions underway:** If current "in-progress" solutions are still considered high priority, examine impediments and seek ways to reach implementation. Use MetroGIS's proven practices to define needs, data content requirements, custodial roles and responsibilities, secure a willing custodian(s), and engage policy makers of essential participants by demonstrating benefits.
3. **Use outreach to promote standards and best practices:** Work with neighboring counties and with organizations that require others to report information, and encourage them to use data standards that promote future interoperability. Examples: Land Use plans, Stormwater Management plans, Emergency Services plans, Census data/geography, Land Development plans. Promote best practices for developing and delivering accurate, current, and well-documented geographic data and encourage other organizations to use them.
4. **Examine "Internal Need":** MetroGIS's philosophy has been that an organization should not be asked to do anything for the community for which they do not have a perceived internal business need. In order to achieve some regional solutions, we may need to seek understanding among prospective custodian organizations about how they can contribute to the greater public good or provide better service to their citizens when they decide whether

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<sup>18</sup> This 0.05 FTE does not include the support for DataFinder or any of the data custodian roles that have been accepted by the Metropolitan Council. The 0.05 FTE is strictly for exploring and fostering solutions to shared geospatial needs.

to assume a role.

5. **Endorse additional regional datasets:** Consider requests for regional endorsement of datasets developed by others that are related to common information needs and establish procedures and criteria to guarantee quality and relevance of endorsed datasets.
6. **Involve more participants in data maintenance:** Moving towards more user involvement in data maintenance and maintaining data quality both expands user's stake in a solution and can improve the data itself. Explore options such as the non-government forum ideas for parcel data and the occupiable units addressing application.
7. **Conduct Peer Review Forums:** Continue the established practice of MetroGIS co-hosting with regional custodian organization(s) Peer Review Forums for users of each regional solution every 3-5 years to share thoughts on how to improve the solution and access to it to maintain its relevance to changing user needs and leverage resources not available when the solution was implemented.
8. **Encourage user/producer feedback:** Provide an electronic forum through which users and producers can identify issues or concerns as they are encountered. Conduct a survey to identify issues with access (existing agreements, licenses and procedures) and related best practices and pursue modifications as needed.
9. **Use performance measures:** Analyze reports to detect potential user satisfaction issues, seek underlying causes and implement appropriate solutions.
10. **Support custodians:** Encourage and support regional and local custodians in fulfilling responsibilities (e.g. offer forums, monitor updates). Every 2-3 years interview primary and regional custodians for a particular regional solution to identify concerns and resolve issues to avoid negative user impacts.
11. **Data licensing:** Work closely with the parties of agreements that require data licensing to identify and resolve any issues early on to ensure that next generation agreements are in place before the expiring agreement is void.
12. **Technical leadership:** Seek out options to secure human resources beyond those currently available to support technical leadership needs related to the “foster collaboration” function (see Table 2, Section 2.7.1) This “technical leadership” role would supplement the skills of the Staff/Policy Coordinator and have responsibilities that include managing all technical components of solutions to shared information needs, monitoring changing technology and user needs, outreach, and advocacy related to the broad “seek comprehensive solutions to shared information needs” function.

**Required Competencies.** Competencies required to successfully achieve the recommended strategies, both those that are possessed as well as those that are needed, are as follows (distinctive competencies are shown in **bold**).

**Existing:**

**Needed:**

## 7.8 Activity Area 8: Promote a Forum for Knowledge Sharing (5016)

**Summary of Past Situation:** Facilitating sharing of knowledge among those affiliated with the use of geographic information technology has been a core function of MetroGIS's since created.

**Challenge:** Significant progress has been made to enhance knowledge sharing among users of geographic information technology. Challenges to sustaining this environment include:

- 1) To sustain relevance, MetroGIS's leadership must remain in touch with stakeholders' changing needs. Effective knowledge sharing is critical to monitoring changing needs.
- 2) As the community of users of geographic technology expands, the small group, face-to-face, support methods used in the past to facilitate knowledge sharing may not be effective for a greater number of users.
- 3) Human resources dedicated to MetroGIS are not adequate to support proactive sharing of knowledge with organizations whose jurisdictions are beyond the Twin Cities Metropolitan Area (e.g. Governor's Council on Geographic Information, adjoining counties, URISA community).
- 4) Travel constraints regarding attendance at conferences and workshops out-of-state have reduced opportunities to learn from others who are pursuing similar collaborative objectives.
- 5) New efforts are needed to expand knowledge sharing beyond the GIS professional. This poses a different set of challenges.
  - a. It is difficult to identify and target activities to a group of potential users.
  - b. It is difficult to craft an understandable message focused on the non GIS Professional.

**Recommended Strategies:** Strategies to sustain an effective knowledge sharing environment include:

- 1) **Respected Participants:** Continue to attract respected and knowledgeable individuals with diverse perspectives and a willingness to actively participate by serving on the MetroGIS's Policy Board, Coordinating Committee, Technical Advisory Team and special purpose workgroups.
- 2) **Support Beyond the Metropolitan Area:** Secure human resources, in addition to those provided by the Metropolitan Council, and travel resources to support knowledge sharing with targeted entities whose jurisdiction is beyond the Twin Cities Metropolitan Area.
- 3) **Content of Knowledge Sharing:** Focus knowledge sharing activities on both organizational and technical topics important to MetroGIS's success.

- 3) **Leadership Advocates:** Identify knowledgeable participants at the management and policy-maker levels willing to serve as advocates among their peer groups and develop “packaged” materials to support their efforts.
- 4) **Electronic Tools:** Develop methods / tools to foster electronic exchange of ideas, feedback, and consensus building capable of effectively substituting for face-face meetings.
- 5) **Report Knowledge Learned:** Encourage and support Committee and Board members, as well as staff, to participate in conferences and forums as spokespersons for MetroGIS and report back to the MetroGIS community what was learned.
- 6) **Workgroups:** Continue to rely upon workgroups to define shared needs and develop recommended courses of action.
- 7) **User Groups:** Encourage support staff and leadership to continue to sponsor and participate in GIS user groups and other knowledge sharing opportunities.
- 8) **Liaison relationships:** Continue to maintain liaison relationships (committee members and staff) with interests that have similar objectives (keep an eye on what is happening elsewhere) and share with the MetroGIS community.
- 9) **Co-host Forums:** Collaborate with organizations with similar objectives, such as the GIS/LIS and the Mn Governor’s Council on Geographic Information, to co-host forums and bring in recognized experts to share their insight on topics important to achieving MetroGIS’s vision.
- 10) **Demonstrations:** Continue to arrange for a GIS technology demonstration at each Policy Board meeting, principally to help the Board members better understand the benefits that can be realized through collaborative solutions. Arrange for demonstrations to the Coordinating Committee and Technical Advisory Team that help the members better understand emerging technologies and opportunities relevant to priority needs.

**Required Competencies.** Competencies required to successfully achieve the recommended strategies, both those that are possessed as well as those that are needed, are as follows (distinctive competencies are shown in **bold**).

**Existing:**

**Needed:**



# ATTACHMENT C

## DRAFT NEXT-GENERATION BUSINESS PLAN SECTION 8 – OPERATIONAL IMPLICATIONS

**The material provided in this Attachment is an excerpt from the draft Next Generation Business Plan. Committee comment is requested to insure expectations are clearly understood and that all options are given due consideration.**

### **8.0 OPERATIONAL IMPLICATIONS**

This Section of the 2008 – 2011 Business Plan considers operational implications associated with implementing strategies to meet challenges identified in Section 7.0. General assumptions, projected level of effort and funding options are outlined below.

#### **8.1 Assumptions**

Several key assumptions underlie the strategies outlined in Section 7 for 2008 to 2011. They are as follows:

- The need for regional collaboration to address shared geographic information needs will continue and may be more important than ever.
- Organizations that have accepted custodian roles for endorsed regional solutions will continue to support those roles in accordance with agreed upon expectations.
- The Metropolitan Council will continue to serve as a primary sponsor of MetroGIS:
  - Advocating for the importance of collaborative solutions to shared geographic information needs,
  - Providing funding and staff to support MetroGIS's "foster collaboration function",
  - Serving in the capacity of custodian for various regional solutions endorsed by the MetroGIS, along with other contributing participants.
- MetroGIS will continue to rely on its stakeholder organizations for development of geographic data and related infrastructure and, therefore, the pace of development will be set largely by the contributing participants.
- Inter-organizational and cross-organizational partnerships, or cost-sharing models, will be sought for pilot projects and solutions to shared geographic information needs resulting in gradual diminution of the Council serving as primary support of such projects.
- The current organizational structures for MetroGIS is effective with regard to accomplishing the agreed upon mission and, therefore, no significant changes are required.
- Staff support, of not less than that currently provided, is required to manage functions in place prior to the adoption of this Plan.
- It would not be prudent to attempt to consolidate dedicated support responsibilities for policy and organizational matters and technical leadership into a single position.

## 8.2 Dedicated Staff Support Options – “Fostering Collaboration” Function

In accordance with the strategies set forth in Section 7, and three general staff support options and the relative impacts of pursuing and not pursuing follow: :

### **Option 1: Maintain the current level of dedicated staff support.**

#### Pros:

- No additional funding resources required. The Metropolitan Council has included this level of funding in its 2008 budget.

#### Cons:

- The current level of staff support is insufficient to achieve expanded roles defined in this Plan regarding pursuit of applications will require reliance upon volunteers to provide leadership and support for project management.
- Support of technical workgroup(s) by volunteers to define, seek necessary approvals, and oversee implement strategies has generally not provided timely or sufficient results in the past. In particular, reliance on this strategy has not produced a firm action plan for MetroGIS’s role in applications since identified as a need in the previous Business Plan.
- The current level of staff support is insufficient to achieve expanded roles defined in this Plan regarding pursuit of outreach/marketing. As a result these activities will not be as proactive or widespread as needed to achieve the desired growth in MetroGIS stakeholders/participation. Volunteers can not be expected to donate the time needed to effectively support outreach/marketing efforts on a continuing basis, in particular, when the target audience is beyond their jurisdiction as would be the case with interests beyond the Twin Cities Metropolitan Area.

### **Option 2: Supplement Option 1 Support with “Technical Leadership” From Stakeholders**

#### Pros:

- Improvement for addressing technical-related workgroup support problems associated with Option 1. Consistent with an organizational competency that has been a major factor in MetroGIS’s past accomplishments– provide logistical support and leadership for workgroups to free up the members to provide advice and think creatively, which, in turn, would likely lead to more individuals willing to participate.
- Improvement for addressing technical-related outreach and marketing problems associated with Option 1. In addition to more widespread outreach, also more comprehensive and current technical related outreach possible due to the Technical Coordinator’s involvement in day-to-day operations of MetroGIS, as opposed to more general and less frequent outreach possible with volunteers.
- Could reduce reliance upon outsource for technical assistance and the attendant limitations on thoroughness and loss of institutional memory that remains with the consultants.
- A number of talented individuals who could serve in this role and who are willing if authorized by their organizations.

- Improved ability to support monitoring of effectiveness and proactive management of the technical components of regional solutions resulting in a better chance of making timely changes needed to sustain relevance with stakeholder needs.

Cons:

- Not as effective of an option as Option 3 for supporting workgroups because of limited time commitment. Volunteer would be expected to place the needs of their home organization about those of the collaborative.
- Not as effective of an option as Option 3 for outreach and marketing as retaining dedicated support because will not be involved in the day-to-day operations.
- Not as effective of an option as Option 3 for monitoring and managing technical components of regional solutions because not involved in the day-to-day operations.
- Coordination of the volunteer technical leaders would have to be supported but someone involved in the day-to-day operations. An option includes upgrading the Administrative Technical position to support this need. Some of the administrative functions may need to be delegated to another person.
- To be counted on, “official authorization” should be provided by the “volunteers’ ” home organizations in the form of time (e.g., 5 percent) set aside in their individual work programs.

**Option 3: Supplement Option 1 Support to Include a dedicated “Technical Coordinator”**

Pros:

- Addresses technical-related workgroup support problems associated with Option 1. Consistent with an organizational competency that has been a major in MetroGIS’s past accomplishments– provide logistical support and leadership for workgroups to free up the members to provide advice and think creatively, which, in turn, would likely lead to more individuals willing to participate.
- Addresses technical-related outreach and marketing problems associated with Option 1. In addition to more widespread outreach, also more comprehensive and current technical related outreach possible due to the Technical Coordinator’s involvement in day-to-day operations of MetroGIS, as opposed to more general and less frequent outreach possible with volunteers.
- Could reduce reliance upon outsource for technical assistance and the attendant limitations on thoroughness and loss of institutional memory that remains with the consultants.
- Ability to support on-going monitoring of effectiveness and proactive management of the technical components of regional solutions resulting in a better chance of making timely changes needed to sustain relevance with stakeholder needs.

Cons:

- Requires a funding partner(s) in addition to the Metropolitan Council to pay costs associated with filling a Technical Coordinator support position.
- If the position is approved, the funding would likely not be available until 2009.

**Option 4: Expand Option 1 Support to Include Technical Coordinator and Associate Staff Coordinator (upgraded Administrative Technician position)**

This option should not be pursued until the Technical Leadership gap is resolved. This position would have responsibilities for managing the Performance Measurement program and Marketing programs, as well as, assist with support of workgroups and standing teams to free up time for the Staff/Policy and Technical Coordinators to work on issues and opportunities.

### **8.3 Projected Expenditure Levels Associated with Recommended Strategies for Supporting MetroGIS's "Fostering Collaboration" Function**

*(This section to be developed once the concepts in Section 8.2 are refined and agreed upon)*

## ATTACHMENT D

### NEXT GENERATION POLICY FOUNDATION AS ENDORSED BY POLICY BOARD APRIL 25, 2007

#### WORK IN PROGRESS

#### NEXT-GENERATION METROGIS POLICY FOUNDATION

(Note to the Reader: The base language was developed by the Business Planning Oversight Team from direction received at the February 8, 2007 Strategic Directions Workshop. The modifications illustrated below (proposed language underlined and language ~~to be deleted~~) were subsequently made by the Business Planning Oversight Team in response to direction received from the Policy Board on April 25, 2007)

**1. Suggested Vision (destination) Statement:** *“Organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems.”*

This statement is intended to describe the benefit to society or the public value created through MetroGIS’s efforts. High level, “community-focused” outcomes are achieved through the result of stakeholder actions as they carry out their particular responsibilities. MetroGIS’s role is that of enhancing stakeholder capacities and, therefore, is not directly accountable for these outcomes.

Desired “community-focused” outcomes from MetroGIS’s efforts identified at the Workshop were:

- Solve Real World Problems
- Better Decisions Being Made
- Stronger Local Economy
- More Informed Citizens
- Achieve Community Goals
- Improve Quality Of Life

**2. Suggested New Mission Statement:** *“The mission of MetroGIS is expand stakeholders’ capacity to address shared geographic information technology needs, through a collaboration of organizations that serve the Twin Cities Metropolitan Area.”*

The suggested mission statement, or statement of operational purpose, is intended to work in concert with the vision statement and guiding principles. Its substance is also intended to embody the following five major outcomes for which the MetroGIS organization is proposed to be directly accountable for achieving (no order of priority is intended):

- Expanded Resource Availability Through Partnering
- Cost Avoidance
- More Efficient/Effective Core Stakeholders
- Enhanced (Broadened) Understanding of Our Region
- Broadened Participation (users, producers and extent)

The specificity of the past mission statement is now included in the guiding principles.

**3. Guiding Principles - Operating Framework (MetroGIS “should”):**

Several statements of operational policy have become defacto guiding principles as MetroGIS’s operations and purpose matured. Most have also guided MetroGIS’s efforts for some time.

The most significant changes from past policy and practice are shaded and represent expansions of current practice. The key ideas expressed in each statement are underlined. These revised guiding principles are intended to work in concert with the new vision and mission statements to guide MetroGIS’s decision making and operations over the next 3 to 5 years:

- A. Pursue collaborative efficient solutions that provide greatest public good when choosing among options.

- B. Have active involvement of policy makers to set policy direction
- C. Seek comprehensive and sustainable solutions to shared information needs (*data, applications, custodial responsibilities, and infrastructure*)
- D. Pursue solutions that coordinate and leverage resources (*build once, make available for use by many*).
  - Leverage the Internet and related technology capabilities.
  - Value knowledge sharing as an activity that is as important as data sharing.
  - Pursue interoperability with adjoining jurisdictions and alignment with related state and national efforts.
- E. When appropriate, seek cross-sector (public, non-profit, academic, utility and for-profit) solutions, including data enhancements from many sources, to shared geographic information needs.
- F. Acknowledge that the term “stakeholder” has multiple participation characteristics: contributor of resources, consumer of the services, active and prospective, continuous and infrequent.
- G. Acknowledge participant contributions in multiple forms (funding, people, infrastructure, and data)
- H. Rely upon voluntary compliance for all aspects of participation.
- I. Rely upon consensus-based decision making for decisions critical to sustainability.
- J. Have all relevant and affected perspectives involved in the exploration of needs and options.
- K. Have many champions from diverse perspectives for MetroGIS’s policies and activities.

#### **4. Major Program Areas (Tactics to be developed to focus efforts for the next 3 to 5 years)**

MetroGIS’s work program for the next 3 to 5 years would be focused on the following major activity or business program areas. These functions are strategically related to the MetroGIS’s ability to achieve the major outcomes identified above. Successfully carrying out each of these functions is essential to achieving at least two major outcomes. These functions are not intended to be listed in any order of importance, as setting of priorities will occur during development of strategies and tactics for these program areas:

- Sustain stakeholder satisfaction with MetroGIS’s accomplishments and products to date.
  - Regional data solutions to shared information needs
  - One-stop, Internet-based tool for data discovery and access (MetroGIS DataFinder)
  - Adopted standards and best practices
  - Data sharing policies and agreements
  - Forum for knowledge sharing and spirit of working together
- Facilitate better data sharing (*more data available, more users, improved processes*)
- Expand regional solutions (*to shared information needs*) to include applications and foster infrastructure enhancements needed to fully leverage the capabilities of regional solutions.
- Expand MetroGIS stakeholders:
  - Interoperability with jurisdictions adjoining the Metropolitan Area.
  - Municipal government participating as producers of data for regional solutions (e.g., *addresses*)
  - Partnerships with non-government entities to secure resources needed to address shared needs.
  - More users of MetroGIS’s services.
- Build advocacy and awareness (*of the benefits of collaborative solutions to shared needs*)
  - Improve understanding among government leadership that use of GIS technology is a cost of effectively doing business in today’s high-tech world and that cross-organization collaboration is necessary to fully realize these capabilities.
  - Coordinate with the State of Minnesota’s Spatial Technology Infrastructure planning to seek alignment between state policies and MetroGIS’s solutions to shared information needs and distribution architecture.
- Optimize MetroGIS organization
  - Sustain a broadly supported stakeholder-governed organizational structure consistent with guiding principles and capabilities required to achieve major desired outcomes.
  - Have funding policies that result in the most efficient and effective use of taxpayers’ money
  - Sustain and enhance core and distinctive competencies

## REFERENCE SECTION –ATTACHMENT D

### 1) Policy Foundation ENTERING INTO the February 8<sup>th</sup> Workshop

- a) Previous Mission statement: *"To provide an ongoing, stakeholder-governed, metro-wide mechanism through which participants easily and equitably share geographically referenced data that are accurate, current, secure, of common benefit and readily usable. The desired outcomes of MetroGIS include:*
- *Improve participant operations.*
  - *Minimize stakeholder expense and duplication of effort.*
  - *Support cross-jurisdictional decision making."*

This statement, which was adopted in February 1996, has guided MetroGIS’s efforts since that time and is exactly as originally adopted.

- b) Guiding Principles (*Excerpt from Workshop Summary Document that can be viewed at [http://www.metrogis.org/about/business\\_planning/sdw/workshop\\_summary\\_%2007\\_0417.pdf](http://www.metrogis.org/about/business_planning/sdw/workshop_summary_%2007_0417.pdf)*)

Item 3, Main Body of Report	Principle/Operating Standard (Short Name)	Direction Received February 8, 2007 Strategic Directions Workshop
A	Focus on Stakeholder Benefits	<p>Agree that:</p> <ul style="list-style-type: none"> <li>• All stakeholder interests have a common motivation to maximize efficiencies and effectiveness.</li> <li>• Sharing/collaboration is fundamental to maximizing effectiveness and efficiencies.</li> <li>• The benefit focus should migrate from the individual organization to the common good (benefits to taxpayer /(society) as a whole). That is, organizations need to be introspective when it comes to electing to provide support.</li> <li>• Some stakeholders get little direct benefit from participation but do so because they believe participation is the “right” thing to do and accept the notion of independency is the current reality.</li> <li>• An expectation should be that all interests will do what they can – that the concept of a balance sheet gets in the way.</li> </ul>
A	Pursue collaborative solutions when more efficient option	<p>Agree that:</p> <ul style="list-style-type: none"> <li>• Each organization participating in the support of a MetroGIS endorsed collaborative solution(s) should not be concerned about MetroGIS addressing needs beyond their individual needs as long as they obtain what they need from MetroGIS’s efforts and are satisfied that their investment is cost effective relative to their internal needs. (E.g. Councilmember Pistilli used the example that it will not be an issue for the Metropolitan Council if MetroGIS pursues policies that involve geography/jurisdictions beyond the seven-county, Metropolitan Area, as long as the Council continues to receive what it needs from MetroGIS’s efforts.)</li> <li>• Change the phrase to “pursue collaborative efficient solutions”.</li> </ul>
B	Have active involvement of policy makers to set policy direction	Concurred acceptable as stated.
C	Focus on common needs	<p>Agree that:</p> <ul style="list-style-type: none"> <li>• Limiting focus to “common needs” should be revisited and that means to provide flexibility should be investigated to permit solutions that are critical to society but not necessarily common or critical to all individual stakeholders.</li> <li>• Use of the term “commonly-recognized need” or “shared” need appears to provide the flexibility desired.</li> </ul>

C	Voluntary compliance with standards	<p>Agreed that:</p> <ul style="list-style-type: none"> <li>• Voluntary compliance was necessary to launch MetroGIS but standards and dominance by others are not longer viewed as threat. Offered as an escape clause.</li> <li>• MetroGIS is not a “legal entity” so voluntary was the only option. Worked well to build credibility and demonstrate with “willing participants” the value of standards and collaborative solutions.</li> <li>• Widespread adherence to standards will be necessary to achieve expectations for application/service sharing and technology interdependencies. Voluntary compliance is counter intuitive in the current environment which is demanding interoperability.</li> <li>• Need to investigate is possible to pursue “mandatory” implementations with regressing in support.</li> <li>• Need to investigate the implications of mandatory requirements in terms of a broader stakeholder community.</li> </ul>
D	Build once, share many times	<p>Concern was raised that the term “sharing” does not communicate the core concept of increasing inter-organizational cooperation. Agree that:</p> <ul style="list-style-type: none"> <li>• Consideration should be given to changing “share” to “use”.</li> <li>• This topic takes on broader implications if the stakeholder community is broadened.</li> </ul>
E,F	Encourage data enhancements from many sources	Concurred acceptable as stated.
G	Acknowledge fair-share contribution in several forms	<p>Agree that:</p> <ul style="list-style-type: none"> <li>• It is important to recognize that stakeholder contributions come in a variety of forms (i.e. funding, data, expertise, etc) and that all contributions are helpful.</li> <li>• The ramifications of “expecting” stakeholders to bring something to the table should be investigated. What are the implications if the stakeholder community broadens?</li> </ul>
H	Align regional solutions with willing custodian organizations	<p>Agreed:</p> <ul style="list-style-type: none"> <li>• Works well if an organization(s) has a perceived need to support a regional solution (component). If not, the voluntary model may need to be modified to include encouragement (incentives) to support a regional solution.</li> <li>• To consider dropping the term “regional” solution. Instead consider referring to as simply “collaborative” solution?.</li> </ul>
I	Have consensus-based decision making	<p>Agree that <i>consensus</i>:</p> <ul style="list-style-type: none"> <li>• Should remain an important component of the way MetroGIS decides issues important to long-term success.</li> <li>• Is attained when all parties are either in favor of or can tolerate particular outcomes or decisions.</li> </ul>
J	Have all relevant and affected perspectives	Concurred that involvement by diverse perspectives will result in the ability to serve many purposes/users which will strengthen base of support.
K	Have broad support of vision and objectives	Concurred and reinforced that support is necessary by many champions to sustain efforts.
K	Have many champions with diverse perspectives	<p>Agree that:</p> <ul style="list-style-type: none"> <li>• To change “with” to “from” (e.g., Have many champions <b>from</b> diverse perspectives). (This change addresses a concern had been raised that continued inclusion of the term “with” would have resulted in problems agreeing on collective courses of action via a consensus based decision model if the stakeholder community is broadened.)</li> <li>• That “champion” is synonymous with “advocacy” and includes individuals and organizations. It does not imply a vote/decision focus.</li> </ul>



## **2) Cross Cutting/Framework Policy Issues**

A) On March 28<sup>th</sup>, the Coordinating Committee endorsed Business Planning Oversight Team's assessment that:

1) The **direction** received during the Workshop concerning several **key cross-cutting policy issues** is sufficient to **move forward**. (*Note: The guiding principles presented in the main body of this report incorporate the concepts set forth below in above stated cross-cutting policy issues*).

- Information Needs – *Direction Received*: Broaden the current scoping policy of pursuing only those needs which are common to the core stakeholder community to also encourage efforts involving collaborative solutions to needs that are critical to a significant contingent of MetroGIS's participants.
- Geographic Reach – *Direction Received*: The geographic scope of MetroGIS extends beyond the seven-county metropolitan region, as needed, to address issues and provide or enhance services important to its members.
- Critical Infrastructure – *Direction Received*: Investigate how best to interface with/promote Information Systems infrastructure important to MetroGIS's ability to achieve its goals but beyond the scope of GIS technology.
- Stakeholders, Participants, and Partners – *Direction Received*: There is a need to establish terminology, whether using these or other words, which clearly communicates those who contribute to and benefit from MetroGIS's efforts as well as clearly define expectations for participation. The key is to be clear on expectations for support roles and other means of contributing to MetroGIS's efforts; as such, the Oversight Team believes this definitional need is best addressed as a component of defining strategies to achieve priority needs and not as a separate exercise - form to follow function.

2) Rely upon a **workgroup-based process methodology**, similar to that used the past, should be utilized to evaluate options and formulate recommendations for desired courses of action to address priority needs - the core component of the Next –Generation MetroGIS Business Plan.

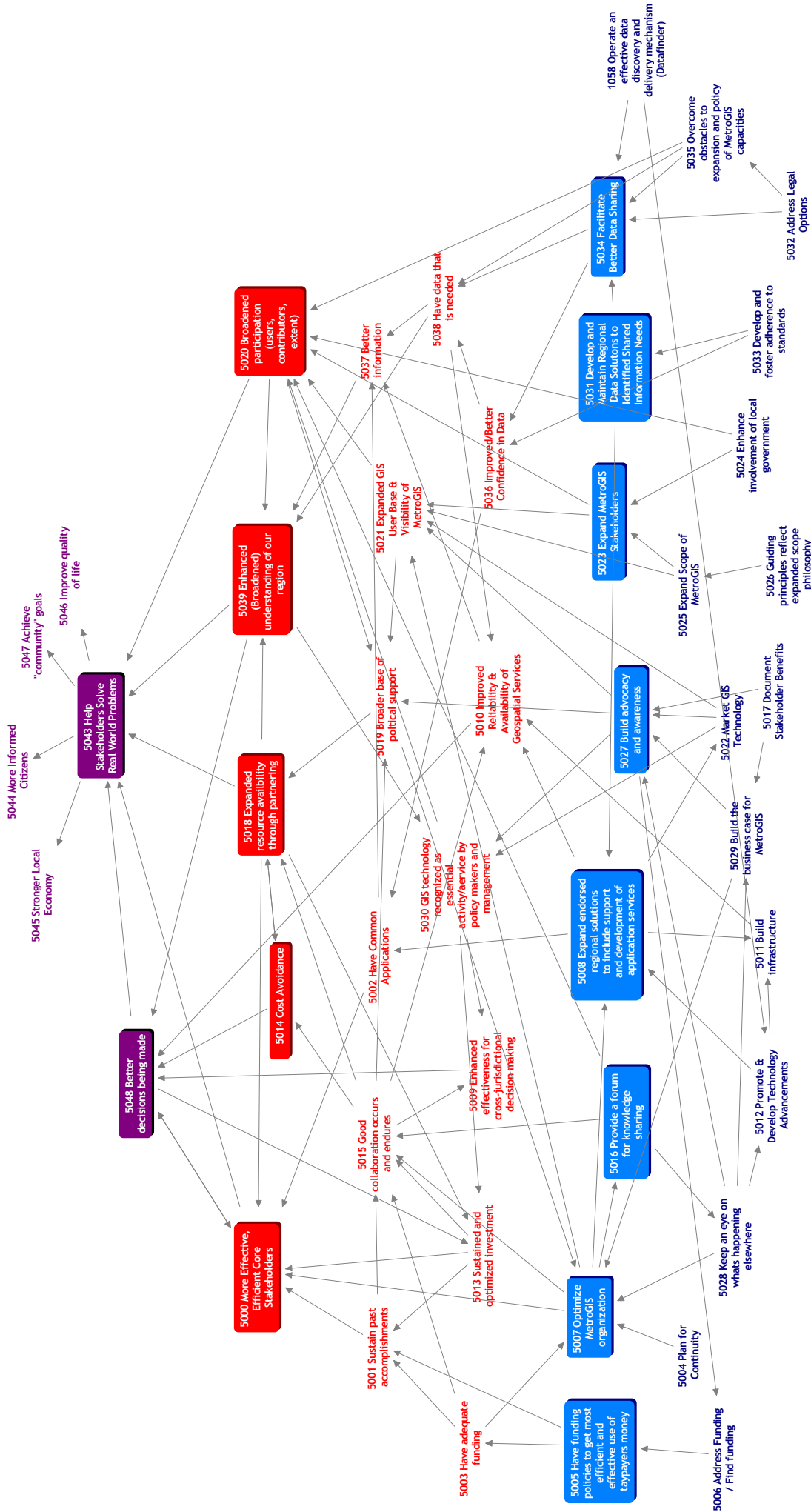
3) The **priority outcomes and activities** as **established at the Workshop** should **drive the Business Plan Update** process. That is, a survey of the broad community is not necessary to set priorities, given the breadth of perspectives involved in the Strategic Directions Workshop exercises, including both policy makers and managers, and the maturity of MetroGIS's philosophies since the survey of stakeholders was administered in 1999 to establish MetroGIS's initial priority functions. The Oversight Team members did, however, concur that a survey could be useful later in the process as we get further into projects concerning updating of information needs and/or identifying real world problems facing participants.

**ATTACHMENT E**

**“CONCEPT MAP”ILLUSTATION OF  
POLICY FOUNDATION  
AGREED UPON AT  
STRATEGIC DIRECTIONS WORKSHOP – FEBRUARY 8, 2007**

*(See Next Page)*

Note the Reader: The attached version of the Concept Map reflects modifications by the Business Planning Oversight Team to the “preliminary map” generated at the Workshop to capture philosophy and priorities agreed upon at the Workshop, not reflected in the preliminary map.



Activity/Tier 2

CSF/NPI

MetroGIS Activity

MetroGIS Outcome

S.H. Outcome

Stakeholder Result

## ATTACHMENT F

### SUGGESTED APPROVAL TIMELINE NEXT-GENERATION BUSINESS PLAN

- 1) **June 27<sup>th</sup> Coordinating Committee Meeting**  
Recommendation to Policy Board for concept approval of:
  - Challenges and Strategies
  - Operational Implications
  - General content of the Business Plan
  
- 2) **July 9-13? Special Meeting of Coordinating Committee (*If needed*)**  
Finalized recommendation to the Policy Board – Major components of the Business Plan
  
- 3) **July 25<sup>th</sup> Policy Board Meeting**
  - a) Receive concept approval / direction on initial recommendations
  - b) Following meeting begin work on tactical plans (e.g., MetroGIS's role regarding applications, Performance Measurement, Outreach/Marketing, Succession Planning/Staff support, etc.)
  
- 4) **Aug. XX Special Meeting of Coordinating Committee**  
Tactical Plans to implement key strategies (See #3.)
  
- 5) **Aug. or Sept XX: Special Meeting(s) of Policy Board (*Authorized April Meeting*)**  
Tactical Plans to implement key strategies (see #3)
  
- 6) **Sept. XX Coordinating Committee Meeting**  
Recommendation to Policy Board to:
  - a) Adopt final Business Plan recommendations
  - b) Adopt 2008 Work Plan and Preliminary 2009 Budget and Workplan
  
- 7) **Oct. 17<sup>th</sup> Policy Board Meeting**
  - a) Adopt Next-Generation Business Plan
  - b) Begin to Adopt Tactical Plans (as ready)
  - c) Adopt 2008 Work Plan and Preliminary 2009 Budget and Workplan
  - d) Begin process of stakeholder endorsement of the Plan (goal to complete by year-end)

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**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Set Dates for Special Committee Meeting(s)  
**DATE:** June 13, 2007  
(For June 27<sup>th</sup> Meeting)

### **INTRODUCTION**

The Coordinating Committee is respectfully requested to set two special meeting dates between August 9 and 20. The format could be face-to-face or electronic. The decision on format and timing will be made by the Business Planning Oversight Team.

### **RATIONALE FOR REQUESTING A SPECIAL COMMITTEE MEETING**

Immediately following the July 25<sup>th</sup> Policy Board meeting, work will begin on the development of tactical plans to carry out strategies defined in the Next-Generation Business Plan. The Policy Board will be asked to grant concept or preliminary approval of the proposed strategies set forth in the Next-Generation Business Plan on July 25<sup>th</sup> to provide policy direction for the tactical plans.

Staff's goal is to present one or more tactical proposals to the Policy Board for approval, along with the final Business Plan, at the Board's October meeting to enable implementation of tactics to begin immediately upon approval. The primary reason for suggesting an expedited process is to ensure that available funding in 2007 can be captured and maintain as much momentum as possible that was achieved at the February 2007 Strategic Directions Workshop.

A special meeting of the Committee is suggested to insure that work on these plans is consistent with the Committee's wishes. Two dates are requested to provide the Business Planning Oversight Team with flexibility to adjust to changing conditions.

### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Set two dates between August 9<sup>th</sup> through August 20<sup>th</sup> for special meetings of Committee
- 2) Direct the Business Planning Oversight Team to decide the manner (timing and method) in which to obtain confirmation of direction from the Committee.

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**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Updates

**DATE:** June 12, 2007  
(For the Jun 27<sup>th</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted. See Agenda Item 5g for an update on activities related the development of the Next-Generation Business Plan.

**A) PARCEL DATA COST RECOVERY POLICIES – ESTIMATE OF NET PROCEEDS REALIZED**

At its January 17<sup>th</sup> meeting, the Policy Board asked for survey of each county to gather information about total funds received by them via their cost recovery policies for parcel data, less the cost of

County	Estimated Gross Proceeds (Parcel Data) (2006)	Estimated Cost to Support Recovery of Proceeds (Parcel Data) (2006)	Estimated Net Proceeds (2006)
Anoka	\$15,000	\$500	\$14,500
Carver	\$8,147	\$1,000 to \$2,000	\$6,147 to \$7,147
Dakota	\$7,000	Negligible (Automated)	\$7,000
Hennepin	\$79,500	Negligible (Automated)	\$79,500
Ramsey	\$6,000	\$2,070	\$3,930
Scott	\$2,424	\$650	\$1,774
Washington	\$9,997	\$2,550	\$7,447

supporting the collection of these funds. A letter signed by Chairperson Reinhardt was sent to each county requesting this information. The information received is summarized in the following table. This information was shared with the Policy Board at its April 2007 meeting.

In response to a concern that had been raised by David Claypool, Ramsey County Surveyor, the Policy Board concluded before it gives an y further consideration to this information that it should refer it to the County Data Producers Workgroup to:

- a) Insure that the figures received from each county are based upon the same assumptions. .
- b) Quantify the proceeds as to their relative relationship to the budgets for the responsible departments.

**B) PERFORMANCE MEASUREMENT**

Testing new statistics reporting capabilities procedures with the updated DataFinder software

**C) DATAFINDER UPGRADED**

A graphic symbol has been added at the side of each endorsed dataset in the data layer list. If a Cafe user hovers over this symbol they will see the words "MetroGIS Endorsed" and if they click on the icon they will see the FAQ about what being endorsed means (with links to related web pages). The graphic symbol is the same one that is used in the DataFinder Catalog and so there is continuity between these methods of browsing data layers.

## D) PRIORITY BUSINESS INFORMATION NEEDS SOLUTIONS (ACTIVITY SINCE LAST UPDATE)

### a. Addresses (of Occupiable Units)

(See Agenda Item 5e)

### b. Census Geography:

Tanya Mayer of the Metropolitan Council's GIS Unit evaluated the most recent release of the Census Bureau's TIGER product and found substantial improvements in spatial accuracy over previous versions. (See Attachment A.) The Census Bureau's agreement to use the TLG Street Centerline dataset, brokered by MetroGIS and Council staff, is credited with aiding in achieving this improvement. Staff met with Craig Best, with the Census Bureau, the week of June 4 to thank him for his leadership to achieve incorporation of locally endorsed data into the TIGER product. He noted that further improvements are in progress that should address some of the remaining accuracy issues called attention to in Mayer's report.

### c. Highways and Roads:

- Notice of the availability of the June quarterly update for The Lawrence Group (TLG) dataset was distributed the week of June 11. Efforts to reach agreement are nearly complete on a license document to authorize licensed users of the TLG Street Centerline dataset to incorporate this dataset into web-based applications they host, provided access by non-licensed users is restricted to view-only. This "view-only" access provision is the first of its kind and represents a major step forward toward policy innovations needed to balance of intellectual property rights with the desire to utilize licensed data in web-based applications. Once the application license agreement is in place for the Council's GeoCortex platform, agreement on technical specifics for other platforms will be pursued.
- The Staff Coordinator has been notified that MnDOT's Anchor-Segment Project has been indefinitely suspended because the software required to management the system could not be migrated to a production mode.

### d. Jurisdictional Boundaries

- Watershed District Boundaries. The results of Washington County pilot project were conveyed in October 2006 to representatives of the Mn Board on Soil and Water Resources (BSWR). A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As BWSR did not respond to the proposal, the proposal will be dropped until such time an organization volunteers to assume a leadership role.
- School District Boundaries: No work has been initiated to identify an appropriate regional custodian due to pending budget cuts and reorganization of LMIC. LMIC had been identified as the most logical custodial option given their as contractor relationship with the Department of Education

### e. Land Cover

- The extent of coverage is nearing 95 percent. A map of the coverage status can be viewed at [http://www.metrogis.org/data/datasets/land\\_cover/mlccs\\_metro\\_progress\\_planned.pdf](http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf). In addition, a technical forum for current users was held on December 16 to share new coding and systems criteria.
- At the December Committee meeting, Tim Loesch with DNR agreed to supply download statistic data for the seven county metro portion of the Land Cover dataset. These data are now being incorporated into the quarterly Performance Measurement Reports. Staff also intends to investigate ways to automate compilation and the delivery of this data.

f. Parcels:

Notice was sent in April to all licensed users stating that the first quarter 2007 update was available.

g. Socioeconomic Characteristics of Areas:

The custodian, University of Minnesota Population Center, added several new data sources to MetroGIS Socioeconomic Resources Page

([http://www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)).

Update submitted by Will Craig: One of the key indicators of urban problems is property foreclosure. Thanks to the Minnesota 3D program at the Center for Urban and Regional Affairs ([www.cura.umn.edu/M3D.php](http://www.cura.umn.edu/M3D.php)), we now have contact information to obtain that data in the Twin Cities region. Unfortunately, most counties still provide copies of only the paper forms. Hennepin County is the leader, providing critical information (including address) in Excel format. Contact and other information is provided for all counties.

In the Socioeconomic Data Source section of DataFinder ([www.datafinder.org/mg/socioeconomic\\_resources/](http://www.datafinder.org/mg/socioeconomic_resources/)), look at Property Foreclosure and search under Data Source (County Sheriff Department) or Data Category (Housing). Most of the foreclosures are on housing, but the data sources cover everything.

## ATTACHMENT A



### Internal Memorandum

**DATE:** 4/13/2007  
**TO:** Rick Gelbmann, Randy Johnson, Mark Kotz  
**FROM:** Tanya Mayer  
**SUBJECT:** TIGER/Line 2006 Evaluation

There is significant positional accuracy improvement in road and water linear features in the 2006 TIGER/Line files for Anoka, Carver, Dakota, Hennepin, Ramsey, and Washington Counties. Scott County was not improved. There are still positional accuracy problems with other linear features like municipal boundaries, school district boundaries, rail roads, and other visible features. However, an address match to the TLG street centerlines with an off set by 10-20 feet would likely be in the correct Census Block.

Many of the road linear features look like they were moved to align with TLG street centerlines, but they are not coincident. A few additional issues exist with road linear features that vary in significance from county to county. These include:

- Road possibly realigned to another source of similar accuracy but definitely not TLG centerlines.
- New streets (within a year) are missing.
- New streets added with variable positional accuracy from aligning to DOQs to looking as bad as former TIGER/Line files
- Highway road features vary from aligning *very* well with TLG street centerlines and DOQs to no improvement in Hennepin County.
- Remnant road features – appears that rather than just realigning the old road features, a new road feature was added and the old one not deleted. This was not a big issue, just found a few instances when browsing the 6 counties.
- Some old road features (very old, pre-2000) still exist (i.e. neighborhood on the west side of MSP airport)
- A couple of counties have a lot of rural driveways added.

Water feature positional accuracy improved.

- Ramsey County water feature alignments are significantly improved and new features were consistently added to the data.
- Anoka, Carver, Dakota, Hennepin and Washington county water feature alignments improved but vary in quality of improvements from pretty good (Washington County) to marginal (Hennepin and Anoka Counties). New water features were added, but not consistently.

Other linear features' positional accuracy not improved.

- These features include: municipal boundaries, school district boundaries, and railroads.
- Many instances of a road feature moved, bringing the attached municipal or school district boundary with it, causing more problems with the positional accuracy of that boundary.
- Municipal boundaries need updating and some positional accuracy adjustments.
- School district boundaries are not good.



*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** June 12, 2007  
(For the Jun 27<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A) LEGISLATIVE AUDITOR’S REQUEST FOR REGIONAL PARCEL DATASET**

In May, the Minnesota Legislative Auditor’s Office effectively demanded that the Metropolitan Council provide unlicensed access to the Regional Parcel Dataset. The Council’s legal counsel concluded that the Auditor’s Office has statutory authority that supersedes the licensing procedures and provided the data to the Auditor’s Office, along with a letter explaining the rationale for the license and sensitivity of inter-organizational relationships involved, and encouraged the Auditor’s Office to respect the provisions of the license. The letter is available upon request.

**B) VACANT NON-PROFIT REPRESENTATIVE SEAT ON COORDINATING COMMITTEE– STATUS REPORT**

Staff spoke with the current non-profit (Sally Wakefield) and academic (Will Craig) representatives to the Committee concerning this matter. The consensus was that no decision should be made to fill the vacant seat until the Business Planning is farther along regarding the definition of strategies to expand the stakeholder base, which could involve city, non-profit, or private sector interests. Craig commented that he would like to know more about the idea of pursuing epidemiologist that was offered by the Committee at its December 2006 meeting. He also mentioned that the United Way might be a good choice if they were users GIS technology.

**C) VACANT CITY REPRESENTATIVE SEAT ON POLICY BOARD – STATUS REPORT**

Policy Board member Schneider informed the Board at its April meeting that the Association of Metropolitan Municipalities is considering the option of inviting a representative from LOGIS to fill this role. See Agenda Item 4 for more information.

**D) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

**1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter:**

An article was submitted to explain the status of the Next Generation Business Planning process. The article will be able to be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=218> .

**2. Presentations**

Mark Kotz, Lead Staff to the MetroGIS Addresses of Occupiable Units Workgroup, presented an update to a gathering of Twin Cities Researchers on MetroGIS’s efforts to pursue creation of a Regional Addresses of Occupiable Units database. The following is text from the flier introducing Kotz’s presentation:

“The MetroGIS community has good data for roads and for property parcels -- but what about spatial data for buildings and even individual occupiable units (apartments, office suites, stores in a strip mall)? How can this type of data be developed and maintained in a standardized format for the Twin Cities region?

A MetroGIS workgroup, with members from 15 municipal, county and regional organizations, has prepared a white paper outlining the needs for this type of geographic information, requirements for creating and maintaining it, and a roadmap for the eventual implementation of a shared, metro-wide occupiable units point dataset.

The occupiable units initiative is a work-in-progress; its ultimate success dependent on the business case, resources, planning and metro-wide cooperation. Mark Kotz's presentation is a case study of the work thus far -- and offers lessons for future geospatial data development initiatives.”

**E) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

**1. Workshop to Explore Expanding the Regional Presence in Minnesota’s Geospatial Program**

On May 16th, the Governor’s Council on Geographic Information sponsored a workshop in St. Cloud to explore ways to foster broader collaboration statewide at the regional level. The MetroGIS Staff Coordinator participated on a panel with several others from across the state who are advocating for a stronger presence of regional interests in the maturing of Minnesota’s geospatial polices and practices. See Attachment A for an excerpt of the meeting summary. See <http://www.gis.state.mn.us/Minutes/notes.htm> for a complete summary of the meeting and detailed responses from the panelists to a several questions.

**2. Strategic Planning Retreat - Governor’s Council on Geographic Information**

A Strategic Planning Retreat is planned for June 25<sup>th</sup> to move beyond the policy platform outlined in the “Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure” that can be viewed at <http://server.admin.state.mn.us/resource.html?Id=9084>. Members of the workgroup overseeing preparations for the retreat who are also affiliated with MetroGIS include David Arbeit (Mn Office GDA), Rick Gelbmann (Metropolitan Council), and the MetroGIS Staff Coordinator.

Time permitting at the Committee’s June 27<sup>th</sup> meeting, a summary of the results of the retreat will be requested of those on the Committee who attended.

**F) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

**1. U of M Joins National Neighborhood Indicators Partnership**

Submitted By Will Craig, CURA, University of Minnesota

Minneapolis is now officially part of the National Neighborhood Indicators Partnership. NNIP is a collaborative effort by the Urban Institute and local partners to further the development and use of neighborhood-level information systems in local policymaking and community building. Some two dozen were local partners. Minneapolis and New York City were added in January 2007.

Minneapolis is represented by the Center for Urban and Regional Affairs (CURA) at the University of Minnesota. CURA has been helping neighborhoods take advantage of GIS for more than a decade. As a result, we were invited to apply. Members need to demonstrate a mission of:

- (a) Building and operating an advanced information system with integrated and recurrently updated information on neighborhood conditions in its city;
- (b) Facilitating and promoting the direct practical use of data by community and city leaders in community building and local policymaking; and
- (c) Giving emphasis to using information to build the capacities of institutions and residents in distressed neighborhoods.

For more information on NNIP and CURA’s activities, see <http://www2.urban.org/nnip/>

**2. Appointment Sought to New National Geospatial Advisory Committee**

The MetroGIS Staff Coordinator is submitting an application for appointment to newly created National Geospatial Advisory Committee (NGAC), as a representative of the Regional Government

Stakeholder Group. The deadline for receipt of applications is June 28<sup>th</sup>. This application was accompanied by endorsements from:

- Kari Craun, Director, National Geospatial Technical Operations Center, U.S. Geological Survey.
- Ian Masser, President, Global Spatial Data Association 2002-4, President, European Umbrella Organisation for Geographic Information 1999-2003.
- Victoria Reinhardt, MetroGIS Policy Board Chair, Ramsey County Commissioner, and member of the Minnesota Governor's Council and Geographic Information.
- Minnesota Governor's Council on Geographic Information.

### **3. Judicial Ruling (Source- URISA News Service)**

"A decision has been announced in the MAPPS et al., v. United States Federal Procurement Suit. The judge granted summary judgment for the United States Government based on his finding that neither MAPPS nor the other plaintiffs had established standing to sue. The plaintiffs were not able to show the requisite "injury in fact." The decision against MAPPS is a minor victory for the Amicus signers but the case was decided on standing, not merits. It is difficult to read anything into the judge's decision other than general skepticism for MAPPS' position.

"It is...worth noting that the record unambiguously reflects that the provision of "mapping" services in the modern marketplace includes a much broader scope of work than the traditional mapping work of land surveyors."

"For these reasons, the affidavits do not establish that an injury in fact was suffered by the individual surveyors or their firms, and accordingly, no standing exists. Accordingly, summary judgment must be granted in favor of the government."

T. S. Ellis, III  
United States District Judge  
June 14, 2007

The full decision is posted online for your review: <http://www.urisa.org/policy>."

## ATTACHMENT A

**Excerpt**  
**Summary of GCGI Sponsored Workshop**  
**Exploring Opportunities for Regional Collaboration**  
**May 16, 2007**  
**St. Cloud, MN**

### WELCOME/INTRODUCTIONS

Rick Gelbmann chaired the meeting and called it to order at 11:05 p.m. He welcomed attendees and explained the purpose of holding meetings outside the Twin Cities metropolitan area. Pete Knutson also welcomed attendees.

### PRESENTATIONS

#### **Central Minnesota GIS Users Group** (Pete Knutson)

Pete Knutson gave an overview of this new group, formed in January 2007. Its intent is to provide a forum for sharing information and collaborating on GIS projects in the central area of the state. They are looking at the models provided by other groups as they develop their organization. See slides.

#### **Regional Technical Advisory Committee** (Bill Swing)

Bill Swing described the activities of this group of IT directors who are looking for ways to collaborate in the central area of the state. He noted a number of challenges encountered in their pilot project on crime mapping. He emphasized the need for “culture change” and rethinking how GIS, IT, economic development and other groups are organized in order to facilitate collaboration. See slides.

#### **Natural Resources Inventory collaboration** (Mark Hauck)

Mark Hauck described this project along the Mississippi River within and north of the city of St. Cloud – its intent was to increase cooperation between counties in order to protect water quality and quantity along the river. In addition to the Minnesota Department of Natural Resources, project partners included numerous local and regional governments, universities, private planning groups and foundations. The inventory was conducted using air photos and fieldwork, following the Minnesota Land Cover Classification System. See slides (the Green Infrastructure Mapping slides were not covered due to lack of time).

### PRESENTATION and PANEL

#### **Council Strategic Planning Update: “Compass Points: Setting a Direction for Minnesota’s GIS Future”** (David Arbeit)

David Arbeit explained that the Governor’s Council is coordinating a strategic planning effort that is focusing on state government at this stage, but will actively involve all stakeholders as partners and customers. The intent is to build capacity to address the needs of the entire GIS community within the state.

He reviewed the major activities that form the foundation for the effort:

- 2004 framework document “[A Foundation for Coordinated GIS](#)”
- 2005 “[Conceptual Architecture for Enterprise GIS](#)”
- [Fifty States Initiative](#) from the National States Geographic Information Council (NSGIC) and the Federal Geographic Data Committee (FGDC)
- State [Master Plan for IT](#)

The vision statement is: “Minnesota is a national leader for the Coordinated, Affordable, Reliable, and Effective use of GIS technology to enhance services throughout the state.” Arbeit then outlined the design and timeline of the retreat and emphasized the importance of regional collaboration. See the slides for details.



## **PANEL: Models for Regional Collaboration**

### **Panelists:**

John Chell, Arrowhead Regional Development Commission

Randall Johnson, MetroGIS

Charlie Kost, Southwest Minnesota GIS Users Group

Rick Moore, Pine to Prairie GIS Users Group

Mark Sloan, Fargo-Moorhead Metropolitan GIS committee

Dave Wavrin, Southeastern Minnesota GIS Users Group

Panelists had submitted answers to questions that the council had sent to them in advance – see handout. (*The information for the Arrowhead Regional Development Commission and for Central Minnesota was presented via slides at the meeting; the content was added to the handout document after the meeting.*) Each panelist summarized the purpose and organization of their group and commented on challenges and opportunities that they had found in their efforts to collaborate. The panelists then responded to questions from the audience.

### **Discussion**

The following main points were made during the panel and question period (**see URL for detailed comments form each presenter**):

- Many different models are working across the state. There is no need to settle on one.
- Collaboration requires a cultural change of looking beyond one's borders to work for the greater public good.
- Choosing a project that will quickly provide benefits to the collaborators will strengthen the commitment to the effort, e.g., a common parcel dataset for MetroGIS participants and a standard format for digital plats in Fargo-Moorhead COG.
- High level policy makers must be included in collaboration efforts to increase the clout to get things to happen, e.g., county commissioners already engage the legislature on other topics and can add GIS. GIS/IT often do their jobs so well that they are not noticed – outreach is needed to get high-level champions. Focus must be on public services and business needs and how GIS/IT helps provide those services.
- The benefits of GIS need to get to “non-users groups” as well as users groups.
- Any collaboration needs resources. The apparent resources include outside grants and contracts, energetic volunteers, and government bodies working to meet their own business needs. The best examples of the last resource are the Fargo-Moorhead Council of Governments and the Metropolitan Council. Many funding sources have been unstable, e.g., GIS positions at RDCs have been steadily cut.
- Data sharing requires standards and metadata. These can be a challenge to achieve in voluntary collaborations – they rarely work if they are perceived as unfunded mandates from above, however, they work if they enable people to get their jobs done. Minimum levels of each seem to work fairly well at the local level with data providers following legal requirements and best practices as a substitute for formal standards and minimal metadata in the form of data directories and thesauruses connecting data elements. It is not clear that such an approach would work at the state level.
- Smaller, less developed places are looking for state leadership that will help them move forward without making major mistakes.
- It would help to have regional integrators as connectors between the state and local levels, but it is not clear what the regional entities would be.
- Some level of sustainable state funding is required to provide a level playing field. ARDC proposed legislation in 2007 that would provide state support of \$75,000/year per Regional Development Commission to provide GIS support for all levels of government within their regions. In 2001(?), the Governor's Council developed a legislative proposal using deed recording fees that, with some cross-county sharing of funds, would provide a minimum of \$50,000 to each county to support their land information systems. It is clear that any such proposal would need the support of the Association of Minnesota Counties and county commissioners across the state. In fact, they will fight it if they are not leading that effort.

- Any efforts to foster and coordinate GIS activities should be tied to a technology strategic plan, not just a GIS plan.
- There was consensus that discussions should continue and that we should work towards acceptable state-wide collaboration models.

**Next steps:** Gelbmann said that today's discussion highlights will be distributed via the council's website, the GIS/LIS News, and other venues, and that the discussion is intended to continue at the October GIS/LIS Conference and with other broader groups.

#### **ADJOURNMENT**

The meeting adjourned at 3:15 p.m.

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**Ramsey County Public Works Building – Arden Hills**  
**June 27, 2007**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 1:15 p.m. He began by asking the Committee members and audience to introduce themselves, asking them to provide any general announcements of interest.

Gelbmann shared with the group that the Metropolitan Council is preparing a launch a new Maps website. Vice Chairperson Ned Phillips announced that he had accepted a new position not affiliated with water management and as such commented that this would be his last Committee meeting. Members were asked to offer suggestions for appointment of new vice chairperson to Chairperson Brown before the next meeting. Phillips commented that he had contacted the Metro Chapter of the Minnesota Association of Watershed Districts to begin the process of appointing a new representative to the Committee.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Jim Engfer for Steve Lorbach (AMM: core cities - City of St. Paul), *Counties:* David Claypool (Ramsey); Jim Bunning for Jim Hentges (Scott), Bill Brown (Hennepin); *Federal:* Ron Wencil (USGS); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (MN/DOT); *Utilities:* Allan Radke (CenterPoint Energy); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Randy Knippel (Dakota), Jane Harper (Washington), *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom (TIES); *State:* Tim Loesch (DNR) and David Arbeit (GDA/LMIC).

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team); Jonathan Blake (Richardson, Richter and Associates – Member of the MetroGIS Staff Support Team).

Visitors: Brian Huberty (U.S. Fish and Wildlife Services), Mark Kotz and Matt McGuire (Metropolitan Council), and Fred Logman (LMIC).

**2. ACCEPT AGENDA**

Radke moved and Givens seconded to approve the agenda as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Craig moved and Henry seconded to approve the March 28, 2007 meeting summary, as submitted. Motion carried, ayes all.

**4. POLICY BOARD MEETING:**

Staff Coordinator provided an overview of the April 25, 2007 Policy Board meeting, elaborating on their discussion regarding county revenue for parcel data transactions and approval of a works in progress policy foundation for MetroGIS.

In response to suggestion made by Policy Board Member Schneider at the April Board meeting, Chairperson Brown pointed out that there currently is no difference between what could be considered as certified or uncertified data. The Staff Coordinator commented that the Board's expectation is that the County Data Producer's Workgroup will offer a recommended course of action concerning the direction requested by the Board.

Henry inquired about the vacant Association of Metropolitan Municipalities (Large Cities) seat on the Policy Board and if there had been any candidates proposed. The Staff Coordinator replied that no candidates had been offered, but the possibility for filling the vacant position with a person from the LOGIS organization is under consideration by AMM.

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

### **a) 2007 Regional GIS Project – Final Review**

Chairperson Brown introduced the agenda item, requesting that Read provide an overview of project proposal and request for a budget increase from \$4,000 to \$14,000. She noted that while the project can be completed for less than \$14,000 the additionally requested allowance of \$4,000 would permit the project to include additional features, not included in the concept proposal.

Craig asked about integration of the entire TLG data (22 counties) and the geocoding engine being used – would it be proprietary or could it be used on other systems? Read replied that the system would be designed to be portable, and is currently proposed to be hosted at LMIC in general, but any organization would be able to install it in-house for mass geocoding. She agreed to look into the question about the geographic extent of the TLG dataset, as that question had not previously arisen.

Vander Schaaf asked if the subject geocoder would be capable of exporting its results to a desktop GIS system. Read replied that the geocoder would be a web-based service, but as most desktop GIS systems, such as ArcGIS, it will have the ability to integrate with web services, no problem should be encountered for desktop users in addition to web-based users. Though she noted that this service will not be designed to support batch geocoding.

The Staff Coordinator asked if a final, definitive budget would be available soon and whether Read expected the project to come in below the revised \$14,000. Read replied that the geocoding application will be finished for less than \$14,000; the additional funds are requested as a buffer for any potential cost overruns, such as paying for hosting or add-ons.

Henry asked if this service could be added to the Metropolitan Council's new GIS site. Gelbmann replied that he would be interested in exploring the addition of geocoding functionality to the Council's new "Maps" website and that it would make no difference where the service is hosted.

**Motion:** Henry moved and Craig seconded that the Coordinating Committee recommend that the Policy Board endorse for funding, not to exceed \$14,000, as the 2007 Regional GIS Project, the project entitled "Geocoding Service and Application Code based on TLG Streets and/or Parcel Data" as described in the final application, dated June 19, 2007. Motion carried, ayes all.

### **b) Amended 2007 MetroGIS Budget for Fostering Collaboration**

The Staff Coordinator introduced and provided an overview of the proposed amendment to the "fostering collaboration" component of MetroGIS's 2007 budget, explaining that the amendment involves reallocation of the funds to a new line item for use to support

“applications” related needs; the top priority cited at the February 8<sup>th</sup> Strategic Directions Workshop.

The group concluded that it should table action on this proposal until it had considered Agenda Item 5e –2006 Regional GIS Project Status Reports – Web Editing Application.

**e) 2006 Regional GIS Projects – Status Reports**

Chairperson Brown introduced the topic, calling on the project directors to offer summaries and commentary.

1) Web Editing Application: Matt McGuire of the Metropolitan Council and manager of the Web Editing Application Assessment Project provided progress update. He noted that broad support has been documented for all levels of government in the Metropolitan Area to proceed with development of the proposed application, also noting that some obstacles will need to be addressed regarding PSAPs that serve Washington and Hennepin Counties. McGuire suggested that MetroGIS consider building relationships with law enforcement agencies and PSAPs. A draft of the final report from URS, the consultant retained to conduct the feasibility assessment is due on June 28. The plan is to forward the report to the Address Workgroup for review and if possible submit a recommendation for the Committee’s consideration at the September meeting. Mark Kotz, lead staff to the Address Workgroup, offered a brief overview of the deliverable that will include recommended technical specifications for the application and associated database, as well as custodial roles and responsibilities involved in the use and support of the application.

Read asked if the Address Workgroup has the resources needed to develop a recommendation for next steps to implement the proposed Web Editing Application for the Committee consideration in September; the point being to be in a position to redirect and capture unused 2007 funding to apply towards those next steps, if the opportunity presents itself. McGuire and Kotz clarified that no additional funds are needed to complete the Web Editing Application Viability Assessment project but did acknowledge that resource needs for the development phase are the focus of the Address Workgroup’s pending recommendation to the Committee.

Bunning commented that three counties have recently decided to develop such an application, therefore, it should be assumed that this application is a good idea and should be pursued and that there is role for MetroGIS to foster a collaborative approach to leverage resources.

No comments were offered by the Committee regarding the specifics of the project deliverables other than to encourage the project to move to conclusion as soon as practical.

2) Service Broker: Fred Logman of LMIC and manager of the Service Broker Project provided an overview of the progress. The project is currently at the stage of defining metadata criteria and that no work has progressed since March.

Bunning asked if there was a way to expedite the project by bringing in additional staff support to work on the technical aspects as opposed to continuing to postpone until policy related matters can be addressed. Logman commented that he does not believe that work on the technical matters would effectively expedite the project, noting that the pending results of a related effort by the Mn Office of Enterprise Technology’s ongoing security update process should be taken into consideration. Logman commented that work on the “catalog” is in progress but that development of the “library” of services requires resolution of security concerns which involves a policy element.

Logman commented that he anticipates the Service Broker Project will be complete in October 2007. The Staff Coordinator commented that the earlier the recommendations can be made the better in particular if additional funding resources will be needed to implement the “service broker – ApplicationFinder” concept.

**b) Continued - Amended 2007 MetroGIS Budget for Fostering Collaboration –**

The Staff Coordinator commented that the primary purpose of the requested action is to obtain Committee agreement that use of the subject 2007 funding to address application-related needs would be a better use than for which they were originally allocated.

Craig acknowledged that the proposed amendment is desirable given that “applications” is the number 1 priority defined by the MetroGIS community but he asked why the suggested new budget line item is named “Shared Application Policies/Plan” which appears to limit expenditure of the subject \$22,250 to \$26,250 in funding to defining policy and not permit these funds to be used for technology solutions.

Gelbmann commented that defining MetroGIS’s overall role and shared applications-related opportunities should take precedence over funding specific solutions without first reaching agreement on an overall strategy.

Givens concurred with staff’s proposal to assemble the subject funds but suggested moving them to the existing Professional Services/Special Project budget line item to provide maximum flexibility.

Staff explained that this compromise is workable as the current action is simply to assemble funds for application related purposes, noting that the second action requested is to create an Applications Workgroup to recommend how the funds will actually be expended. Gelbmann concurred with Staff’s proposal to create an Applications Workgroup and to begin the process of developing a funding proposal for consideration by the Committee at the September meeting to insure available funding is formally encumbered if not spent by year end.

**Motion:** Read moved and Craig seconded that the Coordinating Committee recommend that the Policy Board amend the 2007 MetroGIS budget to:

- 1) Reallocate between \$22,250 and \$26,250 from the originally approved MetroGIS line item budget for the “fostering collaboration” function, as illustrated in the Committee’s agenda packet, to the Professional Services/Special Projects line item for applications-related uses consistent with the priorities defined in the Next Generation Business Planning process, and
- 2) Authorize the Board Chair to authorize minor adjustments up to \$5,000 to the approved budget.

Motion carried, ayes all.

**Motion:** Craig moved and Givens seconded that the Coordinating Committee:

- 1) Create an Applications Workgroup.
- 2) Authorize the Coordinating Committee Chair to appoint a chair and co-chair of the new Applications Workgroup.

Motion carried, ayes all.

**c) GIS Demonstration for July Policy Board Meeting**

Chairperson Brown introduced the agenda item, asking the committee for recommendations for the GIS demonstration. Henry recommended that Read present the mapping software recently demonstrated by the Metropolitan Mosquito Control District (MMCD) on Channel 4 television. The group also agreed that the Metropolitan Council's new "Maps" website would be a good option. The Staff Coordinator and Chairman Brown agreed to share both ideas with Policy Board Chairperson Reinhardt.

**Motion:** Henry moved and Craig seconded that the Coordinating Committee recommend dual-topic proposal of the MMCD's Mapping Application and the Metropolitan Council's new "Maps" as a GIS Technology demonstration for the July 2007 Policy Board Meeting. Motion carried, ayes all.

**d) Reschedule September 2007 Meeting**

The Staff Coordinator proposed moving the September 12, 2007 Coordinating Committee meeting to either the week of September 18 or the week of September 25 to permit more time for the Business Planning Process. After a brief discussion, the Committee decided to retain the existing September 12<sup>th</sup> meeting date. No further discussion or action occurred.

**f) Anomaly Report – Quarterly Performance Measurement Report**

No discussion of this item occurred due to lack of time.

(Editor's note: Following the meeting, Craig commented that the two peaks of data downloading activity illustrated on chart included in the agenda report correspond to fall and spring college semesters. He offered that given the robust data holding available via DataFinder, that class projects may be a contributor to these spikes. This comment will be incorporated into the annual report.)

**g) MetroGIS 2008-2011 Business Plan – Preliminary Acceptance of Proposed Strategies**

Chairperson Brown introduced the topic. The Staff Coordinator explained that five members of the Business Planning Oversight Team had accepted responsibility for Challenges and Strategies that comprise each of the eight major activity areas previously identified for inclusion in the Business Plan and, noting that the primary source of the draft strategies in large part came from direction provided by the February 8, 2007 Strategic Directions Workshop.

The Business Planning Oversight Team's idea of breaking into small groups to discuss the proposed challenges and strategies was explained. Committee members decided that they would prefer to discuss the strategies as a large group, focusing on the top three major activity areas given insufficient time to concern all eight areas at this meeting. By way of a show of hands the three major activity areas that were of most interest to the Committee members were as follows: 1) Facilitate Better Data Sharing, 2) Expand Regional Solutions to Include Support and Development of Application Services, and 3) Expand of MetroGIS Stakeholders. A summary of the discussion and suggested modifications for each of these three activity areas follows:

**1. Facilitate Better Data Sharing**

Read, Chairperson of Business Planning Oversight Team, provided an overview of the preliminary "Challenge" and "Strategy" statements for this activity area.

Craig and Logman commented that the idea of fostering data catalogues (in addition to data libraries such as DataFinder) should be investigated, whereby, producers are encouraged to

describe their data holdings in a format simpler than conventional metadata (e.g., datafile name with contact information). These abbreviated descriptions would be posted on a catalog, searchable via the Internet. The members agreed that implementing this concept would be a first step to achieving broader participation by small producers and agreed it should be included in the Next Generation Plan. Logman emphasized that the information maintained in the catalog must be kept up to date or it will not achieve and maintain status as a trusted resource. He offered that this concept is promoted by the National States Geographic Information Councils (NSGIC) under the name RAMONA ([http://www.nsgic.org/events/2005annual\\_presentation/monday/275,2,RAMONA](http://www.nsgic.org/events/2005annual_presentation/monday/275,2,RAMONA)).

## 2. Expand Regional Solutions to Include Support and Development of Application Services

Gelbmann provided an overview of “Expand Regional Solutions to Include Support and Development of Application Services.”

Craig commented that he would prefer to see more emphasis on the “GeoWeb” and inclusion of strategies to take advantage of these technologies. He also suggested that more emphasis should be placed on seeking application partnership opportunities with interests that have not been actively involved in the past –e.g., cities and non-government.

Vander Schaaf commented that an attempt should be made to provide better definitions of terms such as providing a clearer distinction between applications and web services. Staff commented that such an attempt is made in another section of the new Plan and that a Glossary will also be included in the new Plan. The group agreed that provision of the definitions in a section of the Plan that precedes the Challenges and Strategies Section is sufficient.

## 3. Expand MetroGIS Stakeholders

In the absence of member Harper, who had authored the strategies in this section, the Staff Coordinator explained the drafted strategies, requesting feedback on the proposed actions therein.

Craig commented that the Plan should expand focus on cities, which he believes are currently underserved and underrepresented in MetroGIS. Craig also commented the title “system enhancer” should be eliminated, which the Staff Coordinator confirmed had been accomplished in another section of the Next-Generation Plan. The Staff Coordinator offered to share the new version of stakeholder interest definition with Craig and the Team. All commented that they were comforted that the concern was being addressed.

Claypool offered that MetroGIS should strive to incorporate various interests of county and city government, such as public works and law enforcement that are not currently engaged. Givens agreed, indicating that most organizations have more than one professional/service interest perspective that are important to achieving the community-focused outcomes desired for MetroGIS’s efforts. These comments resulted in agreeing to add a new subsection “d” to the Challenge section of this activity area and accompanying strategies targeted at engaging non-traditional interests.

In addition, Chairperson Brown raised a concern about the inclusion of the term “taxpayer” in the major activity area entitled: “**Have funding policies that get the most efficient and effective use of taxpayer money**”. He argued that “taxpayer” was too narrow and should be replaced with “revenue and resources”. This matter was deferred to the Business Planning



Oversight Team for consideration. *(Editor's note: The Team concurred with the Chairperson Brown and highlighted the suggested title modification in the version of the strategies posted for electronic comment via SharePoint beginning on July 3, 2007. The Team considered suggesting that this activity area statement should be converted to status of a guiding principle, as it applies to all decision making and is not an activity area per se. In the end, the Team decided to leave it as an activity area for the time being until the Committee had commented on the appropriateness of associated strategies. Maintaining a focus on the strategies was felt to be a more important matter than naming of the activity area.)*

There was no discussion of the draft Chapter 8: Operation Implications.

The group discussed the option of meeting in a special session prior to the July Policy Board meeting to review the draft strategies not considered at this meeting. Following a statement by Givens, the general consensus was that the draft strategies were sound and appropriate but that their readability needed improvement. The Staff Coordinator conceded that a thorough editing is needed but due to time constraints no attempt had been made to unify the styles of the five authors of the current version. Staff agreed to perform this edit before requesting further comment.

The members concluded that additional comments on the preliminary strategies should be sought via electronic means (i.e., SharePoint), given the general acceptability of the strategies and difficulty of achieving a face-to-face meeting prior to July 13 (deadline for feedback to include in the report to the Policy Board for the July 25<sup>th</sup> meeting).

Business Planning Oversight Team members confirmed that a Team meeting was scheduled for that coming Friday (June 29) at which time the modifications requested by the Committee (see above) would be incorporated into the next draft Challenges and Strategies Section of the Business Plan.

## **6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

## **7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

## **8. ADJOURN**

Henry moved and Givens seconded to adjourn the meeting at 3:45 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator  
*and*

Chris Kline  
MetroGIS Administrative Technician



**September 12, 2007**

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

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

*(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)*

**12:30 to 3:30 p.m. (extend if needed)**

**See directory in lobby for meeting room location**

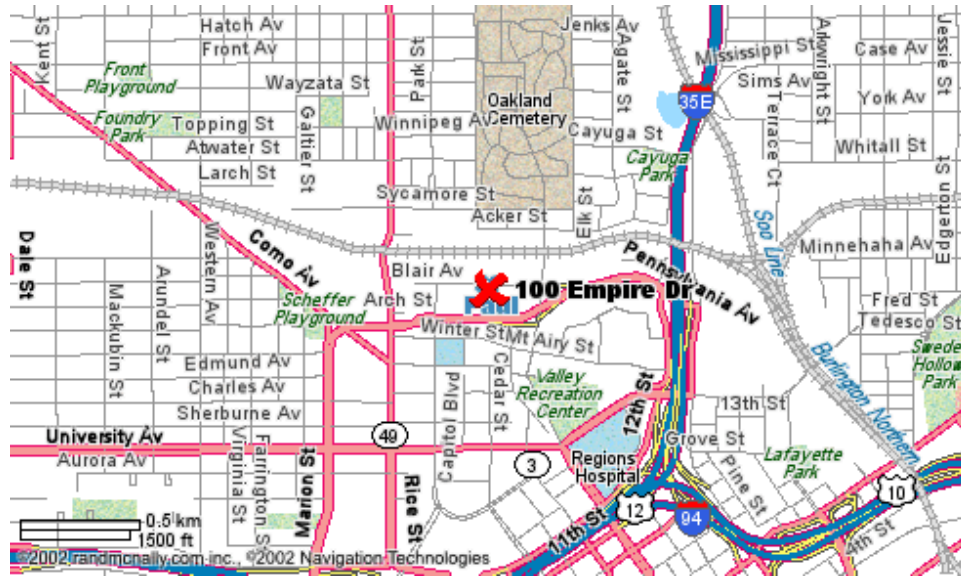
	<u>Page</u>
<b>1. Call to Order</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) June 27, 2007	<i>action</i> <b>1</b>
<b>4. Summary of July 25 Policy Board Meeting</b>	<b>8</b>
<b>5. Action and Discussion Items:</b>	
a) 2008-2011 MetroGIS Business Plan – Final Recommendations	<i>action</i> <b>14</b>
(1) Chapter 8: 2008-09 Work Program and Operational Implications ( <i>Proposed Actions and Resources</i> )	
(2) Chapter 4: Policy Foundation ( <i>Suggested Refinement of Mission Statement</i> )	
(3) Executive Summary ( <i>Does the Committee Have Any Suggested Modifications?</i> )	
b) Applications/Technical Leadership Workgroup	<i>action</i> <b>35</b>
c) Regional Address Point Database – Next Steps	<i>action</i> <b>37</b>
d) 2006 Regional GIS Project Update: Service Broker Project	<b>43</b>
e) GIS Demonstration for October 2007 Policy Board meeting	<i>action</i> <b>51</b>
f) Committee Vice-Chairperson Vacancy	<i>action</i> <b>53</b>
g) Anomaly Report – Quarterly Performance Measurement Report	<i>action</i> <b>56</b>
h) Should a Description of MetroGIS be Added to Wikipedia?	<i>action</i> <b>58</b>
i) Debriefing on GIS Involvement in Response to I-35W Bridge Collapse	<i>action</i> <b>59</b>
<b>6. Presentation (Tentative) – Example of Partnering Opportunity to Leverage Related Efforts</b>	<b>60</b>
<b>7. Project Updates:</b>	
a) 2006 and 2007 Regional GIS Projects	<b>62</b>
b) Priority Business Information Need Solutions and User Satisfaction Forums	
c) County Data Producer Workgroup Activities	
<b>8. Information Sharing:</b>	<b>64</b>
a) Status Report - Filling Board and Committee Vacancies	
b) Carver County Committee Member Change	
c) Presentations / Outreach / Studies	
d) Metro and State Geospatial Initiatives Update	
e) Federal Geospatial Initiatives Update	
<b>9. Next Meeting</b>	
December 5, 2007	
<b>10. Adjourn</b>	

**Mission Statement**

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

## How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



**If you are traveling on I-94 eastbound** -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-94 westbound** -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Northbound** -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Southbound** -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the left.

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**Ramsey County Public Works Building – Arden Hills**  
**June 27, 2007**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 1:15 p.m. He began by asking the Committee members and audience to introduce themselves, asking them to provide any general announcements of interest.

Gelbmann shared with the group that the Metropolitan Council is preparing a launch a new Maps website. Vice Chairperson Ned Phillips announced that he had accepted a new position not affiliated with water management and as such commented that this would be his last Committee meeting. Members were asked to offer suggestions for appointment of new vice chairperson to Chairperson Brown before the next meeting. Phillips commented that he had contacted the Metro Chapter of the Minnesota Association of Watershed Districts to begin the process of appointing a new representative to the Committee.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Jim Engfer for Steve Lorbach (AMM: core cities - City of St. Paul), *Counties:* David Claypool (Ramsey); Jim Bunning for Jim Hentges (Scott), Bill Brown (Hennepin); *Federal:* Ron Wencil (USGS); *Metropolitan:* Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Special Expertise:* Brad Henry (URS Corp.); *State:* Joella Givens (MN/DOT); *Utilities:* Allan Radke (CenterPoint Energy); and *Watershed/Water Management Organizations:* Ned Phillips (Rice Creek Watershed District).

Members Absent: *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Randy Knippel (Dakota), Jane Harper (Washington), *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom (TIES); *State:* Tim Loesch (DNR) and David Arbeit (GDA/LMIC).

Support Staff: Randall Johnson and Christopher Kline (MetroGIS Staff Support Team); Jonathan Blake (Richardson, Richter and Associates – Member of the MetroGIS Staff Support Team).

Visitors: Brian Huberty (U.S. Fish and Wildlife Services), Mark Kotz and Matt McGuire (Metropolitan Council), and Fred Logman (LMIC).

**2. ACCEPT AGENDA**

Radke moved and Givens seconded to approve the agenda as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Craig moved and Henry seconded to approve the March 28, 2007 meeting summary, as submitted. Motion carried, ayes all.

**4. POLICY BOARD MEETING:**

Staff Coordinator provided an overview of the April 25, 2007 Policy Board meeting, elaborating on their discussion regarding county revenue for parcel data transactions and approval of a works ion progress policy foundation for MetroGIS.

In response to suggestion made by Policy Board Member Schneider at the April Board meeting, Chairperson Brown pointed out that there currently is no difference between what could be considered as certified or uncertified data. The Staff Coordinator commented that the Board's expectation is that the County Data Producer's Workgroup will offer a recommended course of action concerning the direction requested by the Board.

Henry inquired about the vacant Association of Metropolitan Municipalities (Large Cities) seat on the Policy Board and if there had been any candidates proposed. The Staff Coordinator replied that no candidates had been offered, but the possibility for filling the vacant position with a person from the LOGIS organization is under consideration by AMM.

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

### **a) 2007 Regional GIS Project – Final Review**

Chairperson Brown introduced the agenda item, requesting that Read provide an overview of project proposal and request for a budget increase of \$4,000 to \$14,000. She noted that while the project can be completed for less than \$14,000 the additionally requested allowance of \$4,000 would permit the project to include additional features, not included in the concept proposal.

Craig asked about integration of the entire TLG data (22 counties) and the geocoding engine being used – would it be proprietary or could it be used on other systems? Read replied that the system would be designed to be portable, and is currently proposed to be hosted at LMIC in general, but any organization would be able to install it in-house for mass geocoding. She agreed to look into the question about the geographic extent of the TLG dataset, as that question had not previously arisen.

Vander Schaaf asked if the subject geocoder would be capable of exporting its results to a desktop GIS system. Read replied that the geocoder would be a web-based service, but as most desktop GIS systems, such as ArcGIS, it will have the ability to integrate with web services, no problem should be encountered for desktop users in addition to web-based users. Though she noted that this service will not be designed to support batch geocoding.

The Staff Coordinator asked if a final, definitive budget would be available soon and whether Read expected the project to come in below the revised \$14,000. Read replied that the geocoding application will be finished for less than \$14,000; the additional funds are requested as a buffer for any potential cost overruns, such as paying for hosting or add-ons.

Henry asked if this service could be added to the Metropolitan Council's new GIS site. Gelbmann replied that he would be interested in exploring the addition of geocoding functionality to the Council's new "Maps" website and that it would make no difference where the service is hosted.

**Motion:** Henry moved and Craig seconded that the Coordinating Committee recommend that the Policy Board endorse for funding, not to exceed \$14,000, as the 2007 Regional GIS Project, the project entitled "Geocoding Service and Application Code based on TLG Streets and/or Parcel Data" as described in the final application, dated June 19, 2007. Motion carried, ayes all.

### **b) Amended 2007 MetroGIS Budget for Fostering Collaboration**

The Staff Coordinator introduced and provided an overview of the proposed amendment to the "fostering collaboration" component of MetroGIS's 2007 budget, explaining that the amendment involves reallocation of the funds to a new line item for use to support

“applications” related needs; the top priority cited at the February 8<sup>th</sup> Strategic Directions Workshop.

The group concluded that it should table action on this proposal until it had considered Agenda Item 5e –2006 Regional GIS Project Status Reports – Web Editing Application.

**e) 2006 Regional GIS Projects – Status Reports**

Chairperson Brown introduced the topic, calling on the project directors to offer summaries and commentary.

1) Web Editing Application: Matt McGuire of the Metropolitan Council and manager of the Web Editing Application Assessment Project provided progress update. He noted that broad support has been documented for all levels of government in the Metropolitan Area to proceed with development of the proposed application, also noting that some obstacles will need to be addressed regarding PSAPs that serve Washington and Hennepin Counties. McGuire suggested that MetroGIS consider building relationships with law enforcement agencies and PSAPs. A draft of the final report from URS, the consultant retained to conduct the feasibility assessment is due on June 28. The plan is to forward the report to the Address Workgroup for review and if possible submit a recommendation for the Committee’s consideration at the September meeting. Mark Kotz, lead staff to the Address Workgroup, offered a brief overview of the deliverable that will include recommended technical specifications for the application and associated database, as well as custodial roles and responsibilities involved in the use and support of the application.

Read asked if the Address Workgroup has the resources needed to develop a recommendation for next steps to implement the proposed Web Editing Application for the Committee consideration in September; the point being to be in a position to redirect and capture unused 2007 funding to apply towards those next steps, if the opportunity presents itself. McGuire and Kotz clarified that no additional funds are needed to complete the Web Editing Application Viability Assessment project but did acknowledge that resource needs for the development phase are the focus of the Address Workgroup’s pending recommendation to the Committee.

Bunning commented that three counties have recently decided to develop such an application, therefore, it should be assumed that this application is a good idea and should be pursued and that there is role for MetroGIS to foster a collaborative approach to leverage resources.

No comments were offered by the Committee regarding the specifics of the project deliverables other than to encourage the project to move to conclusion as soon as practical.

2) Service Broker: Fred Logman of LMIC and manager of the Service Broker Project provided an overview of the progress. The project is currently at the stage of defining metadata criteria and that no work has progressed since March.

Bunning asked if there was a way to expedite the project by bringing in additional staff support to work on the technical aspects as opposed to continuing to postpone until policy related matters can be addressed. Logman commented that he does not believe that work on the technical matters would effectively expedite the project, noting that the pending results of a related effort by the Mn Office of Enterprise Technology’s ongoing security update process should be taken into consideration. Logman commented that work on the “catalogue” is in progress but that development of the “library” of services requires resolution of security concerns which involves a policy element.

Logman commented that he anticipates the Service Broker Project will be complete in October 2007. The Staff Coordinator commented that the earlier the recommendations can be made the better in particular if additional funding resources will be needed to implement the “service broker – ApplicationFinder” concept.

**b) Continued - Amended 2007 MetroGIS Budget for Fostering Collaboration –**

The Staff Coordinator commented that the primary purpose of the requested action is to obtain Committee agreement that use of the subject 2007 funding to address application-related needs would be a better use than for which they were originally allocated.

Craig acknowledged that the proposed amendment is desirable given “applications” is the number 1 priority defined by the MetroGIS community but he asked why the suggested new budget line item is named “Shared Application Policies/Plan” which appears to limit expenditure of the subject \$22,250 to \$26,250 in funding to defining policy and not permit these funds to be used for technology solutions.

Gelbmann commented that defining MetroGIS’s overall role and shared applications-related opportunities should take precedence over funding specific solutions without first reaching agreement on an overall strategy.

Givens concurred with staff’s proposal to assemble the subject funds but suggested moving them to the existing Professional Services/Special Project budget line item to provide maximum flexibility.

Staff explained that this compromise is workable as the current action is simply to assemble funds for application related purposes, noting that the second action requested is to create an Applications Workgroup to recommend how the funds will actually be expended. Gelbmann concurred with Staff’s proposal to create an Applications Workgroup and to begin the process of developing a funding proposal for consideration by the Committee at the September meeting to insure available funding is formally encumbered if not spent by year end.

**Motion:** Read moved and Craig seconded that the Coordinating Committee recommend that the Policy Board amend the 2007 MetroGIS budget to:

- 1) Reallocate between \$22,250 and \$26,250 from the originally approved MetroGIS line item budget for the “fostering collaboration” function, as illustrated in the Committee’s agenda packet, to the Professional Services/Special Projects line item for applications-related uses consistent with the priorities defined in the Next Generation Business Planning process, and
- 2) Authorize the Board Chair to authorize minor adjustments up to \$5,000 to the approved budget.

Motion carried, ayes all.

**Motion:** Craig moved and Givens seconded that the Coordinating Committee:

- 1) Create an Applications Workgroup.
- 2) Authorize the Coordinating Committee Chair to appoint a chair and co-chair of the new Applications Workgroup.

Motion carried, ayes all.

**c) GIS Demonstration for July Policy Board Meeting**

Chairperson Brown introduced the agenda item, asking the committee for recommendations for the GIS demonstration. Henry recommended that Read present the mapping software recently demonstrated by the Metropolitan Mosquito Control District (MMCD) on Channel 4 television. The group also agreed that the Metropolitan Council's new "Maps" website would be a good option. The Staff Coordinator and Chairman Brown agreed to share both ideas with Policy Board Chairperson Reinhardt.

**Motion:** Henry moved and Craig seconded that the Coordinating Committee recommend dual-topic proposal of the MMCD's Mapping Application and the Metropolitan Council's new "Maps" as a GIS Technology demonstration for the July 2007 Policy Board Meeting. Motion carried, ayes all.

**d) Reschedule September 2007 Meeting**

The Staff Coordinator proposed moving the September 12, 2007 Coordinating Committee meeting to either the week of September 18 or the week of September 25 to permit more time for the Business Planning Process. After a brief discussion, the Committee decided to retain the existing September 12<sup>th</sup> meeting date. No further discussion or action occurred.

**f) Anomaly Report – Quarterly Performance Measurement Report**

No discussion of this item occurred due to lack of time.

(Editor's note: Following the meeting, Craig commented that the two peaks of data downloading activity illustrated on chart included in the agenda report correspond to fall and spring college semesters. He offered that given the robust data holding available via DataFinder, that class projects may be a contributor to these spikes. This comment will be incorporated into the annual report.)

**g) MetroGIS 2008-2011 Business Plan – Preliminary Acceptance of Proposed Strategies**

Chairperson Brown introduced the topic. The Staff Coordinator explained that five members of the Business Planning Oversight Team had accepted responsibility for Challenges and Strategies that comprise each of the eight major activity areas previously identified for inclusion in the Business Plan and, noting that the primary source of the draft strategies in large part came from direction provided by the February 8, 2007 Strategic Directions Workshop.

The Business Planning Oversight Team's idea of breaking into small groups to discuss the proposed challenges and strategies was explained. Committee members decided that they would prefer to discuss the strategies as a large group, focusing on the top three major activity areas given insufficient time to concern all eight areas at this meeting. By way of a show of hands the three major activity areas that were of most interest to the Committee members were as follows: 1) Facilitate Better Data Sharing, 2) Expand Regional Solutions to Include Support and Development of Application Services, and 3) Expand of MetroGIS Stakeholders. A summary of the discussion and suggested modifications for each of these three activity areas follows:

**1. Facilitate Better Data Sharing**

Read, Chairperson of Business Planning Oversight Team, provided an overview of the preliminary "Challenge" and "Strategy" statements for this activity area.

Craig and Logman commented that the idea of fostering data catalogues (in addition to data libraries such as DataFinder) should be investigated, whereby, producers are encouraged to



describe their data holdings in a format simpler than conventional metadata (e.g., datafile name with contact information). These abbreviated descriptions would be posted on a catalogue, searchable via the Internet. The members agreed that implementing this concept would be a first step to achieving broader participation by small producers and agreed it should be included in the Next Generation Plan. Logman emphasized that the information maintained in the catalogue must be kept up to date or it will not achieve and maintain status as a trusted resource. He offered that this concept is promoted by the National States Geographic Information Councils (NSGIC) under the name RAMONA ([http://www.nsgic.org/events/2005annual\\_presentation/monday/275,2,RAMONA](http://www.nsgic.org/events/2005annual_presentation/monday/275,2,RAMONA)).

## 2. Expand Regional Solutions to Include Support and Development of Application Services

Gelbmann provided an overview of the Expand Regional Solutions to Include Support and Development of Application Services.

Craig commented that he would prefer to see more emphasis on the “GeoWeb” and inclusion of strategies to take advantage of these technologies. He also suggested that more emphasis should be placed on seeking application partnership opportunities with interests that have not been actively involved in the past –e.g., cities and non-government.

Vander Schaaf commented that an attempt should be made to provide better definitions of terms such as providing a clearer distinction between applications and web services. Staff commented that such an attempt is made in another section of the new Plan and that a Glossary will also be included in the new Plan. The group agreed that provision of the definitions in a section of the Plan that precedes the Challenges and Strategies Section is sufficient.

## 3. Expand of MetroGIS Stakeholders

In the absence of member Harper, who had authored the strategies in this section, the Staff Coordinator explained the drafted strategies, requesting feedback on the proposed actions therein.

Craig commented that the Plan should expand focus on cities, which he believes are currently underserved and underrepresented in MetroGIS. Craig also commented the title “system enhancer” should be eliminated, which the Staff Coordinator confirmed had been accomplished in another section of the Next-Generation Plan. The Staff Coordinator offered to share the new version of stakeholder interest definition with Craig and the Team. All commented that they were comforted that the concern was being addressed.

Claypool offered that MetroGIS should strive to incorporate various interests of county and city government, such as public works and law enforcement that are not currently engaged. Givens agreed, indicating that most organizations have more than one professional/service interest perspective that are important to achieving the community-focused outcomes desired for MetroGIS’s efforts. These comments resulted in agreeing to add a new subsection “d” to the Challenge section of this activity area and accompanying strategies targeted at engaging non-traditional interests.

In addition, Chairperson Brown raised a concern about the inclusion of the term “taxpayer” in the major activity area entitled: “**Have funding policies that get the most efficient and effective use out of taxpayer money**”. He argued that “taxpayer” was too narrow and should be replaced with “revenue and resources”. This matter was differed to the Business Planning

Oversight Team for consideration. *(Editor's note: The Team concurred with the Chairperson Brown and highlighted the suggested title modification in the version of the strategies posted for electronic comment via SharePoint beginning on July 3, 2007. The Team considered suggesting that this activity area statement should be converted to status of a guiding principle, as it applies to all decision making and is not an activity area per se. In the end, the Team decided to leave it as an activity area for the time being until the Committee had commented on the appropriateness of associated strategies. Maintaining a focus on the strategies was felt to be a more important matter than naming of the activity area.)*

There was not discussion of the draft Chapter 8: Operation Implications.

The group discussed the option of meeting in a special session prior to the July Policy Board meeting to review the draft strategies not considered at this meeting. Following a statement by Givens, the general consensus was that the draft strategies were sound and appropriate but that their readability needed improvement. The Staff Coordinator conceded that a through editing is needed but due to time constraints no attempt had been made to unify the styles of the five authors of the current version. Staff agreed to perform this edit before requesting further comment.

The members concluded that additional comments on the preliminary strategies should be sought via electronic means (i.e., SharePoint), given the general acceptability of the strategies and difficulty of achieving a face-to-face meeting prior to July 13 (deadline for feedback to include in the report to the Policy Board for the July 25<sup>th</sup> meeting).

Business Planning Oversight Team members confirmed that a Team meeting was scheduled for that coming Friday (June 29) at which time the modifications requested by the Committee (see above) would be incorporated into the next draft Challenges and Strategies Section of the Business Plan.

## **6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

## **7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

## **8. ADJOURN**

Henry moved and Givens seconded to adjourn the meeting at 3:45 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator  
*and*

Chris Kline  
MetroGIS Administrative Technician



**TO:** Coordinating Committee

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

**SUBJECT:** Summary of April 2007 Policy Board Meeting

**DATE:** August 21, 2007  
(For the Sept 12<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on April 25<sup>th</sup>. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/07\\_0725/07\\_0725m.pdf](http://www.metrogis.org/teams/pb/meetings/07_0725/07_0725m.pdf) for the discussion points.

### **1. GIS Technology Demonstration: The New “Maps” at the Metropolitan Council**

A similar version of the presentation made to the Coordinating Committee at its June meeting was made at the Policy Board meeting. In questions following the presentation, Board members raised questions about the possibility of adding detailed data to the Council’s site typically produced by cities and counties to make it easy for the user to find most if not all of what they need from one site. This discussion led to short and productive conversation about the need for policies to guide MetroGIS’s efforts in the area of shared application needs and the need for general adherence to data standards to support applications designed to provide the user with information for multiple jurisdictions. This presentation provided an outstanding platform from which to segue to the request for direction on a number of strategies options under consideration as part of the development of the Next Generation Business Plan.

### **2. 2007 Regional GIS Projects – Final Policy Board Endorsement**

The Policy Board found that the “**Geocoding Service and Application Code based on TLG Streets and/or Parcel Data**” project proposal as reviewed by the Committee represented a prudent use of Regional GIS Project funding and recommended that the Metropolitan Council fund the project. (Note, as of this writing, negotiations are in progress on the Agreement with the Metropolitan Mosquito Control District (MMCD) to transfer the funds to the MMCD.)

### **3. Amended 2007 MetroGIS Budget for Fostering Collaboration**

The Policy Board amend the 2007 MetroGIS budget to:

- a) Move between \$22,250 and \$26,250 to the Professional Services/Special Projects from several other line items, with the final amount to be determined by the final allocation for the 2007 Regional GIS Project, as recommended by the Committee.
- b) Authorize the Chairperson to authorize an RFP to pursue consultant services for Shared Applications Plan if needed before the October Policy Board meeting.

### **4. Next-Generation MetroGIS Business Plan**

Direction was sought from the Policy Board concerning 13 strategy areas/tactics that were called out by Committee members as in need of policy direction in the survey administered in July. Direction was provided in all 13 cases. (See the attached excerpt from the meeting summary for the specifics.)

Editors Note: Following the Board meeting, staff revised Chapters 4 (Policy Foundation) and 7 (Challenges, Strategies and Tactics) of the Next-Generation Business Plan accordingly. Subsequently, the Business Planning Oversight Team accepted the updated chapters for incorporation into the Business Plan.

### **5. Vacant City Representative Seat on the Policy Board**

Member Schneider commented that AMM is considering inviting LOGIS to fill the open city representative seat on the Policy Board. The option of seeking a GIS professional to serve as an alternate for a policy maker and attend on a regular basis was left to the discretion of AMM.

**EXCERPT**  
**JULY 2007 POLICY BOARD**  
**MEETING SUMMARY**

**6a) Next-Generation MetroGIS Business Plan**

Chairperson Reinhardt introduced this agenda item, providing an overview of the process that would be used at this meeting to review the items for which the Coordinating Committee had requested direction from the Policy Board. She emphasized that while there are only thirteen items presented for Board direction by the Committee, the Committee has reached agreement on over seventy other strategies that it intends to include in the Next-Generation Business Plan. She then introduced William Brown, Chairperson of the Coordinating Committee, and Nancy Read, Chairperson of the Business Planning Oversight Team to present the Committee's concerns and suggestions for Board direction.

Brown started the presentation by providing a review of the actions taken by the Board at the April Board meeting. Next he shared the proposed Business Planning development schedule with the Board, which calls for adoption at the Board's October meeting. He then began the consideration of each of the thirteen subject areas.

*[Editor's Note: The items below are listed in the chronological order as reviewed by the Policy Board. They are numbered using the method in the July 25, 2007 Policy Board Agenda Packet.]*

**Activity Area 1- Strategy "a". Use Outreach To Promote Standards And Best Practices**

Member Schneider suggested removing the reference encouraging the Governor's Council on Geographic Information to take a leadership role to bring all affected parties together to define a policy for internet distribution.

He commented that he believes that MetroGIS should approach interests that serve areas adjoining the seven county, Metropolitan Area, such as the collar counties, directly instead of relying on the Governor's Council on Geographic Information to take the lead in establishing standards for interoperability. Schneider believes that relying upon the State will take more time than necessary which could result in MetroGIS losing credibility by not being proactive. He emphasized that MetroGIS should approach prospective partners in a diplomatic way to promote standards and with an emphasis on removing barriers to data sharing. An approach of bartering, for example, would be useful: ask the partner to adopt standards, in exchange for access to the benefits of having access to services supported by MetroGIS.

**Motion:** Member Egan moved and Member Pistilli seconded that the Policy Board direct the Business Planning Oversight Committee to include this strategy, with the following modifications in the 2008-2011 MetroGIS Business Plan:

- Modify to remove reference to deferring to Governor's Council on Geographic Information (GCGI) to take the lead in establishing standards and policies necessary to achieve data interoperability with interests adjoining the seven county Metropolitan Area.
- Promote adoption of standards with interests beyond the Metropolitan Area (regional, state, or federal) via case-by-case negotiations with the goals in mind of eventual applicability statewide of policies and commitments to knowledge sharing and removing barriers to sharing/leveraging geospatial resources.
- Directly approach prospective partners beyond the Metro Area instead of relying on the GCGI to establish statewide standards, sharing what is learned with the GCGI.

Motion carried, ayes all.

**Activity Area 1- Strategy "c". Secure Technical Leadership (Solutions to Shared Information Needs)**

Member Pistilli commented that this and other desired new directions for MetroGIS are dependent upon obtaining additional technical leadership and coordination. He stated that he would prefer not to wait

until 2009, as is suggested by the language of the currently proposed strategy. He commented that he would be in favor of the Council providing the additional support for a year until the details of longer term arrangement could be worked out and the relative value to other organizations can be established. Pistilli asked Mark Vander Schaaf to investigate the potential of the Council providing such support, beginning in 2008.

**Motion:** Member Kordiak moved and Member Schneider seconded that the Policy Board direct the Business Planning Oversight Committee to pursue proposed strategy (secure Technical Leadership/Coordination support) immediately, as opposed to postponing to 2009, subject to:

- Support Councilmember Pistilli's idea that the Metropolitan Council consider funding of the desired MetroGIS Technical Coordinator responsibilities in their 2008 budget, with the understanding that options to share the cost of this support be given consideration once the value of such support is realized.
- Accelerate securing an individual(s) to provide the subject Technical Leadership/ Coordination responsibilities so other strategies from the Business Plan can be implemented with expedience, instead of delaying these projects to the 2009 fiscal year.
- Integrate the solution for this need for additional Technical leadership with the goal to expand MetroGIS's stakeholder community to include private sector partners (next item).

Motion carried, ayes all.

#### **Activity Area 2- Strategy "a". Identify Public/Private Partnership Opportunities**

Member Schneider recommended creation of a private sector version of the Coordinating Committee, which would offer partnering proposals directly address their geospatial needs, as MetroGIS staff do not have the time or resources to effectively seek out partnerships on their own. The new committee would provide a focused means for non-government interests to share their wishes and recommendations with the Policy Board for consideration. This comment led to an acknowledgment that there will be a need to create a method(s) to assign a relative value to proposals but all concurred that these methods should evolve as specific opportunities are considered.

Alternate Member O'Rourke commented that there could be legal implications, such as bidding and contractual issues, from having the Policy Board approve proposals from a Private Sector Coordinating Committee. She recommended caution and more research into the issue before implementation. Member Schneider commented that although Member O'Rourke's concerns are well taken, they are subordinate to the concept of exploring interest in creating a means for cross sector coordination to address hared needs. He also affirmed that proposal must comprise a win-win solution which is more valuable than it costs government or it should not be considered.

Member Egan concurred that there may not be interest in the private sector for such a committee overall, and recommended that a workgroup be created to investigate possibilities.

**Motion:** Member Lake moved and Member Egan seconded that the Policy Board direct the Coordinating Committee to create a Workgroup, as soon as possible, to investigate interest from non-government entities in pursuing collaborative opportunities with government to address shared geographic information needs, as well as, the creation of private sector coordinating committee that would have representation in MetroGIS's decision making.

Motion carried, ayes all.

#### **Activity Area 2- Strategy "b". Develop Plan for Shared Applications**

Nancy Read, Chair of the Business Planning Oversight Team, introduced this topic, indicating that the first part of the proposed direction had been adopted through the Policy Board's previous action on Item 1-c. (Technical Leadership)

A brief general discussion ensued, where the members of the Policy Board agreed that plans for coordination with other organizations and fostering interdependencies should be addressed as they arise.

**Motion:** Member Pistilli moved and Member Lake seconded that the Policy Board direct the Business Planning Oversight Committee to continue developing a plan for shared applications, with the understanding that:

- Supplemental Technical Leadership/Coordination is needed in order for this strategy to be successful.
- The Plan should focus on the Board’s general preference to foster interdependencies and cooperation, without attempting to establish a formal process or policy to guide these decisions at this time. The decision rules are best developed on a case-by-case basis.

Motion carried, ayes all.

**Activity Area 7 - Strategy “d”. Foster a Marketplace for Geospatial Resources**

The members engaged in a brief conversation regarding the viability of this idea noting that it has possibilities but that the policy implications should be refined before there is any further consideration.

**Direction:** This concept should be resubmitted for Board consideration once the policy implications are better understood.

**Activity Area 4- Strategy “a”. Expand Support Resources**

The Policy Board concurred this item had been in effect dealt with the direction provided for “Activity Area 1- Strategy “c”. Secure Technical Leadership”

**Direction:** Not further direction appropriate at this time.

**Activity Area 5-Strategy “b”. Encourage Leadership to Assume Advocacy Roles**

Brown introduced the topic, commenting that Policy Board members have previously advocated for MetroGIS’s objectives on several occasions and through their service on the Board. Member Schneider concurred that advocacy from Board and Committee members among their peers is important to sustaining MetroGIS’s relevance and support among stakeholders but he also believes that advocacy from Board members should be understood to be general and high level for the purpose of fostering opportunities for those with stronger understanding of the issues to move forward. He added that all MetroGIS participants should take any opportunity to discuss and inform potentially interested parties when possible. David Claypool, a visitor and member of the Coordinating Committee, added that in many cases Coordinating Committee members do take an advocacy position at conferences, meetings, and other functions that they take part in – but encouraging everyone to do so is important.

**Motion:** Member Pistilli moved and Member Lake seconded that the Policy Board direct the Business Planning Oversight Committee to incorporate include as a strategy advocacy of the benefits of MetroGIS efforts by participates at all levels as opportunities present themselves.

**Activity Area 5- Strategy “a”. Develop an Outreach and Marketing Plan**

The Policy Board agreed to defer discussion of this strategy until the marketing “message” is clarified which can not be fully accomplished until the Plan for Shared Applications is complete.

**Direction:** Revisit this strategy once a suggested marketing “message” is available for Board consideration, the target audience(s) has been identified, and an estimate of cost to develop the marketing component is available. It was agreed that professional “marketing” staff affiliated with participating organizations should be leveraged to extent possible to work on this strategy as opposed to outsourcing.

**Activity Area 5- Strategy “b”. Secure Dedicated Support - Marketing**

As a continuation of the previous item, Member Pistilli commented that there are likely existing marketing resources available in participating organizations that can be captured.

All concurred the topic is premature until the message is defined.

**Direction Provided:** Defer consideration until the specifics of a marketing plan (previous item) are presented for the Board’s consideration.

**Activity Area 6- Strategy a. Periodically Evaluate Board and Committee Membership**

The consensus of the Board was that as a routine course of business, the Board will review its membership when it feels the need to do so, such as when prompted by additional counties or organizations participating in MetroGIS. There is no need to specify this action as a strategy.

**Motion:** Member Schneider moved and Member Kordiak seconded to strike this strategy from the draft Business Plan. Motion carried, ayes all.

**Activity Area 7- Strategy a. Promote the Greater Regional Importance**

The members engaged in a brief dialogue regarding “Greater Regional Importance” and the implications for MetroGIS and concurred that current practice exceeds policy and should be modified as suggested. Member Schneider commented that as MetroGIS has grown and matured, the need to operate by consensus may be subsiding, but also emphasized that inclusion of opt-out clauses remains important to maintain trust. He also offered that the suggested statement of principle represents a slight shift in philosophy, noting that stating it this way earlier on could have raised concerns by that as a matter of practice MetroGIS has operated in this manner. He believes and the other members concurred that it is now acceptable and prudent to state the philosophy in this manner.

**Direction Provided:** The Policy Board recommended that the Business Planning Oversight Team convert this statement from a strategy to a guiding principle for inclusion in the 2008-2001 Business Plan as explained in the agenda report.

**Activity Area 7- Strategy “b”. Foster A Common Philosophy Regarding GIS Return On Investment**

Member Kordiak opened by asking what would be the harm of allowing data to be available free to anyone who wishes access, noting that if GIS services are important to government’s work they should be funded as a cost of doing business and not hampered by reliance upon cost recovery based support. Member Pistilli agreed. Following a several brief comments about how the funds raised are currently used to support services and the anticipated impact if this revenue is lost, there was general agreement that consideration of a broad range of impacts should be taken into consideration when setting these policies; that is, impacts that go beyond those of the particular data producer. The consensus was this broader perspective is necessary to achieve collaborative-based policies that seek to leverage existing investments. Board members also concurred that inward looking cost recovery policies, which consider only the producing organization's perspective, are “old school”. Egan commented that this issue is bigger than MetroGIS. Cost recovery is another type of fee that needs to be occasionally evaluated to insure it is reasonable. He also commented that fees for public services should be given serious reconsideration if their existence results in/forces duplicative efforts elsewhere.

The Board generally agreed that the matter of setting/revising existing cost recovery policy is a matter that should be left to the producing organizations, in the case of parcel data, the counties. It was also agreed that if the counties want to leverage MetroGIS’s resources to aid in addressing this matter, they may but otherwise this matter is not within MetroGIS’s purview to pursue.

Schneider commented that this policy debate also should not be framed in terms of “Should the counties be asked to give up revenue for the common good”, but rather if a proposal is made to the counties that promises to benefit the community as well as the counties, he would expect them to be open to considering it, assuming a case-by-case consideration of the specifics.

Brown commented that he believes the central policy question is “does the existence of cost recovery fees inhibiting collaboration/data sharing?” He stated that a study of the impacts (tangible and/or intangible) of cost recovery fees would be helpful to the discussion. If a negative impact is demonstrated, which he did not believe to be the case, consideration should be given to adjusting these policies.

**Direction Provided:** The Policy Board concurred that:

- a) The matter of setting/revising existing cost recovery policy should be left to the producing organizations, in the case of parcel data, the counties.
- b) If data producing organizations (in this case – counties) want to leverage MetroGIS’s resources to aid in evaluating cost recovery policy, they may but otherwise this matter is not within MetroGIS’s purview to pursue.
- c) MetroGIS should assist with obtaining any existing creditable research findings relevant to assessing impacts (tangible and/or intangible) of cost recovery fees on data sharing and collaboration to address shared geospatial needs.

**Activity Area 7- Strategy “c”. Seek Legislative Initiatives To Coordinate GIS Investment**

Chairperson Reinhardt questioned if this strategy would involve MetroGIS creating proposals for legislation, or supporting existing legislation proposed by others. The Staff Coordinator clarified that the strategy could involve either of both aspects, dependant upon the Board’s preferences. Chairperson Reinhardt commented that her preference would be that the Board support existing initiatives, but it would be up to the local units of government to lobby themselves unless they wanted MetroGIS to take a leadership role, and further that MetroGIS should not expect to serve as a clearinghouse for geospatial legislative initiatives pertaining to the Metropolitan Area. Board members concurred.

Member Kordiak added that multiple voices addressing the Legislature are often more effective than a single voice, and MetroGIS’s ability to align numerous interests presents a huge unifying opportunity to achieve objectives that require legislative action.

**Direction Provided:** The Policy Board concluded that on a case-by-case basis, MetroGIS should consider assuming a legislative advocacy role:

- When its stakeholder organizations ask it to do so.
- For its own initiatives, as appropriate.





Cooperation, Coordination, Sharing Geographic Data

**TO:** Coordinating Committee  
**FROM:** Business Planning Oversight Team  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** 2008-2011 MetroGIS Business Plan – Final Recommendations  
**DATE:** September 5, 2007  
(For the Sept 12<sup>th</sup> meeting)

### **INTRODUCTION**

The Business Planning Oversight Team respectfully requests Coordinating Committee endorsement of the following final components of the Next-Generation MetroGIS Business Plan:

- a) Operations Plan (Chapter 8) - *Attachment A*
- b) Refined Mission Statement (*below*)
- c) Executive Summary - *Attachments B*
- d) Remainder of the Business Plan document (Context Setting Chapters 1-6 and appendices). (*Available at [http://www.metrogis.org/teams/cc/meetings/07\\_0912/index.sht](http://www.metrogis.org/teams/cc/meetings/07_0912/index.sht). You should have received an email on August 31 inviting you to review this document.*)
- e) 2008 MetroGIS “Fostering Collaboration” Budget

The goal is to seek Policy Board approval of the complete Next-Generation Business Plan at the Board’s October 17<sup>th</sup> meeting.

The target audience for this Plan is MetroGIS leadership and support staff . It is not intended to be read by the general public. Outreach and marketing materials that exist or that will be updated are intended to serve the latter purpose.

### **SUMMARY OF PRIORITY PREFERENCES FOR WORK PROGRAMMING**

The Policy Board adopted as a “work in progress” Chapter 4 (Policy Foundation) at its April meeting. Then, the Coordinating Committee at its June meeting and via a subsequent survey in July, provided comment that assisted the Business Planning Oversight Team develop Chapter 7 (Challenges and Strategies), which was subsequently accepted for inclusion in the Plan document. The current version the Plan document that can be viewed at the URL identified above.

Subsequently, the strategies and tactics presented in Chapter 7 were used to create a survey of work planning preferences that was administered Committee members in early August. Fifteen members participated in that survey. The resulting composite importance rankings for the 34 candidate activities are summarized in Attachment C. Comments offered by the respondents are also included in Attachment C.

### **BUSINESS PLANNING OVERSIGHT TEAM CONSIDERATION**

On August 24, the Business Planning Oversight Team reviewed the August survey results and agreed on the 2008 and 2009 work plan designations presented in Attachment C. These activities have, in turn, been incorporated into the proposed Chapter 8 (Operational Plan) of the Business Plan (Attachment A).

The Team placed strong weight on the survey results but also concurred that some organizational activities that had been rated lower on the list of candidates must also be accomplished to effectively achieve the desired outcomes of several of the higher-rated activities. This is the reason the work activities proposed for 2008 include activities throughout the ranked listing.

The Team also concurred that Chapters 1-6 of the proposed Plan, along with the accompanying Appendices, should be provided to Committee members at least a week before the September meeting (this directive was carried out August 31). The Team asked staff to inform the members that since these materials are factual (provide context and background information important to understanding the next –generation strategies and operational implications but do not involve matters of policy themselves) that they will not discussed at the September Committee meeting unless a member(s) raises a question or offers a suggested modification. In other words, the Team is willing to accept responsibility for the accuracy and completeness of these context-setting components of the Plan, if the Committee so wishes.

## **PROPOSED OPERATIONAL PLAN – CHAPTER 8**

In Chapter 8 of the Next-Generation Business Plan (Attachment A), an evaluation of operational implications is offered related to carrying out key strategies identified in Chapter 7, in particular those affiliated with the work priorities proposed for 2008. A revised 2008 budget is also proposed. The total non-staff funding remains as requested last April at \$86,000 but the allocation among line items has been adjusted to reflect the priorities defined since that time.

Key to the Team's suggested actions are its conclusions that:

- 1) Expanded technical leadership/coordination is required to fully address six of the sixteen activities proposed for the 2008 work plan, and
- 2) The nature of the technical leadership needed can not be fully understood until MetroGIS defines its role relative to shared application needs.

As such, the Team unanimously concluded that a special purpose workgroup should be created immediately to define MetroGIS role related to shared-application needs. (See Agenda Item 5b for more about this proposed workgroup and its charge.)

The Business Planning Oversight Team is seeking comment from the Committee as to whether the draft Chapter 8 covers all of the topics that it believes should be covered in the Operational Plan component of the Business plan and whether the substance of the various topics is acceptable to the Committee.

## **REFINEMENT OF MISSION STATEMENT**

An updated MetroGIS mission statement was adopted by the Policy Board in April as "work in progress" with the understanding that further modification may be warranted as the Business planning process progressed.

In discussions with Professor Bryson in May and June, he suggested adding a clause about partnering/leveraging resources to insure that each of MetroGIS's core functions / major activity areas can be "mapped" to /have adequate foundation in the statement. (The language proposed to be added is underlined and the language to be ~~deleted is crossed out~~)

*"The mission of MetroGIS is to expand stakeholders' capacity to address shared geographic information technology needs and leverage available resources through widespread collaboration of organizations that serve the Twin Cities Metropolitan Area."*

Upon further reflection, the Business Planning Oversight Team offers the following modification for the Committee's review and comment:

*"The mission of MetroGIS is to expand stakeholders' capacity to address shared geographic information technology needs through leveraging of available resources and widespread collaboration of organizations that serve the Twin Cities Metropolitan Area."*

This statement is intended to describe the benefit to society or the public value created through MetroGIS's efforts. The philosophy endorsed by the Board when it adopted the updated statement in April was that the following high level, "community-focused" outcomes are intended to be achieved through the result of stakeholder actions as they carry out their particular responsibilities. MetroGIS's role is that of enhancing stakeholder capacities and, therefore, is not directly accountable for these outcomes.

Desired "community-focused" outcomes from MetroGIS's efforts identified at the Workshop were:

- Solve Real World Problems
- Better Decisions Being Made
- Stronger Local Economy
- More Informed Citizens
- Achieve Community Goals
- Improve Quality Of Life

## **EXECUTIVE SUMMARY**

The goal of the Executive Summary is to provide a short, high-level overview of the major elements that comprise the complete Business Plan (e.g., desired outcomes of MetroGIS's efforts, major strategies to accomplish outcomes, and next steps.)

The Business Planning Oversight Team is seeking comment from the Committee as to whether the draft Executive Summary (Attachment B) sufficiently addresses the topics the Committee believes should be addressed. The audience to which the document is directed is MetroGIS's leadership and those organizations that wish to understand the philosophy that underlies MetroGIS's efforts.

### **2008 "FOSTERING COLLABORATION" BUDGET**

In 2006, during its review of the benefits of MetroGIS's efforts to its operations, the Metropolitan Council agreed to continued support of MetroGIS at the 2006 level until the subject Business Plan was adopted. As such, the Council's 2008 budget includes support for MetroGIS at the same level as provided in 2007: \$86,000 in non-staff funding and 1.80 FTE.

These resources have been allocated to accomplish the activity priorities identified in Attachment C. Refer to Attachment D for line item budget information.

### **RECOMMENDATION**

That the Coordinating Committee:

1) Offer any desired additions or modifications to the following components of the Next-Generation MetroGIS Business Plan:

- Operational Plan - Chapter 8 (*Attachment A*)
- Modified Mission Statement, as suggested above
- Executive Summary (*Attachment B*)
- Context Setting Components - Chapters 1-6 and Appendices – (*Attachment C*)
- 2008 "Fostering Collaboration" Budget (*Attachment D*)

2) Authorize the Business Planning Oversight Team to:

- Compile the approved components of the 2008-2011 MetroGIS Business Plan into a complete document, including completion of incomplete appendices and adding missing facts in the context chapters where placeholders have been embedded in the text.
- Offer suggested definitions for terms not as yet defined in the Glossary for comment by the Committee via web-based SharePoint before submitting the final plan to the Policy Board for approval.
- Edit the complete document to improve clarity and correct any formatting inconsistencies, grammar flaws, or other non-content related modifications, as the Team deems appropriate.
- **Present the "final" Plan, including recommended 2008 budget allocations, to the Policy Board for consideration at the Board's next meeting (October 17, 2007).**
- Develop a strategy to achieve buy-in of the adopted plan from key stakeholders.

## REFERENCE SECTION

### **1. Previous Actions**

The policy foundation for the next-generation of MetroGIS's efforts, essentially as recommended by the Committee at its March meeting, was approved by the Policy Board on April 25<sup>th</sup> as a "work in progress". The April Board action also included acceptance, also as "works in progress", of six Activity or Program Areas through which to achieve the outcome desired of MetroGIS's efforts.

At its July meeting, the Board expanded the major activity areas to the eight that were expressively defined at the February 8<sup>th</sup> Strategic Directions Workshop. The six previously approved areas represented an attempt to combine/simplify activity areas that had comprised the eight originally defined at the February Strategic Directions Workshop. Direction was also received from the Board on twelve specific policy topics in response to a survey of Committee members in July. Following receipt of this direction from the Policy Board, modifications were made to strategies and tactics set forth in Chapter 7 (Challenges and Strategies), under the guidance of the Business Planning Oversight Team. The resulting "finalized" strategies were the subjects of an on-line survey administered to the Coordinating Committee and Technical Advisory Team in early August. The purpose of the August survey was to gain an understanding of work programming preferences; the results of which are a subject of this report. (See Chapter 8 discussion in the main body of the report.)

### **2. Business Planning Oversight Team Members**

William Brown, Chair, MetroGIS Coordinating Committee (Hennepin County)

Rick Gelbmann, Metropolitan Council

Randy Knippel, Dakota County

Nancy Read, Metropolitan Mosquito Control District

Jane Harper, Washington County

Mark Vander Schaaf, Metropolitan Council

David Arbeit, Liaison with Strategic Planning Committee, Governor's Council on Geographic Information

Staff Support: Randall Johnson, MetroGIS Staff Coordinator; Jonathan Blake, RRA and member of MetroGIS staff support team; and Christopher Kline, MetroGIS Administrative Technician.

# ATTACHMENT A

## DRAFT Next-Generation Business Plan Chapter 8 – Operational Plan

*The material provided in this Attachment is an excerpt from the draft Next Generation Business Plan. Committee comment is requested to insure expectations are clearly understood and that all options are given due consideration.*

### 8.0 Operational Plan

#### 8.1 Background and General Assumptions

This Chapter outlines MetroGIS's 2008-2011 operational plan and the implications of adopting and implementing that plan. General assumptions relating to MetroGIS operations and funding are also outlined.

The assumptions are as follows:

##### A. Need for Collaboration

- The need for regional collaboration to address shared geographic information needs will continue and, with the potential future involvement with adjoining jurisdictions and private entities, the role of MetroGIS in fostering that collaboration will be more critical than ever.
- Expanding MetroGIS's scope of services as defined in this Plan (e.g., expand regional solutions to include applications, partner with non-government entities, and improve interoperability of geospatial data with entities adjoining the Twin Cities Metropolitan Area) is necessary to maintain relevancy to stakeholder needs and thus critical to long term sustainability.
- MetroGIS will seek out opportunities to improve data interoperability with entities adjoining the Twin Cities Metropolitan Area, on a project-by-project basis, and share the results and lessons learned with the Governor's Council on Geographic Information to foster enactment of statewide policies necessary to achieve inter region/statewide interoperability of data related to addressing shared geospatial information needs.
- Accomplishments made via MetroGIS's efforts (regional solutions to shared information needs and a one-stop shop for data discovery and retrieval, support of knowledge sharing, and documentation of benefits through collaboration) are and will continue to result in substantial stakeholder efficiencies.

##### B Stakeholder Involvement

- The Metropolitan Council will continue to serve as the primary sponsor of MetroGIS's "foster collaboration" function, as outlined in Chapter to 2.7.
- Organizations that have accepted custodian roles for endorsed regional solutions will continue to support those roles.

- Inter-organizational and cross-organizational partnerships, or cost-sharing models, will continue to be sought for pilot projects and solutions to shared geographic information needs.
- MetroGIS will continue to rely on its stakeholder organizations for development of geographic data and related infrastructure and, therefore, the pace of development will be set largely by the contributing participants.

#### C. Dedicated Staff Support

- Staff support, of not less than currently provided (see Chapter 2.7), is required to continue to effectively support MetroGIS's primary functions that were in place prior to adoption of this Business Plan.
- Consulting services will continue to play important role to fill staffing needs.
- Desired scope expansions (e.g., expand regional solutions to include applications, partner with non-government entities, and improve interoperability of geospatial data with entities adjoining the Twin Cities Metropolitan Area) can not be effectively accomplished at the current level of staffing and will require additional technical leadership/coordination.
- Sought after additional Technical Leadership / Coordination support involves several categories of skills that may best be provided via multiple means e.g., Leadership (strategic visioning, project management), Technical Assistance, Technical Facilitator, Programmer, Technical Writer, and Communications/Outreach.
- Dedicated support resources can not effective without the active participation of stakeholder representatives, with appropriate skills.

#### D. MetroGIS Organizational Structure

- The MetroGIS Policy Board continues to provide valuable policy guidance and leadership for MetroGIS and will be a key guiding entity in order to meet next generation objectives.
- The Coordinating Committee continues to offer valuable advisement to the Policy Board on matters concerning the operations of MetroGIS.
- No organizational restructuring is advisable at this time. That being said, as MetroGIS carries out the activities called for in this Business Plan, in particularly “expanding stakeholder participation”, MetroGIS’s organizational structure should be modified, as needed, to insure all relevant and affected parties are appropriately represented.

### **8.2 Top Priority Need – Expand Regional Solutions to Include Shared Application Needs**

Throughout the process of developing this Business Plan, MetroGIS stakeholders identified the need to expand regional solutions to include applications as the most critical shared need facing the MetroGIS community.

Pursuing a solution(s) to this top priority need requires technical leadership and coordination support resources not currently available. And, until MetroGIS defines its role related to “shared application needs”, the extent of technical leadership needed long-term can not be fully defined. Hence, an interim solution is needed to insure that momentum is not lost, that is, progress is made on the top priority need while the technical leadership needs are also being defined. The following recommendations are offered to accomplish these interrelated objectives:

- Policy Board endorsement of an action plan must occur not later than April 2008 to insure incorporation into 2009 budget proposals.
- Create a Technical Leadership Steering Workgroup charged with recommending, by not later than March 2008, the roles and tasks appropriate for MetroGIS to begin the process of implementing solutions to shared application needs. This Workgroup, which would be comprised of individuals with strong technical expertise relevant to achieving the objectives, is viewed as the most prudent means of moving forward on this critical need in the absence of dedicated a technical leadership resource.
- The focal point of the Workgroup's process would involve a facilitated one- day forum through which key stakeholder representatives would define an initial framework for addressing shared application needs, including a detailed assessment of needed and existing organizational competencies.
- Emphasis would be, by design, on a minimizing the planning aspects of the solution (e.g., the planning phase rapidly giving way to implementing solutions to priority shared needs) to insure that available funds are used to the maximum extent possible to achieve solutions to shared needs.

### **8.3 2008 and 2009 Work Program Objectives**

During the development of this Plan, numerous candidate tactical and strategic actions were identified. The candidates were narrowed to those presented in Chapter 7 and rated according their relative importance. The results, presented in Appendix L are intended to guide work programming in 2008 and beyond, as well as, decisions related to resource needs. As noted in Section 8.2 above, the top priority need – expand regional solutions to include shared applications - requires technical leadership and coordination support resources beyond those currently available.

***Complete once the Committee decides at the September 2007 Meeting***

### **8.4 Expanded Technical Leadership / Coordination Support Options**

For purposes of this analysis, continued maintenance of MetroGIS's accomplishments and services that are in place is assumed as a given, as agreed upon at the February 2007 Strategic Directions Workshop. No additional funding resources are required to maintain the services that are in place. The Metropolitan Council has also included this level of support (staff and project funds) in its 2008 budget.

The supplemental support options outlined below each relate to securing the additional dedicated, technical leadership / coordination resources required to accomplish these desired scope expansions, including the top priority need - including “expand regional solutions to include applications”.

In the remainder of this Section, the pros and cons of three supplemental support options are documented with regard to achieving the desired scope expansions.

**Option 1: Workgroup(s) Comprised of Volunteers Facilitated by Existing Support**

Pros:

- Viable option for maintaining momentum in the short term (e.g., to define roles and general framework for next steps related to shared application needs).

Cons:

- Lacks the benefit of having a single dedicated staff member fully engaged in the development of a vision and process for solutions to shared technical needs.

Comment: The Business Planning Oversight Team has concluded that relying short-term on such a workgroup is workable to define the initial strategy for MetroGIS's role related to MetroGIS's role concerning shared applications. However, the Team has also concurred that relying long-term upon volunteers is not workable to provide ongoing Technical Leadership / Coordination needed to support the desired scope expansions, in particular, application related project management needs.

- Workgroup members would be called on to offer some level of research, logistical and leadership support to supplement skill sets processed by the Staff Coordinator. This expectation is likely to result in a lack of volunteers and or burnout of those you choose to participate.

Comment: The Business Planning Oversight Team believes this level of effort is doable if the assignment is finite. Support of technical workgroup(s) by volunteers to define, seek necessary approvals, and oversee implement strategies has generally not provided timely or sufficient results in the past. In particular, reliance on this strategy has not produced a firm action plan for MetroGIS's role in applications since identified as a need in the previous Business Plan.

- The current level of staff support is insufficient to achieve expanded roles defined in this Plan regarding pursuit of outreach/marketing.

Comment: These activities will not be performed as proactively or widespread as needed to achieve the desired growth in MetroGIS stakeholders/participation. Volunteers can not be expected to donate the time needed to effectively establish working relationships with jurisdictions beyond the Twin Cities Metropolitan Area or with non-government entities within the Metropolitan Area. To be successful these efforts need to be carried out on a continuing basis, in appropriate for workgroup members.

**Option 2. "Technical Leadership" Provided Via Mobility-Type Assignment by Stakeholder(s)**

Pros:

- Improvement over Option 1 concerning resources for visioning and facilitation of processes for solutions to shared technical needs.

Comment: Consistent with an organizational competency that has been a major factor in MetroGIS's past accomplishments (provide logistical support and leadership for



workgroups to free up the members to provide advice and think creatively), which, in turn, would likely lead to more individuals willing to participate.

- Improvement over Option 1 for addressing technical-related outreach and marketing problems.

Comment: “Technical Leadership” involved in ongoing operations of MetroGIS would provide an opportunity for technical-related outreach not practical with current support resources or via volunteer workgroup members.

- Could reduce reliance upon outsourcing for technical assistance and the attendant limitations on thoroughness and loss of institutional memory that remains with the consultants.
- Improved ability to support monitoring of effectiveness and proactive management of the technical components of regional solutions resulting in a better chance of making timely changes needed to sustain relevance with stakeholder needs.

Cons:

- Not as effective of an option as Option 3 for supporting workgroups because of limited time commitment. Volunteers would be expected to place the needs of their home organization about those of the collaborative.
- Not as effective of an option as Option 3 for outreach and marketing as retaining dedicated support because will not be involved in the day-to-day operations.
- Not as effective of an option as Option 3 for monitoring and managing technical components of regional solutions because not involved in the day-to-day operations.
- Coordination of the volunteer technical leaders would have to be supported but someone involved in the day-to-day operations. An option includes upgrading the Administrative Technical position to support this need. Some of the administrative functions may also need to be delegated to another person.
- To be counted on, “official authorization” should be provided by the “volunteers’ ” home organizations in the form of time (e.g., 5 percent) set aside in their individual work programs.
- With current budget constrains, although there are likely number of talented individuals within the community, with appropriate skill sets, who are willing and could serve in this role, it is unlikely that their home organizations would be in a position to authorize what would in effect constitute a substantive partial mobility assignment on an ongoing basis.

**Option 3. Support to Include a “Technical Coordinator” Resource Dedicated to MetroGIS**

Pros:

- Addresses technical-related workgroup support concerns associated with Options 1 and 2.

Comment: This option is the most consistent with an organizational competency that has been a major factor in MetroGIS’s past accomplishments (providing logistical support and

leadership for workgroups to free up the members to provide advice and think creatively), which, in turn, would likely lead to more individuals willing to participate.

- Addresses technical-related outreach and marketing problems associated with Options 1 and 2.

Comment: In addition to more widespread outreach, also more comprehensive and current technical related outreach possible due to the Technical Coordinator's involvement in day-to-day operations of MetroGIS, as opposed to more general and less frequent outreach possible with volunteers.

- Could reduce reliance upon consulting services for technical assistance and the attendant limitations on thoroughness and loss of institutional memory that remains with the consultants to a greater extent possible with Options 1 and 2.
- Ability to support ongoing monitoring of effectiveness and proactive management of the technical components of regional solutions resulting in a better chance of making timely changes needed to sustain relevance with stakeholder needs than anticipated possible with Options 1 and 2.
- With the presence of a dedicated Technical Coordinator this a stronger likelihood that more progress could be made than with Option 2B on the key long-term goal of assessing and pursuing strategic public / private partnerships.
- With the presence of a dedicated Technical Coordinator this a stronger likelihood that special purpose workgroups could make more timely progress at identifying and addressing shared information needs and assist the Technical Advisory Committee better achieve its purpose as a knowledge sharing entity.
- The responsibilities of the Technical Leadership/Coordinator resource may be able to be shared among one or more stakeholders if emphasis placed on defining responsibilities as opposed to a classical job description.

Cons:

- Additional funding resources would be needed to accomplish the responsibilities of a "Technical Coordinator", whether shared by one or more organizations.
- If arrangements can be made to carry out the desired responsibilities of a "Technical Coordinator", the funding may not be available until January 2009, requiring dependence upon an interim solution(s) until that time so as to limit loss of momentum gained at the February 2007 Strategic Directions Workshop.

### **8.5 MetroGIS "Foster Collaboration" Budget**

The following support resources and non-staff expenses are included in the Metropolitan Council's 2008 budget that has been accepted for public hearing. Final adoption by the full Metropolitan Council is scheduled for December 2007. These resources are sufficient to maintain the status quo for MetroGIS's efforts (in 2007 dollars). Retaining a dedicated "Technical Coordinator" would be the expense option to achieve the supplemental technical leadership support called out in Section 8.4. The cost to do so is estimated to be \$85,500 more than supporting the status quo, assuming no other changes to the

program. The current “Technical Project Lead expense of around \$4,500 would be replaced by the “Technical Coordinator” cost of around \$90,000, depending in the actual responsibilities defined for this resource.

**Table 1. Maintain Status Quo - Support for MetroGIS “Fostering Collaboration” Function**

<b><u>SUPPORT RESOURCE</u></b>	<b>FTEs</b>	<b>Expense (Salary + Benefits) or Non-Staff Funds</b>	<b>Custodian Organization</b>
Staff/Policy Coordinator	1.00 (dedicated)	\$90,000	Metropolitan Council
Administrative Technician ( <i>temporarily 0.50 while incumbent in graduate school</i> )	.75 (dedicated)	\$41,250	Metropolitan Council
Technical Project Leads	.05 (as needed)	\$4,500	Metropolitan Council
Non-Staff Project Funding	<i>N/A</i>	\$86,000**	Metropolitan Council
<b>Total</b>	<b>1.80</b>	<b>\$221,750</b>	

\*\*See Appendix XX for line item expenditures. (For purposes of the Committee’s 9/12/07 review, see Attachment D)

**Table 2. Add Supplemental Technical Leadership – Anticipated Maximum Expense in 2007 dollars**

<b><u>SUPPORT RESOURCE</u></b>	<b>FTEs</b>	<b>Expense (Salary + Benefits) or Funds</b>	<b>Custodian Organization</b>
Staff/Policy Coordinator	1.00 (dedicated)	\$90,000	Metropolitan Council
<i>Technical Leadership / Coordination</i>	<i>1.00 (Estimate)**</i>	<i>\$90,000+ Est. **</i>	<i>TBD</i>
Administrative Technician	.75 (dedicated)	\$41,250	Metropolitan Council
Technical Project Leads ( <i>replaced by technical Coordinator</i> )	<i>N/A</i>	<i>N/A</i>	
Non-Staff Project Funding	<i>N/A</i>	\$86,000	Metropolitan Council
<b>Total</b>	<b>1.80</b>	<b>\$307,250+</b>	

\*\* Specific responsibilities can not be fully defined until the MetroGIS’s related to shared applications is defined.

## 8.6 Conclusion and Next Steps

Throughout the development of this Plan, the MetroGIS leadership, representing the stakeholder community, has corroborated the substantial benefits that have been realized through MetroGIS’s efforts to date. As importantly, leadership has also concurred on a preference for MetroGIS to broaden its scope and take on new and demanding roles. The unanimous top priority preference for an expansion of MetroGIS’s scope is to “expand regional solutions to include applications”. Other priority expansions, as discussed in Chapter 7, include broadening participation in MetroGIS by pursuing strategic public/private partnerships. In particular, partnerships with non government entities to address shared information needs (data and applications) and data interoperability with jurisdictions that adjoin the Twin Cities Metropolitan Area are priority preferences. Several options are offered in Section 8.3, with varying levels of time and resource commitments, to address the need for additional technical leadership required to accomplish the desired scope expansions,

The first step in addressing desired scope expansions, while maintaining services that are in place, is to clearly define MetroGIS’s role in the world of applications and beginning launching projects in accordance with the agreed upon role. Defining this shared applications role will also lay the groundwork for pursuing

the technical leadership and coordination resources needed for MetroGIS to deliver on the key objectives set forth in this Business Plan.

So as to minimize any loss of momentum gained at the February 2007 Strategic Directions Workshop, work should be immediately, relying upon a short-term workgroup, comprised of individuals with strong technical understanding of geospatial applications, supported by existing dedicated staff and charged with recommending: 1) MetroGIS's initial role related to shared application needs and 2) specifications for the additional technical leadership resources needed to carry out the objectives set forth in this Plan. To insure that the process to identify MetroGIS's initial role related to shared application needs is, in fact, short term, the process should be centered on a one-day facilitated forum through which essentially all of the dialogue and information needed for stakeholders to agree on the initial direction occurs.

Once answers to these two outstanding questions are understood and their related resource needs are addressed, substantive progress on the remaining priority activities summarized in Section 8.3 is expected to rapidly fall into place. In the mean time, current services will continue to be supported, providing public value through widespread improved capacity among stakeholder organizations to more effectively support the services they are charged to deliver.

# ATTACHMENT B

## DRAFT Executive Summary

*The material provided in this Attachment is an excerpt from the draft Next Generation Business Plan. Committee comment is requested to insure expectations are clearly understood and that all options are given due consideration.*

### 3.0 Executive Summary

#### 3.1 Business Planning Background

Through MetroGIS's efforts over the past ten years, considerable progress has been made to achieve sustainable solutions to geographic information needs shared by a diverse group of organizations that serve Twin Cities metropolitan area residents. MetroGIS has also served its stakeholders by reducing redundancies of effort to discover and access existing geospatial data, providing a forum for knowledge sharing and enhancing its stakeholders' capacities to better understand the region and improve service delivery. In the beginning of the process that resulted in this Business Plan, a strong consensus was reached by key MetroGIS stakeholders that MetroGIS continues provide a valuable public service.

The business planning process that culminated in this document effectively began on February 8, 2007, when 32 MetroGIS leaders within the stakeholder community participated in an all-day workshop. The goal of the Workshop was to provide policy direction to guide MetroGIS's operations for the next 3 to 5 years. These key stakeholders, representing a diverse range of organizations and areas of expertise, collectively identified emerging opportunities and MetroGIS's key goals and strategies. The ideas and strategies offered at the February Workshop guided the subsequent business planning by the Policy Board, Coordinating Committee, and Business Planning Oversight Team, and ultimately guided the development of this 2008-2011 Business Plan.

#### 3.2 Challenges for 2008 and Beyond

Through the business planning process, MetroGIS leadership concurred that activities that have been the focus of MetroGIS's efforts in past years are working well and should continue. Three new challenges have also been identified for MetroGIS to address to insure continued relevance to changing stakeholder needs:

- Expanding solutions to shared geographic information needs beyond data-centric solutions to include applications, and possibly related infrastructure.
- Broadening participation organizationally and geographically, to include more users, contributors, as well as jurisdictions that adjoin the Twin Cities Metropolitan Area.
- Seeking out opportunities to partner with non-government interests to collaboratively address information needs they share with government interests.

- Enhancing understanding by policy makers that use of GIS technology is a cost effective way to conduct business in today's high-tech world and that cross-organization collaboration is necessary to fully realize these capabilities s

### **3.3 Recommendations**

Throughout the business planning process, it was clear that the development and support of applications is MetroGIS's most critical need for 2008 and beyond. To that end, many of the recommendations of this Business Plan relate to securing technical leadership and support services to meet that need. Additionally, these recommendations reflect the recognition that MetroGIS's role has changed since its inception in 1996. The consensus that emerged during this process is that MetroGIS should continue filling roles played in the past but, as importantly, also take on additional roles and responsibilities to meet the changing needs of its stakeholders.

The highest priority recommendations are as follows:

- Define MetroGIS's role in application development and support and pursue projects consistent with that role as soon as possible;
- Obtain technical leadership and support needed to meet the changing needs of MetroGIS stakeholders
- When appropriate and on a project-by-project basis, MetroGIS should expand its scope beyond the seven-county Twin Cities Metropolitan area; and
- MetroGIS should identify and pursue strategic public/private partnership opportunities.

### **3.4 Activity Areas**

Strategies that respond to identified challenges and ways to implement these strategies are recommended in this Plan. They are categorized according to eight major activity areas that align with outcomes that are also defined in this Plan for MetroGIS's efforts. These activity areas and the strategies defined within them also serve as the foundation for annual work programming to insure that MetroGIS's key objectives are achieved:

1. Develop and Maintain Regional Data Solutions to Identified Shared Information Needs.
2. Expand Regional Solutions to Include Support and Development of Application Services.
3. Facilitate Better Data Sharing.
4. Promote a Forum for Knowledge Sharing.
5. Build Advocacy and Awareness.
6. Expand MetroGIS Stakeholders.
7. Maintain Funding Policies That Get the Most Efficient and Effective Use Out of Available Resources and Revenue for System-Wide Benefit.
8. Optimize MetroGIS Organization.

### **3.5 Conclusion**

A key finding of the business planning process is that as the GIS world evolves, MetroGIS's stakeholders want MetroGIS to expand beyond its previous role, particularly in the areas of technical leadership and

shared application needs. As a demonstration of MetroGIS's evolving role, stakeholders developed new Vision and Mission statements to guide MetroGIS's efforts over the next 3-5 years. The 2008-2011 Business Plan is intended to solidify MetroGIS's longstanding role as a capacity-building organization while acknowledging and meeting the growing needs of its stakeholders.

# ATTACHMENT C

## **Survey Results** **2008-2009 Work Activity Preferences** *(Survey Administered July 30 to August 10, 2007)*



SUMMARY OF SURVEY RESULTS															
PRIORITY PREFERENCES FOR 2008-2009 WORK PROGRAMMING															
Strategy=Strategy Tactic=T#	Major Activity Areas (Defined in 2008-2011 MetroGIS Business Plan)						Survey Results - 15 Respondents			Suggested Work Program	Supplemental Support	Comments			
							Rank	Priority	Participation				2008	2009	Later
							(1 very low-5 very high)								
	1. Develop and Maintain Regional Data Solutions to Identified Shared Information Needs.														
	2. Expand Regional Solutions To Include Support And Development Of Application Services.														
	3. Facilitate Better Data Sharing.														
	4. Promote a Forum for Knowledge Sharing.														
	5. Build Advocacy and Awareness.														
	6. Expand MetroGIS Stakeholders.														
	7. Maintain Funding Policies That Get The Most Efficient And Effective Use Out Of Available Resources And Revenue For System-Wide Benefit.														
	8. Optimize MetroGIS Organization.														
Types of Supplement Support: Ten support categories are listed in the attached sheet. Anticipated needs for support resources in addition to those currently available are noted below, by type. If multiple types are needed, the top 3 are indicated in order of prominence.															
Activity #															
Strategy=S#															
Tactic=T#															
<b>Tie to Plan</b>	<b>Strategies/Tactics</b> - (Defined in 2008-2011 MetroGIS Business Plan). (Three bolded-italized items - priorities of Policy Board for 2008)														
Not Ranked- Past Practice (A1.S1, A1.T7, A1.S7, A3.T5, A4.T3, A5.S1, A5.T4, A5.T6)	Per Conclusion at Strategic Directions Workshop - Continue traditional ongoing "foster collaborator" support activities (e.g., foster knowledge sharing; liaison with efforts in particular at the state and national levels; monitor effectiveness of regional solutions that in place, ensure decision-making processes are meaningful, productive, and a good use of participants' time; document benefits of MetroGIS's efforts via testimonials; report on performance measures; maintain currency of metrogis.org website, and produce annual report and other outreach materials.)														
A1.T2	Execute Next-Generation Parcel Data Sharing Agreement - current agreement expires 12/08. (Also Areas 3 and 6)	1	4.5	3.5	X		X			10?		An annual fee has been paid with previous agreements to assist counties automate process to translate data			
A1.T2	Execute Street Centerline Agreement current agreement expires 12/09. (Also Areas 3 and 6)	2	4.3	3.3		X		X		10?		An annual data maintenance fee has been paid with previous agreements.			
A2.T2 & A2.T3	<b>Develop Policy Framework and Plan for Shared Applications (e.g., define a framework for the range of options appropriate for MetroGIS's efforts regarding shared application needs) and Begin Implementation.</b>	3	4.3	3.3	X		X			2, 9, 3		See proposal for establishment of a Technical Steering Committee and 1-2 day forum to define desired levels of sharing			
A3.S4	<b>Establish working relationships with jurisdictions adjoining seven county area to improve data sharing and interoperability. (Also Area 6.)</b>	4	4.3	3.3	X		X			2		Assume the Staff Coordinator will be the initial contact and as relationships are established work in			
A1.T6	Adopt Best Practices to Provide View-Only Access to Licensed Data Via Applications (Also Area 6.)	5	4.1	3.1	X*		X*					*Components of Activities 1a (#1) & 1c (#2)			
A1.T1	Conduct 2nd generation identification of shared information needs (related to Activity 3c - Shared Application Need Assessment).	6	4.1	3.1			X			2, 9, 3		Anticipated Next Step (late 2008 or 2009) following agreement on application sharing policy framework -			
A2.T4 & A4.T3	Host/Co-Host Educational Forums	7	4.1	3.1	?		?			2?		Need to decide purpose of forums ( e.g., supplement current needs)			
A1.S2	Make substantive progress to achieve vision for Next-Generation (E911 Compatible) Street Centerlines dataset (Also Areas 3 and 6)	8	4.0	3.0		X		X		2, 4, 6		Comment from survey - Requires management and policy leadership from MESB and Involvement of			
A1.S2 & A1.T9	Decide next steps for emergency preparedness regional solution. (Also Area 6)	9	4.0	3.0		X		X		2, 4, 3		Evaluation of lessons learned from first phase			
A2.T1	Apply lessons learned from Geocoding Pilot Project	10	4.0	3.0	X*		X*			N/A*		*Component of Activity 3c (#4)			
A3.T4	Implement ApplicationFinder. (Also Area 6.)	11	4.0	3.0	X		X			2, 3, 5		LMIC's Service Broker project, expected to be complete by Nov. 2007, is anticipated to define			
A4.T5 & A4.T3	Leverage electronic tools	12	4.0	3	X		X		X	3		Ongoing			
A1.S2	Make substantive progress to achieve the vision for Addresses of Occupiable Units dataset. Includes implementation of a web-editing application to foster participation by smaller entities. (Also Areas 3 and 6.)	13	3.9	2.9	X		X			2*, 4, 3		*Mark Kotz (Metropolitan Council) is currently filling the leadership (#2) role. Depending upon the Council's reorganization of benefits received, other leadership			
A3.T5	Advocate for MetroGIS's Efforts in Development of Statewide Geospatial Policies	14	3.9	2.9	X		X		X			Ongoing			
A7.S4	Advocate for Legislative funding initiatives valuable to outcomes defined by MetroGIS. (Also Area 6)	15	3.9	2.9	X		X		X			Ongoing - As the opportunity arises			

	<i>Strategies/Tactics - (Defined in 2008-2011 MetroGIS Business Plan)</i>	Rank	(I very low-5 very high)		Suggested Work Program			Supplemental Support		Comments
			Priority	Participation	2008	2009	Later	Anticipated		
A2.T5	(Three <i>bolded-italicized</i> items - priorities of Policy Board for 2008) Pursue web-based "message board" to facilitate partnering on shared application need	16	3.7	2.7	?			5, 2	Should be pursued after or in conjunction with implementation of Application Finder- Activity 3a	
A5.S2	Develop briefing materials to support leadership advocacy for benefits of collaboration among peers. (Also Area 6)	17	3.7	2.7		X		9?		
A8.S4 & A8.T3	Develop a Leadership Succession Plan and insure adequate support.	18	3.7	2.7	X			9?	Retirement pending for mangement and political leadership	
A8.T1	Update Operating Guidelines to Align with Next Generation Business Plan (e.g., Definition of Participant)	19	3.7	2.7		X				
A1.S2	Achieve regional solution for jurisdictional boundaries – school districts and water management organizations	20	3.6	2.6		X				
A7.T1 & A8.T1	Update Performance Measurement Plan (measures of public value) to align with the Next-Generation Business Plan and Implement.	21	3.5	2.5		X		9	Assumes Applications related policies/roles decided	
A8.S2, S3, T4 & T5	Evaluate stakeholder participation relative to needs to achieve current regional objectives	22	3.5	2.5		X			After application's plan in place and Component of Activity 8d (#23)	
A8.T1, T4 & T5	Conduct Participant Satisfaction Survey	23	3.5	2.5		X				
A3.T1a	Develop a management and support plan for DataFinder, which incorporates tactics suggested in new Business Plan. (Also Area 6)	24	3.5	2.5		X		2, 3	After Activities 8d (#23) and 8e (#22)	
A7.S1 & A7.T1	Investigate creation of a partnership entity (e., joint powers body) to expedite cost sharing on shared data acquisition needs, application solutions, etc. (Also Area.6)	25	3.4	2.4		X		2, 4, 3		
A7.S3	Foster a community-focused philosophy regarding GIS return on Investment. (Also Area 5)	26	3.4	2.4		X	X		Moved to Guiding Principle - Ongoing.	
A8.S3 & A8.T1	Seek Formal Endorsement by Key all Stakeholder Organizations of Policies and Responsibilities Set Forth in the Next-Generation Business Plan	27	3.4	2.4		X			A key to sustaining support is to insure political acceptance with MetroGIS's objectives.	
A1.S3	<b>Investigate Partnering Opportunities with Non-Government Interests. (also Areas: 2, 3, and 7.)</b>	28	3.3	2.3	X			2?	<b>Top Priority of the Policy Board MOVE up to 2008.</b> Assume the Staff Coordinator will be the initial	
A8.S1 & T1 & A8.T6-12	Conduct an evaluation of "Organizational Competencies" once the Technical Leadership resource need is resolved and a Plan for MetroGIS's role regarding shared applications is in place.	29	3.3	2.3		X		9	Professor John Bryson, University of MN, was instrumental in bringing this management tool to MetroGIS's attention. His expertise should continue After Activity 3f (#24) and Activities 8d (#23) and 8e (#22), if a need is identified.	
A3.T1a	Investigate Enhancements To DataFinder. (Also Area 6.)	30	3.3	2.3		X*		3	Open source data model concept - ongoing as data models are considered	
A3.T2 & A7.T2	Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder and investigation of the potential for an "open source data model". (Also Area.6)	31	3.3	2.3	X?	X		3, 2		
A1.T3	Conduct Peer Review Forums – (Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology and Street Centerlines.)	32	3.2	2.3		X	X	2, 4, 3		
A5.T1, A5.T5	Expand MetroGIS Outreach Plan to Include a Marketing Component and Begin Implementation. (Also Area 6).	33	3.1	2.1		X		9?	Assumes MetroGIS's role concerning applications has been decided. The Board's preference is that marketing	
A1.T5 & A3.T3	Investigate impact of cost recovery policies on ability to achieve desired data sharing (Also Area 6)	34	2.9	1.9			X			

#	Major Types of Support - "Foster Collaboration" Function <i>(Samples of major responsibilities by support Type)</i>	Current Resource
1	<u>Leadership - Policy/Organizational:</u> Clear understanding of MetroGIS's breadth of activities and objectives, understanding of stakeholder operations, strategic and business planning expertise, and skills to accomplish performance measurement, project management, outreach, achieve consensus, and clearly frame issues and offer appropriate courses of action	MetroGIS Staff Coordinator (Randall Johnson)
2	<u>Leadership-Technical:</u> Clear understanding of MetroGIS's breadth of activities and objectives, understanding of technical resources available in the community and coordinates their application to address shared needs, technical visioning, project management, effectively translate technical obstacles into appropriate courses of action	<i>Look to Community on a project basis</i>
3	<u>Technical Assistance:</u> Provides advice, research, develop standards, organize and define systems, etc. on a project basis,	<i>Look to Community on a project basis</i>
4	<u>Technical Facilitator:</u> Possesses technical knowledge and expertise to sufficient to facilitate agreement on technical options, explanation of issues one-on-one and in group settings.	<i>Look to Community on a project basis</i>
5	<u>Programmer:</u> write code, application development	<i>Look to Community on a project basis</i>
6	<u>Technical Writer:</u> Effectively organize, record and summarize technically-oriented group processes, research findings, and strategies agreed upon.	<i>Look to Community on a project basis</i>
7	<u>Communications-Outreach:</u> Prepares news releases, develops annual report, interviews stakeholders to document benefits, edits publications	Consultant - Jeanne Landkamer
7	<u>Administrative-Logistics:</u> Meeting logistics, distribution of meeting materials, meeting summaries, procurement, processing of payments, and expense tracking	MetroGIS Administrative Technician (Christopher Kline)
8	<u>Administrative-Technical:</u> Maintains currency of web site, captures performance measurement data in form appropriate for analysis, administers data licenses, leverage web and related office technologies	MetroGIS Administrative Technician (Christopher Kline)
9	<u>Consultant:</u> Specialized support to Supplement staff and resources in the community, as needed	<i>Request As Needed - Subject to Available Foster Collaboration Budget</i>
10	<u>Funding:</u> Resources to conduct research, develop and pilot projects, etc. (Non Consultant cost)	<i>Request As Needed - Subject to Available Foster Collaboration Budget</i>

**ATTACHMENT D**

**2008 MetroGIS “Fostering Collaboration” Budget**

(For Discussion)							
<b>Proposed 2008</b>							
<b>MetroGIS Line Item Budget Estimates</b>							
Main Topic	Sub-Topic	Requested Funding	MetroGIS	2009			Comment
Professional/Contract Services							
	<i>Performance Measurement Plan Update</i>	\$10,000	\$53,000				
	<i>Other Tactical Plans called for in the Business Plan (e.g., Leadership Succession Plan, DataFinder Management Plan Geospatial Marketplace Plan)</i>	\$5,000					
	<i>Next-generation Parcel Data Sharing Agreement (negotiations)</i>	\$5,000					
	<i>Define Role Related to Shared Application Needs</i>	\$3,000					
	<i>Create new Information Brochure (see below for printing)</i>	\$3,000					Assume Landkamer and White will not have time to develop as an internal project - thus need to hire someone else
	<i>Regional GIS Projects - Research and Development</i>	\$25,000					
	<i>DataFinder - Contingency Fund for Unexpected Repairs</i>	\$2,000				\$10,000	Assume 15 hr @ \$125/hr
	<i>2nd Generation Information Needs Survey</i>						Refine the estimate after the Application Framework is defined and peer review forums for major implemented solutions have been hosted
	Software modifications to DataFinder statistics capabilities					unknown	Premature: 1) Wait until the Performance Measurement Plan is updated and 2) until capabilities of the new platform known
	DataFinder Enhancements					unknown	Premature: 1) Wait until new platform is operational, 2) to conduct a Peer Review Forum to decide what if any upgrades desired
<b>Data Access/Sharing Agreements</b>							
	<i>Regional Parcel Data Sharing Agreement (payments to counties)</i>	\$28,000	\$28,000				
	<i>TLC Street Center Lines (contract in place through 2009)</i>	\$47,800					
<b>Outreach</b>							
	<i>Print new Informational Brochure (see above editing)</i>	\$3,000	\$4,700				
	<i>Advocacy/Networking Mileage (200 mi/mo x \$.48/mile = \$1,152)</i>	\$1,200					Increase for travel to adjoining jurisdictions
	<i>Annual Report/Informational Brochure (see above)</i>	\$500					
	<ul style="list-style-type: none"><li>Postage - 800 postcards (\$0.25=\$200) Annual Report in addition to 800.via email)</li><li>Minimal for other communications</li></ul>						
<b>Misc Office</b>							
	<i>Website Domain registration (www.metrogis and www.datafinder - \$20/ea)</i>	\$40	\$300				
	<i>Specialty Team/Forum Support Materials</i>	\$260					
<b>Dedicated Staff Support</b>							
	<i>Staff Coordinator (same roles as currently)</i>						
	<i>Associate Staff Coordinator (performance measures, team support, Web site maintenance)</i>						
	<i>Technical Leadership (Technical Research, Project management, Team Support, Liaison)</i>						
						\$86,000	



**TO:** Coordinating Committee  
**FROM:** Business Planning Oversight Team  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Applications / Technical Leadership Workgroup  
**DATE:** August 31, 2007  
(For the Sept 12<sup>th</sup> meeting)

### INTRODUCTION

The Business Planning Oversight Team recommends that the Coordinating Committee create a workgroup to address the top two critical next steps defined in the new Business Plan (Agenda Item 5a):

- Define roles and tasks appropriate for MetroGIS to begin the process of implementing solutions to shared application needs.
- Define specifications for a Technical Leadership / Coordination resource(s) necessary to fully achieve desired expansions in MetroGIS's scope.

### POLICY BOARD AND BUSINESS PLANNING OVERSIGHT TEAM CONSIDERATION

1. At its July meeting the Policy Board:
  - Authorized Chairperson Reinhardt to authorize and RFP related to development of a policy framework to address shared information needs, if the need to move on the project occurred between Board meetings.
  - Acknowledged and corroborated the need for additional Technical Leadership / Coordination support as called for in the Next Generation Business Plan and directed the Coordinating Committee to offer a strategy at its October meeting to secure this resource not later than January 1, 2009.
  - Approved a budget amendment to authorize \$22,000 to \$26,000 in unallocated MetroGIS funding to be used for special projects related to addressing priorities set forth in the Next Generation Business Plan. The range is a function of the final cost for the Regional Geocoder project, which at this time appears to be at the maximum of \$14,000 resulting in \$22,000 available for projects such as proposed herein.
2. The Business Planning Oversight Team began development of responsibilities desired for this additional technical support resource and quickly recognized that this task could not be finalized until MetroGIS had defined its role relative the applications. The Team also concluded that a single workgroup should be charged with both tasks.

### PROPOSAL

The reminder of this report presents a concept proposal to accomplish these objectives based upon the assumptions that:

- Strong technical expertise relevant to achieving the objectives exists among key stakeholders.
  - Available funds must be used to the maximum extent possible to achieve solutions to shared needs (i.e., the planning phase needs to rapidly give way to implementing solutions to priority shared needs.)
  - Policy Board endorsement of the resulting action plans must occur not later than April 2008 to insure incorporation into 2009 budget proposals.
1. Create a Technical Leadership Steering Workgroup:
    - a. Charge: Both deliverables cited in the Introduction.
    - b. Members: 5-6 volunteers from stakeholder organizations which have strong technical understanding of geospatial applications.
    - c. Finite commitment: Sept 2007 to March 2008, 2-3 meetings per month

- d. Support: – MetroGIS Staff Coordinator to the extent possible. Members will be expected to conduct occasional research, as deemed necessary by the group, which is not appropriate for the Staff Coordinator.
  - e. Milestones – Workgroup members can leave or join at these points:
    - (1) Completion of RFP process to secure facilitator (see proposed process below)
    - (2) Facilitator selected
    - (3) Framework for addressing shared application defined
    - (4) Define long term Technical Leadership support needs
    - (5) Proposal for 2009 “foster collaboration” budget.
2. Suggested Process to Define **Initial** Framework For Addressing Shared Application (Steering Workgroup to Finalize)
- a. Host 1 Day Forum – results documented to serve as the initial plan:
    - (1) 2 hours dedicated to examples of sharing levels identified to date (e.g., joint development of applications, serving data – services oriented architecture, sharing functional applications.) Focus on problems, solutions and in general, lessons learned that would be valuable to others.
    - (2) Facilitated discussion (RFP for facilitator) of invited participants possessing desired expertise to accomplish the deliverables listed below
  - b. Outcomes/Deliverables. Agreement on:
    - (1) What is meant by “Applications/Services”.
    - (2) Universe of sharing levels related to applications / services
    - (3) Those sharing levels/options appropriate for MetroGIS to pursue
    - (4) Tactics, projects needed to accomplish each option appropriate for MetroGIS (haves and needs).
    - (5) Resources, roles, and or policies modifications needed to act on options appropriate for MetroGIS.
    - (6) Expected behaviors/expectations for each also agreed upon.
    - (7) Turn-Around Document in which each deliverable is captured in a manner than can be acted upon.
3. Funding:  
From the \$22,000 in unallocated funds in the 2007 “Foster Collaboration” budget set aside up to \$7,000 for securing a facilitator / documentation of the 1- day forum.
4. Timing:  
Begin immediately (at the September 12<sup>th</sup> Coordinating Committee meeting):
- Ask Committee member to volunteer and suggest names of prospective members
  - Work on the RFP to begin immediately following the meeting

### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Create an Applications / Technical Leadership Workgroup
- 2) Offer any desired additions or modifications desired to the proposal outlined herein.
- 3) Direct the Workgroup to begin implement the proposal defined herein, beginning immediately and to share their efforts with the Policy Board at the October meeting



**TO:** Coordinating Committee  
**FROM:** Address Workgroup  
Staff Contacts: Mark Kotz and Randall Johnson (651-602-1638)  
**SUBJECT:** Regional Address Points (Occupiable Units) Dataset  
**DATE:** September 5, 2007  
(For Sept 12<sup>th</sup> Meeting)

### INTRODUCTION

The Address Workgroup respectfully requests endorsement from the Coordinating Committee to move forward with development and implementation of the Regional Address Points Dataset. This includes:

- Changing the name of the dataset from “occupiable units” to “address points”
- Continued development of data standards
- Continued development of custodian roles and responsibilities
- Development of an online maintenance application
- Development of a methodology to synchronize data between primary, intermediate and regional custodians, including funding of a project to develop a working example of a synchronization mechanism

### BACKGROUND

In 2005 the Policy Board adopted the vision statement (see Reference Section) for what was then called the “Occupiable Units Address Dataset”. This is a dataset with the official address and a point location for every occupiable unit and any other official addresses within the Twin Cities metro area. The vision calls for the data to be maintained by official address authorities (most cities and some counties). The Workgroup created a vision document/white paper which was presented at various venues, including county GIS user groups, the MN GIS/LIS Conference and the national Geospatial Integration for Public Safety Conference. The vision was well received in all instances.

The Workgroup developed a draft set of database specifications based on the draft National Street Address Standards. It then conducted an informal pilot project with several cities and counties to see if they could realistically put their address data into the draft data specifications. The specifications were generally deemed realistic, but some necessary modification came to light.

The Workgroup also focused on data collection methods. Specifically, the Policy Board funded a viability assessment, completed in July 2007, to determine how many local address authorities were likely to use a proposed online address point editing application. This project affirmed the need for such a tool and also generated more support for and understanding of the Address Points Dataset with local address authorities (see Item 6 in the Reference Section). Additionally, this project highlighted the fact that the name “occupiable units” was confusing to address authorities and that the name “address points” more clearly conveyed the content of the dataset.

### PROPOSED COMPONENTS OF REGIONAL ADDRESS POINTS DATASET

The proposed regional solution is outlined in the draft address points dataset policy summary. Highlights:

- Includes a point and official address for every occupiable unit
- May include points for other official addresses
- Is maintained by the official address authority (city or county) for each jurisdiction
- Has very responsive update cycle (daily is desired)
- Is available for free to government (licensed like parcel data)
- Makes use of a database standard based on the National Street Address Standard
- Makes use of an online maintenance application that any address authority could use to maintain the data
- Allows for counties (and potentially other organizations) to act as intermediate aggregators to coordinate some or all address points within county
- Requires a regional custodian capability that would make daily updates available to authorized users (via FTP and web mapping service)



## **CURRENT STATUS AND UNRESOLVED ISSUES**

- All seven counties and many cities have expressed interest in creating this dataset. Several have already begun.
- Carver, Scott and Hennepin Counties have discussed collaborating on the development of an online maintenance application. Carver has begun development work and has offered to share the application with others.
- A draft database standard is in place, but more modifications will be needed. It is based on the National Street Address Standard which is still in draft format, with no specific timeline for completion.
- A regional custodian has not been identified, although several candidates exist that may fill at least partial regional custodian roles (MESB, LMIC, Met. Council). The Metropolitan Council has agreed in principal to provide an interim partial regional custodian role that would be limited to compiling shape files from address authorities on a quarterly or perhaps monthly basis and making the data available to users via password protected FTP.
- Technical challenges exist related to synchronizing updates from address authorities to the regional dataset on a daily basis. It is not entirely clear how this would be done, and members of the Address Workgroup have insufficient technical knowledge to propose a solution. Before any organization could accept the regional custodian role, a technical method for achieving this synchronization must be identified and understood.

## **UNDERSTANDING THE SYNCHRONIZATION ISSUE**

The Address Workgroup is proposing a strategy for understanding the synchronization technical challenge; until these challenges are understood securing of a custodian(s) can not be achieved. The workgroup would like to leverage technical expertise at Carver County as well the County's familiarity with the online maintenance application to develop a working example of a synchronization mechanism. The attached proposal (Attachment A) outlines the scope of this project. Funding the project would provide these benefits to MetroGIS.

- Provides a working methodology to directly implement the synchronization in any organization with the same software environment (ArcGIS Server, SQL Server, Visual Basic .NET)
- Provides a methodology to implement synchronization that could be transferred to an organization with a different software environment (although the exact code would not transfer).
- Defines the XML inputs and outputs for the synchronization, based on the National Street Address Standard and the Address Workgroup's database standard.
- Provides a clear understanding of an elegant solution to the synchronization challenge, allowing MetroGIS to move forward with defining the roles and responsibilities of a regional custodian.

Note: Carver County is planning to do a portion of the proposed synchronization plan, but the data import and XML validation pieces (critical to the MetroGIS solution) would not happen without MetroGIS funding. There is currently \$22,000 available in MetroGIS's Special Project budget to support research and development projects with regional significance such as this.

## **RECOMMENDATION**

That the Coordinating Committee:

- 1) Endorse continued effort to implement a regional name "Occupiable Units" database, change the name from "Occupiable Units" to "Address Points", and further refine custodial roles and responsibilities.
- 2) Offer any desired modifications to the draft technical and organization components for a Regional Address Points Dataset.
- 3) Offer direction related to attracting one or more organizations to fulfill the regional custodian role.
- 4) Endorse the work by Carver, Scott and Hennepin Counties as a means to accomplish development of a first-generation shared Address Points Online Maintenance Tool.
- 5) Recommend that the Policy Board approve funding of \$10,000 from MetroGIS's Special Projects funds to supplement Carver County in developing a working example of a synchronization mechanism that works with the online maintenance application that is in development.

## REFERENCE SECTION

1. The need for addresses of all occupiable units (address points dataset) was established in 1996 as a priority common information need, a need that was also corroborated by the Phase I Socioeconomic and the Existing Land Use Workgroups. Creation of a Phase II Socioeconomic Workgroup is on hold until a regional solution to the occupiable unit need has been satisfactorily met.
2. The Committee created the Address Workgroup in March 2004. The Workgroup's purpose, membership, workplan, meeting agendas and summaries, findings of investigations, etc. can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/add\\_wkgrp.shtml](http://www.metrogis.org/data/info_needs/street_addresses/add_wkgrp.shtml).
3. The Workgroup developed a vision statement to provide a conceptual framework from which to develop detailed technical and organizational specifications. This vision statement was adopted by the Policy Board at its April 2005 meeting. It contains 13 design preferences and can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/05\\_0427\\_pbreport.pdf](http://www.metrogis.org/data/info_needs/street_addresses/05_0427_pbreport.pdf). The methodology used by the Workgroup to develop the components of the vision statement are detailed in item 5b(3) beginning on page 37 of the agenda report presented to the Coordinating Committee at its March 2005 meeting.
4. The workgroup also created a larger vision document to explain the vision in more detail, including the need for the data and the critical role of the local address authorities. The vision document can be viewed here [http://www.metrogis.org/data/info\\_needs/street\\_addresses/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.metrogis.org/data/info_needs/street_addresses/Occupiable_Units_Dataset_Vision.pdf).
5. The workgroup members who participated in the research and drafting of the vision statement also agreed to continue to participate in the process to refine the technical requirements and organizational roles and responsibilities necessary to support the solution as well as identify candidate organizations to carry out those roles.
6. At its July 2006 meeting, the Policy Board recommended funding of a viability assessment (MetroGIS Regional GIS Project) to evaluate the likelihood that a proposed online editing application would be used by local address authorities to contribute address data they produce to a regional dataset. The study, known as the Web Editing Application Viability Assessment, was completed in July 2007. See [http://www.metrogis.org/data/info\\_needs/street\\_addresses/web\\_editing\\_%20app\\_viability\\_assessment\\_final.pdf](http://www.metrogis.org/data/info_needs/street_addresses/web_editing_%20app_viability_assessment_final.pdf) The findings of this assessment are outlined in this report.
7. In the summer of 2006, the Workgroup conducted an informal pilot project with several cities and counties to see if they could realistically put their address data into the draft data specifications created by the workgroup. This specification was generally deemed realistic, but some necessary modification was highlighted.
8. Mark Kotz, GIS database administrator for the Metropolitan Council and member of the MetroGIS support team has provided lead staff support to this workgroup since it began.
- 9.

## ATTACHMENT A



Proposal:

Regional Address Point Repository Synchronization

Final Draft

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### **Purpose**

The purpose of this document is to provide an overview of the technical solution proposed to keep City and County Address Point information synchronized with the Regional Address Point Repository.

### **Overview**

Many counties and cities maintain or are in the process of building address point databases either incorporated within GIS or linked to GIS. This address information is useful within entities and to neighboring entities. In order to share address point information in a consistent and universal manner, an XML schema will be developed to represent the storage of address data within the Regional Address Point Repository. The XML Schema may include all of the National Street Address Standard fields. It may also include fields that are not used by each Address Authority.

Through this synchronization process, address point data will be collected in change sets, compiled to an XML file that fits the XML Schema, posted to an FTP location at the Regional Address Point Repository. A job on the Regional Address Point Repository server will scan the FTP location for files, import them to an internal archive location, validate each file against the schema, and finally import the address information into the Regional Address Point Repository Database. Email confirmations can be configured to be sent to those that want confirmation that their data was processed.

### **Foundation**

The ideas presented in this proposal are based on the assumption that Microsoft SQL Server, ESRI-Arc Products, and Visual Basic .Net will be used to build the repository. It is also assumed that these same tools will be used to build the local and county address point repositories. These technologies will be referenced in this document. However, the true basics of data transmission will rely on FTP and XML data files. Should an Address Authority wish to participate in the repository, they will be able to do so by using the tools mentioned above to use the standard implementation or by building their own solution that can produce and consume these low level technologies. As long as the correctly formed XML file can be generated and posted to the FTP site, that data can be included in the Regional Address Point Repository.

### **Synchronization Process**

The synchronization process will begin with the selection of records, at the source, that have been changed (included adds, changes, and deletions) since the last synchronization.

This dataset will be collected and output to XML (via a dynamic SQL statement generated by a user-defined function called by a stored procedure). The user-defined function will build the select statement from information configured to handle the data mapping and transformation. This table will have 5 columns: Destination, DestinationFieldName, DestinationDataType, DestinationTypeLength, and SourceField.

The Destination field will contain a name or brief description of the location where the data will be transferred. The purpose of this field is to allow this synchronization table to be multi-functional. Perhaps an Address Authority will wish to use this same process to send address change information in a different mapping schema to another destination. For example, Carver County will be sending data to the Regional Address Point Repository in XML, sending Excel information back to cities within Carver County, and transferring data between division databases at the county.

The DestinationFieldName will be the name or alias applied to the data field so that it can be identified and placed correctly within the destination's data structure. The DestinationDataType and DestinationTypeLength will be used to wrap each data element and better assure data compliance and quick validation. The SourceField will be filled with either the data table and field name or a function name and one or more field names.

Examples are shown below. This will make the mapping process clear, will offer some optimization while using the dynamic SQL, and will provide a mechanism to concatenate or calculate values.

Destination	Destination Field Name	Destination Data Type	Destination Type Length	Source Field
MetroGIS	AddressPointPrimaryKey	varchar	100	dbo.f_AddrMetroGISPK(t_adrPoint.AddrPointID)
MetroGIS	AddressNumberPreMod	varchar	4	t_adrPoint.AddrNumberPreMod
MetroGIS	AddressNumberPreType	varchar	20	t_adrPoint.AddrNumberPreType
...				
Manatron	Situs Address	varchar	255	dbo.f_AddrWholeSitus(t_adrPoint.AddrNumberPreMode, t_adrPoint.AddrNumberPreType, ...)
Manatron	City	varchar	255	t_adrPoint.City
...				

After the select statement is generated, it will produce XML output. The output will be stored into a file that will be named using the date and the Address Authority's GNIS code (replacement for FIPS code). A DTS package will move the file from the SQL Server to the FTP location at the Regional Address Point Repository.

A scheduled job on the SQL Server of the Regional Address Point Repository will scan the FTP location for files. When a file is detected, it will be copied to an archive location on the repository server. The archived file will be accessed to verify that it is a valid file. Then the original file from the FTP location will be moved to a processing directory on the repository server. The processing file will be opened and validated against the XML Schema.

Errors in schema validation will be logged and emailed to the configured contact at that Address Authority. In that situation, the processing file will be deleted from the processing directory. If the schema validation is successful, success will be logged and synchronization processing will begin.

Synchronization processing will involve importing of the data from the XML processing file into a preliminary processing table. From this table separate stored procedures will be used to update records, append records, and deactivate records – based on the unique primary key starting with the Address Authority's GNIS code.

This processing will occur within a transaction so that if one portion of the synchronization fails, all changes to the Address Authority's dataset will be rolled back. If there are no errors, the transaction will be committed. A synchronization success or fail SMTP email message will be sent to the Address Authority's configured contacts.

### Next Steps

Further design work will be included in the project to generate a data model, a detailed technical design specification, a project plan, and detailed task list. Design discussion will also be needed to review the

ideas surrounding definition of an Address Authority change and subsequent data transition options so that handling can be built into the overall design.

Field mapping between fields in the Carver County Address Point database and fields in the pilot repository will be furnished to each of the participating counties as a starting point for their mapping. This will be provided before project completion so that counties can prepare their mapping information for the implementation phase.

The implementation phase of the plan will include creation of all database objects by T-SQL script, testing of the system on a small-scale Carver County pilot repository, implementation of the solution at the Regional Host Location, and 5 hours of support for each County in the MetroGIS Council (or their representative) to configure the SQL Server at that level to transmit data. Additional support at a County level will not be included in this proposal.

Continued monitoring and maintenance of the synchronization system at the Regional Address Point Repository is not included in this proposal.

### **Estimate**

It is estimated that \$20,000 of effort will be required to accomplish the completion of the Regional Address Point Repository Synchronization. It is requested that \$10,000 of this project be supplemented through grant funds. Carver County will provide resources with in-house staff to accomplish the other half of the requirements.

Portions of this solution (the field mapping table) were already being considered as part of Carver County's Address Point solution as some distribution mechanism would be needed to transmit data to the City Address Authorities within Carver County. The import of data and XML validation would not have been part of Carver's original program and will not be built unless funding is available to supplement the effort.

Grant funds will be used by Carver County to augment staff in order to accomplish the objective of this proposal in a timely manner.



**TO:** Coordinating Committee

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

**SUBJECT:** 2006 Regional GIS Project Update: Service Broker Project

**DATE:** August 31, 2007  
(For the Sept 12<sup>th</sup> Meeting)

### INTRODUCTION

The Service Broker Project, authorized as a 2006 Regional GIS Project, is the subject of this report. The funding agreement calls for the project manager to provide updates to the Committee during the course of the project. The Committee's role is to aid with resolving any impasses or obstacles encountered.

A representative of the Project has been asked to provide a status report to the Committee in person in the event members have any questions. Refer to Attachment D for the written status report.

### PROJECT PURPOSE

The purpose of this project is to prototype a Internet-based search and access mechanism for applications and web services. The idea is to provide a convenient means to discover and leverage existing geospatial applications just as we are currently doing for existing data via DataFinder. See Attachment A for a detailed explanation of the agreed upon deliverables.

### BACKGROUND ON THE AUTHORIZING AGREEMENT

The project was recommended for funding by the Policy Board in July 2006. An Interagency Agreement, between the Metropolitan Council and the Mn Office of Geographic and Demographic Analysis, was executed in December 2006. Project completion was originally set for June 2007 but extended due to complications for support that arose during the 2007 Legislative session. The Agreement provides for a total payment of \$20,000 for development of the proposed Service Broker functionality and related deliverables. A payment of \$10,000 was made when the Agreement was executed, as called for by the Agreement. The Agreement expires in December 2007.

### PREVIOUS PROJECT UPDATES TO THE COMMITTEE:

March 2007: Fred Logman, the project manager explained "that the project had recently begun. Good progress has been made to define metadata requirements for describing web services that will be searchable via the service broker application". He reported that the steering committee was scheduled to meet on April 11<sup>th</sup>. No questions or comments were offered by the Committee. (See Attachment B for the progress report.)

June 2007: Due to competing priorities for support resources, Fred Logman reported that little progress had been made other than holding the Steering Committee meeting in April. The Coordinating Committee encouraged expediting of the project so that the results are available when budget proposals are considered this fall, particularly in the event that further funding via MetroGIS is determined to be an appropriate next-step for MetroGIS to consider. Logman agreed to a deadline of not later than November 2007 and stated that he would do what he can to complete the project earlier. (See Attachment C for the progress report.)

### RECOMMENDATION

That the Committee provide project direction, as deemed appropriate.

## ATTACHMENT A

### Approved Project Specifications

# GEOSPATIAL SERVICES DIRECTORY AND BROKER A Proposal to MetroGIS

Submitted by: Land Management Information Center

Project Sponsors: David Arbeit, MN Office of Geographic and Demographic Analysis

David Bitner, Metropolitan Airports Commission

## Project Summary

LMIC proposes to develop and implement a directory of shared geospatial web services and software components and tools for MetroGIS members to search that directory for those shared resources. It also will demonstrate the effectiveness of a broker function that can directly link GIS applications to “best of breed” geospatial services offered from a single hosted location.

The project will implement many of the functions proposed for the MetroGIS Applications Finder in 2004 and will support the GIS Enterprise Architecture design developed with participation of MetroGIS stakeholders and endorsed by the Governor’s Council on Geographic Information (GCGI) for the state. At least one shared application will be supported, LMIC’s open source web service that provides imagery directly to GIS applications. LMIC also proposes to provide application hosting and download services for MetroGIS shared applications, including those resulting from the FGDC CAP grant to the North Dakota - Minnesota Application Development Collaboration that involves several MetroGIS members.

LMIC is requesting \$20,000 for this project, which will leverage more than \$30,000 from LMIC supporting related activities of the Minnesota Geographic Data Clearinghouse and a statewide Shared GeoSpatial Services survey for the GCGI. David Bitner of the Metropolitan Airports Commission and other MetroGIS stakeholders also will contribute time and expertise to the project.

**1. Project Objective and Need for Funding.** The principal purpose of this project is to develop first-generation versions of services directory and brokering functions described in the GCGI Conceptual Enterprise Architecture model for the state, focusing specifically upon objectives of the MetroGIS Application Finder described in 2004. Funding is needed at this time to extend the scope of a more limited current effort to identify opportunities for shared services. Without additional funds, this project will identify shared service opportunities for a statewide GIS strategy, but will not directly address MetroGIS needs. The funding will provide:

- **A Catalog of Geospatial Services.** The catalog will be initialized with data produced from the GCGI Shared Geospatial Services survey.
- **Catalog Maintenance, Query and Search Tools.** A user interface that provides catalog maintenance, query, and search functions similar to those developed for the MN Geographic Data Clearinghouse.
- **Shared Service Use Demonstration.** An application broker that demonstrates the interactive use of LMIC’s OGC-compliant WMS Imager Server as an example of a hosted shared service that directly supports applications meeting MetroGIS business needs.
- **Geospatial Toolkit Library.** An on-line repository for applications and software code that is available to MetroGIS member organizations.

**2. Regional GIS Project Objectives.** This project extends the historical focus of a “Regional GIS Project” by providing enhanced access to shared geospatial services and applications, not just enhanced access to data. Extending benefits to shared applications has been informally supported by the MetroGIS

Policy Board, although “Regional GIS Project” has not been redefined. The project will provide direct access to a LMIC service that provides efficient access to imagery data from a shared server.

**3. Implementing a Sustainable Solution to a Priority Need.** The MetroGIS Coordinating Committee has identified application sharing as an important “next step” for several years, expressed in 2004 as ApplicationFinder. This project will implement much of ApplicationFinder’s core functionality, but within the context of a “Services Broker” as a critical piece of a GeoSpatial Enterprise Architecture. As an important element of the state’s Enterprise Architecture framework, LMIC advocates implementing the Broker as a core Clearinghouse service funded by the state.

**4. Activities to Achieve Project Objective and Relationship of Requested Funds.** The total funds needed to complete this project is \$20,000. In addition, an estimated \$30,000 in LMIC resources will be devoted to administration, infrastructure maintenance, and technical services related to the project. Project activities and estimates of MetroGIS funds needed for the activities are provided below.

A. Complete Initial Design of GeoSpatial Services Inventory	\$0
B. Design and Implement Editing Module	\$2,500
C. Design and Implement Query and Reporting Modules	\$2,500
D. Training/Support for Documentation for Shared Services and Applications	\$2,500
E. Implement Application Hosting Environment	\$2,500
F. Develop, Test and Implement Services Broker Capability	\$6,000
G. Test and Implement Functioning Application-to-Application Service Connector	\$3,000
H. Project Documentation	\$1,000

**5. Readiness.** LMIC maintains staff and computer facilities required to implement this project, is authorized to receive funds from other government entities, and has extensive experience managing complex projects on behalf of Minnesota’s GIS community.

**6. Benefit to MetroGIS Community.** This project will allow MetroGIS member application developers to identify geospatial services and applications developed by others, determine applicability to their needs, and select shared components that have been created, tested and implemented. Benefits included reduced applications development time, improved standardization among developers, increased knowledge, and enhanced software reliability. Over time, the public will see improved and expanded functionality and greater uniformity among MetroGIS organizations. This project will help MetroGIS members meet the growing demand for geospatial services without a corresponding increase in resources.

**7. Total Value and Description of Leveraged Resources.** The “Shared Services”, “Web Toolkit” and “Image Service” projects that will be leveraged have a combined value conservatively estimated to be greater than \$75,000. The long-term value to MetroGIS will be considerable higher. This project is estimated to require 500 to 600 dedicated staff hours to complete. LMIC anticipates contributing more than half of these hours as in-kind services. In addition, all hardware, software, networking, and system support costs will be absorbed by LMIC as part of its Clearinghouse functions.

**8. Impact of Partial Funding.** Unless other sources of funding can be found, some project elements would be scaled back or eliminated. The searchable catalog and the brokering function are considered the highest priorities, but any adjustments to scope will be made in consultation with MetroGIS stakeholders.

**9. Project Time Frame.** Most project deliverables can be completed, tested, and implemented by March 2007. The project could begin in August or September 2006 and would be fully completed by the end of April 2007. Loading of products of the Web Toolkit Project into the repository cannot be completed until that project has finished its work, which should be in March 2007.



## ATTACHMENT B

### Status Report March 2007 Service Broker – Regional GIS Project

Submitted by Fred Logman, Project Manager

The following is the March 2007 status report for the LMIC/MAC grant project as requested.

We are just starting work on this project. We have developed a project plan, established the LMIC project team and identified members of a Steering Committee. We are scheduling the first meeting of the Steering Committee for the morning of Monday, March 26, 2007.

#### 1) Members of the LMIC project team and their responsibilities:

- Chris Cialek Project and LMIC Team Management
- Jim Dickerson Technical Infrastructure
- Andrew Koebrick Web Development
- Fred Logman Project Design and Management
- Brent Lund GIS Developer
- Pete Olson Technical Infrastructure
- Nancy Rader Metadata

#### Steering Committee:

- Bob Basques
- David Bitner
- Josh Gumm
- Alison Slaats
- Dakota County Representative
- Randy Johnson (liaison with MetroGIS policy and funding matters)

#### 2) No progress has yet been made with respect to the following items as the project is just getting underway:

- Hardware/software specifications and development progress;
- Procedures and standards developed/recommended;
- Clarification of custodial roles and responsibilities needed to support the subject "broker" function, in particular receipt of applications/services produced by multiple organizations relating to business needs of local and regional government that serve the seven county, Minneapolis-St. Paul Metropolitan Area;
- Guidelines for organizations wishing to share an application/service via the "broker";
- Applications/services that will initially be included in the catalogue and accessible via the broker; and
- Testing of "broker" components and related procedures and policies to insure they are workable from the perspectives of all affected parties, using more than one service and at least one service from a local or regional government interest.

#### 3) Any issues/obstacles encountered and proposed solutions. None encountered.

#### 4) Unexpected benefits encountered. Too early in the project to determine.

#### 5) Updated schedule for completion. Project is targeted for completion by the end of summer 2007.

#### 6) Outline for the Final Project Report. Too early in the +project to determine.

## ATTACHMENT C

### Status Report June 15, 2007 Service Broker - Regional GIS Project

#### Project Scope:

Develop a first generation version of a web-based geospatial services delivery and computerized “brokering” function building on the shared services survey/catalog developed by the Governor’s Council on Geographic Information. The “broker” function will consist of a web based catalog and a library of services populated with a few routines to act as a demonstration project to show the potential value of developing a more extensive library of shared services for MetroGIS.

#### Deliverables:

- Catalog of services (based on or an update of Council’s Shared Services Survey/Catalog)
- A browser-based catalog search capability
- Library of MetroGIS Services (repository and execution resource that will contain services like the North Dakota/Dakota County toolkit)
- Demonstration and training
- Final project report

#### Project team members:

1. Customer Steering Committee Members:
  - Bob Basques, City of St. Paul
  - David Bitner, Metropolitan Airports Commission
  - Josh Gumm, Scott County
  - Randy Johnson, MetroGIS
  - Randy Knippel, Dakota County
  - Alison Slaats, Metropolitan Council
2. LMIC Project Team:
  - Fred Logman, project management
  - Chris Cialek, project management and metadata
  - Jim Dickerson, data base administration and developer
  - Andrew Koebrick, web developer
  - Brent Lund, developer
  - Pete Olson, infrastructure design and implementation
  - Nancy Rader, metadata and documentation

#### Project Status:

1. Hardware/software specifications and development:  
*Hardware and software resources needed to host the catalog have been identified and the resources needed for the library have begun to be determined.*
2. Procedures and standards developed/recommended:  
*Research is underway in determining applicability of international metadata standards. Decisions on procedural developments will come out of working with the Steering Committee on populating the catalog and library.*
3. Clarification of custodial roles and responsibilities needed to support the subject “broker” function, in particular, receipt of applications/services produced by multiple organizations relating to business needs of local and regional government that serve the seven county, Minneapolis-St. Paul Metropolitan Area:  
*This is dependent on completion of the library function design, building the library component, modifying the catalog then populating them both. The experiences of the Steering Committee and LMIC staff will identify the functions and issues related to the roles and responsibilities of the hosting, contributing and using entities.*
4. Development of guidelines for organizations wishing to share an application/service via the “broker”:  
*Use guidelines will flow from the experiences gained during testing of the catalog and library functionality.*
5. Applications/services that will initially be included in the catalogue and accessible via the broker:

*Initial list will be identified by the LMIC project staff and the Steering Committee at a future meeting – possibly in July.*

6. Testing of “broker” components and related procedures and policies to insure they are workable from the perspectives of all affected parties, using more than one service and at least one service from a local or regional government interest:

*Will occur after changes have been made to the catalog and the library functionality has been built.*

**Issues/obstacles encountered with proposed solutions:**

Nothing unexpected has been encountered to date for this project.

**Unexpected benefits encountered:**

There is nothing to report at this time.

**Schedule updates proposed:**

The project deadline is November 2007, however, we will attempt to complete the project sooner as requested although a request to complete work by June 30 is not viable.

**Final project report outline:**

Not finalized at this time. Waiting to see what comes out of the development and testing phases of the project before developing an outline for the final report.

## ATTACHMENT D

### Status Report August 2007 Service Broker – Regional GIS Project

#### Project Scope:

Develop a first generation version of a web based services delivery and computerized “brokering” function, building on the shared services survey/catalog developed by the Governor’s Council on Geographic Information. The “broker” function will consist of a web based catalog and a library of services populated with a few routines to demonstrate the value of developing a more extensive library of shared services for MetroGIS partners.

#### Deliverables per Agreement:

- Catalog of services (based on or an update of Council’s Shared Services Survey/Catalog)
- Additional catalog search tools
- Library of MetroGIS Services (repository and execution resource that will contain services like the North Dakota/Dakota County toolkit – “Open MNND”)
- Demonstration and training
- Project report

#### 2. Members of the project team and their responsibilities:

##### Customer Steering Committee Members:

- Bob Basques, City of St. Paul
- David Bitner, Metropolitan Airports Commission
- Joella Givens, MnDOT **NEW to Steering Committee**
- Josh Gumm, Scott County
- Randy Johnson, MetroGIS
- Randy Knippel, Dakota County
- Alison Slaats, Metropolitan Council

##### LMIC Project Team:

- Chris Cialek, project management and metadata
- Jim Dickerson, data base administration and developer
- Andrew Koebrick, web developer
- Fred Logman, project management
- Brent Lund, developer
- Pete Olson, infrastructure design and implementation
- Nancy Rader, metadata and documentation

#### 2) Progress made with respect to the following:

- Hardware/software specifications and development progress;  
The hardware and software resources needed to host the catalog and test/demonstration library have been identified. These are being documented along with suggestions for MetroGIS if they choose to host their own catalog and/or library.
- Procedures and standards developed/recommended;  
Identifying and documenting the administrative functions necessary to implement and maintain the catalog and library services has begun. We have found an international services metadata standard, ISO 19119, that is appropriate for this project and are in the process of incorporating portions of it into the design.
- Clarification of custodial roles and responsibilities needed to support the subject “broker” function, in particular receipt of applications/services produced by multiple organizations

relating to business needs of local and regional government that serve the seven county, Minneapolis-St. Paul Metropolitan Area;

At the last Steering Committee meeting there was discussion about the functionality options and their impact on the type and amount of administrative support needed to administer the catalog and library. The decisions made by the Steering Committee are being incorporated into the catalog and library functionality being provided. As we do testing, the various roles and responsibilities will be refined and clarified then documented. We will be asking the Steering Committee to provide for software for the catalog and library. This should provide software that is pertinent for organizations within the seven county metro area and experience listing, loading and using services.

- Guidelines for organizations wishing to share an application/service via the “broker”;

We have not yet started to generate guidelines for organizations wishing to share applications. The experience of the “Open MNND” development team has shown that software can be successfully developed and then shared. The “Open MNND” toolkit was developed with the intent of it being shared. Software that is developed for an organization to meet their own business needs may not, without some additional work, be something other organizations would want. Again as we do testing we will gain insight into what is appropriate and desirable for sharing as well as the opportunities and difficulties encountered.

- Applications/services that will initially be included in the catalogue and accessible via the broker; and

The “Open MNND” tool kit and other applications that the Steering Committee chooses to make available by listing in the catalog and/or including within the library will be included. In addition, there will be some services provided by LIMIC project staff.

- Testing of “broker” components and related procedures and policies to insure they are workable from the perspectives of all affected parties, using more than one service and at least one service from a local or regional government interest.

Initial testing of the catalog and library will be done separately. We anticipate being able to load and test some of the Library functionality prior to completing the development work on the Catalog. Once we test the catalog functionality, we will test them together.

3) Any issues/obstacles encountered and proposed solutions.

Nothing unexpected has been encountered to date for this project.

4) Unexpected benefits encountered.

There is nothing to report at this time.

5) Updated schedule for completion.

The project deadline is November 2007, however, we are attempting to complete the project sooner as requested.

6) Outline for the Final Project Report.

We have not finalized an outline but have started to identify components that will be in the Final Project Report.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – October 2007 Policy Board Meeting  
**DATE:** August 21, 2007  
(For Sept 12<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic for the Policy Board's October 17, 2007 meeting and a person(s) to present that topic.

## PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Metropolitan Mosquito Control District's Web Application reported on by Channel 4 TV: This topic was identified by the Committee at its June 27, 2007 meeting as a candidate for the July Policy Board meeting, along with the Metropolitan Council's "Maps" website. Chairperson Reinhardt asked that these demonstrations be presented at separate meetings to insure they receive adequate consideration and asked for the Council's "Maps" program to be demonstrated at the July Board meeting.
2. County GIS activities: 5-7 minute overviews from each county at a single Board meeting.
3. Intersection of IT and GIS A couple of the sessions at the State IT Symposium this past December appeared to be related to the "infrastructure" policy area identified at the February 8<sup>th</sup> Strategic Directions Workshop. Dan Falbo, ESRI, who was involved in with of these sessions, has agreed to share any information discussed at those sessions and present the material to the Policy Board if the Committee so wishes.
4. Metropolitan Council's Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS's efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
5. GIS-related work at the U of M: NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical US Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.
6. 2006 Upgrades DataFinder: This topic would include an overview of the variety datasets available, which are available as WMS, benefit of accessing data via WMS format, and what one can do with Café and who has access (public, non-profit, for-profit, local government, etc.).

## DISCUSSION

Unless a more timely option is identified, Chairperson Reinhardt has previously acknowledged the "Metropolitan Mosquito Control District's Web Application reported on by Channel 4 TV" topic as timely and appropriate.

## RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the October 17<sup>th</sup> Policy Board meeting.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Jul. 2007: Metropolitan Council's new "Maps" Web site
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.



**TO:** Coordinating Committee

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

**SUBJECT:** Committee Vice Chairperson Vacancy

**DATE:** August 21, 2007  
(For the Sept 21 Mtg.)

## **REQUEST**

The Committee is respectfully requested to elect a vice-chair to serve out the remainder of Ned Phillip's term, who resigned from the Committee in June.

## **BACKGROUND**

1. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.
2. Article III; Section 7 states "The Coordinating Committee shall annually elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected."

## **DISCUSSION**

One of the following options is suggested for Committee action:

- 1) Elect a new Vice chairperson at the September meeting, with the understanding that if the members is willing they will be reelected at the December to also serve as Vice chairperson in 2008.
- 2) Forego the election of a replacement Vice chairperson until the December 2007 meeting, at which time elections will be held for the 2008 Chair and Vice-chair positions.

## **RECOMMENDATION**

That the Committee decide how it wants to handle the vacant vice-chairpersonship created by Ned Phillip's resignation from the Committee.



# COORDINATING COMMITTEE MEMBERSHIP

(As of August 21, 2007)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
<i>vacant</i>	<i>(need to decide if continue with 2 seats)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
Patrick Hamilton	CB Richard Ellis	Private Sector (Business Geographics)
Terese Rowekamp	Rowekamp Associates	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)
Jim Engfer (Alt. Steve Lorbach)	City of St. Paul (AMM-Large City)	Public - City
Harold (Hal) Busch	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Dave Drealan	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Hentges (Alt. Jim Bunning)	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencil	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
Mark Vander Schaaf	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Gordon Chinander	Metropolitan Emergency Services Board	Public - Metropolitan Gov.
Nancy Read	Metro Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Dick Carlstrom	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Tim Loesch	DNR	Public - State Agency
<i>vacant</i>		Public - Water Management Organizations

## Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry <i>(There was no vice chair in 1996)</i>
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan
2005 - 2006	Nancy Read	Randy Knippel
2007 - Present	William Brown	<i>Ned Phillips – resigned June 2006</i>

## **COMMITTEE LIAISONS**

Last updated – August 21, 2007

<b>Ad-hoc/Special Purpose Workgroups</b>	<b>Coordinating Committee Liaison</b>
Address Points	Nancy Read
Business Planning Oversight Team	All members* are also Committee Members
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	<i>(Inactive until after Business Planning)</i>
Existing Land Use	<i>(Inactive until after Business Planning)</i>
Highway and Road Networks	Joella Givens <i>(Inactive until after Business Planning)</i>
Lakes and Wetlands	<i>(Inactive until after Business Planning)</i>
Socioeconomic – Phase II <i>(proposed to be authorized 12/17/03)</i>	<i>(Inactive until after Business Planning)</i>
School District Jurisdictional Boundaries (2004)	<i>(Inactive until after Business Planning)</i>
E911-Compatible Street Centerlines	Gordon Chinander
Watershed District Jurisdictional Boundaries	Jane Harper
Technical Advisory Team	Ron Wencl, Rick Gelbmann

\* William Brown, Rick Gelbmann, Jane Harper, Nancy Read, and Mark Vander Schaaf



**TO:** Coordinating Committee

**FROM:** MetroGIS Staff  
Contact: Chris Kline (651-602-1363)

**SUBJECT:** Quarterly Update Performance Measure Reporting – Anomaly Discussion

**DATE:** August 27, 2007  
(For the September 12<sup>th</sup> Meeting)

## INTRODUCTION

At each meeting, the Committee has asked staff to bring forward, for discussion, one or more anomalies associated with the previous quarter’s performance measurement reporting results. The time period covered by this report is April 1, 2007 to June 30, 2007.

## SUMMARY

The number of **visits to the DataFinder site increased**, while general downloading activity decreased slightly. However, **downloads of Endorsed Regional Solutions increased** from the prior quarter, illustrated by the **significant increase of downloads in the Regional Parcel Dataset**.

Staff investigated the potential effects of map service usage on DataFinder activity, and found no inverse relationship between downloads and map services hits.

## PERFORMANCE REPORTING STATISTICS – Second Quarter 2007:

### 1. Viewing DataFinder Catalog and DataFinder Café Web Pages

Visits to the DataFinder Catalog and DataFinder Café **increased 27.5 percent** from the previous quarter, and decreased 6.7 percent compared to the same quarter in 2006.

### 2. Data Downloading Activity

**General:** Dataset downloads slightly **decreased 3.8 percent** from the previous quarter, from 2,661 to 2,559, and increased 112 percent from the same quarter in 2006. This decrease should not cause alarm, as it appears to be within the normal range of variation between quarters. The large percentage increase from the same quarter in 2006 can be attributed to low levels of download activity in Q2 2006 due to DataFinder reconstruction.

**Endorsed Regional Solutions:** The number of downloads of Endorsed Regional Solutions **decreased from the previous quarter by 14.7 percent**, from 804 to 686, the lowest level of quarterly downloads in over two years. A chart has been included in the Reference section detailing the download activity for Endorsed Regional Solutions.

**Regional Parcel Dataset:** Downloads of the Regional Parcel Dataset **increased 38.7 percent** from the previous quarter, and increased 12.2 percent compared to the same quarter in 2006. This increase could be attributed to the publication of new data at the end of March 2007.

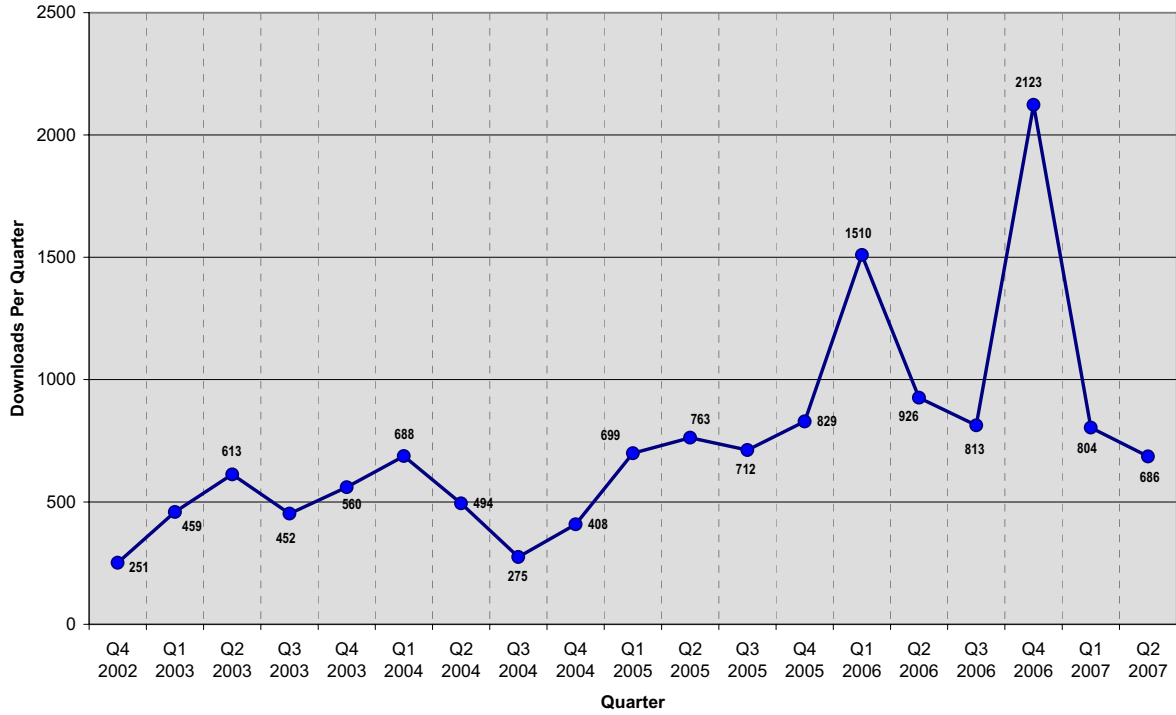
## RECOMMENDATION

That the Coordinating Committee comment on questions posed by staff as possible explanations to anomalies identified in the Second Quarter 2007 reporting period.

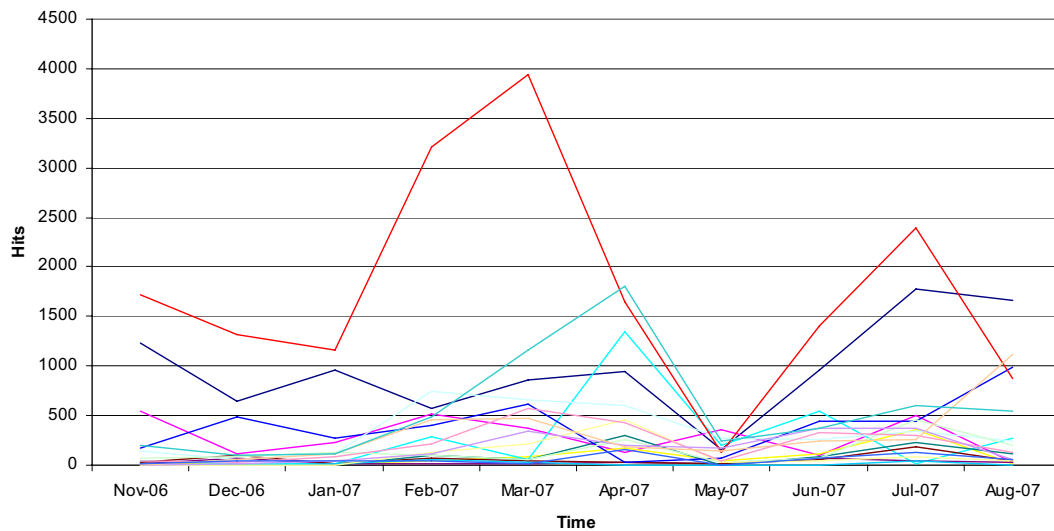
**REFERENCE**

- Map service data continues to be collected; however, a viable method of reporting usage trends has not been developed at this time. Based on current data, usage of map services cannot be associated with any changes in download activity.

**Downloads of Endorsed Regional Datasets by Quarter**



**Map Service by Category**



Administrative and Political Boundaries	Planning and Development	Social, Justice and Emergency Services
Recreation and Tourism	Agriculture and Farming	Biology and Ecology
Environmental Monitoring and Modeling	Water Resources	Land Cover
Imagery and Photographs	Base Maps, Scanned Maps and Charts	Facilities, Buildings and Structures
Transportation	Utilities and Communication	Geology & Geophysics
Elevation	Business & Economics	Demographics



**TO:** Coordinating Committee

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

**SUBJECT:** Should a Description of MetroGIS be Added to Wikipedia?

**DATE:** August 21, 2007  
(For the September 12<sup>th</sup> meeting)

## **INTRODUCTION**

Member Gelbmann has suggested that a description of MetroGIS should be added to Wikipedia. Before doing so, the Staff Coordinator felt it important to obtain feedback from the Committee as to its thoughts regarding both the appropriateness of doing so and the desired message.

## **CONSISTENT WITH NEXT-GENERATION OUTCOMES**

Adding a description of MetroGIS to Wikipedia would be consistent with the Next-Generation desired outcomes for MetroGIS (Chapter 4 of the 2008-2011 Business Plan) which seek to: 1) expand MetroGIS's stakeholder base and 2) establish partnering opportunities with non-traditional participants.

Pursuit of outreach/marketing related actions, as the opportunity arises, also is not inconsistent with the decision to postpone, until 2009, expanding the current MetroGIS Outreach Plan to include a marketing component [Agenda Item 5a(1)], with the understanding that refinements to the Wikipedia entry may be in order following adoption of an updated Plan. The Policy Board has also asked to review the proposed message before authorizing adding a "marketing" focus to the current Outreach Plan. A marketing message cannot be fully developed until MetroGIS decides what its role will be concerning shared application needs. Hence, the proposal to postpone the marketing element until 2009.

## **SUGGESTED LANGUAGE – WIKIPEDIA ENTRY.**

The following language is offered for the Committee's consideration:

MetroGIS ([www.metrogis.org](http://www.metrogis.org)) is an award-winning geospatial collaborative organization serving the seven-county, Minneapolis-St. Paul (Minnesota) metropolitan area. Relying upon voluntary participation, MetroGIS's primary functions focus on fostering: a) development and implementation collaborative regional solutions to shared information needs (geospatial data, related applications, standards and best practices), b) widespread sharing of geospatial data, principally via its DataFinder.org web site, c) the value of geographic information system (GIS) technology as a core business tool, and d) knowledge sharing relevant to the advancement of GIS technology. Beneficiaries of MetroGIS's collaborative efforts include a wide variety of local and regional government interests, as well as, numerous state and federal government, academic institution, nonprofit organization and business interests.

## **RECOMMENDATION**

Provide direction as to the Committee's preferences regarding:

- 1) Should a description of MetroGIS be added to Wikipedia?
- 2) If so, what additions or modifications are desired to the suggested language above?



**TO:** Coordinating Committee

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

**SUBJECT:** Debriefing Session: GIS Technology Role in Response to I-35W Bridge Collapse

**DATE:** August 27, 2007  
(For the Sept 21 Mtg.)

## **REQUEST**

Member Read has suggested that the Committee consider setting up a debriefing session to talk about the role GIS technology played in the response to the I-35W bridge collapse.

## **DISCUSSION**

Defining a means more fully connect the GIS and the Emergency Response communities has recognized as a need at Committee meetings in the past. The suggested briefing session offers the added value of moving the discussion from the theoretical to the practical.

## **RECOMMENDATION**

That the Committee decide:

- 1) If it would like to host a debriefing session of to talk about the role GIS technology played in the response to the I-35W bridge collapse
- 2) When the suggested debriefing session should be held and who should be invited.



**TO:** Coordinating Committee

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

**SUBJECT:** Presentation – Proposed Twin Cities Regional Economic Development Website

**DATE:** August 21, 2007  
(For the September 12<sup>th</sup> meeting)

## INTRODUCTION

Direction is requested from the Committee as to whether there is sufficient potential of benefit to the MetroGIS community to warrant further investigation of a collaborative relationship with the proponents of Proposed Twin Cities Regional Economic Development Website.

## OVERVIEW OF PROPOSAL

A new website is under construction to promote economic development activity in the greater Twin Cities area (11 counties). Sponsored by the Minneapolis Regional Chamber of Commerce with assistance from the Minnesota Commercial Association of Realtors, the new comprehensive business-oriented website will provide information on the regional economy, workforce, development assets, and quality of life. The purpose of the website is to support office, industrial and commercial site location decisions.

All seven metro counties along with four adjacent counties--Chisago, Isanti, Sherburne, and Wright counties--have been invited to join the website group, along with the cities of Minneapolis, St. Paul, and Bloomington. The website is expected to be launched by the end of the year. Because the website will have a GIS platform, the contractor building the website, GIS Planners, is exploring ways to collaborate with MetroGIS as a source of data and a forum for ensuring that data meet agreed-upon standards.

The proposed website would include data on existing buildings, demographics, sites available for development (expansion and new construction), as well as approximately ten GIS layers, depending upon availability (e.g., existing land use, parcels, streets, planned land use, aerial imagery, etc.), to aid users in their analysis of prospective development sites.

The application developer, GIS Planning (<http://www.gisplanning.com>) has developed 140 of these sites around the county. The Milwaukee website (<http://www.milwaukeeprospector.com>) was cited as most similar to the site desired for the greater Twin Cities area. According to the developer, the focus is strictly on economic development, the user will only be able to obtain an image of the data (view-only) and there is no intent to package data viewable on the site for redistribution.

## RELEVANCE TO METROGIS

The MetroGIS Policy Board, through its work on the Next-Generation MetroGIS Business plan, has identified three goals for which this proposal provides a means to address at least in part. The three next-generation goals are:

- 1) Pursue opportunities to partner with non-government interests to address shared needs.
- 2) Pursue ways to improve data interoperability/sharing with jurisdictions that adjoin the seven county metropolitan area.
- 3) Expand the scope of regional solutions to include applications in addition to geospatial data that are needed to address shared information needs.

## DISCUSSION

The economic development theme is among, if not, the most likely candidate for MetroGIS to discover potential opportunities to partner with non-government interests. When the Staff Coordinator became aware

of this proposal, contact was made with Russ Riblett who is the project manager for development of the proposed website. He expressed interest in exploring a collaborative relationship with MetroGIS for data access and maintenance and agreed that a presentation to the Committee would be a good way to begin to explore shared interests. He also commented that case studies have been developed for several of their installations which call out various policy and technical obstacles that have been overcome, which may be of value food for thought for the MetroGIS community.

**RECOMMENDATION**

Provide direction as to whether there is sufficient potential of benefit to the MetroGIS community to warrant further investigation of a collaborative relationship with the proponents of the subject website.





**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Updates

**DATE:** August 21, 2007  
(For the Sept 12<sup>th</sup> meeting)

Information provided by persons other than the Staff Coordinator is noted.

### A) Business Plan Update

Primary focus of activity since the last Committee meeting. (See Agenda Item 5a)

### B) 2006 and 2007 Regional GIS Project Updates

1. 2006 Project: Viability Assessment - Address Data Web Editing Application (Completed)

The project was completed in July and the final report was presented to the Address Workgroup on July 24<sup>th</sup>. See Agenda Item 6b for a summary of the positive results and the description of recommended next steps to pursue development of a regional address points dataset.

Matt McGuire, with the Metropolitan Council's GIS Unit, served as the project manager. He was assisted by Mark Kotz also with the Council's GIS Unit and Brad Henry, with URS, who served as the project consultant.

2. 2006 Project: Service Broker  
(See Agenda Item 6f)

3. 2007 Project: Regional Geocoder

The Policy Board recommended approval to fund this project (see Agenda Item 4, Item 2). The funding agreement between the Metropolitan Council and Metropolitan Mosquito Control District is under negotiation.

### C) Priority Business Information Needs Solutions (activity Since last Update)

1. Address Points (of Occupiable Units)  
(See Item 6b)

2. Highways and Roads:

Efforts to reach agreement are nearly complete on a license document through which licensed users of the TLG Street Centerline dataset will be authorized to incorporate this dataset into web-based applications they host, provided access by non-licensed users is restricted to view-only. This "view-only" access provision is the first of its kind and represents a major step forward toward policy innovations needed to balance of intellectual property rights with the desire to utilize licensed data in web-based applications. Once the application license agreement is in place for the Council's GeoCortex platform, agreement on technical specifics for other platforms will be pursued. .

3. Jurisdictional Boundaries

- Watershed District Boundaries. No response has been received from the Mn Board on Soil and Water Resources (BSWR) in response to a proposal to serve as regional custodian for a

regional watershed boundary dataset. The results of Washington County pilot project were conveyed in October 2006 to representatives of BWSR. A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As BWSR has not responded to the proposal, no further action will be pursued until such time an organization volunteers to assume a leadership role to aggregate the source data produced by the seven counties.

- *School District Boundaries*: No work has been initiated to identify an appropriate regional custodian due to pending budget cuts and reorganization of LMIC. LMIC had been identified as the most logical custodial option given their as contractor relationship with the Department of Education but uncertainty of LMIC's budget has delayed pursuing next steps.

#### 4 Land Cover

The extent of coverage is nearing 95 percent. A map of the coverage status can be viewed at [http://www.metrogis.org/data/datasets/land\\_cover/mlccs\\_metro\\_progress\\_planned.pdf](http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf).

#### **D) County Data Producer Users Group**

Member Drealan has chaired this workgroup since established in 2000. He will be resigning from the Coordinating Committee and Workgroup effective September 2007. A new workgroup chair person is being sought

*(No other activity to report)*



**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** August 21, 2007  
(For the Sept 12<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A) STATUS REPORT - FILLING BOARD AND COMMITTEE VACANCIES**

**1. Non-Profit Representative Seat On Coordinating Committee**

Staff spoke with the current non-profit (Sally Wakefield) and academic (Will Craig) representatives to the Committee concerning this matter. The consensus was that no decision should be made to fill the vacant seat until the Business Planning is adopted and strategies have been agreed upon to expand the stakeholder base, which could involve city, non-profit, or private sector interests. Craig commented that he would like to know more about the idea of pursuing epidemiologist that was offered by the Committee at its December 2006 meeting. He also mentioned that the United Way might be a good choice if they were more acquainted with GIS technology.

**2. Water Management Representative Seat on Coordinating Committee**

At the Committee's June meeting, Vice-Chairperson Phillips resigned from the Committee, noting that he was leaving the Rice Creek Watershed District. Following the meeting, the Staff Coordinator contacted Roger Lake, the Policy Board's representative from the Metro Chapter of the Minnesota Association of Watershed Districts, and asked him to begin the process to appoint a person to replace Ned Phillips on the Coordinating Committee as a representative of water management organization interests.

**3. City Representative Seat on Policy Board**

Policy Board member Schneider has informed the Policy Board that the Association of Metropolitan Municipalities (AMM) is in the process of inviting a representative from LOGIS to fill this role. See Agenda Item 4, Item 5 for more information.

**B) CHANGE IN CARVER COUNTY'S REPRESENTATIVE TO COMMITTEE**

Dave Drealan, who has been a member of the Coordinating Committee since its inception in January 1996, has decided to retire from the Committee effective September 2007. He has hand over Carver County's representation on the Committee to Peter Henschel, Carver County GIS Manager. Peter has been active in several MetroGIS initiatives, the most recent being a member of the Address Workgroup and a key participant in the Web Editing Application Viability Assessment (Agenda Item 6b). Welcome aboard Peter and best wishes Dave in your new duties at the County.

**C) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

**1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter:**

An article was submitted to explain the status of the Next-Generation Business Planning process. The article can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=218>

**2. Presentations:**

(a) The Staff Coordinator and Member Knippel met with the Minnesota Twin Cities Regional Broad Band Task Force on August 28<sup>th</sup>. Washington County Deputy Administrator Molly O'Rouke, who serves as Washington County's alternate representative to the MetroGIS Policy Board, invited the

Staff Coordinator to speak with Task Force members about MetroGIS's organizational aspects as the task Force is attempting to forge a similar alliance to address shared communication infrastructure needs. They were particularly interested in developing a GIS data layer that includes the locations of fiber installed throughout the Metro Area.

(b) Mark Kotz, Lead Staff to the MetroGIS Addresses of Occupiable Units Workgroup, presented an update to a gathering of Twin Cities Researchers on MetroGIS's efforts to pursue creation of a Regional Addresses of Occupiable Units database. The following is text from the flier introducing Kotz's presentation:

"The MetroGIS community has good data for roads and for property parcels -- but what about spatial data for buildings and even individual occupiable units (apartments, office suites, stores in a strip mall)? How can this type of data be developed and maintained in a standardized format for the Twin Cities region?"

A MetroGIS workgroup, with members from 15 municipal, county and regional organizations, has prepared a white paper outlining the needs for this type of geographic information, requirements for creating and maintaining it, and a roadmap for the eventual implementation of a shared, metro-wide occupiable units point dataset.

The occupiable units initiative is a work-in-progress; its ultimate success dependent on the business case, resources, planning and metro-wide cooperation. Mark Kotz's presentation is a case study of the work thus far -- and offers lessons for future geospatial data development initiatives."

#### **D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

##### **1. 2007 Mid-Career Polaris Leadership Awards**

The Mn GIS/LIS Consortium selected Randall Johnson (MetroGIS), Ben Verbick (LOGIS and member of MetroGIS workgroups representing cities), and Sally Wakefield (1000 Friends of Minnesota and member of the MetroGIS Coordinating Committee) as the 2007 recipients of the Consortium's the mid-career Polaris Leadership Award. The recipients will be recognized at the 2007 State GIS/LIS Conference in October.

According to a description provided on the Mn GIS/LIS Consortium website, "The Polaris Leadership award has been established to recognize mid-career GIS professionals who demonstrate a beacon of energy and creativity that inspires and guides the rest of us." See the Consortium's website at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=65> for more information about the Polaris Leadership Award and the 2007 recipients.

##### **2. M3D Celebrates Project Completion – by Kris Nelson**

On Thursday, September 20<sup>th</sup> from 2:30 to 4:30 pm CURA is hosting an event to celebrate completion of the M3D project and future plans. The event will held in the Wilkins Room, 2nd floor of the Humphrey Center, 301 19th Avenue South, Minneapolis (directions: <http://www.cura.umn.edu/HHH-directions.php>).

Over the last three years the project team has worked hard, with help from a large number of public agencies and community partners, to build a fantastic application to support community development and planning in Twin Cities region.

Please contact [cura@umn.edu](mailto:cura@umn.edu) for more information.

##### **3. Strategic Planning Retreat - Governor's Council on Geographic Information**

A Strategic Planning Retreat was held on June 25<sup>th</sup> to move beyond the policy platform outlined in the "Foundation for Coordinated GIS, Minnesota's Spatial Data Infrastructure", which can be viewed at <http://server.admin.state.mn.us/resource.html?Id=9084>. Members of the workgroup who oversaw preparations for the retreat that are also affiliated with MetroGIS include David Arbeit (Mn Office

GDA), Rick Gelbmann (Metropolitan Council), and the MetroGIS Staff Coordinator. See <http://www.gis.state.mn.us/committe/MSDI/> for a summary of the June 25<sup>th</sup> workshop.

#### 4. **New Funding Source for Land Data** - by Will Craig

Many counties are using a new source of funds to speed the conversion of parcel data to digital form and for other land related activities. The new source is an increase of \$11/document fee counties charged for recording deeds or other documents added as a result of a change in State Statute beginning in 2005. For more information about the fund source and examples of how four counties are using those funds to improve their land record systems how see the article at <http://www.mngis.org/displaycommon.cfm?an=1&subarticlenbr=237> .

State law calls these “unallocated” funds and allows the funds to be used to fund related improvements to the land records system, including GIS. “This money is available as authorized by the Board of County Commissioners for supporting enhancements to the recording process, including electronic recording, to fund compliance efforts ... and for use in undertaking data integration and aggregation projects. ... This money must not be used to supplant the normal operating expenses for the office of county recorder or registrar of titles.” (MS357.182, Subd. 7)

Counties got the \$11 bump in recording fees in 2005 when the fee was raised from \$35 to \$46. The major focus of this increase was to improve *compliance* in the recording and returning of documents. State law set the goal of 15 days for this process. In 2007 a county is in compliance with this requirement if 60% of documents are processed in this period. By 2010, 90% of documents must meet the 15-day rule. In 2011, the timeframe is reduced to 10 days and 90% compliance is required. It is not clear if these funds will be available after 2011.

This fund should not be confused with the *Technology Fund*, described in section 4 of MS357.18. That fund is enhanced by \$10 per instrument and is a separate component of the \$46 fee. The purpose of the Technology Fund is “...obtaining, maintaining, and updating current technology and equipment to provide services from the record system.” Is it spent at the discretion of the Recorder. The *Compliance Fund* is a separate \$11 component and is spent at the discretion of the county board.

To access the state law, go to <http://www.leg.state.mn.us/leg/statutes.asp>. For information on the Recorder fee, retrieve sections 357.18 and 357.182.

#### 5. **New Parcel Study Released** – by Will Craig, *University of Minnesota*

The National Research Council released its 2007 parcel study in time for the ESRI conference in mid-June. The study envisions a distributed system of land parcel data that is housed with appropriate data stewards but accessible through a central web-based interface. Counties and other units of government that maintain parcel data for their own purposes would publish a critical portion of that data to the distributed system.

*National Land Parcel Data: A Vision for the Future* is the look at parcels since the 1980s when it started with *The Need for a Multipurpose Cadastre*. Like the earlier report, the 2007 study identified the value to the nation of wall-to-wall parcel data. Like the earlier report, it calls for national funding to assist local governments and state efforts to coordinate and provide assistance.

Things have changed a lot since 1980. Hurricane Katrina and attacks on the World Trade Center have increased awareness of the value of parcel data. Technical changes have increased capabilities and decreased costs of land information systems. Most of the big counties have completed systems, but basic development work remains for the smaller counties. The web has made it easier to access data and encouraged use of information in decision-making.

The report contains nine recommendations:

1. A panel should decide whether BLM can be the lead federal agency.
2. FGDC should consider the parcel as a basic resource for various OMB A-16 mandated data themes.
3. A Federal Land Parcel Coordinator should be empowered to develop and maintain a single database of land parcels owned or managed by the federal government.

4. A National Land Parcel Coordinator should be established to develop and oversee a land parcel data business plan for the nation including federal, local, state, and tribal partners.
5. An Indian Lands Parcel Coordinator should be established by the Office of Special Trustee for Tribal Lands.
6. Congress and the Census Bureau should explore modifying Title 13 so that building addresses and coordinates can be made public.
7. State Coordinators should be established in each state to develop plans and relationships with local government. The goal of these efforts is to achieve border-to-border parcel coverage for all publicly and privately owned property within the state.
8. The National Land Parcel Coordinator should develop an intergovernmental funding program for the development and maintenance of parcel data, including incentives to participate for those counties with fully-developed systems and financial support for those who do not.
9. Local government is expected to put into the public domain both parcel geometry and a very limited set of attributes. This should become a minimum requirement to receive federal funds directly associated with property, such as disaster relief.

The full report is available online at [http://books.nap.edu/catalog.php?record\\_id=11978](http://books.nap.edu/catalog.php?record_id=11978).

## **E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

### **1. Appointments Sought to New National Geospatial Advisory Committee (NGAC)**

Applications for appointment to serve on the newly created National Geospatial Advisory Committee (NGAC) were submitted by Randall Johnson, MetroGIS Staff Coordinator, and David Claypool, charter member of the Coordinating Committee. The selection process is anticipated to be completed in September. More about the applicants:

a) Claypool applied to serve as a representative of the County Government and the Cadastral, Surveying and Mapping Community. His statement of qualifications was accompanied by endorsements from:

- Don Buhler, Chief Cadastral Surveyor of the US, Co-Chair, FGDC Cadastral Subcommittee
- Bob Ader, National GCDB Coordinator, FGDC Cadastral Subcommittee Co-Chair
- Randy Johnson, Hennepin County Commissioner, Chair NACO GIS Committee
- Victoria Reinhardt, Ramsey County Commissioner, Chair, MetroGIS Policy Board, member of Minnesota GIS Council, vice chair of the NACO Environment, Energy and Land Use Committee, and member NACO IT Committee
- Kenton C Ward, President, National Association of County Surveyors, Hamilton, IN County Surveyor
- Minnesota's Governor's Council on Geographic Information

b) Johnson applied to serve as a representative of the Regional Government Stakeholder Group. His statement of qualifications was accompanied by endorsements from:

- Kari Craun, Director, National Geospatial Technical Operations Center, U.S. Geological Survey.
- Mark Reichardt, President, Open Geographic Consortium (OGC)
- Ian Masser, President, Global Spatial Data Association 2002-4, President, European Umbrella Organisation for Geographic Information 1999-2003.
- Victoria Reinhardt, MetroGIS Policy Board Chair, Ramsey County Commissioner, and member of the Minnesota Governor's Council and Geographic Information.
- Minnesota Governor's Council on Geographic Information.

### **2. Lawsuit Settled for Now *by Will Craig***

The MAPPS case against the federal government for its contacting practices was dismissed by the US District Court in Alexandria VA on June 14. "The federal court's rejection of the MAPPS lawsuit in this ruling will help ensure that all qualified professionals in the mapping and GIS

communities can fairly compete for government contracts,” said Douglas Richardson, executive director of the AAG.

AAG, URISA, UCGIS, and others had filed an amicus brief in support of the government. According to AAG, an adverse outcome would have effectively excluded everyone but licensed architects, engineers and surveyors from federal government contracts for "mapping" services of every sort and description - not just those mapping services traditionally performed by surveyors. The case was described in the Spring issue of this newsletter.

MAPPS views the decision as based entirely on process and failing to address the legal merits and policy issues. Judge T.S. Ellis’ summary judgment in favor of the government was based on the MAPPS plaintiffs’ failure to “establish that an injury in fact was suffered by the individual surveyors or their firms.” MAPPS public statement says, “The game is not over,” but falls short of outlining next steps.

For more information see <http://www.aag.org/help/links.html>, <http://www.urisa.org/policy>, and <http://www.mapps.org/newsroom.asp>.

T. S. Ellis, III  
United States District Judge  
June 14, 2007

The full decision is posted online for your review: <http://www.urisa.org/policy>.”

#### **F) OTHER NEWS – AUSTRALIAN COURT DECISION**

**From:** "George.Cho" <George.Cho@canberra.edu.au>  
**To:** <[legal-econ@lists.gsdi.org](mailto:legal-econ@lists.gsdi.org)>  
**Date:** 9/6/07 12:39AM  
**Subject:** [GSDI Legal Econ] Surveyors own copyright in Maps and Plans in Australia

##### **Aussie Court decides surveyors own copyright in maps and plans.**

Surveyors own the copyright in the maps and plans they create, the Australian Full Federal Court decided on 5 June 2007. The court rejected a claim by the New South Wales Government that it owned the copyright in the plans surveyors created and registered. Copyright Agency Limited (CAL) Chief Executive Jim Alexander said it was a landmark win for surveyors to have their copyright claim acknowledged.

The court found none of the plans were made under the direction and control of the State of NSW, or first published by the State. Copyright Agency Limited, whose members include surveyors, made an application to the Australian Copyright Tribunal for a determination under ss 183 and 183A of the Copyright Act and it was then referred for a legal decision to the Federal Court. However, the court also decided that the State was authorised to use the registered plans under the statutory and regulatory framework without remuneration for surveyors. It said the entering of data in survey plans on to the States Digital Cadastral Database (DCDB) did not entail a reproduction in the 'copyright' sense.

Therefore any supply electronically by the State of NSW of any part of the DCDB was not a reproduction of the surveyors' copyright. "We are disappointed that despite acknowledging the copyright owned by our surveyor members, the court has implied there is a licence by the government to use the surveyors' works without compensation," Mr Alexander said. "CAL is considering the decision and will decide on our next move in the next few weeks," he said.

Interested readers may download a .pdf from the following site.

<http://www.copyright.com.au/FC%20Judgment%20Lindgren%20Emmett%20Finkelstein%20CAL%20v%20NSW.pdf>



**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**September 12, 2007**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 12:35 p.m.

Members Present: *Academics:* Will Craig (U of M); *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Cities:* Steve Lorbach for Jim Engfer (AMM: core cities - City of St. Paul), *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Randy Knippel (Dakota), David Claypool (Ramsey), Jane Harper (Washington); Jim Bunning for Jim Hentges (Scott), Bill Brown (Hennepin); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Gordon Chinander (Metropolitan Emergency Services Board), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* Chris Cialek for David Arbeit (GDA/LMIC) and (Joella Givens (MN/DOT); and *Utilities:* Jeremy Moore for Allan Radke (CenterPoint Energy).

Members Absent: *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Federal:* Ron Wencil (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *State:* Tim Loesch (DNR); and *Watershed/Water Management Organizations:* Vacant.

Support Staff: Randall Johnson and Jonathan Blake (MetroGIS Staff Support Team)

Visitors: Policy Board Chairperson Victoria Reinhardt (Ramsey County Commissioner); Amanda Nygen (Metropolitan Airports Commission); and Mark Kotz (Metropolitan Council).

Policy Board Chairperson Reinhardt presented a Certificate of Appreciation (Attachment A) to Dave Drealan for his service on the Committee as the Carver County's representative since the Committee was created January 1995. Chairperson Reinhardt read the language on the certificate and thanked Drealan for his service on the Committee. Drealan commented that he continues to support the work of MetroGIS but that a change in his job responsibilities necessitated that he recommend that the County Board appoint Peter Henschel, Carver County GIS Manager, to take his place on the Committee. He mentioned that he will serve as Henschel's the alternate and wished the Committee continued success.

Craig asked Drealan how his resignation might affect the County Data Producers Workgroup, which Drealan has chaired since it was created in 2000. Drealan commented that Randy Knippel has agreed to assume the chairmanship of the workgroup

**2. ACCEPT AGENDA**

Harper moved and Craig seconded to approve the agenda as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Harper moved and Chinander seconded to approve the June 12, 2007 meeting summary, as submitted. Motion carried, ayes all.

**4. POLICY BOARD MEETING:**

Staff Coordinator Johnson provided an overview of the action items at the July 25, 2007 Policy Board meeting. No questions were asked.

**5. ACTION AND DISCUSSION ITEMS**

**a) 2008 – 2011 MetroGIS Business Plan – Final Recommendations**

Chairperson Brown introduced the topic and turned the presentation over to Member Read, who served as Chairperson of the Business Planning Oversight Workgroup.

**(1) Review and Comment on Plan Components**

**(a) Mission Statement**

The first item of discussion was a suggested revision to the “works in progress” mission statement that had been adopted by the Policy Board in April. After some discussion the group concurred that the revisions suggested in the agenda report should not be pursued. However, the group did decide that the term “technology” should be removed from the 2<sup>nd</sup> line and that “Metropolitan Area” should not be capitalized to provide flexibility to interpret the geographic extent of the area serviced by MetroGIS.

**Motion:** Read moved and Harper seconded to recommend the following two changes to the “works in progress” mission statement adopted by the Policy Board at its April 2007 meeting: 1) drop the capitalization of “Metropolitan Area” and 2) drop the word “technology” following “geographic information”. Motion carried ayes all.

**(b) Chapter 8: 2008-2009 Workplan Priorities**

Read introduced this topic summarizing the result of the survey of the Committee members conducted in August, noting that the top 15 activity preferences listed in the handout represented general agreement on importance by the Committee and that there were mixed ratings of importance for many of the other 19 work program candidates. She also noted that the results represent the opinions of 15 individuals and therefore should be used as a guideline for setting priorities.

Read then commented that the Business Planning Oversight Team’s recommended activities for 2008 draw heavily on the priority preferences cited by the Committee but that the workplan for 2008 also includes several “organizational” tasks that the Committee rated as low priorities. In response to question from Craig, Read clarified that work on tasks showing as a lower priority is not precluded if a member wishes to take on a project (e.g. Craig mentioned that he would like to work on implementing the “RAMONA” metadata scheme). The suggested priorities are principally set for the purpose of allocating MetroGIS staff and funding resources. The group concurred that some needs of a given small group of participants will likely differ from the needs of the community, as a whole, and that the listing of priorities in the Business Plan should reflect the shared needs of the larger community.

Harper commented that she is concerned that “building advocacy and awareness” rated so low, noting that sustaining support will require continual efforts to inform stakeholder of the products/procedures made possible via MetroGIS’s efforts. It was agreed that the term “marketing” is viewed differently by and that the meanings of “outreach” and “marketing” are sometimes confused. It was agreed that a case should be made to the Policy Board that “outreach” means making stakeholders aware of MetroGIS’s accomplishments and the potential value to their respective organizations of using/leveraging the existence of the regional solutions to shared needs achieved through MetroGIS’s efforts , particularly among non-traditional users such as public safety. It was also agreed that “marketing” is different and more controversial because it often is seen as focusing on efforts to increase revenue by “selling” something.

During and after an extensive discussion the Committee provided the following direction concerning components of proposed Chapter 8:

**(i) Direction/Decision:** It was agreed that the annual work plan should include an activity(ies) associated with each of the eight major activity areas defined by the Policy Board at the July Board meeting.

(ii) Direction/Decision: Updating of the current MetroGIS “Outreach Plan” should be added as a priority activity for 2008 and that implementation of the updated strategies should be an ongoing activity.

(iii) Direction/Decision: It was acknowledged that efforts in a particular activity area can achieve an activity objective in another area, as such, it was agreed that an attempt should be made to identify all areas affected when measuring performance and communicating work objectives with the Policy Board. Member Read suggested development of a checklist to assist workgroups identify direct and indirect impacts of their activities on other major activity areas as they pursue their charges.

(iv) Direction/Decision: The indication of member preferences regarding willingness to participate on a particular activity is useful information but that citing the actual count would more useful for future project planning than citing the percentage of those expressing an interest.

(v) Direction/Decision: Modify “seek formal endorsement from key stakeholders of the updated Business Plan” to “offer to make presentations to inform key stakeholders of MetroGIS’s current intentions and seek feedback about any concerns that may exist”.

(vi) Direction/Decision: Add the proposal to create a Define Technical Leadership / Shared Application Needs Workgroup to the 2008 activities priorities under the “Optimize Organization” activity area.

(vii) Direction/Decision: Replace the detailed listing of options and pros and cons of each in Chapter 8.4 related to securing additional Technical Leadership/Coordination with an overview statement. The overview statement should cite a general range of options and call for a Technical Leadership Workgroup to be created immediately to investigate these options and recommend a course of action by not later than March 2008. The group also agreed that this Workgroup should also provide/secure the Technical Leadership needed to define MetroGIS’s role relating to addressing shared application needs, again by not later than March 2008.

**(c) Executive Summary**

No additions or modifications were offered.

**(d) Context Setting Components - Chapters 1-6 and Appendices**

No additions or modifications were offered.

**(e) 2008 “Fostering Collaboration” Budget**

Direction/Decision: Delegate to the Business Planning Oversight Team responsibility to refine the proposed 2008 “foster collaboration” budget to reflect the priorities agreed upon by the Committee in the preceding discussion.

**(2) General Recommendation:**

**Motion:** Henry moved and Carlstrom seconded to authorize the Business Planning Oversight Team to carry out the following actions in addition to the direction provided above in Section 5a(1):

- Compile the approved components of the 2008-2011 MetroGIS Business Plan into a complete document, including completion of incomplete appendices and adding missing facts in the context chapters where placeholders have been embedded in the text.
- Offer suggested definitions for terms not as yet defined in the Glossary for comment by the Committee via web-based SharePoint before submitting the final plan to the Policy Board for approval.
- Edit the complete document to improve clarity and correct any formatting inconsistencies, grammar flaws, or other non-content related modifications, as the Team deems appropriate.

- **Present the “final” Plan, including recommended 2008 budget allocations, to the Policy Board for consideration at the Board’s next meeting (October 17, 2007).**

*[Editor’s note: the final recommendation listed in the agenda report was deleted from the Committee’s action because it was addressed in recommendation 5a(1)(b)(v).]*

Motion carried, ayes all.

**b) Applications/Technical Leadership Workgroup**

The Staff Coordinator summarized the proposal to create a workgroup of the Committee charged with two tasks no later than March 2008: 1) define the technical leadership support needed to achieve desired outcomes and strategies defined in the 2008-2011 business plan and 2) provide the technical leadership needed to define MetroGIS’s related to addressing shared application needs.

Gelbmann commented that the term “applications” in general is a wide range of meanings and that it is imperative that the MetroGIS community achieve a common understanding of what is meant by address “shared application” needs. He went on to offer a concept that that sharing can occur on many levels and that a charge to the proposed workgroup is to clearly identify the levels or types of sharing that are possible so that the community can decide which of these levels is appropriate for MetroGIS’s efforts. Gelbmann concluded by stating the workgroup would in effect define a structure from which to accomplish the top new priority activity of “addressing shared application needs”.

Chairperson Brown affirmed that “addressing shared application needs” is among the top work priorities defined by the Committee via the business planning process and that Committee members had also rated this topic among the highest in terms of interest in participating in the solution.

Gelbmann and Read then summarized the suggested strategy outlined in the agenda report, dated September 5, 2007, to define MetroGIS’s role related to addressing shared application needs. The Staff Coordinator noted that the recommended strategy intentionally minimizes the expense and time involved and that the deliverable is intended to serve as a starting place to catalyze action as soon as possible. He also shared that the current proposal includes additional detail about the desired deliverables and anticipated commitments by the participants that were requested when a less defined concept was shared with the Technical Advisory Team (TAT) at its August meeting, in particular centering the process on a facilitated one-day forum through which the bulk of deliverable are expected to be accomplished. The Staff Coordinator concluded his comments by noting that David Brandt, member of the TAT and GIS Coordinator with Washington County, has expressed interest in serving on the proposed workgroup if created by the Committee.

No modifications were offered by the Committee to the process outlined in the agenda report.

**Motion:** Henry moved and Givens seconded that the Committee:

- 1) Create an Applications / Technical Leadership Workgroup.
- 2) Direct the Workgroup to begin to implement the proposal defined in the agenda report, dated September 5, 2007, beginning immediately, and to share their efforts with the Policy Board at the October meeting

Motion carried, ayes all.

Member Bitner volunteered to serve on the newly created Applications / Technical Leadership Workgroup. Gelbmann commented that he will also ask someone from the Council’s GIS Unit to serve on the Workgroup. Staff Coordinator Johnson stated that he would set up a meeting with the volunteers to identify 3-4 additional candidates to serve on the workgroup.

**c) Regional Address Point Database – Next Steps**

Mark Kotz, lead staff to the Address Workgroup, provided an overview of the Workgroup's efforts to finalize a recommended course of action to achieve a Regional Address Points (Occupiable Units) Database. His comments included: a brief overview of vision for a regional Address Points dataset adopted by the Policy Board in April 2005; the database design is based upon a national standard that is close to adoption; the Web Application Viability Assessment completed this past summer demonstrated that the vision is viable and that there is sufficient support (at least 21 cities are expected to initially participate) to proceed with development of a web-based application for the purpose of assisting local address authorities directly participate in the ongoing maintenance of the proposed regional dataset; all seven counties have expressed interest in having access to address point data; and three metro area counties are in the midst of piloting a web-based application and cooperating with MetroGIS to achieve objectives established by the broader community.

Kotz then shared two main points for comment and direction. The first is that the vision calls for the regional dataset to be "updated frequently", which the Workgroup has interpreted to mean daily because the public safety community is a primary driver of the information need. He commented that this is standard involved a technical challenge that the Workgroup believes warrants the required effort. None of the Committee members disagreed.

The second discussion point is that candidate organizations (LMIC, Mn Dept of Revenue, Mn Dept of Public Safety, Metropolitan Emergency Services Board, and Metropolitan Council) have been identified to serve in the role of regional custodian but no organization has accepted this role, in large part, because the responsibilities have not been sufficiently defined to enable an evaluation of the level of effort that would be involved. As an interim measure, to keep the vision moving forward, Kotz shared that the Metropolitan Council GIS Unit has agreed to a limited custodian role involving updates on a monthly or quarterly basis.

Kotz then commented that the Workgroup is proposing a collaborative venture with Carver County's Information Systems and GIS Departments to undertake a "synchronization of data" study to provide more insight into the level of effort involved. Kotz commented that Carver County has defined an internal need for this study and has agreed to expand the scope to address questions related to the regional solution. He explained that the Workgroup is requesting \$10,000 to fund the expanded scope, noting that the results of the entire study (\$20,000) would likely have value to the regional solution as well. Kotz closed his comments by noting that the Workgroup does not possess the technical expertise needed to carry out this study and that leveraging Carver County's expertise and willingness to collaborate is a cost effective way to obtain the information needed to move the vision forward.

Chairperson Brown asked for clarification of what is meant by "data synchronization". Kotz responded by commenting that the regional dataset will be comprised of data produced by many address authorities. The desired daily assimilation process will require development of an automated process capable of effectively distinguishing between new, modified, and deleted address records in an environment of multiple data formats and platforms. The proposed study would define this process and the related organizational/custodial roles required to support the process. A key deliverable will be an interchange standard to allow the system(s) to identify the true/correct update. Kotz clarified that the results of this study will not replace the need for an application to actually edit the data.

Vander Schaaf asked for clarification of the reason to suggest the name change from Occupiable Units to Address Points. Kotz responded that no changes are suggested to the scope and that the proposed name better communicates the deliverable among individuals who produce the desired data. The Committee concurred that the proposed change is warranted.

Harper asked if a marketing effort has been included as a next step. Kotz stated that the need of outreach to local addressing authorities is understood but that the Workgroup does not intend to put much thought into the specifics until the application and custodial procedures are nearing completion.

Chairperson Brown asked about the long term timeline and deliverables associated with the project, e.g., what's next following the proposed "synchronization of data" study? Kotz responded that given the positive results of the viability assessment completed in this past July, that the Workgroup believes that if the requested study provides the information needed to overcome the technical changes identified thus far, which it believes will be the case, that implementation would begin but that the geographic extent to the data would grow over time from the base of 21 producers expected to participate initially. The Staff Coordinator added that the funding requested is targeted to Research and Development opportunities such as this where additional knowledge is needed to decide and or refine next steps. Committee members concurred that this proposal aptly falls into the Research and Development project category for which the funds are intended.

Harper commented that if the desired Regional Address Points Dataset were available now that the counties and cities in the region that are currently responding to a request from the U.S Census Bureau would be having a much easier time with the request. Pursuing the development of this dataset now, while the need for the data is understood, should provide added incentive and support. And, assuming the project is successful; MetroGIS would also have another accomplishment that demonstrates its value to the stakeholders.

Wakefield asked how the local address authority / producers will be able to obtain and use the data they provide to the regional dataset. Kotz commented that this has been a key topic of discussion throughout the assessment of viability, as the Workgroup clearly understands that facilitating local producer use of the data they provide is needed to provide sufficient incentive to achieve their participation in the first place. He mentioned the ideas for functionality to include in the proposed Web-Editing Application have been requested from the local producers to achieve this need and that these opportunities are expected to expand once the application is operational.

Knippel concurred that the proposed study is consistent with the intent of the funding to seek out information needed to refine policies and proposals, in this case, define custodial responsibilities so that a more definitive proposal can be shared with each of the candidate for the role of regional custodian. He acknowledged that no further tangible progress can be made to achieve the vision of a regional Address Points Dataset and until an organization(s) accept responsibly for the role of regional custodian, which will not happen until they understand the level of effort involved.

Chairperson Brown asked if Workgroup is aware of whether the subject "synchronization of data" procedures might have been developed elsewhere. Kotz responded buy stating that although a formal research has not been conducted none of the Workgroup members is aware of work elsewhere that would be applicable mainly because the proposed solution would be based upon the emerging National Address Standard. The Committee concurred that given the amount of funding involved, research of efforts elsewhere should be investigate and that the investigation should be via three sources – NSGIC (Craig contact), NACO ( Claypool contact), and NENA (Chinander contact). Kotz agreed to draft a summary of the proposal and a request for information about any similar project to be circulated by each of the three contacts.

Claypool added that a window of opportunity may also exist to leverage related current initiatives at the federal level.

No modifications were offered by the Committee to the draft technical and organization components for a Regional Address Points Dataset, other than to make the proposal subject to research to insure that the desired deliverable has not been developed elsewhere and is available for less than the proposed \$10,000 for the purposes required to achieve the adopted vision. The Workgroup was

directed to submit the findings of its research to the Staff Coordinator, who was asked to share this information with the Committee via email. Staff and Chairperson Brown were directed to conduct an e-vote regarding the continued support of the current proposal if another viable option is discovered.

The members also did not offer any direction related to attracting one or more organizations to fulfill the regional custodian role other than concurring that the proposed study is needed to define the level of effort involved.

**Motion:** Henry moved and Wakefield seconded to that the Coordinating Committee:

- 1) Endorse continued effort to implement a regional name “Occupiable Units” database, change the name from “Occupiable Units” to “Address Points”, and further refine custodial roles and responsibilities.
- 2) Endorse the work by Carver, Scott and Hennepin Counties as a means to accomplish development of a first-generation shared Address Points Online Maintenance Tool.
- 3) Recommend that the Policy Board approve funding of \$10,000 from MetroGIS’s Special Projects funds to supplement Carver County in developing a working example of a synchronization mechanism that works with the online maintenance application that is in development, subject to contacting officials affiliated with the NSGIC, NENA, and NaCO to insure that the desired deliverables do not exist and can be obtained for less than \$10,000.

Motion carried, ayes all.

**d) 2006 Regional GIS Project Update: Service Broker Project**

Christopher Cialek provided an update on progress made with Service Broker Project funded with 2006 Regional GIS Project funds. He commented that the project is moving along even though the progress has been slowed by an effort to align the design with standards that are emerging at the national and international levels. He noted that the proposed catalog of services will be dependant upon these standards. A draft of the catalog is expected to be shared with the workgroup for testing the week of September 17. Project completion is expected to occur in November.

Committee members asked if they review and comment on the draft web-site during its testing. Cialek agreed to send the URL to the Staff Coordinator to share with Committee members. He also cautioned that the catalog tool is only as good as the information searchable within it and stated that a marketing element will be needed as part of the roll out.

**e) GIS Demonstration for October 2007 Policy Board Meeting**

The Staff Coordinator noted that at the June meeting the Committee recommended two presentations for the July Board meeting and that Chairperson Reinhardt asked for the presentation about the Metropolitan Mosquito Control District’s (MMCD) use of GIS technology to be postponed to the October meeting. Read agreed to make this presentation at the October meeting if the Committee so desired. The MMCD presentation involves a web-based application that runs on the regional parcel dataset.

There was some discussion about counties providing updates on their GIS activities but in the end it was agreed that the MMCD’s application-related presentation would be more well suited for the October meeting as it to precede discussion of the proposed Business Plan in which addressing shared application needs is a proposed top priority action item.

Carlstrom offered to collaborate on a presentation with the State Demographer for the January Policy Board meeting about how school districts are using the Regional Parcel Dataset to support decision making.

**Motion:**

Henry moved and Craig seconded that the Coordinating Committee recommend dual-topic proposal of the MMCD's Mapping Application and the Metropolitan Council's new "Maps" as a GIS Technology demonstration for the October 2007 Policy Board Meeting. Motion carried, ayes all.

**f) Committee Vice-Chairperson Vacancy**

The group concurred that that election of new vice-chairperson should be postponed until the December meeting at which the election of officers for 2008 is scheduled to occur.

**g) Anomaly Report – Quarterly Performance Measurement Report**

The Staff Coordinator commented that the Christopher Kline had prepared this report but was unable to attend this meeting to respond to any questions the members may have. Knippel asked about the ability to determine who is downloading data that are not licensed. The Staff Coordinator commented that the services provided by Quova for 2005 and 2006 are not longer available due to issues with the way IP addresses are processed by the firewall used by the Metropolitan Council for the serve that is used to host DataFinder. Knippel offered to manually key in the IPs with the most activity as an alternative the services provided by Quova. The Staff Coordinator agreed to speak with Kline about the issues with the IPs precluding use of Quova's services.

**h) Should a Description of MetroGIS be Added to Wikipedia?**

The group concurred that an entry for MetroGIS should be added to Wikipedia and that the language of the entity as proposed in the agenda report should be used for the entry, subject to changing "seven-county, Minneapolis-St. Paul" to "Twin Cities".

In response to a comment from Bitner, all acknowledged that the submitted content may change given the nature of the site but that an important component will be the link to the source (e.g., [www.metrogis.org](http://www.metrogis.org) ).

**i) Debriefing on GIS Involvement in Response to the I-35W Bridge Collapse**

Read summarized her suggestion to host a debriefing about how GIS resources were utilized in the response to the I-35W Bridge Collapse. The members concurred this would be a good idea. Chinander suggested that Paul Weinberger with Minneapolis and Dan Ross with MnDOT be invited. Given commented that she and Ross will be giving a presentation at the State GIS/LIS Conference and that she would be willing to follow-up after the conference to participate in the proposed debriefing.

Claypool commented that Ramsey County ran into an issue with access to imagery that he would like to resolve as part of the knowledge sharing that will hopefully occur as part of the proposed debriefing. All concurred that the proposed debriefing could be used as an effective jumping off point for pursuing ways to better connect the GIS community with the Emergency Planning and Response communities.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Chinander moved and Craig seconded to adjourn the meeting at 3:30 p.m.



Approved On  
December 18, 2007

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator  
*and*

Chris Kline  
MetroGIS Administrative Technician



## *CERTIFICATE OF APPRECIATION*

**Presented to**

**David Drealan**

**Carver County**

Thank you for your invaluable contributions to the development and realization of the MetroGIS vision. You distinguished yourself as a willing and active participant of the MetroGIS Coordinating Committee from January 1996 to September 2007.

Your dedication to acceptance of Geographic Information Systems (GIS) technology as a standard business tool of government throughout the seven-county Twin Cities Metropolitan Area has helped to bring together the MetroGIS stakeholder community to improve the way we share and use geospatial information.

On behalf of the MetroGIS community, thank you for your valued contributions and we wish you the best in your next endeavors.

*September 2007*

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**Bill Brown, Chair**  
MetroGIS Coordinating Committee

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**Victoria Reinhardt, Chair**  
MetroGIS Policy Board

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**Randall Johnson, AICP**  
MetroGIS Staff Coordinator

**December 18, 2007****Minnesota Counties Insurance Trust (MCIT) Building****100 Empire Dr., St. Paul, MN***(North of Capitol Building about ½-mile and west of Jackson Street on Empire)***1:00 to 3:30 p.m. (extend if needed)*****See directory in lobby for meeting room location***

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<b>1. Call to Order</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) September 12, 2007	<i>action</i> <b>1</b>
<b>4. Summary of October 17 Policy Board Meeting</b>	<b>11</b>
<b>5. Action and Discussion Items:</b>	
a) Recap of Approved 2008 Major Program Objectives	<b>13</b>
b) Election of Committee Officers for 2008	<i>action</i> <b>27</b>
c) 2007 Accomplishments Report	<i>action</i> <b>31</b>
d) 2007 Performance Measures Annual Report	<i>action</i> <b>37</b>
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f) Proposed Modifications to Outreach Plan	<i>action</i> <b>55</b>
g) Proposed Leadership Succession Plan Components	<i>action</i> <b>59</b>
h) GIS Demonstration for January Policy Board meeting	<i>action</i> <b>63</b>
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March XX, 2008	
<b>9. Adjourn</b>	

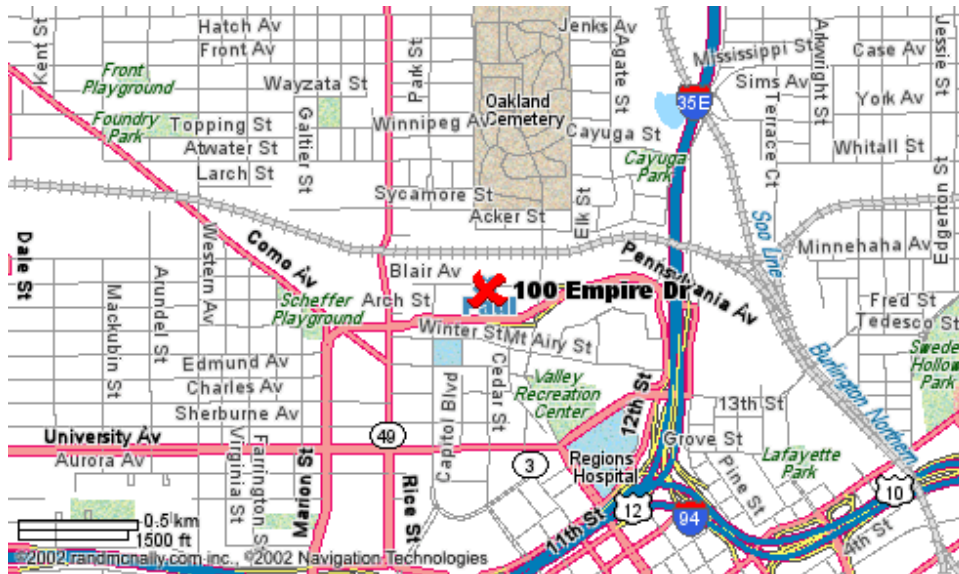
**Mission Statement**

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

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**September 12, 2007**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 12:35 p.m.

Members Present: *Academics:* Will Craig (U of M); *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Cities:* Steve Lorbach for Jim Engfer (AMM: core cities - City of St. Paul), *Counties:* John Slusarczyk (Anoka), Dave Drealan (Carver), Randy Knippel (Dakota), David Claypool (Ramsey), Jane Harper (Washington); Jim Bunning for Jim Hentges (Scott), Bill Brown (Hennepin); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Gordon Chinander (Metropolitan Emergency Services Board), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* Chris Cialek for David Arbeit (GDA/LMIC) and (Joella Givens (MN/DOT); and *Utilities:* Jeremy Moore for Allan Radke (CenterPoint Energy).

Members Absent: *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Federal:* Ron Wencil (USGS); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); *State:* Tim Loesch (DNR); and *Watershed/Water Management Organizations:* Vacant.

Support Staff: Randall Johnson and Jonathan Blake (MetroGIS Staff Support Team)

Visitors: Policy Board Chairperson Victoria Reinhardt (Ramsey County Commissioner); Amanda Nygen (Metropolitan Airports Commission); and Mark Kotz (Metropolitan Council).

Policy Board Chairperson Reinhardt presented a Certificate of Appreciation (Attachment A) to Dave Drealan for his service on the Committee as the Carver County's representative since the Committee was created January 1995. Chairperson Reinhardt read the language on the certificate and thanked Drealan for his service on the Committee. Drealan commented that he continues to support the work of MetroGIS but that a change in his job responsibilities necessitated that he recommend that the County Board appoint Peter Henschel, Carver County GIS Manager, to take his place on the Committee. He mentioned that he will serve as Henschel's the alternate and wished the Committee continued success.

Craig asked Drealan how his resignation might affect the County Data Producers Workgroup, which Drealan has chaired since it was created in 2000. Drealan commented that Randy Knippel has agreed to assume the chairmanship of the workgroup

**2. ACCEPT AGENDA**

Harper moved and Craig seconded to approve the agenda as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Harper moved and Chinander seconded to approve the June 12, 2007 meeting summary, as submitted. Motion carried, ayes all.

**4. POLICY BOARD MEETING:**

Staff Coordinator Johnson provided an overview of the action items at the July 25, 2007 Policy Board meeting. No questions were asked.

**5. ACTION AND DISCUSSION ITEMS**

**a) 2008 – 2011 MetroGIS Business Plan – Final Recommendations**

Chairperson Brown introduced the topic and turned the presentation over to Member Read, who served as Chairperson of the Business Planning Oversight Workgroup.

### **(1) Review and Comment on Plan Components**

#### **(a) Mission Statement**

The first item of discussion was a suggested revision to the “works in progress” mission statement that had been adopted by the Policy Board in April. After some discussion the group concurred that the revisions suggested in the agenda report should not be pursued. However, the group did decide that the term “technology” should be removed from the 2<sup>nd</sup> line and that “Metropolitan Area” should not be capitalized to provide flexibility to interpret the geographic extent of the area serviced by MetroGIS.

**Motion:** Read moved and Harper seconded to recommend the following two changes to the “works in progress” mission statement adopted by the Policy Board at its April 2007 meeting: 1) drop the capitalization of “Metropolitan Area” and 2) drop the word “technology” following “geographic information”. Motion carried ayes all.

#### **(b) Chapter 8: 2008-2009 Workplan Priorities**

Read introduced this topic summarizing the result of the survey of the Committee members conducted in August, noting that the top 15 activity preferences listed in the handout represented general agreement on importance by the Committee and that there were mixed ratings of importance for many of the other 19 work program candidates. She also noted that the results represent the opinions of 15 individuals and therefore should be used as a guideline for setting priorities.

Read then commented that the Business Planning Oversight Team’s recommended activities for 2008 draw heavily on the priority preferences cited by the Committee but that the workplan for 2008 also includes several “organizational” tasks that the Committee rated as low priorities. In response to question from Craig, Read clarified that work on tasks showing as a lower priority is not precluded if a member wishes to take on a project (e.g. Craig mentioned that he would like to work on implementing the “ROMANA” metadata scheme). The suggested priorities are principally set for the purpose of allocating MetroGIS staff and funding resources. The group concurred that some needs of a given small group of participants will likely differ from the needs of the community, as a whole, and that the listing of priorities in the Business Plan should reflect the shared needs of the larger community.

Harper commented that she is concerned that “building advocacy and awareness” rated so low, noting that sustaining support will require continual efforts to inform stakeholder of the products/procedures made possible via MetroGIS’s efforts. It was agreed that the term “marketing” is viewed differently by and that the meanings of “outreach” and “marketing” are sometimes confused. It was agreed that a case should be made to the Policy Board that “outreach” means making stakeholders aware of MetroGIS’s accomplishments and the potential value to their respective organizations of using/leveraging the existence of the regional solutions to shared needs achieved through MetroGIS’s efforts, particularly among non-traditional users such as public safety. It was also agreed that “marketing” is different and more controversial because it often is seen as focusing on efforts to increase revenue by “selling” something.

During and after an extensive discussion the Committee provided the following direction concerning components of proposed Chapter 8:

**(i) Direction/Decision:** It was agreed that the annual work plan should include an activity(ies) associated with each of the eight major activity areas defined by the Policy Board at the July Board meeting.

(ii) Direction/Decision: Updating of the current MetroGIS “Outreach Plan” should be added as a priority activity for 2008 and that implementation of the updated strategies should be an ongoing activity.

(iii) Direction/Decision: It was acknowledged that efforts in a particular activity area can achieve an activity objective in another area, as such, it was agreed that an attempt should be made to identify all areas affected when measuring performance and communicating work objectives with the Policy Board. Member Read suggested development of a checklist to assist workgroups identify direct and indirect impacts of their activities on other major activity areas as they pursue their charges.

(iv) Direction/Decision: The indication of member preferences regarding willingness to participate on a particular activity is useful information but that citing the actual count would be more useful for future project planning than citing the percentage of those expressing an interest.

(v) Direction/Decision: Modify “seek formal endorsement from key stakeholders of the updated Business Plan” to “offer to make presentations to inform key stakeholders of MetroGIS’s current intentions and seek feedback about any concerns that may exist”.

(vi) Direction/Decision: Add the proposal to create a Define Technical Leadership / Shared Application Needs Workgroup to the 2008 activities priorities under the “Optimize Organization” activity area.

(vii) Direction/Decision: Replace the detailed listing of options and pros and cons of each in Chapter 8.4 related to securing additional Technical Leadership/Coordination with an overview statement. The overview statement should cite a general range of options and call for a Technical Leadership Workgroup to be created immediately to investigate these options and recommend a course of action by not later than March 2008. The group also agreed that this Workgroup should also provide/secure the Technical Leadership needed to define MetroGIS’s role relating to addressing shared application needs, again by not later than March 2008.

**(c) Executive Summary**

No additions or modifications were offered.

**(d) Context Setting Components - Chapters 1-6 and Appendices**

No additions or modifications were offered.

**(e) 2008 “Fostering Collaboration” Budget**

Direction/Decision: Delegate to the Business Planning Oversight Team responsibility to refine the proposed 2008 “foster collaboration” budget to reflect the priorities agreed upon by the Committee in the preceding discussion.

**(2) General Recommendation:**

**Motion:** Henry moved and Carlstrom seconded to authorize the Business Planning Oversight Team to carry out the following actions in addition to the direction provided above in Section 5a(1):

- Compile the approved components of the 2008-2011 MetroGIS Business Plan into a complete document, including completion of incomplete appendices and adding missing facts in the context chapters where placeholders have been embedded in the text.
- Offer suggested definitions for terms not as yet defined in the Glossary for comment by the Committee via web-based SharePoint before submitting the final plan to the Policy Board for approval.
- Edit the complete document to improve clarity and correct any formatting inconsistencies, grammar flaws, or other non-content related modifications, as the Team deems appropriate.

- **Present the “final” Plan, including recommended 2008 budget allocations, to the Policy Board for consideration at the Board’s next meeting (October 17, 2007).**

*[Editor’s note: the final recommendation listed in the agenda report was deleted from the Committee’s action because it was addressed in recommendation 5a(1)(b)(v).]*

Motion carried, ayes all.

**b) Applications/Technical Leadership Workgroup**

The Staff Coordinator summarized the proposal to create a workgroup of the Committee charged with two tasks no later than March 2008: 1) define the technical leadership support needed to achieve desired outcomes and strategies defined in the 2008-2011 business plan and 2) provide the technical leadership needed to define MetroGIS’s related to addressing shared application needs.

Gelbmann commented that the term “applications” in general is a wide range of meanings and that it is imperative that the MetroGIS community achieve a common understanding of what is meant by address “shared application” needs. He went on to offer a concept that that sharing can occur on many levels and that a charge to the proposed workgroup is to clearly identify the levels or types of sharing that are possible so that the community can decide which of these levels is appropriate for MetroGIS’s efforts. Gelbmann concluded by stating the workgroup would in effect define a structure from which to accomplish the top new priority activity of “addressing shared application needs”.

Chairperson Brown affirmed that “addressing shared application needs” is among the top work priorities defined by the Committee via the business planning process and that Committee members had also rated this topic among the highest in terms of interest in participating in the solution.

Gelbmann and Read then summarized the suggested strategy outlined in the agenda report, dated September 5, 2007, to define MetroGIS’s role related to addressing shared application needs. The Staff Coordinator noted that the recommended strategy intentionally minimizes the expense and time involved and that the deliverable is intended to serve as a starting place to catalyze action as soon as possible. He also shared that the current proposal includes additional detail about the desired deliverables and anticipated commitments by the participants that were requested when a less defined concept was shared with the Technical Advisory Team (TAT) at its August meeting, in particular centering the process on a facilitated one-day forum through which the bulk of deliverable are expected to be accomplished. The Staff Coordinator concluded his comments by noting that David Brandt, member of the TAT and GIS Coordinator with Washington County, has expressed interest in serving on the proposed workgroup if created by the Committee.

No modifications were offered by the Committee to the process outlined in the agenda report.

**Motion:** Henry moved and Givens seconded that the Committee:

- 1) Create an Applications / Technical Leadership Workgroup.
- 2) Direct the Workgroup to begin to implement the proposal defined in the agenda report, dated September 5, 2007, beginning immediately, and to share their efforts with the Policy Board at the October meeting

Motion carried, ayes all.

Member Bitner volunteered to serve on the newly created Applications / Technical Leadership Workgroup. Gelbmann commented that he will also ask someone from the Council’s GIS Unit to serve on the Workgroup. Staff Coordinator Johnson stated that he would set up a meeting with the volunteers to identify 3-4 additional candidates to serve on the workgroup.



**c) Regional Address Point Database – Next Steps**

Mark Kotz, lead staff to the Address Workgroup, provided an overview of the Workgroup's efforts to finalize a recommended course of action to achieve a Regional Address Points (Occupiable Units) Database. His comments included: a brief overview of vision for a regional Address Points dataset adopted by the Policy Board in April 2005; the database design is based upon a national standard that is close to adoption; the Web Application Viability Assessment completed this past summer demonstrated that the vision is viable and that there is sufficient support (at least 21 cities are expected to initially participate) to proceed with development of a web-based application for the purpose of assisting local address authorities directly participate in the ongoing maintenance of the proposed regional dataset; all seven counties have expressed interest in having access to address point data; and three metro area counties are in the midst of piloting a web-based application and cooperating with MetroGIS to achieve objectives established by the broader community.

Kotz then shared two main points for comment and direction. The first is that the vision calls for the regional dataset to be "updated frequently", which the Workgroup has interpreted to mean daily because the public safety community is a primary driver of the information need. He commented that this is standard involved a technical challenge that the Workgroup believes warrants the required effort. None of the Committee members disagreed.

The second discussion point is that candidate organizations (LMIC, Mn Dept of Revenue, Mn Dept of Public Safety, Metropolitan Emergency Services Board, and Metropolitan Council) have been identified to serve in the role of regional custodian but no organization has accepted this role, in large part, because the responsibilities have not been sufficiently defined to enable an evaluation of the level of effort that would be involved. As an interim measure, to keep the vision moving forward, Kotz shared that the Metropolitan Council GIS Unit has agreed to a limited custodian role involving updates on a monthly or quarterly basis.

Kotz then commented that the Workgroup is proposing a collaborative venture with Carver County's Information Systems and GIS Departments to undertake a "synchronization of data" study to provide more insight into the level of effort involved. Kotz commented that Carver County has defined an internal need for this study and has agreed to expand the scope to address questions related to the regional solution. He explained that the Workgroup is requesting \$10,000 to fund the expanded scope, noting that the results of the entire study (\$20,000) would likely have value to the regional solution as well. Kotz closed his comments by noting that the Workgroup does not possess the technical expertise needed to carry out this study and that leveraging Carver County's expertise and willingness to collaborate is a cost effective way to obtain the information needed to move the vision forward.

Chairperson Brown asked for clarification of what is meant by "data synchronization". Kotz responded by commenting that the regional dataset will be comprised of data produced by many address authorities. The desired daily assimilation process will require development of an automated process capable of effectively distinguishing between new, modified, and deleted address records in an environment of multiple data formats and platforms. The proposed study would define this process and the related organizational/custodial roles required to support the process. A key deliverable will be an interchange standard to allow the system(s) to identify the true/correct update. Kotz clarified that the results of this study will not replace the need for an application to actually edit the data.

Vander Schaaf asked for clarification of the reason to suggest the name change from Occupiable Units to Address Points. Kotz responded that no changes are suggested to the scope and that the proposed name better communicates the deliverable among individuals who produce the desired data. The Committee concurred that the proposed change is warranted.

Harper asked if a marketing effort has been included as a next step. Kotz stated that the need of outreach to local addressing authorities is understood but that the Workgroup does not intend to put much thought into the specifics until the application and custodial procedures are nearing completion.

Chairperson Brown asked about the long term timeline and deliverables associated with the project, e.g., what's next following the proposed "synchronization of data" study? Kotz responded that given the positive results of the viability assessment completed in this past July, that the Workgroup believes that if the requested study provides the information needed to overcome the technical changes identified thus far, which it believes will be the case, that implementation would begin but that the geographic extent to the data would grow over time from the base of 21 producers expected to participate initially. The Staff Coordinator added that the funding requested is targeted to Research and Development opportunities such as this where additional knowledge is needed to decide and or refine next steps. Committee members concurred that this proposal aptly falls into the Research and Development project category for which the funds are intended.

Harper commented that if the desired Regional Address Points Dataset were available now that the counties and cities in the region that are currently responding to a request from the U.S Census Bureau would be having a much easier time with the request. Pursuing the development of this dataset now, while the need for the data is understood, should provide added incentive and support. And, assuming the project is successful; MetroGIS would also have another accomplishment that demonstrates its value to the stakeholders.

Wakefield asked how the local address authority / producers will be able to obtain and use the data they provide to the regional dataset. Kotz commented that this has been a key topic of discussion throughout the assessment of viability, as the Workgroup clearly understands that facilitating local producer use of the data they provide is needed to provide sufficient incentive to achieve their participation in the first place. He mentioned the ideas for functionality to include in the proposed Web-Editing Application have been requested from the local producers to achieve this need and that these opportunities are expected to expand once the application is operational.

Knippel concurred that the proposed study is consistent with the intent of the funding to seek out information needed to refine policies and proposals, in this case, define custodial responsibilities so that a more definitive proposal can be shared with each of the candidate for the role of regional custodian. He acknowledged that no further tangible progress can be made to achieve the vision of a regional Address Points Dataset and until an organization(s) accept responsibly for the role of regional custodian, which will not happen until they understand the level of effort involved.

Chairperson Brown asked if Workgroup is aware of whether the subject "synchronization of data" procedures might have been developed elsewhere. Kotz responded buy stating that although a formal research has not been conducted none of the Workgroup members is aware of work elsewhere that would be applicable mainly because the proposed solution would be based upon the emerging National Address Standard. The Committee concurred that given the amount of funding involved, research of efforts elsewhere should be investigate and that the investigation should be via three sources – NSGIC (Craig contact), NACO ( Claypool contact), and NENA (Chinander contact). Kotz agreed to draft a summary of the proposal and a request for information about any similar project to be circulated by each of the three contacts.

Claypool added that a window of opportunity may also exist to leverage related current initiatives at the federal level.

No modifications were offered by the Committee to the draft technical and organization components for a Regional Address Points Dataset, other than to make the proposal subject to research to insure that the desired deliverable has not been developed elsewhere and is available for less than the proposed \$10,000 for the purposes required to achieve the adopted vision. The Workgroup was

directed to submit the findings of its research to the Staff Coordinator, who was asked to share this information with the Committee via email. Staff and Chairperson Brown were directed to conduct an e-vote regarding the continued support of the current proposal if another viable option is discovered.

The members also did not offer any direction related to attracting one or more organizations to fulfill the regional custodian role other than concurring that the proposed study is needed to define the level of effort involved.

**Motion:** Henry moved and Wakefield seconded to that the Coordinating Committee:

- 1) Endorse continued effort to implement a regional name “Occupiable Units” database, change the name from “Occupiable Units” to “Address Points”, and further refine custodial roles and responsibilities.
- 2) Endorse the work by Carver, Scott and Hennepin Counties as a means to accomplish development of a first-generation shared Address Points Online Maintenance Tool.
- 3) Recommend that the Policy Board approve funding of \$10,000 from MetroGIS’s Special Projects funds to supplement Carver County in developing a working example of a synchronization mechanism that works with the online maintenance application that is in development, subject to contacting officials affiliated with the NSGIC, NENA, and NaCO to insure that the desired deliverables do not exist and can be obtained for less than \$10,000.

Motion carried, ayes all.

**d) 2006 Regional GIS Project Update: Service Broker Project**

Christopher Cialek provided an update on progress made with Service Broker Project funded with 2006 Regional GIS Project funds. He commented that the project is moving along even though the progress has been slowed by an effort to align the design with standards that are emerging at the national and international levels. He noted that the proposed catalog of services will be dependant upon these standards. A draft of the catalog is expected to be shared with the workgroup for testing the week of September 17. Project completion is expected to occur in November.

Committee members asked if they review and comment on the draft web-site during its testing. Cialek agreed to send the URL to the Staff Coordinator to share with Committee members. He also cautioned that the catalog tool is only as good as the information searchable within it and stated that a marketing element will be needed as part of the roll out.

**e) GIS Demonstration for October 2007 Policy Board Meeting**

The Staff Coordinator noted that at the June meeting the Committee recommended two presentations for the July Board meeting and that Chairperson Reinhardt asked for the presentation about the Metropolitan Mosquito Control District’s (MMCD) use of GIS technology to be postponed to the October meeting. Read agreed to make this presentation at the October meeting if the Committee so desired. The MMCD presentation involves a web-based application that runs on the regional parcel dataset.

There was some discussion about counties providing updates on their GIS activities but in the end it was agreed that the MMCD’s application-related presentation would be more well suited for the October meeting as it to precede discussion of the proposed Business Plan in which addressing shared application needs is a proposed top priority action item.

Carlstrom offered to collaborate on a presentation with the State Demographer for the January Policy Board meeting about how school districts are using the Regional Parcel Dataset to support decision making.

**Motion:**

Henry moved and Craig seconded that the Coordinating Committee recommend dual-topic proposal of the MMCD's Mapping Application and the Metropolitan Council's new "Maps" as a GIS Technology demonstration for the October 2007 Policy Board Meeting. Motion carried, ayes all.

**f) Committee Vice-Chairperson Vacancy**

The group concurred that that election of new vice-chairperson should be postponed until the December meeting at which the election of officers for 2008 is scheduled to occur.

**g) Anomaly Report – Quarterly Performance Measurement Report**

The Staff Coordinator commented that the Christopher Kline had prepared this report but was unable to attend this meeting to respond to any questions the members may have. Knippel asked about the ability to determine who is downloading data that are not licensed. The Staff Coordinator commented that the services provided by Quova for 2005 and 2006 are not longer available due to issues with the way IP addresses are processed by the firewall used by the Metropolitan Council for the serve that is used to host DataFinder. Knippel offered to manually key in the IPs with the most activity as an alternative the services provided by Quova. The Staff Coordinator agreed to speak with Kline about the issues with the IPs precluding use of Quova's services.

**h) Should a Description of MetroGIS be Added to Wikipedia?**

The group concurred that an entry for MetroGIS should be added to Wikipedia and that the language of the entity as proposed in the agenda report should be used for the entry, subject to changing "seven-county, Minneapolis-St. Paul" to "Twin Cities".

In response to a comment from Bitner, all acknowledged that the submitted content may change given the nature of the site but that an important component will be the link to the source (e.g., [www.metrogis.org](http://www.metrogis.org)).

**i) Debriefing on GIS Involvement in Response to the I-35W Bridge Collapse**

Read summarized her suggestion to host a debriefing about how GIS resources were utilized in the response to the I-35W Bridge Collapse. The members concurred this would be a good idea. Chinander suggested that Paul Weinberger with Minneapolis and Dan Ross with MnDOT be invited. Given commented that she and Ross will be giving a presentation at the State GIS/LIS Conference and that she would be willing to follow-up after the conference to participate in the proposed debriefing.

Claypool commented that Ramsey County ran into an issue with access to imagery that he would like to resolve as part of the knowledge sharing that will hopefully occur as part of the proposed debriefing. All concurred that the proposed debriefing could be used as an effective jumping off point for pursuing ways to better connect the GIS community with the Emergency Planning and Response communities.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Chinander moved and Craig seconded to adjourn the meeting at 3:30 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator  
*and*

Chris Kline  
MetroGIS Administrative Technician

DRAFT



# CERTIFICATE OF APPRECIATION

Presented to

**David Drealan**

**Carver County**

Thank you for your invaluable contributions to the development and realization of the MetroGIS vision. You distinguished yourself as a willing and active participant of the MetroGIS Coordinating Committee from January 1996 to September 2007.

Your dedication to acceptance of Geographic Information Systems (GIS) technology as a standard business tool of government throughout the seven-county Twin Cities Metropolitan Area has helped to bring together the MetroGIS stakeholder community to improve the way we share and use geospatial information.

On behalf of the MetroGIS community, thank you for your valued contributions and we wish you the best in your next endeavors.

*September 2007*

**Bill Brown, Chair**  
MetroGIS Coordinating Committee

**Victoria Reinhardt, Chair**  
MetroGIS Policy Board

**Randall Johnson, AICP**  
MetroGIS Staff Coordinator



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Summary of October 2007 Policy Board Meeting  
**DATE:** November 21, 2007  
(For the Dec. 18<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on October 17<sup>th</sup>. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/index.shtml#agendas\\_minutes](http://www.metrogis.org/teams/pb/index.shtml#agendas_minutes) for the discussion points.

**1. GIS Technology Demonstration: Web maps open government to citizens - Metropolitan Mosquito Control District (MMCD).** The MMCD's website that leverages the regional parcel dataset was demonstrated for the Board. The presentation touched on the importance of the GeoMoose software to the MMCD's ability to cost effectively implement the subject website and the improvements in communication with the MMCD's constituents as a result of the subject website.

### **2. 2008-2011 MetroGIS Business Plan and 2008 Program Objectives**

The Policy Board unanimously adopted the next generation Business Plan, as recommended by the Committee at its September meeting, including modifications to the "works in progress" mission statement, clarification of the objectives of the Outreach Plan to focus on "outreach and identification of opportunities", program objectives/operation plan components, and the top two priorities for 2008 – a) addressing shared application needs and b) developing a plan to secure additional technical leadership resources needed to achieve the scope expansions defined in the new Business Plan. (See [http://www.metrogis.org/teams/pb/meetings/07\\_1017/6a\\_presentation.pdf](http://www.metrogis.org/teams/pb/meetings/07_1017/6a_presentation.pdf) for the supporting slide presentation.)

The Board also:

- 1) Approved a preliminary 2008 budget for the "Foster Collaboration" function with the understanding that modifications will be suggested at the April 2008 meeting as a component of addressing the top two priorities cited above.
- 2) Authorized a Request for Proposals for expert assistance to assist with hosting a forum through which to define MetroGIS's role related to addressing shared application needs and authorize up to \$8,750 for this contract and
- 3) Authorized staff and leadership to make presentations to organizations that serve custodial roles to ensure they are comfortable with the expectations outlined in the 2008-2011 Business Plan.

### **3. Regional Address Point Database – Next Steps**

The Board unanimously:

- 1) Endorsed continued effort to implement a regional "Occupiable Units" database, change the name from "Occupiable Units" to "Address Points", and work to further refine custodial roles and responsibilities as described in the agenda report, dated October 5, 2007.
- 2) Authorized use of \$10,000 of MetroGIS's Special Projects funds to contract with and pay Carver County one half of its costs to develop a working example of a synchronization mechanism that works with the online maintenance tool that is under development by Carver, Scott and Hennepin Counties.

### **4. Vacant City Representative Seat on the Policy Board Filled**

Bloomington Councilmember Steve Elkins was introduced as the AMM's choice to fill the vacant city representative seat.







**TO:** Coordinating Committee  
**FROM:** Staff Coordinator (651-602-1638)  
**SUBJECT:** Recap of Approved 2008 Major Program Objectives  
**DATE:** November 29, 2007  
(For the Dec 18<sup>th</sup> Meeting)

### **INTRODUCTION**

The purpose of this report is to recap key conclusions set forth in the 2008-2011 MetroGIS Business Plan and MetroGIS's program objectives for 2008 that were approved by the Policy Board at its October meeting.

### **POLICY BOARD ACTION**

In addition to adopting the MetroGIS 2008-2011 Business Plan, on October 17th, the Policy Board unanimously approved 2008 program objectives and a corresponding budget proposal, as recommended by the Coordinating Committee at its meeting on September 12<sup>th</sup>:

### **KEY CONCLUSIONS SET FORTH IN THE 2008-2011 BUSINESS PLAN**

Through the June 1, 2006 Imagining Possibilities Forum and the February 2007 Strategic Directions Workshop the MetroGIS community concluded:

- Citizen and business expectations for spatial data access are increasing.
- Technology is making it possible to collaborate at much deeper levels.
- New collaborative technologies can help expand use of cost-saving GIS tools and information for more units of government.
- The potential synergy between available data, technology development, knowledge sharing, advocacy and awareness, expanding stakeholders, and regional benefits holds exciting promise for MetroGIS and the region.

These conclusions led us to choose the following general directions over the next 3-5 years:

- 1) Maintain implemented regional solutions:
  - Eight endorsed regional datasets
  - DataFinder ([www.metrogis.org](http://www.metrogis.org))
  - Ten endorsed best practices and data content standards
- 2) Maintain traditional "foster collaboration" function support practices:  
(See the Endnote in Attachment A for a listing of these practices)
- 3) Expand MetroGIS's scope to include:
  - Expanding solutions to shared geographic information needs beyond data-centric solutions to include applications, and possibly related infrastructure
  - When appropriate and on a project-by-project basis, seeking ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area
  - Seeking opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests

### **RECAP OF APPROVED 2008 WORK PROGRAM OBJECTIVES**

The 2008 objectives involve a mixture of ensuring continued effort to implement regional solutions for priority shared information needs, actions to address newly defined challenges, and ensuring the stakeholder community is aware of products and services available as a result of MetroGIS's efforts. A listing is provided in Attachment A (see Attachments D and E for the results of the work programming surveys that resulted in the 2008 priorities.) The top two priorities for 2008 involve defining and implementing strategies to:

1. Secure additional Technical Leadership and Coordination resources needed to achieve defined scope expansions.
2. Address shared application needs.

Accordingly, the Board approved the 2008 budget for MetroGIS's "foster collaboration" function with the understanding that in April 2008 a proposal will be submitted by its approval to achieve these additional resources. See Attachment B.

**MAJOR ASSUMPTIONS**

1. Custodial roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations. (Attachment C)
2. An agreement will be executed in 2008 among the seven counties and the Metropolitan Council to continue to provide access to the regional parcel dataset.
3. A commitment will be secured in 2008 with a stakeholder organization(s) to provide additional technical leadership and coordination support resources necessary to carry out objectives that exceed currently available support capabilities.

**RECOMMENDATION**

No action requested.

Committee members are, however, encouraged to take this opportunity to clarify any questions they may have about the with the new Business plan or the program objectives that have been set by the Policy Board for 2008:

## REFERENCE SECTION

### **CHRONOLOGY OF DELIBERATIONS LEADING TO THE PROPOSED 2008 WORK PROGRAM**

April 2007 Policy Board Meeting: Desired outcomes for MetroGIS efforts were agreed upon. Specifically, revised vision and mission statements and guideline principles were approved as works in progress. Based upon this direction strategies and tactics were developed from to achieve the agreed upon outcomes. These strategies were developed from source materials created at the February 2007 Strategic Directions Workshop.

June 2007 Coordinating Committee Meeting: A listing of potential strategies and tactics were assembled by staff, under the direction of the Business Planning Oversight Team, from the sources materials generated at the February 2007 Strategic Directions Workshop and shared with the Committee for comment. These strategy and tactic statement were developed to achieve the outcomes agreed upon at the April Policy Board meeting. The Committee ultimately decided that a more effective means to garner comment would be to have the members respond to a survey.

July 2007: Coordinating Committee members responded to this to assist the Business Planning Oversight Team determine if the proposed strategies and tactic statements were: acceptable as stated; needed more work but no policy direction; needed policy direction, or should be abandoned. In general, most of the statements were found to be acceptable as stated or acceptable subject to minor modification. Thirteen statements were identified as in need of policy direction.

July 2007 Policy Board Meeting: The Board provided direction on the thirteen strategy and tactic statement for which direction was sought by the Coordinating Committee. The Board also directed speeding up the pace for securing the additional technical support resources needed to address the top priority need – expand regional solutions to include applications. The Board directed that additional staffing be secured, if possible, by spring 2008 rather than the January 1, 2009 target that had been initially suggested. With the assistance of the Business Planning Oversight Team, the revised strategy and tactic statements were consolidated into the material presented in the Strategies Chapter of the 2008-2011 Business Plan.

July and August 2007: Staff developed a list of 34 suggested work program activities, generally intended for the 2008 and 2009 program years, to implement the strategies and tactics presented in the Plan. The Business Planning Oversight Team then invited Coordinating Committee members to rate these actions on two 1-5 scales: a) how important is this activity to achieving the outcomes defined in the Plan and b) how willing are you (committee member) to participate in this activity.

September 2007 Coordinating Committee Meeting: The Committee reviewed the results of the rating exercise and agreed upon the ranking priorities and timing of action on the activity as illustrated in the chart in Attachments D and E. The results of the Committee's deliberation are summarized in Chapter Four of the Business Plan and provide the foundation for the 2008 Work Program Objectives presented in Attachment A.

October 2007 Policy Board Meeting: The Board unanimously approved the 2008-2011 Business Plan, 2008 Work Plan and 2008 Budget as recommended by the Committee.

## Attachment A

### Major 2008 MetroGIS Program Objectives

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

- 1) Sustain traditional “foster collaboration” support activities<sup>(1)</sup>
- 2) Complete in-progress initiatives, including:
  - *\*\*Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution*
  - *\*\*Define a strategy to address shared Emergency Preparedness information needs*
  - Geocoding Pilot Project
- 3) By April 2008, define the additional Technical Leadership and Coordination resources needed to achieve the scope expansions defined in the 2008-2011 Business Plan. Secure approval from affected stakeholders and attain these resources.
- 4) *\*\*By April 2008, define MetroGIS’s role relative to addressing shared application needs, define projects appropriate for MetroGIS, and begin implementation in accordance with this role(s)*
- 5) Execute the Next-Generation Parcel Data Sharing Agreement, including clarification of rules pertaining to “view-only” access via Internet applications without prior licensure)
- 6) *\*\*Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions*
- 7) *\*\*Implement the “ApplicationFinder” concept*
- 8) Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and implement
- 9) Update the MetroGIS Outreach Plan to emphasize ways to ensure stakeholder awareness of regional datasets, DataFinder and pending solutions related to shared application needs
- 10) Adopt a plan to achieve an orderly succession of leadership (Leadership Succession Plan)
- 11) Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan

#### Time Permitting:

- 12) Following definition of MetroGIS’s role relating to addressing shared application needs, resume evaluation of “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan.

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<sup>(1)</sup> Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

## Attachment B

### Budget 2008 "Fostering Collaboration" Function

2008			
<b>MetroGIS "Foster Collaboration" Budget<sup>(1)</sup></b>			
(See Appendix E in the 2008-2011 Business Plan for Expenses Before 2007)			
<i>Funding Source: Metropolitan Council</i>			
Main Activity	Sub-Activity	2007 Approved	Proposed 2008 Budget
			<i>Itemized</i>
			<i>Subtotals</i>
Professional Services/Special Projects		\$57,000	\$53,000
	<sup>(2)</sup> See below for assumptions related to 2007 funding		
	Next-Generation Parcel Data Sharing Agreement (negotiations)		\$5,000
	Regional GIS Projects - Research and Development (may include work on previous projects - e.g., Application Finder, Web Editing Application for Regional Address Dataset)		\$25,000
	Define Shared Applications Role, Technical Leadership Plan, Leadership Succession Plan, Update Outreach Plan		\$5,000
	Performance Measurement Plan Update		\$10,000
	Create new Outreach Materials (see below for printing)		\$3,000
	Evaluation of Organizational Competencies		\$2,000
	DataFinder - Contingency Fund for Unexpected Repairs		\$3,000
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties)	\$28,000	\$28,000
Outreach		\$800	\$4,600
	Printing of new Outreach Materials (e.g., Information Brochure)		\$3,000
	Advocacy/Networking Mileage (200 memo x \$.48/mile = \$1,152) <sup>(4)</sup>		\$1,200
	Annual Report/Informational Brochure (see above)		\$300
	• Postage - 800 postcards (80.30-\$240) in addition to 1500+ via email)		\$100
	• Minimal for other communications		
Misc Office		\$200	\$400
	Website Domain registration (www.metrogis and www.datafinder - \$20/ea)		\$40
	Specialty Team Forum Support Materials		\$360
Dedicated Staff Support		\$85,000	\$85,000
	Staff Coordinator (1.0 FTE)	\$122,645	\$124,485
	Administrative Technician (.75 FTE)		
	Technical Leadership (.05 FTE) <sup>(5)</sup>		
	<b>Grand Total</b>	<b>\$208,645</b>	<b>\$210,485</b>

**NOTES:**

<sup>(1)</sup> Individual line items for 2008 are estimates. Actual expenses related to these line item estimates may be necessary to accomplish strategies recommended by the Technical Leadership Steering Workgroup winter 2008.

<sup>(2)</sup> Assumptions related to projects pursued with 2007 funds:

1. Contract for facilitator to assist define MetroGIS's Role Related to Shared Applications
2. Define Technical Leadership Specifications. No contractor costs in addition to those listed for Item 1.
3. Leadership Succession Plan initiated
4. Update of Outreach Plan initiated

<sup>(3)</sup> Travel by participants is paid by the participant's organization

<sup>(4)</sup> Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.

<sup>(5)</sup> Recommendation of Technical Leadership Steering Workgroup anticipated to result in an increase in technical leadership support

## Attachment C

### ACCEPTED CUSTODIAL RESPONSIBILITIES – METROGIS ENDORSED (Last Updated: September 26, 2007)

<b>Established Partnerships</b>	<b>Summary of Collaborative Roles</b>
<p><b>10 organizations</b> have assumed a total of <b>23 roles</b> in support of endorsed regional solutions to common geospatial related needs of the community</p>	<p>(Bundling Operational Capacity Across Organizations to Address Common Priority Needs)</p>
<p>(2 roles) <b>County: Anoka</b> (Parcels, County/MCD Boundaries)</p>	<p>Produce and maintain parcel data in consistent format. Submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see <a href="http://www.metrogis.org/data/datasets/parcels/history_pub/policy_suvv2.0.pdf">www.metrogis.org/data/datasets/parcels/history_pub/policy_suvv2.0.pdf</a>)</p>
<p>(2 roles) <b>County: Carver</b> (Parcels, County/MCD Boundaries)</p>	<p>Produce and maintain boundary data, submit quarterly updates to regional custodian (Council) in regional format. (For detailed roles see <a href="http://www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf">www.metrogis.org/data/datasets/county_mcd/policy_summary.pdf</a>)</p>
<p>(2 roles) <b>County: Dakota</b> (Parcels, County/MCD Boundaries)</p>	<p>(All seven counties have agreed to assume responsibility for the same roles and responsibilities concerning the region parcel and city/county boundaries datasets. Their combined level of support is estimated to involve <b>20+ FTE</b>. This effort includes surveyors, assessors, and GIS staff.)</p>
<p>(2 roles) <b>County: Hennepin</b> (Parcels, County/MCD Boundaries)</p>	<p>(Counties use these data to manage property-related records and to support their tax collection responsibilities.)</p>
<p>(2 roles) <b>County: Ramsey</b> (Parcels, County/MCD Boundaries)</p>	<p>(Counties use these data to manage property-related records and to support their tax collection responsibilities.)</p>
<p>(2 roles) <b>County: Scott</b> (Parcels, County/MCD Boundaries)</p>	<p>(Counties use these data to manage property-related records and to support their tax collection responsibilities.)</p>
<p>(2 roles) <b>County: Washington</b> (Parcels, County/MCD Boundaries)</p>	<p>(Counties use these data to manage property-related records and to support their tax collection responsibilities.)</p>
<p>(1 role) <b>DNR</b> - Land Cover</p>	<p>Manage regional database and collaborative process to acquire land cover data compatible with agreed upon data content standards. DNR uses this database to support a number of its metro area natural resources and wildlife management programs. Annual support is about <b>.5 FTE</b>. (For detailed roles see <a href="http://www.metrogis.org/data/datasets/land_cover/policy_summary.pdf">www.metrogis.org/data/datasets/land_cover/policy_summary.pdf</a>)</p>

<p>(1 role) <b>University of Minnesota Population Center</b> (Socioeconomic Characteristics)</p>	<p>Manage content of Socioeconomic Resources Website at <a href="http://www.datafinder.org/mg/socioeconomic_resources/index.asp">www.datafinder.org/mg/socioeconomic_resources/index.asp</a>. Annual support is about <b>.2 FTE</b>. (For detailed roles <a href="http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf">www.metrogis.org/data/info_needs/socioeconomic_characteristics/policy_summary.pdf</a>)</p>
<p>(7 roles) <b>Metropolitan Council</b> (Three categories: data management, data distribution, and fostering regional collaboration)</p> <p>⇒ Census Geography data</p> <p>⇒ County/MCD Boundary data</p> <p>⇒ Planned Land Use data</p> <p>⇒ Parcel data</p> <p>⇒ Street Centerline data</p> <p>⇒ DataFinder (one-stop data distribution portal)</p> <p>⇒ Foster Collaborative Environment (<i>regional solutions to common geospatial needs</i>)</p>	<p>▪ Annual support for <b>DataFinder and regional data custodian roles, combined about 1.25 FTE</b>. ▪ 2007 budget to support <b>Foster Collaborative Environment: 1.75 FTE and \$86,000</b>.</p> <p>Produce census geography data at time of decennial census that align with other locally produced foundation geospatial data. (For detailed roles see <a href="http://www.metrogis.org/data/datasets/census/policy_summary.pdf">www.metrogis.org/data/datasets/census/policy_summary.pdf</a>)</p> <p>Assemble boundary data produced by counties into regional dataset. (See County Boundaries above for the specific roles)</p> <p>Develop and manage regional dataset. (For detailed roles see <a href="http://www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf">www.metrogis.org/data/datasets/planned_land_use/policy_summary.pdf</a>)</p> <p>Assemble parcel data produced by counties into regional dataset. (See County Parcels above for the specific roles.)</p> <p>Contract with The Lawrence Group to maintain data to desired specifics. (For detailed roles see <a href="http://www.metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf">www.metrogis.org/data/datasets/street_centerlines/roles_respon_specs.pdf</a>)</p> <p>Maintain DataFinder and DataFinder Café's hardware and software platform and update metadata posted on DataFinder. (For details see Section 1.3.2 - <a href="http://www.metrogis.org/about/business_planning/bplan_0305.pdf">www.metrogis.org/about/business_planning/bplan_0305.pdf</a>)</p> <p>Facilitate collaborative decision-making structure, including business planning, performance measures activities, and agreements, as well as, outreach and advocacy efforts to encourage use of and feedback about adopted solutions and best practices.</p>
<p><b>(Total of 23 roles supported by 10 different organizations)</b></p>	<p>(For details see Section 1.3.2 - <a href="http://www.metrogis.org/about/business_planning/bplan_0305.pdf">www.metrogis.org/about/business_planning/bplan_0305.pdf</a>)</p>

## Attachment D

### Work Program Priorities 2008 and 2009 *Sorted by Major Activity Area*

**Notes:** The suggested program year was agreed upon by the Coordinating Committee on 9/12/07, using the survey results as a guide. Work on a project in one activity area often achieves objectives in another area as well.

Work Program Item (## added 9/12/07 by Coordinating Committee.)	Overall Rank (1)	Suggested Program Year	Requires Additional Technical Support	Comment
<b>I. Develop and Maintain Regional Data Solutions to Address Shared Information Needs</b>				
a. Execute Next-Generation Parcel Data Sharing Agreement. Current agreement expires 12/08. <i>(Also Areas 3 and 6)</i>	1	2008		An annual fee has been paid with previous agreements to help counties automate the process of translating data into regional database format.
b. Execute Street Centerline Agreement. Current agreement expires 12/09. <i>(Also Areas 3 and 6)</i>	2	2009		An annual data maintenance fee has been paid with previous agreements.
c. Adopt Best Practices to Provide View-Only Access to Licensed Data Via Applications <i>(Also Area 6)</i>	5	2008*		*This is a component of Activities 1a and 1b.
d. Conduct second generation identification of shared information needs (Related to Activity 2a - Shared Application Need Assessment).	6	2009	X	This is the anticipated next step (late 2008 or 2009) following agreement on an application- sharing policy framework--Activity 2a.
e. Make substantive progress to achieve vision for next-generation (E911 Compatible) Street Centerlines dataset. <i>(Also Areas 3 and 6)</i>	8	2009	X	Comment from survey: "Requires management and policy leadership from MESB and involvement of PSAPs."
f. Decide next steps for emergency preparedness regional solution. <i>(Also Area 6)</i>	9	2009	X	Evaluate lessons learned from Phase I efforts
g. Make substantive progress to achieve the vision for Addresses of Occupiable Units dataset. This includes implementation of a web-editing application to foster participation by smaller entities. <i>(Also Areas 3 and 6)</i>	13	2008	X*	In progress: *Mark Kotz, Metropolitan Council, is currently filling the technical leadership (TL) role. Depending upon the Council's perception of benefit received, other leadership resources may be needed.
h. Achieve regional solution for jurisdictional boundaries such as school districts and water management organizations.	20	2009		This is dependent upon ability to secure regional custodian commitments.
i. Investigate partnering opportunities with non-government Interests. <i>(Also Areas: 2, 3, and 7)</i>	28	2008	X?	<b>This is a top priority of the Policy Board.</b> Assume Staff Coordinator will be the initial contact. As relationships are established, work with Technical Leadership.

<sup>1</sup> The overall priority ranking reflects the results of a survey of Coordinating Committee and Technical Advisory Team members in August 2007. The proposed work program year reflects the final recommendation of the Coordinating Committee. See Appendix L for an ungrouped listing of relative priority.



Conduct Peer Review Forums. Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology and Street Centerlines.	32	2009+	X	Purpose: Invite suggested enhancement to regional solutions to ensure continued relevance to stakeholder needs.
<b>II. Expand Endorsed Regional Solutions To Include Support And Development Of Application Services</b>				
<b>##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope. (Also Area 8)</b>	N/A	Begin 2007 2008	X	<b>This is the highest priority next step.</b> A plan needs to be in place by April, 2008. Board prefers to secure needed resources by mid-year.
a. Develop policy framework and plan for shared applications and begin implementation (e.g., define the range of sharing options and those appropriate for MetroGIS).	3	Begin 2007 2008	X	<b>This is a top priority in moving toward an expanded scope.</b>
b. Apply lessons learned from Geocoding Pilot Project.	10	2008*		*This is a component of Activity 2a.
c. Implement ApplicationFinder. (Also Area 6)	11	2008	X	LMIC's 2007 Service Broker project will define parameters important to implementation.
d. Pursue web-based "message board" to facilitate partnering on shared application needs.	16	2008?	X	Pursue after, or with, development of ApplicationFinder (Priority 11).
<b>III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available, and Enlisting More Users</b>				
a. Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data sharing and interoperability. (Also Area 6)	4	2008	X	Assume the Staff Coordinator will be the initial contact. As relationships are established, work in concert with Technical Leadership.
b. Advocate for MetroGIS's efforts in development of statewide geospatial policies.	14	Ongoing		
c. Develop a management and support plan for DataFinder which incorporates tactics suggested in this Business Plan. (Also Area 6)	24	2009	X	Implement after Activities 8f and 8g.
d. Investigate enhancements to DataFinder. (Also Area 6)	30	2009?	X	Implement after Activities 3c, 8f and 8g, if a need is identified.
e. Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder, and investigate the potential for an "open source data model." (Also Area 6)	31	2008 metadata "lite" component	X	This is ongoing as specific data models are considered.
f. Investigate impact of cost recovery policies on the ability to achieve desired data sharing. (Also Areas 1 and 6)	34	?		This is best addressed within the context of a practical, as opposed to a theoretical, situation.
<b>IV. Promote a Forum for Knowledge Sharing</b>				
a. Host or co-host educational forums. (Also Area 2)	7	2008?		Need to decide purpose of forums
b. Leverage electronic tools.	12	Ongoing		This is a component of the "fostering collaboration" function: "Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders"

<b>V. Build Advocacy and Awareness of the Benefits of Collaborative Solutions to Shared Needs</b>				
a. <b>##Update the Outreach Plan.</b> Focus on ensuring stakeholder awareness of regional datasets and DataFinder, not on increasing participation in the MetroGIS organization.	N/A	Fall 2007		Added on 9/12/07. The Coordinating Committee concluded the existing Outreach Plan should be updated, as it has not been updated since adopted in 2002.
b. Develop briefing materials to support leaders' advocacy for benefits of collaboration among their peers. <i>(Also Area 6)</i>	17	2009		Implement after shared application role is defined.
c. Expand MetroGIS Outreach Plan to include a marketing component and begin implementation. <i>(Also Area 6)</i>	33	2009		Board direction July, 2007: Not sure if "marketing" is appropriate. Once shared applications role is defined, reassess need and purpose. Leverage marketing expertise possessed by stakeholders before consultant assistance is considered.
<b>VI. Expand MetroGIS Stakeholders</b>				
a. See III.a "Working relationships with adjoining jurisdictions."				Expands relationships beyond metropolitan area
b. See If "Next steps for emergency preparedness solution."				Expands types of users
c. See I.g "Addresses of Occupiable Units."				Expands types of users, in particular with cities
d. III.e "Geospatial Marketplace"				Expands relationships with non-government users
<b>VII. Maintain Funding Policies that Make the Most Efficient and Effective Use of Available Resources and Revenue for System-Wide Benefit</b>				
a. Advocate for legislative funding initiatives valuable to outcomes defined by MetroGIS. <i>(Also Area 6)</i>	15	Ongoing		Implement as opportunities arise.
b. Update Performance Measurement Plan (e.g., measures of public value) to align with Business Plan.	21	2008		Pursue this after shared applications-related policies and roles are in place.
c. Investigate creation of a partnership, or joint powers body, to expedite cost sharing on shared data acquisitions, applications, etc. <i>(Also Area 6)</i>	25	2009	X	Seeks to streamline management and spending of funds (contracting and intellectual property rights) where multiple organizations are involved.
d. Foster community-focused philosophy regarding GIS return on investment	26	Ongoing		This has been moved to Guiding Principles. Candidate performance measure.
<b>VIII. Optimize MetroGIS Governance and Organizational Structure</b>				
a. <b>##Ensure accomplishments are maintained while continuing support of foundation activities for traditional "foster collaboration" function.</b> <sup>(2)</sup>	N/A	Ongoing		The Coordinating Committee concluded on 9/12/07 that continued support of these ongoing activities functions should be articulated as a priority need.
b. <b>##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope.</b> <i>(Also Area 2)</i>	N/A	Begin 2007 2008	X	<b>Highest Priority Next Step</b> A plan needs to be in place by April, 2008. Board prefers to secure needed resources by mid-2008.

c. Develop a Leadership Succession Plan and ensure adequate support.	18	Begin 2007 2008		Retirements are pending for key management and political leaders.
d. Update operating guidelines to align with this Plan.	19	2009		Pursue after Outreach (Priority 33a) and Performance Measurement Plans (Priority 21) are updated.
e. Update Performance Measurement Plan (measures of public value) to align with this Business Plan. Implement Performance Measurement Plan.	21	2008	X?	Pursue once applications-related policies and roles are decided.
f. Evaluate stakeholder participation relative to needs to achieve current regional objectives.	22	2009	X	Pursue after "shared applications" implementation is underway. This is also a component of Activities 8g, 8h, and 8i.
g. Conduct Participant Satisfaction Survey.	23	2009		Pursue after "shared applications" implementation is underway (Activity 2a, Priority 3).
h. Seek reaffirmation of role expectations by key stakeholders (i.e., sponsors and custodians).	27	Begin 2007		The Coordinating Committee concluded on 9/12/07 that this action should involve presentations to key participants to clarify role expectations. There is no formal endorsement to be requested.
i. Conduct an evaluation of "Organizational Competencies" once Technical Leadership resource need is addressed and a plan for addressing shared applications is in place.	29	2009 (2008, time permitting)		Following adoption of "shared applications" plan, and resolution of current technical leadership support needs, complete the work to apply "organizational competencies" concepts fostered by Professor John Bryson, University of MN, to MetroGIS's Business/Work Planning efforts. Work on this management tool had to be postponed until the competency resources and needs related to applications are established.

<sup>(2)</sup> The referenced on-going "foster collaboration" functions are listed in Attachment A:

# Attachment E

## Work Program Priorities 2008 and 2009 Sorted by Relative Priority

SUMMARY OF COORDINATING COMMITTEE SURVEY RESULTS - AUGUST 2007										
PRIORITY PREFERENCES FOR 2008-2009 WORK PROGRAMMING										
<i>Major Activity Areas (Defined in 2008-2011 MetroGIS Business Plan)</i>										
1. Develop and Maintain Regional Data Solutions to Identified Shared Information Needs.										
2. Expand Regional Solutions To Include Support And Development Of Application Services.										
3. Facilitate Better Data Sharing.										
4. Promote a Forum for Knowledge Sharing.										
5. Build Advocacy and Awareness.										
6. Expand MetroGIS Stakeholders.										
7. Maintain Funding Policies That Get The Most Efficient And Effective Use Out Of Available Resources And Revenue For System-Wide Benefit.										
8. Optimize MetroGIS Organization.										
Activity # Strategy=S# Tactic=T#	Rank	Priority (1 very low-5 very high)	Participation	Support Anticipated	Comments	Types of Supplemental Support: Ten support categories are listed in the attached sheet. Anticipated needs for support resources in addition to those currently available are noted below, by type. If Supplemental Support				
Tie to Plan	Strategies/Tactics - (Defined in 2008-2011 MetroGIS Business Plan) (Three bolded-italized items - priorities of Policy Board for 2008)									Supplemental Support
Nof Ranked- Past Practice (A1.S1, A1.T7, A1.S7, A3.T5, A4.T3, A5.S1, A5.T4, A5.T6)	Per Conclusion at Strategic Directions Workshop - Continue traditional ongoing "foster collaboration" support activities e.g., foster knowledge sharing, liaison with efforts, in particular at the state and national levels; monitor effectiveness of regional solutions that in place, ensure decision-making processes are meaningful, productive, and a good use of participants' time; document benefits of MetroGIS's efforts via testimonials; report on performance measures; maintain currency of metrogis.org website, and produce annual report and other outreach materials)	1	4.5	3.5	10?	Ongoing				
A1.T2	Execute Next-Generation Parcel Data Sharing Agreement – current agreement expires 12/08. (Also Areas 3 and 6)	2	4.3	3.3	10?	An annual fee has been paid with previous agreements to assist counties automate process to translate data into the regional database format. An annual data maintenance fee has been paid with previous agreements.				
A2.T2 & A2.T3	Execute Street Centerline Agreement current agreement expires 12/09. (Also Areas 3 and 6)	3	4.3	3.3	2, 9, 3	Top Priority- expanded scope				
A3.S4	<b>Develop Policy Framework and Plan for Shared Applications (e.g., define a framework for the range of options appropriate for MetroGIS's efforts regarding shared application needs) and Begin Implementation.</b>	4	4.3	3.3	2	Top Priority - expanded scope Assume the Staff Coordinator will be the initial contact and as relationships are established work in concert with the Technical Leadership				
A1.T6	<b>Establish working relationships with jurisdictions adjoining Twin Cities Metropolitan area to improve data sharing and interoperability. (Also Area 6.)</b>	5	4.1	3.1		*Components of Activities (#1) & (#2)				
A1.T1	Adopt Best Practices to Provide View-Only Access to Licensed Data Via Applications (Also Area 6.)	6	4.1	3.1	2, 9, 3	Anticipated Next Step (late 2008 or 2009) following agreement on application sharing policy framework - Activity (#3)				
A2.T4 & A4.T3	Conduct 2nd generation identification of shared information needs (related to Activity 2a - Shared Application Need Assessment).	7	4.1	3.1	2?	Need to decide purpose of forums (e.g., supplement current needs)				
A1.S2	Host/Co-Host Educational Forums	8	4.0	3.0	2, 4, 6	Comment from survey - Requires management and policy leadership from MESB and Involvement of PSAPs				
A1.S2 & A1.T9	Make substantive progress to achieve vision for Next-Generation (E911 Compatible) Street Centerlines dataset (Also Areas 3 and 6)	9	4.0	3.0	2, 4, 3	Evaluation of lessons learned from first phase				
A2.T1	Decide next steps for emergency preparedness regional solution. (Also Area 6)	10	4.0	3.0	N/A*	*Component of Activity (#4)				
A3.T4	Apply lessons learned from Geocoding Pilot Project Implement Application Finder. (Also Area 6.)	11	4.0	3.0	2, 3, 5	LMIC's Service Broker project, expected to be complete by Nov. 2007, is anticipated to define parameters important to implementation				
A4.T5 & A4.T3	Leverage electronic tools Make substantive progress to achieve the vision for Addresses of Occupiable Units dataset. Includes implementation of a web-editing application to foster participation by smaller entities. (Also Areas 3 and 6.)	12	4.0	3	3	Ongoing				
A1.S2	Advocate for MetroGIS's Efforts in Development of Statewide Geospatial Policies.	13	3.9	2.9	2*, 4, 3	*Mark Koz (Metropolitan Council) is currently filling the leadership (#2) role. Depending upon the Council's perception of benefit received other leadership resources may be needed.				
A3.T5		14	3.9	2.9		Ongoing				

A7.S4	Advocate for Legislative funding initiatives valuable to outcomes defined by MetroGIS. (Also Area 6)	15	3.9	2.9	Ongoing - As the opportunity arises
	<b>Strategies/Tactics - (Defined in 2008-2011 MetroGIS Business Plan)</b> (Three <i>bolded</i> -italicized items - priorities of Policy Board for 2008)	<b>Rank</b>	<b>Priority</b> (1 very low-5 very high)	<b>Participation</b>	<b>Supplemental Support</b> Anticipated
A2.T5	Pursue web-based "message board" to facilitate partnering on shared application need	16	3.7	2.7	Should be pursued after or in conjunction with implementation of Application Finder- Activity (#11)
A5.S2	Develop briefing materials to support leadership advocacy for benefits of collaboration among peers. (Also Area 6)	17	3.7	2.7	9?
A8.S4 & A8.T3	Develop a Leadership Succession Plan and insure adequate support.	18	3.7	2.7	9?
A8.T1	Update Operating Guidelines to Align with Next Generation Business Plan (e.g., Definition of Participant)	19	3.7	2.7	Retirement pending for management and political leadership
A1.S2	Achieve regional solution for jurisdictional boundaries – school districts and water management organizations	20	3.6	2.6	Pursue after Outreach (#33a) and Performance Measurement Plans (#21) are updated
A7.T1 & A8.T1	Update Performance Measurement Plan (measures of public value) to align with the Next-Generation Business Plan and Implement.	21	3.5	2.5	Need to secure regional custodian commitments to proceed
A8.S2, S3, T4 & T5	Evaluate stakeholder participation relative to needs to achieve current regional objectives	22	3.5	2.5	Pursue once applications-related policies/roles are decided
A8.T1, T4 & T5	Conduct Participant Satisfaction Survey	23	3.5	2.5	After application's plan in place and Component of Activity (#23)
A3.T1a	Develop a management and support plan for DataFinder, which incorporates tactics suggested in new Business Plan. (Also Area 6)	24	3.5	2.5	After "shared applications" implementation underway (#3)
A7.S1 & A7.T1	Investigate creation of a partnership entity (e., joint powers body) to expedite cost sharing on shared data acquisition needs, application solutions, etc. (Also Area 6)	25	3.4	2.4	After Activities (#23) and (#22)
A7.S3	Foster a community-focused philosophy regarding GIS return on investment. (Also Area 5)	26	3.4	2.4	Moved to Guiding Principles - Ongoing.
A8.S3 & A8.T1	Seek reaffirmation of role expectations by key stakeholder (e.g., sponsors and custodians)	27	3.4	2.4	Modified by Committee 9/12/07. Clarify expectations with key stakeholders (custodians) as opposed to seeking formal endorsement of Plan as originally suggested by staff
A1.S3	<b>Investigate Partnering Opportunities with Non-Government Interests. (also Areas: 2, 3, and 7.)</b>	28	3.3	2.3	<b>Top Priority</b> <i>Top Priority - expanded scope Address in 2008.</i> Assume the Staff Coordinator will be the initial contact and as relationships are established work in concert with the Technical Leadership.
A8.S1 & T1 & A8.T6-12	Conduct an evaluation of "Organizational Competencies" once the Technical Leadership resource need is resolved and a Plan for MetroGIS's role regarding shared applications is in place.	29	3.3	2.3	Following adoption of "shared applications" plan and current technical leadership support needs are resolved, complete work to apply "organizational competencies" concepts fostered by Professor John Bryson, University of MN to MetroGIS's Business/Work Planning efforts. Work on this management tool had to be postponed until the competencies (haves and needs) related to applications are established.
A3.T1a	Investigate Enhancements To DataFinder. (Also Area 6.)	30	3.3	2.3	After Activity (#24) and Activities (#23) and (#22), if a need is identified.
A3.T2 & A7.T2	Explore creation of Geospatial Marketplace, including Metadata "liter" directory to supplement catalogue in DataFinder, and investigation of the potential for an "open source data model". (Also Area 6)	31	3.3	2.3	Consider starting with "metadata lite". Open source data model concept – ongoing effort as data models are considered
A1.T3	Conduct Peer Review Forums – (Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology and Street Centerlines.)	32	3.2	2.3	Purpose – invite suggested enhancement to regional solutions to ensure continued relevance to stakeholder needs
A5.T1, A5.T5	Expand MetroGIS Outreach Plan to Include a Marketing Component and Begin Implementation. (Also Area 6)	33	3.1	2.1	Board direction July 2007 – Not sure if "marketing" is appropriate. Once shared applications role is defined, reassess need/purpose. Leverage marketing expertise possessed by stakeholders before consultant assistance is considered
A1.T5 & A3.T3	Investigate impact of cost recovery policies on ability to achieve desired data sharing (Also Area 6)	34	2.9	1.9	Best addressed within the context of a practical as opposed to a theoretical situation





**TO:** Coordinating Committee

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

**SUBJECT:** Election of Officers

**DATE:** November 21, 2007  
(For the Dec. 18 Mtg.)

## **REQUEST**

The Committee is respectfully requested to elect a chair and vice-chair to serve the Committee during 2008.

## **BACKGROUND**

1. William Brown, Hennepin County, was elected as chair of the Committee at the December 2006 meeting and is willing to serve a second term if that is the wish of the Committee.
2. Ned Phillips, formerly with the Rice Creek Watershed District, resigned as vice chair at the Committee's June 2007 meeting. At the September meeting, the Committee decided to postpone election of a new vice-chair until the officer elections scheduled to occur at the December meeting.
3. Operating Guidelines:
  - a. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.
  - b. Article III; Section 6 states "The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected."
  - c. Article III; Section 7 states "The Coordinating Committee shall annually elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected."
  - d. The Operating Guidelines state that the Committee's officers are limited to two consecutive terms, unless no one else is willing to serve.

## **RECOMMENDATION**

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2008.

# COORDINATING COMMITTEE MEMBERSHIP

(As of November 21, 2007)

Name	Organization	Organization Type
Will Craig	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
<i>vacant</i>	<i>(need to decide if continue with 2 seats)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
Patrick Hamilton	CB Richard Ellis	Private Sector (Business Geographics)
Terese Rowekamp	Rowekamp Associates	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)
Jim Engfer	City of St. Paul (AMM-Large City)	Public - City
Harold (Hal) Busch	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Peter Henschel	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Bunning	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencil	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
Mark Vander Schaaf	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Gordon Chinander	Metropolitan Emergency Services Board	Public - Metropolitan Gov.
Nancy Read	Metro Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Dick Carlstrom	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Tim Loesch	DNR	Public - State Agency
<i>vacant</i>		Public - Watershed. District

## Past Coordinating Committee Officers

Terms	Chair	Vice-Chair
1996 - 1997	David Arbeit	Brad Henry (1997) <i>(no vice chair in 1996)</i>
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan
2005 - 2006	Nancy Read	Randy Knippel
2007	William Brown	Ned Phillips (resigned June 2007)



## **COMMITTEE LIAISONS**

Last updated – November 21, 2007

<b>Special Purpose Workgroups</b>	<b>Coordinating Committee Liaison</b>
Business Planning Oversight (Charge completed 10/2007)	Nancy Read
Technical Leadership Steering (Initiated 11/2007)	TBD
Addresses	Nancy Read
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness	Randy Knippel and Rick Gelbmann
E911-Compatible Street Centerlines	Gordon Chinander
Technical Advisory Team	Ron Wencl, Rick Gelbmann





Cooperation, Coordination, Sharing Geographic Data

**TO:** Coordinating Committee

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

**SUBJECT:** 2007 MetroGIS Major Accomplishments and Annual Report Theme

**DATE:** November 29, 2007  
(For the Dec. 18 Meeting)

### **REQUEST**

The Coordinating Committee is respectfully requested to comment on MetroGIS's major accomplishments over the past year, as listed below, and on the suggested theme for the MetroGIS 2007 Annual Report. (A detailed listing of activities and accomplishments over the past year is also attached for the Committee's information.)

### **MAJOR ACCOMPLISHMENTS DURING 2007**

Major accomplishments in 2007 included:

- ✓ Completed a comprehensive update of MetroGIS's policy foundation and objectives with adoption of the 2008-2011 MetroGIS Business Plan. Components of this accomplishment include corroboration of the need to: sustain current practices, pursue three major scope expansions (applications, interoperability with adjoining jurisdictions, and partnering with non-government interests), and secure additional technical leadership/coordination resources to achieve desired scope expansions.
- ✓ Launched work on the top two priorities defined in the Business Plan: 1) define MetroGIS's role related to addressing shared application needs and 2) define a strategy to secure additional technical leadership/coordination resources.
- ✓ Made significant progress to realize the vision of a Regional Address Points Dataset:
  - Confirmed interest among address producer via the Web Application Viability Assessment Project in achieving a Regional Address Points Dataset.
  - Defined the need for and partnered with Carver County to develop a "data synchronization" mechanism which is needed to effectively manage processing of data received from numerous sources.
  - Continued to make progress to align proposed regional address standards with emerging national standards and demonstrated they are achievable.
- ✓ Partnered with the Metropolitan Mosquito Control District to oversee development of a regional geocoding services as a Regional GIS Project.
- ✓ Reached agreement with The Lawrence Group (TLG) to permit "view-only" access of their TLG Street Centerline Dataset via web-based applications hosted by organizations licensed to access and use the source data.
- ✓ Made substantive progress toward achieving the vision of "ApplicationFinder" concept via the Web Services Broker pilot project managed by LMIC as a Regional GIS Pilot Project.
- ✓ Realized continued growth in data distribution activity via DataFinder.

### **2007 ANNUAL REPORT**

The proposed main theme for the 2007 annual report insert is - how the existence of MetroGIS is making a difference and how adopted scope expansions are expected to increase MetroGIS's relevance. Jeanne Landkamer has again agreed to produce the MetroGIS Annual Report, as she has done for the past several years.

As has been the case for the past several annual reports, the single page, double-sided format, written from Chairperson Reinhardt's perspective, is proposed. The report would again be distributed in combination with an informational brochure, which was last updated in 2004. Funding for production of a new brochure is included in the 2008 budget to reflect the results of the pending Business Plan Update process. The current brochure can be viewed at [http://www.metrogis.org/about/annual\\_reports/05brochure.pdf](http://www.metrogis.org/about/annual_reports/05brochure.pdf).

### **RECOMMENDATION**

That the Coordinating Committee suggest any additions and/or modifications to the:

- 1) The summary listed above of major MetroGIS accomplishments in 2007.
- 2) Proposed themes for the 2007 annual report of "how the MetroGIS's efforts are making a difference and how pursuing three scope expansions are expected to increase MetroGIS's relevance.

# Year End Detailed Status Report

## MetroGIS Activities and Accomplishments

### - 2007 -

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

##### a. Address Points

Completed Web Application Viability Assessment and concluded that sufficient interest exists among local government address producers to proceed. Authorized a partnership with Carver County to develop a data synchronization mechanism. Continued to make progress to align proposed regional address standards with emerging national standards and demonstrated they are achievable

##### b. Census Geography

No effort in 2007

##### c. Emergency Preparedness

No substantive effort in 2007. Work initiated late in the year to act on direction received from the Policy Board in January 2006. As of this writing no information on the effectiveness of joint MetroGIS and GCGI workgroup to address shared emergency planning needs that was created in 2006.

##### d. Existing Land Use:

No effort in 2007

##### e. Highways and Roads:

- Public-sector managed, E911 -compatible street centerline dataset. No progress made by MetroGIS workgroup on development of a public-sector managed, E911 -compatible street centerline dataset. The Metropolitan Emergency Services Board (MESB) operationalized specialized software to ensure Master Street Address Guide (MSAG) data records can be fully synchronized with associated street centerline data managed in a GIS environment. As such renewal of the agreement to access with The Lawrence Group's (TLG) street centerline data was secured. The current agreement with TLG authorizes one additional renewal (2009). Agreement was also reached with TLG in a separate agreement that authorizes licensed users to incorporate the TLG street centerline dataset into web-based applications their host provided access by non-licensed users is restricted to view-only. This "view-only" access provision is the first of its kind and represents a major step forward toward policy innovations which balance of intellectual property rights with the desire to utilize licensed data in web-based applications. At the time of this writing, the new agreement was proceeding through legal review.
- Anchor/segment database model. No substantive progress was made on a second collaborative initiative for which MnDOT is the lead organization. The project involves operationalizing an anchor/segment database model under development by MnDOT with consultant assistance. The software needed to support this initiative failed to meet design requirements and the project was ceased.

##### f. Hydrology

No effort in 2007.

##### g. Jurisdictional Boundaries

- Watershed District Boundaries. The results of Washington County pilot project were conveyed in October 2006 to representatives of the Mn Board on Soil and Water Resources BSWR. A recommendation of the Washington County pilot was that BWSR is the most logical entity to serve in the roles of Regional Custodian. As of this writing, BWSR had not yet responded to the proposal.
- School District Boundaries. No work was initiated to identify an appropriate regional custodian due to budget cuts and reorganization of LMIC. LMIC had earlier been identified as the most logical custodial option given their as contractor relationship with the Department of Education.

##### h. Land Cover (MLCCS)

The extent of coverage exceeds 95 percent. A map of the coverage status can be viewed at [http://www.metrogis.org/data/datasets/land\\_cover/mlccs\\_metro\\_progress\\_planned.pdf](http://www.metrogis.org/data/datasets/land_cover/mlccs_metro_progress_planned.pdf). A meeting of users/content experts was hosted on December 6th by DNR Metro, the custodian, to review and improve the MLCCS QA/QC process. Topics covered included: 1) processes to identify interpretation errors including field errors vs. aerial photo errors, or level 4/5 errors vs. level 1/2/3 errors, 2) review guidelines to determine

acceptable levels of subjective natural community interpretation and/or quality ranking interpretation, 3) methods for scoring quality and differences for various attributes, and 4) method preferences for accomplishing quality checking. In addition to the December 6<sup>th</sup> meeting, a MLCCS user group / review meeting is being planned for this coming winter as funding has been secured and the lead support staff, Bart Richardson, has received permission to dedicate some time to updating the MLCCS. The current manual was produced 4 years ago and according to Mr. Richardson, changes are long overdue.

i. Parcels:

▪ Government and Academic Interests

No changes were made to the data standards or custodial roles and responsibilities. Metropolitan Mosquito Control District pioneered approval to host a public-access web application that “runs on” the Regional Parcel Dataset. See <http://mmcd.mapmorph.net/mmcd/mmcd.html>. The key to approval is that the application does not permit the user to gain access to the source database (“view-only” access).

▪ Non-Profit and For-Profit Access

No progress beyond that achieved in 2007 via the County Data Producers Workgroup that resulted in each county accepting a practice of permitting non-government access to parcel data, without fee, by specified non-profit interests on a county-by-county basis subject to licensure.

▪ There were **117** government and academic licensees at the time of this writing.

j. Socioeconomic Characteristics of Areas

No substantive changes from the resource that existed in 2006. The MetroGIS Socioeconomic Resources Page can be viewed at ([http://www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)).

k. Street Centerlines with Address Ranges.

▪ The term of the agreement between the Metropolitan Council and The Lawrence Group to provide access to this dataset without charge to government and academic interests was extended to include all of 2008.

▪ An agreement was reached to permit licensed users of the TLG dataset to use it web-based applications that can be viewed by non licensed interests provided the source data can be accessed. This agreement is expected to be finalized in late 2007 or early 2008.

▪ There were **193** government and academic licensees at the time of this writing.

## **II. Regional Information Need/Data Solutions –Application Component:**

- a) Mailing Label Application: This application became fully operational in May 2005 as a pilot to illustrate the concept of a regional application solution to the Policy Board. It was deactivated in January 2007 for lack of activity required to justify allocation of staff resources for necessary security upgrades.
- b) Emergency Preparedness: A prototype application was launched in April 2005 for testing and refinement. No substantive changes made since that time awaiting approval of a comprehensive policy for MetroGIS’s role related to emergency planning needs. This application is password protected and has been used exclusively as a training and outreach tool to educate the emergency services community on resources available from the GIS community.

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

- a) MetroGIS Strategic Directions Workshop. This Workshop was held on February 8, 2007. It was facilitated by Professor John Bryson and provided the foundation from which the strategies and policies set forth in the 2008-2011 MetroGIS Business plan evolved. A summary can be viewed at [http://www.metrogis.org/about/business\\_planning/sdw/workshop\\_summary\\_07\\_0626.pdf](http://www.metrogis.org/about/business_planning/sdw/workshop_summary_07_0626.pdf).
- b) ApplicationFinder Concept: Mn LMIC (Land Management Information Center) and Metropolitan Airports Commission (MAC) worked in a “Service Broker” pilot project, funded by MetroGIS in 2006 that builds upon the ApplicationFinder preliminary concept endorsed by the Coordinating Committee at its December 2004 meeting. The goal is to aid stakeholders discover existing applications that would be helpful to achieving various business needs. This project is expected to be complete late 2007.

## **IV. Data Discovery and Acquisition – Other than Topical Applications**

a) Support MetroGIS DataFinder

▪ DataFinder: Roles and responsibilities were carried out in support of DataFinder. No modifications made to the software.

- *Data User Information.* At the time of this writing, no option had been defined to achieve the product that Quova, Inc previously provided to document the geographic location of the entities that download data from DataFinder. The manner in which the Council processes log files for its web server is not compatible with the methodology used by Quova.
- Promote of DataFinder As A Common Tool – Leveraging the Investment:  
Washington County continued its use of the web server that supports Café to provide external Internet access to the county’s parcel query application activity. Use of the Café server is saving the county approximately \$10,000 annually in Application Service Provider (ASP) fees plus the cost of hardware and software and related licensing expenses.
- In addition to the Metropolitan Council, 9 organizations are utilizing MetroGIS to distribute geospatial data they maintain and 17 are using DataFinder as a search tool for discovery of their data.

## **V. Outreach**

- a) Annual Report:  
The 2006 Annual Report was distributed to over 1,900 persons and handed out at several conferences and forums. A copy can be viewed at [http://www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml).
- b) Newsletter Articles:  
Articles about MetroGIS’s activities and accomplishments were submitted for publication in each of the quarterly issues of the statewide GIS/LIS newsletter.
- c) General Information Web site - [www.metrogis.org](http://www.metrogis.org):  
This website serves as MetroGIS's institutional memory and main vehicle for keeping participants informed. This site is averaged over 6,900 visits per month.
- d) County GIS User Groups:  
Quarterly updates of MetroGIS’s activities are provided to each user group. Staff attended as many user group meetings as possible to encourage use of adopted best practices and answer questions about MetroGIS’s activities.
- e) Special Events:  
February 8<sup>th</sup> Strategic Directions Workshop (See [http://www.metrogis.org/about/business\\_planning/sdw/workshop\\_summary\\_07\\_0626.pdf](http://www.metrogis.org/about/business_planning/sdw/workshop_summary_07_0626.pdf)).
- f) Coordination with Geospatial Activities Beyond the Metro Area:
  - Staff and Coordinating Committee members served as liaisons to Governor’s Council on Geographic Information (GCGI) committees and workgroups: Strategic Planning, Emergency Preparedness, Hydrographic Data and Standards, Geospatial Infrastructure Workgroups and served on the Council itself. In addition, Rick Gelbmann, a Coordinating Committee member, was appointed to his third term as GCGI Chair.
  - The Staff Coordinator and David Claypool, member of the Coordinating Committee each applied for selection to the proposed National Geospatial Advisory Committee. As of this writing, member selection had not occurred.

## **VI. Project Management/Administration**

- a) Administered Performance Measures Program. Quarterly reports to the Coordinating Committee were produced in addition to an annual report. Efforts were made to prepare for a project in 2008 to update the Performance Measures to coincide with the policies set forth in the new Business plan.
- b) Maintained currency of content on MetroGIS’s general information website ([www.metrogis.org](http://www.metrogis.org)) - the primary source of a wide variety of information about MetroGIS’s mission, accomplishments, benefits, participants, meeting schedules, projects and lessons learned, and endorsed policies.
- c) Maintained currency of metadata and postings of data accessible via [www.datafinder.org](http://www.datafinder.org) - MetroGIS’s primary data distribution mechanism.
- d) Maintained licensing records for access to street centerline data (184) and parcel data (88).
- e) Managed the bid proposal process for the two pilot Regional GIS Projects which received authorizations totaling \$24,000 and a bid process to secure a facilitator for the proposed January 2008 forum to set the policy framework for MetroGIS’s role related to addressing shared application needs.

- f) Significant documents produced:
- 2008-2011 MetroGIS Business Plan (It can be viewed at [http://www.metrogis.org/about/business\\_planning/2008-2011\\_businessplan.pdf](http://www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf) )
  - 2006 Annual Report ([www.metrogis.org/about/annual\\_reports/index.shtml](http://www.metrogis.org/about/annual_reports/index.shtml))
  - Summary report for the February 8<sup>th</sup> Strategic Directions Workshop”. (It can be viewed at [http://www.metrogis.org/about/business\\_planning/sdw/workshop\\_summary\\_07\\_0626.pdf](http://www.metrogis.org/about/business_planning/sdw/workshop_summary_07_0626.pdf).)
  - 2007 Performance Measurement Annual Report. (It can be viewed at [http://www.metrogis.org/teams/cc/meetings/07\\_1218/performance\\_measures\\_report\\_2007\\_cc.pdf](http://www.metrogis.org/teams/cc/meetings/07_1218/performance_measures_report_2007_cc.pdf).)
- g) Meetings supported by MetroGIS staff support team:
- Policy Board (4)
  - Coordinating Committee (4)
  - Technical Advisory Team (3)
  - Business Information Needs - Workgroups, Data User Forums, Training, etc.:
    - ✓ Address /Web Assessment Workgroup (3)
    - ✓ Strategic Directions Workshop Planning Team (2)
    - ✓ Business Planning Oversight Team (10)
    - ✓ Technical Leadership Steering Workgroup (2)
    - ✓ County Data Producers Workgroup (0)
  - Special Events: (1)
    - ✓ February 8, Strategic Directions Workshop (*see item “f” above*)







**TO:** Coordinating Committee

**FROM:** MetroGIS Staff Support Team  
Contact: Chris Kline (651-602-1363)

**SUBJECT:** 2007 MetroGIS Performance Measures Report

**DATE:** December 4, 2007  
(For the Dec. 18<sup>th</sup> Mtg.)

## INTRODUCTION

The draft 2007 Annual Performance Measures Report (separate document), dated December 6, 2007 is presented for the Committee's review and comment. Direction is also requested from the Committee on several matters relating to future Performance Measurement procedures and activities.

## MAJOR PERFORMANCE MEASUREMENT FINDINGS AND CONCLUSIONS

The 2007 Annual Performance Measurement Report is organized around four MetroGIS outcome statements defined in Performance Measurement Plan, adopted by the Policy Board in 2002. The 2007 Report summarizes comparable data collected over a five-year timeframe for most of the ten performance measures.

The findings and conclusions presented below represent an overview of a more detailed analysis presented in the actual annual report.

### 1. Ease of Data Discovery and Access

- **Use** of the endorsed socioeconomic web resources **regional applications tripled**. This result supports a policy statement in the current Business Plan noting that addressing common information needs often involves securing data and an application(s) to use those data to answer particular question(s).
- **Searchable metadata** records and **downloadable datafiles** in DataFinder **increased by 16** (6.7 percent) **and 9** (5.7 percent), respectfully.
- Data **discovery** events **decreased by 13.6 percent** from the previous year, while **downloads of actual data increased 40.2 percent**. Introduction of the new Café and RSS services may be attributable for the decrease in visits, while boosting downloads of the data.

#### Comment/Suggested Action:

- 1) The software platform for DataFinder Café was replaced in October 2006. The new platform (GeoCortex IMF software and a higher capacity server) supports the functionality provided by the former platform plus it provides the capability to distinguish among use of web mapping services, not only from downloads of source data but it can also distinguish online browsing of data from actual use of a web mapping service as data source.
- 2) Modifications to the current performance measures should be pursued to provide a means to effectively integrate data use reporting metrics with those for MetroGIS supported applications.

### 2. Data Currency and Usefulness (Endorsed Regional Data Solutions)

- All **endorsed regional data solutions** were **maintained to the specifications** established by the MetroGIS community.
- “**Endorsed regional data solutions**” comprised **28.2 percent of the total downloads** in 2007, which is consistent with the long term average.
- **Only four** endorsed regional datasets were in the top 10 downloads for 2007.

Endorsed regional datasets (for which data access metrics are maintained by MetroGIS):

Dataset <sup>(1)</sup>	# of Downloads	2007 Rank
<b>Parcels</b>	953	1
<b>Census Demographic Profiles</b>	661	2
<b>Street Centerlines</b>	556	3
<b>County &amp; Municipal Boundaries</b>	398	4
<b>Census Geography (e.g. tracts and blocks)</b>	164	11
<b>Planned Land Use</b>	139	15

<sup>(1)</sup> Eight regional solutions have been enacted by MetroGIS but only six are tracked for purposes of Performance Measurement Reporting. Land Cover is distributed by DNR, its custodian. The Land Cover metadata record is posted on DataFinder but directs the user to DNR's website. The Unique Parcel ID solution is a component of the Regional Parcel Dataset and, thus, not tracked separately.)

Comments/Suggested Action:

- 1) Parcels and Street Centerline dataset downloads reached their highest volumes recorded since 2003; their downloads have increased every year.
- 2) Download events for County & Municipal Boundaries, Census Geography, and Planned Land Use have decreased since 2003.

It is possible that introduction of the availability to access data via map services may be responsible for some or all of the decrease in downloads via FTP and Café. Unfortunately, the nature of web services does not permit a direct comparison with data download activity because each pan, zoom, etc. of a web service results in a refresh which is counted as another download. Staff will continue to investigate ways to interpret web service activity. A larger concern is if the decrease is due to the data sets no longer meeting user needs. Peer review forums have not been held for these regional datasets for some time. Such forums are currently anticipated to be included in the 2009 work program. Resources permitting, staff can investigate the potential of hosting one or more of these forums in the second half of 2008, if the Committee so wishes.

**3. Internal Efficiencies, Level of Cooperation**

- **Ten (10) stakeholder organizations** continue to effectively support **23** distinct primary and regional **custodian roles** in accordance endorsed regional solutions to common geospatial needs.
- **The number of organizations** utilizing DataFinder to **publish metadata** (18) and / or actual **geospatial files** (10) remained the **same as last year**.

Comment/Suggested Action:

In accordance with achieving the objective of MetroGIS DataFinder serving as a one-stop-shop for geospatial data for the Twin Cities Metropolitan Area, outreach efforts should continue to encourage data producers, who are not currently taking full advantage of the existence of DataFinder to consider using it (or increasing their use) to share knowledge of their data holdings and leverage its one-stop-shop distribution potential.

**4. Decision Making, Service Delivery**

**No testimonials** were competed as of this writing for the 2007 reporting period, although an interview was conducted with Sally Wakefield about benefits realized by the non-profit, 1000 Friends of Minnesota to MetroGIS's efforts. This testimonial will be included in the 2008 Performance Measurement Report unless completed before year end.

Comment/Suggested Action: User testimonials to value gained form MetroGIS's efforts should continue to be developed as they are presently the only method available to assess MetroGIS's impact on improvements to its stakeholders' internal organizational effectiveness and efficiency.

**RECOMMENDATION**

That the Coordinating Committee:

- 1) Review and comment on the MetroGIS 2007 Performance Measurement Report.
- 2) Review and comment on the conclusions and comments offered herein, including consideration of setting performance measurement targets.
- 3) Recommend that the Policy Board approve the 2007 report, dated December 6, 2007, together with any changes the Committee wishes and conclusions that it forwards for Board consideration.

## REFERENCE

### **BACKGROUND**

1. This is the sixth annual Performance Report produced about MetroGIS. The five previous reports can be viewed at [http://www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml). Much of the analysis related to MetroGIS DataFinder capabilities and use.
2. The Policy Board has requested a performance measures based report on MetroGIS's activities on an annual basis. Presentation of this report has occurred at the Board's January meeting in the past. To accommodate this schedule, an October 1 to September 30 time frame has been used.
3. For five years prior to 2007, staff had captured performance measurement data on a monthly basis and shared one or more anomalies (positive and troubling) with the Coordinating Committee on a quarterly basis for insight into possible causes and for direction as to any desired changes in policies or procedures. This insight was in turn incorporated into the annual Performance Measurement Report.
4. Update of the Performance Measurement Plan that provides the foundation for annual performance measurement reporting is scheduled in 2008 to ensure consistency between the measures and the outcomes defined in the 2008-2011 MetroGIS Business Plan





*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Coordinating Committee

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

**SUBJECT:** Service Broker Project - Demonstration of Capabilities

**DATE:** December 7, 2007  
(For the Dec. 18 Meeting)

### **INTRODUCTION**

The project manager has been invited to demonstrate progress made and capabilities developed to date to operationalize a Service Broker application. This project is funded in part from MetroGIS as a Regional GIS Pilot project. The Coordinating Committee's role is to aid with resolving obstacles encountered and offering guidance as to desired next steps. A written report had not been provided as of this writing.

### **PROJECT PURPOSE**

The purpose of this project is to prototype a Internet-based search and access mechanism for applications and web services. The idea is to provide a convenient means to discover and leverage existing geospatial applications and services just as we are currently doing for existing data via DataFinder. See Section 3 of Attachment A for a detailed explanation of the agreed upon deliverables.

In addition to defining technical requirements and roles and responsibilities that must be performed to sustain this capability, the project is also tasked with helping the community better understand the technical requirements necessary to achieve a portal whereby the user can search by "information need" and the system will identify existing data, web services, applications, other resources to be defined that apply to the specific information need.

### **BACKGROUND ON THE AUTHORIZING AGREEMENT**

The project was recommended for funding by the Policy Board in July 2006. An Interagency Agreement (Attachment A), between the Metropolitan Council and the Mn Office of Geographic and Demographic Analysis, was executed in December 2006. The original project proposal called for completion in March 2007 (Exhibit B, Attachment A) but was extended to June 29 due to complications for support that arose during the 2007 Legislative session. The Agreement provides for a total payment of \$20,000 for development of the proposed Service Broker functionality and related deliverables. A payment of \$10,000 was made when the Agreement was executed, as called for by the Agreement. The Agreement has a one-year term that expires on December 27<sup>th</sup>. A time extension is not automatic. Capability to fully achieve the defined deliverables must be demonstrated.

### **PREVIOUS PROJECT UPDATES TO THE COMMITTEE:**

March 2007: Fred Logman, the project manager explained "that the project had recently begun. Good progress has been made to define metadata requirements for describing web services that will be searchable via the service broker application". He reported that the steering committee was scheduled to meet on April 11<sup>th</sup>. No questions or comments were offered by the Committee. (See Attachment B for the progress report.)

June 2007: Due to competing priorities for support resources, Fred Logman reported that little progress had been made other than holding the Steering Committee meeting in April. The Coordinating Committee encouraged expediting of the project so that the results are available when budget proposals are considered this fall, particularly in the event that further funding via MetroGIS is determined to be an appropriate next-step for MetroGIS to consider. Logman agreed to a deadline of not later than November 2007 and stated that he would do what he can to complete the project earlier. (See Attachment C for the progress report.)

September 2007: Work was progressing on the standards that underpin development and use of the web-based catalog in which metadata records describing available web services will be posted. Chris Cialek, filling in for Fred Logman who is the project manager, commented the project was on target to achieve the November 2007 completion deadline. (See Attachment D for the progress report.)

### **RECOMMENDATION**

That the Committee provide project direction, as deemed appropriate.

# ATTACHMENT A

## Service Broker Project Funding Agreement INTERAGENCY AGREEMENT FOR GEOSPATIAL SERVICES DIRECTORY AND BROKER (2006 MetroGIS Funded Regional GIS Project)

Parties:	<b>Metropolitan Council</b> <b>Land Management Information Center</b>	<b>Contract No.</b> <b>06I020</b>
Addresses:	<b>Metropolitan Council</b> <b>390 North Robert Street</b> <b>St. Paul, MN 55101</b>	<b>LMIC</b> <b>658 Cedar Street, Room 300</b> <b>St. Paul, MN 55155</b>
Services:	<b>Preparation of a catalog of geospatial services, a catalog of maintenance, query and search tools, a geospatial toolkit library and a shared service use demonstration.</b>	
Maximum Contract Amount:	<b>\$20,000</b>	Council Action: <b>None</b> Authority: <b>Minn. Stat. S. 471.59</b> <b>Minn. Stat. S 473.129</b>
Term:	<b>One year from Effective Date of Agreement.</b>	
Effective Date:	<b>Final execution by both parties.</b>	

**THIS INTERAGENCY AGREEMENT** (“Agreement”) is entered into by and between the Land Management Information Center (“LMIC”), a functional unit of the Minnesota Department of Geographic and Demographic Analysis and a division of the State of Minnesota Department of Administration and the Metropolitan Council (“Metropolitan Council”).

**WHEREAS:**

1. MetroGIS is regional geographic information systems (GIS) program serving the seven-county, Minneapolis-St. Paul (Minnesota) metropolitan area. The MetroGIS program provides a regional forum to promote and facilitate widespread sharing of geospatial data. Its primary stakeholders are local and regional government interests, with representation from state and federal government, academic institutions, nonprofit organizations and businesses.
2. In March 2006, MetroGIS issued a call for Regional GIS Project proposals.
3. On June 9, 2006, the Minnesota Department of Geographic and Demographic Analysis and the Metropolitan Airports Commission submitted a Regional GIS Project proposal to the Metropolitan Council entitled “Geospatial Services Directory and Broker”, which proposal is attached hereto and incorporated herein as **Exhibit A.**
4. The Metropolitan Council’s operating budget includes funding for the “foster collaboration” function of MetroGIS’s efforts. A component of this funding is allocated to facilitating demonstration projects (Regional GIS Project proposals) that address shared geospatial needs of the MetroGIS community, including the Metropolitan Council.
5. The Metropolitan Council desires to fund the services, which will be provided by LMIC, a functional unit of the Minnesota Office of Geographic and Demographic Analysis, and which are outlined in the proposal under the terms and conditions of this Agreement.
6. The State of Minnesota Department of Administration has delegated signature authority for certain contracts to LMIC.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

**1. OVERVIEW AND SCOPE OF SERVICES.**

This Agreement states the terms and conditions under which Metropolitan Council agrees to provide funding to LMIC for the services outlined herein. LMIC proposes to develop and implement a directory of shared geospatial web services and software components and tools for MetroGIS members. LMIC will prepare:

- **A Catalog of Geospatial Services.** The catalog will be initialized with data produced from the Governor’s Council on Geographic Information (GCGI) Shared Geospatial Services survey.
- **Catalog Maintenance, Query and Search Tools.** A user interface that provides catalog maintenance, query, and search functions similar to those developed for the MN Geographic Data Clearinghouse.
- **Shared Service Use Demonstration.** An application broker that demonstrates the interactive use of LMIC’s Open Geographic Consortium (OGC)-compliant Web Mapping Services (WMS) Image Server as an example of a hosted shared service that directly supports applications meeting MetroGIS business needs.
- **Geospatial Toolkit Library.** An on-line repository for applications and software code that is available to MetroGIS member organizations.

The scope of services is more specifically defined in **Exhibit A**.

## 2. TERM

- 2.1 *Effective Date:* The Effective date of this Agreement is the date both parties have signed the Agreement.
- 2.2 *Expiration Date:* One (1) year from the Effective Date of the Agreement.

## 3. MAXIMUM TOTAL COMPENSATION; COMPENSATION BASIS

3.1 *Maximum Total Compensation:* The maximum total compensation payable to LMIC by the Metropolitan Council for all services performed hereunder, including any expenses incurred, shall not exceed the amount of **\$20,000**.

3.2 *Compensation Basis:* For the services provided herein, the Metropolitan Council agrees to pay LMIC as follows:

Payment shall be made upon submittal of a written invoice to Metropolitan Council’s Authorized Representative according to the following schedule:

- a) Fifty (50) percent (\$10,000) shall be authorized for payment upon the Effective Date of this Agreement.
- b) Twenty Five (25) percent (\$5,000) shall be authorized for payment upon receipt of a status report to the MetroGIS Coordinating Committee for discussion at the Committee’s March 2007 meeting. The Report will include:
  - (1) Members of the project team and their responsibilities.
  - (2) Progress made with respect to the following:
    - hardware/software specifications and development progress;
    - procedures and standards developed/recommended;
    - clarification of custodial roles and responsibilities needed to support the subject “broker” function, in particular receipt of applications/services produced by multiple organizations relating to business needs of local and regional government that serve the seven county, Minneapolis-St. Paul Metropolitan Area;
    - guidelines for organizations wishing to share an application/service via the “broker”;
    - applications/services that will initially be included in the catalogue and accessible via the broker; and
    - testing of “broker” components and related procedures and policies to insure they are workable from the perspectives of all affected parties, using more than one service and at least one service from a local or regional government interest.
  - (3) Any issues/obstacles encountered and proposed solutions.
  - (4) Unexpected benefits encountered.
  - (5) Updated schedule for completion.
  - (6) Outline for the Final Project Report.
- c) Twenty-five (25) percent (\$5,000) shall be authorized for payment upon receipt of the final project report which includes, but is not limited to, the Deliverables set forth in **Exhibit A**. In particular:

- (1) Operational website and documentation of the final hardware/software specifications implemented.
- (2) Procedures and standards implemented.
- (3) Custodial roles and responsibilities needed to support the subject “Broker” function. In particular, receipt of applications/services produced by multiple organizations.
- (4) Identification of candidate willing organization(s) with sufficient operational capacity to support required “Broker” roles and responsibilities into foreseeable future.
- (5) Guidelines for organizations wishing to share an application/service via the “Broker” and copy of source code for any and all software developed via this project.

**4. REPRESENTATIONS**

LMIC represents and warrants that (i) it has the legal right to enter into this Agreement and perform its obligations hereunder, and (ii) the performance of its obligations and delivery of the services to Metropolitan Council will not violate any applicable U.S. laws or regulations, or cause a breach of any agreements with any third parties.

**5. LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof, to the extent authorized by the law, and shall not be responsible for the acts of the other party and the results thereof. Metropolitan Council’s liability is governed by the provisions of Minnesota Statutes Chapter 466.

**6. TERMINATION**

The Metropolitan Council may terminate this Agreement by giving LMIC thirty (30) days written notice. If the Metropolitan Council terminates this Agreement prior to the expiration date, LMIC will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed or delivered.

**7. MISCELLANEOUS PROVISIONS**

7.1 *Authorized Representatives.*

LMIC Authorized Representative is:

David Arbeit, Director  
 Office of Geographic and Demographic Analysis  
 658 Cedar St, Rm 300  
 St. Paul, Mn 55155  
 Phone: (651) 201-2460  
 Email: david.arbeit@state.mn.us

Metropolitan Council’s Authorized Representative is:

Randall Johnson, Staff Coordinator  
 MetroGIS Program  
 Metropolitan Council  
 390 Robert Street north  
 St. Paul, Mn 55101  
 Phone: (651) 602-1638  
 Email: [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us)

7.2 *Amendments.* The terms of this Agreement may be changed only by mutual agreement of the parties. Such changes shall be effective only upon the execution of written amendments signed by authorized officers of the parties to this Agreement.

**IN WITNESS WHEREOF**, the parties have caused this agreement to be executed by their duly authorized officers on the dates set forth below. This agreement is effective upon final execution by, and delivery to, both parties.

**METROPOLITAN COUNCIL**

By:

Date \_\_\_\_\_

\_\_\_\_\_  
 Mark Vander Schaaf  
 Director, Department of Data Resources



Approved as to form:

Date \_\_\_\_\_

\_\_\_\_\_  
Metropolitan Council  
Office of General Counsel

**LAND MANAGEMENT INFORMATION CENTER**  
By:

Date \_\_\_\_\_

\_\_\_\_\_  
David Arbeit  
LMIC Authorized Representative

**LIST OF EXHIBITS**

<b>Exhibits</b>	<b>Description</b>
A	Proposal
B	Final Revised Project Schedule

# EXHIBIT A

## GEOSPATIAL SERVICES DIRECTORY AND BROKER

### A Proposal to MetroGIS - June 9, 2006

**Submitted by: Land Management Information Center**

**Project Sponsors: David Arbeit, MN Office of Geographic and Demographic Analysis  
David Bitner, Metropolitan Airports Commission**

#### **Project Summary**

LMIC proposes to develop and implement a directory of shared geospatial web services and software components and tools for MetroGIS members to search that directory for those shared resources. It also will demonstrate the effectiveness of a broker function that can directly link GIS applications to “best of breed” geospatial services offered from a single hosted location.

The project will implement many of the functions proposed for the MetroGIS Applications Finder in 2004 and will support the GIS Enterprise Architecture design developed with participation of MetroGIS stakeholders and endorsed by the Governor’s Council on Geographic Information (GCGI) for the state. At least one shared application will be supported, LMIC’s open source web service that provides imagery directly to GIS applications. LMIC also proposes to provide application hosting and download services for MetroGIS shared applications, including those resulting from the FGDC CAP grant to the North Dakota - Minnesota Application Development Collaboration that involves several MetroGIS members.

LMIC is requesting \$20,000 for this project, which will leverage more than \$30,000 from LMIC supporting related activities of the Minnesota Geographic Data Clearinghouse and a statewide Shared GeoSpatial Services survey for the GCGI. David Bitner of the Metropolitan Airports Commission and other MetroGIS stakeholders also will contribute time and expertise to the project.

**1. Project Objective and Need for Funding.** The principal purpose of this project is to develop first-generation versions of services directory and brokering functions described in the GCGI Conceptual Enterprise Architecture model for the state, focusing specifically upon objectives of the MetroGIS Application Finder described in 2004. Funding is needed at this time to extend the scope of a more limited current effort to identify opportunities for shared services. Without additional funds, this project will identify shared service opportunities for a statewide GIS strategy, but will not directly address MetroGIS needs. The funding will provide:

- **A Catalog of Geospatial Services.** The catalog will be initialized with data produced from the GCGI Shared Geospatial Services survey.
- **Catalog Maintenance, Query and Search Tools.** A user interface that provides catalog maintenance, query, and search functions similar to those developed for the MN Geographic Data Clearinghouse.
- **Shared Service Use Demonstration.** An application broker that demonstrates the interactive use of LMIC’s OGC-compliant WMS Imager Server as an example of a hosted shared service that directly supports applications meeting MetroGIS business needs.
- **Geospatial Toolkit Library.** An on-line repository for applications and software code that is available to MetroGIS member organizations.

**2. Regional GIS Project Objectives.** This project extends the historical focus of a “Regional GIS Project” by providing enhanced access to shared geospatial services and applications, not just enhanced access to data. Extending benefits to shared applications has been informally supported by the MetroGIS Policy Board, although “Regional GIS Project” has not been redefined. The project will provide direct access to a LMIC service that provides efficient access to imagery data from a shared server.

**3. Implementing a Sustainable Solution to a Priority Need.** The MetroGIS Coordinating Committee has identified application sharing as an important “next step” for several years, expressed in 2004 as ApplicationFinder. This project will implement much of ApplicationFinder’s core functionality, but within the context of a “Services Broker” as a critical piece of a GeoSpatial Enterprise Architecture. As an important element of the state’s Enterprise Architecture framework, LMIC advocates implementing the Broker as a core Clearinghouse service funded by the state.

**4. Activities to Achieve Project Objective and Relationship of Requested Funds.** The total funds needed to complete this project is \$20,000. In addition, an estimated \$30,000 in LMIC resources will be devoted to administration, infrastructure maintenance, and technical services related to the project. Project activities and estimates of MetroGIS funds needed for the activities are provided below.

A. Complete Initial Design of GeoSpatial Services Inventory	\$0
B. Design and Implement Editing Module	\$2,500
C. Design and Implement Query and Reporting Modules	\$2,500
D. Training/Support for Documentation for Shared Services and Applications	\$2,500
E. Implement Application Hosting Environment	\$2,500
F. Develop, Test and Implement Services Broker Capability	\$6,000
G. Test and Implement Functioning Application-to-Application Service Connector	\$3,000
H. Project Documentation	\$1,000

**5. Readiness.** LMIC maintains staff and computer facilities required to implement this project, is authorized to receive funds from other government entities, and has extensive experience managing complex projects on behalf of Minnesota’s GIS community.

**6. Benefit to MetroGIS Community.** This project will allow MetroGIS member application developers to identify geospatial services and applications developed by others, determine applicability to their needs, and select shared components that have been created, tested and implemented. Benefits included reduced applications development time, improved standardization among developers, increased knowledge, and enhanced software reliability. Over time, the public will see improved and expanded functionality and greater uniformity among MetroGIS organizations. This project will help MetroGIS members meet the growing demand for geospatial services without a corresponding increase in resources.

**7. Total Value and Description of Leveraged Resources.** The “Shared Services”, “Web Toolkit” and “Image Service” projects that will be leveraged have a combined value conservatively estimated to be greater than \$75,000. The long-term value to MetroGIS will be considerable higher. This project is estimated to require 500 to 600 dedicated staff hours to complete. LMIC anticipates contributing more than half of these hours as in-kind services. In addition, all hardware, software, networking, and system support costs will be absorbed by LMIC as part of its Clearinghouse functions.

**8. Impact of Partial Funding.** Unless other sources of funding can be found, some project elements would be scaled back or eliminated. The searchable catalog and the brokering function are considered the highest priorities, but any adjustments to scope will be made in consultation with MetroGIS stakeholders.

**9. Project Time Frame.** Most project deliverables can be completed, tested, and implemented by March 2007. The project could begin in August or September 2006 and would be fully completed by the end of April 2007. Loading of products of the Web Toolkit Project into the repository cannot be completed until that project has finished its work, which should be in March 2007.

## EXHIBIT B

### PROJECT SCHEDULE

#### MILESTONE

#### DATE

#### “Foundation Tasks” Completed Before Project Start

Design, Test and Implement Geospatial Services Inventory for Governor’s Council on GI

January – September, 2006

Introduce State Geospatial Services Survey at GIS/LIS Conference

October, 2006

#### Project Tasks

MetroGIS Project Agreement Executed

December 29, 2006

Project Steering Committee Meets

January, March, May

Begin Promotion of Survey to MetroGIS Community

January 8, 2007

Implement and Document Image Service

January 31, 2007

Implement and Document Geocoding Service

March 16, 2007

Coordinating Committee Meeting Report

March 28, 2007

Document procedures and standards

April 1 through May 31

Document custodial roles and responsibilities

April 1 through May 31

Identify candidate “broker” organizations

April 1 through May 31

Draft guidelines for participating organizations

April 1 through May 31

Submit final report

June 29, 2007

# ATTACHMENT B

## Status Report March 2007 Service Broker - Regional GIS Project

Submitted by Fred Logman, Project Manager

The following is the March 2007 status report for the LMIC/MAC grant project as requested.

We are just starting work on this project. We have developed a project plan, established the LMIC project team and identified members of a Steering Committee. We are scheduling the first meeting of the Steering Committee for the morning of Monday, March 26, 2007.

### 1) Members of the LMIC project team and their responsibilities:

- Chris Cialek                      Project and LMIC Team Management
- Jim Dickerson                    Technical Infrastructure
- Andrew Koebrick                      Web Development
- Fred Logman                      Project Design and Management
- Brent Lund                      GIS Developer
- Pete Olson                      Technical Infrastructure
- Nancy Rader                      Metadata

### Steering Committee:

- Bob Basques
- David Bitner
- Josh Gumm
- Alison Slaats
- Dakota County Representative
- Randy Johnson (liaison with MetroGIS policy and funding matters)

### 2) No progress has yet been made with respect to the following items as the project is just getting underway:

- Hardware/software specifications and development progress;
- Procedures and standards developed/recommended;
- Clarification of custodial roles and responsibilities needed to support the subject "broker" function, in particular receipt of applications/services produced by multiple organizations relating to business needs of local and regional government that serve the seven county, Minneapolis-St. Paul Metropolitan Area;
- Guidelines for organizations wishing to share an application/service via the "broker";
- Applications/services that will initially be included in the catalogue and accessible via the broker; and
- Testing of "broker" components and related procedures and policies to insure they are workable from the perspectives of all affected parties, using more than one service and at least one service from a local or regional government interest.

3) Any issues/obstacles encountered and proposed solutions. None encountered.

4) Unexpected benefits encountered. Too early in the project to determine.

5) Updated schedule for completion. Project is targeted for completion by the end of summer 2007.

6) Outline for the Final Project Report. Too early in the +project to determine.

# ATTACHMENT C

## Status Report June 15, 2007 Service Broker – Regional GIS Project

### Project Scope:

Develop a first generation version of a web-based geospatial services delivery and computerized “brokering” function building on the shared services survey/catalog developed by the Governor’s Council on Geographic Information. The “broker” function will consist of a web based catalog and a library of services populated with a few routines to act as a demonstration project to show the potential value of developing a more extensive library of shared services for MetroGIS.

### Deliverables:

- Catalog of services (based on or an update of Council’s Shared Services Survey/Catalog)
- A browser-based catalog search capability
- Library of MetroGIS Services (repository and execution resource that will contain services like the North Dakota/Dakota County toolkit)
- Demonstration and training
- Final project report

### Project team members:

1. Customer Steering Committee Members:
  - Bob Basques, City of St. Paul
  - David Bitner, Metropolitan Airports Commission
  - Josh Gumm, Scott County
  - Randy Johnson, MetroGIS
  - Randy Knippel, Dakota County
  - Alison Slaats, Metropolitan Council
2. LMIC Project Team:
  - Fred Logman, project management
  - Chris Cialek, project management and metadata
  - Jim Dickerson, data base administration and developer
  - Andrew Koebrick, web developer
  - Brent Lund, developer
  - Pete Olson, infrastructure design and implementation
  - Nancy Rader, metadata and documentation

### Project Status:

1. Hardware/software specifications and development:  
*Hardware and software resources needed to host the catalog have been identified and the resources needed for the library have begun to be determined.*
2. Procedures and standards developed/recommended:  
*Research is underway in determining applicability of international metadata standards. Decisions on procedural developments will come out of working with the Steering Committee on populating the catalog and library.*
3. Clarification of custodial roles and responsibilities needed to support the subject “broker” function, in particular, receipt of applications/services produced by multiple organizations relating to business needs of local and regional government that serve the seven county, Minneapolis-St. Paul Metropolitan Area:  
*This is dependent on completion of the library function design, building the library component, modifying the catalog then populating them both. The experiences of the Steering Committee and LMIC staff will identify the functions and issues related to the roles and responsibilities of the hosting, contributing and using entities.*
4. Development of guidelines for organizations wishing to share an application/service via the “broker”:  
*Use guidelines will flow from the experiences gained during testing of the catalog and library functionality.*
5. Applications/services that will initially be included in the catalogue and accessible via the broker:  
*Initial list will be identified by the LMIC project staff and the Steering Committee at a future meeting – possibly in July.*

6. Testing of “broker” components and related procedures and policies to insure they are workable from the perspectives of all affected parties, using more than one service and at least one service from a local or regional government interest:

*Will occur after changes have been made to the catalog and the library functionality has been built.*

**Issues/obstacles encountered with proposed solutions:**

Nothing unexpected has been encountered to date for this project.

**Unexpected benefits encountered:**

There is nothing to report at this time.

**Schedule updates proposed:**

The project deadline is November 2007, however, we will attempt to complete the project sooner as requested although a request to complete work by June 30 is not viable.

**Final project report outline:**

Not finalized at this time. Waiting to see what comes out of the development and testing phases of the project before developing an outline for the final report.

# ATTACHMENT D

## Status Report August 2007 Service Broker - Regional GIS Project

### Project Scope:

Develop a first generation version of a web based services delivery and computerized “brokering” function, building on the shared services survey/catalog developed by the Governor’s Council on Geographic Information. The “broker” function will consist of a web based catalog and a library of services populated with a few routines to demonstrate the value of developing a more extensive library of shared services for MetroGIS partners.

### Deliverables per Agreement:

- Catalog of services (based on or an update of Council’s Shared Services Survey/Catalog)
- Additional catalog search tools
- Library of MetroGIS Services (repository and execution resource that will contain services like the North Dakota/Dakota County toolkit – “Open MNND”)
- Demonstration and training
- Project report

### 2. Members of the project team and their responsibilities:

#### Customer Steering Committee Members:

- Bob Basques, City of St. Paul
- David Bitner, Metropolitan Airports Commission
- Joella Givens, MnDOT **NEW to Steering Committee**
- Josh Gumm, Scott County
- Randy Johnson, MetroGIS
- Randy Knippel, Dakota County
- Alison Slaats, Metropolitan Council

#### LMIC Project Team:

- Chris Cialek, project management and metadata
- Jim Dickerson, data base administration and developer
- Andrew Koebrick, web developer
- Fred Logman, project management
- Brent Lund, developer
- Pete Olson, infrastructure design and implementation
- Nancy Rader, metadata and documentation

### 2) Progress made with respect to the following:

- Hardware/software specifications and development progress;

The hardware and software resources needed to host the catalog and test/demonstration library have been identified. These are being documented along with suggestions for MetroGIS if they choose to host their own catalog and/or library.

- Procedures and standards developed/recommended;

Identifying and documenting the administrative functions necessary to implement and maintain the catalog and library services has begun. We have found an international services metadata standard, ISO 19119, that is appropriate for this project and are in the process of incorporating portions of it into the design.

- Clarification of custodial roles and responsibilities needed to support the subject “broker” function, in particular receipt of applications/services produced by multiple organizations relating to business needs of local and regional government that serve the seven county, Minneapolis-St. Paul Metropolitan Area;



At the last Steering Committee meeting there was discussion about the functionality options and their impact on the type and amount of administrative support needed to administer the catalog and library. The decisions made by the Steering Committee are being incorporated into the catalog and library functionality being provided. As we do testing, the various roles and responsibilities will be refined and clarified then documented. We will be asking the Steering Committee to provide for software for the catalog and library. This should provide software that is pertinent for organizations within the seven county metro area and experience listing, loading and using services.

- Guidelines for organizations wishing to share an application/service via the “broker”;  
We have not yet started to generate guidelines for organizations wishing to share applications. The experience of the “Open MNND” development team has shown that software can be successfully developed and then shared. The “Open MNND” toolkit was developed with the intent of it being shared. Software that is developed for an organization to meet their own business needs may not, without some additional work, be something other organizations would want. Again as we do testing we will gain insight into what is appropriate and desirable for sharing as well as the opportunities and difficulties encountered.

- Applications/services that will initially be included in the catalogue and accessible via the broker; and

The “Open MNND” tool kit and other applications that the Steering Committee chooses to make available by listing in the catalog and/or including within the library will be included. In addition, there will be some services provided by LIMIC project staff.

- Testing of “broker” components and related procedures and policies to insure they are workable from the perspectives of all affected parties, using more than one service and at least one service from a local or regional government interest.

Initial testing of the catalog and library will be done separately. We anticipate being able to load and test some of the Library functionality prior to completing the development work on the Catalog. Once we test the catalog functionality, we will test them together.

3) Any issues/obstacles encountered and proposed solutions.

Nothing unexpected has been encountered to date for this project.

4) Unexpected benefits encountered.

There is nothing to report at this time.

5) Updated schedule for completion.

The project deadline is November 2007, however, we are attempting to complete the project sooner as requested.

6) Outline for the Final Project Report.

We have not finalized an outline but have started to identify components that will be in the Final Project Report.





**TO:** Coordinating Committee  
**FROM:** Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Outreach and Identification of Opportunities Plan  
**DATE:** December 6, 2007  
(For the Dec. 18 meeting)

### INTRODUCTION

The Staff Support Team respectfully requests the Coordinating Committee to comment on suggested modifications, as presented in Attachment A, to the MetroGIS Outreach Plan that was adopted in 2002.

Staff's goal is to present a final plan to the Policy Board in April for approval, along with proposed targeted marketing messages to key interests, an implementation strategy and budget implications.

### PREVIOUS POLICY BOARD DIRECTION

1. At its October 17, 2007 meeting the Policy Board:

- Approved Major Program Objectives for 2008 which included updating MetroGIS's Outreach Plan to reflect the vision, goals, and strategies set forth in 2008-2011 Business Plan.
- Directed the "marketing" label to be renamed to "outreach and identification of opportunities" in response to a recognized need to distinguish outreach tactics that focus on increasing awareness from those that might be construed as "marketing", which the Board has previously determined are not currently an appropriate use of resources.
- Adopted a work plan for November 2007 through December 2008 that calls out the update of the previous Outreach Plan as a priority activity.
- Approved as a component of the Business Plan development of targeted outreach messages for the following five key outreach constituencies (page 4, Tactic 1):
  - ✓ Non-government entities willing to share resources,
  - ✓ Municipal government entities which are potential contributors and or beneficiaries
  - ✓ Departments within participating organizations that are not participating
  - ✓ Organizations with data and resources value to others who are not participating
  - ✓ Jurisdictions that adjoin the Twin Cities Metropolitan Area

2. At its July 2007 meeting the Policy Board concluded that professional marketing expertise on staff of stakeholder organizations should be leveraged to the maximum extent possible to develop outreach messages for MetroGIS before considering the option of retaining consultant assistance.

### SUGGESTED MODIFICATIONS

The suggested modifications to the plan, formerly known as the MetroGIS Outreach Plan:

- Incorporate strategies and tactics outlined in the 2008-2011 MetroGIS Business Plan
- Respond to direction provided by the Policy Board that a goal of the outreach efforts should be to identify opportunities.

### RECOMMENDATION

1. That the Coordinating Committee review and comment on the proposed MetroGIS Outreach and Identification of Opportunities Plan, presented in Attachment A, dated December 5, 2007.
2. Identify professional marketing experts on staff with stakeholder organizations who are willing to assist with the development of targeted outreach messages to key constituencies.
3. Create a workgroup to guide: a) development of targeted outreach messages, b) finalization of the Plan document, and c) development of an implementation strategy and budget implications.

## REFERENCE SECTION

### **OUTREACH EFFORTS OF THE GOVERNOR'S COUNCIL ON GEOGRAPHIC INFORMATION (GCGI)**

Following the Policy Board meeting on October 17, 2007, at which the Board adopted the 2008-2011 Business Plan, Will Craig, member of the GCGI Outreach Committee, commented that "I'd like to think the Governor's Council has some outreach materials that may be of use to MetroGIS. They include:

- A list of groups we want to connect with and why  
[http://www.gis.state.mn.us/Policies/org\\_relate\\_wks.htm](http://www.gis.state.mn.us/Policies/org_relate_wks.htm)
- A Communications Plan  
[http://www.gis.state.mn.us/pdf/CommunicationPlanV1\\_1b.pdf](http://www.gis.state.mn.us/pdf/CommunicationPlanV1_1b.pdf)

**ATTACHMENT A**  
**(Base Document – 2002 High-Level MetroGIS Outreach Plan)**

**PLAN FOR**  
**OUTREACH AND IDENTIFICATION OF OPPORTUNITIES**

*(Last updated: December 5, 2007)*

**Improving Understanding and Satisfaction Purpose**

This Outreach Plan is intended to guide MetroGIS's communications and outreach activities with leadership of organizations and entities that both current and prospective contributors and beneficiaries of MetroGIS's efforts. Specifically, the following six target groups of outreach interests have been identified:<sup>1</sup>

- ✓ Currently active interests willing to investigate further collaborative opportunities
- ✓ Non-government entities willing to share resources,
- ✓ Municipal government entities which are potential contributors and or beneficiaries
- ✓ Departments within participating organizations that are not participating
- ✓ Organizations with data and resources value to others who are not participating
- ✓ Jurisdictions that adjoin the Twin Cities Metropolitan Area

In addition, this Plan recognizes the importance of MetroGIS continuing to foster relationships with organizations with which it has previously coordinated, including the Governor's Council on Geographic Information (GCGI), and MN Land Management Information Center (LMIC), and Federal Geographic Data Committee (FGDC).

This Outreach Plan is a companion document to the 2008-2011 MetroGIS Business Plan, which identified outreach as a key organizational priority. Specific communications and outreach tactics, as well as budget implications, will be included in annual work plans.

**Continue Current Practices or Funded and Under Development:**

1. Produce an Annual Report and distribute it, principally via email, to the ~~Expand upon the Annual Report format that has been used the past three years and mailed to the same audience as in the past (4 page brochure documenting accomplishments over the past year in a newsletter format, mailed to 1400 individuals—over half of them are chief elected and chief administrative officials with local and regional government entities serving the Twin Cities metro Metropolitan Area area and individuals included in MetroGIS's contact database.)~~
2. Produce an informational brochure every 2-3 years to distribute along with the Annual Report and to use as a handout at forums and conferences that focuses on benefits that have been experienced by stakeholders through MetroGIS efforts.
3. Administer Participant Satisfaction Surveys and host Peer Review Forums for implemented regional solutions and use each use as an opportunity to communicate past accomplishments as well as to receive feedback as to desired enhancements. ~~(Note: during preparation for Performance Measures Project, it was decided to synchronize this survey with the measurement and reporting plan. The frequency thereafter will be set forth in the Performance Measures Plan)~~
4. Continue to Maintain a current, complete, accurate, and easily accessible web-based institutional memory of all aspects of MetroGIS efforts. ~~improve the content and intuitive character of the MetroGIS Internet site.~~
5. Continue to sSubmit articles for the quarterly MN GIS/LIS newsletter.

<sup>1</sup> Identified in Tactic 1, Chapter 3, Section VI of the 2008-2011 MetroGIS Business Plan. A sixth group, currently engaged interests, is listed to insure that new collaborative opportunities are also fostered among those interests that are currently participating.

6. ~~Continue to r~~Regularly attend county-based GIS user group meeting in all seven counties to observe and document interests that are ~~common shared~~ among the groups.
7. ~~Continue to h~~Host workshops and educational sessions at the annual MN GIS/LIS conference ~~and in cooperation with others to facilitate knowledge sharing.~~
8. ~~Continue to a~~Accept requests to speak about MetroGIS to stakeholder communities and continue the philosophy of encouraging Policy Board, Coordinating Committee and Team leadership to take the lead, supported by staff.
9. ~~Continue to k~~Keep the leadership of Governor's Council on Geographic Information (GCGI) and MN Land Management Information Center (LMIC) informed of MetroGIS' activities and continue to participate in activities of the GCGI and LMIC as invited.
10. Encourage Policy Board, Coordinating Committee, and Advisory Team members to proactively identify stakeholder workshop and conference opportunities, which would be appropriate/beneficial for MetroGIS to participate.
11. Seek out opportunities to promote MetroGIS's philosophy, practices and projects via the news media and hands-on workshops.
12. Leverage workgroup membership as a means to establish on-going dialogue with stakeholders to both define shared opportunities and educate constituents on the benefits of collaborative solutions to shared geospatial needs..

### **Suggested new practices:**

Prior to the adoption of the 2008-2011 MetroGIS Business Plan, the majority of MetroGIS's outreach efforts targeted organizations that already utilized and understood the value and potential of GIS technology and therefore recognized the benefit of a collaborative approach to addressing GIS needs. With the adoption of the 2008-2011 Business Plan, MetroGIS expanded the scope of its outreach activities to include organizations that do not currently utilize GIS technology, or do so sparingly. MetroGIS will work to improve awareness and understanding of the benefits of GIS technology and collaboration among these non-users. To that end, the following new practices will be adopted:

- a) Through the use of targeted messages, achieve ongoing communication about shared opportunities with representatives of the six constituencies identified in the Purpose Statement, above.
- b) Initiate regular communication with ~~the officials affiliated with jurisdictions that adjoin the Twin Cities Metropolitan Area, in particular counties, collar counties and, if possible when appropriate, to~~ pursue opportunities for ~~through an umbrella organization~~ coordination and cooperation with these counties in joint projects to address shared geographic information needs.
- c) Expand use of electronic tools to foster exchange of ideas and obtain feedback from stakeholders
- d) Pursue opportunities to present to professional organizations of policy makers and managers of key stakeholder interests.
- e) Promote adoption of standards with interests beyond the Twin Cities Metropolitan Area (regional, state or federal) via case-by-case negotiations with the goals of eventual applicability statewide of polices and commitments to knowledge sharing and removing barriers to sharing and leveraging geospatial resources.
- f) Pursue opportunities to establish public-private partnerships, particularly to address application needs. (Note: The first step in this process is the establishment of a public/private working group, comprised of volunteers from MetroGIS participant organizations as well as private sector representatives, which will work to identify opportunities for collaboration.)
- g) Establish a partnership with the ~~Governor's Council on Geographic Information (GCGI)~~ -to collaborate on outreach activities of common interest, in particular, to improve understanding among individuals affiliated with government in ~~jurisdictions adjoining the Twin Cities Metropolitan Area the collar counties~~ and Greater Minnesota of MetroGIS' data sharing philosophy, practices, and lessons learned. ~~In addition, share on an ongoing basis with the GCGI any information learned from MetroGIS's efforts to encourage the adoption of standards with entities beyond the Twin Cities Metropolitan Area.~~



**TO:** Coordinating Committee  
**FROM:** Jonathan Blake, Member Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Leadership Succession Plan  
**DATE:** December 6, 2007  
(For the Dec. 18 meeting)

### INTRODUCTION

The Staff Support Team respectfully requests Coordinating Committee direction and comment on the major elements and ideas to be covered in a Leadership Succession Plan. Development of this plan is an important step in preparing for future retirements of key management and political leaders.

The Coordinating Committee's input and direction will help direct the development – by either the Staff Support Team or a designated workgroup – of a draft Leadership Succession Plan for future review and adoption by MetroGIS leadership.

### PREVIOUS POLICY BOARD DIRECTION

At its October 17, 2007 meeting the Policy Board:

- a. Approved Major Program Objectives for 2008 which included adoption and implementation of a plan “to achieve an orderly succession of leadership (Leadership Succession Plan).”
- b. Approved as a component of the 2008-2011 MetroGIS Business Plan development of a plan in which “current and prospective leaders are identified at the policy, management, and technical levels within organizations critical to the long-term success of MetroGIS. The Plan should provide a proactive program to ensure that individuals interested in assuming MetroGIS leadership roles have adequate skills to carry out the requisite responsibilities.” (Activity Area 8: Optimize MetroGIS Governance and Organizational Structure)

### SUGGESTED ELEMENTS AND IDEAS – LEADERSHIP SUCCESSION PLAN

**1. Statement of Purpose** – MetroGIS will develop a Leadership Succession Plan to prepare for the future retirement or other replacement of key political leadership, staff and technical support. The Plan will include MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge.

**2. Identification of Key Leaders and Staff** – The MetroGIS Leadership Succession Plan must specifically address the succession plans for, at a minimum, the following key individuals and positions:

- MetroGIS Policy Board and Coordinating Committee membership, in particular chairpersons
- MetroGIS staff, particularly the Staff Coordinator position
- Key participant organization staff (e.g. county GIS managers, technical staff)
- Champions and advocates within critical stakeholder organizations
- MetroGIS workgroup leadership and members

**3. Identification of Requisite Skills and Experience for Key Leaders and Staff** – The Plan should include thorough job descriptions and/or identification of skills and expertise needed to carry out the roles and responsibilities listed above. This includes details on each position/role's general duties and obligations, expected time commitment and a description of any required expertise.

**4. Development of a Succession Planning Structure** – The Plan should describe in detail the procedures to be followed in the event of the retirement or other replacement of the individuals identified in #2 above. Delineation of key responsibilities – including the identification of potential successors and the development and implementation of training programs and materials – should be offered in the Plan.

In the case of dedicated MetroGIS staff, the plan would include the process for MetroGIS to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff. In the case of workgroup participants, the process would be a less formal recruitment of interested and qualified staff from participant organizations.

Included in the Succession Planning Structure are elements including, but not limited to:

- Process for identifying potential new staff and Technical Support
- Plan for reviewing the success of individual staff or leader transitions to gauge the success of the succession process
- Expected timeline to hire, train and fully integrate MetroGIS staff into system, particularly at the Staff Coordinator position.

**5. Plan for Maintaining Political Legitimacy during Transitional Phases** – MetroGIS’s effectiveness is in large part due to the political support of its participating organizations. Without this support, much of the professional staff assistance MetroGIS needs – in implementing its programs, staffing its workgroups and maintaining the viability of DataFinder – would likely be unavailable. It is important to prepare MetroGIS to maintain this support and political legitimacy during transitional phases.

**6. Address “Volunteer Burnout”** – MetroGIS relies heavily on volunteers from participant organizations for technical assistance, workgroup participation and other key organizational activities. As discussed in the 2008-2011 MetroGIS Business Plan, the potential pool of participants for these activities has shrunk in recent years, largely due to volunteer burnout. The Leadership Succession Plan should contain strategies for growing participation in workgroups and reducing the burden on frequent volunteers to ensure the vitality of future volunteer projects.

#### **CHALLENGES – LEADERSHIP SUCCESSION PLAN**

Due to MetroGIS’s unique organizational structure – which relies on the willful collaboration of staff and political leadership from numerous public entities – the MetroGIS Leadership Succession Plan will likely differ from most corporate, non-profit and governmental transitional plans. The following are unique challenges faced by MetroGIS in preparing for the transition from current to future leadership and staff:

- Political factors outside of MetroGIS control
  - Statewide election of Governor, affecting Metropolitan Council
  - Local elections, affecting composition of MetroGIS leadership and political support of MetroGIS
- Participant organization factors outside of MetroGIS control
  - Staffing decisions at individual counties, agencies and other entities may affect staff and technical resources available to MetroGIS
- Financial support out side of MetroGIS control
  - MetroGIS’s “foster collaboration” function is funded by the Metropolitan Council. If the Council changes its financial priorities, or if Council membership changes significantly via a gubernatorial election or retirements, MetroGIS funding could be vulnerable.

#### **RECOMMENDATION**

That the Coordinating Committee:

1. Offer desired modifications to the elements and major ideas suggested by the staff support team concerning adoption of a Leadership Succession plan.
2. Decide if there is interest in creating a workgroup to oversee further development of the subject Plan.
3. Whether or not a workgroup oversees development of the Plan, provide direction for garnering broad based buy-in to the Leadership Succession Plan process and eventual product.



## REFERENCE SECTION

### SUCCESSION PLANNING RESOURCES

1. “Succession Management Practices” by Sheila M. Rioux, Ph.D., and Paul Bernthal, Ph. D. [http://www.ddiworld.com/pdf/ddi\\_successionmanagementpractices\\_es.pdf](http://www.ddiworld.com/pdf/ddi_successionmanagementpractices_es.pdf)
2. “Fact Brief: Succession Planning in the Government Sector.” Corporate Leadership Council, January 2004. <http://www.wapa.gov/newsroom/pdf/success.pdf>
3. “The Implementation of Workforce and Succession Planning in the Public Sector” by Joan E. Pynes. International Public Management Association for Human Resources, Winter 2004. <http://www.ok.gov/opm/documents/The%20Implementation%20of%20Workforce%20and%20Succession%20Planning%20in%20the%20Public%20Sector.pdf>





Cooperation, Coordination, Sharing Geographic Data

**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – January 2008 Policy Board Meeting  
**DATE:** November 29, 2007  
(For Dec 18<sup>th</sup> Meeting)

### INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic for the Policy Board's January 16, 2008 meeting and a person(s) to present that topic.

### PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. School District use of Regional Parcel Dataset: At the September 2007 Committee meeting member Carlstrom offered to collaborate on a presentation with the State Demographer to show how school districts are using the Regional Parcel Dataset to support decision making.
2. County GIS activities: 5-7 minute overviews from each county at a single Board meeting.
3. Intersection of IT and GIS A couple of the sessions at the State IT Symposium this past December appeared to be related to the "infrastructure" policy area identified that the February 8<sup>th</sup> Strategic Directions Workshop. Dan Falbo, ESRI, who was involved in with of these sessions, has agreed to share any information discussed at those sessions and present the material to the Policy Board is the Committee so wishes.
4. Metropolitan Council's Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS's efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
5. GIS-related work at the U of M: NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical US Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.
6. 2006 Upgrades DataFinder: This topic would include an overview of the variety datasets available, which are available as WMS, benefit of accessing date via WMS format, and what one can do with Café and who has access (public, non-profit, for-profit, local government, etc.).

### DISCUSSION

Policy Board Chairperson Reinhardt attended the State GIS/LIS State Conference in October and sat in on the luncheon presentation about how Minneapolis and MnDOT leveraged GIS technology to assist in responding to the I-35W bridge collapse. Chairperson Reinhardt was impressed and asked if it would be possible to repeat the presentation for the Policy Board in January. Member Givens made arrangements to accommodate Chairperson Reinhardt's request.

In a related matter, the Coordinating Committee decided at its September 2007 meeting that it like to host a debriefing event to discuss what went well and what could have been improved upon regarding the GIS community's assistance to the response the collapse of the I-35W Bridge. The Committee also decided that it would not pursue the matter until after the state GIS/LIS conference at which MnDOT representatives will be giving a presentation that is expected to set the stage for more in-depth debriefing event.

### RECOMMENDATION

That the Coordinating Committee:

- 1) Defer to Policy Board Chairperson Reinhardt's preference for a presentation at the January 2008 Board meeting from Minneapolis and MnDOT about how they leveraged GIS technology to assist in responding to the I-35W bridge collapse.
- 2) Decided next steps concerning a debriefing about what went well and what could have been improved upon regarding the GIS community's assistance to the response the collapse of the I-35W Bridge.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Oct. 2007: Metropolitan Mosquito Control District's Web Application
- Jul. 2007: Metropolitan Council's new "Maps" Web site
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.



**TO:** Coordinating Committee

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

**SUBJECT:** 2008 Committee Meeting Schedule

**DATE:** November 29, 2007  
(For the Dec. 18 Meeting)

### **REQUEST**

The Coordinating Committee is respectfully requested to set its meeting schedule for 2008.

### **POLICY BOARD SCHEDULE**

On October 17<sup>th</sup>, the Policy Board adopted the following meeting schedule for 2007: January 16, April 23, July 23, and October 22, a mixture of 3<sup>rd</sup> and 4<sup>th</sup> Wednesdays of the month.

### **DISCUSSION**

The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Wednesday or Thursday starting at 1:00 p.m. at the Minnesota Counties Insurance Trust (MCIT) building. To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer the Committee to meet 3-4 weeks prior to the Board's meetings.

<b><u>Suggested Meeting Dates</u></b> <b><u>(Wednesdays)</u></b>	<b><u>Anticipated Major Topics</u></b>
March 26, 2008	<ul style="list-style-type: none"><li>• Recommendation to Secure Additional Technical Leadership</li><li>• Recommendation for MetroGIS's Shared Application Role</li><li>• Preliminary 2009 Budget Request</li></ul> 2008 Regional GIS Project Program- Concept Acceptance
June 25	<ul style="list-style-type: none"><li>• Recommendation for ApplicationFinder Implementation Plan</li><li>• Recommendation for Regional Address Point Database</li></ul> 2008 Regional GIS Project Program- Final Recommendation
September 17	<ul style="list-style-type: none"><li>• Performance Measurement Plan Update</li><li>• 2009 Program Objectives</li></ul> Next-Generation Parcel Data Sharing Agreement (2009 - ?)
December 17	Election of Officers Annual Performance Measurement Report

### **RECOMMENDATION**

That the Committee set its meeting schedule for 2008.





**TO:** Coordinating Committee

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

**SUBJECT:** Regional Emergency Preparedness Solution – Next Steps

**DATE:** November 29, 2007  
(For the Dec. 18 Mtg.)

## **REQUEST**

Direction is requested from the Committee as its preferences concerning pursuit of a regional solution to the Emergency Preparedness information need and related organizational agreements.

## **BACKGROUND**

This request is before the Committee for two reasons:

- 1) The County Data Producer’s Workgroup, Chaired by Randy Knippel, is interested in moving beyond the 2005-06 pilot that was conducted in 2005. Refer to Attachment A for excerpt from the Workgroup’s October 31, 2007 meeting summary. The pilot initiated an experimental effort that involved all seven counties assuming various primary and regional custodian responsibilities to collaboratively manage numerous Emergency Preparedness data types. The Policy Board endorsed the pilot at its October 2005 meeting and requested modification of the outreach materials to more clearly define the objectives and benefits in a manner that policy makers and senior managers could relate to. (See Attachment B for an excerpt from the October 2005 Policy Board meeting summary)
- 2) Joella Givens, MnDOT Metro, has been asked by MnDOT management to work on a solution to making sure that data needed from others during future emergencies is available. Refer to her message in Attachment C.

## **PREVIOUS ACTION**

1. October 17, 2007: The Policy Board adopted a work program, as recommended by the Coordinating Committee, to guide MetroGIS’s efforts for 2008. The top two priorities are will consume most MetroGIS support resources until April 2008 (see Agenda Item 5a). The Committee concurred at its September meeting that work topics that are not priorities are not precluded from proceeding providing the required support resources are provided by others.
2. October 19, 2005: The Policy Board endorsed the vision for a county-based collaborative solution and provided constructive criticism regarding next steps (see Attachment A).

## **DISCUSSION**

The request by Joella Givens to secure access to data needed from others in times of emergency is timely with regard to parcel data as negotiations with the seven counties for then next-generation Regional Parcel Data Sharing Agreement are anticipated to begin Spring 2008. Member Knippel is also poised to leverage related work via the GCGI but needs broader management and policy buy-in from the counties.

## **RECOMMENDATION**

That the Coordinating Committee should:

- 1) Decide if it concurs with Member Givens that “MetroGIS is the best vehicle to vet the issue and develop a solution”. And, if so, provide direction as to desired next steps.
- 2) Accept the County Data Producer’s Workgroup’s recommendation to reactivate the MetroGIS Emergency Preparedness Workgroup and its efforts to test and refine both the data and organizational responsibility components necessary to achieve the vision, as described in the September 1, 2005 White Paper referenced in Attachment A.
- 3) Clarify expectations for a regional solution and appoint a Workgroup liaison to the Committee.

## ATTACHMENT A

### EXCERPT

#### Policy Board Meeting Summary October 19, 2005

##### **5a) Emergency Preparedness – Proposed Interim Regional Solution Report**

Coordinating Committee Chairperson Read introduced the need for regional interoperability of emergency preparedness-related data with the following scenario. A jet aircraft is having difficulty and dumps fuel before landing. The fuel falls across a three county area. Emergency responders need to assess the impact on water intakes.

She then introduced Randy Knippel, Dakota County GIS Coordinator and Chair of the MetroGIS Emergency Preparedness Workgroup, noting that the Coordinating Committee had endorsed the proposed collaborative solution presented in the agenda materials at its September 21<sup>st</sup> meeting. The presentation slides can be viewed at [http://www.metrogis.org/teams/pb/meetings/05\\_1019/slides.pdf](http://www.metrogis.org/teams/pb/meetings/05_1019/slides.pdf).

Knippel summarized the collaborative vision (for the details see the White Paper dated September 1, 2005 at [http://www.metrogis.org/data/info\\_needs/emergency\\_prep/ep\\_endorsed.pdf](http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf)), noting that the seven counties are proposed to be the core participants and that officials affiliated with each of the counties had been actively involved in the development of the vision. He commented that the initial focus is on public health related topics such as data related to the Strategic National Stockpile initiative and that a major benefit is provision of a common operating picture for how the GIS and Emergency Preparedness/Management communities can collaborate. The key is recognizing that all disasters are local and that local officials possess the detailed knowledge needed to quickly respond. Moreover, to apply outside resources – nearby communities, state, federal assistance – quickly and effectively, there is a compelling need to create systems that facilitate easy and comprehensive access to data about the specific locality involved. In short, the protocols proposed by the Workgroup are designed to capture a host of data important to effectively respond to emergencies and create a sustainable mechanism with defined organizational roles and responsibilities to keep these data current and readily accessible. He also noted that a website has been created to improve communication with and understanding by the emergency preparedness community.

Before concluding his presentation, Knippel invited Debra Ehert of the Minnesota Department of Health to comment from the perspective of a benefactor of the proposed vision. Ms. Ehert spoke strongly in favor of the proposal, noting that the efforts of the Workgroup have been critical to their ability to effectively integrate GIS technology into their day-to-day business functions. She emphasized that the existence of cross-jurisdictionally compliant data are critical to achieving the Department of Health's mandates, as there is a major spatial dynamic to their work.

Knippel concluded his presentation by summarizing the components of the recommendation. In response to a question from Member Delaney, Knippel commented that the Workgroup is **asking if the Board concurs that the vision has political legitimacy before further testing is initiated.** Policy Board members then suggested that in addition to seeking a finding of legitimacy from the Policy Board, the Workgroup should be seeking the desired acknowledgement from the Pawlenty Administration, in particular the Department of Public Safety, as well as from the Legislature, League of Cities, and Association of Minnesota (and Metropolitan) Counties. At the county level, Board members concurred that the focus should be on seeking legitimacy from the Emergency Management Coordinators (EMC), as opposed to directly from the County Boards, noting that if the EMC's are sold on the idea, they will recommend it to their respective county boards. Member Delaney noted that each of the county EMCs is responsible for detailed plans to satisfy FEMA compliance standards and that access to accurate data is critical to their ability to effectively carry out this planning requirement.

Member Schneider commented that he supports the vision concept as most cities and counties have detailed plans that call for a high level of coordination. He concurred with other members that the plan



should seek to obtain recognition at the state level sooner rather than later. He also offered constructive criticism concerning the graphic that illustrates the process, which is included in the agenda materials.

The Board concurred with Member Schneider that the graphic needs to focus on demonstrable program-related outcomes familiar and important to policy makers and that the terminology needs to be more aligned with their worlds.

Vice-Chair Kordiak asked for clarification about how the Workgroup expects the Emergency Management community to use GIS technology. Knippel responded that the goal is to raise awareness of the value that the GIS professional can bring to a disaster response effort and include them on the team. No one is expecting the Emergency Managers to use the technology themselves in the time of a crisis.

Member Schneider noted that the presence of accurate data maintained in a system that permits analysis of “what if” scenarios would provide an enormously valuable training tool.

**Motion:** Member Egan moved and Member Delaney seconded, with the understanding that the process graphic will be improved to illustrate program rather than process outcomes, that the Policy Board and, in particular, each county representative:

- 1) Advocate among the leadership of their respective organizations for the next phase of testing and further refinement.
- 2) Offer suggestions for how the proposed roles and responsibilities might work better in their respective organization.
- 3) Authorize Chairperson Reinhardt to sign a letter inviting members of the EP community to attend an outreach event(s) at which the subject interim strategy will be explained and next steps discussed.

Motion carried, ayes all.

## **ATTACHMENT B**

### **County Data Producers Workgroup Excerpt from Meeting Summary October 31, 2007**

#### **6. Formalize Emergency Preparedness Data Responsibilities**

Knippel explained that the current state of the MetroGIS Emergency Preparedness Workgroup is officially listed as “inactive”. However, given recent renewed activity on the GCGI Emergency Preparedness Committee (EPC), he would like to reactivate it and take steps to recognize the emergency preparedness data as an officially endorsed MetroGIS dataset with custodial responsibilities tied to the counties as outlined in the published project report dated September 1, 2005. Ensuing activities would be related to updating the existing datasets using the custodian roles outlined in that report. This will then be offered to the GCGI EPC as a candidate model for statewide implementation.

Members generally supported the concept of moving forward but want more details regarding data layers and names of county GIS contacts involved in previous emergency preparedness data efforts.

#### **Action:**

Knippel will provide details requested to members. Members will verify contacts or identify updated contacts and talk to them about emergency preparedness data to identify any issues with the county’s role. Knippel will work with Randy Johnson to define process for creating MetroGIS endorsed data sets for emergency preparedness using custodian roles as defined in the 2005 report.

## ATTACHMENT C

**From:** "Joella Givens" <Joella.Givens@dot.state.mn.us>  
**To:** <randy.johnson@metc.state.mn.us>  
**Date:** 9/17/07 4:12PM  
**Subject:** data sharing for emergencies

Randy,

My boss stopped down today with a concern about data sharing for future emergencies. We discussed the various data sharing agreements we now have, including their limitations (i.e. no sharing). He is directing me to work toward solving the problem.

As I see it, we can go **two ways**. We could **visit every contract and data sharing agreement we have, and amend it to add a clause for emergencies**. Or we could **develop a separate 'emergency contingency' agreement** and execute that between us and the parties we have agreements with. Then if an emergency developed, we could share any data from that agency, even if from multiple agreements in the past.

We will need to get some agreement that this is a worthy goal.

Then we will need to establish **what constitutes an "emergency"** for this agreement. We will also need to designate who can declare an emergency for this purpose. I believe that MESB may be useful here. I was unable to reach Gordon this morning, but left him a voice mail and have cc'ed him on this e-mail.

Then we need to define what can be done with the data in such an emergency. Can we provide the data to other responders? (eg. cities, counties, state and federal agencies, relief organizations, etc.) Can we make it available on a web site? Does the data producer need to be notified that the data is being shared under this agreement?

I think there are certainly more questions than answers here. However I believe that **MetroGIS is the best vehicle to vet the issue and develop a solution**. I am willing to work with individual counties one at a time if needed, or bring the issue to the Coordinating Committee or Policy Board if appropriate.

Your thoughts??

Thanks,  
Joella :)

Joella Givens  
GIS Manager  
Mn/DOT Metro - Waters Edge  
1500 West County Road B-2  
Roseville, Mn. 55113

joella.givens@dot.state.mn.us  
voice - (651) 234-7365      \*\* PLEASE NOTE NEW NUMBERS\*\*  
fax - (651) 234-7358

**CC:** <gchinander@mn-mesb.org>





**TO:** Coordinating Committee

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

**SUBJECT:** Filling Vacant Committee Seats

**DATE:** December 4, 2007  
(For the Dec. 18 Mtg.)

## **REQUEST**

Direction is requested about how the Committee wishes to proceed as to filling the vacant Non-Profit representative membership seat.

## **BACKGROUND**

### **1. Non-Profit Representative Perspective**

Staff spoke with the current non-profit (Sally Wakefield) and academic (Will Craig) representatives to the Committee concerning this matter prior to the September meeting. Their consensus was that no decision should be made to fill the vacant seat until the new Business Planning is adopted and strategies have been agreed upon to expand the stakeholder base, which could involve city, non-profit, or private sector interests.

Craig also commented that he would like to know more about the idea of pursuing epidemiologist that was offered by the Committee at its December 2006 meeting (See Attachment A for an excerpt from the meeting summary.) The idea was offered but there was no discussion other than to comment that the medical industry is a non-traditional user that would likely bring valuable insight and potential public/private partnering opportunities to the Committee's considerations.

He also mentioned that the United Way might be a good choice if they were more acquainted with GIS technology.

### **2. Water Management Representative Perspective**

At the Committee's June meeting, Vice-Chairperson Phillips resigned from the Committee, noting that he was leaving the Rice Creek Watershed District. A call was made by the Metro Chapter of the Minnesota Association of Watershed Districts for interested persons to apply. According to Roger Lake, who serves on the Metro Chapter's Board of Directors, a decision is expected in January, assuming a candidate with appropriate credentials expresses interest in serving.

## **PAST ACTION**

December 2006: The Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization. (See Attachment A.)

## **RECOMMENDATION**

That the Committee decide how it wishes to proceed to fill the current opening for a non-profit representative on the Committee.

No action is requested, at this time, concerning filling of the water management perspective seat of the Committee.

# ATTACHMENT A

## Excerpt Summary December 2006 Committee Meeting

### Non-Profit Representative Seat on Coordinating Committee

Chairperson Read summarized the situation outlined in the agenda report. Two options were offered for discussion: 1) eliminate the second non-profit seat on the Committee that was added earlier in the year, or 2) initiate the process to appoint a new non-profit representative.

Harper remarked that it would be best to appoint another non-profit representative, since the second seat was added to accommodate a different viewpoint from a diverse community. She suggested that a replacement be sought who has possesses a “non-traditional GIS user” **She recommended appointing someone with a social services, public health, or public safety background noting they would bring valuable perspective to the Committee’s deliberations.** Wakefield added that the viewpoint possessed by someone in the mentioned fields would be different than the viewpoint she provides as the current non-profit representative. **Harrison also suggested seeking out someone from the epidemiology community.**

The group then discussed whether this new representative should be affiliated with a “community-based” interest similar to the new Hennepin County policy concerning eligibility for no-fee access to parcel data. After some discussion, the group concluded that it should be not rule out other perspectives to give itself flexibility but that preference should be given to interests that are “community-based”, in other words have an active role in the Twin Cities community. Knippel added that he supports the idea of **seeking out a new member from “non-traditional users” of GIS technology** because these interests represent potential market and partnering opportunities.

Loesch suggested reviewing the attendance listings for the both the June 2006 Imagining Possibilities and November 2005 Beyond Government Users forums for prospective candidates. It was agreed that work on recruiting a new member should not be begin until following the February 8, 2006 Strategic Directions Workshop in the event something related arises at the Workshop.

**Motion:** Harper moved and Brown seconded that the Coordinating Committee retain the two non-profit seats on the committee and seek to fill the current opening with a **person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization.**

Motion carried, ayes all.

## ATTACHMENT B

### Non Profit Attendees November 15, 2006 Forum

Beyond Government Users:  
Future Directions for MetroGIS

Boyer, Liz	1000 Friends of Minnesota	Non-Profit
Wakefield, Sally	1000 Friends of Minnesota	Non-Profit

### Non Profit Attendees June 1, 2006 Forum

Imagining Possibilities ... of Geospatial Technology

Boyer, Liz	1000 Friends of Minnesota
Brown, Patrick	GIS Support and Research Facility
Slaats, Jan	The Nature Conservancy
Wakefield, Sally	1000 Friends of Minnesota
Williams, Eric	National Marrow Donor Program LifeSource (regional coordinator for organ procurement)
Robertson, Andy	GeoSpatial Services

\* Persons that are known to have left organizations have been removed.

Attendees  
June 1, 2006 Imagining Possibilities Forum

Listed by  
Organizational Type

(KEY: 1-Public; 2-Non-Profit; 3-For-Profit, 4-Academic; 5-Utility, 6 Other)

Name	Company	Type
Adams, Julie	Minnesota Dept. of Natural Resources	1
Alberico, Teri	US Army Corps of Engineers	1
Anderson, Bill	City of Minneapolis	1
Anderson, David	Western Lake Superior Sanitary District	1
Anderson, Bruce	Minnesota Dept. of Natural Resources	1
Arbeit, David	Geographic & Demographic Analysis Office	1
Bartholic, Dan	City of St. Paul, Public Works	1
Basques, Bob	City of Saint Paul	1
	Minnesota Dept. of Natural Resources /	
Benson, Steve	Wildlife	1
Berg, Jim	Minnesota Dept. of Natural Resources	1
Bitner, David	Metropolitan Airports Commission	1
	St. Paul Dept. of Planning and Economic	
Blakely, Craig	Development	1
Bode, Lynn	Minnesota Dept. of Transportation	1
Bolognesi, Maria	City of Minneapolis	1
Bonesho, Jim	City of River Falls, WI GIS	1
Boss, Ken	Minnesota Dept. of Natural Resources	1
Brandt, David	Washington County	1
Brown, William	Hennepin County	1
Brown, Colby	Metropolitan Council	1
Buckley, Sherry	Minnesota Dept. of Natural Resources	1
Bunning, James	Scott County	1
Campion, Tammy	City of St. Cloud	1
Chadborn, Bruce	Minnesota Dept. of Transportation	1
Chapman, Teresa	Minnesota Dept. of Transportation	1
Chinander, Gordon	Metropolitan Emergency Services Board	1
Cialek, Christopher	MN Land Management Information Center	1
Claypool, David	Ramsey County Public Works	1
Cook, Bill	Metropolitan Council Environmental Services	1
Covert, Kathy	FGDC	1
Crandall, Blake	City of Savage	1
Craun, Kari	U.S. Geological Survey	1
Curtis, Viola	Metropolitan Council	1
Dahlke, Gene	Minnesota Dept. of Transportation	1
	MN Dept. of Employment and Economic	
Deegan, Jessica	Development	1
Dickerson, Jim	LMIC	1
Dolbow, Mike	Minnesota Dept. of Agriculture	1
Drealan, Dave	Carver County Land & Water Services	1
Drews, Nathan	Minnesota Dept. of Transportation	1
Dyer, Linda	Washington County	1
Eckman, Eric	City of Golden Valley	1



Attendees  
June 1, 2006 Imagining Possibilities Forum

Listed by  
Organizational Type

Edson, Steve	MMCD	1
Elsner, Gary	Minnesota Dept. of Agriculture	1
Fawcett, David	MPCA	1
Filipescu, Bogdan	Washington County	1
Fiskness, Conrad	MetroGIS Policy Board	1
Gelbmann, Rick	Metropolitan Council	1
Givens, Joella	Minnesota Dept. of Transportation	1
Glaesman, Matt	City of St. Cloud	1
Graham, Todd	Metropolitan Council	1
Gumm, Joshua	Scott County	1
Harper, Jane	Washington County	1
Hasledalen, Ken	Metropolitan Council	1
Haukom, Terry	Minnesota Dept. of Transportation	1
Hedlund, Ruth	Washington County	1
Hennum, Linda	Department of Transportation	1
Henschel, Peter	Carver County	1
Hesselroth, Denise	Minnesota Dept. of Transportation	1
Hiller, Sherry	Rice County	1
Holloway, Judi	Minnesota Dept. of Transportation	1
Hoshal, John	MN Land Management Information Center	1
Huberty, Brian	U.S. Fish & Wildlife Service	1
Jablonsky, Darren	St. Louis County Planning Dept.	1
Jakala, Steve	Anoka County	1
Janzen, John	City of Minneapolis	1
Jensen, Chris	City of Coon Rapids	1
Johnson, Brian	City of Burnsville	1
Johnson, Randall	MetroGIS	1
Jones, Deborah	City of Falcon Heights	1
Julson, Adam	Minnesota Dept. of Transportation	1
Kadish, Lesley	Minnesota Historical Society	1
Karcz, Mary	Ramsey County	1
Klassen, Jim	City of St. Paul PW IS	1
Knippel, Randy	Dakota County	1
Knutson, Pete	Stearns County	1
Kotz, Mark	Metropolitan Council	1
Koukol, Matt	Mn/DOT	1
Krecklau, Kelly	Metropolitan Mosquito Control District	1
Krueger, Luther	Minneapolis Police Department	1
Kuitunen, Sandi	Land Management Information Center	1
Landkamer, Jeanne	Metropolitan Council	1
Landkamer, Mandy	Nicollet County	1
Leach, Tim	Metropolitan Council Environmental Services	1
Lieberman, Kim	Minnesota Housing	1
Lime, Stephen	Minnesota Dept. of Natural Resources	1
Liston, Jim	Minneapolis Public Schools	1
Loesch, Tim	Minnesota Dept. of Natural Resources	1
Logman, Fred	MN Office of Geographic & Demographic Analy:	1
Lynch, Rhonda	Carver County	1

Attendees  
June 1, 2006 Imagining Possibilities Forum

Listed by  
Organizational Type

Maczko, John	St. Paul Public Works	1
Maeder, Susanne	Land Management Information Center	1
	Ramsey County Department of Information	
	Services	1
Mahoney, Mary	Minnesota Dept. of Natural Resources	1
Maki, Robert	St. Louis County MIS Dept.	1
Manz, Clarence	National Weather Service	1
Margraf, John	Metropolitan Council	1
Mayer, Tanya	Metropolitan Council	1
Mazanec, Bob	Minnesota Dept. of Transportation	1
McCarty , Charlie	Mn/DOT	1
McCarty, Charlie	Dakota County	1
McGuire, Matt	Legislative GIS Office	1
Meilleur, Lee	Dakota County	1
Mertens, John	St Paul Regional Water Services	1
Meyer, Christine	City of Minneapolis	1
Misterek, Steve	Minnesota Dept. of Natural Resources	1
Mizner, Lynn Sue	Minnesota Dept. of Transportation	1
Monroe, Lesa	University of Minnesota - Dept. of Forest	
	Resources	1
Nacionales, Pericles	Dakota County	1
Nyquist, Daren	Minnesota Dept. of Transportation RTMC	1
Ofstie, Josephine	MN Board of Water & Soil	1
Ogg, Tim	MN Pollution Control Agency	1
Olsen, Mark	Minnesota Dept. of Transportation	1
Paegel, Michele	City of Saint Paul	1
Person, Rick	Metropolitan Mosquito Control District	1
Peterson, Jon	Rice Creek Watershed District	1
Phillips, Ned	Minnesota Dept. of Transportation	1
Phillips-Mustain, Crystal	Metro Transit	1
Podany, Jason	Minnesota Dept. of Natural Resources	1
Pohjonen, Jill	Metropolitan Emergency Services Board	1
Pollock, Nancy	Minnesota Dept. of Natural Resources	1
Pouliot, Chris	Land Management Information Center	1
Rader, Nancy	Rochester-Olmsted Planning Dept	1
Rand, Jen	Metro Mosquito Control District	1
Read, Nancy	Nicollet County	1
Redding, Robert	Ramsey County	1
Reinhardt, Victoria	Minnesota Dept. of Natural Resources	1
Richardson, Bart	Richardson, Richter & Assoc., Inc.	1
Richter, Trudy	City of St. Paul Public Works IS	1
Riebe, Bruce	Mn Dot	1
Roberson, Ruth	Minnesota Dept. of Transportation	1
Ross, Dan	Carver County	1
Rupert, Brad		
	City of Minneapolis Department of Community	
Ryan, Elizabeth	Planning and Economic Development	1

Attendees  
June 1, 2006 Imagining Possibilities Forum

Listed by  
Organizational Type

Sather, Mark	City of White Bear	1
Schindler, Tad	Minnesota Pollution Control Agency	1
Schmidt, Andy	Great River Energy / United Services Group	1
	City of Minneapolis/Community Planning &	
Schneider, Jeff	Economic Development	1
Simmer, Scott	Hennepin County	1
Slaats, Alison	Metropolitan Council	1
Slusarczyk, John	Anoka County	1
	City of Minneapolis Department of Community	
Spencer, Eden	Planning and Economic Development	1
Stapleton, Jolinda	City of Roseville	1
Stevens, Chris	Metropolitan Mosquito Control District	1
Storlie, Jeff	St. Louis County	1
Swing, Bill	Wright County	1
Taylor, Steve	Carver County	1
Torfin, David	Minnesota Dept. of Transportation	1
Townes, Polly	Metropolitan Council	1
Trager, Michelle	Rice County	1
Treichel, Kent	Minnesota Revenue	1
Tremere, Blair	Metropolitan Council	1
Vandelac, Jerry	City of Minneapolis	1
Vander Schaaf, Mark	Metropolitan Council	1
Vanderwall, Jan	Roseville Area Schools	1
VanSanten, Lucas	Minnesota Dept. of Transportation	1
Verbick, Ben	LOGIS	1
Vessel, David	Metropolitan Council	1
Vick, Rebecca	Land Management Information Center	1
Wagner, David	St Paul Regional Water Services	1
Weinberger, Paul	City of Minneapolis GIS	1
Wencl, Ronald	U.S. Geological Survey	1
Widstrom-Anderson, Beth	Metropolitan Council	1
Wortley, AJ	WI State Cartographer's Office	1
Wright, Bob	Minnesota Dept. of Natural Resources	1
Zimmerman, Tim	Hennepin County Public Health	1
Boyer, Liz	1000 Friends of Minnesota	2
Brown, Patrick	GIS Support and Research Facility	2
Horning, Jessica	Greater Minneapolis Day Care Association	2
Slaats, Jan	The Nature Conservancy	2
Wakefield, Sally	1000 Friends of Minnesota	2
Williams, Eric	National Marrow Donor Program	2
	LifeSource (regional coordinator for organ	
	procurement)	2
MacLennan, Mark	National Marrow Donor Program	2
Robertson, Andy	GeoSpatial Services	2
Liebhold, Michael	Institute for the Future	2
Barajas, LisaBeth	Community Growth Institute	3

Attendees  
June 1, 2006 Imagining Possibilities Forum

Listed by  
Organizational Type

Brown, Clint	ESRI	3
Bruggeman, Steve	Powel-Minimax	3
Buss, Jamie	Richardson Richter & Assoc	3
Candy, Mike	Schoell Madson	3
Carpenter, John	Excensus LLC	3
Charboneau, Larry	the Lawrence Group	3
Clausen, David	Barclay Mapworks, Inc.	3
Cornell, Lon	TerraGo Technologies	3
Crothers, Kevin	ObjectFX Corporation	3
Curry, Peter	City Vision	3
Dolan, John	Welsh Companies	3
Dudycha, David	Consultant	3
Erickson, David	e-strategy.com	3
Foust, Jeanne	ESRI	3
Gauer, Greg	Target Corporation	3
Gilkey, Steven	GEOSPAN	3
Henry, Brad	URS	3
Hoekenga, Jonathan	Emmons & Olivier Resources	3
Holmes, Ron	J.M. Waller, Inc.	3
Johnson, Jason	Welsh Companies	3
Kampbell, Allison	Westwood Professional Services, Inc.	3
Kendall, Terry	Tier 3, Inc.	3
Klimoski, Sam	Martinez Corporation	3
Leatham, Lillian	HKGi	3
Liske, Chris	ESRI	3
Marckel, Dan	CURA - University of Minnesota	3
Maxwell, Jim	TLG	3
Melberg, Caroline	Melberg Marketing	3
Melberg, Steve	Melberg Marketing	3
Nohre, Rozanne	Bonestroo and Associates	3
Och, Dan	TLG	3
Paripovich, Nikki	ESRI	3
Rowekamp, Terese	Rowekamp Associates	3
Skelton, Charles	Facet Technology Corporation	3
Sullivan, Brian	Ryland Homes	3
Wald, Mark	ObjectFX Corporation	3
Wickman, Paul	Emmons & Olivier Resources	3
Woodson, Walter	Mccaa, Webster & Associates	3
Zhang, Xiao-Hong	East View Cartographic	3
Bolan, Richard	University of Minnesota	4
Butler, Howard	Iowa State University	4
Craig, Will	CURA - University of Minnesota	4

Attendees  
June 1, 2006 Imagining Possibilities Forum

Listed by  
Organizational Type

D'Sousa, Edward	Metropolitan Design Center - University of Minnesota	4
Entinger, Nick	University of Minnesota - Duluth	4
Fuller, Carole	Anoka-Ramsey Community College	4
Greco, Mike	CURA - University of Minnesota	4
Kost, Charles	Southwest Minnesota State University	4
Laumeyer, Alan	CenterPoint Energy	4
Lindberg, Mark	University of Minnesota	4
Matson, Jeff	University of Minnesota - CURA	4
Muehlenhaus, Birgit	Macalester College	4
Nichols, James	University of Minnesota	4
Rader, Charles	University of Wisconsin - River Falls	4
Shanley, Lea	University of Wisconsin-Madison	4
Skaggs, Richard	University of Minnesota	4
Stark, Stacey	University of Minnesota Duluth	4
Swanson, Tom	University of Minnesota	4
Entinger, Cal	North High School	4
Gabriel, Mark	Powel-MiniMax	5
Pittman, Shane	Powel-Minimax, Inc.	5
Bundy, Scott	Xcel Energy	5
Felix, Tim	Minnesota Power	5
Nikkola, Dale	Connexus Energy	5
Radke, Allan	Xcel Energy	5
Wilkinson, George	WpgLtd	6
Johnson, Robin	University of MN Medical Center	6
Masser, Ian	UCL	6
Pearson, Jesse	J.M. Waller (U.S. Army Reserve)	6
Reichardt, Mark	Open Geospatial Consortium, Inc.	6
Sylwester, MaryJo	St. Paul Pioneer Press	6





**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Major Activity Update  
**DATE:** November 30, 2007  
(For the Dec 18<sup>th</sup> meeting)

Since the Committee last met, the following progress was made regarding projects in progress. Any information provided by persons other than the Staff Coordinator is noted.

**A) DEFINING METROGIS'S ROLE RELATIVE TO ADDRESSING SHARED APPLICATION NEEDS**

Significant progress has been made since September when the Committee recommended this project to be a priority for 2008. Following Policy Board endorsement at its October 17<sup>th</sup> meeting, a Technical Leadership Steering Workgroup was created, as suggested by the Committee to oversee the project, a request for bids for consultant assistance was issued, a contract has been entered into with PlanGraphics, Inc. to assist MetroGIS with this project, and preparations for a January forum are well beyond the concept design accepted by the Committee at the September meeting. Funding for the consultant contract is from MetroGIS's 2007 "foster collaboration" budget. A web site will be operational shortly that will be used to keep all interested parties apprised of project activities. Notice will be provided the Committee at that time.

**B) 2007 REGIONAL PROJECT – REGIONAL GEOCODER APPLICATION**

Committee Member Read, Metropolitan Mosquito Control District (MMCD), accepted the role as project manager. A consultant has been selected and work is in progress on the agreement to fund the project. Due to intellectual property right complexities involved with the desired open source software deliverable, negotiations on the funding agreement took substantially more time than had been anticipated. A contract was sent to the MMCD on December 6<sup>th</sup> for execution. Funding for the consultant contract is from MetroGIS's 2007 "foster collaboration" budget.

**C) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS**

**1) Property Address information**

(a) Regional Address Points Dataset: On October 17<sup>th</sup> the Policy Board concurred with the Committee's conclusion based upon the accepted the findings of the Web Application Viability Study that **sufficient interest exists among address authorities to justify continued effort** to achieve the vision of a regional address points database. The Board also concurred with the Committee's recommendation that the Metropolitan Council fund a project with 2007 MetroGIS "foster collaboration funding" involving a partnership with Carver County to **develop a "data synchronization" mechanism** that permits management of address data, as a component of a regional solution, that are provided by multiple parties and define the custodial/organization responsibilities necessary to implement and sustain the mechanism. The results of this project are expected to provide the information needed to seek out and secure the organization commitments necessary to achieve the vision on the regional address points dataset. As of this writing, a funding agreement had been submitted to Carver County for its review and comment.

(b) TLG Street Centerlines: Agreement was reached earlier this year to permit licensed users of the TLG dataset to allow it be used in web-based applications they host which are designed to be viewed by non-licensed interests provided the source TLG data can be accessed. Due to lack

of legal resources, the agreement to authorize “view-only” access has not been finalized. It is expected to be finalized in late 2007 or early 2008.

**2) Land Cover information**

A meeting of frequent users of the regional Land Cover (MLCCS) dataset was hosted on December 6th by Bart Richardson with DNR Metro, the custodian, to review and improve the MLCCS QA/QC process. Topics covered included: 1) processes to identify interpretation errors including field errors vs. aerial photo errors, or level 4/5 errors vs. level 1/2/3 errors, 2) review guidelines to determine acceptable levels of subjective natural community interpretation and/or quality ranking interpretation, 3) methods for scoring quality and differences for various attributes, and 4) method preferences for accomplishing quality checking. Plans are in the works to also host a broader user forum this coming winter.

**D) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

This workgroup met on October 31. The meeting summary can be viewed at [http://www.metrogis.org/data/datasets/parcels/private/cdpw/07\\_1031.pdf](http://www.metrogis.org/data/datasets/parcels/private/cdpw/07_1031.pdf)





**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Information Sharing  
**DATE:** December 13, 2007  
(For the Dec 18<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A. TWIN CITIES ECONOMIC DEVELOPMENT WEB SITE**

Three representatives of the Policy Board and the Staff Coordinator met with Regional Chamber of Commerce officials on December 7 to talk about the proposed Twin Cities Economic Development Web Site and to identify shared needs and opportunities regarding the web site. The target audience and funding partners for this website includes all seven metropolitan area counties, four counties that adjoin the seven counties (Chisago, Isanti, Sherburne, and Wright,) and possibly other interests who are currently active participants in MetroGIS's efforts.

*SUMMARY IZATE THE RESULTS (e.g., some geospatial data that the website would "run on" are currently maintained as a MetroGIS Endorsed Regional Datasets or others have been identified as candidate regional datasets for the proposed Twin Cities Economic Development Web Site.*

**B) NEW POLICY BOARD MEMBER**

Metro Cities (aka Association of Metropolitan Municipalities) has appointment Bloomington Councilmember Steve Elkins to fill the vacant city representative seat on the Policy Board.

**C) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

**1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter:**

An article was submitted about the 2008-2011 Business Plan. It can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=218>

**2. Presentations:**

Mark Kotz, Lead Staff to the MetroGIS Regional Address Points Dataset Workgroup, presented about the progress made on this dataset at the State GIS/LIS Conference.

The Staff Coordinator participated in a panel session about regional collaboration to address shared geospatial needs.

**D) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

**1. Washington County – Cataloging and Mapping Conservation and Scenic Easements**

The project report, completed earlier this year, can be viewed at ([http://www.metrogis.org/teams/cc/meetings/07\\_1218/finalreport\\_washingtoncounty.pdf](http://www.metrogis.org/teams/cc/meetings/07_1218/finalreport_washingtoncounty.pdf)).

The two outcomes from this project are:

- a. A database that contains all conservation and scenic easements and associated primary attribute data that allows users to search, analyze and map the agreements. This database would be made available to communities and organizations.
- b. An efficient process in which future holdings can be added to the database.

## **2. Next Steps: Strategic Planning Retreat - Governor's Council on Geographic Information**

On September 26, 2007 the Governor's Council on Geographic Information accepted a summary of the June 25th "Compass Points" strategic plan retreat and agreed on the next step - Develop Coordination Structure for State Government. The Council also approved a new mission statement guide its efforts – "*Minnesota improves services statewide through the coordinated, affordable, reliable, and effective use of GIS*".

Members of the workgroup who oversaw preparations and participated in the retreat, who are also affiliated with MetroGIS, include David Arbeit (Mn Office GDA), Rick Gelbmann (Metropolitan Council), and the MetroGIS Staff Coordinator.

## **3. Strategic Planning Report - Governor's Council on Geographic Information**

The Governor's Council on Geographic Information has endorsed an invitation from Department of Administration Commissioner Dana Badgerow to propose State GIS Coordination as a Drive to Excellence project. Commissioner Badgerow chairs the Drive to Excellence Sub-Cabinet, appointed by Governor Pawlenty as "a state-government reform initiative that focuses on serving citizens better: Increasing quality in government, increasing customer service in government and reducing costs in government." The Drive to Excellence Sub-Cabinet includes eight state commissioners and reports directly to the Governor.

The Strategic Planning Committee of the Governor's Council on GI is in the process of preparing a Drive to Excellence project team charter for a State GIS Coordination project. The project's purpose would be to develop, recommend and implement an organizational and governance framework to coordinate GIS as an "enterprise" activity of state government. The project's focus is state government functions and services, with the understanding that state government has functional relationships with local and regional governments and other stakeholders as partners and customers. As such, this project addresses the state government foundation needed to achieve a broader vision adopted by the Governor's Council on Geographic Information "to improve services statewide through the coordinated, affordable, reliable, and effective use of GIS."

The Drive to Excellence project would be informed by the recommendations outlined in *Foundations* and *Compass Points*, and advised by stakeholders such as the Governor's Council.

## **4. Communication with Adjoining Counties Expedited by Metropolitan Council**

"Bell stated that adjacent county participants had been given handout information on the Council's digital atlas regarding MetroGIS as discussed by Kari. He encouraged everyone to view adjacent county information on the Council's webpage at [www.metrocouncil.org](http://www.metrocouncil.org). Bell added that John Kari will be contacting each adjacent county participant soon for participation in a survey that will continue to build adjacent county relationships, particularly in the capacity of providing information." – Draft Minutes from Chair Peter Bell's Semi-Annual Meeting with Adjacent Counties on December 7, 2007.

## **E) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

### **1. Local Appointments Sought to New National Geospatial Advisory Committee (NGAC)**

Applications for appointment to serve on the newly created National Geospatial Advisory Committee (NGAC) were submitted by Randall Johnson, MetroGIS Staff Coordinator, and David Claypool, charter member of the Coordinating Committee. The selection process had not been completed as of this writing, although the application deadline was in June.

### **2. Spatial Data Infrastructures (SDI)**

Interesting commentary, from an international perspective, can be viewed at <http://vector1media.com/vectorone/?p=131>. The piece is entitled "Are Spatial Data Infrastructures (SDI) moving forward, backward or spinning wheels?"

The following is an excerpt "...the success of SDI will be manifested in the business and operating systems of the world around us. If we don't see signs of fundamental processes changing how we

*collect, use and share information, then I would question whether or not SDI are achieving the goals they ought to be.*

*GIS and other spatial technologies are strategic technologies. Where land and people are involved, so too should these technologies be present, enabling improved decision making processes.”*

MetroGIS’s newly adopted Business Plan sets forth community-focused objectives that are in keeping with these comments and the pending Performance Measurement Plan Update offers and opportunity to further act on these philosophy behind these comments..



**Sharing Information Across Boundaries**

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# MetroGIS 2007 Performance Measurement Report

For the period October 1, 2006 through September 30, 2007

**December xx, 2007**

This Report was prepared by MetroGIS Staff, accepted by the MetroGIS Coordinating Committee on December 18, 2007, and approved by the MetroGIS Policy Board on January xx, 2008.

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**Excerpt  
MetroGIS Policy Board Meeting Summary  
January xx, 2008**

**DRAFT**

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## I. Authority and Context

This report is the sixth in series of annual reports on Performance Measurement Results for MetroGIS's efforts, covering the period from October 1, 2006 through September 30, 2007.

In April 2002 MetroGIS adopted a Performance Measurement Plan<sup>1</sup>, to more clearly state desired outcomes, demonstrate accountability for results, and support continuous organizational improvement. This process is also designed to foster continued dialogue about outcomes that MetroGIS should focus on and how MetroGIS can demonstrate value to its stakeholders.

The foundation for measurement of MetroGIS's performance is its Mission Statement that was established in 1996:

***MetroGIS's mission is to provide an ongoing, stakeholder-governed, metro-wide mechanism through which participants easily and equitably share geographically referenced graphic and associated attribute data that are accurate, current, secure, of common benefit and readily usable.***

The Performance Measurement Plan identifies four "outcomes", to be achieved through MetroGIS's efforts, which parallel MetroGIS's core functions<sup>2</sup>.

These "outcomes" involve desired improvements in the following general areas:

- Ease of data discovery and access
- Data currency
- Internal efficiencies, level of cooperation
- Decision making, service delivery

Ten performance measures provide the structure through which to assess progress toward achieving the four outcomes. Key findings are summarized in Section II and a detailed explanation of the results for each of the ten measures is provided in Section III.

The focus of these performance measures is not only on data-related preferences from the user's and producer's perspectives but also on broader desired organizational efficiencies and effectiveness. Assessment of MetroGIS's progress, by way of these measures, to achieve the desired outcomes comprises the substance of this annual report, culminating a year-long process. Performance measurement data are generally analyzed by staff on an ongoing basis to better understand trends that may be occurring, and reports are made quarterly to the Coordinating Committee and annually to the Policy Board.

The first annual performance measurement report, accepted by the MetroGIS Policy Board in January 2003, established baseline measurement information. It was largely descriptive. After the initial year of experience, more detailed metrics were devised. Consequently, some measures include data for 2002 and some do not.

This 2007 report provides more insight into trends as at least four years of data are now available for most of the current metrics. Map services, introduced in 2007, have been tracked thus far. Continuing to monitor these map services and refining data collection will allow us to gain a better grasp of changing methods of data delivery. As a result, a better understanding of causal relationships between resources allocated to specific activities and desired outcomes is possible. Revisions of MetroGIS Performance Measures will occur in 2008, resulting in new methods of data collection, reporting, and analysis.

## II. Summary of Key Findings

Key results for 2007 are summarized in this section for each of the ten established performance measures arranged by their respective statement of desired outcome. No attempt is made to explain the meaning of these results in this Section. A more in-depth analysis of findings for each measure is provided in Section III, including comparison and contrast with results for similar monitoring data captured in previous years.

### **OUTCOME A. EASE OF DATA DISCOVERY AND ACCESS**

“Understanding the purpose and components of the MetroGIS DataFinder ([www.datafinder.org](http://www.datafinder.org)) application is important to gleaning the meaning of the performance measures data used to report on progress toward achieving Outcome 1. A summary of the functionality achieved via DataFinder is provided in Section III.”

Four distinct performance measures have been adopted to evaluate progress relative to the “Ease of Data Discovery and Access” performance outcome, each of which is related to MetroGIS DataFinder. The trend in each case, despite problems experienced using DataFinder Café during the 2006, was essentially the same or a slightly greater amount of activity than experienced in previous years. A fifth informal measure was added in 2003 by staff following adoption of the 2003-2005 Business Plan in accordance with growing interest in defining a role for MetroGIS in fostering collaborative solutions to common application needs. Key findings for 2007 were:

1. Number of visitor sessions to DataFinder (*Data Discovery via Catalog and Café*)  
13,583 events, **down 13.6 percent from 2006**
2. Number of partial or whole datasets downloaded via DataFinder (*Catalog and Café*)  
10,299 events, **up 40.2 percent from 2006**
- 2a. Number of visits to regional applications (informally added when two applications added)  
1389 visits, **up 151 percent from 2006**
3. Number and type of sector/stakeholder groups using Web Mapping Services  
**62,085 hits** for the first year of operation
- 3a. Location of sector/stakeholder groups accessing data from DataFinder  
(informally added 2005, discontinued).
4. Number of datasets downloadable and metadata records on DataFinder  
214 metadata records, **up 9 from 2006**  
167 datasets, **up 9 from 2006**

### **OUTCOME B. DATA CURRENCY, USEFULNESS**

One performance measure has been established for this outcome. Eight MetroGIS-endorsed regional data solutions have been implemented. No new regional data solutions were implemented in 2007.

5. Percent of regionally endorsed datasets maintained to agreed upon currency specification  
**100 percent**, as was the case in 2005

There was no change in the number (**21**) of custodian roles and responsibilities associated with maintaining these regional solutions that are performed by **10** different **organizations**.

While these solutions comprise only 4.5 percent of the total datasets available via DataFinder, they continue to be the **most popular datasets** downloaded, decreasing from 55.5 percent of the total downloads in 2006 to **28.1 percent** in 2007, a reduction of **27.4 percent**.



### **OUTCOME C. INTERNAL EFFICIENCIES, LEVEL OF COOPERATION**

Four distinct performance measures are used to evaluate progress relative to this “Internal Efficiencies, Level of Cooperation” performance outcome. Data is not available to utilize two of the measures. Key findings in 2007 were:

6. Number of manual vs. self-service requests for data (by producer type)  
(No effective means defined to measure)
7. Hours of staff time saved in data distribution tasks (by producer type – focus on counties and the Metropolitan Council)  
(No effective means defined to measure)
8. Number (and names) of entities listing metadata records (which includes entities listing datasets) on DataFinder  
**18 publishers of metadata**, same as 2006  
*(The names of each are maintained in the source performance data file)*
9. Number (and names) of entities using DataFinder as a data distribution method  
**10 publishers of data**, same as 2006  
*(The names of each are maintained in the source performance data file)*

### **OUTCOME D. DECISION MAKING, SERVICE DELIVERY**

One performance measure has been established for this outcome.

10. Testimonials/case studies on how data access and delivery, and the MetroGIS forum, were used to improve operations/systems/decision-making by sector/stakeholder group  
**10 testimonials**, same as 2006

### III. Summary of Results by Measure

#### INTRODUCTION

In this sixth annual report, the following findings and conclusions are identified for each of ten performance measures, organized by each of the four outcomes described in the previous section.

With the data obtained during the 2007 reporting period, at least five years of comparable monitoring data are available for many of the ten defined performance measures.

#### OUTCOME A. EASE OF DATA DISCOVERY AND ACCESS

**Preface:** A key to understanding the meaning of the measures associated with Outcome 1 is one's understanding of the mechanism developed by MetroGIS to support online discovery and access to geospatial data<sup>3</sup> produced by others which is important to carrying out business responsibilities of other organizations. This mechanism is MetroGIS DataFinder ([www.datafinder.org](http://www.datafinder.org)).

MetroGIS DataFinder is intended to provide a one-stop-shop through which MetroGIS stakeholders discover and obtain geospatial data which are produced by multiple entities and which pertain to the seven– county, Minneapolis-St. Paul Metropolitan Area. DataFinder has two principle components – Catalog and Café. The Catalog contains metadata records<sup>4</sup> for each dataset available via the DataFinder website and for a limited number of datasets that one must go directly to the producer to obtain. For those datasets available via DataFinder, a hyperlink is provided in the corresponding metadata records searchable in the Catalog. Clicking on a hyperlink permits the user to download a particular dataset in its entirety<sup>5</sup>. Café, on the other hand, provides the user with the ability to download self-selected portions of available datasets, as well as, bundle selections of multiple datasets in to a single download event. The Catalog initially went on line in spring 1998 DataFinder and Café was initially launched in summer 2002. Following upgrades to the Java language that the Café was originally designed for, the Café was also upgraded and re-launched in October 2006.

#### INTRODUCTION

Users continued start a search for data using both the DataFinder Catalog and Café. An upgraded version of DataFinder Café was launched in October 2006. In January 2007, an RSS service was established where regular users can subscribe to updates to datasets and allow for direct downloads of the data through the metadata without visiting the DataFinder catalog web page.

#### **PERFORMANCE MEASURE 1: Number of visitor sessions to DataFinder (Data Discovery via Catalog and Café)**

**Table 1: Total Visitor Sessions to DataFinder**

Year	Events	Annual Change	Change since inception	Target
2003	13,841			N/A
2004	15,258	10.2 %		Not Set
2005	15,658	2.6 %		Not Set
2006	15,720	0.4 %	3.0 %	Not Set
2007	13,583	-13.6 %	-11.0 %	Not Set

Website visit activity collected via WebTrends software is used to measure use of DataFinder for discovering data through searching metadata records, reviewing data characteristics provided in the metadata, and viewing the actual data online. Supporting a Web-base tool to improve efficiencies related to data discovery and distribution (DataFinder) is a core function of MetroGIS.

#### **FINDINGS:**

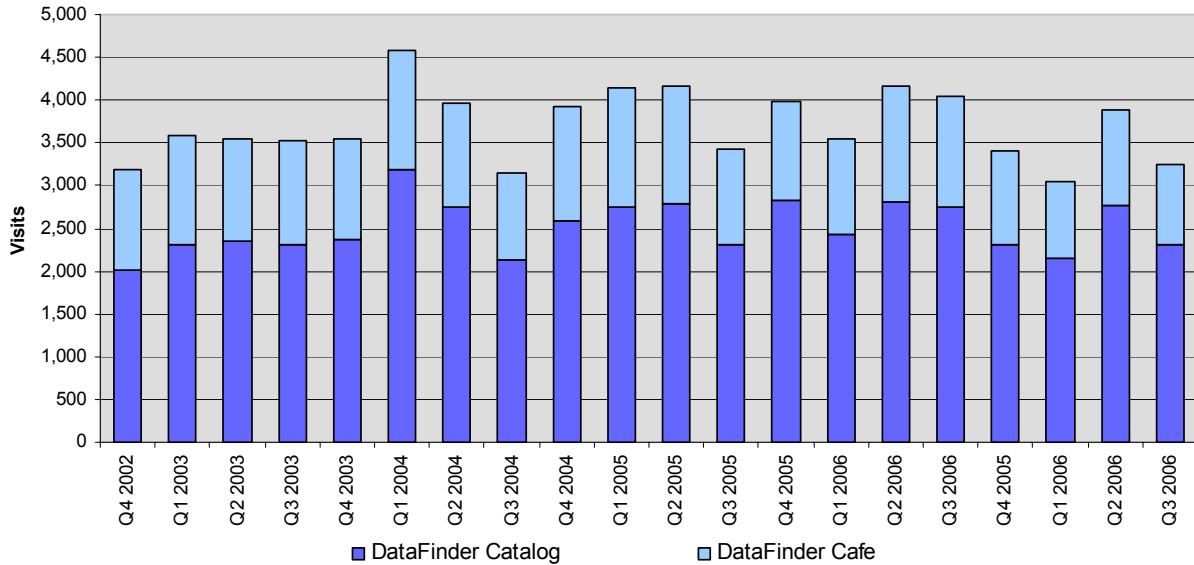
Data **discovery activity** in 2007, via MetroGIS DataFinder, **decreased 13.6 percent** to a total of 13,583 events versus 15,720 events experienced in 2007 or down 11.0 percent since 2003. This finding could be the result of the user community accessing the metadata and downloading the data directly from the metadata without viewing the catalog. Also, the availability of an RSS feeds that allows access to the data without visiting the catalog page could be responsible for the

increase in downloads with a simultaneous decrease in catalog usage. In addition, using the visits to the Catalog and Café web pages may no longer be an appropriate measure of data discovery since the numbers show that users **are** discovering data and downloading it.

Patterns in visits to the DataFinder site are not strong. The closest candidate to a usage pattern is the drop in visits during the third quarter of 2004, 2005, and 2007. Potential trends identified in previous reports have not continued as a whole. Overall, with continually changing technology and new methods of data discovery such as the RSS feed being implemented, staff believes that long term usage trends may not exist.

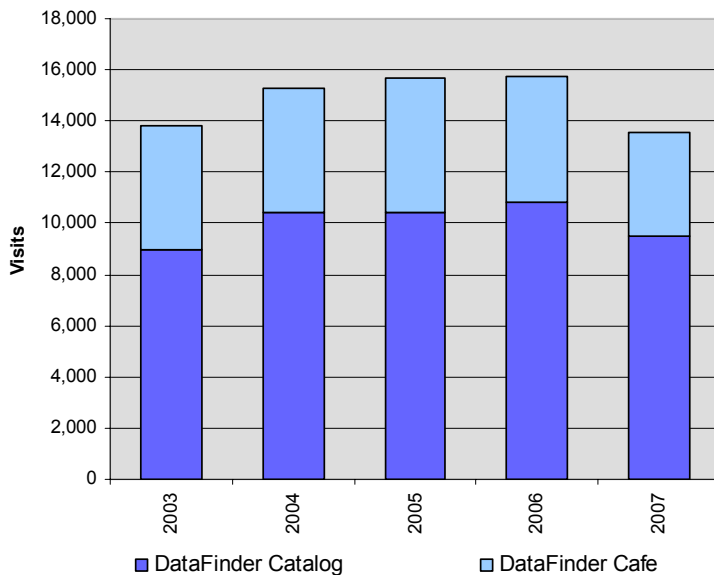
**Figure 1a: Data Discovery via DataFinder**

(Quarterly, 2003 - 2007)



**Figure 1b: Data Discovery via DataFinder**

(Annually, 2003 - 2007)



DataFinder **Café activity** continued to comprise nearly 30 percent of the data discovery activity supported by DataFinder. In 2007, **29.9 percent of total data** discovery activity was via Café, a slight decrease of 1.2 percent from the previous reporting year. The highest percentage occurred in 2003 with Café accounting for 35.1 percent of the total data download events. This modest decrease could also be related to the leveling off of data discovery activity associated with the DataFinder Catalog, as noted above. Minor software problems experienced by Café in 2006 were corrected with the launch of the new Café in October 2006.

In addition to maintaining data discovery metrics for DataFinder, metrics are also maintained for discovery of data activity experienced via the **MetroGIS Socioeconomic Resources Page**. Use of the Socioeconomic Web Resources Page in 2007 has tripled compared to 2006. In 2007, the average monthly usage increased to 356.3 visits per month that involved viewing of at least one data source page. (See the Regional Applications section, below, for additional information.) When the Performance Measurement Plan is updated, staff suggests that an effective means to integrate these application related metrics with other data discovery metrics should be investigated to insure the breadth of data discovery activities are comprehensively monitored.

**PERFORMANCE MEASURE 2: Number of whole or partial datasets downloaded through DataFinder [Catalog and Café] (by dataset, and by sector/stakeholder group if possible).**

The primary benefit of DataFinder is that it provides a centralized location from which to obtain geospatial data pertaining to the seven-county, Twin Cities Metropolitan Area. DataFinder Café, a component of DataFinder, also supports subsetting of data and multiple data formats, which help the user put needed data into to use more quickly once downloaded.

The DataFinder website serves as a one-stop-shop home for 150 datasets, eight of which have been endorsed by MetroGIS as meeting high-priority common information needs for the region, and as meeting MetroGIS-defined data standards. The other datasets, although not components of current endorsed regional solutions, are being made accessible via DataFinder to act on the goal of maintaining a one-stop-shop for data access and because some of these data datasets may be of potential regional interest.

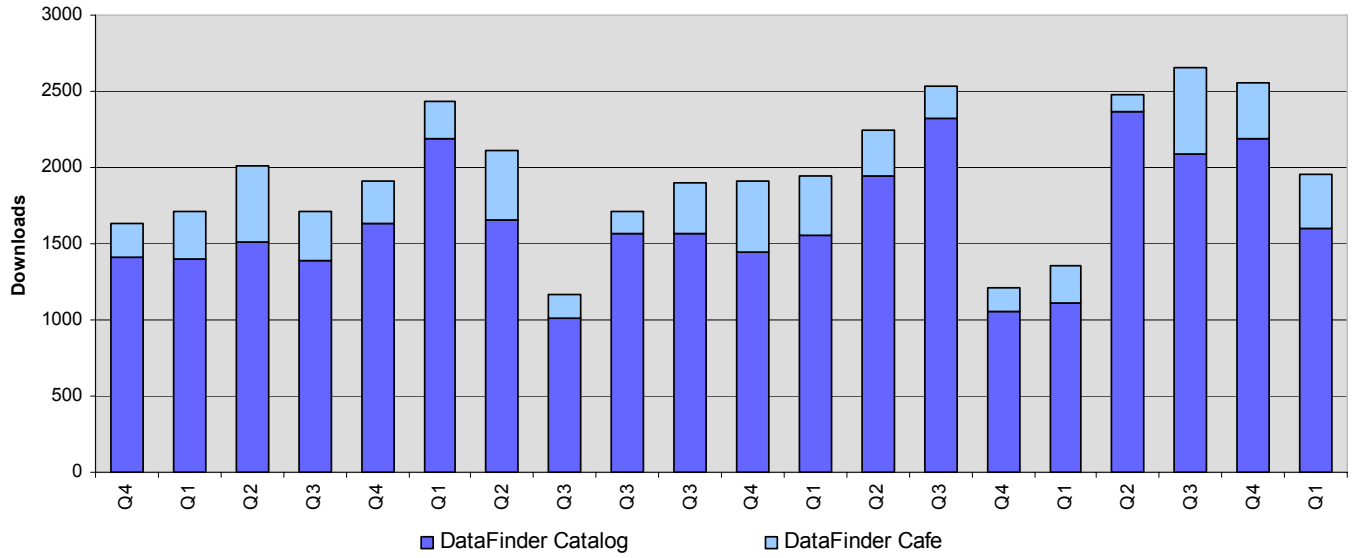
**Table 2: Total Data Downloads**

Year	All Data Download Events	Annual Change	Change since inception	Target
2003	7,073	-	-	N/A
2004	7,608	7.6 %	-	Not Set
2005	7,463	-1.9 %	-	Not Set
2006	7,347	-1.6 %	3.8 %	Not Set
2007	10,299	40.2 %	45.6 %	Not Set

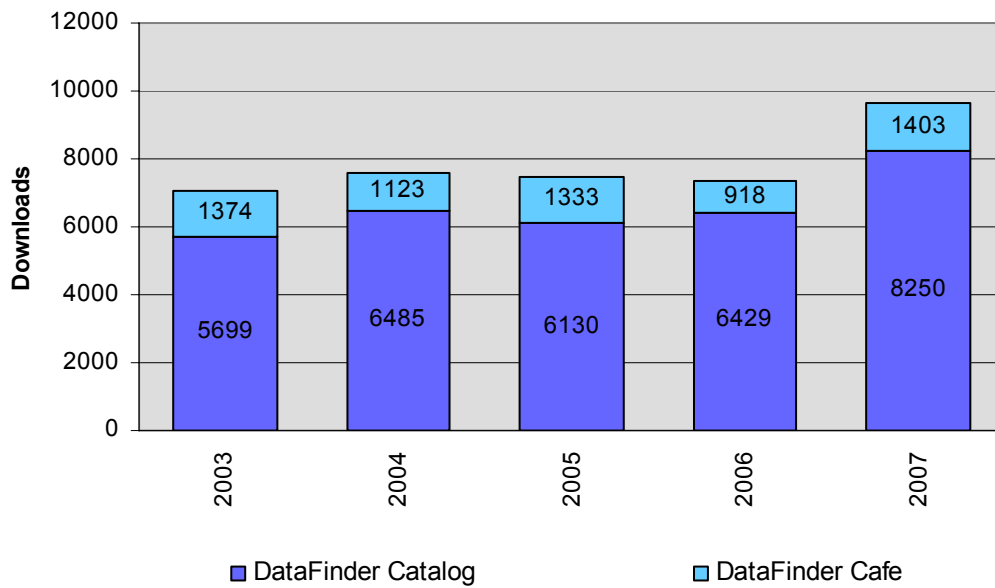
**FINDINGS:**

**Data download activity** was at its highest levels recorded, increasing 40.2 percent to 10,299 events, as opposed to 7,347 events experienced 2006 and up 45.6 percent since 2003.

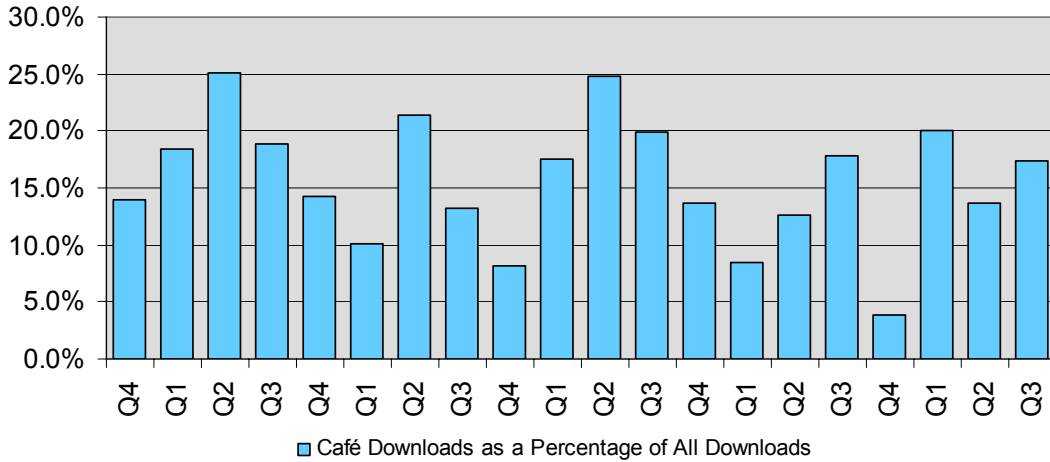
**Figure 2a: Downloads via DataFinder**  
 (Quarterly, 2003 - 2007 by Year)



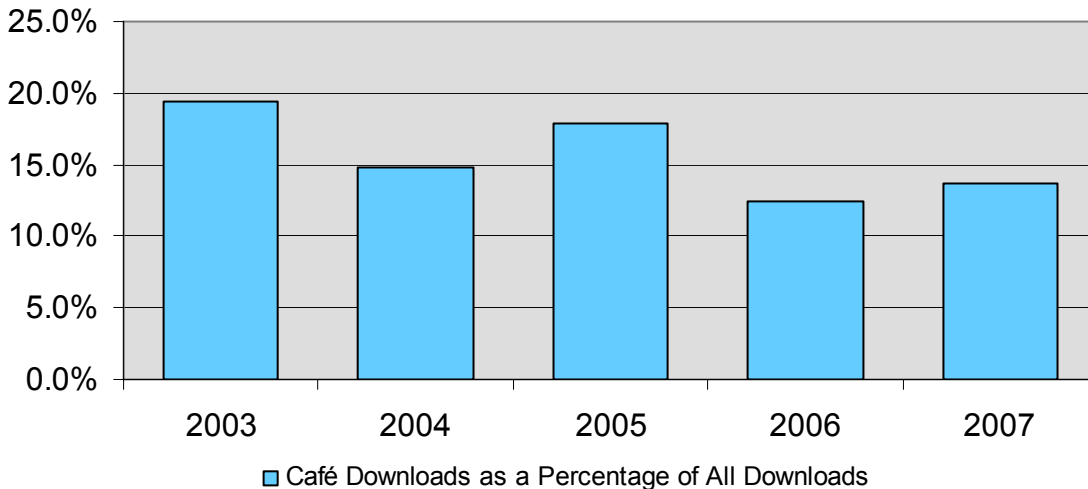
**Figure 2b: Downloads via DataFinder**  
 (Annually, 2003 - 2007 by Year)



**Figure 3a: Downloads via Café Relative to Total Data Downloads**  
(Quarterly, 2003 - 2007)



**Figure 3b: Downloads via Café Relative to Total Data Downloads**  
(Annually, 2003 - 2007)



Several explanations for the increased level of downloads during the reporting period are available:

First, the introduction of RSS notification of datasets allows persons to directly download the data via the Catalog. Notification via RSS simplifies access for the persons most likely to have regular data needs.

Second, the launch of the new DataFinder Café in October 2006 allowed Café downloads to increase to pre-2006 levels.

Finally, regular notification of quarterly updates of TLG Street Centerlines and Regional Parcel datasets increased downloads of those datasets on months where the notifications were issued.

Downloads of MetroGIS Endorsed Regional Datasets decreased to pre-2006 levels during the reporting period. This was not unexpected, as the number of downloads in 2006 was much higher than normal.

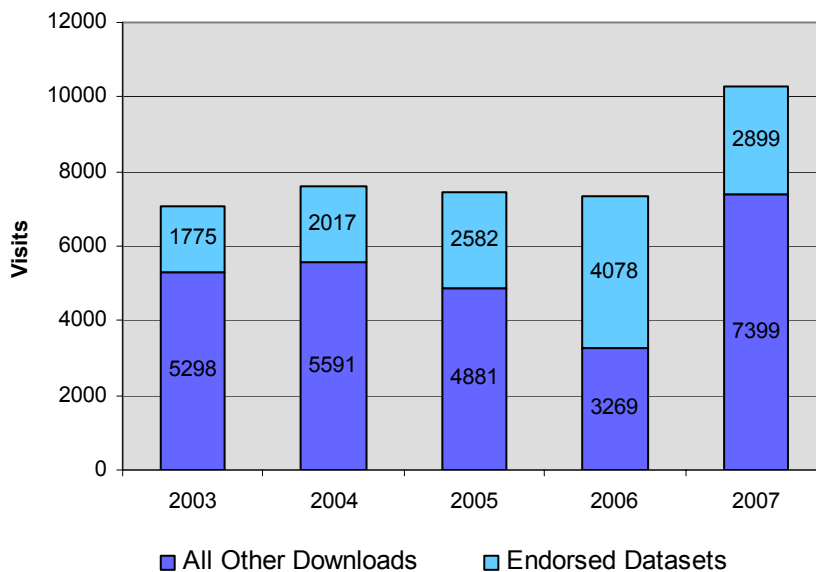
**Table 3: Downloads of MetroGIS Endorsed Regional Datasets**

Year	MetroGIS- Endorsed Regional Dataset Download Events	Annual Change	Change since inception	Percent of Total Downloads	Target
2003	1,775	-	-	25.1 %	N/A
2004	2,017	13.6%	-	26.5 %	Not Set
2005	2,335	15.8%	-	31.3 %	Not Set
2006	3,377	44.6 %	90.2%	46.0 %	Not Set
2007	2,899	-28.9 %	63.3 %	28.1 %	Not Set

Facilitating effective long-term solutions to priority common information needs, known as endorsed regional datasets, constitutes one of three core MetroGIS functions. The data downloading statistics described herein, together with user testimonials (PM #10), are definitive evidence of the value of continuing efforts to address common information needs through regional solutions

**Figure 4: Downloads of Regionally Endorsed Datasets Relative to Total Downloads**

(Annually, 2003 - 2007)



A partial explanation for the increasing relative popularity of the MetroGIS's regionally endorsed datasets may be that the number of entities **licensed to access** the regional parcel and street centerline datasets both increased in 2007 for a combined **increase of 13.2 percent** over 2006 or a total of 308 total licenses in 2007 versus 272 in 2006. Increased trust in the data may also be a factor.

**Table 4: Download Events for MetroGIS Endorsed Regional Datasets**

Dataset (2007 rank)	Number of downloads					Percent change	
	2003	2004	2005	2006	2007	From 2003	From 2006
<b>County &amp; Municipal Boundaries (4)</b>	441	484	479	832	398	-9.8%	<b>-52.2%</b>
<b>Census Demographic Profiles (2)</b>	295	479	516	793	661	124.1%	<b>-16.6%</b>
<b>Parcels (1)</b>	255	258 <sup>(1)</sup>	576	793	953	273.7%	<b>20.2%</b>
<b>Street Centerlines (3)</b>	218	249	322	419	556	155.0%	<b>32.7%</b>
<b>Census Geography (11)</b> (e.g. tracts and blocks)	286	244	228	311	164	-42.7%	<b>-47.3%</b>
<b>Planned Land Use (15)</b>	260	288	208	183	139	-29.6%	<b>-24.0%</b>
<b>Subtotal</b>	1,755	2,002	2,329	3,331	2871		
All other downloads	5,318	5,606	5,134	4,016	8111		
<b>TOTAL</b>	7,073	7,608	7,463	7,347	10,982		

<sup>(1)</sup>Access to parcel data via MetroGIS ceased in February 2004 due to the lack of a Data Sharing Agreement. Access was reinstated January 2005.

**PERFORMANCE MEASURE 2A: Number of visits to regional applications** (informally added in 2003 was added by staff following adoption of the 2003-2005 Business Plan and following availability of two applications implemented as MetroGIS initiatives)

**Table 5: Usage General MetroGIS Website**

	1998-2002	2003	2004	2005	2006	2007
<b>General Information Website</b>	No data	56,653	75,718	89,138	83,251	122,255

**Table 6: Usage of MetroGIS Endorsed Web-based Applications**

	2004	2005	2006	2007
<b>Mailing Labels</b>	-	106	82	-
<b>Socioeconomic Web Resources Page</b>	124	446	1307	4,275
<b>Total</b>	<b>124</b>	<b>552</b>	<b>1389</b>	<b>4,275</b>

**FINDINGS:**

No new regional endorsed web-based applications were launched in 2006. Comments follow about each of the applications currently supporting a MetroGIS initiative.

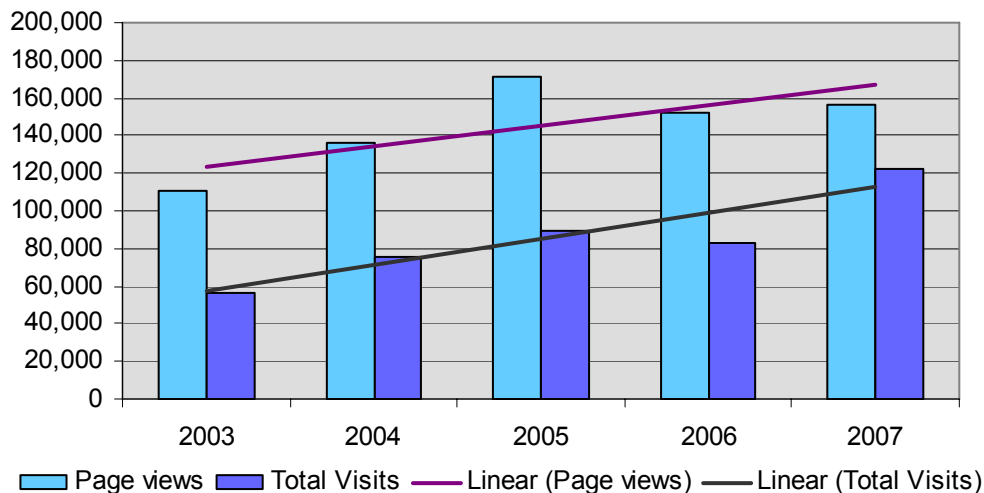
- a) General Information Website ([www.metrogis.org](http://www.metrogis.org)). This website was initially launched in 1997. It includes information about every aspect of MetroGIS, in effect serving as its institutional memory. It is one of several communication and outreach methods supported on an ongoing basis in conjunction with another of MetroGIS's core functions – support a



“forum” to foster coordination through knowledge sharing and use of best practices. Support of activities, which foster knowledge sharing, are acknowledged as critical to continued innovation to achieve the most effective and efficient services possible.

Use of MetroGIS’s general web site ([www.metrogis.org](http://www.metrogis.org)) as a primary means to share information was greatly increased (46.9 percent) in 2007, with 122,256 total visits, as opposed to 83,251 total visits experienced in 2006. The increased traffic could be attributed to the MetroGIS 2008-2011 Business Planning Process.

**Figure 5: General Information Website Activity**  
(Annually, 2003 - 2007)



**b) Socioeconomic Web Resources Page**

[www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)

This webpage was implemented in April 2004. Monthly average use tripled from 108.9 to 356.3 visits per month during the 2007 reporting period. In 2006, usage nearly tripled from 37.2 to 108.9 visits per month. The growth occurring during the 2007 reporting period can be attributed to increased awareness of the application plus expanded data availability.

**c) Regional Mailing Label Application**

This application became fully operational in November 2005. It was especially designed for users who want to make mailing labels for geographic areas that cross county boundaries, as it runs on the regional parcel dataset. Support for this application was discontinued in late 2006 due to lack of usage and the lack of resources to perform security upgrades.

**d) Regional Emergency Preparedness Application**

This application was launched in 2005. Since that time it has been used strictly as a training tool by the Emergency Preparedness Workgroup to educate emergency managers. The main focus of this outreach effort has been on demonstrating the value of GIS technology to addressing emergency management related data and analysis needs pertaining to disaster planning, response, and recovery. Access to the application is password-protected. If and when this application is moved to a production environment, metrics will be established to monitor its use.

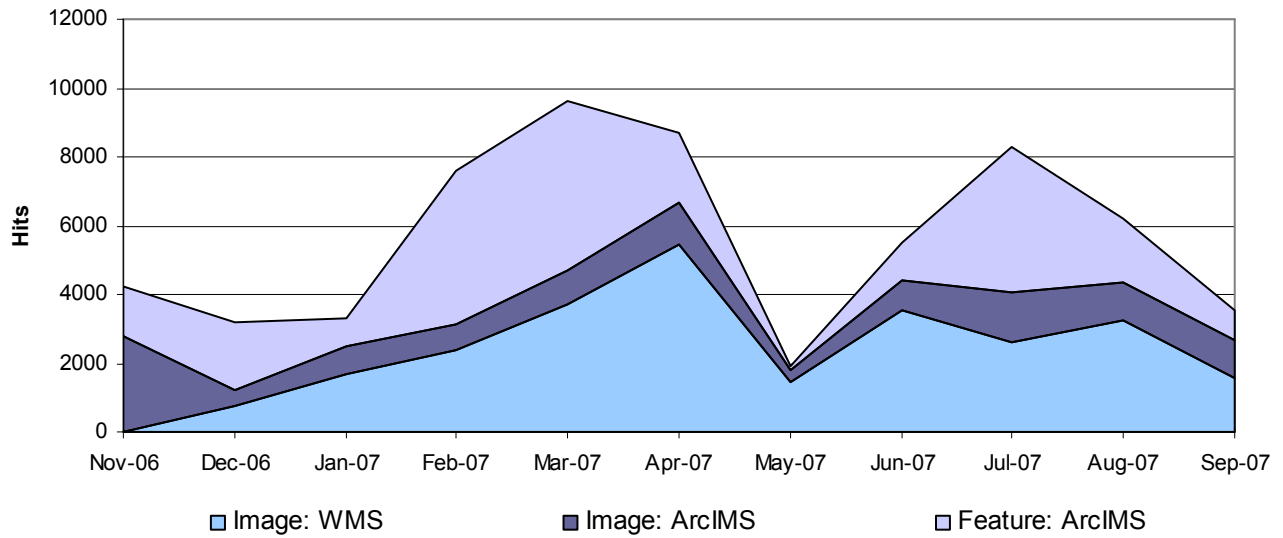
**PERFORMANCE MEASURE 3: Number and type of sector/stakeholder groups using Web Mapping Services**

**FINDINGS:**

Comparison of map service usage to previous years is not feasible, however demand appears to be positive with a **peak of 9,603 hits** in March 2007 and a **total of 62,085 hits** for the 11-month monitoring period. Further monitoring and development of more refined measurements should be part of the 2008 Performance Measures revisions.

**Figure 5: Map Service Usage**

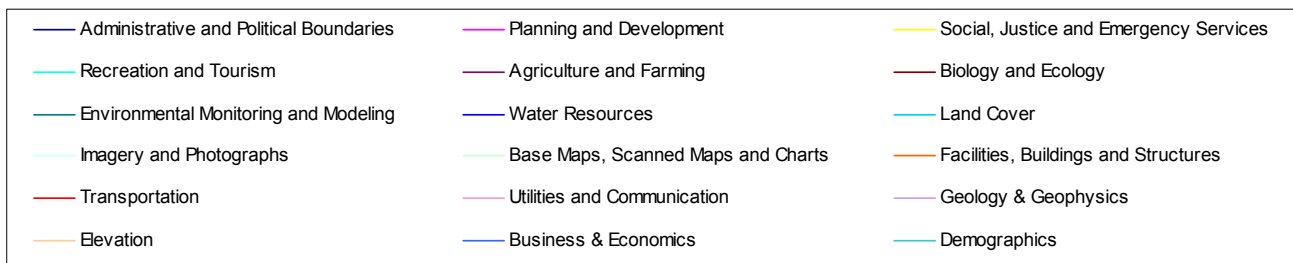
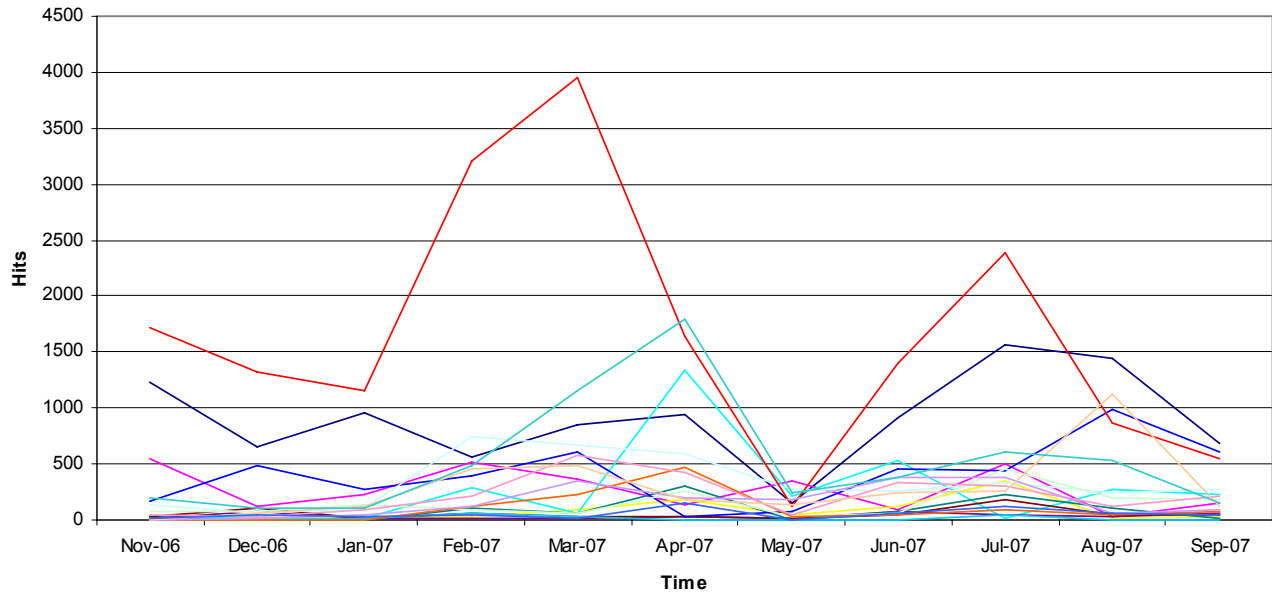
(November 2006 - September 2007)



DR

**Figure 6: Map Service by Category**

November 2006 - September 2007



**Table 7: Map Services**

Service	Annual Hits
Transportation	18,326
Administrative and Political Boundaries	9,951
Demographics	5,789
Water Resources	4,534
Imagery and Photographs	3,696
Elevation	3,177
Recreation and Tourism	3,034
Planning and Development	3,028
Utilities and Communication	2,413
Geology & Geophysics	1,796
Base Maps, Scanned Maps and Charts	1,636
Facilities, Buildings and Structures	1,098
Social, Justice and Emergency Services	926
Environmental Monitoring and Modeling	926
Biology and Ecology	623
Business & Economics	596
Agriculture and Farming	379
Land Cover	157

The three most popular web services were the Transportation (18,326 hits), Administrative and Political Boundaries (9,951 hits), and Demographics (5,789 hits). Monitoring of the usage of individual services should be considered an important indicator of the demand for the service,

however monitoring of specific data layers within map service bundles is not possible unless software changes are implemented to facilitate identification of these layers.

**BACKGROUND:**

Map services were introduced in late October 2006, being tracked through the DataFinder Café. Currently, tracking of usage is based off the number of hits to each service. There are three map services currently available: WMS Image, ArcIMS Image, and ArcIMS Feature. The number of hits to a service cannot be considered a measure of how many sources are using services; instead, it is a measure of the general level of activity to a service from all sources. It is worth noting that the map services with the higher hit numbers (Transportation and Administrative and Political Boundaries) are included in The National Map online map (<http://nationalmap.gov/>).

**PERFORMANCE MEASURE 3a: Number and type of sector/stakeholder groups accessing data from DataFinder** (informally added).

This measure was added to the Annual Performance Measurement Report in 2005. Individual data downloads in log files can be assigned accurate geographic coordinates through a process developed by Quova, Inc.. A service agreement was secured with Quova for a fee of \$250. In 2006, Quova reorganized and was not able to provide the service at a reasonable cost. There was no pursuit of this measure for the 2007 reporting period.

**PERFORMANCE MEASURE 4: Number of datasets and metadata records on DataFinder**

In accordance with its policy to promote leveraging of investments within the community, MetroGIS should continue to encourage data producers to publish metadata, as well as their actual data holdings, via the DataFinder tool in an effort to continue to improve user and producer efficiencies related to discovery and distribution of geospatial data.

**Table 8: Metadata Records Searchable on DataFinder**

Year	Searchable Metadata	Annual Change	Change since inception	Target
2002	136	-	-	Not set
2003	166	22.0 %	-	Not set
2004	183	10.2 %	-	Not set
2005	188	2.7 %	-	Not set
2006	205	9.0 %	-	Not set
2007	221	6.7 %	62.5 %	Not set

**Table 9: Datasets Directly Downloadable via DataFinder**

Year	Directly Downloadable Datasets	Annual Change	Change since inception	Target
2002	107	-	-	Not set
2003	136	27.1 %	-	Not set
2004	145	6.6 %	-	Not set
2005	151	4.1 %	-	Not set
2006	158	4.6 %	-	Not set
2007	167	5.7 %	56.1 %	Not set

**FINDINGS:**

Even though the number of entities participating did not change, the number of **metadata records searchable** on DataFinder increased from 205 to 221 or **up 6.7 percent** and number of **datasets downloadable** via DataFinder increased from 158 to 167 or **up 5.7 percent**.

## **OUTCOME B. DATA CURRENCY, USEFULNESS**

The 2002 MetroGIS Performance Measurement Plan established one measure of the “Data Currency” outcome. 2007 results and 2002-2007 trends for this measure it is as follows:

**PERFORMANCE MEASURE 5: Percent of regionally endorsed datasets maintained to agreed-upon currency specifications.**

**Table 10: Compliance with Custodial Responsibilities**

Year	Percent Compliance	Annual Change	Change since inception	Target
2002	100	-	-	Not set
2003	100	0 %	-	Not set
2004	100	0 %	-	Not set
2005	100	0 %	-	Not set
2006	100	0 %	-	Not set
2007	100	0 %	0 %	Not set

### **FINDINGS:**

A total of twenty-three (**23**) **custodial roles and responsibilities** defined by MetroGIS have been assumed by ten (**10**) separate **willing organizations** with appropriate support resources. Twenty one (21) of these custodian roles and responsibilities are associated with maintaining regional data solutions endorsed by MetroGIS. All of these data maintenance-related **responsibilities** were also supported **in accordance with agreed upon specifications**, as has been the case in the past.

The other two responsibilities -- support a one-stop, Web-based data discovery and distribution mechanism (DataFinder) and support a forum to foster collaboration – were also supported in accordance with expectations. The Metropolitan Council supports these latter two responsibilities.

## **OUTCOME C. INTERNAL EFFICIENCIES, LEVEL OF COOPERATION**

Four distinct performance measures are used to evaluate progress relative to this “Internal Efficiencies, Level of Cooperation” performance outcome. No means is available to monitor two of measures, although the trend is toward increased involvement by data producers. Findings for each of these measures follow.

**PERFORMANCE MEASURE 6: Number of manual vs. self-service requests for data (by producer type)**

**PERFORMANCE MEASURE 7: Hours of staff time saved in data distribution tasks (by producer type) – focus on counties and the Metropolitan Council**

### **FINDINGS (PM#s 6 and 7):**

*(No effective means yet defined to measure)*

**PERFORMANCE MEASURE 8: Number (and names) of entities listing metadata records (which includes entities listing datasets) on DataFinder.**

In accordance with its policy to promote leveraging of investments within the community, MetroGIS’s strategy has been to encourage data producers to publish metadata, as well as their actual data holdings, via the DataFinder tool in an effort to continue to improve user and producer efficiencies related to discovery and distribution of geospatial data.

**Table 11: Entities Publishing Metadata Records via DataFinder**

Year	Searchable Metadata	Annual Change	Change since inception	Target
2002	15	-	-	Not set
2003	16	6.7 %	-	Not set
2004	18	12.5 %	-	Not set
2005	18	0 %	-	Not set
2006	18	0 %	-	Not set
2007	18	0 %	20.0 %	Not set

*(The names of participating entities are maintained in a separate source data file)*

**FINDINGS:**

There was no change during this reporting period in the number of organizations using DataFinder to advertise availability of geospatial data holdings. The number remains at 18. This lack of growth may be at least partly due to less time spent on networking and outreach activities over the past year or so. Staff resources have been limited since 2005 and higher priorities dominated staff resources, resulting in less opportunity for outreach activities. Notwithstanding, the number of metadata records increased from 205 to 221.

**PERFORMANCE MEASURE 9: Number (and names) of entities using DataFinder as a data distribution method.**

In accordance with its policy to promote leveraging of investments within the community, MetroGIS's strategy has to encourage data producers to publish metadata, as well as their actual data holdings, via the DataFinder tool in an effort to continue to improve user and producer efficiencies related to discovery and distribution of geospatial data

**Table 12: Entities Publishing Geospatial Data via DataFinder**

Year	Directly Downloadable Datasets	Annual Change	Change since inception	Target
2002	7	-	-	Not set
2003	7	0 %	-	Not set
2004	10	42.8 %	-	Not set
2005	10	0 %	-	Not set
2006	10	0 %	-	Not set
2007	10	0 %	42.8 %	Not set

*(The names of participating entities are maintained in a separate source data file)*

**FINDINGS:**

There was no change during the reporting period in the number of organizations using DataFinder as a data distribution mechanism. The number remains at 10. This lack of growth may be at least partly due to less time spent on networking and outreach activities over the past several years. Staff resources have been limited since 2005 and higher priorities dominated staff resources, resulting in less opportunity for outreach activities. Notwithstanding, the number of number of datasets downloadable via DataFinder increased from 158 to 167.

**OUTCOME D. DECISION MAKING, SERVICE DELIVERY**

**PERFORMANCE MEASURE 10 (NON-QUANTITATIVE MEASURE): Testimonials/case studies on how data access and delivery, and the MetroGIS forum, were used to improve operations/systems/decision-making by sector/stakeholder group.**

**FINDINGS:**

Nine testimonials have been produced and indicate a high level of satisfaction and perceived value associated with processes and tools developed through MetroGIS's efforts. No new testimonials were added during the 2007 reporting period.

**BACKGROUND (Related to PM#s 6, 7 and 10):**

None of the MetroGIS Performance Measurement efforts to date has included quantitative measurement of efficiencies gained by data producers through tools and processes developed and supported by MetroGIS. The primary reason is that quantifying this benefit is extremely complicated due to the variety of business models used by various producers. Staff brought this need to the 2005 Innovations in Governance Program at the Kennedy School of Government, as a component of a MetroGIS case study. The consensus was that an economic model does not exist that could be used for this purpose. Most agreed that an organization-by-organization evaluation of cost to benefit to participate in a collaborative solution versus pursuing a solution on their own is likely the only reasonable way to approach this need.

As a component of its Performance Measure Plan Update project proposed for 2008, MetroGIS will investigate changes to this measure or seek additional ways to document efficiencies gained by producers of data that are components of endorsed regional data solutions. Benefits related to leveraging existing resources, such as Washington County's use of the DataFinder web server to save significant hardware and software startup costs, as well as, monthly Internet Service Provider (ISP) expenses to host an ArcIMS application, are among examples of modifications that might be included in future evaluations.

DRAFT

## Source Data for Metrics

Detailed data are captured monthly for each performance measure. These detailed source data are maintained in a complex spreadsheet along with related summary set of tables and graphics. These detailed data are the foundation from which staff identify anomalies, both positive and troublesome items, for discussion with the Coordinating Committee on a quarterly basis in an attempt to better understand the causes and identify any desirable mitigating actions that should be pursued.

The Source Data are maintained by Measure in the same manner as reported herein:

**A. Outcomes for Data Users - Ease of discovery and access**

PM #1: Visitor sessions to DataFinder web site

PM #2: Datasets downloaded through DataFinder

PM #3: Map Services

PM #4: Datasets and metadata records on Data Finder

**B. Outcomes related to Users - Data Currency**

PM #5: Percent of Datasets Updated

**C. Outcomes related to Producers - Internal efficiencies; level of cooperation**

PM #6: Manual vs. self-service requests for data (by producer type)

PM #7: Staff time saved in data distribution tasks (by producer type)

PM #8: Entities listing metadata records on DataFinder

PM #9: Entities using DataFinder and DataFinder Cafe as a data distribution method

**D. Ultimate Outcomes – Improved decision-making and better service to the public**

PM # 10: Testimonials (Non-quantitative)



## Endnotes:

- 
- <sup>1</sup> The adopted MetroGIS Performance Measurement Plan can be viewed at [www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml).
- <sup>2</sup> Section 1.3.2 of MetroGIS's 2003-2005 Business Plan identifies three functions core to MetroGIS's efforts:
- Support a "forum" to foster coordination through knowledge sharing and use of best practices.
  - Facilitate effective long-term solutions to priority common information needs (regional datasets), and
  - Support an efficient mechanism for Internet-based data discovery and retrieval (MetroGIS DataFinder)
- <sup>3</sup> Features with a geographic component, such as the location of parcels of land and descriptive information about each parcel, location of city boundaries, location of lakes and descriptive information about each lake, etc.
- <sup>4</sup> Metadata provides information about geographic data important to evaluating its fitness for use, such who created the data, when created, source from which created, data projection, explanation of descriptive attributes, update cycle, etc.
- <sup>5</sup> Links through with to download data via the DataFinder Catalog utilize FTP (File Transfer Protocol) technology.



## **Open Space Interests in Property**

### **Cataloging and Mapping Conservation and Scenic Easements in**

### **Washington County, Minnesota**

*Prepared by Washington County  
Office of Administration  
651-430-6001  
Summer 2007*

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# *Cataloging and Mapping Conservation & Scenic Easements in Washington County, Minnesota*

## **Project Description**

### **Project Purpose**

Dating back several decades, landowners have voluntarily entered into a variety of legal agreements to protect natural areas and ecosystems throughout Washington County. Although each organization that has entered into these agreements has a listing of its agreements, a single database of these holdings has never been created. Prior to undertaking this project, it was difficult, if impossible, to search, analyze and map all the conservation easements in the county. The main purpose of this project was to accurately catalog all conservation and scenic easements agreements within Washington County, and to create a database that is easily accessible and updated when future holdings are established. A student intern, working 200 hours, accomplished the research portion of the work. The mapping is not yet complete.

The two outcomes from this project are:

1. A database that contains all conservation and scenic easements and associated primary attribute data that allows users to search, analyze and map the agreements. This database would be made available to communities and organizations.
2. An efficient process in which future holdings can be added to the database.

The county's interest in this project was two-fold:

1. To ensure that accurate information is easily available to all organizations needing to know about these interests in property.
2. To have baseline data available for tracking progress of land protection.

The following document describes the process that the county went through to achieve these outcomes and recommends actions to keep the data accurate.

### **Project Goals**

#### **Primary Goals**

1. Catalog all conservation easements in Washington County and be able to locate them in the county's parcel data base.
2. Develop protocol for cataloging future conservation easements.

#### **Secondary Goal**

3. Catalog all scenic easements in Washington County.

#### **Future Goal**

To encourage local municipalities, state and federal agencies, and environmental organizations to record all conservation-related easements and to ensure that the county's Property and Taxpayer Services Department properly codes all future recorded conservation and scenic easements.

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## **Project Team**

Several departments are involved in cataloging and mapping open space agreements. The departments and their roles are:

### ***Administration Department***

- Oversees programs which generate conservation easements, such as the Land and Water Legacy Program.
- Provides expertise on the acquisition and maintenance of conservation easements.

### ***Property Records and Taxpayer Services Department (PRTS)***

- Records conservation and scenic easements in the property records database in a searchable format.
- Maintains property and tax records pertaining to these easements.

### ***Survey and Land Management Division, Department of Public Works (Survey)***

- Maintains the legal description of conservation and scenic easements, including easements boundaries.
- Creates spatial file in CAD or similar formats for mapping.

### ***GIS Support Unit, Information Technology Department (GIS)***

- Attaches attributes from the easement database file to a GIS coverage.
- Analyzes the data and produces maps and summary tables as requested by county departments.

## **Steps**

The following steps were taken in conducting this study.

### ***Project Initiation***

- Step 1: Determine the project scope by agreeing on the information that is important to track. This project catalogued the primary legal tools by which large tracts of land are permanently protected from development (conservation and scenic easements).
- Step 2: Determine the best method for collecting and cataloging data.
- Step 3: Conduct a pilot test. This involved the following steps:
- a. Draft database template.
  - b. Determine pilot test area.
  - c. Collect data in pilot test area.
  - d. Revise database template.
  - e. Set priorities and schedule for collecting all data.

### ***Locate All the Agreements***

- Step 4: Perform a section by section search of property records in PRTS to locate all scenic and conservation easements by using search codes EAS (Easements) and CVE (Conservation Easements). Print legal descriptions for all conservation and scenic easements found.

- 
- Step 5: Perform a section by section search of the Surveyors CAD files for scenic and conservation easements. Extract all easement lines and verify all conservation easements found in the CAD layer with those found in the property records database. If there was a discrepancy and the agreement found in the CAD layer was not found in the search outlined in Step 4, locate and print the legal description.
  - Step 6: Review the development agreements from a list provided by PRTS for each township to identify those that contain conservation easements or other provisions restricting the development within the open space. Print legal descriptions.
  - Step 7: Contact municipalities to obtain or verify information on agreements they hold. The county received a response from all 33 municipalities in the county regarding the existence of conservation easements within their respective jurisdictions.
  - Step 8: Contact state-wide organizations to obtain or verify information on agreements that they hold. The county contacted the National Park Service (NPS), Minnesota Department of Natural Resources (DNR), Metropolitan Council, 1000 Friends of Minnesota, Minnesota Land Trust (MLT), and the Trust for Public Land. All groups responded except the DNR.

***Create a Database of Attribute Information Linked to the Document Number***

- Step 9: Create a database of information regarding each agreement using Document Numbers as a unique identifier. See the section titled Issues and Recommendations for a list of the attributes used in the database.

***Map all Agreements***

- Step 10: Provide printed legal descriptions to Survey. Survey will draw easement boundaries in a CAD layer and update the easement database based on the information from legal documents.
- Step 11: Survey provides the CAD layer and the easement database to GIS, who will merge these two products into a geodatabase.
- Step 12: PRTS assigns a code to each document number in the property records database to update the Tract Index. In 2007, the county created a document code for conservation easements (CVE) in its property records database. PRTS plans on updating its property records system by assigning this code to all conservation easement documents identified in this study. Currently, no code exists for scenic easements. PRTS is considering either creating a unique code for them or using the same code as for conservation easements.

**Interim Information**

It is expected to take some time before all the easements are coded appropriately in the property records data base and digitally drawn in the county's parcel data base. In the interim, County Administration will maintain the database. In the future, information about the conservation and scenic easements will be readily available through the county's property records data base or through the electronic parcel data base.

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## Findings

1. A total of 258 conservation easements covering approximately 10,320 acres, 98 scenic easements, and 1 open space development agreement were identified in Washington County. A summary table by municipality can be found in Appendix B. (Note: The acreage was estimated by summing the area of all quarter quarters which contain a conservation easement. A more accurate figure will be available once all the easements are mapped.)
2. Of the 258 conservation easements, 201 are associated with platted subdivisions.
3. No one database currently exists that identifies all conservation and scenic easements within the county. Currently, it is not possible to perform an analysis or generate a map of all conservation and scenic easements.
4. There is confusion over the definition of “conservation easement” and “scenic easement”. When speaking with local municipalities and organizations, some did not know what these easement types were or categorized them under different titles, such as “open space” in platted property.
5. For some of the conservation and scenic easements, the original grantor of record is no longer the owner of record, making it difficult to search for the affected property by just the grantor’s name.
6. Until recently, conservation and scenic easements were not assigned a unique code in the property records database, making it impossible to identify the presence of a conservation or scenic easement without performing a title review.
  - a. Most conservation and scenic easements are cataloged under the general code Easement (EAS). This code includes all easement types such as roadways, drainage, utilities, etc.
  - b. The County Recorder recently established a unique Conservation Easement code (CVE); however none of the conservation easements identified in this study were found using this code because they predated the new code.
  - c. Scenic easements do not have a unique code.
  - d. Development agreements do not have a unique or searchable code.
7. The computerized portion of the property records database only lists records entered since 1984. There may be a few agreements unidentified that predate 1984.
  - a. Most of the scenic easements held by the NPS were established prior to 1984 and thus require a search through paper-bound catalogs to verify their existence.
  - b. Scenic easements held by the DNR that were established after 1984 are recorded in the computerized property records database and can be found by searching that data base. Pre-1984 agreements must be verified by contacting the agency. The existence of all holdings was not verified with the DNR at the writing of this report.

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- c. Most activity with conservation easements occurred after 1984; therefore the catalogue of conservation easements is likely substantially complete.
  - d. Some open-space related development agreements may predate 1984 and therefore would not be contained in this catalogue.
8. Agencies and organizations holding conservation easements provided information regarding their holdings. Their list was cross referenced with the property records database. Inconsistencies were found between the two datasets. For example, a list provided by the MLT list of their conservation easement holdings was missing one agreement that was found in the property records database. Also, some of the MLT's legal descriptions were not compliant with property records.
  9. Some of the conservation and scenic easement line work has been maintained in a general CAD drawing and within the county's parcel data base. As new easements are found, staff is adding the new easement information to the parcel database. Staff is also creating separate CAD drawings for each conservation and scenic easement.
  10. This study assumed and did not verify that the conservation and scenic easements are perpetual easements. The property records database does not contain this information. Each agreement would need to be reviewed to verify this assumption.

## Issues and Recommendations

The following issues were dealt with in this project. Listed along with these issues are recommendations for solving each issue.

**Issue 1:** What is the primary source of conservation and scenic easements?

**Recommendations:**

1. The county's property records database could be the primary source of these agreements if a unique code was assigned to each agreement.
2. Because the county's computerized property records only exist since 1984, records were missed for any easements recorded prior to 1984. To find these records, the tract index books containing property records need to be researched. Because of time limitations, this research was not performed. Steps that need to be taken are:
  - a. Use existing information from agencies and organizations to determine the existence of older easement holdings and obtain as much information as possible.
  - b. Search the tract index books using the landowner name to obtain a document numbers.
  - c. Use the document number to obtain a copy of the easement document.
3. The county's parcel data layer may contain the easement line work with an associated document number.
4. If easements are not uniquely identified in the county's property records database or parcel data base, the best source of data is to contact each agency that may hold these types of interests in property.



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**Issue 2:** What information and what column headings should be used in the database and subsequent attribute table?

**Recommendation:** The attribute table should contain the most common questions asked about these agreements. The following fields are suggested. (See Appendix E for a sample spreadsheet and metadata.)

1. Document number or book and page for earlier documents
2. Date of acquisition
3. Easement type (conservation or scenic)
4. Grantee
5. Grantor
6. Ownership type (private or development)
7. Location of the easement (by section, township, and range)
8. Legal description of the easement (part of)
9. City or town
10. Plat name (if applicable)
11. Land use
12. Acreage

**Issue 3:** What should be used as the geographic locator for each agreement?

**Recommendation:** Use the legal description. Although a parcel identification number (PIN) is useful in identifying the specific piece of property in question, it can be problematic over the long-run because PINs may change and even disappear as future property splits occur.

**Issue 4:** What should be used as a unique identifier?

**Recommendation:** Since all these agreements are recorded documents the document number (or book and page for older documents) can be used as the unique identifier.

**Issue 5:** Is it important to include amendments to the original document in the attribute data?

**Recommendation:** Yes, all amendments related to a single, unique document number should be included and recorded as a separate column in the database in such a way so as to be connected to the original document number.

**Issue 6:** Should a unique code be used in the property records database?

**Recommendation:** Yes, this is the only way to easily identify where these exist.

**Issue 7:** Is it important to use a consistent definition for conservation and scenic easements between the county, municipalities, and land conservation organizations?

**Recommendations:** The various entities and organizations involved in the creation and maintenance of conservation easements use different verbiage for conservation easements. To fix this issue, the county can:

1. Create a definition for a conservation easement that is easily understood and applicable.
2. Use this report to educate communities and organizations about the differences that exist.
3. Work closely with land conservation organizations (such as the MLT) to promote this definition while creating conservation easements.

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## Appendix A - Background

### Definitions

#### Conservation Easement

A nonpossessory interest in real property whereby the holder may impose certain limitations or affirmative obligations the purpose of which include retaining or protecting natural, scenic, or open-space values of real property, assuring its availability for agricultural, forest, recreational, or open-space use, protecting natural resources, maintaining or enhancing air or water quality, or preserving the historical, architectural, archaeological, or cultural aspects of real property. (*Minnesota Statutes, Chapter 84C.*) Conservation easements are typically held in perpetuity.

#### Development Agreement

An agreement with the owner of the whole parcel as charged on the tax lists of the county specifying the number of density units allocated amongst the parcels being created, the zoning district the particular parcels are located in, the fact that the use and development and further conveyance of the parcels is subject to the regulations contained in the County's Development Code. (*Washington County Development Code.*) These agreements specify that no further development may occur on the applicable parcel of land.

#### Scenic Easement

An agreement between a landowner and a municipality or a state or federal agency to protect and preserve scenic views and areas in the viewsheds of state- or federal-designated scenic river districts or byways. Ones held by the DNR and NPS are held in perpetuity; those held by municipalities may not be.

### Legal Authority

The county may acquire conservation easements over any eligible land within the county by purchase, gift, grant, bequest, devise, covenant or contract and may use any legally available revenue source for the acquisition through state statutes and county ordinances.

#### State Statutes

##### *Statute 84C*

The statute defines a conservation easement as well as its method of creation, conveyance, acceptance and duration. The statute also grants the title of a conservation easement "holder" as (i) a governmental body empowered to hold an interest in real property under the laws of this state or the United States; or (ii) a charitable corporation, charitable association, or charitable trust, the purposes or powers of which include retaining or protecting the natural, scenic, or open-space values of real property. "Third-party right of enforcement" is also granted in this statute, thereby granting a right to enforce terms provided in a conservation easement to a governmental body, charitable corporation, association, or trust, which, although eligible to be a holder, is not a holder.

##### *Statute 373.40*

The statute allows the county to use capital improvement bonds for maintaining conservation easements. The definition of "capital improvement" in the statute includes the acquisition of development rights in the form of conservation easements under chapter 84C.

##### *Statue 394.25*

The statute grants power to county officials to set controls through ordinances. These powers include zoning and setting specific controls to protect public property for "public use as parks, recreational facilities, playgrounds, trails, wetlands, or open space."

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## **County Ordinance 175: Acquisitions of Development Rights**

Washington County establishes its authority to acquire and improve land and interests in land for the purpose of preserving open space, including natural and scenic areas and agricultural land. The policies, rules and official controls governing the acquisitions are adopted in this ordinance, hereafter known as the Acquisition of Development Rights Ordinance. Practices for carrying out the authorities in this ordinance will be contained in the attendant policy and procedure documents and the Washington County Development Code.

### **Programs**

#### **Washington County**

The county may participate jointly in acquiring interests in eligible lands with other qualified organizations empowered to hold interests in real property in accordance with Minnesota Statutes, Sections 84C.01-05. The county may also contract with a recognized and legally established nonprofit conservancy, land trust, or other individual or organization qualified under Minnesota Statutes Section 84C.01 and 170(H) of the United States Internal Revenue Code, in order to share in the process of negotiating conservation easements and establishing the baseline studies management plans and the procedures for monitoring of any conservation easements acquired under this ordinance. (*County Ordinance 175: Acquisitions of Development Rights*)

#### ***Washington County Land and Water Legacy Program***

A program of Washington County for the purpose of preserving open space through the acquisition of land and interests in land from landowners outside the development process. To fund the program, the citizens passed a referendum in 2006 “To protect and preserve the rural landscape and high-quality natural areas through open space protection, including but not limited to improving water quality of rivers, lakes and streams; protecting drinking water sources; purchasing parklands including trail corridors, preserving wetlands and woodlands; and protecting land along water bodies from development.” (*2006 ballot language.*) The county currently holds 7 conservation easements through this program.

#### ***Open Space Development Code***

Standards within the official controls adopted by the county regulating the physical development of land in the unincorporated areas of the county that allow a grouping of residential structures on smaller lots than allowed in the specific zoning district, leaving some land dedicated as open space. Many municipalities also have adopted official standards that allow for open space developments. The county currently holds 5 conservation easements through this code.

### **Other Governmental and Non-governmental Organizations**

#### ***National Park Service (NPS)***

The NPS is an agency of the federal government. It is charged with establishing and maintaining scenic easements along the stretch of the St. Croix River north of Stillwater. Responsibility of enforcement falls upon the St. Croix National Scenic Riverway.

#### ***Minnesota Department of Natural Resources (DNR)***

The DNR established and maintains scenic easements along the stretch of the St. Croix River south of Stillwater. The agency also holds conservation easements in several communities within the county. Most of the easements are managed through the Metro Greenways Program.

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***Municipalities***

Cities and townships may hold conservation easements under the authority of Minnesota Statute 84 C. In Washington County, 10 municipalities currently hold a total of 165 conservation easements. Some of these are connected with open space developments.

***Watershed Districts***

Watershed districts may hold conservation easements under the authority of Minnesota Statute 84 C. Currently, three watershed districts (Carnelian Marine, Brown's Creek and South Washington) hold a total of 11 conservation easements.

***Minnesota Land Trust (MLT)***

The MLT is a non-profit that protects lands and waters through establishing and monitoring permanent conservation easements. The Land Trust is the only statewide organization that extensively uses conservation easements as a land protection strategy. It completed its first easement in 1993. Since then it has completed 333 projects protecting 29,188 acres throughout Minnesota 47 of which are within Washington County.

## Appendix B – Summary Table

Conservation and Scenic Easements by Municipality in Washington County								
Municipality	Conservation Easements (#)	Acres*	Conservation Easement Holders (#)					Scenic Easements (#)
			<i>State</i>	<i>Washington County</i>	<i>Municipality</i>	<i>Minnesota Land Trust</i>	<i>Other organizations</i>	
Afton	8	320	1	0	0	7	0	40
Bayport	1	40	0	0	0	1	0	0
Baytown Twp	7	280	0	4	0	3	0	0
Birchwood Village	0	0	0	0	0	0	0	0
Cottage Grove	5	200	1	0	0	4	0	0
Dellwood	0	0	0	0	0	0	0	0
Denmark Twp	8	320	0	0	7	1	0	4
Forest Lake	2	80	0	0	1	0	1	0
Grant	3	120	0	0	0	1	2	0
Grey Cloud Island Twp	0	0	0	0	0	0	0	0
Hastings	0	0	0	0	0	0	0	0
Hugo	3	120	2	0	0	0	1	0
Lake Elmo	36	1440	1	0	16	18	1	0
Lake St. Croix Beach	0	0	0	0	0	0	0	0
Lakeland	0	0	0	0	0	0	0	3
Lakeland Shores	0	0	0	0	0	0	0	0
Landfall	0	0	0	0	0	0	0	0
Mahtomedi	1	40	0	0	1	0	0	0
Marine on St. Croix	9	360	2	0	2	5	0	0
May Twp	16	640	2	2	1	4	7	7
Newport	0	0	0	0	0	0	0	0
Oak Park Heights	0	0	0	0	0	0	0	0
Oakdale	2	80	1	1	0	0	0	0
Pine Springs	0	0	0	0	0	0	0	0
St. Mary's Point	0	0	0	0	0	0	0	0
St. Paul Park	0	0	0	0	0	0	0	0
Scandia	12	480	4	0	6	2	0	39
Stillwater	130	5200	1	0	129	0	0	1
Stillwater Twp	11	440	0	2	2	1	6	3
West Lakeland Twp	0	0	0	0	0	0	0	0
White Bear Lake	0	0	0	0	0	0	0	0
Willernie	0	0	0	0	0	0	0	0
Woodbury	4	160	2	2	0	0	0	1
<b>TOTALS</b>	<b>258</b>	<b>10320</b>	<b>17</b>	<b>11</b>	<b>165</b>	<b>47</b>	<b>18</b>	<b>98</b>

\* estimated by summing area of all quarter quarters which contain a conservation easement

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## Appendix C - Update Process and Maintenance

### Purpose

To maintain an efficient and responsive database of conservation and scenic easements within Washington County.

### County Role

When a conservation easement, scenic easement, or development agreement has been created, the county is responsible for:

1. Maintain the official easement document of all recorded agreements.
2. When a new easement document is recorded, an entry is created in the property records database.
3. Map the boundaries of new easements and add attribute information to a database of conservation and scenic easements.
4. Update any change to tax records.

### Departmental Roles

#### Administration Department

- Oversees programs which generate conservation easements, such as the Land and Water Legacy Program.
- Provides expertise in the acquisition and maintenance of conservation easements.

#### Property Records and Taxpayer Services Department (PRTS)

- Records conservation and scenic easements into the property records database in a searchable format.
- Maintains property and tax records pertaining to these easements.

#### Survey and Land Management Division, Department of Public Works (Survey)

- Interprets the legal description of conservation and scenic easements.
- Maintains copies of all easement documents.
- Maintains the database file containing all easement attribute data.
- Creates and maintains a CAD file of boundaries of each conservation and scenic easement.

#### GIS Support Unit, Information Technology Department (GIS)

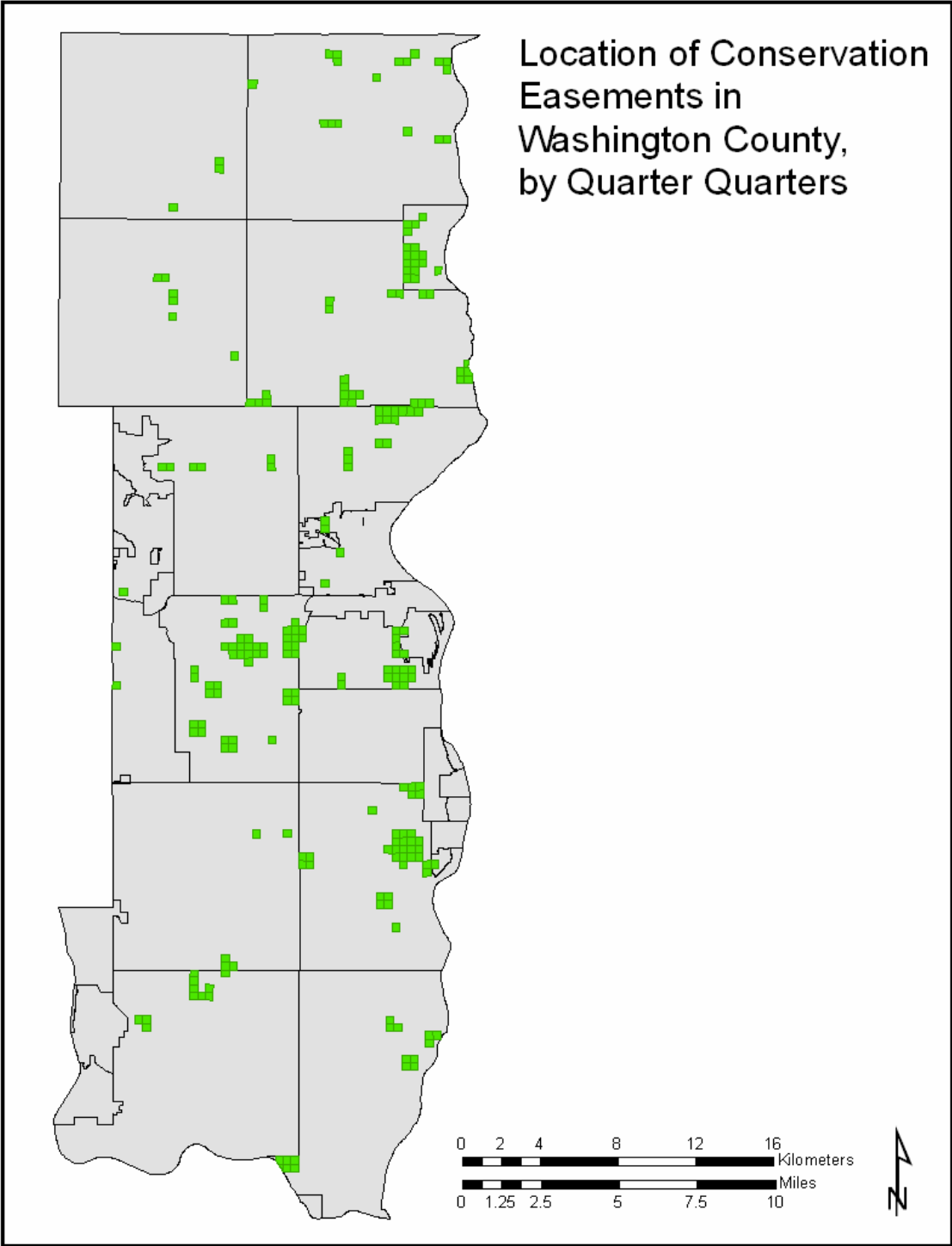
- Attaches attributes from the easement database file to a GIS coverage.
- Analyzes the data and produces maps and summary tables as requested by county departments.

### Easement Recording and Mapping Process

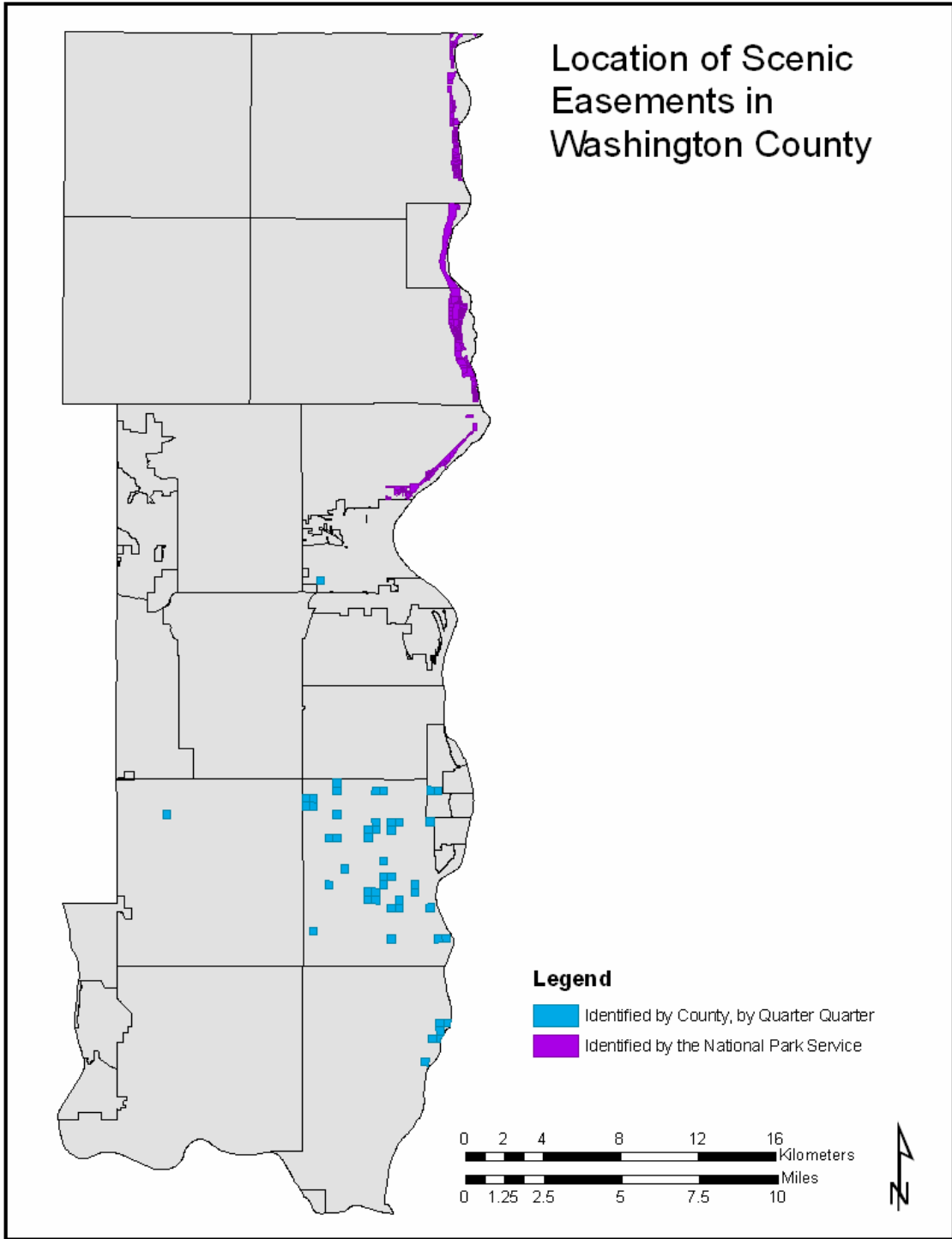
In order to maintain an accurate database of conservation easements, scenic easements, and development agreements, county officials will update and maintain the database at least monthly. The following steps outline the necessary actions and the responsible office for each.

- 
- Step 1: PRTS (Jennifer Wagenius) receives the legal documents and assigns a document number.
  - Step 2: PRTS (Wagenius) assigns conservation easement code to the document number in the property records database.
  - Step 3: Survey (Mark Nieman) queries the property records database once a month for all new recorded easements.
  - Step 4: Survey (Nieman) adds the new easement boundary lines to the existing CAD drawing file and updates the database with new attribute information.
  - Step 5: Survey (Nieman) sends the newly created CAD layer and the updated database of conservation and scenic easements to GIS (David Brandt). These two products are merged to create a geodatabase of conservation easements, scenic easements, and development agreements. A product of this geodatabase is a detachable table that can be utilized by other departments.
  - Step 6: Administration sends a list of conservation and scenic easements and a corresponding map to each community annually.

Appendix D - Maps







## Conservation and Scenic Easements in Washington County

Heading	Definition	Variables	Variable Definitions
Doc_Number	Document number assigned when easement is recorded.		For old projects this reference number will contain book and page number.
Doc_Amendment	Amendment to original recorded document.		
Date	Date that easement was recorded with the county.		
Doc_Type	Easement type	<p>Conservation</p> <p>Scenic</p> <p>Conservation Scenic</p> <p>Development</p>	<p>Conservation easement not associated with land platted as a conservation development that restricts all or most development rights.</p> <p>Scenic easement generally restricts the scenic values of the property by restricting development from certain areas of the property.</p> <p>An easement that restricts uses of the property to preserve both conservation and scenic values of the property.</p> <p>Development agreement used as a zoning tool to limit further development of the property.</p>
Holder_1	The primary grantee of the easement, generally the party that is responsible for monitoring and enforcing the terms of the agreement.		
Holder_2	A secondary grantee of the easement who may have only a right to enforce the terms of the easement.		
Holder_3	A secondary grantee of the easement who may have only a right to enforce the terms of the easement.		
Section	Location of holding by section, range, and township		
Legal_Desc	Legal boundary of holding		
City_Town	Municipal location of holding		
Plat_Name	Plat which encompasses holding		
Grantor_1	Property grantor		
Grantor_2	Property grantor		
Grantor_3	Property grantor		
Owner Type	Type of ownership of holding	<p>Private</p> <p>OSD</p> <p>Government</p>	<p>Property maintained by private organization or person.</p> <p>An outlot of a conservation development generally maintained by a homeowner's association or the developer of the plat.</p> <p>Property maintained by local, state, or federal government.</p>
Land_Use	Land use of property at time of document recording		General description of the property.

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**December 18, 2007**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 1:05 p.m.

Members Present: *Academics:* Will Craig (U of M); *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul), Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Pete Henschel (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), David Claypool (Ramsey), Jim Bunning for Jim Hentges (Scott), Jane Harper (Washington); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* David Arbeit (GDA/LMIC), (Joella Givens (MN/DOT), and Tim Loesch (DNR); *Federal:* Ron Wencl (USGS); and *Utilities:* Allan Radke (CenterPoint Energy).

Members Absent: *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); and *Watershed/Water Management Organizations:* Vacant.

Support Staff: Randall Johnson, Christopher Kline, and Jonathan Blake (MetroGIS Staff Support Team)

Visitors: Chris Cialek and Andrew Koebrick (Minnesota Land Management Information Center- LMIC)

**2. ACCEPT AGENDA**

Chairperson Brown suggested altering the order of agenda item 5. The new order was 5a, 5b, 5e, 5j, 5f, 5g, 5h, 5i, 5c, 5d, and 5k. Henry moved and Craig seconded to approve the agenda as proposed. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

The September 12, 2007 meeting summary was as accepted, as submitted, with the exception that staff was asked to modify the spelling of the term RAMONA to ROMONA.

**4. SUMMARY OF OCTOBER 17<sup>th</sup> POLICY BOARD MEETING**

Chairperson Brown provided an overview of the October 17, 2007 Policy Board meeting. Craig asked for information regarding the technical background of Bloomington Councilmember Elkins who recently became a member of the Policy Board. Staff Coordinator and Johnson member Busch summarized their understanding of member Elkin's association with the IT industry in his work life.

Staff Coordinator also explained that the purpose of the newly created Technical Leadership Steering Committee was to oversee development of a recommendation as to the role that MetroGIS should play to address shared application needs. He noted that a workshop is planned for January 24, 2008 to gather a wide gamut of expertise to define MetroGIS's role in the shared services and applications sector and define the proposed Technical Coordinator's responsibilities. Johnson also noted that he is thrilled that John Antenucci of PlanGraphics, Inc. will be facilitating the workshop.

**5. ACTION AND DISCUSSION ITEMS**

*(Editor's Note: The agenda items are listed in the order as approved in Item 2.)*

**a) Recap of Approved 2008 Major Program Objectives**

Chairperson Brown introduced the item. The Staff Coordinator then summarized 2008 objectives set by the Policy Board for MetroGIS, as outlined in the agenda report, noting that to achieve them additional support resources will be needed, in particular, technical leadership. He explained that this

conclusion had been presented in the newly adopted Business Plan and that the Policy Board concurs with this finding.

**b) Election of Committee Officers for 2008**

Chairperson Brown commented that he is willing to serve another term as Chairperson if the members wish him to do so. He also reminded the group that at its September meeting the Committee decided to postpone election of a new Vice-Chairperson following the resignation of Vice Chairperson Ned Phillips in June.

The Chair then turned the election for Chairperson over to the Staff Coordinator who called for nominations. Read nominated William Brown. Johnson called three times for additional nominations. None were received.

**Motion:** Read moved and Arbeit seconded to elect the William Brown to serve a second term as Chairperson of the Coordinating Committee for 2008. Motion carried, ayes all, except fro Brown who abstained.

The meeting was turned back to reelected Chairperson Brown to conduct the election for Vice-Chairperson of the Committee.

Chairperson Brown explained to the Committee that he had asked member Wakefield before the meeting if she had an interest in serving as Vice-Chairperson and that stated that she would accept if nominated. He then called for nominations for Vice Chairperson.

Givens nominated Wakefield. Chairperson Brown called three times for additional nominations. None were received.

**Motion:** Givens moved and Harper seconded to elect Sally Wakefield as Vice-Chairperson of the Coordinating Committee for 2008. Motion carried, ayes all, except Wakefield who abstained.

**e) Service Broker Project – Demonstration of Capabilities**

Chris Cialek, representing the Service Broker Project, began by introducing himself and Andrew Koebrick, who served as the web developer for the application, referred to as “GeoService Finder”. He explained that the purpose of the project was to create an Internet searchable catalog linked to libraries of metadata that describe geospatial applications, services, and components, thereof, that are available for others to use. He then explained the key components of the prototype application, along with the main topics discussed in the preliminary project report, noting that the project is on budget and nearly complete, with submission of the final project report expected in early January 2008.

Among the major points commented on in the presentation were that the application structure is patterned after a design created by the Open Source Geospatial Consortium (OGC), the database fields that contain the metadata record information adheres to international standards for coding such records, and four types of “geo” services are searchable via the application:

- *Remote application:* an interactive application run on a remote server that a client accesses through an internet browser. The client is not required to run any additional software.
- *Standalone application:* software and data that can be downloaded and run locally.
- *Component:* code that can be downloaded and then integrated into routines and executed locally.
- *Service:* an application run at a remote site that a client accesses through the internet; the client needs to run additional software (e.g. using ArcGIS to access photography via a WMS image server, DataFinder Café).

(See [http://www.metrogis.org/teams/cc/meetings/07\\_1218/5e\\_service\\_broker\\_presentation.pdf](http://www.metrogis.org/teams/cc/meetings/07_1218/5e_service_broker_presentation.pdf) the presentation slides).

Cialek then demonstrated the features of the prototype application from the prospective of how the user interacts with it as well as from how the contributor (of metadata) interacts with it. He concluded his remarks by noting the prototype was designed with the understanding that it is a first step and as such, users will be encouraged to offer suggestions to expand the capabilities and move toward a

more robust architecture and in general assist with fine tuning the application and related maintenance processes as they use the site and participate in the population of metadata records.

A question and answer session followed. The following questions and comments were offered:

1. Read noted that identification of a geographic extent in metadata is not applicable for applications as it is for data/services.

Action: The record coding options will be modified to include a “Not Applicable” or “Undefined” option.

2. Craig asked if thought had been put into how best to populate the library with metadata records.

Action: It was agreed that Committee members should take the lead to identify applications, services, and components, thereof that should be/are available to others and see to it that metadata is developed and contributed to the application library. Momentum to expand the searchable records should come from those affiliated with organizations active in MetroGIS’s efforts first to both expand the number of the records and demonstrate usefulness and as the existence of the application becomes more wide spread effort should shift to seeking records from others. Brown suggested that promoting the service be part of the MetroGIS outreach program.

It was agreed that a mechanism should be added to application to allow users to comment on needs they have that not currently met by items searchable on or by the application.

Craig noted that a possible option to make progress on addressing items on the “needs list” could be to share it with graduate students.

3. Bitner and Read commented that there is need to define how best to address overlaps and connections between regional and state interests related common application needs and to define a means for seamless interaction with DataFinder.

Action: The group concurred that the next steps component of the project report should acknowledge these needs.

4. Loesch commented and members concurred that use of the term “services” in the name of the application is misleading since the application supports searches for application-related products other than “web services”.

Action: The idea of using the term “GeoResources” was offered as an alternative but the decision was left to the project team.

Chairperson Brown that requested the project team to comment on the status of each of the deliverables associated with the project funding agreement. Arbeit stated that he believes the contract requirements have been met and encouraged the Committee members to submit metadata for applications, services, and related products to enable them to be searchable via this application. The Committee agreed that the final project report is the only outstanding deliverable. Cialek informed the members that the project team would be meeting on December 20<sup>th</sup> to consider comments received for modifications to the final project report.

Motion: Craig moved and Read seconded to grant tentative approval of the project report, subject to:

- 1) Modifications as agreed upon at this meeting.
- 2) Addressing any comments that the Technical Advisory Team or Coordinating Committee members may have when reviewing the next version of the project report. (Staff was directed to provide a link to the revised report and encourage members to review and comment.)
- 3) Acceptance of the modified report by the Technical Leadership Steering Workgroup.

Motion carried, ayes all.

**j) Regional Solution Emergency Preparedness – Direction Requested**

Knippel provided a brief background of the activities of the Governor’s Council on Geographic Information’s Emergency Preparedness Committee. He noted that the Policy Board approved the

vision in 2005 for an regional solution for emergency management-related data that it agreed that legitimacy for use of GIS technology within the emergency management community was needed. He then shared a letter (Attachment A) that was in the process of being sent to MetroGIS leadership from the Minnesota Division of Homeland Security and Emergency Management commending MetroGIS for its leadership in emphasizing the importance of GIS for emergency preparedness and encouraging institutionalization of the model developed by MetroGIS stakeholders for a regional approach to managing data important to emergency planning and resource. Knippel then highlighted organizational relationships between MetroGIS and emergency preparedness groups and summarized a federal grant application that leverages the existing work on a regional data management model developed by MetroGIS stakeholders. In closing, Knippel encouraged the Committee to reactivate the MetroGIS Emergency Preparedness Workgroup, given that resources in the Twin Cities are viewed as important to the state wide effort to integrate GIS technology into emergency preparedness initiatives and by doing so an opportunity could be captured to leverage statewide resources needed to fully implement the regional data management model developed by MetroGIS stakeholders.

Brown asked Givens to comment on the related issue which MnDOT officials encountered when responding to the I-35W Bridge collapse of restrictions encountered to ready access to licensed data. Givens further commented that this is not a MnDOT issue but rather a community wide concern. She then commented on the need to incorporate language into existing agreements allowing sharing of data during emergencies. Harper added that the workgroup should investigate the means that counties currently use in their hazard mitigation plans (mutual aid agreements) with their partner local governments as a point of departure. She also commented that the solution will require defining the various types of emergencies and then the appropriate procedures to accomplish the desired sharing.

**Motion:** Craig moved and Read seconded that the Coordinating Committee accept the County Data Producer's Workgroup's recommendation to reactivate the MetroGIS Emergency Preparedness Workgroup and its efforts to test and refine both the data and organizational responsibility components necessary to achieve the vision, as described in the September 1, 2005 White Paper referenced in Attachment A. Motion carried, ayes all.

**Direction to Workgroup:** Knippel, on behalf of the reactivated workgroup, accepted responsibility to develop a recommendation to address the need to achieve ready access to licensed data during an emergency. The workgroup's recommendation is to include: 1) who decides an emergency exists and 2) recommended procedures to accomplish access to the subject data.

**Motion:** Craig moved and Read seconded that the MetroGIS Emergency Preparedness Workgroup report back to the Committee, if possible at the March meeting, on suggested next steps to achieve an emergency plan to access to licensed data. Motion carried, ayes all.

**f) Proposed Modifications to Outreach Plan**

Jonathan Blake, of Richardson, Richter, and Associates and a member of the MetroGIS Staff Support Team, introduced himself and summarized suggested modifications to the previously approved high-level MetroGIS Outreach Plan, as illustrated in the agenda report. He stated there two areas of focus are suggested: currently active participants and prospective participants. The first would involve outreach to persons and interests within member organizations not currently involved, while the second focus would be on non-participating government interests within the Twin Cities, adjacent jurisdictions, and non-governmental entities. Loesch suggested and the group concurred that contact with metropolitan counties located in Wisconsin should be included as well.

Craig commented that the draft document presented on the agenda report represents a good start but needs more specifics on the "hows" and the target audiences. Staff concurred, noting that the current version was intended to provide the general framework from which a more detailed plan would be developed. He also noted that the Policy Board had provided direction at its July 2007 meeting that it does not want to use MetroGIS funds to hire professional marketing assistance but rather leverage marketing expertise on staff with stakeholder organizations, for which direction was requested.

Read suggested that Coordinating Committee members should identify willing internal marketing/outreach/communication assets and forward them to the Staff Coordinator for evaluation of next steps at the next Coordinating Committee meeting. This comment resulted in discussion of priorities and available staff resources with the decision being that staff should not spend time on this matter until following the March Coordinating Committee Meeting.

**g) Proposed Leadership Succession Plan Components**

Staff Coordinator Johnson commented that development of a Leadership Succession Plan had been defined as a top priority for 2008 as a result of the Policy Board adopting the 2008-2011 MetroGIS Business Plan. He noted that in the Business Plan there is recognition that MetroGIS is heavily dependent on support from several key individuals for its success and should be prepared to quickly transition to willing, supportive, and capable successors when these key supporters leave the effort.

Blake then explained the six components upon which to develop a leadership succession plan, as cited in the agenda report, and asked for comment.

Harper suggested that a seventh component should be added to the list –“Structural Issues”. She offered an example of the Coordinating Committee adopting a policy where each of its members should designate an alternate to attend when they are not able to attend. She also suggested that an attempt should be made to identify the qualities that are desirable in Committee members so current members can identify appropriate alternates and candidates for future membership.

Read commented that the majority of emphasis in the Plan should be on matters that the Committee can control and not spend a lot of time on matters that it cannot control (e.g., transition of Board members following an election).

**Motion:** Harper moved and Read seconded that the Coordinating Committee that:

- 1) The six components outlined in the agenda report, together with the seventh component offered by Harper, provide a satisfactory foundation upon which to develop a more detailed plan.
- 2) Staff prepare a more detailed plan for consideration by the Committee at the March meeting, focusing on situations that the Committee can control.

Motion carried, ayes all.

**h) GIS Demonstration for January Policy Board Meeting**

The Staff Coordinator commented that Policy Board Chairperson Reinhardt had requested for the January demonstration, the presentation made by Paul Weinberger, Joella Givens and Dan Ross at the State GIS/LIS Conference in October about GIS’s role the response to the I-35W Bridge collapse and that Givens had made arrangements to do so.

**Motion:** Harper moved and Bitner seconded to select the presentation by Paul Weinberger, Joella Givens and Dan Ross about GIS’s role the response to the I-35W Bridge collapse as the GIS Technology Demonstration for the January 2008 Policy Board meeting. Motion carried, ayes all.

**i) 2008 Meeting Schedule**

The Staff Coordinator summarized suggested meeting dates for 2008, as outlined in the agenda report. The suggested March and June dated conflicted with Governor’s Council meeting dates and were modified.

The following meeting dates were set for 2008: March 27, June 18, September 17, and December 17, subject to making sure that December 17<sup>th</sup> does not conflict with the 2008 IT Symposium schedule.

**c) 2007 Accomplishments Report**

The Staff Coordinator summarized the major accomplishments in 2007, as outlined in the agenda report and requested comment about anything overlooked or not correctly captured. Knippel requested modification of the Emergency Preparedness section to reflect coordination activity that had occurred with state officials and reactivation of the MetroGIS workgroup. Harper

asked that Washington County's document entitled "Open Space Interests in Property - Cataloging and Mapping Conservation and Scenic Easements in Washington County, Minnesota" be added to the list of accomplishments because the county used the \$4,000 received from the Regional Parcel Data Sharing Agreement to hire an intern to write it. Read suggested that the detailed listing of accomplishments be modified to include all of the projects listed in the summary report.

**d) 2007 Performance Measures Annual Report**

Kline summarized several the key points presented in the agenda report including:

- Use of the endorsed socioeconomic web resources regional applications tripled, likely due to usage by the academic community.
- Data discovery events decreased by 13.6 percent from the previous year, while downloads of actual data increased 40.2 percent. Introduction of the new Café and RSS services may be attributable for the decrease in visits, while boosting downloads of the data.
- Only four endorsed regional datasets were in the top 10 downloads for 2007, compared to all eight in 2006.

Kline then requested feedback and questions from Committee members regarding the report. Loesch commented that it would be helpful to have a count of how many individuals from a type of organization (academic, government, non-profit, for-profit) were downloading each dataset. Kline replied that information was available in the past from Quova, but web server settings used by the Metropolitan Council prevent easy IP address identification. Johnson added that a new contract with Quova had been under negotiation but was abandoned when staff discovered the problem with identification of IP addresses.

Gelbmann suggested that a new application be developed to track the number of users of web services. Loesch commented that DNR requires email addresses to be posted before it downloads data and suggested that this practice might be a solution to consider. Gelbmann suggested that Kline describe the IP address problem in a memo that can be shared with the IS Director.

No further comment was received and there was no objection to forwarding the 2007 Performance Measurement Report to the Policy Board for acceptance.

**k) Open Seats on the Coordinating Committee – Water Management Organizations and Non-Profit Organizations**

This topic was deferred to the march meeting due to lack of time. .

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Knippel moved and Givens seconded to adjourn the meeting at 3:32 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

*and*

Chris Kline  
MetroGIS Administrative Technician



**ATTACHMENT A**

**LETTER HANDED OUT AT MEETING  
(Agenda Item 5j)**

**(Chris – ask Knippel for a digital version of the letter)**



**March 27, 2008**

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

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

*(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)*

**1:00 to 3:30 p.m. (extend if needed)**

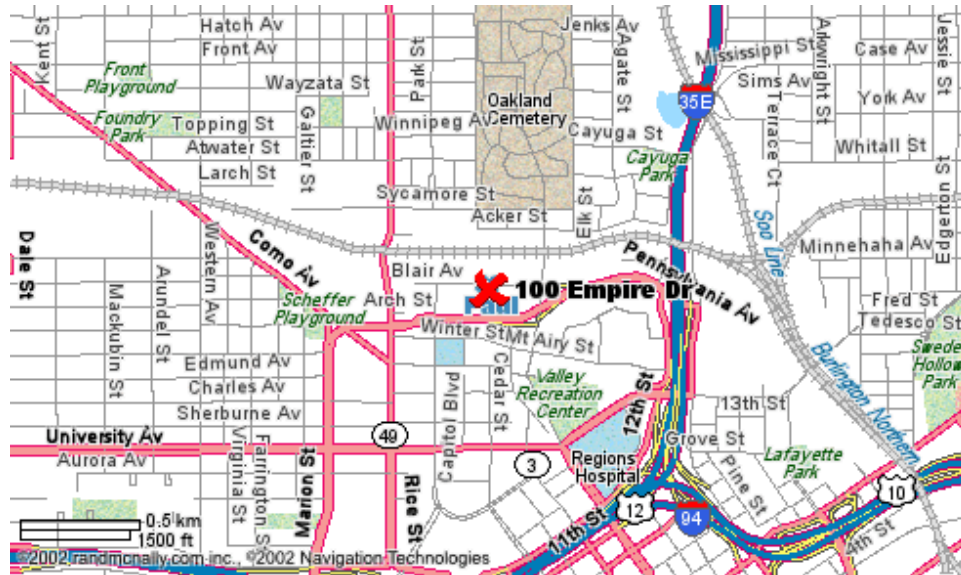
**See directory in lobby for meeting room location**

	<u>Page</u>
<b>1. Call to Order</b>	
<b>2. Approve Agenda</b>	<b>action</b>
<b>3. Approve Meeting Summary</b>	
a) December 18, 2007	<b>action</b> <b>1</b>
<b>4. Summary of January 30<sup>th</sup> Policy Board Meeting</b>	<b>8</b>
<b>5. Action and Discussion Items:</b>	
a) Next Steps: Solutions to Shared Application Needs	<b>action</b> <b>9</b>
b) GeoServices Finder Project: Final Report & Next Steps	<b>action</b> <b>44</b>
c) 2008-2009 Budget and Workplan Refinements	<b>action</b> <b>50</b>
d) 2008 Regional GIS Projects – Call for Proposals	<b>action</b> <b>70</b>
e) Leadership Development Plan	<b>action</b> <b>75</b>
f) GIS Demonstration for April Policy Board meeting	<b>action</b> <b>79</b>
g) Open Seats on the Committee ( <i>Non-Profit Organizations/Water Management</i> )	<b>action</b> <b>81</b>
<b>6. Major Project Updates:</b>	<b>85</b>
a) View-Only Access to TLG Dataset Authorized	
b) Regional Emergency Preparedness Solution – Communication Strategy	
c) Next-Generation Parcel Data Sharing Agreement - Negotiations to begin in April	
d) Data Synchronization Mechanism – Carver County Project Lead	
e) 2007 Regional Project – Regional Geocoder Application (MMCD Project Lead)	
f) Emergency Access to Licensed Data - EP Workgroup	
g) Priority Business Information Need Solutions and User Satisfaction Forums	
<b>7. Information Sharing:</b>	<b>89</b>
a) Technical Administrative Assistant Leaves MetroGIS – Anticipated Impacts	
b) \$50,000 CAP Grant Awarded for Emergency Preparedness Strategy	
c) MetroGIS Represented on New National Geospatial Advisory Committee (NGAC)	
d) 2008 Annual Report	
e) Twin Cities Economic Development Web Site	
f) Presentations / Outreach / Studies	
g) Metro and State Geospatial Initiatives Update	
h) Federal Geospatial Initiatives Update	
<b>8. Next Meeting</b>	
June 18, 2008	
<b>9. Adjourn</b>	

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

## How to find the MCIT Building:

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**December 18, 2007**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 1:05 p.m.

Members Present: *Academics:* Will Craig (U of M); *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul), Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Pete Henschel (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), David Claypool (Ramsey), Jim Bunning for Jim Hentges (Scott), Jane Harper (Washington); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom (TIES); *Special Expertise:* Brad Henry (URS Corp.); *State:* David Arbeit (GDA/LMIC), (Joella Givens (MN/DOT), and Tim Loesch (DNR); *Federal:* Ron Wencil (USGS); and *Utilities:* Allan Radke (CenterPoint Energy).

Members Absent: *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *GIS Consultants:* Terese Rowekamp (Rowekamp Associates); and *Watershed/Water Management Organizations:* Vacant.

Support Staff: Randall Johnson, Christopher Kline, and Jonathan Blake (MetroGIS Staff Support Team)

Visitors: Chris Cialek and Andrew Koebrick (Minnesota Land Management Information Center- LMIC)

**2. ACCEPT AGENDA**

Chairperson Brown suggested altering the order of agenda item 5. The new order was 5a, 5b, 5e, 5j, 5f, 5g, 5h, 5i, 5c, 5d, and 5k. Henry moved and Craig seconded to approve the agenda as proposed. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

The September 12, 2007 meeting summary was as accepted, as submitted, with the exception that staff was asked to modify the spelling of the term RAMONA to ROMONA.

**4. SUMMARY OF OCTOBER 17<sup>th</sup> POLICY BOARD MEETING**

Chairperson Brown provided an overview of the October 17, 2007 Policy Board meeting. Craig asked for information regarding the technical background of Bloomington Councilmember Elkins who recently became a member of the Policy Board. Staff Coordinator and Johnson member Busch summarized their understanding of member Elkin's association with the IT industry in his work life.

Staff Coordinator also explained that the purpose of the newly created Technical Leadership Steering Committee was to oversee development of a recommendation as to the role that MetroGIS should play to address shared application needs. He noted that a workshop is planned for January 24, 2008 to gather a wide gamut of expertise to define MetroGIS's role in the shared services and applications sector and define the proposed Technical Coordinator's responsibilities. Johnson also noted that he is thrilled that John Antenucci of PlanGraphics, Inc. will be facilitating the workshop.

**5. ACTION AND DISCUSSION ITEMS**

*(Editor's Note: The agenda items are listed in the order as approved in Item 2.)*

**a) Recap of Approved 2008 Major Program Objectives**

Chairperson Brown introduced the item. The Staff Coordinator then summarized 2008 objectives set by the Policy Board for MetroGIS, as outlined in the agenda report, noting that to achieve them additional support resources will be needed, in particular, technical leadership. He explained that this

conclusion had been presented in the newly adopted Business Plan and that the Policy Board concurs with this finding.

**b) Election of Committee Officers for 2008**

Chairperson Brown commented that he is willing to serve another term as Chairperson if the members wish him to do so. He also reminded the group that at its September meeting the Committee decided to postpone election of a new Vice-Chairperson following the resignation of Vice Chairperson Ned Phillips in June.

The Chair then turned the election for Chairperson over to the Staff Coordinator who called for nominations. Read nominated William Brown. Johnson called three times for additional nominations. None were received.

**Motion:** Read moved and Arbeit seconded to elect the William Brown to serve a second term as Chairperson of the Coordinating Committee for 2008. Motion carried, ayes all, except fro Brown who abstained.

The meeting was turned back to reelected Chairperson Brown to conduct the election for Vice-Chairperson of the Committee.

Chairperson Brown explained to the Committee that he had asked member Wakefield before the meeting if she had an interest in serving as Vice-Chairperson and that stated that she would accept if nominated. He then called for nominations for Vice Chairperson.

Givens nominated Wakefield. Chairperson Brown called three times for additional nominations. None were received.

**Motion:** Givens moved and Harper seconded to elect Sally Wakefield as Vice-Chairperson of the Coordinating Committee for 2008. Motion carried, ayes all, except Wakefield who abstained.

**e) Service Broker Project – Demonstration of Capabilities**

Chris Cialek, representing the Service Broker Project, began by introducing himself and Andrew Koebrick, who served as the web developer for the application, referred to as “GeoService Finder”. He explained that the purpose of the project was to create an Internet searchable catalog linked to libraries of metadata that describe geospatial applications, services, and components, thereof, that are available for others to use. He then explained the key components of the prototype application, along with the main topics discussed in the preliminary project report, noting that the project is on budget and nearly complete, with submission of the final project report expected in early January 2008.

Among the major points commented on in the presentation were that the application structure is patterned after a design created by the Open Source Geospatial Consortium (OGC), the database fields that contain the metadata record information adheres to international standards for coding such records, and four types of “geo” services are searchable via the application:

- *Remote application:* an interactive application run on a remote server that a client accesses through an internet browser. The client is not required to run any additional software.
- *Standalone application:* software and data that can be downloaded and run locally.
- *Component:* code that can be downloaded and then integrated into routines and executed locally.
- *Service:* an application run at a remote site that a client accesses through the internet; the client needs to run additional software (e.g. using ArcGIS to access photography via a WMS image server, DataFinder Café).

(See [http://www.metrogis.org/teams/cc/meetings/07\\_1218/5e\\_service\\_broker\\_presentation.pdf](http://www.metrogis.org/teams/cc/meetings/07_1218/5e_service_broker_presentation.pdf) the presentation slides).

Cialek then demonstrated the features of the prototype application from the prospective of how the user interacts with it as well as from how the contributor (of metadata) interacts with it. He concluded his remarks by noting the prototype was designed with the understanding that it is a first step and as such, users will be encouraged to offer suggestions to expand the capabilities and move toward a

more robust architecture and in general assist with fine tuning the application and related maintenance processes as they use the site and participate in the population of metadata records.

A question and answer session followed. The following questions and comments were offered:

1. Read noted that identification of a geographic extent in metadata is not applicable for applications as it is for data/services.

Action: The record coding options will be modified to include a “Not Applicable” or “Undefined” option.

2. Craig asked if thought had been put into how best to populate the library with metadata records.

Action: It was agreed that Committee members should take the lead to identify applications, services, and components, thereof that should be/are available to others and see to it that metadata is developed and contributed to the application library. Momentum to expand the searchable records should come from those affiliated with organizations active in MetroGIS’s efforts first to both expand the number of the records and demonstrate usefulness and as the existence of the application becomes more wide spread effort should shift to seeking records from others. Brown suggested that promoting the service be part of the MetroGIS outreach program.

It was agreed that a mechanism should be added to application to allow users to comment on needs they have that not currently met by items searchable on or by the application.

Craig noted that a possible option to make progress on addressing items on the “needs list” could be to share it with graduate students.

3. Bitner and Read commented that there is need to define how best to address overlaps and connections between regional and state interests related common application needs and to define a means for seamless interaction with DataFinder.

Action: The group concurred that the next steps component of the project report should acknowledge these needs.

4. Loesch commented and members concurred that use of the term “services” in the name of the application is misleading since the application supports searches for application-related products other than “web services”.

Action: The idea of using the term “GeoResources” was offered as an alternative but the decision was left to the project team.

Chairperson Brown that requested the project team to comment on the status of each of the deliverables associated with the project funding agreement. Arbeit stated that he believes the contract requirements have been met and encouraged the Committee members to submit metadata for applications, services, and related products to enable them to be searchable via this application. The Committee agreed that the final project report is the only outstanding deliverable. Cialek informed the members that the project team would be meeting on December 20<sup>th</sup> to consider comments received for modifications to the final project report.

Motion: Craig moved and Read seconded to grant tentative approval of the project report, subject to:

- 1) Modifications as agreed upon at this meeting.
- 2) Addressing any comments that the Technical Advisory Team or Coordinating Committee members may have when reviewing the next version of the project report. (Staff was directed to provide a link to the revised report and encourage members to review and comment.)
- 3) Acceptance of the modified report by the Technical Leadership Steering Workgroup.

Motion carried, ayes all.

**j) Regional Solution Emergency Preparedness – Direction Requested**

Knippel provided a brief background of the activities of the Governor’s Council on Geographic Information’s Emergency Preparedness Committee. He noted the when the Policy Board approved

the vision in 2005 for an regional solution for emergency management-related data that it agreed that legitimacy for use of GIS technology within the emergency management community was needed. He then shared a letter (Attachment A) that was in the process of being sent to MetroGIS leadership from the Minnesota Division of Homeland Security and Emergency Management commending MetroGIS for its leadership in emphasizing the importance of GIS for emergency preparedness and encouraging institutionalization of the model developed by MetroGIS stakeholders for a regional approach to managing data important to emergency planning and resource. Knippel then highlighted organizational relationships between MetroGIS and emergency preparedness groups and summarized a federal grant application that leverages the existing work on a regional data management model developed by MetroGIS stakeholders. In closing, Knippel encouraged the Committee to reactivate the MetroGIS Emergency Preparedness Workgroup, given that resources in the Twin Cities are viewed as important to the state wide effort to integrate GIS technology into emergency preparedness initiatives and by doing so an opportunity could be captured to leverage statewide resources needed to fully implement the regional data management model developed by MetroGIS stakeholders.

Brown asked Givens to comment on the related issue which MnDOT officials encountered when responding to the I-35W Bridge collapse of restrictions encountered to ready access to licensed data. Givens further commented that this is not a MnDOT issue but rather a community wide concern. She then commented on the need to incorporate language into existing agreements allowing sharing of data during emergencies. Harper added that the workgroup should investigate the means that counties currently use in their hazard mitigation plans (mutual aid agreements) with their partner local governments as a point of departure. She also commented that the solution will require defining the various types of emergencies and then the appropriate procedures to accomplish the desired sharing.

**Motion:** Craig moved and Read seconded that the Coordinating Committee accept the County Data Producer's Workgroup's recommendation to reactivate the MetroGIS Emergency Preparedness Workgroup and its efforts to test and refine both the data and organizational responsibility components necessary to achieve the vision, as described in the September 1, 2005 White Paper referenced in Attachment A. Motion carried, ayes all.

**Direction to Workgroup:** Knippel, on behalf of the reactivated workgroup, accepted responsibility to develop a recommendation to address the need to achieve ready access to licensed data during an emergency. The workgroup's recommendation is to include: 1) who decides an emergency exists and 2) recommended procedures to accomplish access to the subject data.

**Motion:** Craig moved and Read seconded that the MetroGIS Emergency Preparedness Workgroup report back to the Committee, if possible at the March meeting, on suggested next steps to achieve an emergency plan to access to licensed data. Motion carried, ayes all.

**f) Proposed Modifications to Outreach Plan**

Jonathan Blake, of Richardson, Richter, and Associates and a member of the MetroGIS Staff Support Team, introduced himself and summarized suggested modifications to the previously approved high-level MetroGIS Outreach Plan, as illustrated in the agenda report. He stated there two areas of focus are suggested: currently active participants and prospective participants. The first would involve outreach to persons and interests within member organizations not currently involved, while the second focus would be on non-participating government interests within the Twin Cities, adjacent jurisdictions, and non-governmental entities. Loesch suggested and the group concurred that contact with metropolitan counties located in Wisconsin should be included as well.

Craig commented that the draft document presented on the agenda report represents a good start but needs more specifics on the "hows" and the target audiences. Staff concurred, noting that the current version was intended to provide the general framework from which a more detailed plan would be developed. He also noted that the Policy Board had provided direction at its July 2007 meeting that it does not want to use MetroGIS funds to hire professional marketing assistance but rather leverage marketing expertise on staff with stakeholder organizations, for which direction was requested.

Read suggested that Coordinating Committee members should identify willing internal marketing/outreach/communication assets and forward them to the Staff Coordinator for evaluation of next steps at the next Coordinating Committee meeting. This comment resulted in discussion of priorities and available staff resources with the decision being that staff should not spend time on this matter until following the March Coordinating Committee Meeting.

**g) Proposed Leadership Succession Plan Components**

Staff Coordinator Johnson commented that development of a Leadership Succession Plan had been defined as a top priority for 2008 as a result of the Policy Board adopting the 2008-2011 MetroGIS Business Plan. He noted that in the Business Plan there is recognition that MetroGIS is heavily dependent on support from several key individuals for its success and should be prepared to quickly transition to willing, supportive, and capable successors when these key supporters leave the effort.

Blake then explained the six components upon which to develop a leadership succession plan, as cited in the agenda report, and asked for comment.

Harper suggested that a seventh component should be added to the list –“Structural Issues”. She offered an example of the Coordinating Committee adopting a policy where each of its members should designate an alternate to attend when they are not able to attend. She also suggested that an attempt should be made to identify the qualities that are desirable in Committee members so current members can identify appropriate alternates and candidates for future membership.

Read commented that the majority of emphasis in the Plan should be on matters that the Committee can control and not spend a lot of time on matters that it cannot control (e.g., transition of Board members following an election).

**Motion:** Harper moved and Read seconded that the Coordinating Committee that:

- 1) The six components outlined in the agenda report, together with the seventh component offered by Harper, provide a satisfactory foundation upon which to develop a more detailed plan.
- 2) Staff prepare a more detailed plan for consideration by the Committee at the March meeting, focusing on situations that the Committee can control.

Motion carried, ayes all.

**h) GIS Demonstration for January Policy Board Meeting**

The Staff Coordinator commented that Policy Board Chairperson Reinhardt had requested for the January demonstration, the presentation made by Paul Weinberger, Joella Givens and Dan Ross at the State GIS/LIS Conference in October about GIS’s role the response to the I-35W Bridge collapse and that Givens had made arrangements to do so.

**Motion:** Harper moved and Bitner seconded to select the presentation by Paul Weinberger, Joella Givens and Dan Ross about GIS’s role the response to the I-35W Bridge collapse as the GIS Technology Demonstration for the January 2008 Policy Board meeting. Motion carried, ayes all.

**i) 2008 Meeting Schedule**

The Staff Coordinator summarized suggested meeting dates for 2008, as outlined in the agenda report. The suggested March and June dated conflicted with Governor’s Council meeting dates and were modified.

The following meeting dates were set for 2008: March 27, June 18, September 17, and December 17, subject to making sure that December 17<sup>th</sup> does not conflict with the 2008 IT Symposium schedule.

**c) 2007 Accomplishments Report**

The Staff Coordinator summarized the major accomplishments in 2007, as outlined in the agenda report and requested comment about anything overlooked or not correctly captured.

Knippel requested modification of the Emergency Preparedness section to reflect coordination activity that had occurred with state officials and reactivation of the MetroGIS workgroup. Harper



asked that Washington County's document entitled "Open Space Interests in Property - Cataloging and Mapping Conservation and Scenic Easements in Washington County, Minnesota" be added to the list of accomplishments because the county used the \$4,000 received from the Regional Parcel Data Sharing Agreement to hire an intern to write it. Read suggested that the detailed listing of accomplishments be modified to include all of the projects listed in the summary report.

**d) 2007 Performance Measures Annual Report**

Kline summarized several the key points presented in the agenda report including:

- Use of the endorsed socioeconomic web resources regional applications tripled, likely due to usage by the academic community.
- Data discovery events decreased by 13.6 percent from the previous year, while downloads of actual data increased 40.2 percent. Introduction of the new Café and RSS services may be attributable for the decrease in visits, while boosting downloads of the data.
- Only four endorsed regional datasets were in the top 10 downloads for 2007, compared to all eight in 2006.

Kline then requested feedback and questions from Committee members regarding the report. Loesch commented that it would be helpful to have a count of how many individuals from a type of organization (academic, government, non-profit, for-profit) were downloading each dataset. Kline replied that information was available in the past from Quova, but web server settings used by the Metropolitan Council prevent easy IP address identification. Johnson added that a new contract with Quova had been under negotiation but was abandoned when staff discovered the problem with identification of IP addresses.

Gelbmann suggested that a new application be developed to track the number of users of web services. Loesch commented that DNR requires email addresses to be posted before it downloads data and suggested that this practice might be a solution to consider. Gelbmann suggested that Kline describe the IP address problem in a memo that can be shared with the IS Director.

No further comment was received and there was no objection to forwarding the 2007 Performance Measurement Report to the Policy Board for acceptance.

**k) Open Seats on the Coordinating Committee – Water Management Organizations and Non-Profit Organizations**

This topic was deferred to the march meeting due to lack of time. .

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Knippel moved and Givens seconded to adjourn the meeting at 3:32 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

*and*

Chris Kline  
MetroGIS Administrative Technician

**ATTACHMENT A**

**LETTER HANDED OUT AT MEETING  
(Agenda Item 5j)**

**(Chris – ask Knippel for a digital version of the letter)**

**DRAFT**



**TO:** Coordinating Committee

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

**SUBJECT:** Summary of January 2008 Policy Board Meeting

**DATE:** March 17, 2008  
(For the Mar 27<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on January 30. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/index.shtml#agendas\\_minutes](http://www.metrogis.org/teams/pb/index.shtml#agendas_minutes) for the discussion points.

### **1. GIS Technology Demonstration: GIS's Role In Response to I-35W Bridge Collapse**

Paul Weinberger, City of Minneapolis, and Dan Ross, Minnesota Department of Transportation, described the role GIS technology played in response to the I-35W bridge collapse. Although collaboration between organizations was good during the rescue and recovery processes and web services allowed fast access to the data on demand, licensing restrictions resulted in a week's delay in access to data that was requested to respond to the emergency.

They recommended that pre-arranged agreements between organizations should be developed to allow sharing of data during emergencies without license restrictions, or similar language to be incorporated into license agreements. In response, the Policy Board requested that the Coordinating Committee offer recommendations for relaxing licensing procedures during emergencies, including but not limited to,

- Offering example universal (boilerplate) language for mutual aid agreements which defines what constitutes an emergency, who has authority to authorize rule waivers and procedures to rapidly distribute data to predetermined interests with a need to know,
- Pursuing desired authorities via Executive Order or modification of state stature
- Suggestions regarding legal and technical language for agreements and backup procedures.

The Board also requested that the Coordinating Committee provide the following information:

- Document the reasons for the licensing geospatial data (e.g., liability concerns). What issues/concerns would come in to play if licensing was eliminated?
- Identify the types of data currently subject to license that can not be readily accessed during the response to an emergency, such as occurred during response to collapse of the I-35W bridge

### **2. MetroGIS Emergency Preparedness Model Recognized by State and Leveraged In Federal Grant Application**

The Policy Board asked Knippel to work through Coordinating Committee to develop an outreach strategy recommendation for the Board's consideration designed to connect GIS and Emergency Management officials within county government. The Board also suggested that the strategy include a model resolution for County Board approval through which to define the public purpose to be served and the importance of their emergency managers leveraging GIS technology.

### **3. Twin Cities Regional Economic Development Web Site**

Alternate Member O'Rourke summarized the meeting of Chamber and MetroGIS leadership held in December at MetroGIS's request, noting the discussion was well received by all and that she had agreed to serve as liaison between the two groups. She closed her comments by noting that the initial launch of the site is planned for late February or March and that the two groups agreed to resume talks once the site was fully operational.

### **4. 2007 Accomplishments and Performance Measurement Reports**

Both reports were accepted as recommended.



**TO:** Coordinating Committee  
**FROM:** Technical Leadership Steering Workgroup  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Meeting Shared Geospatial Needs Beyond Data  
**DATE:** March 18, 2008  
(For the Mar. 27 meeting)

### **INTRODUCTION**

On January 24, 2008, the Technical Leadership Steering Workgroup hosted a workshop entitled “Meeting Shared Geospatial Needs Beyond Data”. The purpose of the workshop was to provide a foundation from which to define appropriate roles for MetroGIS regarding pursuit of collaborative solutions to shared application needs and next steps to act on those roles.

The purpose of this report is to request Coordinating Committee’s approval of the following recommendations of the Workgroup in accordance with direction received at the workshop:

- 1) MetroGIS’s role related to shared application needs should be principally that of providing leadership, coordination, and policy to leverage the GIS resources of the metropolitan region.
- 2) Dedicated staff support should be sought to provide the technical leadership and coordination required to fully realize next steps critical to achieving the scope expansions defined in the 2008-2011 Business Plan. In the short term, to the extent practical, continue to rely upon the Technical Leadership Steering Workgroup to serve as a surrogate for dedicated staff.
- 3) A workgroup should be created to oversee a process to identify and prioritize shared application needs.
- 4) A workgroup should be created to guide updating of MetroGIS’s Outreach Plan to address direction provided in the 2008-2011 MetroGIS Business Plan, recommendations provided by the PlanGraphics Team (Appendix A), and recommendations of the Technical Leadership Steering Workgroup presented in this report.
- 5) Seek approval from the Policy Board to modify the preliminary 2008 workplan and budget adopted October 2007 to reflect the recommendations set forth in this report. (Separate report - Agenda Item 5c).
- 6) Seek Policy Board endorsement of preliminary 2009 work plan and budget to accompany its 2009 “fostering collaboration” support request from the Metropolitan Council. (Separate report - Agenda Item 5c).

### **DIRECTION FROM THE POLICY BOARD TO DEVELOP A RECOMMENDATION**

On October 17, 2007, the Policy Board adopted the 2008-2011 MetroGIS Business Plan. With adoption of this Plan, the Policy Board directed expansion of MetroGIS’s scope to include applications, acknowledging this expansion as the most critical need for MetroGIS in 2008 and beyond to maintain continued relevance to changing stakeholder needs. The Board also acknowledged that doing so will require additional technical leadership resources and additional stakeholder cooperation.

Accordingly, the Board directed the Coordinating Committee to develop a recommendation as to how to best proceed for consideration at its April 2008 meeting. The Board requested this recommendation in the form of a suggested work program strategy and support requirements for the remainder of 2008 and for 2009 and beyond. The Technical Leadership Steering Workgroup was created in November 2007 and delegated responsibility to oversee development of these recommendations.

(See the Reference Section for more information about the implications of the Policy Board’s adoption of the 2008-2011 Business Plan and purpose of the Technical Leadership Steering Workgroup.)

### **MAJOR CONCLUSIONS**

Based upon the direction received at January 24<sup>th</sup> workshop referenced above and the deliverable submitted by the PlanGraphics Team that facilitated the workshop, the Technical Leadership Steering Workgroup concluded that:

- 1) The workshop results corroborate the value that can be achieved through improved efficiencies across MetroGIS stakeholder community from pursuit of the scope expansions and activities set forth in the 2008-2011 MetroGIS Business Plan. In particular, the need to:
  - a) Expand solutions to shared geospatial needs to include applications
  - b) Facilitate better data sharing by improving processes and adding more data and users.
  - c) Promote a forum for knowledge sharing
  - d) Build advocacy and awareness of the benefits of collaborative solutions to shared needs
  - e) Maintain funding policies that make the most efficient and effective use of available resources for system-wide benefit
  - f) Optimize MetroGIS governance and organizational structure
- 2) The workshop results corroborate the assumption made in the 2008-2011 Business Plan that achieving the applications “scope expansion” will require additional technical leadership support in the form of a Technical Coordinator. Reliance upon a workgroup or other alternative to an individual carrying out the responsibilities of a Technical Coordinator was found to be unrealistic.
- 3) MetroGIS’s roles in pursuit of solutions to shared application needs, in order of their relative importance, should be:
  - a) Leadership
  - b) Coordination
  - c) Policy/Procedures
  - d) Funding

These are the same roles that MetroGIS has served to realize past data-centric accomplishments. Regarding funding, the Workgroup recommends that the established MetroGIS Regional GIS Project program continue to provide project seed money, and that resources beyond the Metropolitan Council’s MetroGIS budget, such as grants or contributions from participants, be considered. (See the Reference Section)

- 4) Sufficient direction was received to conclude that nine of ten candidate categories of sharing regarding applications (see Item 3 in the Reference Section) are appropriate for MetroGIS to promote among stakeholders.
- 5) The preliminary workplan priorities and budget adopted by the Policy Board in October 2007 should be modified to align support resources with priority actions needed to both sustain previous accomplishments and pursue the desired scope expansion.

**NEXT STEPS**

The project report submitted by the PlanGraphics Team that facilitated the Workshop, offered nine observations and thirty-three recommendations for next steps. Each of these statements is listed in Attachment A, along with comments from the Technical Leadership Steering Workgroup.

Based upon this analysis and the conclusions outlined above, the following Next Steps are recommended. These recommendations assume that past accomplishments will continue to be sustained and that support resources available in the past will continue. These suggested priorities have been incorporated into the 2008-2009 workplan presented in Agenda Item 5c.

<b>Suggested Next Step</b>	<b>Priority</b>	<b>Strategy Remainder 2008-</b>
1. Define a strategy to secure a Technical Coordinator and initiate negotiations	Very High	Establish dedicated staff position to work with Staff Coordinator and hire as soon as possible; Technical Leadership Steering Workgroup or mobility assignments cover tasks until hire.

<b>Suggested Next Step</b>	<b>Priority</b>	<b>Strategy Remainder 2008-</b>
2. Define and prioritize specific shared application and service needs. (Investigate do along with 2 <sup>nd</sup> -generation definition of priority shared data/information needs)	Very High	Timing and strategy will depend upon whether Technical Coordinator is secured Begin immediately, if possible, with oversight from the Technical Leadership Steering Workgroup.
3. Populate metadata for GeoServices Finder, including the creation of template to promote standardization	High	Use original project workgroup plus related state workgroups to define a strategy – <i>candidate 2008 Regional GIS Project?</i> Timing and strategy may depend upon whether Technical Coordinator is secured
4. Define a more fully developed geographic data, applications and services broker based on needs outlined by the forum, the state conceptual geospatial architecture plan and the GeoServices Finder project.	High	Develop a more mature, MetroGIS specific vision of what a full geo data and services finder and broker would be, what resources would be needed to support it, and candidate implementation scenarios. Begin to champion the concept. Leverage the state Broker project workgroup.
5. Explore methods for establishing trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust	High	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Technical Advisory Team and/or special workgroup. Leverage the delivery of the Geocoder service as a test bed for developing documentation for custodial roles and responsibilities, in particular in the form of a Service Level Agreement that build on the current practice of documenting these aspects via Regional Solution Policy Statements.
6. Ensure “obstacles to sharing” defined at the January 24 <sup>th</sup> workshop do not become reality. [e.g., address security, licensing, cost recovery and budget cycles (for trust issues, see above)].	High	Staff coordinator develop strategy to deal with these issues (aided by Technical Coordinator and/or Workgroup) and present to Coordinating Committee.
7. Define communication and presentation needs related to shared applications, such as collaboration mechanisms, “One-Stop Shop” web site, linking between MetroGIS related sites.  (collaboration registry proposal from PlanGraphics)	High	Pass forum recommendations and related Workgroup discussions regarding creation of a “Collaboration Portal” and related components to those updating the Outreach Plan. Ask the Technical Advisory Team to expand scope to oversee a “mail list or list serve” mechanism as the initial strategy to foster partnering and knowledge sharing. A role of the proposed Technical Coordinator would be to moderate this communication mechanism
8. Create a forum for visioning, coordinating, finding and funding technical resources for the development and testing of applications and web services	Medium	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Staff Coordinator, Coordinating Committee, and Technical Advisory Team.
9. Incorporate recommendations related to applications into updated Outreach Plan. The nine categories of application-sharing activities should be a focus. Include ideas such as a recognition (award) program to highlight successful projects.	Medium	Pass this recommendation to those working on Outreach Plan. Efforts could be aided by input from Technical Coordinator
10. Incorporate discussion of Technical Leadership needs and recommendations of the PlanGraphics Team into the pending Leadership Development Plan (formerly referred to as Leadership Succession Plan)	Medium	Pass this recommendation to those working on Leadership Development Plan (described Agenda Item 5g, March 27 Committee meeting)

Suggested Next Step	Priority	Strategy Remainder 2008-
11. Incorporate the benefits evaluation-related recommendations of the PlanGraphics Team into the pending update of the Performance Measurement Plan	Medium	Pass this to those working on Performance Measurement Plan. Efforts could be aided by input from Technical Coordinator

**RECOMMENDATION**

That the Coordinating Committee:

1) **Endorse Appropriate Roles for MetroGIS:** Seek endorsement from the Policy Board that MetroGIS’s roles related to shared application needs should consist of providing:

- Leadership,
- Coordination,
- Policy and procedural support, and
- Seed funding.

2) **Initiate Negotiations to Secure Technical Coordinator:**

- Request the Policy Board to authorize immediate negotiations to achieve dedication of additional technical staff support to MetroGIS consistent with the responsibilities and skills defined in Attachment A, of Agenda Report 5c.
- In the short term, to the extent practical, continue to rely upon the Technical Leadership Steering Workgroup to serve as a surrogate for a dedicated technical coordinator.

3) **Define Specific Shared Application Needs:**

- Create a workgroup to begin work immediately to oversee a process to identify and prioritize shared application needs.
- Charge this workgroup to report back to the Committee at its June 2008 meeting with progress made and if not completed, a proposed plan to secure resources needed to accomplish this task.
- The membership shall be comprised of those members of the Technical Leadership Steering Workgroup who wish to continue to serve in this capacity, supplemented by persons that the Workgroup members wish to invite who possess skills important to achieving the charge.
- The Chair of the new Shared Applications Workgroup shall be designated by the workgroup members, subject to approval by the Coordinating Committee.

4) **Update Outreach Plan:**

- Authorize creation of a workgroup to guide updating of MetroGIS’s Outreach Plan to address direction provided in the 2008-2011 MetroGIS Business Plan (Attachment G), recommendations provided by the PlanGraphics Team (Appendix A), and recommendations of the Technical Leadership Steering Workgroup presented in this report such as showcasing of benefits anticipated to be achieved from collaborative application solutions, and explaining easy ways to find applications, services, and opportunities for collaboration.
- This workgroup would begin its work once specific shared application needs are defined.

5) **Test Mechanism to Foster Partnering:**

- Direct the Technical Advisory Team to test the potential for it to expand its scope as principally a knowledge sharing vehicle to oversee a “mail list or list serve” mechanism as the initial strategy to foster partnering in addition to knowledge sharing.
- A role of the proposed Technical Coordinator would be to moderate this “partnering” mechanism.
- Offer a recommendation for how best promote the nine categories of application related sharing defined as appropriate for MetroGIS to foster (e.g., add a business rule, outreach, etc.)

6) **Adopt Budget and Work Plans:** Recommend that the Policy Board adopt the following documents in accordance with the recommendations set forth in this report:

- Modify the preliminary 2008 workplan,
- Modify the preliminary 2008 foster collaboration budget; no change is proposed to the \$86,000 “foster collaboration budget previously approved for 2008.
- Adopt a preliminary 2009 workplan, and
- Adopt a 2009 “foster collaboration” budget of \$86,000, assuming the role of Technical Coordinator is filled by January 1, 2009.

## REFERENCE SECTION

### TECHNICAL LEADERSHIP STEERING WORKGROUP

Immediately following adoption of the 2008-2011 MetroGIS Business Plan

([http://www.metrogis.org/about/business\\_planning/2008-2011\\_businessplan.pdf](http://www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf) on October 17, 2007 by the MetroGIS Policy Board, the Coordinating Committee created the Technical Leadership Steering Workgroup.

The Workgroup's primary charges were to submit recommendations to the Policy Board for consideration at the April 2008 Board meeting concerning:

- Appropriate role(s) for MetroGIS concerning pursuit of shared application needs.
- Identification of additional technical leadership and support needed to effectively carry out this role(s) to ensure responsiveness to changing needs of MetroGIS stakeholders.
- Modifications to the preliminary 2008 workplan and "foster collaboration" budget necessary to achieve the recommended role(s).

This Workgroup guided the process to retain a consultant team to facilitate the January 24<sup>th</sup> workshop and preparations to host the workshop. The Consultant team consisted of John Antenucci, President and CEO of PlanGraphic, Inc., and Jim Fries, also with PlanGraphics, Inc. MetroGIS project funding provided by the Metropolitan Council was used to retain the consultant team. The fee was \$7,740.

Members of the Technical Leadership Steering Workgroup:

Bob Basques (City of St. Paul – TAT)	*Mark Kotz (Metropolitan Council & TAT Support)
David Bitner (MAC-Coordinating Committee)	Jim Maxwell (TLG - TAT),
David Brandt (Washington County – TAT Chair)	*Nancy Read* (MMCD - Coordinating Committee)
Jim Bunning (Scott County - Coordinating Committee),	Tim Loesch (DNR- Coordinating Committee)
Pat Cummens (ESRI)	Ben Verbick (LOGIS – Address Workgroup)

\* Co-leaders

Staff Support Team: Randall Johnson, Jonathan Blake and Chris Kline

### POLICY BOARD DIRECTION

On October 17, 2007, the Policy Board adopted the 2008-2011 MetroGIS Business Plan

([http://www.metrogis.org/about/business\\_planning/2008-2011\\_businessplan.pdf](http://www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf)). This Plan recognizes that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information **needs beyond data-centric solutions to include applications** and, if necessary, related infrastructure.

The Policy Board recognized that achieving this role expansion is the most critical need for MetroGIS, in 2008 and beyond, and that doing so will involve additional resources in the areas of technical leadership and stakeholder cooperation

- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.
- Seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests.

The following actions were adopted by the Board and provided the foundation for the initial 2008 work plan.

- Sustaining past accomplishments, including engaged policy makers, participation in decision-making processes of knowledgeable and respected individuals representative of the stakeholder community, implemented regional solutions to shared information needs, DataFinder, performance measurement program, outreach, documentation of benefits to stakeholders from MetroGIS efforts, and a comprehensive and Internet-based institutional memory.
- Defining the role of MetroGIS in application development and support and pursuing projects consistent with that role. **The Board asked for a recommendation at its April 2008 meeting.**
- Securing additional technical leadership and support needed to address the changing needs of MetroGIS stakeholders. **The Board asked for a recommendation at its April 2008 meeting**



**JANUARY 24, 2008 WORKSHOP – “MEETING SHARED GEOSPATIAL NEEDS BEYOND DATA”**

1. Pending Project Report: A project report will be prepared to document the workshop through the Policy Board’s actions concerning for next steps. In the mean time, components of the pending project report are shared in this report as follows:
  - Attachment A: Observations and Recommendations - “Meeting Shared Geospatial Needs Beyond Data”
  - Attachment B: Workshop Participants and Support Team
  - Attachment C: Questions for Post Workshop Survey of Workshop Participants
  - Attachment D: Results of Post Workshop Survey of Workshop Participants
  - Attachment E: Exercise Results – Actions If The Preference Were to Prevent Sharing
  - Attachment F. PlanGraphics Workshop Facilitation Team Members
2. Appropriate MetroGIS Role(s): The workshop participants (see Attachment B) were asked to respond to a survey before and after the workshop. The questions were the same both times. One purpose of the survey was to seek insight into roles appropriate for MetroGIS’s in pursuit of solutions to shared application needs. A summary of the results of the final survey follows. The questions and detailed survey are presented in Attachments C and D.

<b>What role(s) do you believe MetroGIS should play in the fostering solutions to meet shared geospatial application needs</b>	<b>Ranking</b> On a scale of 1 (low) to 3 (high) <i>(23 of 30 participants)</i>
Leadership	2.9
Coordination	2.8
Policy/Procedures	2.5
Funding	2.2
Implementation (including Hosting)	2.1
Support	2.0
Development	1.7

Regarding the funding role, the Workgroup recommends that the established MetroGIS Regional GIS Project program continue to provide project seed money, and that resources beyond the Metropolitan Council’s MetroGIS budget, such as grants or contributions from participants, be considered. The purpose of the Regional GIS Project program is to catalyze research and development activities important to achieving collaborative solutions by leveraging resources equal or greater than the seed funds. Stated another way, these funds are intended to serve as “challenge grants” to accomplish research and development activities important to solutions to priority shared needs.

The other three candidate roles (Implementation-including Hosting, Support, and Development) that were included in the ranking exercise are recommended to remain principally within the domain of those stakeholder organizations that have an internal business need for support of them, also the case with previously implemented data-centric regional solutions.

3. Application Sharing Activities Appropriate for MetroGIS Promotion: Another purpose of the participant survey was to seek guidance as to appropriateness for MetroGIS to promote of the ten categories of application sharing related activities. The participants were asked to rank each category according to two dimensions: 1) Importance to their organization and 2) Appropriateness for MetroGIS to dedicate resources to accomplishing.

Nine of the ten categories received appropriateness rankings of high to above medium as appropriate for MetroGIS to promote and foster as components of regional solutions and for use in general by stakeholder to achieve improved capacities. These nine “appropriate” types of application sharing activities are listed in the following table in order of most to least importance:

Priority	Technical Components of Resolving Shared Application Needs	Appropriate for MetroGIS Ranking On a scale of 1 (low) to 3 (high) (23 of 30 participants)
1	Writing Web-Based Services That Can Be Used Regardless Of Development Environment	2.7
2	Sharing Expertise And Best Practices In Writing And Implementing Applications	2.7
3	Hosting Applications And Services For Others To Use and/or Consuming Applications and Services from Others	2.7
4	Hosting Data Services	2.7
5	Funding A Portion Of Another Organization's Development Effort That Will Also Benefit Your Organization	2.5
6	Giving An Existing Application To Others To Use In Their Own Environment	2.5
7	Writing Modules That Can Be Reused By Others	2.5
8	Sharing The Writing And Implementation Of Whole Applications	2.3
9	Sharing The Cost Of Software Purchases	2.2
10	Cooperating To Agree To A Common Development Environment (.NET, ASP, Geocortex, Arcserver, Open Source Solutions, etc.)	1.5

The only category among the ten ranked as a low priority was “Cooperating To Agree To A Common Development Environment”. The consensus at the Workshop was that a common operating environment should not be sought but rather the focus should be on deliverables of the various options being able to “speak” to one another.

Note, these practices are intended to be employed wherever the opportunity arises. Accordingly, a general statement of concurrence with them as general business rules is recommended as opposed to attempting to apply them in any order of priority. (See Attachment D for the detailed survey results).

#### **REPORT FROM PLANGRAPHICS, INC. - WORKSHOP FACILITATION TEAM**

Charge as Understood by the PlanGraphics Team: “The Workgroup's charge to PlanGraphics was to examine what and how MetroGIS might expand its activities beyond the sponsorship and coordinative activities associated with sharing data by MetroGIS participant organizations and other federal, state and local governments as well as the private sector in the metropolitan area.”

Deliverable: The deliverable submitted by the PlanGraphics Team of John Antenucci and Jim Fries (see Attachment F for short bios for each) was in the form of a PowerPoint Presentation. The Technical Leadership Steering Workgroup decided to convert the PowerPoint format (slides and notes) to the format presented in Attachment A.

Detailed notes taken by the recorders, which document the discussion and processes, are available upon request at this time. They will be included as an attachment to the pending Project Summary Document.

#### **DECEMBER 2007 COMMITTEE MEETING – OUTREACH PLAN**

Suggested revisions to the Outreach Plan that was adopted by the Policy Board in 2002 were presented to the Coordinating Committee on December 18 for consideration. The Committee accepted the modifications, as presented in the “clean” language in Attachment G, but agreed to postpone any further consideration until after its March meeting, given perceived higher priorities for staff's resources at that time. Outreach activities were subsequently identified as an important component of the suggested next steps to address shared application needs (e.g., Items 7 and 9 listed under the Next Steps section in the main body of this report.

# ATTACHMENT A

## **PlanGraphics Team OBSERVATIONS AND RECOMMENDATIONS JANUARY 24, 2008 WORKSHOP “MEETING SHARED GEOSPATIAL NEEDS BEYOND DATA”**

**AND**

### **Comments By MetroGIS Technical Leadership Steering Workgroup**

*Last Updated by Workgroup  
February 28, 2008:*

#### **Introduction: PlanGraphics' Recommendations Drawn From:**

- **Summary: Imagining Possibilities: The Next Frontier for Geographic Information Technology**
- **MetroGIS Business Plan and related documents**
- **Technical Leadership Steering Workgroup meetings**
- **Pre - and Post Workshop Survey of participants**
- **January 24, 2008 Workshop and recorders' notes**
- **Facilitators' experience and observations**

#### *PlanGraphics' Notes:*

This presentation is intended to summarize the observations and recommendation of two executive consultants from PlanGraphics based on their professional experience in the field of management consulting and geographic information systems. More importantly the observations and recommendations are drawn from multiple conversations with the MetroGIS Technical Leadership Workgroup responsible for the initiative, responses to two on-line surveys by workshop participants (both in advance and subsequent to the workshop), facilitated dialogue of the workshop, and a review of the workshop transcript. In advance of the workshop MetroGIS made available a large number of relevant documents as reference and context for the assignment.

**The observations and recommendations are solely those of PlanGraphics Inc.**

#### **Introduction: Participant Consensus is that MetroGIS should provide:**

- **Leadership**
- **Coordination**
- **Active Contribution to:**
  - **Hosting Data**
  - **Hosting Applications and web-based services**
  - **Shared expertise**
  - **Funding**

#### *Plangraphics' Notes:*

The Workgroup's charge to PlanGraphics was to examine what and how MetroGIS might expand its activities beyond the sponsorship and coordinative activities associated with sharing data by MetroGIS participant organizations and other federal, state and local governments as well as the private sector in the metropolitan area.

The high-level observations of the future role of MetroGIS and the related observations and recommendations were drawn from the pre- and post- work group surveys (and a correlation of the results provided as Addendum A), through a modified Delphi exercise during the workshop and the participant dialogue during the workshop (provided as Addendum B).

## **Introduction: Overarching Policy Considerations:**

- To what degree should MetroGIS be involved in going beyond data and sharing GIS applications, infrastructure and institutional resources?
- To what constituency should MetroGIS focus its activities?

### *Plangraphics' Notes:*

The staff of MetroGIS, key individuals within the MetroGIS participant organizations, the Metropolitan Council and the elected officials and management personnel of the public jurisdictions within the metropolitan area will each enjoy a role in further defining and structuring the activities of MetroGIS.

Two fundamental policy considerations will thread through those deliberations, decisions and future actions.

## **Observation 1. Expand Capacity for Leadership**

**There is substantial consensus that MetroGIS should be positioned and resourced to assume a leadership role in coordinating and supporting the sharing of applications and services that leverage the considerable GIS data resources of the metropolitan region**

### *Plangraphics' Notes:*

Though there is substantial consensus that MetroGIS assume (or really, extend) its leadership role there is still a discussion to be had in defining what the term “leadership” means in a practical manner - and how it may be similar or differ given the opportunity to take specific action on a topic in hand.

The leadership role can be passive - in the form of coordination, facilitation, researcher or advisor. Or the leadership role may be more proactive - taking the form of advocate, designer, developer and operator.

### *Workgroup Comments*

- Concur that the community has stated that it wants to more effectively share applications and services.
- Concur that types of “leadership” needs should to be defined more specifically and assigned to willing persons and/or entities with appropriate skills and resources.
- Recommend that the Coordinating Committee delegate to the workgroup / staff responsibility for developing a Leadership Development Plan to explore and refine the leadership variables identified by the consultant team.

## **PlanGraphics Recommendations**

1.1 Recognize and leverage the significant technical resources of MetroGIS participating agencies and provide leadership through coordination and encouraging active collaboration. MetroGIS should expand its technical and advisory resource capacity so as to provide a comparable expansion in its ability to coordinate and prompt collaboration in the sharing of applications and institutional infrastructure with and by its participant organizations and sponsors.

### *Plangraphics' Notes:*

Regardless of the definition of “leader” in the context of this discussion - as MetroGIS staff move beyond a focus on data or information and extend to applications - and as PlanGraphics recommends, institutional infrastructure - the skill and experience set of MetroGIS staff as well as the “depth on the bench” will need comparable levels of expansion.

### *Workgroup Comments*

- Concur that an additional MetroGIS staffer is needed to achieve this outcome - provide coordination and facilitation of solutions to technical issues, and research opportunities and resources.
- This “Technical Coordinator” must speak the language, know the issues, who to bring to the table to get things done, be able clearly communicate with the technologists that write code as well as those responsible for policy.
- The Technical Leadership Steering Workgroup is not a viable means of provided the required support on a continuing basis.
- Concur with the note, again development of the Leadership Development Plan provides and opportunity to address this need.
-

1.2 MetroGIS should move forward with a more structured, but still voluntary, approach to the involvement of participating organizations across a broader range of activities, including the development of shareable applications, components, web services and institutional assets

*Plangraphics' Notes:*

MetroGIS has the opportunity to build on its organic and mostly voluntary efforts by carefully and judiciously adding more structure to its ‘executive’ dimension as MetroGIS adds to its ‘technical’ capacities. This may entail a more formal charter from the Metropolitan Council and/or the participant organizations. It may also take the form of establishing both standing and special topic committees that serve as venues for collaboration and the sharing of resources.

*Workgroup Comments*

- If a priority need cannot be achieved via the current structure, it is understood that alternative organizational structures consistent with the need will need to be investigated. This investigation should continue to occur as a component of researching and developing each regional (collaborative) solution to shared needs.

<b>Observation 2. Encourage Broad Collaboration</b>
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**There is substantial consensus that MetroGIS provide a technical and institutional environment for collaboration among and between federal, state, and commercial entities, as well as local and regional government organizations in the seven county metropolitan area and neighboring jurisdictions.**

*Plangraphics' Notes:*

MetroGIS, in its role as facilitator or coordinator, has emphasized (appropriately) on local government participant organizations. The ‘Extended Enterprise’ of GIS in the metropolitan area will be increasingly defined (by interest, benefits, needs and activities) to include a reinvigorated state government, neighboring jurisdictions, academia, the private sector and increasingly ‘spatially-savvy’ citizens.

*Workgroup Comments*

- Concur. Consistent with current business practices, activities, and Board direction

## **PlanGraphics Recommendations**

2.1 Evaluate best practices and implement the ‘institutional structures’ that are applicable to an expanded participation by third parties (both within and outside the metropolitan area) that incorporate technical working committees (e.g., directed at the development of a specific application), research committees (e.g. on XML schemas), user groups, and a communication and promotion committee.

*Plangraphics' Notes:*

As an extension of the Recommendation 1.2, MetroGIS should research and evaluate ‘Best Practices’ used successfully by other local - and perhaps state - government organizations to establish a sustainable organizational or institutional structure. The evaluation certainly must bias its conclusions to reflecting the existing culture and operational successes that MetroGIS and its participant organizations have experienced.

*Workgroup Comments*

- See Comment for 1.2

2.2 MetroGIS should concentrate, in the near term, on the needs and opportunities of the seven county metropolitan area jurisdictions and its citizen and commercial constituents, while extending its expertise and coordination to adjacent jurisdictions

*Plangraphics' Notes:*

The expansion of MetroGIS activities beyond data and information presents considerable number of opportunities and benefits and an equally considerable and (perhaps formidable) level of activity and demand on resources - not only of (an expanded ) MetroGIS but that of the participant organizations as well. PlanGraphics recommends that MetroGIS stay engaged with the activities of federal and state government, the private sector and jurisdictions beyond the seven county metropolitan area BUT cautions the level of effort expended beyond the participant organizations so as to maintain a focus, to achieve a successful expansion of its role and minimize the potential for distractions from its emerging expanded mandate.

### Workgroup Comments

- Concur that the business needs of the MetroGIS stakeholder community must dictate the scope of activities with adjoining jurisdictions.
- Consistent with July 2007 direction from the Policy Board, also do not wait for statewide initiatives to resolve a need, pursue solutions important the MetroGIS community and keep state officials apprised. .

2.3 Take a long-term view of cooperation, coordination, and collaboration with federal and state organizations (e.g., expanded content and capability of LMIC's image server), while espousing and "exporting" MetroGIS culture of collaboration and sharing

### Plangraphics' Notes:

As noted in Recommendation 2.2, PlanGraphics recommends that MetroGIS stay engaged with the activities of federal and state government and in so doing suggests that it take the long-term view by involving itself selectively. MetroGIS should prioritize its involvement to activities where the participant organizations will both incur near term benefits and, at the same time, establish sustainable relationships with specific federal to state agencies.

### Workgroup Comments

- As each regional solution to a shared geospatial need is developed, a component that should be investigated if a business need exists, is establishment of multi-nodal systems to increase reliability and redundancy (failover capabilities), especially if/when MetroGIS becomes more involved in matters related to emergency preparedness / emergency response
- Questions: Can this capacity be achieved with the current organizational structure? Need to be able to trust that data and services will be available when needed. Does MetroGIS's organizational structure need to change to accomplish this outcome?

## **Observation 3. Keep Momentum**

**A remarkable level of momentum, organic though it may be, has developed within the GIS community, including MetroGIS and its partner organizations.**

### Plangraphics' Notes:

Suffice it to say that the nature and construct of MetroGIS has been as successful as it has been novel when compared to most GIS and IT initiatives in large metropolitan areas in the US and Canada

## **PlanGraphics' Recommendations**

3.1 Leverage the goodwill that currently exists at the technical and institutional level. MetroGIS should increase the degree of formality that binds the voluntary activities of both public and private participating organizations

### PlanGraphics' Notes:

Among the common threads of PlanGraphics' observations and recommendations is the degree to which volunteerism and informality has succeeded with MetroGIS. At the same time, we believe that that in concert with the anticipated expansion in roles for MetroGIS staff and the activity levels of MetroGIS and participant organizations that additional formality will decrease risks associated with more intense levels of activity, resource sharing, organizational expectations, and associated requirements for accountability (of metro staff and budgets as well as participant organizations' contributions to specific effort's).

### Workgroup Comments

- Concur. See comment for Recommendation 1.2.
- (Need to determine if a change MetroGIS's organizational structure is required to attain a given outcome or if the outcome can to be achieved as in the past through service level agreement negotiated via MetroGIS's efforts.) For instance:
  - MetroGIS could provide a template for a service level agreement, similar to what we have for metadata expectations
  - MetroGIS, even under current structure, could help participant organizations set up service level agreements
- Comment: Smaller organizations realize a greater benefit from centralized coordination. Most are happy to participate but do not have resources contribute to funding. The current model recognizes their needs and as such solutions implemented result in improved efficiencies that are important to the region.

3.2 MetroGIS and its member jurisdictions should continue to contribute to activities of state agencies and state government and, at the same time, not constrain or delay its activities in anticipation of a state direction.

PlanGraphics' Notes:

See discussion for recommendation 2.3

Workgroup Comments

- Concur. Consistent with July 2007 direction from the Policy Board - do not wait for statewide initiatives to resolve a need, pursue solutions important the MetroGIS community and keep state officials apprised.

3.3 MetroGIS should lead and contribute by tangible example and action

PlanGraphics' Notes:

As presented in recommendations to follow; MetroGIS staff and participant organizations will need to balance facilitation, planning, and coordination with the delivery of specific solutions and capabilities, through collaboration, that are available to the participant organizations and jurisdictions and entities beyond the metropolitan region and organizations.

Workgroup Comments

- Concur. See response to 3.2

<b>Observation 4. Facilitate sharing</b>
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**There is a substantial opportunity for MetroGIS to serve as a catalyst for expanded sharing of resources, research, and work products, inclusive of applications and institutional infrastructure. More opportunities exist in these areas compared to technical computing infrastructure.**

PlanGraphics' Notes:

In initial drafts of the Workshop materials, the survey instrument and the Workshop structure, PlanGraphics stratified the discussion topics among; sharing application/web services; sharing infrastructure, and sharing institutional arrangements. The dialogue during the workshop minimized the obstacles and need for sharing infrastructure - defined generally as the computing and data storage technology, networks and other firmware and software (referenced above as "technical computing"). As a consequence, there seems to be substantially more opportunities for the participant organizations to share and benefit from sharing applications/web services/ components and elements of an expanded institutional infrastructure.

Workgroup Comments

- Concur with this observation. Consistent with direction received from the Policy Board.
- Previous agreement - Technical Computing Infrastructure should not be a focus of MetroGIS's efforts unless a deficiency exists that must be addressed to achieve a regional (collaborative) solution to shared geospatial need.
- A template should be created to document services and should be promoted to facilitate standardization (part of GeoServices Broker project?). This template should include a comment about when a user uses a particular service, what can they expect from the provider.
- The Regional Policy Statements that have been previously adopted by the Policy Board, which govern each of the endorsed regional solutions, should be evaluated for improvements that could be achieved by leveraging components of the "Service Level Agreement" (SLA) concept.
- MetroGIS should develop templates for service level agreements and MetroGIS should continue to facilitate implementation of SLAs important to sustaining services and deliverable of regional significance.

### **PlanGraphics' Recommendations**

4.1 MetroGIS should migrate from its current "website" to a comprehensive single point of entry "Collaborative Portal" that provides access to spatial information, applications, regional resources, and Metro GIS activities. The Collaborative Portal should serve as a central access point for the general public and participant organizations through appropriate levels of security and access privileges

PlanGraphics' Notes:

Conceptually, the single point of entry goes beyond traditional website templates and is intended to become a physical AND virtual source to a wide range of information and functional capability for a range of users beyond the stakeholders or participant organizations. Access would be controlled through log-on privileges so that the Portal could serve citizens and non-participant organizations as well as MetroGIS, though the degree of service and access would vary.

This single point of entry would establish a metropolitan wide “marketplace” for data, applications, components, resources, ideas, and communication. Established, it could become the central point or catalyst for reaching out to organizations and individuals well beyond the metropolitan area and MetroGIS - as well as a way of connecting to and accessing the assets of the Extended Enterprise

Workgroup Comments

- Disagree with that the outcome of connecting potential partners is best achieved via the proposed “Collaborative Portal”. Concerned that a passive tool of this nature will not be used and the desired outcome will not be achieved.
- As low overhead/cost alternative, the option of distributing ideas, requests for comment, etc. via a mailing list or something similar method should be explored before time and effort is expended on the suggested “portal”. The general public is also not a target audience.
- Recommend that the Technical Advisory Team:
  - Test an expansion of its reach and scope to serve a sounding board for ideas and proposals
  - Investigating the moving of the content of the Information Sharing reports prepared for the Coordinating Committee and Policy Board meetings to a “discussion board” under its oversight
- Recommend, as components of the project to update the MetroGIS Outreach Plan, how best to achieve the “marketplace” concept without creating problems associated with advertising.
- Observation to pass along to the Outreach workgroup regarding comments made in second paragraph notes for Recommendation 4.1, regarding the Marketplace concept:
  - Policy Board has been reluctant to embrace anything that resembles “advertising”
  - This is well beyond the scope of MetroGIS, and also may be difficult to accomplish, especially within a governmental context

4.2 MetroGIS should expand its already successful role and capability as a “venue” or “forum” for planning and visioning to one where it can coordinate and contribute technically to the definition and testing of applications and web services

4.3 Additionally MetroGIS would be positioned and resourced to guide or conduct the analysis and formulation of an institutional environment that supports the extended enterprise of GIS in the metropolitan region

PlanGraphics’ Notes:

Recommendation 4.2 and 4.3 are intended to underscore the two very different elements of the expanded role and activities of MetroGIS (both its staff and participant organizations): technical and institutional. Both will require management capabilities, and both will require discipline specialties - some more focused on spatial information technologies and functional capabilities of applications and services; while others will be more management and organization focused - providing the institutional infrastructure for sustainable operations

Workgroup Comments

- Concur

4.4 MetroGIS should assume development responsibility and custodianship of a “Regional Collaboration Registry” (possibly as a component of the Collaborative Portal) that includes existing GIS information sources and related metadata, sharable applications and components, planned and needed data sets (by whom), planned and needed applications (by whom), and human resources and expertise.

PlanGraphics’ Notes:

The benefits of quickly designing and implementing a Regional Collaboration Registry are substantial; and the benefits are synergistic to the current as well as the recommended future for MetroGIS. The Registry can become the metropolitan area’s “Craig’s List” of resources available or required, projects planned and collaborators sought. As the benefits of “knowledgeable” collaboration are immediate; so too is the need to initiate this capability. Properly implemented, the Registry can reduce or avoid cost and increase benefits all the while creating an environment that may see the ultimate cost shared, the benefits magnified and “found” expertise utilized.

Workgroup Comments

- See comments for 4.1. (Use of a mailing list based approach may accomplish the desired outcomes



## Observation 5. Showcase benefits

**The accomplishments and benefits of the existing level of collaboration need to be better exposed, and the promotion of past and potential benefits of expanded collaboration and sharing should be institutionalized among MetroGIS staff and participants.**

### PlanGraphics' Notes:

Recognition of accomplishments is a key element of sustainability. Recognition among peers builds respect, culture and a willingness to collaborate. As importantly, recognition by sources of policy and funding is essential to further the objectives and realize the latent benefits of the collaborative pursuits of MetroGIS.

### Workgroup Comments

Concur that this recommendation meshes well with strategies called for in the Business Plan about showcasing MetroGIS (e.g., How to let people know we exist, benefits of participation, etc.) It is consistent with direction that has been given concerning update of the Outreach and Performance Measurement Plans.

Recommend that the Coordinating Committee assign responsibility for defining the “hows” to the workgroups to be formed to oversee update of Outreach and Performance Measurement Plans. This direction should include offering suggestions for ways to improve “testimonials”

## **PlanGraphics' Recommendations**

5.1 MetroGIS should institutionalize a process whereby the quantitative and qualitative benefits of its activities and those of its participant organizations are captured, documented and circulated within and beyond the Metropolitan Council to include the elected and political leadership of seven-county metropolitan area and the general public

### PlanGraphics' Notes:

MetroGIS should build on its prior efforts to document success stories (e.g., MetroGIS Testimonials, 1999 Benefits Study) by routinely surveying and documenting the qualitative and quantitative benefits of its activities (and those of the participant organizations). Doing so will require: an agreed upon schema for discussing qualitative benefits and an approach to quantifying benefits at a practical level of effort; the identification of some “triggering event” that causes the process to be initiated and completed (and an identification of who the responsible party shall be; and one or more techniques or processes for disseminating the results in a non-technical fashion to a broad range of interested parties and beneficiaries, e.g., Metropolitan Council, policy and elected officials, participants organization management and the general public, among other constituencies.

### Workgroup Comments

- Documenting benefits both quantitatively and qualitatively has been a practice of for many years. Sharing the results with elected officials has also been a long standing practice on an annual basis (brochure documenting benefits is distributed annual with the annual report)
- Recommend that the consideration be given with the pending Performance Measures Plan project to increasing the frequency of documenting and sharing the results and investigating the ideas called attention to by the consultant - quantifying benefits at a practical level of effort, “triggering event”, etc.)

5.2 MetroGIS should seek an opportunity on at least an annual basis to showcase the value and benefits of its activities (and those of its members) to the public and metropolitan region.

### PlanGraphics' Notes:

MetroGIS should create or piggyback on some event(s) that allow it to showcase accomplishments (and those of other participant organizations and GIS users) to the general public, leveraging the press and news media to the extent possible

### Workgroup Comments

- Recommend that the Coordinating Committee delegate responsibility for investigating this suggestion as part of the project to update the Outreach Plan

5.3 MetroGIS should develop methodologies and templates for the documentation and communication of the benefits anticipated and accrued to the “extended enterprise” as a consequence of collaborative activities by MetroGIS and its participating members

PlanGraphics’ Notes:

The documentation of benefits (and costs) associated with the activities of MetroGIS may be streamlined and occur more readily (internally and externally) if MetroGIS were to develop standard methodologies for the documentation and communication of benefits

Workgroup Comments

- Policy direction was provided to expand the “enterprise” via the adopted 2008-2011 Business Plan (page 45).
- Enterprise expansions that occur will be in conjunction with solutions to recognized shared needs and are not expected to involve discussion about value to pursue for which a benefits analysis would be associated
- Recommend that the Coordinating Committee delegate the suggested benefits documentation action to the pending Performance Measurement Plan Update workgroup t

5.4 MetroGIS should explore exploiting the public information capacity of the Metropolitan Council in an effort to more effectively demonstrate the benefits of spatial information and the unique organizational construct of MetroGIS to its Board, regional policy makers, and elected officials as well as the general public.

PlanGraphics’ Notes:

To facilitate the accomplishment of 5.1 and 5.2, PlanGraphics’ suggest that MetroGIS approach the Metropolitan Council and seek assistance from its Media Relations, Public Affairs, Webteam to leverage the communication channels and investments currently in place

Workgroup Comments

- Recommend investigating public information capacity resources that can be leveraged from the MetroGIS stakeholder community as part of the project to update the Outreach Plan.
- The Workgroup strongly supports a position that the Metropolitan Council should not be looked to as only source of funding to support MetroGIS’s activities.

**Observation 6. Add Resources**

**MetroGIS has the opportunity and “expectation” from its participant organizations to take a more active role in the development and hosting of shared applications and web services, as well as further developing and supporting the institutional infrastructure of MetroGIS and leading the collaborative activities of its partners.**

PlanGraphics’ Notes:

The dialogue surrounding the questionnaires and workshops leads PlanGraphics to conclude that the participant organizations expect a higher level of involvement by (an expanded) staff of MetroGIS as well as continued and increased levels of activity by the participant organizations. Though the prior discussion has focused on the expected sharing of applications, web services (and by extension) components - it is clear that there is an equal need for leadership and hands-on accomplishments associated with the institutional environment requisite to a sustainable and flourishing MetroGIS.

PlanGraphics also suggests that MetroGIS consider introducing the terminology and “mind set” that the participant organizations are part of a collaborative “partnership”; where there is an underlying tenet of **equality in benefits**, contributions, roles and responsibilities.

Workgroup Comments

- Concur. Consistent with direction provided in the 2008-2011 Business Plan.
- Tied to Observation #1 – A, Retain additional technical support staff
- “Equity” was defined during development of the initial MetroGIS Business Plan in 2002 as directly related to a particular interests’ situation. If the custodians of a regional solution receive equal of greater benefit from the level of their investment (people, funds, data, equipment), equity is achieved.

**PlanGraphics’ Recommendations**

6.1 MetroGIS augment its staff resources through direct hire or shared or contracted resources (possibly from other Metropolitan Council divisions) to include one or more individuals with the knowledge and expertise to assist with: **23**

- Increased communication and promotion of its activities
- Research and advisory support on a range of policy and operational topics including intellectual property law, licensing of data & applications, cost recovery, benefit cost analysis, and security/privacy concerns, among others.

PlanGraphics' Notes:

There is a natural bent toward addressing resource (e.g. staffing) needs for technical issues. PlanGraphics observed that there are significant number of institutional issues that can and should be addressed to create a sustainable expanded role for MetroGIS that will require concomitant access to specialized resources, whether they are secured from Metropolitan Council and participant organizations, funded and hired by MetroGIS, contracted or volunteered.

Workgroup Comments

- Concur.
- Recommend that the suggested increase in communication and promotion of MetroGIS's activities be addressed as part of the project to update the Outreach Plan.
- As current and past practice, the topics listed in the second bullet are addressed as individual regional solutions are developed and, as such, there is no need to act on these times independently of the process used to address specified shared needs.

6.2 MetroGIS augment its staff resources through direct hire or shared resources to include one or more individuals with the technical knowledge to advance collaboration through the development and maintenance of shared application and web services.

PlanGraphics' Notes:

The expectation that MetroGIS provide both leadership and assistance in the delivery of expanded sharing of applications, web services and all that those activities more broadly entail (e.g. standards, the Registry, documentation and outreach) will require expansion of an already highly utilized core staff.

Workgroup Comments

- Concur that additional support resources will be needed to achieve the desired scoped expansions. Tied to Observation #1.
- Current practice has been to augment current support resources through hiring of consultants and leveraging staff resources of partner organizations through short term workgroups.
- Current staff augmentation practices are not adequate to achieve the desired scope expansions – too much to ask of volunteers who have full time job responsibilities. Consultants are useful for achieving defined projects but not for responsibilities that require coordination across several project and day to day working knowledge of the enterprise.

6.3 MetroGIS should be resourced sufficiently to design, build, deploy, and maintain a Collaborative Portal that provides access to spatial information, applications, and resources available from, to, and through MetroGIS, its participant organizations, and others.

PlanGraphics' Notes:

The Collaborative Portal, as conceptually discussed, is a keystone to the regional sharing, collaboration of information and application functionality. As a common community resource, staff of MetroGIS are best positioned to take “leadership” in the design, development and maintenance of this facility. As a result, additional technical resources will be required - at a minimum during the design/build phases.

Workgroup Comments

- Premature. First need to
  - Populate the GeoServices Broker with metadata for substantially more services
  - Define the objectives to be achieved by “portal” (e.g., one stop search tool for data, services, applications, etc.), business needs to be serviced by the “portal”, how it will interface with DataFinder and agree on a development strategy before launching a project to build it.
- Recommend that the Coordinating Committee delegate these responsibilities to a workgroup or consider as candidates for 2008 Regional GIS Project proposals:

**Observation 7. Shared Application Needs**

**There is a high level of correlation between and among public agency and commercial insights and perspectives on enterprise-wide applications that may be developed and shared beneficially.**

PlanGraphics' Notes:

Drawing on the survey results - both pre- and post- workshop, and more importantly, in the modified Delphi exercise conducted during the workshop, there was little disparity in the results as to which applications/web services would have greater (and more immediate) utility to the participant organizations and the broader community

Workgroup Comments

- (Should we ask PlanGraphics to elaborate?)

**PlanGraphics' Recommendations**

7.1 MetroGIS should immediately establish a series of “standing” working groups that can more completely define the specifications and use cases for shareable applications and web services to include the following:

- Regional Collaboration Registry/Catalog (Applications, components, web services planned activities and needs)
- Common Enterprise Services (Mailing labels, address authentication, geocoding etc)
- Executive Decision Support Dashboard (Data integration and visualization tools)
- Universal Data Services and Map Cache (Data query and access, metadata query and management, map templates; where custodian/source is transparent to user)
- Data Quality Web Services Toolkit (Data edit, data maintenance, discrepancy/problem flagging and reporting)

PlanGraphics' Notes:

The content and functionality of the shareable applications and web services are documented in varying levels of detail in the composite transcript of the workshop. PlanGraphics recommends that each of these possible applications be the focus of work groups that see them through the design, development and testing phases.

Workgroup Comments

- Premature. These are good ideas, but a more thorough understanding of the community’s shared application needs (not limited to the ideas that surfaced at the Workshop) is needed before specific solutions are pursued.
- Recommend creation of a workgroup to define a process through which to define specific shared application needs and 2) If possible, simultaneously accomplish an update of the shared information needs identified in 1996-1997.

7.2 MetroGIS should immediately establish a series of working groups that can more completely define common XML schema needs and schemas for the exchange of data within the metropolitan regions, to include the following:

- Land base
- Addressing and centerline
- Parcels
- Others to be jointly identified.

PlanGraphics' Notes:

Concurrence on common XML schemas is another keystone to the sustained sharing of information within and beyond the metropolitan region. PlanGraphics recommends the formation of focused working groups to define community/and disseminate specific schemas within the MetroGIS.

Workgroup Comments

- Premature. Need to agree on the priority projects from a community perspective (See Item 7.1, above) before establishing content-specific workgroups.
- Recommend dropping the term “XML” and referring broadly to as “schemas” as XML is not the only option
- Need to recognize the increasing level of interaction between "GIS" and "IT", and how this interaction can benefit GIS practitioners and the overall extension of GIS tools, even though there may be some loss of identity.
- Recommendation: When workgroups are established, representation the IT and GIS communities should be sought, especially when there's a lot of database handling involved

**Observation 8. Policy Needs**

**There are a large number of institutional related topics that require joint research, refinement, and adoption; some of which may require policy initiatives or funding sponsored by Metropolitan Council and endorsed by the MetroGIS participant organizations.**

PlanGraphics' Notes:

Additional research, thought, and evaluation are required on a number of “institutional” related topics, some of which will be dependent on if and how MetroGIS achieves a higher level of structure (Reference Recommendation 1.2). MetroGIS staff and participant organizations should anticipate the need to achieve “buy-in” by the Metropolitan Council and perhaps the management and elected bodies of the participant organizations

Workgroup Comments

- (Should we ask PlanGraphics to elaborate on the statement “large number of institutional related topics”?)
- Not enough specificity to respond. Generally, consistent with past and current practice

## **PlanGraphics' Recommendations**

8.1 MetroGIS should initiate a working group to research and recommend practical policies and protocols for the security (and privacy) of data and, similarly, the sharing of applications, components, and infrastructure.

PlanGraphics' Notes:

Willingness to share in a digital environment is increasingly proportionate to a belief that the information or application shared will be accomplished in a manner that assures the security of both sides of the transaction. Though much has been done in the metropolitan region to adhere to national and ad hoc standards, MetroGIS can “get in front” of most resistance by proactively defining and adopting practical policies and protocols that insure the integrity of the data, applications, and infrastructure.

Workgroup Comments

- Concur that security is an important matter to be addressed but it recommended that these matters be addressed within the context of a dataset or application, as opposed to from a theoretical/general perspective.
- In the short term, a series of pilots is suggested including definition of an authentication protocol for the pending Geocoder service.
- Such testing could be a candidate for the 2008 Regional GIS Project program.

8.2 MetroGIS should initiate a review of the legal, regulatory, political, and societal ramifications associated with the protection of intellectual property rights related to applications, web services, and data on behalf of MetroGIS and its partners. The development and advocacy for “model” ordinances, licenses, agreements and contracts and common policies by the Metropolitan Council for use throughout the seven county, metropolitan area is one recommended outcome.

PlanGraphics' Notes:

Federal, state and local law, in addition to variances in interpretation and application of public policy and administrative procedures, creates an unsettled environment for many joint (or comparable) activities. These include the protection of intellectual property within a public setting and a host of legal and procedural instruments. MetroGIS can take a leadership role in undertaking the research and analysis that leads to “models” that in turn may eliminate some of the variance among and between the various organizations participating in MetroGIS.

Workgroup Comments

- Beyond workgroup's scope of work
- Concur that this is an important matter to be addressed but it recommended that these matters be addressed within the context of a specific application, as opposed to from a theoretical/general perspective.
- Current practice includes drafting of licenses and agreements that can serve a “models” to foster consistency and standardization (e.g., most recently view-only public access to licensed data). Standard language for county board action has also been developed in the past. Concur that continuation of these “model” practices is a valuable use of MetroGIS resources.

8.3 MetroGIS should research and evaluate the applicability of “best practices” as well as the policy implications/changes associated with the recovery of costs, application of licenses and fees, and cost sharing for data, application development, and maintenance to MetroGIS and the “extended enterprise.”

PlanGraphics' Notes:

MetroGIS should get in front of issues and techniques associated with raising incremental revenue and reducing or sharing costs across the participant (and other) organizations. Looking toward “best practices” is state and local government both from a GIS and IT perspective may better prepare itself for discussion associated with the “cost” of an expanded role for MetroGIS

Workgroup Comments

- Beyond workgroup's scope of work to recommend any next steps.
- Concur that these topics are relevant to MetroGIS's ability to successfully achieving its mission and have been topics of discussion since the first regional solution was attempted in 1996.
- Recommend continuing to achieve the desired outcome by addressing these matters on a case-by-case basis within the context of a specific dataset or application, opposed to from a theoretical/ general perspective, as implied by the consultant team's this recommendation.

8.4 MetroGIS should formalize an annual planning program that builds on the existing culture of collaboration and coordination; identifies priorities for data, application, and institutional infrastructure development (and maintenance) efforts and serves as a vehicle for the identification and contribution of effort and resources by the participating agencies.

PlanGraphics' Notes:

As the scope of activities of MetroGIS and the participant organizations grows beyond its current role, a more rigorous and routine (I.e., annual) planning program should be put in place. The planning programs should be timed to serve as an input to the participant's budget and program development cycles and serve as a vehicle for coordinating and sharing efforts among the participant organizations

Workgroup Comments

- Beyond workgroup's scope of work to recommend any enhancements to current practice.
- Recommend that the Coordinating Committee delegate consideration of this suggestion to the workgroup/ staff to be assigned responsibility to update MetroGIS's Performance Measurement Plan

**Observation 9. Manage funding**

**The potential benefits of expanded communication, coordination, collaboration, promotion, sharing, advisory services, and leadership by MetroGIS will drive the need for - and the sharing of - expanded budgetary, human and technical resources.**

PlanGraphics' Notes:

Doing more collaboratively will require fewer resources in aggregate but more, none-the-less.

Workgroup Comments

- Concur that clearly defining benefits from collaborative solutions to shared needs will result in attracting resources.
- Recommend that the Coordinating Committee assign responsibility to another workgroup/staff to review the results of the Workshop exercise "Actions If Preference Were To Discourage Sharing" (Attachment D, Workgroup recommendation) and ensure that a strategy is in place to ensure these situations do not become reality.

**PlanGraphics' Recommendations**

9.1 MetroGIS should research and evaluate the adoption of "best practices" used by other state and local jurisdictions, such as King County's "matrix services" for the joint funding of development and maintenance activities that may not involve all of the partner organizations.

PlanGraphics' Notes:

Not all activities will, in reality or in perception, benefit each of the participant organization to a level which justifies a common sharing of resources. In those cases where the "common good" can not be established for a large majority to all of the participants, MetroGIS should explore procedures that it can administer/coordinate that provide for cost/effort sharing among a sub-set of the participant organizations. The technique may also involve - subsequent "buy-in" in work share or budget for organizations who later wish to share in the completed effort

Workgroup Comments

- Concur that understanding collaborative funding options that have been successfully implemented by others, in particular in those instances where a critical need from society's perspective is not a commonly shared high priority (see consultant note). However, this topic is beyond this Workgroup's charge. Recommend that the Coordinating Committee delegate research for appropriate action to another workgroup and/or staff.

- The idea is relevant but question whether the King County example applies to MetroGIS’s situation, as MetroGIS’s environment is many times more complex than exists within a single county.

9.2 MetroGIS should continue and expand its program for providing “seed money” to include applications and technical infrastructure initiatives that are shareable within (at a minimum) its community of participants

PlanGraphics’ Notes:

Seed monies may have little significance on the actual cost of an effort - but, politically, the ability of organization(s) to justify the “match” or leverage the seed money provided by MetroGIS and the other participant organizations will produce benefits significantly disproportionate to the actual allocation

Workgroup Comments

- Concur to continue the current practice of offering an annual MetroGIS Regional GIS Project program to provide seed money for research and development projects important to achieving solutions to shared geospatial needs.
- Recommend that resources be directed toward retaining additional technical staff support before expansion of this program
- Recommend that the Coordinating Committee delegate responsibility to evaluating expansion of this program to workgroup with appropriate expertise, in particular how to finance such an expansion.

9.3 Metro GIS should seek funding increases that would complement its “seed money” grants to include “challenge grants” that are competitively awarded to member jurisdictions who propose to fulfill needs that are regional and to establish an “award program” for achievements of member organizations that were not supported financially by MetroGIS but resulted in work products proved beneficial to the broader community

PlanGraphics’ Notes:

Just as seed monies may have little significance compared to the total cost of an effort - but, politically, may produce benefits significantly disproportionate to the actual allocation, so too may “challenge grants” and monetary awards, even though, they may be modest in size and only a small percentage of the effort’s cost. They may, as a result, provide recognition within a participating organization that may be leveraged to both administrative and political advantage.

Seed monies, challenge grants and awards all have the added benefit of being able to draw positive attention to MetroGIS if properly handled

Workgroup Comments

- Evaluating the concept of an “awards” program is beyond the scope of this workgroup.
- Recommend that the Coordinating Committee delegate consideration of this suggestion to the workgroup/ staff to be assigned responsibility to update MetroGIS’s Performance Measurement Plan

9.4 MetroGIS, in conjunction with the Metropolitan Council, should research and evaluate the allocation of additional operating funds from general revenues to support the consensus that MetroGIS undertake the expanded roles and activities described previously.

PlanGraphics’ Notes:

The funding of an expanded MetroGIS program is within the purview and precedent of the Metropolitan Council. MetroGIS is currently funded at about \$200,000 per year or about 7¢ per capita and at 0.42% of the Metropolitan Council operating revenue. Relatively small increases in these unitary allocations could yield sufficient revenues to fund the desired expansion of activities.

Workgroup Comments

- Concur with the conclusion that more resources are required to effectively achieve the three scope increases defined in the 2008-2011 Business Plan, though specifying a next step strategy is beyond the scope of this workgroup (see 9.5).

9.5 The Metropolitan Council may need to consider the organizational construct of MetroGIS to provide it with additional authorities to expend funds on behalf of the participating organizations consistent with an annual budget and

work program particularly if long term and sustainable levels of funding are achieved through user fees, subscriptions and cost recovery from participants other than the Metropolitan Council

PlanGraphics' Notes:

Time during the workshop did not permit a closer examination of the real or perceived constraints of the current “ad-hoc” existence of MetroGIS. This recommendation needs further review by MetroGIS staff and MetroGIS Policy Board members in concert with the leadership of the Metropolitan Council.

Workgroup Comments

- Concur with the need to ensure trusted organizational capacity consistent with desired outcomes. **Note that the decision regarding authorities is the not Council's, as noted in the recommendation, but rather the Policy Board's.**
- Recommend that the Coordinating Committee delegate responsibility to a workgroup, representative of the core stakeholder perspectives, to build on the experience of 1999 MetroGIS Fair Share Model project and identify means to expand the funding and staff resources currently contributed by the Council that are required to effectively maintain past accomplishments and support the three scope expansions defined in the 2008-2011 Business Plan.
- Recommend continuing the current practice of evaluating organizational obstacles to achieving desired outcomes as the need arises.



**Attachment B**  
**MetroGIS Workshop**  
*Meeting Shared Geospatial Needs Beyond Data*  
 January 24, 2008

**CONFIRMED ATTENDEES**

First	Last	Organization	Perspective	Email
1	Jeff	Matson	University of Minnesota - CURA	jmatson@umn.edu
2	Shashi	Shekhar	University of Minnesota - Computer Science	shekhar@cs.umn.edu
3	Sally	Wakefield	1000 Friends of Minnesota	swakefield@1000fom.org
4	Pat	Cummings	ESRI	pcummings@esri.com
5	Brian	Fischer	Houston Engineering	bfischer@houstonengineeringinc.com
6	Jim	Maxwell	The Lawrence Group	max@lawrencegroup.com
7	Patrick	Hamilton	CB-Richard Ellis	patrick.hamilton@cbre.com
8	Jeff	Allen	Minneapolis Area Association of Realtors	jeffa@mplsrealtor.com
9	Brett	Budrow	St. Croix County	brettb@co.saint-croix.wi.us
10	Bill	Swing	Wright County	bill.swing@co.wright.mn.us
11	Scott	Bundy	Xcel Energy	Scott.G.Bundy@XcelEnergy.com
12	Ron	Jabs	Minnesota Valley Electric Cooperative	rjabs@mvec.net
13	Bob	Basques	City of Saint Paul	Bob.Basques@ci.stpaul.mn.us
14	Mike	Eberle	City of Maple Grove	meberle@ci.maple-grove.mn.us
15	Ben	Verbick	LOGIS	bverbick@logis.org
16	Paul	Weinberger	City of Minneapolis	Paul.Weinberger@ci.minneapolis.mn.us
17	Steve	Elkins	City of Bloomington	ElkinsEcon@aol.com
18	Dave	Brandt	Washington County	david.brandt@co.washington.mn.us
19	Myjke	Nelson	Washington County	myjke.nelson@co.washington.mn.us
20	Jim	Bunning	Scott County	jbunning@co.scott.mn.us
21	Randy	Knippel	Dakota County	randy.knippel@co.dakota.mn.us
22	Perry	Mulcrone	Scott County	pmulcrone@co.scott.mn.us
23	Dick	Carlstrom	TIES	dick.carlstrom@ties.k12.mn.us
24	Dan	Cook	TIES	dcook@acesusa.com
25	David	Bitner	Metropolitan Airports Commissior	bitner@macnoise.com
26	Gordon	Chinander	Metropolitan Emergency Services Board	gchinander@mn-mesb.org
27	Rick	Gelbmann	Metropolitan Council	rick.gelbmann@metc.state.mn.us
28	Nancy	Read	Metropolitan Mosquito Control District	nancread@mimcd.org
29	Alison	Slaats	Metropolitan Council	alison.slaats@metc.state.mn.us
30	Chris	Cialek	Minnesota Land Management Information Center	chris.cialek@state.mn.us
31	Tim	Loesch	Minnesota Department of Natural Resources	tim.loesch@dnr.state.mn.us
32	Dan	Ross	Minnesota Department of Transportation	dan.ross@dot.state.mn.us

**Workshop Support Team**

1	John	Antenucci	PlanGraphics
2	Jim	Fries	PlanGraphics
3	Mark	Koltz	MetroGIS Support Team
4	Randall	Johnson	MetroGIS Support Team
5	Chris	Kline	MetroGIS Support Team
6	Jonathan	Blake	MetroGIS Support Team
7	Jennifer	Hinz	Recorder
8	Matthew	Parent	Recorder
9	Patti	Roettger	Recorder

# ATTACHMENT C

## Survey of Participants



### Following January 24, 2008 MetroGIS “Meeting Shared Geospatial Needs Beyond Data” Workshop

(Note: This survey was administered online using the Survey Monkey software. 23 of 30 workshop participants responded.)

**Survey Respondent’s Name:** \_\_\_\_\_ (Text Box)

**Introduction:** The top objective defined for MetroGIS’s attention is to address shared application needs of organizations that serve the Twin Cities Metropolitan Area. The January 24<sup>th</sup> workshop will be the principal means through which MetroGIS’s role regarding shared application needs will be defined and initial actions set into motion in the three broad categories of (a) sharing applications, (b) sharing infrastructure, and (c) institutional arrangements for sharing.

To ensure the best use is made of the limited amount of time available at the workshop, the facilitation team respectfully requests each participant to complete this survey prior to January 18<sup>th</sup>. The survey should require no more than five to 10 minutes of your time. The information will be used to jump start the discussion and prepare for known topics of interest and concern.

### Question 1

**Question 1.** In preparing for this workshop, the support team defined ten (10) levels or types of sharing related to addressing shared application needs. Please rank each of them LOW, MODERATE, or HIGH based first on their importance to your organization and second on the appropriateness of MetroGIS to foster a sharing mechanism.

#### 1. Hosting and/or Consuming Data Services

Importance to Your Organization: \_\_\_\_\_ (radio buttons)

Appropriate for MetroGIS to Foster  
Sharing Mechanism \_\_\_\_\_ (radio buttons)

#### 2. Hosting Applications And Services For Others To Use and/or Consuming Applications and Services from Others

Importance to Your Organization: \_\_\_\_\_ (radio buttons)

Appropriate for MetroGIS to Foster  
Sharing Mechanism \_\_\_\_\_ (radio buttons)

#### 3. Giving An Existing Application To Others To Use In Their Own Environment

Importance to Your Organization: \_\_\_\_\_ (radio buttons)

Appropriate for MetroGIS to Foster  
Sharing Mechanism \_\_\_\_\_ (radio buttons)

#### 4. Writing Modules That Can Be Reused By Others

Importance to Your Organization: \_\_\_\_\_ (radio buttons)

Appropriate for MetroGIS to Foster  
Sharing Mechanism \_\_\_\_\_ (radio buttons)

#### 5. Cooperating To Agree To A Common Development Environment (.NET, ASP, Geocortex, Arcserver, Open Source Solutions, etc.)

Importance to Your Organization: \_\_\_\_\_ (radio buttons)

Appropriate for MetroGIS to Foster  
Sharing Mechanism \_\_\_\_\_ (radio buttons)

#### 6. Sharing Expertise And Best Practices In Writing And Implementing Applications

Importance to Your Organization: \_\_\_\_\_ (radio buttons)

Appropriate for MetroGIS to Foster Sharing Mechanism \_\_\_\_\_ (radio buttons)

**7. Sharing The Cost Of Software Purchases**

Importance to Your Organization: \_\_\_\_\_ (radio buttons)

Appropriate for MetroGIS to Foster Sharing Mechanism \_\_\_\_\_ (radio buttons)

**8. Sharing The Writing And Implementation Of Whole Applications**

Importance to Your Organization: \_\_\_\_\_ (radio buttons)

Appropriate for MetroGIS to Foster Sharing Mechanism \_\_\_\_\_ (radio buttons)

**9. Funding A Portion Of Another Organization’s Development Effort That Will Also Benefit Your Organization**

Importance to Your Organization: \_\_\_\_\_ (radio buttons)

Appropriate for MetroGIS to Foster Sharing Mechanism \_\_\_\_\_ (radio buttons)

**10. Writing Web-Based Services That Can Be Used Regardless Of Development Environment**

Importance to Your Organization: \_\_\_\_\_ (radio buttons)

Appropriate for MetroGIS to Foster Sharing Mechanism \_\_\_\_\_ (radio buttons)

**Question 2**

**Question 2:** What other shared activity/service would you like MetroGIS to consider pursuing?

A. Description: (text box)

B. Description: (text box)

**Question 3**

**Question 3:** What role(s) do you believe MetroGIS should play in the fostering solutions to meet shared geospatial application needs using a scale of LOW [*MetroGIS should not be involved and this matter should the responsibility of another interest(s).*], MODERATE or HIGH [*MetroGIS should assume the lead responsibility.*]?

Policy/Procedures (use LOW, MODERATE, HIGH radio buttons)

Support (use LOW, MODERATE, HIGH radio buttons)

Coordination (use LOW, MODERATE, HIGH radio buttons)

Leadership (use LOW, MODERATE, HIGH radio buttons)

Funding (use LOW, MODERATE, HIGH radio buttons)

Development Programming (use LOW, MODERATE, HIGH radio buttons)

Implementation (including hosting) (use LOW, MODERATE, HIGH radio buttons)

Comment – (Text field)

**Question 4**

**Question 4:** What issue(s) will need to be resolved before substantive progress can be made in shared activity/service areas?

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

**Question 5**

**Question 5:** Are you aware of any operational example(s) of shared activity/service or application-related sharing within or outside of your respective organization:

**Project Name:** \_\_\_\_\_

Contact Person (Name, phone, email): \_\_\_\_\_

Successfulness: \_\_\_\_\_ (Low, Moderate, High radio buttons)

Value to Others: \_\_\_\_\_ (Low, Moderate, High radio buttons)

**Project Name:** \_\_\_\_\_

Contact Person (Name, phone, email): \_\_\_\_\_

Successfulness: \_\_\_\_\_ (Low, Moderate, High radio buttons)

Value to Others: \_\_\_\_\_ (Low, Moderate, High radio buttons)

### ***Question 6***

The day would be a success if \_\_\_\_\_ (*text box*)

*or*

My hope for MetroGIS is \_\_\_\_\_ (*text box*)

***Thank you for your participation.***

**ATTACHMENT D**

**Results of**  
**Post Workshop**  
**Survey of Participants**

(See Next Page)

QUESTION ONE:	PRIORITY ACTIVITIES	Scott Bundy	Tim Loesch	Gordon Chirander	Alison Staats	Steve Elkins	Nancy Read	Jeff Allen	Shashi Shekhar	Bob Basques	Randal Johnson	Ronald Jabs	Randy Knippel	Dan Ross	Jim Maxwell	Brian Fischer	Sally Wakefield	Pat Cummins	Christopher Clalek	Myke Nelson	Michael Eberle	David Brandt	Brett Budrow	Mark Koltz	James Bunning	Ben Verlick	Dan Cook	Patrick Hamilton	Bill Swing	Rick Gelbmann	Paul Weinberger	David Bitner	Low	Medium	High	No response	Mean	Previous Score												
	<b>1. Hosting Data Services</b>																																																	
	Importance to Your Organization																																																	
	Appropriate for MetroGIS to Foster Sharing Mechanism																																																	
	<b>2. Hosting Applications And Services For Others To Use and/or Consuming Applications and Services from Others</b>																																																	
	Importance to Your Organization																																																	
	Appropriate for MetroGIS to Foster Sharing Mechanism																																																	
	<b>3. Giving An Existing Application To Others To Use In Their Own Environment</b>																																																	
	Importance to Your Organization																																																	
	Appropriate for MetroGIS to Foster Sharing Mechanism																																																	
	<b>4. Writing Modules That Can Be Reused By Others</b>																																																	
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	Importance to Your Organization																																																	
	Appropriate for MetroGIS to Foster Sharing Mechanism																																																	

QUESTION THREE: What role(s) do you believe MetroGIS should play in the fostering solutions to meet shared geospatial application needs		Low	Medium	High	No response	Mean	
1. Policy/Procedures	2. Support	•	1	10	12	7	2.5
	3. Coordination	•	5	13	5	7	2.0
	4. Leadership	•	0	4	19	7	2.8
	5. Funding	•	0	3	20	7	2.9
	6. Development	•	1	16	6	7	2.2
	7. Implementation (including Hosting)	•	10	10	3	7	1.7
			•	2	16	5	7
Scott Bundy	•						
Tim Loesch	•	L	H	M			
Gordon Chinander	•	L	H	M			
Alison Staats	•	H	H	M			
Steve Elkins	•	H	H	M			
Nancy Read	•	H	H	M			
Jeff Allen	•	M	M				
Shashi Shekhar	•	M	M				
Bob Basques	•	M	M				
Randall Johnson	•	H	H				
Ronald Jabs	•	H	H				
Randy Knippel	•	H	H				
Dan Ross	•	M	M				
Jim Maxwell	•	M	M				
Brian Fischer	•	M	M				
Sally Wakefield	•	M	M				
Pat cummens	•	•	•	•	•	•	
Christopher Clalek	•	•	•	•	•	•	
Myke Nelson	•	•	•	•	•	•	
Michael Eberle	•	H	H				
David Brandt	•	H	H				
Brett Budrow	•	H	H				
Mark Kotz	•	H	H				
James Bunning	•	•	•	•	•	•	
Ben Verblck	•	M	M				
Dan Cook	•	M	M				
Patrick Hamilton	•	H	H				
Bill Swing	•	L	L				
Rick Gelbmann	•	H	H				
Paul Weinberger	•	H	H				
David Bitner	•	M	M				

2.0  
1.8  
2.5  
2.7  
2.3  
1.9  
2.7

QUESTION TWO: What other shared activity/service would you like MetroGIS to consider pursuing?		
Description A	Description B	Description C
Scott Bundy	Spatial training and education	Shared data maintenance
Tim Loesch	Branching out beyond the metropolitan area	
Nancy Read	Survey leading edge GIS efforts around USA	Repackaging existing services for reuse by the general customer base. Weather mapping might be a good one to use as an example. Compiling different weather services and/or converting them into more generalized services for standards compliant reuse.
Shashi Shekhar		
Bob Basques	Services catalog builder/provider no change form initial response	
Randall Johnson	Collaboration with orgs and agencies outside of their current purview	
Randy Knippel	Geocoding service	basemap services
Den Ross	Foster communication of activities from around the metro	
Jim Maxwell	broker to broker apps/services	portal to allow users to find data, services, apps, etc.
Brian Fischer		
Christopher Chalek		
Mykye Nelson		
David Brandt		
James Bunnings		
Alison Staats		

QUESTION FOUR: What issue(s) will need to be resolved before substantive progress can be made in shared activity/service areas?		
Issue A	Issue B	Issue C
Scott Bundy	funding	leadership and coordination at the state level
Tim Loesch		
Steve Elkins	keeping up the skills/basic understanding of old-line GIS people and policy-makers re: new technology linkages	Figure out common methods for agencies and orgs to collaborate
Nancy Read	licensing - attorneys need to understand how open source works	Figure out common methods for agencies and orgs to collaborate
Shashi Shekhar	Shared vision of future of GIS activities in Metro area	Figure out common methods for agencies and orgs to collaborate
Bob Basques	Standard data transfer formats, service request methods, identifying those that are different and setting up methods to isolate those services into their own closed application/system when needed.	Inventory of data and services already available in order to assess the complications involved with homogenizing the access and connectivity issues.
Randall Johnson	Stakeholder organizations, beyond those that directly participate in MetroGIS activities, need to let go of their drive to achieve individual success in favor of achieving shared Standards and best practices	Figure out common methods for agencies and orgs to collaborate
Randy Knippel		
Den Ross		
Jim Maxwell		
Brian Fischer	Identify and document scope of shared services	
Sally Wakefield	Understanding which shared activities will provide the greatest benefits if funding/support is provided	framing the argument for considering the larger community when building a potentially sharable app or service.
Pat cummins		
Christopher Chalek		
Mykye Nelson		
Michael Eberle	accurate data set inventory whats available	getting organizations to share current data sets
David Brandt	Elimination of the cost recover model/revenue model for GIS data	
Mark Kozl		
James Bunnings		
Den Ross		
Alison Staats	How people will find them - where do they get advertised, described etc	



<b>QUESTION SEVEN: The day would be a success if:</b>	
Scott Bundy	
Tim Loesch	
Gordon Chinarader	If a clear pointed direction is established for application/system sharing
Alison Staats	
Steve Elkins	
Nancy Read	I learn something I can use in my organization. (I appreciated hearing about non-Metro examples)
Shashi Shekhar	
Bob Basques	They make me the Metro CTO
Randall Johnson	see the first survey
Randy Knippel	We got chocolate with booze in it...
Dan Ross	That the organization will continue promoting collaboration in any way you can. MetroGIS should continue to try to provide influence beyond your current
Jim Maxwell	
Brian Fischer	
Sally Wakefield	That we can move into shared apps, but NOT at the sake of pursuing priority data already defined
Christopher Chalek	
David Brandt	To build upon a great track record of dealing with Geospatial data, and build upon that to provide more services.
Mark KOC	
Ben Verlick	

<b>QUESTION EIGHT: My hope for MetroGIS is:</b>	
Scott Bundy	
Tim Loesch	
Gordon Chinarader	to continue to be the incredible source of coordination and support to move into the new area
Alison Staats	
Steve Elkins	We're able to keep mixing it up, putting pieces together, and helping people follow-through through staff support and occasional funding
Nancy Read	That it stabilizes somewhat and gets some more resources to work with. They always seems to be scrambling for resources of one sort or another. There may
Shashi Shekhar	be a need to increase their list of responsibilities in the future, and this will require some more resources being put into play.
Bob Basques	see the first survey
Randall Johnson	focus on collaboration and continue to provide opportunities to build and strengthen relationships between participants. MetroGIS (us, collectively) need to
Randy Knippel	assume a leadership role for promoting and encouraging collaboration in GIS implementation as a model for the region and state. I'm afraid we are stuck in
Dan Ross	simply administering a status quo...
Jim Maxwell	That the organization will continue promoting collaboration in any way you can. MetroGIS should continue to try to provide influence beyond your current
Sally Wakefield	per view.
Pat cummins	That we can move into shared apps, but NOT at the sake of pursuing priority data already defined
Christopher Chalek	
David Brandt	To build upon a great track record of dealing with Geospatial data, and build upon that to provide more services.
Mark KOC	
Ben Verlick	

## ATTACHMENT E

### EXERCISE RESULTS

#### – ACTIONS IF PREFERENCE WERE TO DISCOURAGE SHARING -

Contrarian view - What action could be taken if we the preference was to prevent sharing of data/applications as an option?

- Start recovering costs – charge for all data
- License all data
- Stop communicating with other agencies/organizations
- Strict internal needs – don't consider what others are doing
- The agency that pays for code owns the code
- We have a responsibility to make public information available (question law include applications or just require access to the data?)
- Not adhere to standards
- Weigh highest in maintaining privacy
- Stop funding technology (applications) that improve access
- Stop outreach to educate policy makers on value of sharing/collaboration
- Drop internal priority to work with others/not reinvent the wheel – do everything yourself.
- One barrier to sharing is if an organization has “too much money” and has no incentive to share
- Leaders/policymakers do not have trust in collaborating partners to uphold their responsibilities (data maintenance to standards, host web services, etc.)
- Destroy/lose trust in collaborating partners' data/capabilities
- No recognition of benefits of sharing
- Stop pursuing consistency among department policies within organizations
- Focusing only on short-term benefits can impede sharing
- Stop pursuing individuals with appropriate expertise for the job
- Support cultures that stifle creative thinking about effective way to share
- Accept fear for concerns about manipulation/injection of errors into of data by others
- Diminish trust in ability to security systems to protect critical assets from unauthorized access and unauthorized changes.

What would MetroGIS/Met Council do to prevent sharing?

- Eliminate DataFinder
- Ignore customer needs
- Ignore need to continually seek to improve upon efficiencies
- Stop funding for “fostering collaboration” - catalyzing cooperation
- Stop funding grants/seed money for projects with regional significance
- Stop using data from others
- Stop outreach (forums, GCGI, networking/information sharing, MetroGIS general websites, stop publishing publications, stop supporting committees, stop fostering inter-county sharing

The result of the previous exercise was to identify areas of vulnerability for which a defense strategy is needed to ensure these things do not occur.

The participants were asked to identify applications/services that would have greatest potential value beyond internal needs?

- Geocoder service that works with regional parcel and street dataset and eventually Address points (currently being worked on by MetroGIS)

- Aerial photography service (LMIC) – particularly if functionality is enhanced (see below for desired enhancements)
- Universal data services (all data published as services)
- An application with the capability to integrate data from many sources for decision support – particularly public policy questions with which policy makers must wrestle (e.g., how property values are effected by traffic, crime, etc.)
- Real Estate comparables
- Rapid data update service (multiple addressing authorities can update a central database quickly and simultaneously. Quality control is provided by the producer.)
- Implement the ApplicationFinder concept (queries search metadata for data, applications, services, etc.) Also need a means to effectively communicate its existence to actually populate the items searchable via the site
- Parcel information queries (mailing labels, property information, etc)
- Data standards for land records (XML schema)
- Data standards for law enforcement (XML schema)
- Pilot standards for a Service Registry tool for use statewide – common plug ins (ask Dan Ross if more information needed for this idea)
- Tool to help project managers identify prospective partners for specific projects
- Base map services that producers can use to plot their data (mass cache version so it runs quickly)
- Spatially-enabled catalogue – expansion to current data discovery tools (e.g., DataFinder)

*Source: Excerpt from workshop summary notes.*

## ATTACHMENT F

### PLANGRAPHICS WORKSHOP FACILITATION TEAM MEMBERS

**John Antenucci:** John is the founder and president of PlanGraphics. He has a professional background as an engineer, planner, and program manager. Prior to the founding of PlanGraphics, John worked in operational and policy roles state government and played a key role in the introduction of GIS and related technologies to the public sector. He is a noted GIS expert with effective skills in workshop moderation and consensus-building. John remains active in the delivery of GIS management advisory services and recently completed a comprehensive report on best management practices associated with financing and operating multi-participant GIS.

**Jim Fries:** Jim has been with PlanGraphics since 1998 and has participated in more than 100 GIS needs assessment, planning, design, and implementation projects for local and state government, regional agencies, and utility organizations. He has a professional background in natural resources and land management, and prior to joining PlanGraphics he held various scientific, planning, and management positions in state government agencies and non-profit organizations. He has extensive experience in workshop and classroom instruction settings with excellent skills in group facilitation and summary of workshop results. He is currently advising Fairfax County, Virginia, in a multi-agency, multi-jurisdictional public safety focused GIS initiative associated with a combined dispatch and Emergency Operations Center. He combines in-depth familiarity with multi-agency organizational and management issues with an appreciation for the technology and how it fulfills the business needs of our clients.

# ATTACHMENT G

## **PLAN FOR OUTREACH AND IDENTIFICATION OF OPPORTUNITIES** ***(Update of 2002 High-Level MetroGIS Outreach Plan)*** ***(Accepted by Coordinating Committee: December 17, 2007)***

### **Purpose**

This Outreach Plan is intended to guide MetroGIS's communications and outreach activities with leadership of organizations and entities that both current and prospective contributors and beneficiaries of MetroGIS's efforts. Specifically, the following six target groups of outreach interests have been identified:<sup>1</sup>

- ✓ Currently active interests willing to investigate further collaborative opportunities
- ✓ Non-government entities willing to share resources,
- ✓ Municipal government entities which are potential contributors and or beneficiaries
- ✓ Departments within participating organizations that are not participating
- ✓ Organizations with data and resources value to others who are not participating
- ✓ Jurisdictions that adjoin the Twin Cities Metropolitan Area

In addition, this Plan recognizes the importance of MetroGIS continuing to foster relationships with organizations with which it has previously coordinated, including the Governor's Council on Geographic Information (GCGI), MN Land Management Information Center (LMIC), and Federal Geographic Data Committee (FGDC).

This Outreach Plan is a companion document to the 2008-2011 MetroGIS Business Plan, which identified outreach as a key organizational priority. Specific communications and outreach tactics, as well as budget implications, will be included in annual work plans.

### **Continue Current Practices**

1. Produce an Annual Report and distribute it, principally via email, to the chief elected and chief administrative officials with local and regional government entities serving the Twin Cities Metropolitan Area and individuals included in MetroGIS's contact database.)
2. Produce an informational brochure every 2-3 years to distribute along with the Annual Report and to use as a handout at forums and conferences that focuses on benefits that have been experienced by stakeholders through MetroGIS efforts.
3. Administer Participant Satisfaction Surveys and host Peer Review Forums for implemented regional solutions and use each use as an opportunity to communicate past accomplishments as well as to receive feedback as to desired enhancements.
4. Maintain a current, complete, accurate, and easily accessible web-based institutional memory of all aspects of MetroGIS efforts.
5. Submit articles for the quarterly MN GIS/LIS newsletter.
6. Regularly attend county-based GIS user group meeting in all seven counties to observe and document interests that are shared among the groups.
7. Host workshops and educational sessions at the annual MN GIS/LIS conference and in cooperation with others to facilitate knowledge sharing.
8. Accept requests to speak about MetroGIS to stakeholder communities and continue the philosophy of encouraging Policy Board, Coordinating Committee and Team leadership to take the lead, supported by staff.
9. Keep the leadership of Governor's Council on Geographic Information (GCGI) and MN Land Management Information Center (LMIC) informed of MetroGIS' activities and continue to participate in activities of the GCGI and LMIC as invited.
10. Encourage Policy Board, Coordinating Committee, and Advisory Team members to proactively identify stakeholder workshop and conference opportunities, which would be appropriate/beneficial for MetroGIS to participate.
11. Seek out opportunities to promote MetroGIS's philosophy, practices and projects via the news media and hands-on workshops.

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<sup>1</sup> Identified in Tactic 1, Chapter 3, Section VI of the 2008-2011 MetroGIS Business Plan. A sixth group, currently engaged interests, is listed to insure that new collaborative opportunities are also fostered among those interests that are currently participating. 42

12. Leverage workgroup membership as a means to establish on-going dialogue with stakeholders to both define shared opportunities and educate constituents on the benefits of collaborative solutions to shared geospatial needs..

### **Suggested New Practices**

Prior to the adoption of the 2008-2011 MetroGIS Business Plan, the majority of MetroGIS's outreach efforts targeted organizations that already utilized and understood the value and potential of GIS technology and therefore recognized the benefit of a collaborative approach to addressing GIS needs. With the adoption of the 2008-2011 Business Plan, MetroGIS expanded the scope of its outreach activities to include organizations that do not currently utilize GIS technology, or do so sparingly. MetroGIS will work to improve awareness and understanding of the benefits of GIS technology and collaboration among these non-users. To that end, the following new practices will be adopted:

- a) Through the use of targeted messages, achieve ongoing communication about shared opportunities with representatives of the six constituencies identified in the Purpose Statement, above.
- b) Initiate regular communication with officials affiliated with jurisdictions that adjoin the Twin Cities Metropolitan Area, in particular counties, to pursue opportunities for coordination and cooperation with these counties in joint projects to address shared geographic information needs.
- c) Expand use of electronic tools to foster exchange of ideas and obtain feedback from stakeholders.
- d) Pursue opportunities to present to professional organizations of policy makers and managers of key stakeholder interests.
- e) Promote adoption of standards with interests beyond the Twin Cities Metropolitan Area (regional, state or federal) via case-by-case negotiations with the goals of eventual applicability statewide of polices and commitments to knowledge sharing and removing barriers to sharing and leveraging geospatial resources.
- f) Pursue opportunities to establish public-private partnerships, particularly to address application needs. (Note: The first step in this process is the establishment of a public/private working group, comprised of volunteers from MetroGIS participant organizations as well as private sector representatives, which will work to identify opportunities for collaboration.)
- g) Establish a partnership with the Governor's Council on Geographic Information (GCGI) to collaborate on outreach activities of common interest, in particular, to improve understanding among individuals affiliated with government in jurisdictions adjoining the Twin Cities Metropolitan Area and Greater Minnesota of MetroGIS' data sharing philosophy, practices, and lessons learned. In addition, share on an ongoing basis with the GCGI any information learned from MetroGIS's efforts to encourage the adoption of standards with entities beyond the Twin Cities Metropolitan Area.



*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Coordinating Committee

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

**SUBJECT:** *GeoServices* Finder Project: Final Report & Next Steps

**DATE:** March 13, 2008  
(For the Mar. 27 Meeting)

### **INTRODUCTION**

The final report for the “First Generation Geospatial Services Finder” project is attached (separate document) for the Committees’ information. Chris Cialek and Fred Logman, the project managers, will summarize the project conclusions and suggested next steps at the Committee’s March 27 meeting.

### **PROJECT PURPOSE**

The purpose of this project was to prototype an Internet-based search and access mechanism for applications and web services. The idea is to provide a convenient means to discover and leverage existing geospatial applications and services just as we are currently doing for existing data via DataFinder.

Funding for this project was, in part, provided by MetroGIS as a 2006 Regional GIS Pilot project. See Attachment A for the scope of work that governed this project. Also see Attachment B for a reprint of an article published in the Spring Issue of the Mn GIS/LIS newsletter about the GeoServices Finder.

### **NEXT STEPS**

Four suggested next steps are described on page 12 of the project report. A related next step involving development of a single access point to search for data and services is also described on page 13.

Each of these recommended next steps is consistent with preferences defined for MetroGIS at the January 24<sup>th</sup> Workshop entitled “Meeting Shared Geospatial Needs Beyond Data” and is a component of the subsequent next step recommendations of the Technical Leadership Steering Workgroup (see Agenda Item 5a). The GeoServices Finder project also provides a foundation from which to begin the dialogue about what a single point of access might look like and an opportunity to begin to experiment with various means to achieve the vision.

### **RECOMMENDATION**

That the Committee:

- 1) Endorse pursuing the next steps described in the “First Generation Geospatial Services Broker” project report, dated December 27, 2007, as a component of MetroGIS’s workplan to pursue solutions to shared geospatial needs beyond data.
- 2) Accept:
  - a) The functional design recommendations for the broker suggested in the project report (pages 5-11),
  - b) LMIC’s offer to share its services library via the broker (page7),
  - c) LMIC’s offer to host the GeoServices Finder for the MetroGIS community (page 5)
  - d) LMIC’s offer to assist with the promotion of the GeoServices Finder (page12)
  - e) LMIC’s offer to promote standards necessary to achieve the vision of the broker (page 12)
- 3) Direct incorporation into MetroGIS’s next-generation Outreach Plan, tactics to achieve the “Shared Commitment” next step (page 12)
- 4) Direct incorporation into MetroGIS’s next-generation Performance Measurement Plan the “Experienced-Based Evaluation” next step (page 12).

**Report to the MetroGIS Coordinating Committee by the  
Land Management Information Center**

**An Addendum to the report:  
First Generation Geospatial Services Finder**

**Christopher Cialek  
Fred Logman  
March 20, 2008**

**Introduction**

This is an update to the December 27, 2007 final report for the GeoServices Finder Project. Developed for MetroGIS by the Land Management Information Center, this project provided a web-based application that lists, searches for and accesses GIS software and applications.

On January 24, 2008, MetroGIS sponsored a facilitated workshop, *Meeting Shared Geospatial Needs Beyond Data*, dedicated to exploring how sharing geospatial resources, as demonstrated, in part through the *GeoService Finder*, could be achieved. As the results of that helpful dialog are being discussed, we would like to take this opportunity to: 1) briefly describe efforts made at LMIC to further the service-sharing spirit of *GeoService Finder*, and 2) elaborate on the Next Steps section of our December 27, 2007 report to better clarify our recommendations for further development.

**Post-Project Activity**

During the first few months of 2008, LMIC has promoted, updated and expanded *GeoService Finder* in the following ways:

- **Add topic category.** A new element was added to collect information about the topic, if any, each resource fell into (defined as ISO Thematic Categories). These same categories are included in the metadata records within *Data Finder*. Adding them to *GeoService Finder* may allow for integration of concurrent search capabilities for both data and geospatial services in the future.
- **Overall web design improvements.** The look and feel of the application was examined and improvements made in accordance with suggestions received from Project Steering Committee members and LMIC staff.
- **Refined search options.** Search options were streamlined to provide a more focused offering to the application's users. A word search of title and abstract was added to increase the ability to identify desired services.
- **Update all existing records.** All records brought over from the old Governor's Council Geospatial Services Inventory are being reviewed, updated and improved.



- **Promotion.** An article was published in the Spring 2008 version of the Minnesota GIS/LIS Consortium Newsletter<sup>1</sup> (online) to inform the state’s GIS community about this project and to invite them to participate

### Next Steps – Expounded

It is reassuring to see that the conclusions drawn from January’s *Beyond Data* workshop suggest an expansion and elaboration of the products provided in the *GeoService Finder* project. Toward that end, we would like to add the following thoughts to the conclusions found in the *GeoService Finder* final report (pp 12-13).

- We recommend that MetroGIS adopt a systematic approach for moving toward a fully functioning broker application. The approach should be deliberate and one that is responsive to new discoveries over several months. We believe that an appropriate approach will follow the Next Steps recommendations contained in our project report.
- As brought out in the *Beyond Data* Workshop, MetroGIS is considering an appropriate testbed for this ambitious task. We think that’s a good idea.
- No significant work toward development of the broker is contained in LMIC’s current biennial workplan. The office does, however, appreciate the importance of this work and will strive to assist in partnering with MetroGIS to help move development forward as much as is possible.
- Lead by LMIC, the State GIS community is continuing to move forward with an initiative that promises to build the shared services relationships required to make projects like this successful in the long term. The Governor’s Drive to Excellence project, creating an Enterprise GIS environment is on track and moving forward. The geospatial services broker concept is very likely to be examined and refined as part of this initiative.

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<sup>1</sup> [www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=316](http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=316)

# ATTACHMENT A

## GEOSPATIAL SERVICES DIRECTORY AND BROKER A Proposal to MetroGIS - June 9, 2006

Submitted by: Land Management Information Center

Project Sponsors: David Arbeit, MN Office of Geographic and Demographic Analysis

David Bitner, Metropolitan Airports Commission

### Project Summary

LMIC proposes to develop and implement a directory of shared geospatial web services and software components and tools for MetroGIS members to search that directory for those shared resources. It also will demonstrate the effectiveness of a broker function that can directly link GIS applications to “best of breed” geospatial services offered from a single hosted location.

The project will implement many of the functions proposed for the MetroGIS Applications Finder in 2004 and will support the GIS Enterprise Architecture design developed with participation of MetroGIS stakeholders and endorsed by the Governor’s Council on Geographic Information (GCGI) for the state. At least one shared application will be supported, LMIC’s open source web service that provides imagery directly to GIS applications. LMIC also proposes to provide application hosting and download services for MetroGIS shared applications, including those resulting from the FGDC CAP grant to the North Dakota - Minnesota Application Development Collaboration that involves several MetroGIS members.

LMIC is requesting \$20,000 for this project, which will leverage more than \$30,000 from LMIC supporting related activities of the Minnesota Geographic Data Clearinghouse and a statewide Shared GeoSpatial Services survey for the GCGI. David Bitner of the Metropolitan Airports Commission and other MetroGIS stakeholders also will contribute time and expertise to the project.

**1. Project Objective and Need for Funding.** The principal purpose of this project is to develop first-generation versions of services directory and brokering functions described in the GCGI Conceptual Enterprise Architecture model for the state, focusing specifically upon objectives of the MetroGIS Application Finder described in 2004. Funding is needed at this time to extend the scope of a more limited current effort to identify opportunities for shared services. Without additional funds, this project will identify shared service opportunities for a statewide GIS strategy, but will not directly address MetroGIS needs. The funding will provide:

- **A Catalog of Geospatial Services.** The catalog will be initialized with data produced from the GCGI Shared Geospatial Services survey.
- **Catalog Maintenance, Query and Search Tools.** A user interface that provides catalog maintenance, query, and search functions similar to those developed for the MN Geographic Data Clearinghouse.
- **Shared Service Use Demonstration.** An application broker that demonstrates the interactive use of LMIC’s OGC-compliant WMS Imager Server as an example of a hosted shared service that directly supports applications meeting MetroGIS business needs.
- **Geospatial Toolkit Library.** An on-line repository for applications and software code that is available to MetroGIS member organizations.

**2. Regional GIS Project Objectives.** This project extends the historical focus of a “Regional GIS Project” by providing enhanced access to shared geospatial services and applications, not just enhanced access to data. Extending benefits to shared applications has been informally supported by the MetroGIS Policy Board, although “Regional GIS Project” has not been redefined. The project will provide direct access to a LMIC service that provides efficient access to imagery data from a shared server.

**3. Implementing a Sustainable Solution to a Priority Need.** The MetroGIS Coordinating Committee has identified application sharing as an important “next step” for several years, expressed in 2004 as ApplicationFinder. This project will implement much of ApplicationFinder’s core functionality, but within the context of a “Services Broker” as a critical piece of a GeoSpatial Enterprise Architecture. As an important element of the state’s Enterprise Architecture framework, LMIC advocates implementing the Broker as a core Clearinghouse service funded by the state.

**4. Activities to Achieve Project Objective and Relationship of Requested Funds.** The total funds needed to complete this project is \$20,000. In addition, an estimated \$30,000 in LMIC resources will be devoted to administration, infrastructure maintenance, and technical services related to the project. Project activities and estimates of MetroGIS funds needed for the activities are provided below.

A. Complete Initial Design of GeoSpatial Services Inventory	\$0
B. Design and Implement Editing Module	\$2,500
C. Design and Implement Query and Reporting Modules	\$2,500
D. Training/Support for Documentation for Shared Services and Applications	\$2,500
E. Implement Application Hosting Environment	\$2,500
F. Develop, Test and Implement Services Broker Capability	\$6,000
G. Test and Implement Functioning Application-to-Application Service Connector	\$3,000
H. Project Documentation	\$1,000

**5. Readiness.** LMIC maintains staff and computer facilities required to implement this project, is authorized to receive funds from other government entities, and has extensive experience managing complex projects on behalf of Minnesota’s GIS community.

**6. Benefit to MetroGIS Community.** This project will allow MetroGIS member application developers to identify geospatial services and applications developed by others, determine applicability to their needs, and select shared components that have been created, tested and implemented. Benefits included reduced applications development time, improved standardization among developers, increased knowledge, and enhanced software reliability. Over time, the public will see improved and expanded functionality and greater uniformity among MetroGIS organizations. This project will help MetroGIS members meet the growing demand for geospatial services without a corresponding increase in resources.

**7. Total Value and Description of Leveraged Resources.** The “Shared Services”, “Web Toolkit” and “Image Service” projects that will be leveraged have a combined value conservatively estimated to be greater than \$75,000. The long-term value to MetroGIS will be considerable higher. This project is estimated to require 500 to 600 dedicated staff hours to complete. LMIC anticipates contributing more than half of these hours as in-kind services. In addition, all hardware, software, networking, and system support costs will be absorbed by LMIC as part of its Clearinghouse functions.

**8. Impact of Partial Funding.** Unless other sources of funding can be found, some project elements would be scaled back or eliminated. The searchable catalog and the brokering function are considered the highest priorities, but any adjustments to scope will be made in consultation with MetroGIS stakeholders.

**9. Project Time Frame.** Most project deliverables can be completed, tested, and implemented by March 2007. The project could begin in August or September 2006 and would be fully completed by the end of April 2007. Loading of products of the Web Toolkit Project into the repository cannot be completed until that project has finished its work, which should be in March 2007.

## ATTACHMENT B

*Reprinted from Spring Issue of the MN GIS/LIS Newsletter*

<http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=310>

### **GeoService Finder: A second-generation catalog of shared GIS services**

*By Fred Logman and Chris Cialek, Land Management Information Center*

A top priority for MetroGIS has been to further develop an inventory of GIS *services* – not simply *data* – to help GIS users in Minnesota meet their business needs. The term "service" covers a wide range of resources, from online geocoding to a site that provides streaming access to air photos to software modules that can be reused in a variety of applications.

To move the idea forward, LMIC and MetroGIS have collaborated to build *GeoService Finder*, a catalog of GIS services and software, located at: <http://www.lmic.state.mn.us/GeoServiceFinder/>  
*GeoService Finder* is based on the [Shared Services Survey](#) that was developed by LMIC and the Governor's Council on Geographic Information in 2006.

**Find or share:** We encourage GIS specialists in Minnesota to give *GeoService Finder* a try:

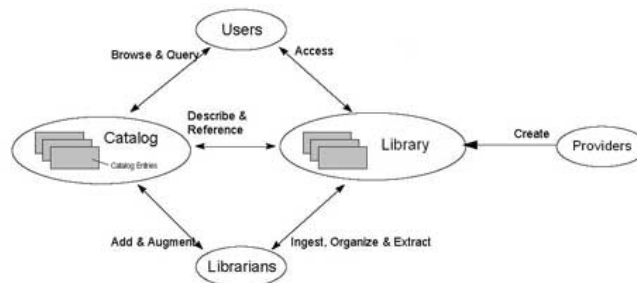
- Look before you build new applications – what you need, or something close to it, may already exist!
- Add a catalog entry of your own describing services or software that you have developed and are willing to make available to others. It is fine to list software and services that require license or use fees.

**Improvements:** *GeoService Finder* incorporates several improvements over the previous *Shared Services Survey*. Fewer fields make it faster and easier to add and read records; more pulldown lists reduce data entry effort and standardize information; on-line help has been expanded; and all data entries conform to international metadata standards.

Resources listed in the *Shared Services Survey* have been moved into *GeoService Finder*. MetroGIS and its members, along with LMIC, will be adding more entries to the Catalog in the coming months.

**The big picture:** This is another step in a process to make shared GIS services a reality for the Minnesota GIS user community. *GeoService Finder* is part of an effort to move toward ultimately implementing a robust general purpose *Enterprise Broker* as conceived in the 2005 white paper, *Minnesota State GIS Enterprise Conceptual Architecture Design*. Find the full report at: <http://server.admin.state.mn.us/resource.html?Id=17091>

**More about catalogs:** *GeoService Finder* adheres to a model similar to that promoted in the Open Geospatial Consortium (OGC) concept of a Catalog Service [Figure 1]. In that model, a *catalog entry* summarizes the content of a geospatial service created by a *provider*. An organized collection of these catalog entries forms a *catalog*; *users* can browse and query the catalog to find what they need. Services may be placed in a *library* where users can access or retrieve them, based on information they discovered in catalog.



**Figure 1. From Catalogs in the Library World;  
OGC Abstract Specifications Topic 13: Catalog Services**

**Further Information and Feedback:** For more information or to provide your comments on *GeoService Finder*, contact either Fred Logman at [fred.logman@state.mn.us](mailto:fred.logman@state.mn.us), 651-201-2495 or Chris Cialek at [chris.cialek@state.mn.us](mailto:chris.cialek@state.mn.us), 651-201-2481.



**TO:** Coordinating Committee

**FROM:** Technical Leadership Steering Workgroup  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** 2008 and 2009 MetroGIS Work Plans and “Fostering Collaboration” Budgets

**DATE:** March 19, 2008  
(For the Mar. 27<sup>th</sup> Meeting)

## **INTRODUCTION**

The recommendations presented in this report build upon the recommendations set forth in the report for Agenda Item 5a “Next Steps: Solutions to Shared Application Needs”.

Accordingly, Technical Leadership Steering Workgroup recommends that the Coordinating Committee endorse:

- 1) Expansion of MetroGIS’s dedicated support staff to include a Technical Coordinator (Attachment A)
- 2) Revision of the 2008 workplan to recognize newly set shared applications roles (Attachment B)
- 3) A preliminary 2009 workplan (Attachment B)
- 4) Revisions to the preliminarily approved 2008 budget line items to recognize priorities set for shared applications roles (Attachment C).
- 5) A preliminary 2009 budget for MetroGIS’s “foster collaboration” function (Attachment C)

Refer to the Reference Section for a summary of the Policy Board’s actions on October 17, 2007 to adopt a preliminary work plan and “fostering collaboration budget for 2008.

## **DISCUSSION**

### **Work Plans:**

Refinement of Preliminary 2008 Work Plan: The results of the January 24<sup>th</sup> Workshop, entitled “Meeting Shared Geospatial Needs Beyond Data”, generally corroborated recommendations that had been previously called for in the business planning (Appendix K of the Business Plan) process completed in October 2007. (See Agenda Item 5a for more information about the January 24<sup>th</sup> Workshop.)

The two suggested modifications are proposed essentially as refinements for clarification. They are:

- 1) As part of the process to define shared application needs, include identification of second-generation shared information needs.
- 2) Populate metadata for the GeoServices Finder application.

2009 Work Plan: As with the 2008 workplan, the activities identified for attention in 2009 in the 2008-2011 MetroGIS Business Plan recognized were also identified at the January 24<sup>th</sup> Workshop.

### **Technical Leadership and Coordination Support:**

The need to secure the skills and expertise of a Technical Coordinator as a member of the MetroGIS support team, initially identified during the Business Planning process, was corroborated as an outcome of the above-referenced workshop held on January 24<sup>th</sup>. The proposed 2008 and 2009 work programs include a statement of supplemental resource requirements anticipated to achieve each proposed activity. Technical leadership and coordination is cited as a need to achieve full satisfaction, in a timely manner, of many of the application-related activities that must be accomplished to achieve the outcomes called for in MetroGIS’s 2008-2011 Business Plan and corroborated at the January 24<sup>th</sup> Workshop..

The workgroup investigated options for providing the required leadership and coordination support and concluded that this support cannot be effectively achieved via dependence on workgroups to serve in a surrogate staff leadership role or via support solely by the Policy Coordinator, a consultant, individuals affiliated with stakeholder organizations on a project-by-project basis by, or by multiple individuals sharing the responsibilities of a Technical Coordinator. A major consideration of the workgroup in reaching this

conclusion was that options other than a single person cannot effectively establish and maintain long-term work relationships necessary to effectively achieve collaborative solutions.

For instance, the Technical Leadership Steering Workgroup was created, in part, to test the “leadership by workgroup” option. In the end, two members assumed responsibility for carrying out the more in depth evaluation than could be accomplished in a group setting or by the Policy Coordinator. Without their in depth analysis, the workgroup’s efforts would have been substantially less rigorous.

As a result, the group concluded that an individual should be secured to provide the technical leadership and coordination expertise needed to achieve the outcomes set forth in the Business Plan, that is, fully and effectively maintain relevance to changing stakeholder needs.

Suggested responsibilities and skills for a Technical Coordinator are presented in Attachment B. At the time of this writing, a proposal was being vetted among Metropolitan Council leadership to fill this support need, with the understanding that stakeholder organizations will contribute resources to accomplish actual application development needs, just as has occurred to address shared data needs. The option of an individual financed by the Council to fill this role was considered by the Workgroup and found to be an acceptable option, given the community success realized with a Staff Coordinator also being a Council-financed position.

**“Foster Collaboration” Project Budget:**

2008: No changes are suggested to the bottom line of the 2008 project (non-staff) budget, with the assumption that the services of a Technical Coordinator will be secured. The only suggested substantive change to the preliminarily approved line items is to postpone work on updating the Performance Measures Plan until specifics about the shared application needs are defined and, therefore, shift the associated funding to use for defining shared application needs.

2009: For budgeting purposes, an assumption is made that a Technical Coordinator will be secured. A total of \$86,000, the same as for 2008 is requested. The preliminary line items calls for dedication of all funds previously allotted for Regional GIS Projects for use to define specific shared application needs, related 2<sup>nd</sup> generation information needs, and pursuit of projects to address those needs.

A “very high” priority project (Agenda Item 5a) is recommended to be completed yet this year through which to better define the cost to achieve the desired application related deliverables. This proposal involves providing direction to a workgroup to go as far as it can to define the specific shared needs and any additional resources needed to fully accomplish the task. Until the workgroup reports back to the Committee, it is recommended that the Regional GIS Project funds (\$25,000 in 2008) be combined with funds available for application-related projects (\$7,000) to keep as many options open as possible. For instance, if the type of process used in 1996-97 to define shared information needs were to be repeated to define shared application needs, the cost could approach \$60,000; the fee paid to Advanced Strategies Inc. (ASI) to facilitate the workshops and distill the information obtained for policy deliberations.

**RECOMMENDATION**

That the Committee recommend that the Policy Board:

- 1) Request the Metropolitan Council to dedicate support resources to MetroGIS sufficient to accomplish the roles and responsibilities of a Technical Coordinator, as described in Attachment A.
- 2) Adopt the proposed revised 2008 and proposed preliminary 2009 MetroGIS work plans, as presented in Attachment B and dated March 13, 2008, with the understanding that securing a Technical Coordinator is required to achieve the associated outcomes.
- 3) Endorse the proposed revisions to the preliminarily approved 2008 budget line items, as presented in Attachment C and dated March 13, 2008, involving postponement of updating the Performance Measures Plan until specific shared application needs are defined and shifting the \$10,000 allotted for updating the Performance Measurement Plan to addressing shared application needs.
- 4) Endorse the preliminary proposed 2009 MetroGIS “foster collaboration” project budget request, presented in Attachment C and dated March 13, 2008, with the understanding that the support role of a Technical Coordinator will be filled by January 1, 2009. (The total amount of \$86,000 requested for the 2009 is the same as approved for 2008.)

## REFERENCE SECTION

### **DIRECTION FROM POLICY BOARD ON OCTOBER 17, 2007:**

**1. Adoption 2008-2011 MetroGIS Business Plan-Operational Plan Components:** ...Member Read summarized the two priority next steps ...define MetroGIS's role related to addressing shared application needs and a plan to secure additional technical leadership resources needed to achieve the scope expansions defined in the new Business Plan. Both recommendations are to be submitted to the Policy Board for consideration at the April 2008 Policy Board meeting. No modifications were offered to these proposed next steps.

### **2. 2008 Work Plan and Revised Budget Proposal**

...Chairperson Reinhardt recognized that the proposed work program as aggressive but necessary to maintain relevance with changing stakeholder needs....

#### **Motion:**

Member Egan moved and Member Schneider seconded to:

- 1) Adopt the 2008-2011 MetroGIS Business Plan, dated October 17, 2007, including those modifications to the proposed Outreach Plan agreed upon at this meeting.
- 2) Adopt the 2008 major work program priorities and 2008 expense budget for MetroGIS's "Foster Collaboration" function, as presented in the agenda report dated October 2, 2007.

Motion carried ayes all.

[Editor's note: Several of the proposed activities for 2008 were accompanied with an "\*\*\*" and the following qualifying statement "*Indicates an activity at least in part dependent upon securing additional technical leadership and coordination resources*". This work plan was based upon the suggested work plan presented in the 2008-2011 Business Plan (see Attachments D and E)]

#### **Motion:**

Member Pistilli moved and Member Egan second to:

- 1) Authorize a Request for Proposals for expert assistance to assist with hosting a forum through which to define MetroGIS's role related to addressing shared application needs and authorize up to \$8,750 for this contract. (Editor's Note: The actual fee was \$7,740 and was paid with 2007 funds.)
- 2) Authorize staff and leadership to make presentations to organizations that serve custodial roles to ensure they are comfortable with the expectations outlined in the 2008-2011 Business Plan.

Motion carried ayes

## Attachment A

### Expanded MetroGIS Technical Leadership and Coordination

(Source: Appendix F, 2008-2011 MetroGIS Business Plan)

The following preliminary technical responsibilities and competencies are suggested as those necessary to effectively achieve the next-generation outcomes defined for MetroGIS's efforts, specifically scope expansions involving: shared applications, partnering with non-government, and data interoperability with jurisdictions that adjoin the Twin Cities metropolitan area. Suggested changes to the specifications set forth in the Business Plan are illustrated.

#### Single Position - MetroGIS Technical Coordinator.

The outcomes to be achieved through performance of the roles and responsibilities listed herein are best carried out by one person. Alternatives, such as, distribution among more than one person, use of consultants, and reliance upon workgroups cannot effectively establish and maintain long-term working relationships among the variety of interests and individuals who comprise the MetroGIS community and whose involvement is essential to fostering and achieving solutions to shared geospatial needs. These alternatives also do not offer the capacity to effectively provide the leadership and coordination needed on an on-going basis to achieve the collaborative outcomes which are the foundation of MetroGIS's purpose.

#### Work Direction:

The MetroGIS Staff Coordinator will continue to be the main contact with the Policy Board. The work of the Technical Coordinator will be coordinated through the MetroGIS Staff Coordinator.

#### Principal Role

Provide leadership and coordination to assist the MetroGIS community investigate, develop and implement strategies for application sharing. Assist the community define what it means to share applications and methods for achieve sharing.

#### Responsibilities Sought for Expanded Technical Leadership / Coordination Support Role

1. Manage implementation of technical aspects of collaborative solutions (data, applications and infrastructure) to shared information and related geospatial technology needs, with an emphasis on insuring interoperability of endorsed regional datasets.
2. Serves as project manager for some technical projects, including project planning, data development, testing of applications, and coordinating volunteer support.
3. Maintain a conceptual current understanding of technology advancements related to addressing geospatial information needs of the stakeholder community.
4. Increased frequency and amount of support for Assist with ongoing satisfaction monitoring (custodians and users) of implemented solutions to shared geospatial needs.
5. Work closely and coordinate with staff of government and non-government stakeholder organizations to define and implement technical aspects of collaborative solutions to shared geospatial needs.
6. Provide additional-lead support needed for the MetroGIS Technical Advisory Team to function as more than a three-time a year knowledge sharing vehicle.
7. Provide tTimely support for task-specific workgroups, including and more opportunity to research and refine leadership ideas to guide development and refinement of solutions to shared needs.
8. Serves as central point of contact for inquiries related to MetroGIS technical services and processes.
9. Maintains effective working relationship with wide range of GIS-related user groups that serve the Twin Cities
10. Monitors opportunities for partnering and assists to connect interests for activities aligned with outcomes defined for MetroGIS's efforts.
11. Provide expanded assistance to MetroGIS (Policy/Staff) Coordinator for: Outreach and advocacy for services available through MetroGIS's efforts, support of the MetroGIS Policy Board and Coordinating Committee, Business Planning activities, negotiation of agreements, support of Performance Measurement Reporting, frame policy obstacles that must be resolved to achieve desired technology solutions, and.

#### What Knowledge, Skills, Abilities Desired

1. Knowledge of current trends in GIS technology including geospatial data and applications, standards, metadata, web-based technology and, service-oriented architecture, and the principals of the NSDI.



2. ~~Knowledge of Library Science and technical writing concepts and practices, especially as related to Information Systems and the Web~~ (Note: the Workgroup felt that this preference might be counterproductive and result in the unnecessary screening out of otherwise qualified candidates.)
2. Experience supporting committees or boards comprised of members with varying points of view.
3. Problem solving in a consensus environment involving varied organizational and professional perspectives.
4. Experience with inter-organizational implementation and management of GIS technology, including needs assessments, database design, standards development, and web-based applications.
5. Understanding of the organizations and community of GIS professionals that serve the seven-county, Twin Cities metropolitan area.
6. Ability to effectively explain complex technical concepts to non-technical managers and policy makers.
7. Ability to write clear, concise, and logical reports and to make clear verbal and written presentations.

## ATTACHMENT B

### SUGGESTED REVISED 2008 AND 2009 WORKPLANS (March 11, 2008)

(Sources: Adopted Preliminary 2008 Work Plan, Results of MetroGIS's January 24, 2008 "Meeting Shared Geospatial Needs Beyond Data" Workshop, and Appendix K of MetroGIS's 2008-2011 Business Plan)

Suggested Activity Remainder 2008 <i>(Originally approved activities in italics. #x tie back to the original approval)</i>	Relative Priority	Suggested Preliminary 2009 Activities <i>(Originally approved activities in italics. See Appendix K of Business Plan)</i>	Relative Priority	Supplemental Resource Requirements <sup>(1)</sup> ["TC" means timing and strategy requires presence of Technical Coordinator to fully satisfy <sup>(2)</sup> ]
<p><i>Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan. #11</i></p> <p><i>Secure approval from affected stakeholders and attain Technical Coordinator and related supplemental resources #3</i></p>	<b>Very High</b>	N/A		<i>Proposal anticipated to Metropolitan Council in March 2008</i>
<p><i>Execute the Next-Generation Parcel Data Sharing Agreement, including clarification of rules pertaining to "view-only" access via Internet applications without prior licensure) #5</i></p>	<b>Very High</b>			
<p>Define and prioritize specific shared application and service needs. <i>[Partial #4 preliminary plan]</i></p> <p>(Investigate doing along with 2<sup>nd</sup>-generation definition of priority shared data/information needs -- data + applications = information)</p> <p><i>(Includes investigation of shared opportunities with non-government entities)</i></p>	<b>Very High</b>	<p><i>Previously #4 2008: Conduct process to define specific shared application needs</i></p> <p>If practical to combine with effort to define shared application needs, conduct a second-generation definition of priority shared information needs, including affirmation of the need for previously defined needs that have not been met (e.g., jurisdictional boundaries for water management and school districts) . <b>If not practical to conduct with shared application need project, postpone until 2010.</b> <i>(Recommend setting aside funds as a line item in 2009 "foster collaboration" budget)</i></p>	<b>Very High</b>	<p><b>TC and Funding TBD</b></p> <p>Begin immediately, with oversight from the Technical Leadership Steering Workgroup</p>

Suggested Activity Remainder 2008 (Originally approved activities in italics. # x tie back to the original approval)	Relative Priority	Suggested Preliminary 2009 Activities (Originally approved activities in italics. See Appendix K of Business Plan)	Relative Priority	Supplemental Resource Requirements <sup>(1)</sup> [“TC” means timing and strategy requires presence of Technical Coordinator to fully satisfy <sup>(2)</sup> ]
Sustain traditional “foster collaboration” support activities <sup>(3)</sup> #1 Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan. #11 Secure approval from affected stakeholders and attain Technical Coordinator and related supplemental resources #3	Very High Very High	Sustain traditional “foster collaboration” support activities <sup>(3)</sup> N/A	Very High	Proposal anticipated to Metropolitan Council in March 2008
Complete initiatives started in 2007: #2				
<ul style="list-style-type: none"> <li>Implement a Regional Address Points Dataset and Web-Editing Application to assist smaller producers of address data participate in the regional solution</li> </ul>	High	Migrate to outreach component to expand producer participation	High	TC
<ul style="list-style-type: none"> <li>Define a strategy to address shared Emergency Preparedness information</li> </ul>	High			TC Leverage \$50,000 CAP funding and statewide effort
<ul style="list-style-type: none"> <li>Complete Regional Geocoding Pilot Project</li> </ul>	High			Contract in place
Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions #6	High	Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions #6	High	Leverage the Twin Cities Economic Development Website Project. TC will be needed to implement specific protocols.
<del>Implement the “Application Finder” concept. #7</del> (Note: The Workgroup recommends an organic process that builds upon the GeoServices Finder service, and overseen by LMIC as a pilot project for MetroGIS, and other collaboration tools identified in this plan)	N/A			
Populate metadata for GeoServices Finder, including the creation of template to promote standardization (Candidate 2008 Regional GIS Project?)	High			TC Use original project workgroup plus related state workgroups to define a strategy –Timing and whether Technical Coordinator is secured.

Suggested Activity Remainder 2008 <i>(Originally approved activities in italics. # x tie back to the original approval)</i>	Relative Priority	Suggested Preliminary 2009 Activities <i>(Originally approved activities in italics. See Appendix K of Business Plan)</i>	Relative Priority	Supplemental Resource Requirements <sup>(1)</sup> [“TC” means timing and strategy requires presence of Technical Coordinator to fully satisfy <sup>(2)</sup> ]
<p><i>Update the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder and pending solutions related to shared application needs (10/17/07 PB) #9</i></p> <p>Incorporate recommendations related to applications into updated Outreach Plan. The nine categories of application-sharing activities should be a focus. Include ideas such as a recognition (award) program to highlight successful projects.</p>	Medium	<p><i>Expand Outreach Plan to include a Marketing component.</i></p> <p><i>Develop briefing materials to support leadership’s advocacy among their peers for benefits of collaboration.</i></p> <p><i>Host and / or co-host education forums</i></p>	Low	<p>Create workgroup and leverage marketing expertise on staff with stakeholder organizations</p> <p>Efforts could be aided by input from Technical Coordinator</p>
<p><i>Adopt a plan to achieve an orderly succession of leadership (Leadership Development Plan) #10</i></p> <p>Incorporate discussion of Technical Leadership needs and recommendations of the PlanGraphics Team into the pending Leadership Development Plan (formerly referred to as Leadership Succession Plan)</p>	High			<p>Outsource lead support role to RRA. Coordinating Committee to decide if a workgroup should be involved at March 2008 meeting (see Agenda Item 5g.)</p>
		<p><i>Execute Street Centerline Agreement. Current agreement expires 12/09</i></p>	Very High	
		<p><i>Conduct Peer Review forums for endorsed regional solution to shared information needs that have been operational for several years.</i></p>	High	TC
		<p>Ensure “obstacles to sharing” defined at the January 24<sup>th</sup> workshop do not become reality. [e.g., address security, licensing, cost recovery and budget cycles (for trust issues, see above)]. (Components of a Livelihood Scheme called for in the 2008-2011 Business Plan)</p> <p>Formerly listed as “Time Permitting in 2008”: Following the definition of MetroGIS’s role relating to addressing shared application needs, resume evaluation of “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011</p>	High	<p>TC (create workgroup)</p> <p>(Workgroup and consultant)</p>

Suggested Activity Remainder 2008 <i>(Originally approved activities in italics. # x tie back to the original approval)</i>	Relative Priority	Suggested Preliminary 2009 Activities <i>(Originally approved activities in italics. See Appendix K of Business Plan)</i>	Relative Priority	Supplemental Resource Requirements <sup>(1)</sup> [“TC” means timing and strategy requires presence of Technical Coordinator to fully satisfy <sup>(2)</sup> ]
		<i>Business Plan.</i> <i>Develop support Plan for DataFinder which incorporates tactics listed in Business Plan. (Component of above-referenced plan to ensure obstacles to sharing do not materialize.)</i>	<i>High</i>	TC in conjunction with DataFinder manager
		<i>Investigate enhancements to DataFinder</i> <i>Previously 2008 #8: Once MetroGIS's role(s) to address shared application needs are defined, update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and implement</i> Incorporate the benefits evaluation-related recommendations of the PlanGraphics Team into the pending update of the Performance Measurement Plan	<i>High</i>	TC (Performance Measurement workgroup and consultant)  Efforts could be aided by input from Technical Coordinator
		Define a more fully developed geographic data, applications and services broker based on needs outlined by the January 24, 2008 forum, the state's conceptual geospatial architecture plan, and the GeoServices Finder project.	<i>High</i>	Develop a more mature, MetroGIS specific vision of what a full geo data and services finder and broker would be, what resources would be needed to support it, and candidate implementation scenarios. Begin to champion the concept. Leverage the state Broker project workgroup.

<p><b>Suggested Activity Remainder 2008</b> (Originally approved activities in italics. # x tie back to the original approval)</p>	<p><b>Relative Priority</b></p>	<p><b>Suggested Preliminary 2009 Activities</b> (Originally approved activities in italics. See Appendix K of Business Plan)</p>	<p><b>Relative Priority</b></p>	<p><b>Supplemental Resource Requirements<sup>(1)</sup></b> [“TC” means timing and strategy requires presence of Technical Coordinator to fully satisfy<sup>(2)</sup>]</p>
		<p>Define communication and presentation needs related to shared applications, such as collaboration mechanisms, “One-Stop Shop” web site, linking between MetroGIS related sites</p> <p><i>Explore creation of Geospatial Marketplace, including metadata “lite” directory top supplement DataFinder catalogue, and investigate potential for open source data model.</i></p> <p>PlanGraphics’s collaboration registry recommendation: Establish means for connecting prospective partners</p>	<p><i>High</i></p>	<p>Pass forum recommendations and related Workgroup discussions regarding creation of a “Collaboration Portal” and related components to those updating the Outreach Plan. Ask the Technical Advisory Team to expand scope to oversee a “mail list or list serve” mechanism as the initial strategy to foster partnering and knowledge sharing. A role of the proposed Technical Coordinator would be to moderate this communication mechanism.</p>
		<p>Explore methods for enhancing and sustaining trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust</p>	<p><i>Medium</i></p>	<p>Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Technical Advisory Team and/or special workgroup. Leverage the delivery of the Geocoder service as a test bed for developing documentation for custodial roles and responsibilities, in particular in the form of a Service Level Agreement building on the current practice of documenting these aspects via Regional Solution Policy Statements.</p>
		<p><i>Make substantive progress to achieve vision for next-generation (E911 Compatible) Street Centerline Dataset</i></p>	<p><i>Medium</i></p>	<p><b>TC</b></p>
		<p>Create a forum for visioning, coordinating, finding</p>	<p><i>Medium</i></p>	<p><b>TC</b></p>

Suggested Activity Remainder 2008 <i>(Originally approved activities in italics. # x tie back to the original approval)</i>	Relative Priority	Suggested Preliminary 2009 Activities <i>(Originally approved activities in italics. See Appendix K of Business Plan)</i>	Relative Priority	Supplemental Resource Requirements <sup>(1)</sup> [“TC” means timing and strategy requires presence of Technical Coordinator to fully satisfy <sup>(2)</sup> ]
		and funding technical resources for the development and testing of applications and web services		Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Staff Coordinator, Coordinating Committee, and Technical Advisory Team
		<i>Investigate impact of cost recovery on ability to achieve desired data sharing</i>	<i>Low</i>	
		<i>Investigate need for creation of a new organizational structure to address priority shared geospatial needs.</i>	<i>Low</i>	

(1) Short Term – Rely upon the Technical Leadership Steering Workgroup or possibly mobility assignments. Longer term – dedicated staff position to work in concert with the Staff/Policy Coordinator

(2) This analysis of supplemental support needs assumes the base level of funding approved by the Metropolitan Council in December 2007 for MetroGIS’s “fostering collaboration” function pertaining to the preliminary 2008 MetroGIS work program, including the ability to continue to outsource for policy development (RRA) and communications projects (Landkamer). The administrative-technical support provided previously is also assumed.

(3) The activities associated with the referenced on-going traditional “foster collaboration” functions are as follows:

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

**Attachment C**

**2008-2009 Budget  
MetroGIS's "Fostering Collaboration" Function**

**Proposed Revisions to the Preliminarily Approved 2008 Budget  
and  
Proposed Preliminary 2009 Budget Request**

**(Next Page)**



Final 2008 and Preliminary 2009 MetroGIS "Foster Collaboration" Function Budget <i>Funding Source: Metropolitan Council</i>				
Main Activity	Sub-Activity	MetroGIS "Foster Collaboration" Budget		
		2007	2008	2009 <sup>(1)</sup>
		Approved \$57,000	Approved 10/17/2007 \$55,000	Proposed Revision \$56,000
Professional Services/Special Projects				Preliminary Request \$51,000
	Next-Generation Parcel Data Sharing Agreement (negotiations)	\$5,000	\$5,000	
	2008 Regional GIS Projects - Research and Development (may include work on previous projects - e.g., Application Finder, Web Editing Application for Regional Address Dataset)	\$25,000	\$25,000	N/A
	2009 Regional GIS Projects <sup>(2)</sup> (FOR 2009, USE ENTIRE \$25,000 ALLOTMENT TO DEFINE / IMPLEMENT SPECIFIC SHARED APPLICATIONS NEEDS)			\$0
	Define MetroGIS's Shared Applications Roles, Technical Leadership Plan, Leadership Succession/Development Plan, Update Outreach Plan <sup>(3)</sup>	\$5,000	\$5,000	
	Conduct Process to Define Specific Shared Application Needs / Implement Solutions (e.g., blending of DataFinder and GeoServices Finder, refinement of Service Broker Concept, adding metadata to the GeoServices Finder Application for metro area, creating GeoServices Finder metadata template, and define plan and maintain trusted services (multi-modal, Service Level Agreements, etc.))		\$10,000	\$33,000
	Develop Plan to Ensure Obstacles to Sharing do not Materialize (E.G., Security, Licensing, Cost Recovery, Budgets, etc.). This activity includes developing a Livelihood Scheme / Defining Organizational Competencies.		\$2,000	\$5,000
	Define Organizational Competencies (combined with above item)	\$2,000		
	Update Performance Measurement Plan <sup>(4)</sup>	\$44,000		\$10,000
	Develop new Communications/Outreach Plan <sup>(5)</sup>	\$3,000	\$3,000	
	Design New Outreach Materials (may include Web Site upgrades & tools, printed or other materials) (See below for printing <sup>(6)</sup> )		\$3,000	
	DataFinder - Contingency Fund for Unexpected Repairs	\$3,000	\$3,000	\$3,000
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties)	\$28,000	\$28,000	\$28,000 <sup>(7)</sup>
Outreach	Printing of new Outreach Materials (e.g., Information Brochure)	\$800	\$4,600	\$6,600
	Advocacy/Networking Mileage (200 miles x \$8/mile = \$1,152) <sup>(8)(9)</sup>	\$3,000	\$2,400	\$5,000
	Annual Report/Informational Brochure (see above)	\$1,200	\$1,200	\$1,200
	• Postage - 800 postcards (\$16.30=\$240) in addition to 1500+ via email )	\$300	\$300	\$500
	• Minimal for other communications	\$100	\$100	\$100
Misc Office	Website Domain registration (www.metrogis and www.datafinder) - \$20/ea	\$200	\$400	\$400
	Specialty Team/Forum Support Materials	\$40	\$40	\$40
		\$360	\$360	\$360
Dedicated Staff Support		\$86,000	\$86,000	\$86,000
		\$122,645	\$124,485	TBD
	<b>Grand Total</b>	<b>\$208,645</b>	<b>\$210,485</b>	<b>TBD</b>
NOTES:				
	<sup>(1)</sup> Individual line items represent preliminary estimates for purposes of submitting a 2009 funding request to the Metropolitan Council. Modifications among the individual line item amounts may occur as expectations are refined over the next several months. Any such changes will be presented to the Policy Board at its October 2008 meeting.			
	<sup>(2)</sup> Research and Development (may include work on previous projects - e.g., Application Finder, Web Editing Application for Regional Address Dataset)			
	<sup>(3)</sup> No out of pocket expenses to define or shared application roles. Completed with 2007 funds. No out of pocket expenses to define plan to secure additional Technical Coordination support.			
	<sup>(4)</sup> Update of the Performance Measurement Plan is tentatively scheduled as a late 2008 activity, depending upon progress made to define specific shared application needs.			
	<sup>(5)</sup> Update of the Outreach Plan is tentatively scheduled as a 2009 activity, awaiting defining of shared application needs.			
	<sup>(6)</sup> Component of Outreach Plan Update. See footnote #4			
	<sup>(7)</sup> Assume status quo of \$28,000 for preliminary estimate. Current agreement expires 12/31/08. Negotiations for next-generation agreement scheduled to begin Spring 2008			
	<sup>(8)</sup> Travel by participants is paid by the participant's organization			
	<sup>(9)</sup> Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.			
	<sup>(10)</sup> Recommendation of the Coordinating Committee on March 27, 2008 to expand dedicated staff to include a Technical Coordinator			
	<sup>(11)</sup> The individual who served as Administrative Technician for MetroGIS resigned in February 2008. Filling of the responsibilities of this position will be evaluated in conjunction with the Technical Coordinator request (footnote 3)			
	(See Appendix E in the 2008-2011 Business Plan for Expenses Before 2007)			

## Attachment D

### Preliminary 2008 and 2009 Work Program Priorities - From 2008-2011 Business Plan Sorted by Major Activity Area (Source: Appendix K, 2008-2011 MetroGIS Business Plan)

**Notes:** The suggested program year was agreed upon by the Coordinating Committee on 9/12/07, using the survey results as a guide. Work on a project in one activity area often achieves objectives in another area as well. This document was the basis for the 2008 Work Plan endorsed by the Policy Board on October 17, 2007.

Work Program Item (## added 9/12/07 by Coordinating Committee.)	Overall Rank (1)	Suggested Program Year	Requires Additional Technical Support	Comment
<b>I. Develop and Maintain Regional Data Solutions to Address Shared Information Needs</b>				
a. Execute Next-Generation Parcel Data Sharing Agreement. Current agreement expires 12/08. (Also Areas 3 and 6)	1	2008		An annual fee has been paid with previous agreements to help counties automate the process of translating data into regional database format.
b. Execute Street Centerline Agreement. Current agreement expires 12/09. (Also Areas 3 and 6)	2	2009		An annual data maintenance fee has been paid with previous agreements.
c. Adopt Best Practices to Provide View-Only Access to Licensed Data Via Applications (Also Area 6)	5	2008*		*This is a component of Activities 1a and 1b.
d. Conduct second generation identification of shared information needs (Related to Activity 2a - Shared Application Need Assessment).	6	2009	X	This is the anticipated next step (late 2008 or 2009) following agreement on an application- sharing policy framework--Activity 2a.
e. Make substantive progress to achieve vision for next-generation (E911 Compatible) Street Centerlines dataset. (Also Areas 3 and 6)	8	2009	X	Comment from survey: "Requires management and policy leadership from MESB and involvement of PSAPs."
f. Decide next steps for emergency preparedness regional solution. (Also Area 6)	9	2009	X	Evaluate lessons learned from Phase I efforts
g. Make substantive progress to achieve the vision for Addresses of Occupiable Units dataset. This includes implementation of a web-editing application to foster participation by smaller entities. (Also Areas 3 and 6)	13	2008	X*	In progress: *Mark Kotz, Metropolitan Council, is currently filling the technical leadership (TL) role. Depending upon the Council's perception of benefit received, other leadership resources may be needed.
h. Achieve regional solution for jurisdictional boundaries such as school districts and water management organizations.	20	2009		This is dependent upon ability to secure regional custodian commitments.
i. Investigate partnering opportunities with non-government Interests. (Also Areas: 2, 3, and 7)	28	2008	X?	<b>This is a top priority of the Policy Board.</b> Assume Staff Coordinator will be the initial contact. As relationships are established, work with Technical Leadership.

<sup>1</sup> The overall priority ranking reflects the results of a survey of Coordinating Committee and Technical Advisory Team members in August 2007. The proposed work program year reflects the final recommendation of the Coordinating Committee.

Conduct Peer Review Forums. Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology and Street Centerlines.	32	2009+	X	Purpose: Invite suggested enhancement to regional solutions to ensure continued relevance to stakeholder needs.
<b>II. Expand Endorsed Regional Solutions To Include Support And Development Of Application Services</b>				
<b>##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope. (Also Area 8)</b>	N/A	Begin 2007 2008	X	<b>This is the highest priority next step.</b> A plan needs to be in place by April, 2008. Board prefers to secure needed resources by mid-year.
a. Develop policy framework and plan for shared applications and begin implementation (e.g., define the range of sharing options and those appropriate for MetroGIS).	3	Begin 2007 2008	X	<b>This is a top priority in moving toward an expanded scope.</b>
b. Apply lessons learned from Geocoding Pilot Project.	10	2008*		*This is a component of Activity 2a.
c. Implement ApplicationFinder. (Also Area 6)	11	2008	X	LMIC's 2007 Service Broker project will define parameters important to implementation.
d. Pursue web-based "message board" to facilitate partnering on shared application needs.	16	2008?	X	Pursue after, or with, development of ApplicationFinder (Priority 11).
<b>III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available, and Enlisting More Users</b>				
a. Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data sharing and interoperability. (Also Area 6)	4	2008	X	Assume the Staff Coordinator will be the initial contact. As relationships are established, work in concert with Technical Leadership.
b. Advocate for MetroGIS's efforts in development of statewide geospatial policies.	14	Ongoing		
c. Develop a management and support plan for DataFinder which incorporates tactics suggested in this Business Plan. (Also Area 6)	24	2009	X	Implement after Activities 8f and 8g.
d. Investigate enhancements to DataFinder. (Also Area 6)	30	2009?	X	Implement after Activities 3c, 8f and 8g, if a need is identified.
e. Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder, and investigate the potential for an "open source data model." (Also Area 6)	31	2008 metadata "lite" component	X	This is ongoing as specific data models are considered.
f. Investigate impact of cost recovery policies on the ability to achieve desired data sharing. (Also Areas 1 and 6)	34	?		This is best addressed within the context of a practical, as opposed to a theoretical, situation.
<b>IV. Promote a Forum for Knowledge Sharing</b>				
a. Host or co-host educational forums. (Also Area 2)	7	2008?		Need to decide purpose of forums
b. Leverage electronic tools.	12	Ongoing		This is a component of the "fostering collaboration" function: "Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders"

## V. Build Advocacy and Awareness of the Benefits of Collaborative Solutions to Shared Needs

a. <b>##Update the Outreach Plan.</b> Focus on ensuring stakeholder awareness of regional datasets and DataFinder, not on increasing participation in the MetroGIS organization.	N/A	Fall 2007		Added on 9/12/07. The Coordinating Committee concluded the existing Outreach Plan should be updated, as it has not been updated since adopted in 2002.
b. Develop briefing materials to support leaders' advocacy for benefits of collaboration among their peers. <i>(Also Area 6)</i>	17	2009		Implement after shared application role is defined.
c. Expand MetroGIS Outreach Plan to include a marketing component and begin implementation. <i>(Also Area 6)</i>	33	2009		Board direction July, 2007: Not sure if "marketing" is appropriate. Once shared applications role is defined, reassess need and purpose. Leverage marketing expertise possessed by stakeholders before consultant assistance is considered.

## VI. Expand MetroGIS Stakeholders

a. <i>See III.a "Working relationships with adjoining jurisdictions."</i>				Expands relationships beyond metropolitan area
b. <i>See If "Next steps for emergency preparedness solution."</i>				Expands types of users
c. <i>See I.g "Addresses of Occupiable Units."</i>				Expands types of users, in particular with cities
d. <i>III.e "Geospatial Marketplace"</i>				Expands relationships with non-government users

## VII. Maintain Funding Policies that Make the Most Efficient and Effective Use of Available Resources and Revenue for System-Wide Benefit

a. Advocate for legislative funding initiatives valuable to outcomes defined by MetroGIS. <i>(Also Area 6)</i>	15	Ongoing		Implement as opportunities arise.
b. Update Performance Measurement Plan (e.g., measures of public value) to align with Business Plan.	21	2008		Pursue this after shared applications-related policies and roles are in place.
c. Investigate creation of a partnership, or joint powers body, to expedite cost sharing on shared data acquisitions, applications, etc. <i>(Also Area 6)</i>	25	2009	X	Seeks to streamline management and spending of funds (contracting and intellectual property rights) where multiple organizations are involved.
d. Foster community-focused philosophy regarding GIS return on investment	26	Ongoing		This has been moved to Guiding Principles. Candidate performance measure.

## VIII. Optimize MetroGIS Governance and Organizational Structure

a. <b>##Ensure accomplishments are maintained while continuing support of foundation activities for traditional "foster collaboration" function.</b> <sup>(2)</sup>	N/A	Ongoing		The Coordinating Committee concluded on 9/12/07 that continued support of these ongoing activities functions should be articulated as a priority need.
b. <b>##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope.</b> <i>(Also Area 2)</i>	N/A	Begin 2007 2008	X	<b>Highest Priority Next Step</b> A plan needs to be in place by April, 2008. Board prefers to secure needed resources by mid-2008.

c. Develop a Leadership Succession Plan and ensure adequate support.	18	Begin2007 2008		Retirements are pending for key management and political leaders.
d. Update operating guidelines to align with this Plan.	19	2009		Pursue after Outreach (Priority 33a) and Performance Measurement Plans (Priority 21) are updated.
e. Update Performance Measurement Plan (measures of public value) to align with this Business Plan. Implement Performance Measurement Plan.	21	2008	X?	Pursue once applications-related policies and roles are decided.
f. Evaluate stakeholder participation relative to needs to achieve current regional objectives.	22	2009	X	Pursue after "shared applications" implementation is underway. This is also a component of Activities 8g, 8h, and 8i.
g. Conduct Participant Satisfaction Survey.	23	2009		Pursue after "shared applications" implementation is underway (Activity 2a, Priority 3).
h. Seek reaffirmation of role expectations by key stakeholders (i.e., sponsors and custodians).	27	Begin 2007		The Coordinating Committee concluded on 9/12/07 that this action should involve presentations to key participants to clarify role expectations. There is no formal endorsement to be requested.
i. Conduct an evaluation of "Organizational Competencies" once Technical Leadership resource need is addressed and a plan for addressing shared applications is in place.	29	2009 (2008, time permitting)		Following adoption of "shared applications" plan, and resolution of current technical leadership support needs, complete the work to apply "organizational competencies" concepts fostered by Professor John Bryson, University of MN, to MetroGIS's Business/Work Planning efforts. Work on this management tool had to be postponed until the competency resources and needs related to applications are established.

## Attachment E

### Preliminary 2008 and 2009 Work Program Priorities – From 2008-2011 Business Plan Sorted by Relative Priority

SUMMARY OF COORDINATING COMMITTEE SURVEY RESULTS - AUGUST 2007										
PRIORITY PREFERENCES FOR 2008-2009 WORK PROGRAMMING										
<i>Major Activity Areas (Defined in 2008-2011 MetroGIS Business Plan)</i>										
<ol style="list-style-type: none"> <li>1. Develop and Maintain Regional Data Solutions to Identified Shared Information Needs.</li> <li>2. Expand Regional Solutions To Include Support And Development Of Application Services.</li> <li>3. Facilitate Better Data Sharing.</li> <li>4. Promote a Forum for Knowledge Sharing.</li> <li>5. Build Advocacy and Awareness.</li> <li>6. Expand MetroGIS Stakeholders.</li> <li>7. Maintain Funding Policies That Get The Most Efficient And Effective Use Out Of Available Resources And Revenue For System-Wide Benefit.</li> <li>8. Optimize MetroGIS Organization.</li> </ol>										
Activity #	Strategy=S#	Tactic=T#	Rank	Priority	Participation	Survey Results - 15 Respondents	Supplemental Support	Comments		
Tie to Plan			(1 very low-5 very high)				Anticipated			
	<b>Strategies/Tactics – (Defined in 2008-2011 MetroGIS Business Plan)</b>									
	<i>(Three bolded-italicized items - priorities of Policy Board for 2008)</i>									
	Per Conclusion at Strategic Directions Workshop - Continue traditional ongoing "foster collaboration" support activities (e.g., foster knowledge sharing, liaison with efforts, in particular at the state and national levels; monitor effectiveness of regional solutions that in place, ensure decision-making processes are meaningful, productive, and a good use of participants' time; document benefits of MetroGIS's efforts via testimonials; report on performance measures; maintain currency of metrogis.org website, and produce annual report and other outreach materials.)									
A1.T2	Execute Next-Generation Parcel Data Sharing Agreement – current agreement expires 12/08. (Also Areas 3 and 6)									
A1.T2	Execute Street Centerline Agreement current agreement expires 12/09. (Also Areas 3 and 6)									
A2.T2 & A2.T3	<b>Develop Policy Framework and Plan for Shared Applications (e.g., define a framework for the range of options appropriate for MetroGIS's efforts regarding shared application needs) and Begin Implementation.</b>									
A3.S4	<b>Establish working relationships with jurisdictions adjoining Twin Cities Metropolitan area to improve data sharing and interoperability. (Also Area 6.)</b>									
A1.T6	Adopt Best Practices to Provide View-Only Access to Licensed Data Via Applications.(Also Area 6.)									
A1.T1	Conduct 2nd generation identification of shared information needs (related to Activity 2a - Shared Application Need Assessment).									
A2.T4 & A4.T3	Host/Co-Host Educational Forums									
A1.S2	Make substantive progress to achieve vision for Next-Generation (E911 Compatible) Street Centerlines dataset (Also Areas 3 and 6)									
A1.S2 & A1.T9	Decide next steps for emergency preparedness regional solution. (Also Area 6)									
A2.T1	Apply lessons learned from Geocoding Pilot Project									
A3.T4	Implement ApplicationFinder. (Also Area 6.)									
A4.T5 & A4.T3	Leverage electronic tools									
A1.S2	Make substantive progress to achieve the vision for Addresses of Occupiable Units dataset. Includes implementation of a web-editing application to foster participation by smaller entities. (Also Areas 3 and 6.)									
A3.T5	Advocate for MetroGIS's Efforts in Development of Statewide Geospatial Polices									

		15	3.9	2.9	Supplemental Support	Ongoing - As the opportunity arises
		Rank	(1 very low-5 very high) Priority	Participation	Anticipated	Comments
A7.S4	Advocate for Legislative funding initiatives valuable to outcomes defined by MetroGIS. (Also Area 6)					
	<b>Strategies/Tactics - (Defined in 2008-2011 MetroGIS Business Plan)</b> (Three <i>bolded-italicized</i> items - priorities of Policy Board for 2008)					
A2.T5	Pursue web-based "message board" to facilitate partnering on shared applicator need	16	3.7	2.7	5, 2	Should be pursued after or in conjunction with implementation of Application Finder- Activity (#11)
A5.S2	Develop briefing materials to support leadership advocacy for benefits of collaboration among peers. (Also Area 6)	17	3.7	2.7	9?	Retirement pending for management and political leadership
A8.S4 & A8.T3	Develop a Leadership Succession Plan and insure adequate support.	18	3.7	2.7	9?	
A8.T1	Update Operating Guidelines to Align with Next Generation Business Plan (e.g., Definition of Participant)	19	3.7	2.7		Pursue after Outreach (#33a) and Performance Measurement Plans (#21) are updated
A1.S2	Achieve regional solution for jurisdictional boundaries – school districts and water management organizations	20	3.6	2.6		Need to secure regional custodian commitments to proceed
A7.T1 & A8.T1	Update Performance Measurement Plan (measures of public value) to align with the Next-Generation Business Plan and Implement.	21	3.5	2.5	9	Pursue once applications-related policies/roles are decided
A8.S2, S3, T4 & T5	Evaluate stakeholder participation relative to needs to achieve current regional objectives	22	3.5	2.5		After application's plan in place and Component of Activity (#23)
A8.T1, T4 & T5	Conduct Participant Satisfaction Survey	23	3.5	2.5		After "shared applications" implementation underway (#3)
A3.T1a	Develop a management and support plan for DataFinder, which incorporates tactics suggested in new Business Plan. (Also Area 6)	24	3.5	2.5	2, 3	After Activities (#23) and (#22)
A7.S1 & A7.T1	Investigate creation of a partnership entity (e., joint powers body) to expedite cost sharing on shared data acquisition needs, application solutions, etc. (Also Area 6)	25	3.4	2.4	2, 4, 3	
A7.S3	Foster a community-focused philosophy regarding GIS return on Investment. (Also Area 5)	26	3.4	2.4		Moved to Guiding Principles - Ongoing.
A8.S3 & A8.T1	Seek reaffirmation of role expectations by key stakeholder (e.g., sponsors and custodians)	27	3.4	2.4		Modified by Committee 9/12/07. Clarify expectations with key stakeholders (custodians) as opposed to seeking formal endorsement of Plan as originally suggested by staff.
A1.S3	<b>Investigate Partnering Opportunities with Non-Government Interests. (also Areas: 2, 3, and 7.)</b>	28	3.3	2.3	2?	<b>Top Priority</b> <i>Top Priority - expanded scope Address in 2008</i> . Assume the Staff Coordinator will be the initial contact and as relationships are established work in concert with the Technical Leadership.
A8.S1 & T1 & A8.T6-12	Conduct an evaluation of "Organizational Competencies" once the Technical Leadership resource need is resolved and a Plan for MetroGIS's role regarding shared applications is in place.	29	3.3	2.3	9	Following adoption of "shared applications" plan and current technical leadership support needs are resolved, complete work to apply "organizational competencies" concepts fostered by Professor John Bryson, University of MN to MetroGIS's Business/Work Planning efforts. Work on this management tool had to be postponed until the competencies (haves and needs) related to applications are established.
A3.T1a	Investigate Enhancements To DataFinder. (Also Area 6.)	30	3.3	2.3	3	After Activity (#24) and Activities (#23) and (#22), if a need is identified.
A3.T2 & A7.T2	Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder, and investigation of the potential for an "open source data model". (Also Area 6)	31	3.3	2.3	3, 2	Consider starting with "metadata lite". Open source data model concept – ongoing effort as data models are considered
A1.T3	Conduct Peer Review Forums – (Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology and Street Centerlines.)	32	3.2	2.3	2, 4, 3	Purpose – invite suggested enhancement to regional solutions to ensure continued relevance to stakeholder needs
A5.T1, A5.T5	Expand MetroGIS Outreach Plan to include a Marketing Component and Begin Implementation. (Also Area 6)	33	3.1	2.1	9?	Board direction July 2007 – Not sure if "marketing" is appropriate. Once shared applications role is defined, reassess need/purpose. Leverage marketing expertise possessed by stakeholders before consultant assistance is considered
A1.T5 & A3.T3	Investigate impact of cost recovery policies on ability to achieve desired data sharing (Also Area 6)	34	2.9	1.9		Best addressed within the context of a practical as opposed to a theoretical situation

## Part of Attachment D

<sup>(1)</sup> Traditional activities that comprise the MetroGIS “foster collaboration” function include (activities in *italics* depend at least in part on presence of technical coordination and leadership expertise):

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





**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Regional GIS Projects – Call for 2008 Project Proposal  
**DATE:** February 28, 2008  
(For Mar 27<sup>th</sup> Meeting)

### INTRODUCTION

The purposes of this report are as follows:

1. Formally announce the call for 2008 Regional GIS Project proposals
2. Seek the Committee's acceptance of a proposal review process and approval schedule that includes a special Committee meeting in May and the Executive Committee of the Policy Board considering the concept proposals, as opposed to the full Policy Board.

### BACKGROUND

MetroGIS's approved 2008 budget includes \$22,000 for Regional GIS Projects. See Exhibit 1 for the application guidelines and proposed schedule.

Regional GIS Projects are defined as:

*"...a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."*

### DISCUSSION

Modification of the approval process and schedule that was used in the past for this program is recommended to ensure that priority preferences defined at the January 24<sup>th</sup> "Meeting Shared Geospatial Needs Beyond Data" Workshop are understood by prospective applicants before the 2008 Regional GIS Project proposals are developed. These priority preferences are scheduled to be a focus of discussion at the Committee's March 27<sup>th</sup> meeting (see Agenda Item 5a).

In the past, the call for Regional GIS Project proposals was made earlier in the year enabling the Coordinating Committee to consider them at its March meeting and securing of award endorsement(s) at the Policy Board's July meeting. Since consideration by the Committee at its March meeting will not occur this year, modification of the previous process is needed to complete it by early August, as has been the case in the past.

Completion of the award process in early August is preferred to: 1) maintain momentum by proceeding with projects that address stakeholder needs as rapidly as possible and 2) ensure funding is not lost in cases where complex agreements and negotiations are needed to encumber the funds. If the process used in the past is not modified, project awards could occur as late as October. In the past, execution of the related agreements has taken longer than two months; the amount of time that would be available if Policy Board approval were not to occur until its October meeting.

### RECOMMENDATION

That the Committee:

1. Recommend that the Policy Board endorse the proposed Regional GIS Project approval schedule as presented in Attachment 1, Exhibit A, which includes authorizing its Executive Committee to review and comment on concept project proposals, as opposed to the full board.
2. Set a date for a special meeting of the Coordinating Committee during the week of May 12<sup>th</sup>.
3. Authorize the Chairperson to create a workgroup comprised of individuals with expertise appropriate to identify any gaps in concept proposals needed to determine consistency with the guidelines and relative value to the community.

## EXHIBIT 1

# MetroGIS

Cooperation, Coordination, Sharing Geographic Data



## CALL FOR PROPOSALS -2008 REGIONAL GIS PROJECTS-

### Introduction

The 2008 MetroGIS budget includes \$25,000 as a catalyst for Regional GIS Projects. This program is not intended to be a competition but rather a process by which ideas, which have promise as solutions to geospatial needs and opportunities of regional importance, are matured.

The source of the \$25,000 in funding for 2008 is the Metropolitan Council. The Council is, therefore, the final decision-maker as to whether a proposed project is to receive these funds, as it is accountable for their appropriate use. MetroGIS's role is to advise the Council and any other partner organizations as to whether a candidate project merits funding. The deadline for submittal of a one-page concept description is **Friday, April 18, 2008**.

### What Projects are Eligible for Funding?

Only those projects which satisfy all of the following criteria are eligible for consideration:

1) Consistency with one or more objectives of a Regional GIS Project, which are defined as:

*"... a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board-endorsed priority common information need, or develop or enhance a geospatial application<sup>1</sup> that enhances access to data that addresses a priority information need endorsed by MetroGIS."*

*...or a project that investigates a priority outcome defined at the February 8, 2007 MetroGIS Strategic Directions Workshop<sup>2</sup>. The following four such outcomes were identified:*

- *Project with one or more adjoining counties that fosters interoperability and sharing of data important to addressing priority common information needs,*
- *Project with a non-government interest that fosters partnering and or access to data important to the government community and/or resources important to a geospatial application(s) and infrastructure related to addressing a priority business information need(s) of the MetroGIS government community.*
- *Project that focuses on developing an application that addresses a common priority information need.*
- *Project that focuses on a means to resolve an infrastructure obstacle to broad use of the Internet by all MetroGIS stakeholders.*

2) The proposed project must supplement activity that is a component of authorized MetroGIS activity or a MetroGIS-defined common priority need.

3) The proposal must provide clear benefit to the MetroGIS community, whether via research or development of a product. The funding organization(s) must be able to recognize a benefit to themselves, which depending upon the nature of the proposal may be tangible and/or intangible.

4) For projects that involve development of software (applications and/or services), whether stand-alone or an extension:

- a) Such projects must include an objective which promotes interoperability with other existing or anticipated system architectures/platforms. Projects that promote a similar user experience for metro-area users are preferred.

<sup>1</sup> The term "application" means web-based and other software services, which support functionality important to processing, querying, analyzing, sharing, and distributing of geospatial information.

<sup>2</sup> The MetroGIS Policy Board added this criterion at its October 2006 meeting.

- b) Although the funding organization(s) would own the product, it must be open-source or licensed so that other MetroGIS participants can access and modify the source code without additional fees.

**Note:** The above-stated criteria are intended to supplement, not supersede, the guidelines which established this program (Attachment B).

**What Criteria Will Be Used To Decide Which Project(s) Are to be Recommended for Funding?**

The applicant's written responses to each of the following evaluation criteria will be used to decide if a project warrants funding. (The concept description should not exceed one (1) page. The full submission should not exceed two (2) pages, less any supplemental material.)

- 1) Statement of project objective and why the requested funding is needed.
- 2) How the proposed project conforms with a Regional GIS Project objective(s).
- 3) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).
- 4) Activities necessary to achieve the project objective and relationship of the requested funds.
- 5) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.
- 6) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.
- 7) Total value and description of required resources that would be leveraged if funding is awarded.
- 8) Effect of receiving funding approval if for less than the full amount requested.
- 9) Time frame for project completion.

**Who Will Decide and When?**

The MetroGIS Coordinating Committee will select project priorities, work with project proposers to make any adjustments, and forward a prioritized list to the MetroGIS Policy Board for review. The Policy Board will then forward its recommendation to the Metropolitan Council and any other funding organization, which will make their final decision and administer award of their funds. Refer to Attachment A for the schedule and a brief description of the entity responsible and the desired outcome for each element of the process. The processes utilized to finance the selected project(s) must comply with the accounting, contracting, and other fiduciary responsibilities of the funding agency.

**Who is Eligible to Submit a Proposal?**

Any individual(s) affiliated with an authorized MetroGIS project, committee or workgroup.

**What is the Deadline for Submission of a Concept Proposal?**

Applications must be received by **Friday, April 18, 2008**. Proposals should be submitted to the Staff Coordinator at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us) .

**Questions**

Contact Randall Johnson, MetroGIS Staff Coordinator (651-602-1638), or William Brown, MetroGIS Coordinating Committee Chairperson (612-348-3143), with any questions.

## Attachment A

### Proposed 2008 Program Schedule

1. Initial Call for Concept Proposals: March 27, 2008 (Coordinating Committee meeting)
2. **Concept Proposal Submission Deadline: Friday, April 18, 2008**
3. Completeness Screening: April 21, 22 or 23, 2008  
A workgroup comprised of the Staff Coordinator, Coordinating Committee members, and Metropolitan Council staff will review the concept proposals received for missing information. Applicants will be notified of required and desired additional information. **Final Concept Submittal Deadline: Friday, May 2, 2008.**

The Metropolitan Council (administration) will decide if any of the concept proposals is out of scope for funding under this program. If such a finding is made, this finding will be shared with the Coordinating Committee.

4. Initial Coordinating Committee Consideration: Week of May 12, 2008 ***SPECIAL MEETING***  
Review concept proposals relative to the suggested program guidelines and comment on potential benefit to cost. In addition, identify any desired additional information and/or project modifications that would improve the proposal(s). (If necessary, the Committee would create a workgroup to assist applicants address outstanding questions and, in general, make the proposal(s) the best it/they can be.)
5. Initial Policy Board Consideration via ***EXECUTIVE COMMITTEE***: Week of May 26, 2008  
Review the proposals from the perspectives of: appropriate use of public funding and importance of policy issues involved. Identify any desired additional information.
6. **Final Proposal Submission: Friday, June 6, 2008**
7. Coordinating Committee Consideration: June 18, 2008  
(Same criteria as identified in Step 4, above.)
8. Policy Board Consideration: July 23, 2008  
(Same criteria as identified in Step 5, above.) The Policy Board forwards its advice, along with that of the Coordinating Committee, to the entities providing funding or other resources.
9. Metropolitan Council Decision (Administration): August 8, 2008  
Initiate Council procurement requirements, required agreements, etc.

## Attachment B

### Principles for Allocating MetroGIS's Data Quality and Access Enhancement Funds (Adopted October 29, 2003)

#### Introduction

The following principles are to serve as the basis for allocating a portion of the MetroGIS budget to data producers, serving in their role as primary custodians for data that comprise regional data solutions (e.g., counties related to parcel data). They are intended to supplement and expand upon, not supersede, the more general principles<sup>3</sup> that have governed MetroGIS's efforts for some time.

#### Data Quality and Access Enhancement Funding Principles

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

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

*Note: On December 22, 2004, the seven metro area counties and the Metropolitan Council executed the third generation parcel data sharing agreement. The concept of "Regional GIS Project" is embedded in the policy defined by this agreement. The definition being as follows:*

**"Regional GIS Project"** means a MetroGIS project to enhance the completeness, documentation, or accuracy of an Endorsed Regional Dataset, develop a regional dataset to address a Policy Board endorsed priority common information need, or develop or enhance a geospatial application that enhances access to data which addresses a priority information need endorsed by MetroGIS."

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<sup>3</sup> The following principles govern MetroGIS's efforts. They have evolved over time as a product of decision-making and desired outcomes.

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



**TO:** Coordinating Committee

**FROM:** Jonathan Blake, Member Staff Support Team  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Leadership Development Plan (formerly referred to as Leadership Succession Plan)

**DATE:** March 20, 2008  
(For the March 27 meeting)

### INTRODUCTION

The Staff Support Team respectfully requests Coordinating Committee input and direction on the attached draft Leadership Development Plan. Please note that previous discussion and drafts of this plan referred to it as a “Leadership Succession Plan.” Staff elected to modify the title in order to more accurately reflect the proactive, preparatory focus of the plan. Development of this plan is an important step in preparing for future vacancies and retirements of key management and political leaders.

### PREVIOUS POLICY BOARD AND COMMITTEE DIRECTION

1. December 18, 2007, the Coordinating Committee reviewed a Version 1 draft Leadership Development Plan in accordance with direction provided by the Policy Board at its October meeting. The committee concurred with the general direction of the draft plan, but requested that MetroGIS staff expand the plan with more specific recommendations and action items. The Committee requested an updated draft plan for its March 27, 2008 meeting, at which time the committee will determine if a Leadership Development Workgroup is necessary to continue work on plan development. (Refer to the Reference Section for an excerpt from the meeting summary.)
2. At its October 17, 2007 meeting the Policy Board:
  - a. Approved Major Program Objectives for 2008 which included adoption and implementation of a plan “to achieve an orderly succession of leadership (Leadership Succession Plan).”
  - b. Approved as a component of the 2008-2011 MetroGIS Business Plan development of a plan in which “current and prospective leaders are identified at the policy, management, and technical levels within organizations critical to the long-term success of MetroGIS. The Plan should provide a proactive program to ensure that individuals interested in assuming MetroGIS leadership roles have adequate skills to carry out the requisite responsibilities.” (Activity Area 8: Optimize MetroGIS Governance and Organizational Structure)

### KEY ELEMENTS AND RECOMMENDATIONS – LEADERSHIP DEVELOPMENT PLAN

#### *(Version 2 – Changes from Version 1 Highlighted)*

**1. Statement of Purpose** – ~~The MetroGIS will develop a Leadership Succession Development Plan provides direction for MetroGIS participants and staff as they to~~ prepare for the future retirement or other replacement of political leadership, key staff and technical support. ~~This~~ Plan ~~will include~~ provides MetroGIS’s strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the “next generation” of new leaders before vacancies occur.

**2. Identification of Key Leaders and Staff** – The MetroGIS Leadership ~~Succession Development~~ Plan ~~must~~ specifically address the development (or succession) plans for, at a minimum, the following key individuals and positions:

- MetroGIS Policy Board and Coordinating Committee membership
- MetroGIS staff, particularly the Staff Coordinator position
- Key participant organization staff (e.g. county GIS managers, technical staff)
- Technical Advisory Team
- MetroGIS workgroup participants

- Champions and advocates within critical stakeholder organizations

**3. Identification of Requisite Skills and Experience for Key Leaders and Staff** – ~~The Plan should~~ MetroGIS staff (or designated workgroup) will develop ~~include~~ thorough job descriptions and/or identification of skills needed to fill the positions listed above. This includes details on each position’s general duties and obligations, expected time commitment and a description of any required technical expertise.

**4. Development of a Succession Planning Structure** – ~~The Plan~~ MetroGIS staff (or designated workgroup) should ~~describe in detail the~~ draft detailed procedures to be followed in the event of the retirement or other replacement of the individuals identified in #2 above. Delineation of key responsibilities – including the identification of potential successors and the development and implementation of training programs and materials – should be offered in the Plan.

In the case of dedicated MetroGIS staff, ~~the plan would include the~~ there should be a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff. In the case of workgroup participants, the process ~~would~~ can be a less formal recruitment of interested and qualified staff from participant organizations.

The following elements should be included ~~Included~~ in the Succession Planning Structure ~~are elements including, but not limited to:~~

- Development of an Interview Advisory Committee for evaluating potential new MetroGIS staff
- Drafting of a Recruitment Process for identifying potential new staff and Technical Support
- Development of “performance measures” Plan for reviewing the success of individual staff or leader transitions to gauge the success of the leadership development ~~succession~~ process
- Development of ~~E~~ expected timelines to hire, train and fully integrate MetroGIS ~~new~~ staff into system MetroGIS. In particular, MetroGIS staff should develop a sample timeline for transitioning in a new Staff Coordinator which allows for ample “overlap” time in which a current and future Staff Coordinator can work together to make a seamless transition., particularly at the Staff Coordinator position.

**5. Plan for Maintaining Political Legitimacy during Transitional Phases** – MetroGIS’s effectiveness is in large part due to the political support of its participating organizations. Without this support, much of the professional staff assistance MetroGIS needs – in implementing its programs, staffing its workgroups and maintaining the viability of DataFinder – would likely be unavailable. It is important to prepare MetroGIS to maintain this support and political legitimacy during transitional phases. Specific tactics for achieving this are discussed below.

**6. Address “Volunteer Burnout”** – MetroGIS relies heavily on volunteers from participant organizations for technical assistance, workgroup participation and other key organizational activities. As discussed in the 2008-2011 MetroGIS Business Plan, the potential pool of participants for these activities has shrunk in recent years, largely due to volunteer burnout. ~~The Leadership Succession Plan~~ MetroGIS should contain a variety of strategies for growing participation in workgroups and reducing the burden on frequent volunteers to ensure the vitality of future volunteer projects. Possible strategies include:

- Institute regular newsletter (or listserv) communications with larger GIS community, including information on current and upcoming workgroup projects, technical needs and opportunities for participation and coordination. The mailing list should include GIS departments and specialists in adjoining counties, select private enterprises and other “non-traditional” potential MetroGIS participants.
- More active involvement of “next generation” surrogates to increase the potential pool of volunteers from current participant organizations (discussed in Recommendation #7 below).
- Consider creating an online forum at the MetroGIS website that allows current and potential participants to share opportunities for coordination and updates on current projects.

**7. Increase Involvement of “Next Generation” Substitutes/Surrogates** – Members of the MetroGIS Policy Board, Coordinating Committee, Technical Advisory Team and workgroups will arrange for a designated substitute, or surrogate, to attend any meeting, workshop or key event to which a member is

unable to attend. A key component to leadership development is the early and frequent involvement of the “next generation” of MetroGIS leaders and participants. Involvement of surrogates will allow future active participants to learn the MetroGIS organizational structure and build relationships with current participants. In addition, MetroGIS will regularly send pertinent meeting minutes and agendas to designated surrogates regardless of their involvement in a given meeting. This will allow surrogates to remain informed of MetroGIS’s activities on an ongoing basis.

**8. Update Printed “Outreach” and Informational Materials** – Printed outreach and information materials, including the MetroGIS brochure, are important tools for both outreach and leadership development. From a leadership development perspective, these materials allow MetroGIS to more effectively communicate MetroGIS’s mission and key activities to surrogates and other interested parties. They also serve as a valuable educational tool for potential champions and advocates within current participant organizations.

**9. Consider Reinstating Bimonthly Coordinating Committee Meetings** – As MetroGIS begins to take a more active role in the world of applications and services, there will be an increasing need for more frequent input and direction from the Coordinating Committee. While MetroGIS’s role relating to applications is still being defined, it appears clear that the organization will, at a minimum, have increased coordination responsibilities. Staff recommends that the Coordinating Committee consider holding meetings every two months instead of the current quarterly meeting schedule.

### **CHALLENGES – LEADERSHIP SUCCESSION PLAN**

Due to MetroGIS’s unique organizational structure – which relies on the willful collaboration of staff and political leadership from numerous public entities – the MetroGIS Leadership Development Plan differs from most corporate, non-profit and governmental transitional plans. The following are unique challenges faced by MetroGIS in preparing for the transition from current to future leadership and staff:

- Political factors outside of MetroGIS control
  - Statewide election of Governor, affecting Metropolitan Council
  - Local elections, affecting composition of MetroGIS leadership and political support of MetroGIS
- Participant organization factors outside of MetroGIS control
  - Staffing decisions at individual counties, agencies and other entities may affect staff and technical resources available to MetroGIS
- Financial support outside of MetroGIS control
  - MetroGIS’s “foster collaboration” function is funded by the Metropolitan Council. If the Council changes its financial priorities, or if Council membership changes significantly via a gubernatorial election or retirements, MetroGIS funding could be vulnerable.

### **RECOMMENDATION**

That the Coordinating Committee:

1. Offer desired modifications to the draft Version 2 Leadership Development Plan.
2. Decide if there is a need for a Leadership Development Workgroup to oversee further development of the subject Plan and related leadership development needs.



## REFERENCE SECTION

### SUCCESSION PLANNING RESOURCES

1. “Succession Management Practices” by Sheila M. Rioux, Ph.D., and Paul Bernthal, Ph. D. [http://www.ddiworld.com/pdf/ddi\\_successionmanagementpractices\\_es.pdf](http://www.ddiworld.com/pdf/ddi_successionmanagementpractices_es.pdf)
2. “Fact Brief: Succession Planning in the Government Sector.” Corporate Leadership Council, January 2004. <http://www.wapa.gov/newsroom/pdf/success.pdf>
3. “The Implementation of Workforce and Succession Planning in the Public Sector” by Joan E. Pynes. International Public Management Association for Human Resources, Winter 2004. <http://www.ok.gov/opm/documents/The%20Implementation%20of%20Workforce%20and%20Succession%20Planning%20in%20the%20Public%20Sector.pdf>

### SUMMARY – DECEMBER 15, 2007 COMMITTEE MEETING

#### **5g) Proposed Leadership Succession Plan Components**

Staff Coordinator Johnson commented that development of a Leadership Succession Plan (*currently referred to as the Leadership Development Plan*) had been defined as a top priority for 2008 as a result of the Policy Board adopting the 2008-2011 MetroGIS Business Plan. He noted that there is recognition in the Business Plan that MetroGIS is heavily dependent on support from several key individuals for its success and should be prepared to quickly transition to willing, supportive, and capable successors when these key supporters leave the effort.

Blake then explained the six components upon which to develop a leadership succession plan, as cited in the agenda report (Attachment B), and asked for comment.

Harper suggested that a seventh component should be added to the list –“Structural Issues”. She offered an example of the Coordinating Committee adopting a policy where each of its members should designate an alternate to attend when they are not able to attend. She also suggested that an attempt should be made to identify the qualities that are desirable in Committee members so current members can identify appropriate alternates and candidates for future membership.

Read commented that the majority of emphasis in the Plan should be on matters that the Committee can control and not spend a lot of time on matters that it cannot control (e.g., transition of Board members following an election).

**Motion:** Harper moved and Read seconded that the Coordinating Committee that:

- 1) The six components outlined in the agenda report, together with the seventh component offered by Harper, provide a satisfactory foundation upon which to develop a more detailed plan.
- 2) Staff prepare a more detailed plan for consideration by the Committee at the March meeting, focusing on situations that the Committee can control.

Motion carried, ayes all.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – April 2008 Policy Board Meeting  
**DATE:** February 27, 2008  
(For Mar 27<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic for the Policy Board’s April 23, 2008 meeting and a person(s) to present that topic.

## PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. School District Use of Regional Parcel Dataset: At the September 2007 Committee meeting member Carlstrom offered to collaborate on a presentation with Hazel Reinhardt, the former State Demographer, to show how school districts are using the Regional Parcel Dataset to support decision making. The option is not available until Fall 2008.
2. County GIS activities: 5-7 minute overviews from each county at a single Board meeting.
3. Intersection of IT and GIS: A couple of the sessions at the State IT Symposium this past December appeared to be related to the “infrastructure” policy area identified that the February 8<sup>th</sup> Strategic Directions Workshop. Dan Falbo, ESRI, who was involved in with of these sessions, has agreed to share any information discussed at those sessions and present the material to the Policy Board is the Committee so wishes.
4. Metropolitan Council’s Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS’s efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
5. GIS-related work at the U of M: NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical US Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.

## DISCUSSION

In addition to the candidates listed above, the Committee may want to consider a demonstration of the first two applications to provide view-only access to the TLG street center dataset for general public consumption. These applications are hosted by the Metropolitan Council and were made possible by a first of its kind agreement executed between the Metropolitan Council and TLG in January 2008. Go to <http://gis.metc.state.mn.us/index.asp> to view the Metropolitan Council “Maps” web site and to <http://metrotransit.org/tripPlanner/Default.aspx> to access the new function that allows bus users to map the results of bus their route trip planning. See Item 6a for more information about this first-of-its-kind agreement.

## RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the April 23<sup>rd</sup> Policy Board meeting.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Jan. 2008: GIS's Role In Response to I-35W Bridge Collapse
- Oct. 2007: Metropolitan Mosquito Control District's Web Application
- Jul. 2007: Metropolitan Council's new "Maps" Web site
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.



**TO:** Coordinating Committee

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

**SUBJECT:** Filling Vacant Seats on Committee

**DATE:** February 28, 2008  
(For the Mar. 27<sup>th</sup> mtg.)

## REQUEST

Direction is requested from the Committee about how it wishes to proceed to fill the vacant Non-Profit representative membership seat on the Committee.

## OVERVIEW OF OPEN SEATS

1. Non-Profit Seat: This seat has been open since Jessica Horning, with the Greater Minneapolis Day Care Association resigned from the Committee August 2006. (See Past Consideration Section below.)
2. Water Management Seat: This seat has been open since Ned Phillips, Rice Creek Watershed District (MAWD), resigned from the Committee August 2007. MetroGIS relies upon the Metropolitan Chapter of the Minnesota Association of Watershed Districts (Metro MAWD) to appoint representatives to the MetroGIS Policy Board and Coordinating Committee. Their representative to the Policy Board, Roger Lake, is coordinating efforts to appoint a representative to the Coordinating Committee. As of this writing, no decision had been made.

## PAST COMMITTEE CONSIDERATION

1. December 2006: The Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization. (See Attachment A.)
2. September 2007: Staff spoke with the current non-profit (Sally Wakefield) and academic (Will Craig) representatives to the Committee concerning this matter. Their consensus was that no decision should be made to fill the vacant seat until the new Business Planning is adopted and strategies have been agreed upon to expand the stakeholder base, which could involve city, non-profit, or private sector interests.

Craig also commented that he would like to know more about the idea of pursuing epidemiologist offered by Member Harrison at the Committee's at December 2006 meeting (See Attachment B for an excerpt from the meeting summary.) The idea was offered but there was no discussion other than a comment that the medical industry is a non-traditional user that would likely bring valuable insight and potential public/private partnering opportunities to the Committee's considerations. He also mentioned that the United Way might be a good choice if they were more acquainted with GIS technology.

## RELATED PAST ACTION BY POLICY BOARD

October 17, 2007: The Board adopted MetroGIS's 2008-2011 Business Plan, which included general strategies directing outreach to non-government interests and jurisdictions that adjoin the seven-county, Minneapolis St. Paul Metropolitan Area.

## DISCUSSION

Work on an updated Outreach Plan, in accordance with direction provided in the Business Plan, is not scheduled to begin until MetroGIS has defined specific shared application needs and a strategy to address them (See Agenda Item 5a).

## RECOMMENDATION

That the Committee decide if it wishes to pursue appointment of a non-profit representative before work on the updating the Outreach Plan is complete. If so, direction is requested as to the general process that the Committee would like to use to seek nominations.

# ATTACHMENT A

## Excerpt Summary December 2006 Committee Meeting

### Non-Profit Representative Seat on Coordinating Committee

Chairperson Read summarized the situation outlined in the agenda report. Two options were offered for discussion: 1) eliminate the second non-profit seat on the Committee that was added earlier in the year, or 2) initiate the process to appoint a new non-profit representative.

Harper remarked that it would be best to appoint another non-profit representative, since the second seat was added to accommodate a different viewpoint from a diverse community. She suggested that a replacement be sought who has possesses a “non-traditional GIS user” **She recommended appointing someone with a social services, public health, or public safety background noting they would bring valuable perspective to the Committee’s deliberations.** Wakefield added that the viewpoint possessed by someone in the mentioned fields would be different than the viewpoint she provides as the current non-profit representative. **Harrison also suggested seeking out someone from the epidemiology community.**

The group then discussed whether this new representative should be affiliated with a “community-based” interest similar to the new Hennepin County policy concerning eligibility for no-fee access to parcel data. After some discussion, the group concluded that it should be not rule out other perspectives to give itself flexibility but that preference should be given to interests that are “community-based”, in other words have an active role in the Twin Cities community. Knippel added that he supports the idea of **seeking out a new member from “non-traditional users” of GIS technology** because these interests represent potential market and partnering opportunities.

Loesch suggested reviewing the attendance listings for the both the June 2006 Imagining Possibilities and November 2005 Beyond Government Users forums for prospective candidates. It was agreed that work on recruiting a new member should not be begin until following the February 8, 2006 Strategic Directions Workshop in the event something related arises at the Workshop.

**Motion:** Harper moved and Brown seconded that the Coordinating Committee retain the two non-profit seats on the committee and seek to fill the current opening with a **person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization.**

Motion carried, ayes all.

## ATTACHMENT B

### Excerpt Summary December 2007 Committee Meeting

#### 5f) Proposed Modifications to Outreach Plan

Jonathan Blake, of Richardson, Richter, and Associates and a member of the MetroGIS Staff Support Team, introduced himself and summarized suggested modifications to the previously approved high-level MetroGIS Outreach Plan, as illustrated in the agenda report. He stated there two areas of focus are suggested: currently active participants and prospective participants. The first would involve outreach to persons and interests within member organizations not currently involved, while the second focus would be on non-participating government interests within the Twin Cities, adjacent jurisdictions, and non-governmental entities. Loesch suggested and the group concurred that contact with metropolitan counties located in Wisconsin should be included as well.

Craig commented that the draft document presented on the agenda report represents a good start but needs more specifics on the “hows” and the target audiences. Staff concurred, noting that the current version was intended to provide the general framework from which a more detailed plan would be developed. He also noted that the Policy Board had provided direction at its July 2007 meeting that it does not want to use MetroGIS funds to hire professional marketing assistance but rather leverage marketing expertise on staff with stakeholder organizations, for which direction was requested.

Read suggested that Coordinating Committee members should identify willing internal marketing/outreach/communication assets and forward them to the Staff Coordinator for evaluation of next steps at the next (March 2008) Coordinating Committee meeting. This comment resulted in discussion of priorities and available staff resources with the decision being that staff should not spend time on this matter until following the March Coordinating Committee Meeting.

## ATTACHMENT C

### **Non Profit Attendees November 15, 2006 Forum**

Beyond Government Users:  
Future Directions for MetroGIS

Boyer, Liz	1000 Friends of Minnesota	Non-Profit
Wakefield, Sally	1000 Friends of Minnesota	Non-Profit

### **Non Profit Attendees June 1, 2006 Forum**

Imagining Possibilities ... of Geospatial Technology

Boyer, Liz	1000 Friends of Minnesota
Brown, Patrick	GIS Support and Research Facility
Slaats, Jan	The Nature Conservancy
Wakefield, Sally	1000 Friends of Minnesota
Williams, Eric	National Marrow Donor Program LifeSource (regional coordinator for organ procurement)
Robertson, Andy	GeoSpatial Services

\* Persons that are known to have left organizations have been removed.



**TO:** Policy Board  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Major Activity Update  
**DATE:** March 17, 2008  
(For the Mar. 27<sup>th</sup> mtg.)

Since the Coordinating last met, progress was made in the following areas, in addition to projects discussed in Section 5 of the Committee’s March 27, 2008 agenda. Any information provided by persons other than the Staff Coordinator is noted.

**A) VIEW-ONLY INTERNET ACCESS TO TLG STREET CENTERLINE DATASET AUTHORIZED**

The Lawrence Group (TLG) has agreed to authorize licensed users of its street centerline dataset to include the dataset in web-based applications the licensees host that are intended to be accessed by interests not licensed to use the source TLG dataset, provided the access is view-only. That is, users of the application can not download the street centerline dataset via the application.

The Metropolitan Council is the first organization to execute this new first of this kind license agreement and offer “view-only” access of the TLG dataset to anyone who wishes to use the related web-based application. The Council has obtained this permission for two applications. Go to <http://gis.metc.state.mn.us/index.asp> to view the Metropolitan Council “Maps” web site and to <http://metrotransit.org/tripPlanner/Default.aspx> to map the results of bus route trip planning. See Item 6a for more information about this first-of-its-kind agreement.

The goal is to expand this ability to offer “view-only” access to include the regional parcel data dataset (see Item C below).

**B) REGIONAL EMERGENCY PREPAREDNESS SOLUTION**

The Minnesota Land Management Information Center (LMIC) and its project partners, which include the MetroGIS Emergency Preparedness Committee, have received a 2008 National Spatial Data Infrastructure CAP grant of \$50,000 to improve data available for four types of structures in Minnesota. The project is referred to as *Minnesota Structures Collaborative – An Initiative to Support the National Map and NSDI*. The four types of structures involved are as follows:

- Schools (public and private)
- Hospitals and clinics
- Police stations
- Fire stations

According to the Randy Knippel, Chairperson of the MetroGIS Emergency Preparedness Committee, and member of the grant team, this project seeks to develop partnerships and the technical capacity for the statewide collection, publication and long term, sustainable maintenance of the four referenced data types. The organizational model developed and tested developed for the MetroGIS community ([http://www.metrogis.org/data/info\\_needs/emergency\\_prep/ep\\_endorsed.pdf](http://www.metrogis.org/data/info_needs/emergency_prep/ep_endorsed.pdf)) by the MetroGIS Emergency Preparedness Committee to collaborative capture and maintain data critical to emergency preparedness will be leveraged to develop the above-referenced four datasets as statewide assets.

The project is expected to official begin in May 2008 and run for one year. LMIC will work closely with members of the Minnesota Governor’s Council on Geographic Information’s [Emergency Preparedness Committee](#) and with the [MetroGIS](#) Emergency Preparedness Committee.

Specific project outcomes are as follows:

- Identify existing public/private GIS data resources in Minnesota for structures data.



- Identify custodians of the most accurate and complete versions of schools, hospitals/clinics, police stations and fire station locations.
- Determine minimum attribution requirements for each data type. Consideration will be given to attributes that may not be publicly available due to national security concerns.
- Ensure that data is documented using FGDC and Minnesota metadata standards.
- Harvest available data and assess its resolution, accuracy, completeness and currency.
- Propose a stewardship program for each custodian of each structure type that will ensure its yearly update, long-term maintenance and availability. This program will emphasize engaging local government in the process.
- Publish the structures data for public consumption through existing federal and state data clearinghouses, portals and web services.

**Another outcome of this project will be continued testing and refining the collaborative data custodian model that is being used to manage emergency preparedness data assets for the seven county area.**

For more information about this project:

- See the 2008 CAP grants webpage: <http://www.fgdc.gov/grants/2008CAP/2008CAPDescriptions>
- Contact John Hoshal at [john.hoshal@state.mn.us](mailto:john.hoshal@state.mn.us) or Randy Knippel at [randy.knippel@co.dakota.mn](mailto:randy.knippel@co.dakota.mn)

Additionally, see the NSGIC's (National States Geographic Information Council) white paper at [http://www.nsgic.org/hottopics/hsip\\_ci\\_geospatial\\_data\\_sharing\\_program\\_121806.pdf](http://www.nsgic.org/hottopics/hsip_ci_geospatial_data_sharing_program_121806.pdf), which reinforces the need to do this work.

**C) NEXT-GENERATION PARCEL DATA SHARING AGREEMENT**

The rules that govern distribution and access to the Regional Parcel Dataset are set forth in the Regional Parcel Data Sharing Agreement, an eight party agreement involving the Metropolitan Council and each of the seven metro area counties. The current agreement, which has been in effect since January 2004, is scheduled to terminate December 31, 2008. Negotiations for the next-generation agreement are anticipated to begin in April. Topics of discussion will include seeking authorization for offer view-only access via applications hosted by licensed users (see Item 6a) and exploring the potential to utilize electronic signatures. Committee members are encouraged to contact the Staff Coordinator with any other suggested related modifications to consider as the next-generation agreement is negotiated. The goal is to reach an agreement-in-principle by May 30 on all aspects of the next agreement with the members of the County Data Producers Workgroup and with the Policy Board Chair by mid-June. Work with the respective legal counsels would then begin with a adoption by all parties by the end of the year.

**D) DATA SYNCHRONIZATION MECHANISM – CARVER COUNTY (PROJECT LEAD)**

This project was authorized by the MetroGIS Policy Board at its October 17<sup>th</sup> meeting as a 2007 MetroGIS Regional GIS Project. Carver County IT and GIS staff will be developing the mechanism. The project provides County with \$10,000 to expand the scope of a locally needed project to address needs associated with implementation of the proposed regional address points dataset (see Item G1, below). The agreement that formally authorizes transfer of Metropolitan Council funds (the source of the MetroGIS's Regional GIS Project funds) to Carver County was fully executed on March 13, 2008. A difference of opinion between the Carver County and the Council's legal staff regarding indemnification requirements delayed execution of the agreement. The project is anticipated to begin on or about May 1, 2008.

**E) 2007 REGIONAL PROJECT – REGIONAL GEOCODER APPLICATION (MMCD PROJECT LEAD)**

Working out language related to intellectually property rights for the interagency agreement to fund this project took more time than had been anticipated, given the deliverables are intended to be "open source", resulting in the project not starting until late 2007.

The Geocoder Project Team met with the contracted developer, Walter Sinclair, in January and approved the contractor's midterm report. The contractor has taken the existing PAGC batch geocoder code and made changes to make it thread-safe and non-reentrant, to accommodate intersection as well as interpolative street address matching, and to better handle non-interpolative matching of the kind that will be used on the

parcels/address data. Making it thread-safe and non-reentrant required replacing some standard C library routines, rewriting some flex code to generate a non-reentrant lexical parser, and considerable work to create structures that could be isolated on a per-request basis, such as a schema structure for data sets used, global structures for standardizing routines, the parsed request structure, and a context structure for matching, scoring and collecting candidate matches. The build program to standardize and store the reference datasets has been drafted. The request and response modules that handle data that comes in from the web server and the formatting of output are also drafted. The team and contractor discussed details of the intersection look-up algorithm (one of the add-ons to the original geocoder proposal).

As of mid-March, the contractor was finishing debugging and was ready to begin testing on the full metro streets and parcels datasets, which the team has provided through the 3rd-party license. The team is also working on providing a portion or mock-up of a metro Address Points data table for testing the geocoder on a database reference dataset as well as the shapefiles provided (parcel points and TLG streets).

The project team expects to be setting up a test service at LMIC as soon as the contractor finishes his initial testing and provides documentation. The final report will include results of our tests on the LMIC site. At this point, we expect to have a draft report available for review at the June Coordinating Committee meeting.

The only obstacle encountered thus far (besides getting the interagency agreement signed) is the need to secure a plan for how to get updates of the street and parcel and address data in a timely fashion to whoever is hosting the service. In other words, the results of the Carver County Address synchronizer application (Item D, above), plus however that influences the general schedule for update of other datasets is needed. (Unless, you count the contractor getting the flu as an obstacle, which I suppose it is in this small-shop world of open source.)

#### **F) EMERGENCY ACCESS TO LICENSED DATA**

At its December 2007 meeting, the Coordinating Committee requested the Emergency Preparedness Workgroup to recommend a course of action, if possible at the March Committee meeting, to ensure that agencies are able to obtain geospatial data they need, which is produced by others, to effectively respond to emergencies. The Workgroup is making progress but is not ready to offer a recommendation for action at the March meeting.

According to Randy Knippel, chair of the workgroup, "the primary component of a solution to this problem is to raise awareness that emergency preparedness needs to include an assessment of GIS data required and its availability for use in emergencies. All MetroGIS organizations need to determine levels to which they may be required to share GIS data in emergencies and ensure appropriate mechanisms are in place to acquire, provide and share it as needed. A variety of technical, procedural, logistical, and legal issues may impact the ability to access and share data in emergencies. These must be identified and overcome as a preparedness activity *before* an emergency occurs. Existing emergency operation plans and mutual aid agreements are a likely place to address some of these issues.

Agencies that are licensors or licensees of data must review those licenses to determine limitations and negotiate exceptions to those limitations to eliminate legal obstacles in emergency situations. The Workgroup will identify licensing examples and develop licensing material to assist in overcoming this problem and create consistency in the metro region; however, there should be no expectation of a blanket solution for all licensing issues.

Options and issues under consideration include:

- 1) Definition of an emergency.
- 2) Who has authority to declare that an emergency situation exists
- 3) Coordination of data distribution in emergencies
- 4) Process to secure emergency declaration
- 5) Data, application for licensure could be waived
- 6) Safeguards even though access is granted
- 7) Suggested boiler plate language for emergency operation plans and mutual aid agreements
- 8) Potential for special legislation to govern data sharing in emergencies"

#### **G) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS**

1) Regional Address Points Dataset: See Item D above. The partnership with Carver County to **develop a "data synchronization" mechanism** is a key component of achieving the vision of the Regional

Address Points Dataset. This mechanism is critical to being able to effectively manage address data created and supplied by multiple parties as components of the regional solution. The project will also define the custodial/organization responsibilities necessary to implement and sustain the mechanism. The results of this project are expected to provide the information needed to seek out and secure the organization commitments necessary to achieve the vision of the Regional Address Points Dataset.

2) Regional Parcel Dataset: (See Item C, above.)

**H) COUNTY DATA PRODUCER WORKGROUP ACTIVITIES**

This workgroup last met on March 13<sup>th</sup>. The meeting summary will be posted at <http://www.metrogis.org/data/datasets/parcels/private/cdpw/index.shtml> when available.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Information Sharing  
**DATE:** March 20, 2008  
(For the Mar 27<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A) TECHNICAL ADMINISTRATIVE ASSISTANT LEAVES METROGIS – ANTICIPATED IMPACTS**

Chris Kline resigned from the Metropolitan Council and his duties as MetroGIS’s Technical Administrative Assistant effective February 29. He moved back to his home state of Georgia. Kline was a valuable asset to support of MetroGIS and will be missed. His leaving provides an opportunity to assess changing support needs for MetroGIS, in particular, the need for Technical Leadership and Coordination as outlined in Agenda Reports 5a and 5c. Kline’s support responsibilities regarding the MetroGIS web site, DataFinder, data, licensing, procurement, meeting logistics, and general web-based technical know how are being distributed among existing Council support to test options. Capture and reporting of Performance Measurement data was a major component of Kline’s responsibilities. A decision about this support has not been made. Quarterly anomaly reports for the performance measurement program will be suspended until this support need is filled. Good luck, Chris.

**B) \$50,000 CAP Grant Awarded for Emergency Preparedness Project**

The award is for Category 5: Building data stewardship for The National Map and the NSDI. See <http://www.fgdc.gov/grants/2008CAP/2008CAPDescriptions> for more information. It was awarded to LMIC on behalf of the Governor's Council Emergency Preparedness Committee.

The project will result in continued refinement of structures data needed for homeland security and emergency management by emphasizing data stewardship and multi-level government partnerships. It will leverage several MetroGIS efforts including its shared data custodian model and address points application and promote collaborative data development within the Metro region and statewide through the Governor's Council on Geographic Information Emergency Preparedness Committee. See Agenda Item 6b for more information.

The Letter of Support from the MetroGIS Policy Board is presented in Attachment A.

**C) MetroGIS Represented on New National Geospatial Advisory Committee (NGAC)**

Staff Coordinator Randall Johnson and Hennepin County Commissioner Randy Johnson were recently appointed to a new 28-person National Geospatial Advisory Committee (NGAC) that will provide advice and recommendations on federal and national geospatial policy and management issues. See Attachment B for more information about the NGAC. See Attachment C for an article written by Will Craig for the Mn GIS/LIS newsletter about these appointments. Having two members from a total of 14 government representatives appointed from the same metropolitan area is an acknowledgment of the success that has been achieved in this region to implement collaborative solutions that are only dreamed of elsewhere.

In addition to seeking comment on ideas and proposals considered by this Committee from the MetroGIS community, the Staff Coordinator has established an advisory team of individuals from across the county who possess expertise relevant to regional solutions to shared geospatial needs.

The first meeting of the NGAC is scheduled for April 15 and 16 in Washington D.C. A website ([www.fgdc.gov/ngac](http://www.fgdc.gov/ngac)) has been created to support the Committee's work.

Staff Coordinator Johnson is honored to serve on this committee. "I'll do my best to advocate for policies and resources that enhance our community's ability to create public value through collaborative solutions to shared information needs. "I also am mindful that this appointment would not have been possible without the significant commitments that many individuals have made to work together for the common good, the Metropolitan Council's leadership and willingness to dedicate resources to support MetroGIS's 'foster collaboration' function, and each of the other nine organizations that have assumed responsibility for 22 other custodial roles that make it possible to sustain solutions to shared needs."

**D) 2008 MetroGIS Annual Report**

The 2008 report can be viewed at [http://www.metrogis.org/about/annual\\_reports/ar07.pdf](http://www.metrogis.org/about/annual_reports/ar07.pdf) . Distribution to the community is planned following the Committee's March 27 meeting.

**E) TWIN CITIES ECONOMIC DEVELOPMENT WEB SITE**

The following message was received via email by the Staff Coordinator and forwarded to MetroGIS Coordinating Committee members affiliated with Hennepin and Ramsey Counties. It promotes a training session for use of this website for those affiliated with Ramsey and Hennepin Counties. It is shared here as information for the other Committee members. The Staff Coordinator is planning to attend this training.

"We're trying to get the word out in advance of the public introduction anticipated for sometime in April and hope that you will help by forwarding this to others you know might be interested. We have contacted managers and staff in our suburban communities but would also like our departments to become involved as well. There will be opportunities to list available public sites as well as those being marketed privately.

An exciting new 11-county Metro MSP regional economic development website is ready to launch! Ramsey County is pleased to have been a charter member! We hope you'll find the site useful as a marketing tool and encourage your participation.

This unprecedented regional partnership puts critical data at the fingertips of businesses, site selectors, developers, economic development professionals and planners on a GIS platform 24/7. Users can search commercial/industrial real estate listings and redevelopment areas in the 11-county metro area in conjunction with powerful new user-defined economic, demographic and workforce data tools.

- Learn how to put this versatile website to work by participating in one of six, two-hour training sessions to be held March 25-27, 2008. To register online, paste the following link into your address bar: [http://www.surveymonkey.com/s.aspx?sm=pE56LrOvIuzcbCMF2yK6mA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=pE56LrOvIuzcbCMF2yK6mA_3d_3d)). Please register for training by **Monday, March 17**.
- Please let me (Denise) know whom to list as the best economic development contact for your community/department at your earliest convenience. If you'd like, just respond to this email.

*"Finally Economic Developers, Redevelopment Agencies and cities have a common ground where we can locate sites and buildings, current demographic information and display our redevelopment areas. I am very pleased that we are coming together--this is a long time coming." (Patrick R. Connoy, Economic Development Project Coordinator, Hennepin County)*

If you have any questions, contact Denise Beigbender, Ramsey County, or Patrick Connoy, Economic Development Project Coordinator, Hennepin County who serve on the Website Steering Committee.

**F) PRESENTATIONS / OUTREACH / STUDIES** (*not mentioned elsewhere*)

**1. Articles Submitted for the Minnesota GIS/LIS Consortium Newsletter:**

An article was submitted about the results of January 24, 2008 “Meeting Shared Geospatial Needs Beyond Data” Workshop. It can be viewed at

<http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=310>

**2. Presentations:** None

**G) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

**1. U of M presents honorary degree to geographic information system pioneer Jack Dangermond** – Submitted by Will Craig

Contact: Dan Wolter, University News Service, (612) 625-8510

Martha Douglas, University of Minnesota Foundation, (612) 626-9712

MINNEAPOLIS/ST. PAUL (3/11/2008) – **Jack Dangermond**, founder and president of ESRI, the world’s leading GIS software company, will receive **an Honorary Doctor of Science degree from the University of Minnesota on April 2.**

Dangermond will receive the degree before delivering the inaugural John Borchert Lecture, in honor of the late John Borchert, University of Minnesota Regents Professor in Geography and member of the U.S. National Academy of Science. **The award ceremony and lecture, “The Geographic Approach – A Cross-Cutting Methodology,”** will begin at 4:30 p.m. in Memorial Hall, McNamara Alumni Center, 200 Oak St. S.E., Minneapolis.

Dangermond is the ideal speaker to kick off the Borchert lecture series because of the influence Borchert had on Dangermond’s vision to develop computerized mapping. Dangermond earned a Master of Architecture degree from the University of Minnesota in 1968, with a focus on landscape architecture and urban planning. He took courses from Borchert, who, Dangermond said, “was the first to introduce me to the concepts and theories of quantitative geography and the fascinating notion that we could use models to explain how things worked.”

From the U of M, Dangermond went to Harvard, where he earned a master’s degree in landscape architecture in 1969 and then founded ESRI in the same year as Environmental Systems Research Institute, a company focused on developing and using computerized mapping to make better land-use decisions. Today, his company employs 4,000 staff and has users in more than 200 countries. The pioneering research and technology developed by ESRI has been used in such diverse areas as marketing, surveying, vehicle routing, economic development, cancer risk analysis, timberland management, and hurricane response management.

Dangermond also collaborates with academic and professional scientists in many fields and has become known in the science and GIS communities as a visionary and a teacher who has made a significant difference in responding to real-world problems. His ESRI User Conference has become one of the largest professional conferences in the world, now attracting 13,000 people from 120 countries. Dangermond works to build bridges between academia, government and environmental organizations, aimed at helping attain peace, prosperity and a more sustainable world.

The honorary degree presentation and John Borchert Lecture are free and open to the public. A public reception follows the lecture.

**2. Washington County – Cataloging and Mapping Conservation and Scenic Easements**

The project report, completed earlier this year, can be viewed at

[http://www.metrogis.org/teams/cc/meetings/07\\_1218/finalreport\\_washingtoncounty.pdf](http://www.metrogis.org/teams/cc/meetings/07_1218/finalreport_washingtoncounty.pdf)).

The two outcomes from this project are:

- a. A database that contains all conservation and scenic easements and associated primary attribute data that allows users to search, analyze and map the agreements. This database would be made available to communities and organizations.
- b. An efficient process in which future holdings can be added to the database.

3. **Drive to Excellence: State Agency GIS Coordination** (*Reprint from MN GIS/LIS Spring Newsletter*) By David Arbeit and Fred Logman, Office of Geographic and Demographic Analysis

**Who Coordinates GIS for the State?** Did you know that no agency has responsibility for coordinating GIS within State government? This may soon change. On January 10, the State [Drive to Excellence](#) Sub-Cabinet voted to make State Government Coordination a Drive to Excellence initiative. This elevates the visibility of both GIS and its coordination to the highest levels within the State's Executive Branch.

**Not a New Idea:** Since the early 1990s, a number of organizations have actively worked to improve GIS coordination within the state. [A Foundation for Coordinated GIS: Minnesota's Spatial Data Infrastructure](#), released in 2004, and the [Compass Points Retreat](#) held in June 2007, recently emphasized the need to formalize GIS coordination responsibilities, building on the roles that the Land Management Information Center (LMIC) and others have played to fill the void. Minnesota would be in good company. This year, the nation's organization of state Chief Information Officers ranked GIS as the third most important information technology application in state government. Many states are now working towards formalizing responsibility for GIS coordination.

**Project's Purpose:** The purpose of this Drive to Excellence project is to develop, recommend and implement an organizational, operational and governance framework to coordinate GIS as an "enterprise" activity of State government. The project focuses on enhancing the capacity for GIS coordination within state government. Activities related to coordination of the broader statewide GIS community are beyond scope of this initiative, but are nevertheless considered important. (See the [article](#) on Non-State Agency Stakeholder Input.) Project components include:

1. An "Organizational Transformation." This focuses on creating an organizational capacity for GIS coordination within state government. Anticipated outcomes include establishing an organization with a state GIS coordination mission, with responsibilities for setting policies, standards, and priorities for enterprise GIS investments, and serving as the state's point of contact for GIS.
2. A "Functional Transformation." This concerns operational aspects of GIS within state government. The existing and potential uses of GIS to support the functional programs and activities of state agencies will be analyzed, with the intent of identifying opportunities for improved efficiencies, effectiveness, responsiveness and reliability.

**Potential Project Benefits:** When completed, the Drive to Excellence project can result in important benefits for state government and for the state's GIS community:

- Improved coordination of State government GIS
- Improved accountability
- Identification of opportunities for enterprise investments
- Improved standardization of GIS technology
- Expanded access to GIS resources across State government
- Improved customer service
- Improved interactions with State's partners

**Not Just About State Government:** The GCGI's Strategic Planning Committee has been working on statewide GIS coordination for the past few years. The Drive to Excellence initiative focuses on the State government component. Yet state government operates within a context that involves partners and customers throughout the state. To complement the Drive project, the Strategic Planning Committee is developing a strategy for ensuring stakeholder involvement. See the accompanying article for [details](#).

**Timeline:** It is the goal of this project to make recommendations about organizational change by June 2008 and other recommendations to the Drive to Excellence Sub-Cabinet by the fall of 2008, in

time to inform budget and legislative initiatives for the 2009 legislative session and FY2010/11 biennial budget.

**Information:** For more information regarding this Drive to Excellence Initiative, contact David Arbeit at [david.arbeit@state.mn.us](mailto:david.arbeit@state.mn.us), 651-201-2460 or Fred Logman at [fred.logman@state.mn.us](mailto:fred.logman@state.mn.us), 651-201-2495.

**4. Governor's Council Requests Input from Non-State Agency Stakeholders** (*Reprint from MN GIS/LIS Spring Newsletter*) By Annette Theroux, Pro-West and Associates

The Strategic Planning Committee of the Governor's Council on Geographic Information is charged with advising the State of Minnesota's Drive To Excellence Steering Team on organizational and functional transformations needed for better coordination of state agency GIS activities and efforts (see the article above on the [Drive to Excellence Initiative](#)). A significant component of the functional transformation will be to identify the business functions of state agencies, the role GIS currently plays in state agencies, and how agency functions can be enhanced or supported by GIS.

Although the functional transformation is aimed at state agencies, it is widely recognized that state agencies need to interact regularly with external stakeholders, including local government, as part of their ongoing business activities. Therefore, as part of this initiative the Committee is seeking input from non-state agency stakeholders in the broad statewide GIS community.

A Stakeholder Workgroup of the Strategic Planning Committee is being formed to provide input to the Committee about interactions of state and non-state agencies in Minnesota, and to inform non-state-agencies of the progress of the work of the Strategic Planning Committee. If you are interested in participating in the workgroup or know of any organization that is interested in being included, please contact me. We will be contacting organizations and individuals during March.

For more information about this workgroup, contact Annette Theroux at [atheroux@prowestgis.com](mailto:atheroux@prowestgis.com).

**5. Scholarly Articles About MetroGIS Proposed**

Professor Bryson, with the Humphrey Institute at the University of Minnesota, along with one or more of his colleagues, is preparing to write three separate articles about MetroGIS (below) for scholarly journals. He will be conducting interviews, tentatively scheduled for late April, with several individuals who have played substantive roles in maturing MetroGIS as an organization and actually achieving collaborative solutions to shared geospatial needs.

According to Professor Bryson, the proposed articles will address the following questions:

- \* First, what roles did leadership (broadly conceived) play in the creation, development, and institutionalization of MetroGIS over its life history?
- \* Second, how did (or did not) the mapping (strategic planning) exercises in 1995 and 2007 make a difference in the way people came to understand what MetroGIS might or should be doing, how, and why?
- \* Third, what can be learned from the MetroGIS experience? MetroGIS represents a significant organizational innovation in the planning field. What might others learn from the experience?

**6. The Dakota County Spring 2008 GIS Newsletter** has been posted to the Dakota County website. You can view it by clicking on this link:  
<http://www.dakotacounty.us/Departments/GIS/Newsletter/default.htm>.

**H) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

**1. "Aggregate Member" Status in the Open Geographic Consortium (OGC) Investigated**

Following a conversation with Mark Reichardt, OGC President, at the June 2006 Imagining Possibilities Forum, the OGC developed a category of voting membership entitled Aggregate Member to provide a vehicle for organizations such as MetroGIS to actively participate in the affairs of the OGC. Negotiations are in process to define a fee. Mr. Reichardt recognized that the business



of MetroGIS – meeting shared needs with collaborative solutions/standards that are widely supported – is also the business of the OGC. MetroGIS would bring a single, unified voice of local and regional government that is not currently at the table.

## **2. Federal Land Asset Inventory Reform (FLAIR) Act**

*By Will Craig, University of Minnesota*

HR 5532 was introduced on March 5, sponsored by Congressmen Ron Kind (D-WI) and Chris Cannon (R-UT). The purpose of the bill is, "To improve Federal land management, resource conservation, environmental protection, and use of Federal real property, by requiring the Secretary of the Interior to develop a multipurpose cadastre of Federal real property and identifying inaccurate, duplicate, and out-of-date Federal land inventories, and for other purposes. The FLAIR Act would clean up federal land records and make them compatible with local records. The bill was referred to the House Committee on Natural Resources. A companion bill is expected soon, with Senator Claire McCaskill (D-MO) as the primary sponsor.

## **3. New Parcel Study Released**

*By Will Craig, University of Minnesota*

The National Research Council released its 2007 parcel study in time for the ESRI conference in mid-June. The study envisions a distributed system of land parcel data that is housed with appropriate data stewards but accessible through a central web-based interface. Counties and other units of government that maintain parcel data for their own purposes would publish a critical portion of that data to the distributed system.

*National Land Parcel Data: A Vision for the Future* is the look at parcels since the 1980s when it started with *The Need for a Multipurpose Cadastre*. Like the earlier report, the 2007 study identified the value to the nation of wall-to-wall parcel data. Like the earlier report, it calls for national funding to assist local governments and state efforts to coordinate and provide assistance.

Things have changed a lot since 1980. Hurricane Katrina and attacks on the World Trade Center have increased awareness of the value of parcel data. Technical changes have increased capabilities and decreased costs of land information systems. Most of the big counties have completed systems, but basic development work remains for the smaller counties. The web has made it easier to access data and encouraged use of information in decision-making.

The report contains nine recommendations:

1. A panel should decide whether the Bureau of Land Management can be the lead federal agency.
2. The Federal Geographic Data Committee should consider the parcel as a basic resource for various OMB A-16 mandated data themes.
3. A Federal Land Parcel Coordinator should be empowered to develop and maintain a single database of land parcels owned or managed by the federal government.
4. A National Land Parcel Coordinator should be established to develop and oversee a land parcel data business plan for the nation including federal, local, state, and tribal partners.
5. An Indian Lands Parcel Coordinator should be established by the Office of Special Trustee for Tribal Lands.
6. Congress and the Census Bureau should explore modifying Title 13 so that building addresses and coordinates can be made public.
7. State Coordinators should be established in each state to develop plans and relationships with local government. The goal of these efforts is to achieve border-to-border parcel coverage for all publicly and privately owned property within the state.
8. The National Land Parcel Coordinator should develop an intergovernmental funding program for the development and maintenance of parcel data, including incentives to participate for those counties with fully-developed systems and financial support for those who do not.

9. Local government is expected to put into the public domain both parcel geometry and a very limited set of attributes. This should become a minimum requirement to receive federal funds directly associated with property, such as disaster relief.

The full report is available online at [http://books.nap.edu/catalog.php?record\\_id=11978](http://books.nap.edu/catalog.php?record_id=11978)

#### 4. Spatial Data Infrastructures (SDI)

Interesting commentary, from an international perspective, can be viewed at <http://vector1media.com/vectorone/?p=131>. The piece is entitled “Are Spatial Data Infrastructures (SDI) moving forward, backward or spinning wheels?”

The following is an excerpt “...*the success of SDI will be manifested in the business and operating systems of the world around us. If we don't see signs of fundamental processes changing how we collect, use and share information, then I would question whether or not SDI are achieving the goals they ought to be.*

*GIS and other spatial technologies are strategic technologies. Where land and people are involved, so too should these technologies be present, enabling improved decision making processes.”*

MetroGIS's newly adopted Business Plan sets forth community-focused objectives that are in keeping with these comments. The pending Performance Measurement Plan Update also offers and opportunity to further act on these philosophy behind these comments.

#### 5. A Research Agenda for USGS

*By Will Craig, University of Minnesota*

A new report from the National Academies Press pushes the USGS to focus its research agenda on issues that will improve the capabilities of *The National Map*. The study was commissioned by the USGS to help its new Center of Excellence for Geospatial Information Science (CEGIS) develop its research agenda. The report is called *A Research Agenda for Geographic Information Science at the United States Geological Survey* and is available at [http://books.nap.edu/catalog.php?record\\_id=12004](http://books.nap.edu/catalog.php?record_id=12004).

The report contains 12 recommendations. Number 1 frames the discussion on improving the capabilities of *The National Map*, but the writers recognize that this does not narrow the scope sufficiently. They use eight criteria to establish a more specific list of topics: “CEGIS research should (1) be important to *The National Map*; (2) be important to USGS disciplines; (3) be relevant to society; (4) solve a problem and target a customer; (5) be foundational, understandable, and generalizable; (6) enable multidisciplinary integration; (7) focus on data content; and (8) show potential for early, visible success.”

Recommendations 2-5 provide those priority research areas.

2. The three priority research areas for CEGIS should be (1) information access and dissemination, (2) integration of data from multiple sources, and (3) data models and knowledge organization systems.
3. The two priority research topics within the area of information access and dissemination should be to reinvent topographic maps in an electronic environment and to investigate user-centered design for The National Map web services.
4. The two priority research topics for CEGIS within the area of data integration should be generalization and fusion.
5. The two priority research topics in the area of data models and knowledge organization systems should be developing geographic feature ontologies and building the associated feature data models and gazetteers.

The remaining seven recommendations focus on how these research areas should be pursued. They call for a broad research activity involving USGS, other federal agencies, academia, and the private sector. Recommendation 10 will be of most interest to Consortium members

10. Because of USGS's core role in integrating data from local sources for *The National Map*, CEGIS should establish collaborative activities with state and local agencies that have progressive activities in GIScience.

## ATTACHMENT A

### LETTER OF SUPPORT – CAP GRANT APPLICATION

# *MetroGIS*

*Cooperation, Coordination, Sharing Geographic Data*

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December 17, 2007

John Hoshal, GIS Services Supervisor  
Land Management Information Center  
Minnesota Dept. of Administration  
658 Cedar St., Suite 300  
St. Paul, MN 55155-1603

Dear Mr. Hoshal:

On behalf of the MetroGIS Policy Board, I am pleased to offer MetroGIS's support for your FGDC CAP grant proposal; prepared in collaboration with several MetroGIS stakeholders and other state and federal organizations through the Governor's Council on Geographic Information - Emergency Preparedness Committee (GCGI EPC).

It is our understanding that this project will result in continued refinement of structures data needed for homeland security and emergency management by emphasizing data stewardship and multi-level government partnerships. It is also our understanding that you intend to leverage several MetroGIS efforts including its shared data custodian model and address points application. As proposed, this project will promote collaborative data development within our region and statewide through the GCGI EPC. This is an important principle behind MetroGIS and therefore the Policy Board recommends that the FGDC encourage it as well by awarding the grant for this project.

As importantly, MetroGIS leadership believe this project will also benefit organizations beyond those directly involved in the project. For example, it will allow smaller counties and cities to engage in needed data development without a major investment in software. Expanding on MetroGIS efforts will also help nurture FGDC goals of good stewardship for homeland security and emergency management data in general. We are pleased to support such national geospatial initiatives that foster improved access to these critical data.

MetroGIS is a voluntary partnership of organizations in the Twin Cities Metropolitan Area that rely upon geographic information systems technology to accomplish their business functions. The MetroGIS Policy Board provides direction for the MetroGIS Organization and is comprised of twelve elected officials - each representing a core stakeholder or stakeholder community. Members include each of the seven metropolitan counties, the Association of Metropolitan Municipalities (AMM), Metropolitan Chapter of the Minnesota Association of Watershed Districts (MAWD), Technology Information Educational Services (TIES - school districts), and the Metropolitan Council. The Policy Board also serves as a political reality check for all actions fundamental to the success of MetroGIS. For more information about our organization, please visit [www.metrogis.org](http://www.metrogis.org).

Thank you for the opportunity to demonstrate our continuing support for collaboration between the MetroGIS and the GCGI EPC communities. We look forward to working with you on this exciting project.

Sincerely,

Victoria Reinhardt  
MetroGIS Policy Board Chair  
*and*  
Ramsey County Commissioner

cc: MetroGIS Policy Board members  
MetroGIS Coordinating Committee members

## ATTACHMENT B



# NEWS

## U.S. Department of the Interior

**Office of the Secretary**

**FOR IMMEDIATE RELEASE** Contacts:  
**Jan. 29, 2008** Joan Moody 202- 208-6416

John Mahoney 206-220-4621

### **Secretary Kempthorne Names Members of National Geospatial Advisory Committee**

WASHINGTON, D.C.--Secretary of the Interior Dirk Kempthorne today named 28 individuals to serve on the new National Geospatial Advisory Committee. The Committee will provide advice and recommendations on federal geospatial policy and management issues and provide a forum to convey views representative of partners in the geospatial community.

“Geospatial information and technology help many programs ranging from wildlife conservation to weather prediction to national security,” said Secretary Kempthorne. “This committee will help provide advice and perspectives from a broad range of our partner organizations as we continue to develop new ways to utilize geospatial information for the benefit of the public.”

Geospatial data and products, including maps, simulations, and databases, are invaluable tools in the effective management of utility infrastructures, transportation, energy, emergency management and response, natural resource management, climate analysis, disaster recovery, homeland defense, law enforcement, protection planning and other civilian or military strategic issues.

Members of the National Geospatial Advisory Committee named today represent the varied interests associated with geospatial programs and technology.

#### **THE NATIONAL GEOSPATIAL ADVISORY COMMITTEE**

##### **Members representing Private Sector, Nonprofits, and Academia:**

Sean Ahearn, Hunter College, City University of New York;  
Allen Carroll, National Geographic Society;  
David Cowen, University of South Carolina;  
Jack Dangermond, Environmental Systems Research Institute;  
Kass Green, The Alta Vista Company;  
David Maune, Dewberry;  
Anne Hale Miglarese, Fugro EarthData, Inc.;  
Charles Mondello, Pictometry International;  
Kim Nelson, Microsoft Corporation;  
Matthew O'Connell, GeoEye;  
John Palatiello; Management Association for Private Photogrammetric Surveyors;  
G. Michael Ritchie, Photo Science;

David Schell, Open Geospatial Consortium; and  
Christopher Tucker, IONIC Enterprise.

**Members Representing Governmental Agencies:**

Rizwan Ahmed, State of Louisiana;  
Timothy M. Bennett, NativeView;  
Michael Byrne, State of California;  
Donald Dittmar, Waukesha County, WI;  
Dennis Goreham, State of Utah;  
Randall L. Johnson, Metropolitan Council, St. Paul, MN;  
Randy Johnson, Hennepin County, MN;  
Jerry Johnston, U.S. Environmental Protection Agency;  
Barney Krucoff, District of Columbia;  
Timothy Loewenstein, Buffalo County, NE;  
Zsolt Nagy, State of North Carolina;  
Jay Parrish; State of Pennsylvania;  
Gene Schiller, Southwest Florida Water Management District; and  
Steven Wallach, U.S. National Geospatial-Intelligence Agency.

The members of the new committee will report to the chair of the Federal Geographic Data Committee, which is the Federal interagency executive group responsible for providing leadership and direction in Federal geospatial programs. It is chaired by the Secretary of the Interior or the Secretary's designee.

The National Geospatial Advisory Committee, formed under the Federal Advisory Committee Act, will function solely as an advisory body, providing recommendations on effective management of Federal geospatial programs. In particular, it will provide advice on the development of the National Spatial Data Infrastructure (NSDI), which promotes sharing of geospatial data throughout all levels of government, the private and nonprofit sectors and the academic community.

The Committee is expected to meet three to four times per year. The public will be invited to comment and make suggestions at all committee meetings, which will be announced by publication in the Federal Register at least 15 days prior to the meeting date. The U.S. Geological Survey, a bureau of the Department of the Interior, will provide support services for the committee.

The Federal Advisory Committee Act, also known as FACA, was enacted by Congress in 1972 to ensure that advice rendered to the executive branch by advisory committees, task forces, boards, and commissions formed by Congress and the President, be both objective and accessible to the public. The Act formalized a process for establishing, operating, overseeing, and terminating these advisory bodies.

Geospatial information refers to information integrated from multiple forms of data about precise locations on the Earth's surface. The sources of data include photographic, infrared and multi-spectral images; geographic, hydrographic, and geomagnetic data; environmental, political, and cultural information – that use common interoperable standards. It may be presented in the form of printed maps, charts, and publications; in digital simulations and modeling databases; in photographs; or in digitized maps and charts.

## ATTACHMENT C

### **Two Randy Johnsons Named to NGAC**

By Will Craig – Mn GIS/LIS Spring Newsletter

Two Minnesotans were named to serve on the new National Geospatial Advisory Committee (NGAC). (*See Attachment C for more details about the NGAC.*)

Both Minnesotans are named Randy Johnson. One Randy Johnson is the chair of the Hennepin County Board. The other Randy Johnson is the Staff Coordinator of MetroGIS. Both have extensive experience in GIS Policy. Both will make sound contributions to the new committee.

**Randy Johnson**, the commissioner, has served on the county board since 1978 and has been re-elected eight successive times. In 1997-98 Commissioner Johnson was president of the National Association of Counties (NACo), the national organization that represents the nation's 3,066 counties. He is current chair of NACo's GIS Sub-Committee and a member of Harvard's Policy Group on Strategic Computing. In 2002, Government Technology magazine named Johnson as one of its "GT Top Doers, Dreamers and Drivers of Information Technology." He has been invited to testify before Congress more often and on more issues than any elected county official in history. He will be a strong representative of county government.

**Randall (Randy) Johnson** of MetroGIS goes by Randall to avoid confusion. Randy has coordinated MetroGIS's efforts since its inception in 1996 and a winner of the Polaris Leadership Award in 2007. His vision and energy have encouraged participation and collaboration among a wide group of stakeholders, turning the Twin Cities metropolitan area into an internationally-recognized model for achieving collaborative solutions to shared information needs in addition to the sharing of geospatial data and knowledge. He believes in the NSDI vision and has been a national promoter of regional collaborations through publications and presentations. He will be a strong representative of regional collaboration.

People from around the county ask me if there is typo on the NGAC roster. I try to explain our unique Scandinavian heritage. There are 22 pages of *Johnsons* in the Minneapolis phone book. There aren't so many Randy Johnsons, just half of one column. It really is amazing to have so much talent packed into our corner of the universe.



**METROGIS**

**FIRST GENERATION  
GEOSERVICES FINDER**

**PROJECT REPORT**

Prepared by the  
**Land Management Information Center**  
**Minnesota Department of Administration**  
December 27, 2007





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## Executive Summary

The purpose of this project was to determine the feasibility of building and supporting a web-based application that could search for and access Geographic Information System (GIS) software and applications. Such a mechanism can be referred to as an early implementation of a *GIS Services Broker*, consisting of computer hardware and software along with human administrative functions that provide a means to list, query, search for, discover, store, acquire and/or execute GIS computer programs. A robust GIS services broker will ultimately enable organizations to reduce their efforts to develop, maintain, support and host GIS services as well as expand the number and variety of GIS tools available to meet business demands.

This project was undertaken by the Land Management Information Center (LMIC), Office of Geographic and Demographic Analysis, Minnesota Department of Administration, as a MetroGIS Regional GIS Project funded by the Metropolitan Council. All project development work was performed by LMIC staff with a Steering Committee comprised of individuals from MetroGIS member organizations providing direction, testing and input. The project team met several times to define and refine the broker concept, project approach and deliverables. Project deliverables include a working services catalog, library functionality, and this report of project activities and findings. Project funds were only used for staff time, not for any hardware or software.

The *Catalog* is a Web based service that provides for the listing, searching and discovering of GIS software and/or services. The project incorporated a portion of the pending North American Profile of the international ISO19115 Geographic Information Metadata standard into the catalog design. Based on direction provided by the project's Steering Committee, the catalog contains only the minimum necessary fields to identify, describe and locate potential software and services and does not provide a repository for full services metadata. A significant portion of project time was spent defining the characteristics, content and functionality of the Catalog. LMIC will host this Catalog on an ongoing basis at <http://www.lmic.state.mn.us/GeoServiceFinder/>.

*Library* functionality is provided through the Internet and includes the storing and distribution of software in addition to the capacity for execution of some services. LMIC resources were used to build the project's Library. LMIC has stored several software routines within the library, including GeoMoose, and has several services available for execution, such as WMS Imagery. LMIC's Library functionality will continue to be available to MetroGIS through calendar year 2008 so that further exploration of GIS brokering capabilities can be examined. LMIC's interactive services will be made available on an ongoing basis and can be utilized and incorporated into MetroGIS's GIS business solutions.

LMIC has found that catalog administration and software storage within the library do not require significant staff resources. However, providing Library execution services can consume significant and diverse resources.

It may be necessary for a site providing services to MetroGIS members to support multiple operating systems (e.g., Windows and Linux); multiple data bases (e.g., MySQL, MS SQL and ORACLE); as well as multiple development environments in order to be compatible with the varied technical environments of MetroGIS members. If the concept of a services broker is more fully implemented, additional hardware, software and staff resources would likely be required. Standardization of the technology employed by organizations could improve compatibility.

LMIC believes that over time a robust GIS services broker environment should be more fully defined and implemented. Just as MetroGIS has successfully cultivated a culture of data sharing, LMIC believes that with similar attention, MetroGIS can establish a reliable shared services environment. Achieving such a goal will require the identification and coordination of service providers and broad use of compatibility standards. Toward that goal, some cultural changes will need to be introduced that will optimize the investments of all the organizations involved. These should include the need for service providers to maintain highly available and responsive services that ultimately earn the trust of users who come to rely on them and thus refrain from implementing redundant functionality.

# Background

## Project Purpose

The Metropolitan Council, on behalf of MetroGIS, contracted with the Land Management Information Center (LMIC), Minnesota Department of Administration in late December 2006 to prepare a first-generation mechanism to aid the MetroGIS community to identify and share geospatial software and services. Central to this mechanism was the investigation of a geospatial software and services “broker” to be used to provide information about software components, applications and *services*<sup>1</sup> created and made accessible by the GIS user community in Minnesota. The project Catalog is a more robust extension of the Minnesota Geospatial Services Inventory<sup>2</sup>, a shared services survey tool and catalog developed by the Governor’s Council on Geographic Information (GCGI) in 2006. Deliverables provided as part of this project satisfy a number of the functions proposed for the MetroGIS ApplicationFinder in 2004. This report has been prepared to partially satisfy the terms of the Metropolitan Council/LMIC contract. LMIC is grateful to MetroGIS and the Metropolitan Council for allowing us to collaborate on this project.

## Project Personnel

The project team consisted of: the LMIC Development Group (Christopher Cialek, Jim Dickerson, Andrew Koebrick, Fred Logman (project manager), Brent Lund, Pete Olson and Nancy Rader) and a Steering Committee composed of GIS specialists from several MetroGIS member organizations.

The Development Group created a project plan that included active participation by the Steering Committee in most project phases. The Steering Committee provided input and guidance for the project. All significant design and functionality decisions were made based on direction from the Steering Committee. Members of the Steering Committee included:

- Bob Basques      City of St. Paul
- David Bitner      Metropolitan Airports Commission
- Joella Givens      MN Department of Transportation
- Josh Gumm      Scott County
- Randall Johnson      MetroGIS
- Randy Knippel      Dakota County
- Alison Slaats      Metropolitan Council

# The Solution – *GeoService Finder*

## General Description

The project is delivering an application with the working title: *GeoService Finder* (<http://www.lmic.state.mn.us/GeoServiceFinder/>) that provides three components: 1) a public CATALOG that provides structured descriptions of services that developers are making broadly available, 2) a software repository LIBRARY that provides capacity to centrally store some of the components described in the catalog, and 3) a web-based HOSTING ENVIRONMENT that provides search, registration, authoring, editing, publishing, and administrative functionality to the catalog and library. These three components, together with the administrative services required to run, update and maintain a comprehensive system, constitute a rudimentary *brokering* capability.

This solution seeks to implement a modest functioning general purpose *Enterprise Broker* as conceived in the 2005 white paper, *Minnesota State GIS Enterprise Conceptual Architecture Design*<sup>3</sup>.

The model implemented for this project is also similar to that promoted in the Open Geospatial Consortium (OGC) concept of a *Catalog Service*<sup>4</sup> [Figure 1]. In that model, a *catalog entry*<sup>5</sup> summarizes the content of a geospatial service. An organized collection of catalog entries forms a *catalog*<sup>6</sup>, used to assist in the discovery and retrieval of those services.

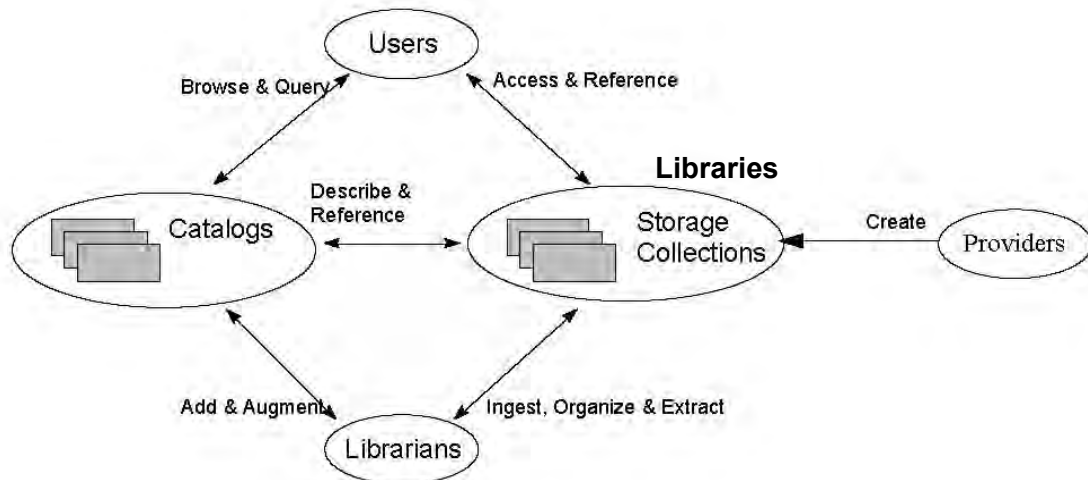


Figure 1. Catalogs in the Library World; from OGC Abstract Specifications Topic 13: Catalog Services.

Catalog entries can reference a location at which a service may be further described, launched, or accessed. When services are collected in a single location for the purpose of providing efficient access, the model refers to that entity as a *Storage Collection*. For our purposes we use the term *Library*.

## Functions of the Catalog

This project's first deliverable is a software catalog based on the Minnesota Geospatial Services Inventory, but rewritten to better meet the needs of MetroGIS. The first project activity involved an in-depth review of the Geospatial Services Inventory to establish a minimum necessary set of fields that would make up the MetroGIS shared software Catalog. In one early meeting, records were populated in the Geospatial Services Inventory and the value of each entry field was scrutinized by Steering Committee members. Discussions included the purpose/need, definition/description, ease of entry and understanding of what was being requested for each field. As part of the discussion, the Steering Committee determined that this was not to be a services metadata repository but a much simpler services catalog. Further, full services metadata should be generated by the developer for shared software; the Catalog should link to the full metadata, not store it.

During this review, several fields were identified as not being necessary, other fields were modified to better meet the needs of the MetroGIS user community, and a few fields were combined.

As part of the discussion it was determined that Resource Type (element #5) should be expanded from three to four options:

- *Remote application*: an interactive application run on a remote server that a client accesses through an internet browser. The client is not required to run any additional software.
- *Standalone application*: software and data that can be downloaded and run locally.
- *Component*: code that can be downloaded and then integrated into routines and executed locally.

**Figure 2. The 20 catalog elements contained in the Governor's Council Geospatial Services Inventory**

<b>1</b>	<b>Resource name</b>
<b>2</b>	<b>Description</b>
<b>3</b>	<b>Availability</b>
<b>4</b>	<b>Audience</b>
<b>5</b>	<b>Resource Type</b>
<b>6</b>	<b>Conditions of use</b>
7	Features
<b>8</b>	<b>Geographic coverage</b>
9	Data used
10	Coordinate system and datum used for data
11	Requirements for use
12	Requirements for deployment
13	Standards used
14	Service dependencies of application
<b>15</b>	<b>Developer organization</b>
<b>16</b>	<b>Source organization</b>
<b>17</b>	<b>Link to resource</b>
18	Notes
19	Contact information for resource
<b>20</b>	<b>Contact information for survey follow up</b>

Items in grey are those that were eliminated from the full set of elements in the Minnesota Geospatial Services Inventory to produce the catalog element set (black) for the MetroGIS shared services Catalog.



- *Service*: an application run at a remote site that a client accesses through the internet; the client needs to run additional software (e.g., using ArcGIS to access photography via a WMS image server, DataFinder Café).

The Steering Committee also requested on-line definitions (i.e., help) be included for each Catalog field. Additional modifications, including changing dropdown list configurations, were requested. The Steering Committee also desired to have the look and feel of the site upgraded to make it more user-friendly.

In reviewing all of the requested changes, LMIC's web developer determined that it would be cleaner to rewrite the application than to attempt to modify it. The rewrite also provided an opportunity to reduce hard-coded portions of the application and replace them with more content in a database structure. This will make the application easier to maintain.

### **The Catalog's Hardware and Software Environment**

***Existing LMIC environment:*** *GeoService Finder* is a web application which runs on the LMIC server named WEB. WEB runs Apache web server under Linux, which is the primary web server used by the Office of Geographic and Demographic Analysis (GDA). The application provides a web interface, which allows the user to find geographic services and applications once they have been cataloged. It also allows services and applications to be described and added to the list of services.

As the application is just a small part of the website, its administration, backup and support are all handled as part of the normal maintenance and support of the web server. *GeoService Finder* adds only a trivial amount to the load and the storage requirements of the server. The application is written in Mod\_perl using the Perl Apache-ASP module to create the page on the server. It also uses a set of function libraries written at LMIC to simplify page generation and user authentication. On the client side, the Catalog application uses the jQuery JavaScript libraries to simplify AJAX calls which allow the page to change dynamically with the user's input. Data is stored in a back-end MySQL database.

While systems maintenance for the application is handled as part of routine web site administration, there is some minimal application-specific administration required. When new catalog entries describing services or software are added by developers, the catalog entries are only accepted conditionally, and will not appear to everyone on the site until they have been approved (published) by an administrator, verifying the submission before marking it as accepted. Though this process has not been finalized, it would probably entail at least verifying that the service exists, that it works and possibly verifying the credentials of the submitter. The time commitment to perform these verification functions is estimated to require 15 to 25 minutes per service entry.

***Recommended MetroGIS environment:*** This application was designed and constructed to run in a Linux environment. The Catalog service requires some components which exist only on a Linux server. The most recent Linux distributions have all the necessary tools to set up the application. Standard Linux software will include MySQL for the

database, Apache for the web server and Mod\_perl for server side programming. The scripting language, Apache-ASP, can be installed from the CPAN Perl repository. On the client side, the jQuery JavaScript library can be downloaded from the *jquery.com* site. The rest of the Catalog code includes Perl libraries and the *GeoService Finder*. A reasonably skilled Linux administrator should have no difficulty supporting this application.

Running the application under Windows, however, would present challenges, although it would not be impossible. There are two possible paths. The first is to attempt to use Linux tools on Windows to minimize rewriting of code. In this case, one would install Apache, MySQL and Mod\_perl on Windows. This has not been tested by LMIC. Another alternative, which would fit existing servers better, would be to use IIS and whatever database was available on the server. Since Apache-ASP claims to be a close clone of Microsoft's ASP for IIS, the ASP portion of the code should be easy to port. Further, the differences in SQL and MySQL are fairly small, at least for what this application uses. A considerable amount of Perl code would need to be translated to a Microsoft server-side language. This is likely to constitute the largest effort necessary in migrating the application to a Windows environment.

**Recommendation:** Continue running the catalog service under Linux. It is recommended to run the application at LMIC, which is willing to provide hosting services to MetroGIS.

### **Standard Used for the Catalog**

International metadata standards have been developed for data and for services, and models are currently being developed to define how catalogs of data and/or services could work. The primary international standards body working on geographic metadata issues is ISO<sup>7</sup>; other national standards groups coordinate with ISO's metadata efforts, including the Open Geospatial Consortium (OGC), the Federal Geographic Data Committee (FGDC) and the American National Standards Institute (ANSI).

In 2003, ISO published an international standard that provides a common framework for describing geospatial data and services: **ISO19115 Geographic information – Metadata**<sup>8</sup>. The United States and Canada are currently working in a joint effort to develop a specific implementation of ISO19115 to identify geospatial metadata that are needed for North American organizations to describe their geospatial data and related Web services. That new standard is called the **North American Profile of ISO 19115** and is currently in draft form<sup>9</sup>. *NAP Metadata* provides a detailed structure to describe both data and services.

LMIC staff is participating in the review of the proposed *NAP Metadata* standard. The Steering Committee determined that the *GeoService Finder* project should follow and use that emerging standard wherever possible. Delays in completion of this project were directly related to the desire by both the LMIC project team and Steering Committee to apply the standard.

**Note:** The *NAP Metadata* standard is currently in the latter stages of development, but is thought to be close enough to completion to be used as a framework for the Catalog. A

cross reference between the Catalog fields used in *GeoService Finder* and the *NAP Metadata* standard is included in Appendix A to this report.

### **Considerations for Listing Software within the Catalog**

The following are not hard-and-fast rules but more in the form of best practice suggestions to assist those who are considering sharing software or services they developed to determine if it is appropriate to do so. They are for the most part in the form of questions and are not in any specific order or priority.

1. Does the software work? Has the software or service been fully tested so that it is largely “bug” free?
2. Is this a test or development version? We are interested only in “production” versions. Software and services can have multiple releases with updated and added features.
3. Is the software something that others would want and can use? Does it have applicability beyond a single organization?
4. Has the software already been entered into the Catalog? We do not want redundant entries.
5. Is this just advertising or promotion of a product, service or entity? However, note that software and services can be listed for which there is a license or use fee.
6. Is there documentation that accurately describes the software or service? We suggest that there be full documentation with an abstract that is accessible through a link from this Catalog.
7. If this is a data distribution service that is being considered, is it original data? We are hopeful that there will be single sources for any specific data set.
8. Can the entries that need to be made in the Catalog be made accurately?
9. If there are multiple components necessary to run the software, are they all being made available and/or listed so that they can be acquired? Is the code self-contained?
10. For software, is there adequate internal documentation within the code so that a relatively average programmer could understand the logic and flow?
11. Are the persons to be named in the Catalog as contacts ready, able and willing to receive and address queries about the software or service?
12. Do you have the right to list and distribute the software or service?

## Functions of the Library

The project's second deliverable is the demonstration of a prototype software Library. For this project "Library" included two distinct components.

- A repository for software code and documentation be it a remote application, standalone application, component or service.
- The computer hardware and software telecommunication resources necessary to host services.

Over the past couple of years, LMIC had developed a library for its internal use and also designed and implemented several on-line services available to the public. This capability has been extended to this project. In reviewing the LMIC Library function and services execution environment, it was determined that LMIC has the capacity to make these available to MetroGIS as part of this project if they individually or collectively chose to utilize them.

## Library Distribution Hardware and Software Environment

**Existing LMIC Library Environment:** LMIC currently distributes a limited amount of software via an anonymous FTP site at <ftp://ftp.lmic.state.mn.us/pub/software>. Several packages are stored in directories at this site. The directories typically contain an archive file (e.g., .zip or .tgz) of files necessary to install and/or run the program as well as a README file with instructions to download and install. Also there usually are web pages describing the software and pointing to the ftp location.

LMIC's ftp distribution site runs under Linux using VSFTP (Very Secure FTP server) on a dual processor Xeon server. The software directory currently consumes about 27 MB of disk space. There are usually fewer than 20 software downloads per day. Even with much higher utilization, no serious load on the server would be anticipated.

At this time, a vast majority of the software distributed by LMIC originated at LMIC and a single staff member is responsible for updating version changes. MetroGIS as part of this project and for a few additional months can, if desired, make use of LMIC's site by sending programs and documentation to LMIC ([pete.olson@state.mn.us](mailto:pete.olson@state.mn.us)) who will move them into the proper directories. Should there be a large number of requests, LMIC may consider creating an account to allow MetroGIS to maintain their own software via FTP and thus reduce LMIC's administrative commitments and potentially provide quicker turn-around.

Security for LMIC's software library follows industry best practices techniques, such as: limiting services on the machine, protecting necessary internal services with a firewall, and running the FTP service as a restricted user. Server updates are performed regularly.

Backups of LMIC's library are performed as part of the office's routine server backup schedule. Live backup is done nightly to two backup servers, one of which is off-site to provide for continuity of services in an emergency. Data stored within the software library may also be available from its source.

Human resources to run the LMIC software library have been kept to a minimum. Administrative tasks, such as backup and patching, require no additional IT resources since they are already being done for the other services each device provides. In the past, upkeep of the software library has been minimal. A more active library would require more upkeep time, but should not significantly impact system administrative tasks or time requirements.

***Recommended MetroGIS environment:*** A software library such as the one at LMIC requires very little capacity and could be set up on a pre-existing server; either an FTP or a Web (http) server could be used. Such servers run either Linux or Windows; the choice of OS largely depends on existing servers and the technical expertise of the support staff. FTP servers traditionally have been used for software distribution, largely based on maintenance, robustness and security considerations. However, Web servers also work well and are often easier for some end users to access. The choice may depend on what servers presently exist with the needed capacity.

### **Library Execution Hardware and Software Environment**

***Existing LMIC environment:*** GDA/LMIC uses four servers to run several GIS applications. All four servers run the Apache Web Server under Linux. Although LMIC is not currently running any GIS applications in a Windows server environment, there is a Windows 2003 server, running Microsoft IIS, available.

Table 1 (below) describes LMIC's GIS servers. All have excess capacity with none averaging over 1% utilization and with maximum utilization during peak loads generally around 5 to 10%.

LMIC's primary platform is Linux for a number of reasons. Most of LMIC's technical expertise is in Linux and a wide variety of free and open source software allows the building of custom applications easily and cheaply in that environment. Linux has generally been more secure than Windows (although recent versions of Windows server – as opposed to desktop – have improved considerably over previous releases). Additionally, applications running under Linux have not had as many security problems, and the Linux architecture is more likely to prevent security bugs from allowing the complete compromise of a server. Linux has also proven easier to keep patched, as reboots are practically never required during patch installation, thus allowing maximal uptime.

Server	OS	Processor(s)	Vintage	GIS Apps
<i>geoint</i>	Gentoo Linux	2 x 2.6 Ghz	2004	Mapserver, WMS images
<i>mapserver</i>	Fedora 7 Linux	2.4 Ghz	2004	Mapserver, GeoGateway
<i>geoserver</i>	Red Hat 4 Linux	4 x 2.8 Ghz	2006	ArcIMS
<i>web</i>	Fedora 7 Linux	4 x 2.8 Ghz	2007	Mapserver, services catalog
<i>survey</i>	Windows 2003	2.8 Ghz	2007	None

**Table 1. Configuration of each of LMIC's current GIS servers.**

LMIC tries to keep its sites and applications as secure as possible. Firewalls allow only the services (e.g., HTTP and FTP) we are providing to be seen by the Internet. These services are run under restrictive user accounts that prevent a service security hole from compromising the whole system. Patches and updates are applied on a weekly basis. Logs are checked daily for unusual events. Industry newsletters are checked for bulletins pertaining to any of our installed software.

The data on all LMIC servers is backed up to drives on two backup servers, one of which is located offsite for continuity of operations in an emergency. Archival copies of the data also exist on tape and portable hard drives.

Approximately 0.5 FTE is dedicated to the administration and upkeep of all LMIC servers. This includes both GIS services and GDA's more general web services as there is considerable overlap in the tasks for keeping these systems running and secure. If each environment was run separately, it would probably require roughly 0.4 FTE each.

Applications currently running at LMIC:

- WMS from the WMS Image Server:** The Open Geospatial Consortium (OGC) defines several kinds of GIS services which may be provided in a WMS environment. These include Web Mapping Service (WMS), Web Feature Service (WFS) and Web Coverage Service (WCS), which return geospatial data in various forms. There is also a Catalog Service which returns information on servers providing the services listed above. A WMS service returns maps formatted as images based on a service request.

LMIC's WMS Image Server provides statewide and metro area imagery from several different dates ranging from 1991 to 2006 at several different resolutions. It also serves scanned images of the 1:24,000, 1:100,000 and 1:250,000-scale USGS quad sheets (Digital Raster Graphics – DRG), current as of 1996 with a few updates since. The application was written at LMIC and uses MySQL as its RDBMS. This service currently satisfies about 10,000 image requests per day.

- **WMS, WFS and other maps from Mapserver:** Mapserver is an open source mapping application developed at the University of Minnesota. It can provide GIS data using WMS, WFS or its own protocols. WFS provides actual geographic data formatted as XML rather than maps derived from the data. Data provided through WFS can be used by GIS applications for analysis and mapping. The National Map project uses data from WMS services, and there is an experimental project serving WFS data for use in municipal boundary adjustments. The data used by these services is file-based at present, but in the future an Oracle database may be utilized.
- **WMS and other maps from ArcIMS:** ArcIMS is a proprietary mapping package licensed through ESRI. It can generate maps from either WMS or its own AXL formatted requests. LMIC runs multiple instances of ArcIMS. The National Map project accesses maps from an ArcIMS service. The data used in the services is file-based, though other applications on the same server make use of data from Oracle databases.

**Recommended MetroGIS environment:** Hardware requirements depend heavily on the complexity of the services being hosted and the number of anticipated users. Existing servers with unused capacity might provide an option. Alternatively, commodity four- and eight-processor servers (with two dual- or quad-cores) are readily available for under \$10,000. This class of servers should be more than sufficient for all but the largest computing loads.

The choice of operating system depends on the services supported, along with the experience of assigned technical staff. Note: some applications may require that a specific OS be run. If technical staff can support the environment, running both Linux and Windows on the same server is feasible utilizing a virtual manager such as Vmware or Xen.

Here are some OS considerations, using as examples the three service applications run at LMIC:

- **WMS Image Server:** This service runs only on Linux. Though the necessary external components (mysql, jpeg and png libraries) are available on Windows, porting the code to the Windows environment would be difficult enough as to probably not be worth doing. An advantage of this kind of service is that it uses only cost-free components. The software will be free, regardless of how many servers might be required to satisfy customer requirements.
- **Mapserver:** There are installable Mapserver packages built for Windows. It would probably be easier for non-Linux shops to set up Mapserver on Windows than Linux. Linux requires the typical configure/make/install cycle which would be familiar to

Linux/UNIX administrators. Porting the rest of the applications should be as easy as moving mapfiles and html pages.

- **ArcIMS:** ArcIMS can be installed on either Linux or Windows and moving applications from Linux to Windows would again be relatively easy. Note that the reverse is not true; some ArcIMS Windows applications make use of facilities such as .NET or ASP for which equivalents are not readily available in Linux. Also, many ArcIMS extensions only include Windows versions of the software.

**Recommendation:** it would be ideal for MetroGIS to offer both Linux and Windows services environments.

### **Hosting Services and Software at LMIC**

Public organizations, like MetroGIS, are invited to use LMIC's library environment to make software available to others, if they do not have the capacity to do so themselves for this project and on a limited basis. Submissions can be made as an e-mail attachment, via FTP to our FTP server, or on physical media such as a DVD or USB drive depending on the content and size of the submission. Any service or software submitted must be entered into the *GeoService Finder* Catalog. The name of the Catalog entry must be provided so that it can be cross-referenced with the software/service being provided. The Catalog entry must be in "request publication" status.

Software submissions for hosting on the LMIC library must include an archive file (zip or tgz) containing the software and a file named README.TXT. The README file must describe the software, including instructions for building and running, so that a potential user could tell whether it was worthwhile for them to download the archive. It should also include information on how and where to unpack the archive once it is downloaded.

The archive file must contain the software, which may consist of executable code, source code or both. It should also contain any necessary information on compiling or installing the program. There must be sufficient user-level documentation such that ordinary semi-technical GIS users can figure out how to make it work.

Upon receipt, LMIC staff will check the usability, completeness, and documentation of the software and add it to the library. As part of our normal logging, we will keep track of all downloads of the software package.

Software to be run as a service at LMIC must also consist of an archive file of the software and a README. Additionally, one or more data files or archives must be included to supply any data the service requires. The archive and README files must contain the same information as for the software library, with enough detail so that LMIC staff can build and run the service. If help is required from the software contributor to get the service running, documentation should be updated to avoid whatever problems were encountered by the LMIC staff.

LMIC will add software packages to its software libraries, to the extent staff time is available. Further, the ability to run services may depend on available hardware and software. LMIC should be able to run most Linux/UNIX services, and many Windows



services. LMIC will track the usage of the service and provide summary information to the contributor upon request.

The contact at LMIC for submitting software and services is: [Pete.Olson@state.mn.us](mailto:Pete.Olson@state.mn.us)  
Please make all requests through this contact by email.

## Conclusion

Based on the experiences of this project, LMIC believes that a shared GIS software environment can be implemented and sustained and that software and services developed by one organization can provide benefits to others. In order for a shared services environment to be successful, an organization will have to commit on an ongoing basis to providing “broker” services consisting of hardware, software and staff resources to provide software and services to other organizations. In order to acquire maximum benefit of shared services to the community of users, organizations will need to trust and depend on other entities to provide some of their software and services to meet their business needs.

## Next Steps

**Promotion.** MetroGIS will need to actively promote the use of the Catalog and Library among its members. One way to encourage use would be for MetroGIS to enter basic information into the Catalog for a number of software/services with the expectation that the developer entity will complete the Catalog information and make the software/service available. MetroGIS could also contact community members and request listing of specific software/services of which they are aware. To assist, LMIC is willing to: 1) provide one or two demonstration workshops, 2) promote and advertise the Catalog through the GIS/LIS Consortium Newsletter, and 3) list some of its software/services in the Catalog and make them available through the Library.

**Shared Commitment.** Use of shared services by the MetroGIS community will require organizations being willing to provide some level of assistance and support to others. It will also require the mind shift that not all software/services need to be developed or run by each individual entity. It will take time for people to make the transition from being self-sufficient to trusting and being dependent on others.

**Experienced-Based Evaluation.** After some period of active use (e.g., 6 to 12 months), a formal evaluation of the benefits and issues associated with using and supporting the Catalog and Library should be made. The evaluation should provide the business case for subsequent MetroGIS shared software/services activities.

**Standards.** In conjunction with the Governor’s Council on Geographic Information, LMIC will review and evaluate geospatial software/services metadata standards that are published. LMIC will also promote the adoption and use of geospatial software/services metadata standards among State agencies.

## Potential Follow-on Activities

MetroGIS has expressed the desire for the ability to search for and acquire both geospatial data and software through a single web-based process. This concept was discussed at a Steering Committee meeting. The discussion included several possible approaches, but did not identify any recommended solution. Conceptually, this is a combination of the *DataFinder* functionality coupled with a software/services broker function. Evaluating this possibility was not part of this project and LMIC does not have a specific recommendation for MetroGIS at this time. What this functionality would look like, how it would perform and what tools should be used to build it are not known at this time. LMIC believes that development of this type of functionality should be based on the organizations' business drivers. In order for it to be successful, it will require that software/services metadata standards have been adopted and followed.

Tools like the Z39.50 search protocol, a Google type search or Wiki may provide the means to explore multiple catalogs hosted at different sites for desired software/services and/or data. The Z39.50 search protocol is now being successfully used within *DataFinder* and the *GeoGateway* to locate data at a number of sites.

LMIC is interested in partnering with MetroGIS and other entities to continue to explore, test and utilize the GIS software/service broker concept.



## Definitions and References

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<sup>1</sup> **Services:** Definition – reusable, self-contained collections of executable software components. They may be pieces of software adaptable in different operating systems, networks and application frameworks. A service is not bound to a particular program, computer language or implementation. They are the building blocks for creating highly integrated and distributed application systems.

<sup>2</sup> **Minnesota Geospatial Services Inventory** A web-based inventory developed by the Minnesota Governor’s Council on Geographic Information to gather information about geospatial applications resources to identify collaboration opportunities among public and private organizations (see: [www.lmic.state.mn.us/GeoSpatialServices/](http://www.lmic.state.mn.us/GeoSpatialServices/))

<sup>3</sup> **Minnesota State GIS Enterprise Conceptual Architecture Design;** 2005; MN Governor’s Council on Geographic Information. Defines a high-level architecture for information technology and web-mapping interoperability in support of the goals outlined in the state’s strategic plan for GIS; 22p, 178 Kb PDF, <http://server.admin.state.mn.us/resource.html?Id=17091>

<sup>4</sup> **The OpenGIS™ Abstract Specification Topic 13: Catalog Services; Version 4;** 1999; OpenGIS™ Project Document Number 99-113.doc. The term “Catalog” describes the set of service interfaces which support organization, discovery, and access of geospatial information. Catalog services help users or application software to find information that exists anywhere in a distributed computing environment. The purpose of this Abstract Specification is to create and document a conceptual model sufficient enough to allow for the creation of implementation specifications, [www.opengeospatial.org/standards/as](http://www.opengeospatial.org/standards/as)

<sup>5</sup> **Catalog Entry:** Definition – a Catalog Entry describes or summarizes the contents of a set of geospatial data, and is designed to be queried. A Catalog Entry is usually a subset of the complete metadata for the described geospatial dataset [or service]. However, a Catalog Entry can be the complete set or a superset of the corresponding metadata. To avoid confusion with general metadata, we abstract the metadata needed for data discovery into an object type and call it a Catalog Entry. A Catalog Entry object allows its content and structure to be queried, identified, described, and retrieved. [OGC Topic 13, p. 8]

<sup>6</sup> **Catalog:** Definition – a Catalog is a collection of Catalog Entries that is organized to assist in the discovery and retrieval of services which are of interest to the user. [OGC Topic 13, p. 8]

<sup>7</sup> **International Organization for Standardization.** Note that ISO is not an acronym; instead, the name derives from the Greek word *iso*, which means equal. Founded in 1946, ISO is an international organization composed of national standards bodies from over 75 countries. For example, ANSI (American National Standards Institute) is a member of ISO. ISO has defined a number of important computer standards, the most significant of which is perhaps OSI (Open Systems Interconnection), a standardized architecture for designing networks. (source: [www.webopedia.com/TERM/I/ISO.html](http://www.webopedia.com/TERM/I/ISO.html))

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<sup>8</sup> **ISO 19115:2003 Geographic information – Metadata** standard defines the schema required for describing geographic information and services. It provides information about the identification, the extent, the quality, the spatial and temporal schema, spatial reference, and distribution of digital geographic data and is applicable to: 1) the cataloguing of datasets, clearinghouse activities, and the full description of datasets, and 2) geographic datasets, dataset series, and individual geographic features and feature properties. The standard defines mandatory and conditional metadata sections, metadata entities, and metadata elements; the minimum set of metadata required to serve the full range of metadata applications (data discovery, determining data fitness for use, data access, data transfer, and use of digital data); optional metadata elements - to allow for a more extensive standard description of geographic data, if required; a method for extending metadata to fit specialized needs.

Though ISO 19115:2003 is applicable to digital data, its principles can be extended to many other forms of geographic data such as maps, charts, and textual documents as well as non-geographic data. For more information see:

[http://www.iso.org/iso/iso\\_catalogue/catalogue\\_tc/catalogue\\_detail.htm?csnumber=26020](http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_detail.htm?csnumber=26020)

<sup>9</sup> **North American Profile of ISO19115:2003 – Geographic information – Metadata.** More information at <http://www.fgdc.gov/standards/projects/incits-11-standards-projects/NAP-Metadata>

## CROSSWALK BETWEEN MINNESOTA'S GEOSPATIAL SERVICES INVENTORY METADATA AND ISO SERVICES METADATA

*Prepared by LMIC for the MetroGIS Service Broker Project Steering Committee*

MN # / NAP #	FIELD NAME	FIELD TYPE	FIELD DESCRIPTION	REQUIRED ?
<b>1</b>	<b>Resource name</b>		<b>Name by which the cited resource is known</b>	
5.14.1	<i>title</i>	<i>free text</i>	<i>Name by which the cited resource is known</i>	<i>Mandatory</i>
5.14.4	<i>edition</i>	<i>free text</i>	<i>Version of the cited resource</i>	<i>Optional</i>
<b>2</b>	<b>Description</b>		<b>Briefly describe what this service or application does.</b>	
5.3.2.2	<i>abstract</i>	<i>free text</i>	<i>Brief narrative summary of service contents</i>	<i>Mandatory</i>
<b>3</b>	<b>Availability</b>		<b>When will this resource be available for use?</b>	
5.3.2.5	<i>status</i>	<i>code list</i>	<i>The development phase of the service.</i>	<i>Mandatory</i>
<b>4</b>	<b>Audience</b>		<b>For what type of users was this application or service designed?</b>	
5.3.2.3	<i>purpose</i>	<i>free text</i>	<i>Summary of the intentions for which the service was developed.</i>	<i>Optional</i>
<b>5</b>	<b>Resource Type</b>	checklist (closed)	<b>What type of resource is this?</b>	Mandatory
N/A			<i>(No NAP–Metadata counterpart)</i>	
<b>6</b>	<b>Conditions of use</b>		<b>Are there any restrictions or conditions of use placed on this resource?</b>	
5.4.2.3	<i>use Constraints</i>	<i>Code list</i>	<i>Restrictions or limitations or warnings to protect privacy, intellectual property or other special restrictions on the resource or the metadata</i>	<i>Optional</i>
<b>8</b>	<b>Geographic coverage</b>		<b>What geographic area is this resource designed to serve?</b>	
5.13.1	<i>description</i>	<i>free text (compiled from closed check lists)</i>	<i>Text which describes the spatial and temporal extent of the dataset.</i>	<i>Optional</i>

<b>MN # / NAP #</b>	<b>FIELD NAME</b>	<b>FIELD TYPE</b>	<b>FIELD DESCRIPTION</b>	<b>REQUIRED ?</b>
<b>15</b>	<b>Developer</b>		<b>Contact information for a representative from the organization that developed the resource</b>	
5.16.4	<i>contactInfo</i>	<i>CI_Contact</i>	<i>Information required enabling contact with the responsible person and/or organization</i>	<i>Mandatory</i>
<b>16</b>	<b>Distributor</b>		<b>Contact information for a representative from the organization that provides access to the resource</b>	
5.16.4	<i>contactInfo</i>	<i>CI_Contact</i>	<i>Information required enabling contact with the responsible person and/or organization</i>	<i>Mandatory</i>
<b>17</b>	<b>Link to resource</b>		<b>Identify the resource Web link</b>	
6.20.2	<i>protocol</i>	<i>Free text</i>	<i>The connection protocol to be used such as http, ftp, etc.</i>	<i>Mandatory</i>
6.19.2	<i>linkage</i>	<i>url</i>	<i>URL for additional metadata or other use information</i>	<i>Mandatory</i>
<b>20</b>	<b>Catalog Entry Author</b>		<b>Contact information for the author of this catalog entry</b>	
5.16.4	<i>contactInfo</i>	<i>CI_Contact</i>	<i>Information required enabling contact with the responsible person and/or organization</i>	<i>Mandatory</i>

The *GeoService Finder* home page.

Home | Northstar | Governor | Intranet  
Monday January 07, 2008 01:26:06 PM CST

Dept. of Administration / Office of Geographic and Demographic Analysis / Land Management Information Center

Advanced Search

**GeoServiceFinder**

**Links**

- Home
- Browse
- Search
- Log in

**Options**

- Print Friendly
- Preferences
- Help

**Intranet Options**

- SQL: Show | Hide
- Menus: Show | Hide

**Dept. of Administration:**

▼ Divisions

**GEOSERVICEFINDER**

**Share your Geospatial services with other developers and data users!**

1. Internet applications with mapping elements,
2. On-line Internet-based "services" that developers can make use of when creating new applications (e.g. a geocoding engine or an image serving source), and
3. any software components that you have developed and are willing to share with others (e.g. a development template for Minnesota MapServer).

If you are responsible for developing or supporting technical capabilities such as these, please take the time to tell us about it by filling out a brief questionnaire. For your convenience, please consult the following table for examples of the types of resources we are hoping to identify:

- [Browse](#): Currently documented services in catalog.
- [Search](#): Catalog of services.

You will need to create an account and log in to access the questionnaire. It is designed to identify and document each service or application as a metadata record. It should take you no more than 10 minutes per application or service to complete the survey.

**PARTICIPATE**

- [Register](#): Create your own user account in an easy three-step process.
- [Login](#): Already have an account? Sign in to GeoSpatialFinder

Technical problems? Contact: [admin.webmaster@state.mn.us](mailto:admin.webmaster@state.mn.us) About this site

Example of *GeoService Finder* browse results

Dept. of Administration / Office of Geographic and Demographic Analysis / Land Management Information Center

Advanced Search

**GEOSERVICEFINDER INVENTORY**

**DISCLAIMER**

Metro GIS and the Minnesota Office of Geographic and Demographic Analysis and the individuals and organizations that provided these data make no representations or warranties, express or implied, with respect to these data. There is no guarantee or representation to the user as to the accuracy, currency, suitability, completeness, or reliability of these data for any purpose whatsoever. These data may be subject to periodic change without prior notification. The user accepts these data "as is", and assumes all risks associated with its use. The user agrees not to transmit these data or a copy in any form or provide access to it or any part thereof, to another party unless the user shall include with these data a copy of this disclaimer.

Metro GIS the Office of Geographic and Demographic Analysis and the individuals and organizations that provided these data assume no responsibility nor are they individually or collectively liable for any direct, indirect, special, incidental, actual, compensatory, consequential or any other damages or costs incurred as a result of any user's use or understanding of, or reliance on these data.

By clicking on or viewing any of the following data records, I acknowledge and agree to the terms of this disclaimer.

Add your own services to this list! To contribute, you will need to create an account and fill out a brief form.

- [Interactive Map on Local Ordinances Regulating Livestock](#): This interactive map provides information on local ordinances regulating animal agriculture in Minnesota's counties. The information includes the most common areas of regulation such as setbacks and separation distances, conditional use permits, feedlot size limitations, and minimum acreage requirements. It also provides local contact information and links to local ordinances when available. The map provides a representation of county regulations as they exist in Spring 2006. It does not summarize the regulations or provide an assessment as to the effectiveness or appropriateness of the provisions within ordinances nor does it assert that the most commonly occurring provisions are better than others. Only county regulations are available at this time; township regulations will be added in the near future. The Livestock-Related Ordinances Interactive Map allows you to: Select and zoom to specific counties Retrieve Livestock-related ordinances Access county websites Access 2003-2004 aerial photographs provided by USDA Farm Service Agency.
- [AirPhotos Online](#): APO does two things: 1) it allows the public to browse low resolution versions of aerial photography collected by the DNR Resource Assessment group and 2) users can purchase access to high resolution versions.
- [AniMap](#): Displays occurrence information for common animal species found in Minnesota.
- [Business Recruitment and Site Location](#): Web application that identifies available sites for businesses seeking options for location. Service shows site location and provides tools to identify available labor force within commuting distance.
- [cadastral layer](#): partially completed cadastral layer of varying level of accuracy
- [Data Deli Web Mapping Service](#): Provides access to a suite of spatial data layers using the OGC Web Mapping Services protocol.
- [dBox](#): Application development framework for use with MapServer.
- [DNR Data Deli](#): Allows users to download geospatial data files, with accompanying documentation.
- [GeoMoose](#): GeoMoose is open-source web mapping software available to anyone at no cost. Using GeoMoose, anyone, especially city, county, or other governmental units, can create interactive mapping applications for their website or simply put basic GIS capabilities on the desktop of anyone in their organization. GeoMoose was created by the City of St. Paul and enhanced by the OpenMIND Project, a collaborative effort involving agencies in Minnesota and North Dakota funded by an FGDC grant. OpenMIND focused GeoMoose on local government needs and packaged it so it can be easily downloaded, configured, and deployed using basic web publishing skills. No programming is required. Based on open standards and open-source software, entire applications can be built without having to purchase any software. GeoMoose is designed around a services-oriented architecture, which means it can use other web servers on the Internet and distributed application components on your own servers. Map layers can come directly from web mapping services published by a variety of government agencies or by accessing your own data using MapServer. This minimizes the need to copy and process large volumes of data. Other web-based information services can be accessed to integrate associated systems dynamically based on user interaction with the application. As a result, GIS applications can be provided on most servers or workstations without requiring special performance capabilities, disk space, or database software. For more information on GeoMoose, see <http://www.geomoose.org/moose> For more information on MapServer, see <http://mapserver.gis.umn.edu/>
- [Land Management Information Center's Geospatial Image Server](#): The Land Management Information Center's Geospatial Image Server has been developed to provide versatile access to large statewide raster databases according to the Open GIS Consortium's Web Map Service (WMS) standards.
- [macnoise.com interactive mapping application](#): Allows residents near MSP International Airport to determine their eligibility for mitigation programs and provides access to



# GeoService Finder's catalog entry form

GeoServiceFinder entry form - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Dept. of Administration / Office of Geographic and Demographic Analysis / GeoServiceFinder

**Chris Cialek's Workspace**

User name: chris.cialek@state.mn.us  
[Contact support](#)  
 Application: GeoSpatial ([change](#))

Admin Minnesota  
 DEPARTMENT OF ADMINISTRATION

Welcome Add content My content Search My profile Logout

## GEOSERVICEFINDER ENTRY

**Form preferences**  
 • Show names in ISO:19115 form

**Title** ⓘ Name by which the cited resource is known. Maximum field length is 250 characters. (required)  
 GeoMoose

**Edition** ⓘ Version of the cited resource.  
 1.0.0

**Abstract** ⓘ Brief narrative summary of the service contents. Maximum field length is 250 characters. (required)  
 GeoMoose is open-source web mapping software available to anyone at no cost.

**Abstract continued** ⓘ A continuation of the brief abstract above. Please do not repeat text, as these fields will be displayed as a continuous paragraph in full record display mode.  
 Using GeoMoose, anyone, especially city, county, or other governmental units, can create interactive mapping applications for their website or simply put basic GIS capabilities on the desktop of anyone in their organization.  
 GeoMoose was created by the City of St. Paul and enhanced by the OpenMIND

**Status** ⓘ The development phase of the service. (required)  
 Completed  Planned  
 Historical archive  Required  
 Obsolete  Under development  
 On going

**Service type** ⓘ The service type name from a service registry (required)  
 Remote application: an interactive application run at a remote site that a client accesses through an internet browser. The client does not need to run any additional software.  
 Standalone application: software and data that can be downloaded and run locally  
 Component: code that can be downloaded then included in routines and executed locally  
 Service: a service run at a remote site that a client accesses through the internet, the client needs to run additional software (e.g. using ArcGIS to access photography via a WMS image server).

**Purpose** ⓘ Summary of the intentions for which the service was developed.  
 GeoMoose was particularly designed to meet the needs of local government to publish maps on the web. It has been packaged it so it can be easily downloaded, configured, and deployed using basic web publishing skills.

**Use constraints** ⓘ Restrictions or limitations or warnings to protect privacy, intellectual property, or other special restrictions on the resource or the metadata.  
 Copyright  License  
 Patent  Intellectual property rights  
 Patent pending  Restricted  
 Trademark  Other restrictions

**Extent** ⓘ Describes the spatial (horizontal and/or vertical and temporal coverage in the service).  
**Scope**  
 International  
 Entire U.S.A.  
 Multiple states  
 Minnesota  
 Twin Cities  
 Metropolitan Region

**Distributor** ⓘ Identification and means to contact people/organizations associated with the service.  
 Are you the contact for this item? (Chris Cialek, chris.cialek@state.mn.us)  
 Contact is another person  
**Name:** Dickerson, Jim  
**Organization:** LMIC  
**Address:** 658 Cedar St.  
**Phone, work:**  
**Email:** jim.dickerson@state.mn.us

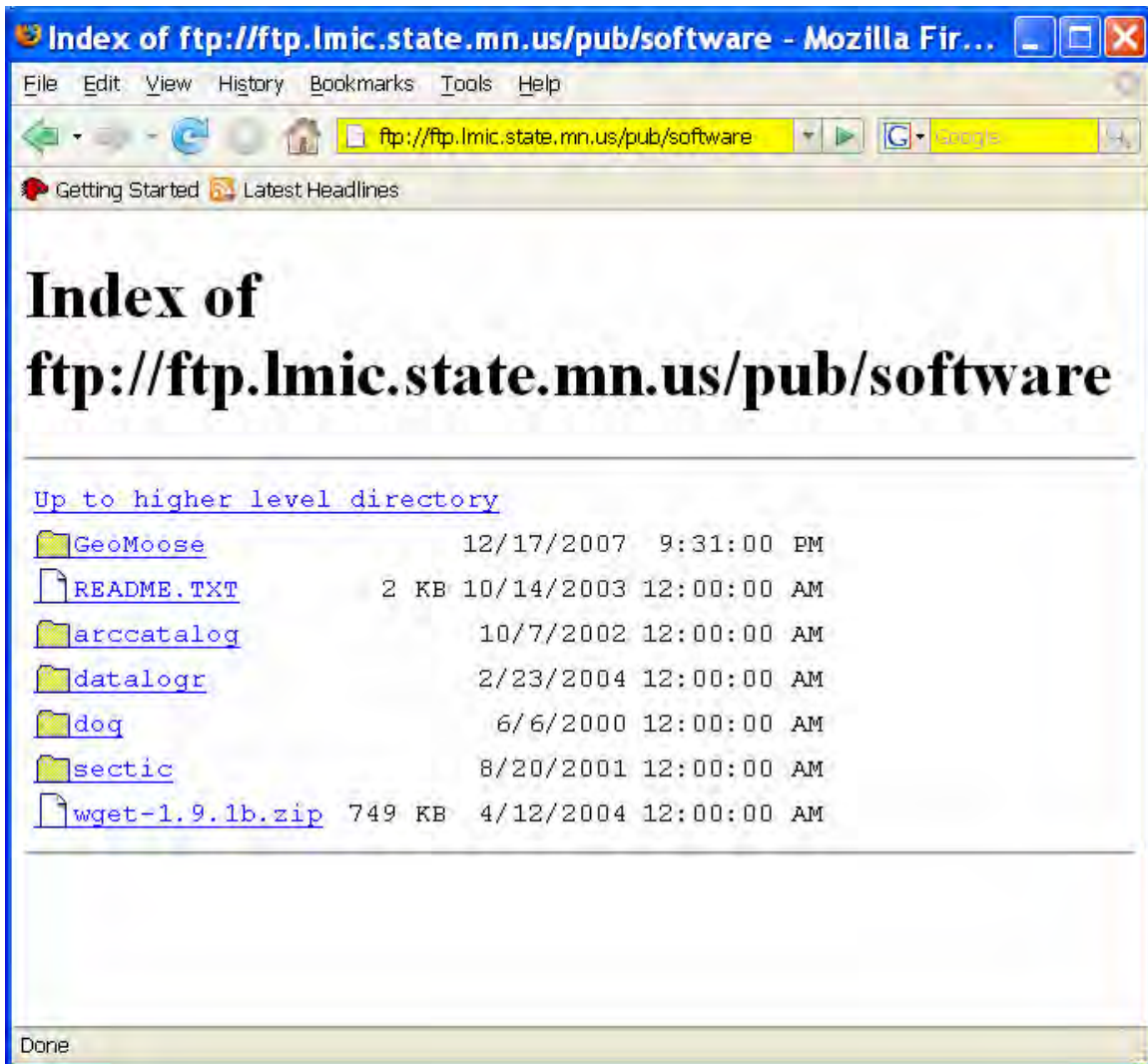
**Developer** ⓘ Recognition of those who contributed to the service.  
 Are you the creator for this item? (Chris Cialek, chris.cialek@state.mn.us)  
 Contact is another person  
**Name:** Knippel, Randy  
**Organization:** Office of GIS  
**Address:** 14955 Galaxie Ave  
**Phone, work:** 952-891-7080  
**Email:** randy.knippel@co.dakota.mn.us

**Protocol** ⓘ The connection protocol to be used such as http, ftp, etc. (required)  
 ftp

**Linkage** ⓘ Internet location (address) for on-line access which uses a Uniform Resource Locator address or similar addressing scheme such as www.isotc211.org or ftp.isotc211.org. (required)  
 ftp.lmic.state.mn.us/pub/software/GeoMoose/

Save Save and exit Discard changes

LMIC's software library site



## GeoMoose application in the library



Some documentation describing the WMS server

**Land Management Information Center: WMS Imager Server Description - Mozilla Firefox**

http://www.lmic.state.mn.us/chouse/wms\_image\_server\_description.html

Home | Northstar | Governor | Intranet  
Friday January 04, 2008 12:24:45 PM CST

Dept. of Administration / Office of Geographic and Demographic Analysis / Land Management Information Center

**Minnesota Geographic Data Clearinghouse**

- MGDC Home
- What's new
- About us
- Data
- Map gallery
- Metadata tools
- About Minnesota
- More resources

• Contact us

• Feedback

• LMIC Home

**Options**

- Print Friendly
- Preferences
- Help

**Dept. of Administration: Divisions**

**LMIC'S MINNESOTA GEOSPATIAL IMAGE SERVER**

The Land Management Information Center's Geospatial Image Server has been developed to provide versatile access to large statewide raster databases according to the Open GIS Consortium's Web Map Service (WMS) standards.

**SPECIFICATIONS**

**DATA LAYERS SERVED**

*New!*

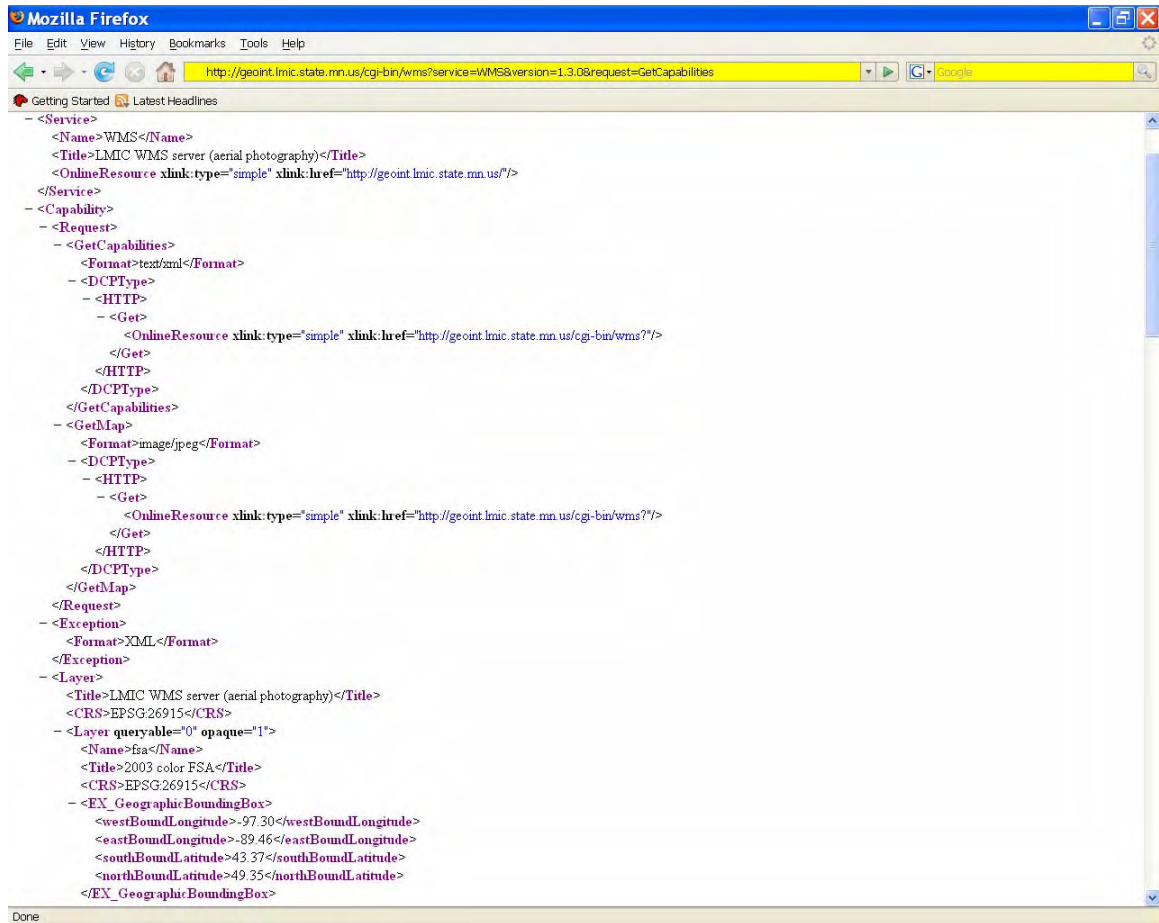
- Ramsey County orthophotos, added 10/1/07
- Twin Cities 2006 orthophotos, added 9/20/07
- Almost statewide FSA 2006 orthophotos, added 4/17/07

**1. Digital orthophotography**

Geographic Area	Year	Season	Originator*	Type	Resolution	Metadata	Notes
Almost statewide	2006	Summer	FSA	color	2-meter		Some areas in northern Minnesota and the Twin Cities were not flown
Statewide	2003-04	Summer	FSA	color	1-meter		Most imagery is from 2003; missing areas were filled 2004.
Statewide	1991-92	Spring	USGS	black-&-white	1-meter		
Twin Cities	2006	Spring	USGS	color	0.3-meter		Minneapolis - St. Paul area
Ramsey County	2006	Spring	USGS	color	0.15-meter		Data converted from state plane coordinates to UTM
Twin Cities	2004	Spring	NGA, USGS	color	0.3-meter		Minneapolis - St. Paul area
Twin Cities	2000	Spring	Met Council	black-&-white	0.6-meter		7-county Twin Cities
Twin Cities	1997	Spring	Met Council	black-&-white	0.6-meter		7-county Twin Cities

\* FSA = Farm Service Agency, U.S. Department of Agriculture

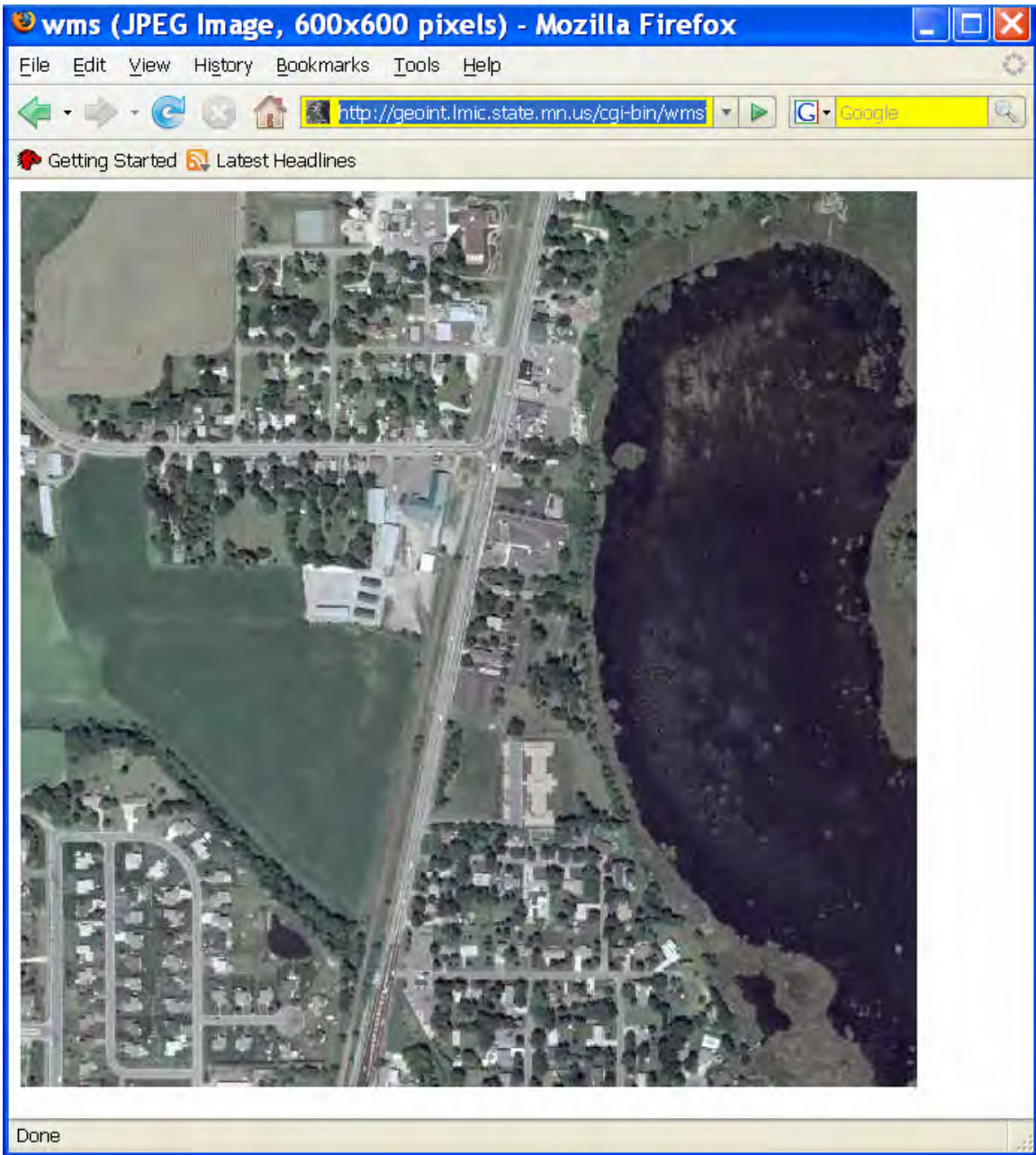
## Top portion of response to GetCapabilities request from wms server



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Getting Started Latest Headlines
- <Service>
  <Name>WMS</Name>
  <Title>LMIC WMS server (aerial photography)</Title>
  <OnlineResource xlink:type="simple" xlink:href="http://geoint.lmic.state.mn.us/">
</Service>
- <Capability>
- <Request>
  - <GetCapabilities>
    <Format>text/xml</Format>
    - <DCPType>
      - <HTTP>
        - <Get>
          <OnlineResource xlink:type="simple" xlink:href="http://geoint.lmic.state.mn.us/cgi-bin/wms?"/>
        </Get>
      </HTTP>
    </DCPType>
  </GetCapabilities>
  - <GetMap>
    <Format>image/jpeg</Format>
    - <DCPType>
      - <HTTP>
        - <Get>
          <OnlineResource xlink:type="simple" xlink:href="http://geoint.lmic.state.mn.us/cgi-bin/wms?"/>
        </Get>
      </HTTP>
    </DCPType>
  </GetMap>
</Request>
- <Exception>
  <Format>XML</Format>
</Exception>
- <Layer>
  <Title>LMIC WMS server (aerial photography)</Title>
  <CRS>EPSG:26915</CRS>
  - <Layer queryable="0" opaque="1">
    <Name>Esa</Name>
    <Title>2003 color FSA</Title>
    <CRS>EPSG:26915</CRS>
    - <EX_GeographicBoundingBox>
      <westBoundLongitude>-97.30</westBoundLongitude>
      <eastBoundLongitude>-89.46</eastBoundLongitude>
      <southBoundLatitude>43.37</southBoundLatitude>
      <northBoundLatitude>49.35</northBoundLatitude>
    </EX_GeographicBoundingBox>
```

Example map returned by GetMap request to WMS. Request url was

<http://geoint.lmic.state.mn.us/cgi-bin/wms?service=WMS&version=1.1.1&request=GetMap&layers=fsa&bbox=500000,500000,501000,5001000&height=600&width=600>









FOR IMMEDIATE RELEASE March 19, 2008 CONTACT: Anthony Flint, 617-661-3016 x116

**LAND INFORMATION SYSTEMS ARE TRANSFORMING COMMUNITY DEVELOPMENT, NEW LINCOLN INSTITUTE REPORT SAYS**

*Greater use of geographical information systems (GIS) and Internet-based parcel data inventories help target revitalization and affordable housing efforts, curb foreclosures*

CAMBRIDGE, Mass. – Land information systems and Internet-based databases have the power to transform community development, making it possible to harness technology to revitalize urban areas and create affordable housing where it is most needed, according to a new report by the Lincoln Institute of Land Policy.

[Transforming Community Development with Land Information Systems](#), by Sarah Treuhaft and G. Thomas Kingsley, is the latest Policy Focus Report published by the [Lincoln Institute](#), a think tank in Cambridge, Mass., that includes a focus on economic and community development.

“There is vast potential in the use of technology in community development,” said Rosalind Greenstein, senior fellow and chair of the Department of Economic and Community Development at the Lincoln Institute. “Using geographic information systems and Web services truly facilitates the work of planning, developing, and nurturing vibrant neighborhoods that meet the needs of today’s residents.”

Many cities now make some or all of their parcel data available on the Web. Fulfilling the promise of parcel data systems in the creation of sustainable and equitable communities requires support from government at all levels, institutions, and foundations to bring emerging solutions to scale, disseminate best practices, and foster continued innovation, the report says.

The report includes a synopsis of the evolution of parcel data systems and recent advanced applications, as well as five case studies from Chicago, Cleveland, Minneapolis-St. Paul, Philadelphia, and Washington, D.C., that illustrate the use of new technology in facilitating revitalization, improving vacant lots, building on affordable housing initiatives, heading off foreclosures, or integrating neighborhood efforts into a larger regional framework.

A task force in Cleveland used data on loan transactions to take action against property flippers, for example. Community groups in Chicago used Web-based GIS tools to support planning for transit-oriented development and to target resources with parcel data so low-income families could better maintain and improve their homes. The Pennsylvania Horticultural Society used a parcel data system to rehabilitate 150 acres of vacant lots into parks and urban greenspace.

“To make the right choices for their neighborhoods, people need the right information,” said Treuhaft, a senior associate at [PolicyLink](#) in Oakland, Calif., and report co-author. “Detailed, accessible information is critical, whether in the current national foreclosure crisis or ongoing gentrification struggles. With more and better data, we can develop more effective strategies to solve many of the biggest challenges facing America’s neighborhoods.”

Kingsley, principal research associate and expert on housing, urban policy, and governance issues at the [Urban Institute](#) in Washington, D.C., and report co-author, said he was “surprised to see how having the same concrete information in front of all the players – whether city officials or various advocacy groups – led to collaboration and creativity.”

The case study on Washington, D.C., for example, focused on the use of an enhanced parcel data system in the management of affordable housing and preservation of Section 8 housing.

“Instead of just having conversations about how bad they thought the problem was in the abstract, they were able to see which specific properties were affected and examine relevant characteristics of those properties in comparison to each other,” Kingsley said. “This stimulated those who knew about specific cases to provide additional information and make suggestions about preservation actions that would never have emerged if they had not all been working together directly with the data.”

The full report, *Transforming Community Development with Land Information Systems*, can be downloaded [here](#).

The Lincoln Institute of Land Policy, a think-tank based in Cambridge, Mass., sponsors research, training, conferences, and demonstration projects on land use, community development, planning, and tax policy as it relates to land.

Sarah Treuhaft conducts research and writes on a variety of equitable development topics including the use of data and mapping for community-building. PolicyLink is a national research and action institute advancing economic and social equity, seeking to ensure that everyone, including low-income communities of color, can contribute to and benefit from local and regional growth and development.

G. Thomas Kingsley is director of the National Neighborhood Indicators Partnership, an initiative to further the development of advanced data systems for policy analysis and community-building in U.S. cities. The Urban Institute is a nonprofit, nonpartisan policy research and educational organization that examines the social, economic, and governance challenges facing the nation.

To interview the authors and Rosalind Greenstein, please contact Anthony Flint, director of public affairs at the Lincoln Institute of Land Policy, at 617-661-3016 x116.

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# Transforming Community Development With Land Information Systems

BY SARAH TREUHAFT AND G. THOMAS KINGSLEY



# Transforming Community Development With Land Information Systems

## Policy Focus Report Series

The Lincoln Institute's policy focus report series addresses timely public policy issues relating to land use, land markets, and property taxation. Each report is designed to bridge the gap between theory and practice by combining research findings, case studies, and contributions from scholars in a variety of academic disciplines, and from professional practitioners, local officials, and citizens in diverse communities.

## About this Report

This report is part of a multiyear research and action project by PolicyLink, the Urban Institute, and the Lincoln Institute of Land Policy to advance the field of parcel data systems and their application to community revitalization and equitable development. (See inside back cover for more information about the participating organizations.) It builds on research summarized in a recent Lincoln Institute working paper, *The Potential of Parcel-Based GIS in Community Development and Urban Land Management* (Chandler et al. 2006), which was presented to a group of community data systems experts in June 2006. At that meeting, attendees expressed the need for case studies to illustrate the value of integrated parcel data systems for the practice of community development. This report represents a first step toward cataloguing the most promising applications of these land information systems.

## About the Authors

**Sarah Treuhaft** is a senior associate at PolicyLink in Oakland, California. She conducts research and writes on a variety of equitable development topics such as the use of data and mapping for community building and regional equity strategies. She also works with partner organizations to advance policies that benefit low-income communities, and facilitates trainings for community-based advocacy coalitions.

**G. Thomas Kingsley** is a senior researcher and research manager in housing, urban policy, and governance issues at the Urban Institute in Washington, DC, and is the author of numerous publications in those fields. He served as the director of the Institute's Center for Public Finance and Housing from 1986 through 1997. He currently directs the National Neighborhood Indicators Partnership, an initiative to further the development of advanced data systems for policy analysis and community building in U.S. cities.



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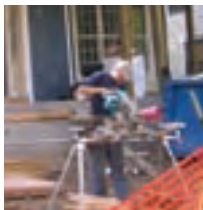


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**ON THE COVER**

**The Pennsylvania Horticultural Society used the ParcelBase application to help implement its Philadelphia Green program to rehabilitate vacant lots. More than 150 acres of vacant land have been transformed by these “clean and green” treatments, including this corner lot at 5th and Norris in North Philadelphia.**





# Executive Summary

**A** new era of data democracy has arrived, enabling tremendous improvements in land information systems and opening up a wealth of opportunities for the practice of community development and the management of community resources.

Geographic information systems (GIS) and Web services have dramatically expanded the ability to access, analyze, disseminate, and display vast quantities of data. These powerful technologies make it possible for cities, counties, and even regions to integrate their administrative databases and make parcel-level information available to the public via the Internet.

Community data intermediaries, together with the national networks that support them, also play a crucial role in the democratization of data—serving as bridge-builders for technology, government, and the community. With this extensive information infrastructure in place, community development practitioners now have greater access to the detailed property data that are so vital for analyzing and monitoring changes in neighborhood real estate markets.

This report describes how pioneering organizations and partnerships are turning robust, integrated parcel data systems into powerful tools for guiding community change. Drawing on extensive interviews with dozens of practitioners and community data experts, case studies of five cities and regions—Chicago, Cleveland, Minneapolis–St. Paul, Philadelphia, and Washington, DC—detail some of the nation’s most promising applications of property-level information.

**Bickerdike  
Redevelopment  
Corporation’s use  
of parcel data  
supports its  
housing and  
organizing work  
on Chicago’s  
northwest side,  
such as this  
rehabilitation  
of the historic  
Boulevard  
Apartments.**







From the early successes showcased here, it is clear that innovative parcel data applications are truly transforming the practice of community development. The case studies were selected to demonstrate how land information systems can be used to address a wide range of community development challenges on both an urban and regional scale, such as the following:

- ***Providing decision support for major initiatives.*** In Cleveland, parcel data are being used to inform land acquisition decisions and model block efforts in six neighborhoods targeted for revitalization.
- ***Informing foreclosure prevention strategies.*** University-community partnerships in Cleveland and Minneapolis–St. Paul are developing systems to identify properties at risk of foreclosure and to design effective interventions.
- ***Targeting outreach to low-income homeowners.*** Community organizations in Chicago and Philadelphia have used parcel data to target services and resources to help low-income owners maintain and improve their homes.
- ***Planning commercial district revitalization.*** Using Web-based GIS tools, community groups in Chicago have surveyed local commercial districts to support economic development and transit-oriented development planning.
- ***Supporting community organizing.*** A resident task force in one of Cleveland’s most distressed neighborhoods used data on loan transactions to identify and take legal action against property flippers.
- ***Monitoring and preserving affordable housing.*** An enhanced parcel data system is supporting collaborative efforts to preserve Section 8 units and manage the affordable housing stock in Washington, DC.

These and other advanced applications described in this report demonstrate the vast potential that integrated parcel data systems hold for the creation of equitable and sustainable communities. Fulfilling this promise, however, requires ongoing investments in systems, institutions, and processes. In particular, the support of government at all levels and of institutions and foundations is needed to bring emerging solutions to scale, disseminate best practices in the use of parcel data, and foster continued innovation in land information systems to support community change.



## CHAPTER 1

# From Parcel Data to Community Action

Information on individual properties—including land value, ownership, zoning, tax liens, and vacancy status—is crucial for understanding neighborhood markets and how they are changing over time. While community development practitioners have always sought these data, until recently the cost of gathering the information from multiple local government agencies was prohibitive. Basic fact-finding on properties targeted for acquisition or improvement meant visiting city hall or other offices to examine individual records. This was a time-consuming process that precluded using property data more strategically for planning, decision making, and evaluation.

A new era of data democracy has now arrived. Technological innovations have vastly expanded the opportunities for using parcel data in community development. Geographic information system (GIS) technology has evolved from a tool that was cumbersome, expensive, and highly specialized to one that is increasingly accessible, user-friendly, and applicable within many fields. At the same time, the advent of Internet-based technologies such as Web GIS and Web services has made it possible

to distribute vast quantities of data to widely dispersed users.

Recognizing the potential these advances held for the field of community development, PolicyLink and the Urban Institute, with support from the Lincoln Institute of Land Policy, began to inquire into the status of parcel data system development. A Web survey revealed that an unexpectedly large share of cities—72 of the nation’s largest 100—operate systems that make parcel data from multiple agencies available to the public via the Internet (Chandler et al. 2006). These systems varied greatly in terms of their data quality and analytical capabilities (see table 1). Nevertheless, the movement toward integrated, GIS-driven, Web-based administrative parcel data systems was clear.

This finding immediately prompted several questions about what these advances mean for community development. Was the potential within integrated administrative parcel systems being realized? Were community development practitioners—the people and organizations directly involved in reclaiming vacant properties, preserving affordable housing, and other issues for which property data are relevant—accessing

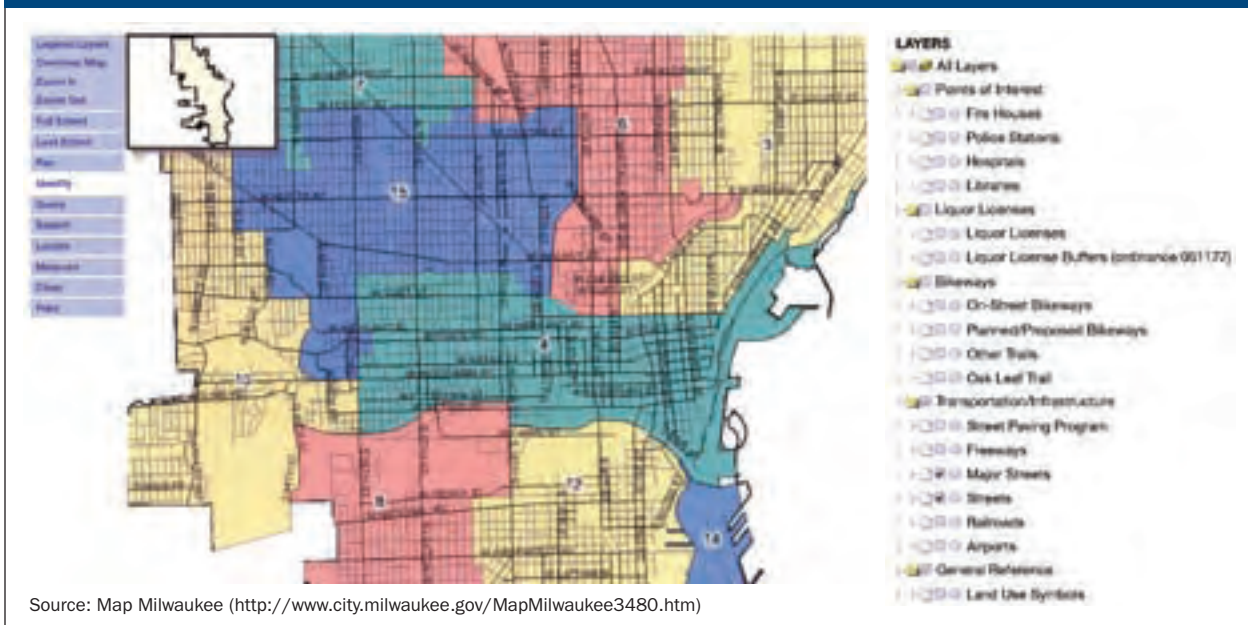
TABLE 1  
Common Variables Provided by Parcel Data Systems

Home Institution	Number of Cities (N=72)	Percent of Systems Providing Data on:			
		Current \$ Value	Parcel Size	Land Use	Year Built
Technical Government Agency (IT/MIS/GIS)	35	69%	43%	37%	43%
Substantive Government Agency (e.g., Planning, Assessing)	34	50	50	47	38
University	2	50	50	100	50
Private Company	1	100	100	100	–

Source: Adapted from Chandler et al. (2006)

FIGURE 1

Map Milwaukee Exemplifies an Advanced Municipal Parcel Data System



Source: Map Milwaukee (<http://www.city.milwaukee.gov/MapMilwaukee3480.htm>)

and using these land information systems? And if so, for what purposes?

This report provides answers to these questions. Drawn from a review of land information systems and interviews with dozens of community development practitioners and parcel data experts, the five case studies illustrate how pioneering practitioners in these cities and regions are transforming mundane administrative data systems into highly effective tools for community development.

**THE EVOLUTION OF PARCEL DATA SYSTEMS**

The origin of parcel data systems in the West can be traced to ancient Rome, where land surveyors inscribed bronze tablets with base maps demarcating property boundaries and ownership information. After disappearing during the Middle Ages, property mapping reemerged during the Enlightenment to become a widespread tool for land management and the taxation of real property. Over time, local governments began to maintain records for additional types of property conditions, such as building code violations and the locations of structural fires. For centuries, all of this information was

contained in paper records that were stored in separate municipal offices.

In recent years, technologies such as GIS have revolutionized public recordkeeping. Local governments are now creating integrated land information systems that recurrently gather data on parcels from multiple agencies and store the information in a single location (see figure 1). Personal computers, the Internet, Web-based GIS mapping, and Web services have democratized access to these parcel information systems, making data housed at government agencies available to community-based organizations and the public.

While the process differs across localities, the development of parcel data systems generally occurs in four stages.

1. Transfer of paper cadastral records (property data linked to a map indicating parcel boundaries) maintained by the tax assessor into a regularly updated, computerized database.
2. Integration of parcel data developed by the assessor, the recorder of deeds, the housing department, and other agencies into a single automated system.
3. Creation of an integrated parcel data

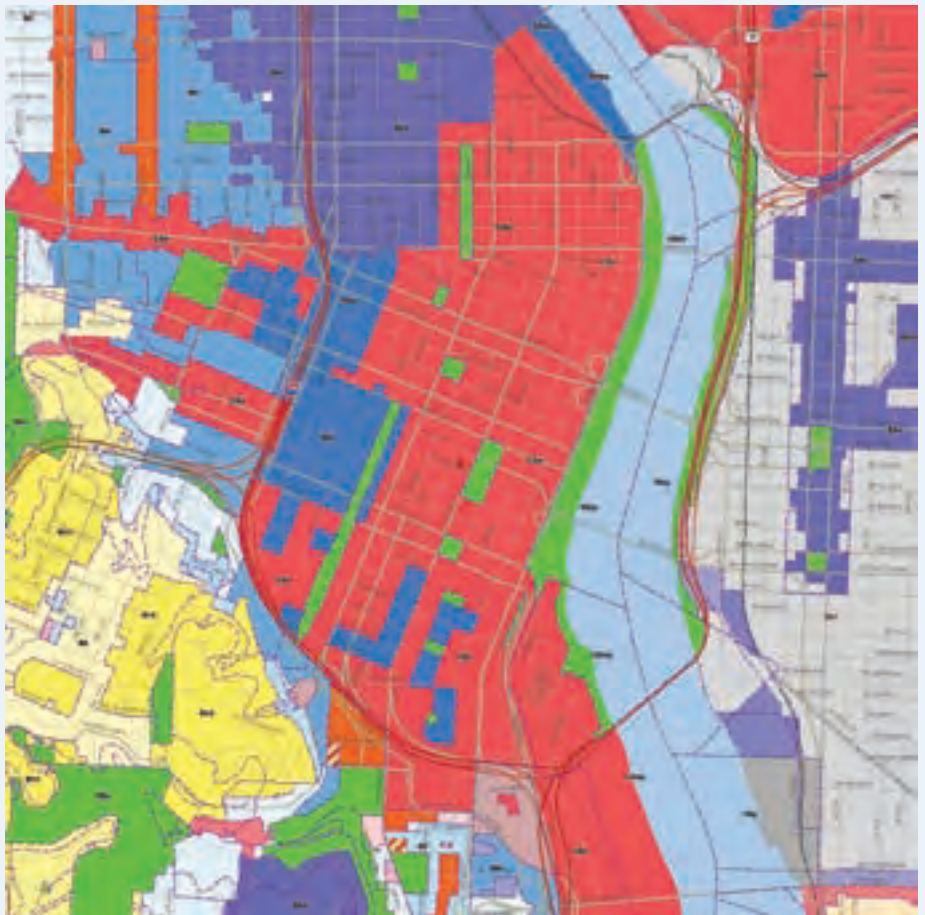
BOX 1

## PortlandMaps.com Demonstrates the Potential of Enterprise GIS

Portland, Oregon, is home to one of the nation's most sophisticated parcel data systems delivered through an enterprise, or institution-wide, model. The city chose to invest \$7 million to develop an integrated information system after a business analysis documented the inefficiency of running multiple GIS systems in different city departments.

*PortlandMaps.com* is a user-friendly, Web-based system that provides agency employees and residents a single entry-way to the city's extensive databases—including more than 250 layers of parcel data and a variety of applications—while saving the city nearly \$1 million per year (Chandler et al. 2006).

Source: PortlandMaps.com  
© 2008 City of Portland, Oregon



system available to public sector employees on their desktops.

4. Development of a Web-based system accessible to government employees, community development practitioners, and the general public.

As parcel data systems develop, their power and utility grow. Combining databases previously stored in separate systems makes information access, maintenance, and distribution much more efficient. Sharing data across administrative agencies not only reduces the cost of acquiring and maintaining information, but also expands the selection of data available to users (see box 1). With these additional layers of information,

users can perform different types of analyses that reveal new trends and opportunities.

Moreover, cooperation on data system development can lead to improved interagency relationships, increasing the likelihood that participants will work together toward the same purpose (Nedovic-Budic et al. 2004).

The real value of integrated parcel data systems comes when community organizations and residents are able to access, review, and use the information. By virtue of their everyday presence, neighborhood-based users often possess the most up-to-date information about the ownership, value, and condition of properties. When brought into deliberative processes, they can use their local knowledge to verify data, confirm

findings, and develop more specific research questions. The bringing together of people and technology helps to build systems and institutions that are better equipped to create healthier, more equitable communities.

### **FACILITATING FACTORS FOR ADVANCED APPLICATIONS**

Over the past 40 years as the federal government has decreased its involvement in neighborhood revitalization, community-based organizations (in particular, community development corporations or CDCs) and other nonprofit agencies have taken responsibility for the physical, social, and economic rehabilitation of distressed areas. In the process, these organizations have gained a sophisticated understanding of property markets and have become effective developers of affordable housing—and, increasingly, of mixed-income housing and mixed-use retail. Community development practitioners have also become adept at using data and mapping to support their activities (Craig and Sawicki 1996; Craig and Elwood 1998; Craig et al. 2002; Kingsley 1998).

While the democratization of parcel data systems is an enormous win for community development practitioners, data access alone does not automatically lead to

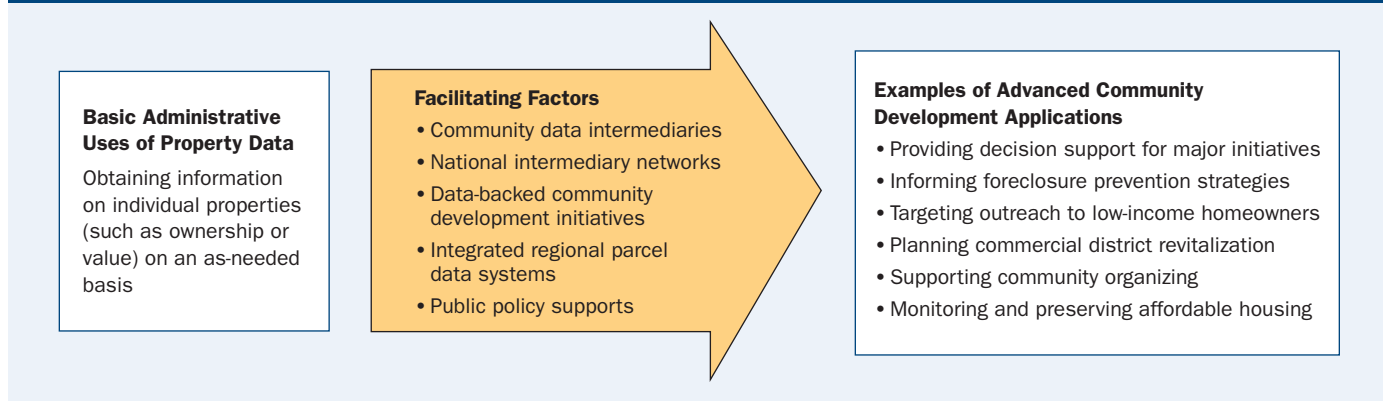
sophisticated applications. A mix of institutions and technological tools are needed to move parcel data into the field of community development (see figure 2).

#### ***Community Data Intermediaries***

Organizations that gather data relevant for neighborhood-level analysis and make the information available to community groups and local institutions play an essential role in bringing data and maps into the realm of community building (Barndt 1998; Treuhaft et al. 2006). Robust community development applications of parcel data are almost always guided by community data intermediaries, such as the Center on Urban Poverty and Community Development (Cleveland), the Cartographic Modeling Laboratory (Philadelphia), the Center for Urban and Regional Affairs (Minneapolis–St. Paul), the Chicago Metropolitan Agency for Planning, and *NeighborhoodInfo DC*.

In addition to building and maintaining comprehensive systems containing parcel- and neighborhood-level data, these intermediaries form institutional collaborations, partner with communities to develop data applications, pioneer new forms of applied research, and train local organizations and individuals on the use of data in community change. While many intermediaries

**FIGURE 2**  
**Advanced Community Development Applications Require Several Facilitating Factors**



operate within universities, some are non-profit organizations or are hosted by government agencies.

### ***National Intermediary Networks***

Over two dozen community data intermediaries—such as the Cleveland, Minneapolis–St. Paul, and Washington, DC, institutions profiled in this report—participate in the Urban Institute’s National Neighborhood Indicators Partnership (NNIP). This and other national learning networks help organizations adopt new information tools and use them effectively through information dissemination, convenings, and other activities. NNIP publishes guidebooks and research papers, holds semi-annual partner meetings, hosts a Web site and email listserve, conducts multisite demonstration projects, assembles national data sets, and provides technical assistance to startup intermediaries. The Community Indicators Consortium (CIC) is another learning network that fosters knowledge exchange among persons interested or engaged in the development and application of community indicators.

### ***Data-backed Community Development Initiatives***

Community development initiatives that promote the use of data and mapping in program development, monitoring, and evaluation (and provide the resources to support those purposes) help to catalyze innovative applications and effective collaborations. The Strategic Investment Initiative in Cleveland, the New Communities Program of the Local Initiatives Support Corporation (LISC) in Chicago, and the Neighborhood Revitalization Program in Minneapolis have effectively integrated the use of parcel data into community building. Creating the organizational capacity to use the data and technology is an important component of these successes.

### ***Integrated Regional Parcel Data Systems***

Land information systems that integrate property data maintained by separate administrative agencies and make the information available to users outside of government provide the basic infrastructure for advanced community development applications. Technological advances have enabled the rapid expansion of these systems at very low cost, and that trend is expected to continue (Chandler et al. 2006).

While most integrated systems are still at the city or county level, some—such as MetroGIS in Minneapolis–St. Paul—now include data layers for metropolitan regions. Regional data systems will become even more important in the coming years as the community development field extends into older suburbs and as groups increasingly incorporate a regional perspective into their work (Blackwell and Fox 2005).

### ***Public Policy Supports***

In addition to these institutional and technological factors, local political support and favorable public policies are essential elements in the development of advanced applications of parcel data. For example, mayoral initiatives to improve city data systems or prioritize efforts that require property data, such as reclamation of vacant property, help to drive innovation in the building and use of integrated systems.

On the public policy side, the federal Technology Opportunities Program (TOP), operated from 1994 to 2004, left a positive legacy that attests to the long-term benefits of investing in technological solutions to community challenges. State and local policies regarding access, sharing, and use of parcel data can also support advances in community development applications.



## CHAPTER 2

# Case Studies

The following case studies illustrate what is possible when community development practitioners are able to access parcel data, along with the tools and resources needed to analyze, manipulate, and display the information. Pioneering organizations and partnerships have developed advanced applications that use property data to conduct sophisticated analyses, support ongoing decision making and action, engage residents and local businesses, craft targeted outreach and program strategies,

and guide and measure community investments. While by no means comprehensive, these case studies cover a wide range of community development arenas in distressed, transitional, and appreciating markets.

Table 2 identifies the many factors that contributed to the success of the advanced community development applications described in the case studies—applications whose power far exceeds the typical administrative uses for which the parcel data were originally captured and maintained.

City/Region	Facilitating Factors	Applications of Parcel Data Systems
<b>Chicago Region</b>	<p><i>Community development initiative:</i> Full Circle Community Mapping and Planning Project; LISC's New Communities Program (NCP)</p> <p><i>Parcel data system:</i> Parcel Pointer data system and mapping tools</p> <p><i>Community data intermediary:</i> Chicago Metropolitan Agency for Planning (CMAP)</p> <p><i>Institutional and policy supports:</i> John D. and Catherine T. MacArthur Foundation; Illinois Department of Commerce and Economic Opportunity; federal TOP grant</p>	<ul style="list-style-type: none"> <li>• Planning commercial district revitalization</li> <li>• Guiding transit-oriented development</li> <li>• Improving neighborhood food options</li> <li>• Extending housing preservation resources to low-income homeowners</li> <li>• Engaging community members in zoning re-map</li> <li>• Informing community land trust acquisitions</li> <li>• Identifying affordable rentals at risk of conversion</li> </ul>
<b>Cleveland</b>	<p><i>Community development initiative:</i> Neighborhood Progress, Inc.'s Strategic Investment Initiative (SII)</p> <p><i>Parcel data system:</i> Northeast Ohio Community and Neighborhood Data for Organizing (NEO CANDO)</p> <p><i>Community data intermediaries:</i> Center on Urban Poverty and Community Development, Case Western Reserve University; Urban Development Law Clinic, Cleveland State University</p> <p><i>Institutional and policy supports:</i> Local foundations; local politicians</p>	<ul style="list-style-type: none"> <li>• Providing decision support for land acquisition and model block efforts</li> <li>• Supporting block group, resident engagement, and community organizing activities</li> <li>• Targeting foreclosure prevention efforts</li> <li>• Informing citywide reclamation of abandoned properties</li> </ul>
<b>Minneapolis–St. Paul Region</b>	<p><i>Parcel data systems:</i> Minneapolis Neighborhood Information System (MNIS); MetroGIS regional data collaborative; Minnesota 3-D</p> <p><i>Community data intermediary:</i> Center for Urban and Regional Affairs (CURA), University of Minnesota</p> <p><i>Institutional and policy supports:</i> Federal TOP grant</p>	<ul style="list-style-type: none"> <li>• Evaluating university impacts on neighborhood housing markets</li> <li>• Analyzing citywide foreclosure trends</li> <li>• Guiding transit-oriented development</li> <li>• Informing foreclosure prevention strategies</li> <li>• Mapping the regional jobs/housing imbalance</li> <li>• Assessing the impacts of new light rail service</li> </ul>
<b>Philadelphia</b>	<p><i>Community development initiative:</i> Neighborhood Transformation Initiative (NTI)</p> <p><i>Parcel data system:</i> Philadelphia Neighborhood Information System (NIS); BUILD vacant property management system</p> <p><i>Community data intermediary:</i> Cartographic Modeling Laboratory (CML), University of Pennsylvania</p> <p><i>Institutional and policy supports:</i> City of Philadelphia</p>	<ul style="list-style-type: none"> <li>• Targeting outreach to “tangled title” holders</li> <li>• Coordinating housing and commercial investments</li> <li>• Conducting urban policy research and analysis</li> <li>• Monitoring multiple community indicators</li> <li>• Tracking vacant properties from acquisition to disposition</li> <li>• Informing selection of parcels for green space and housing rehabilitation</li> </ul>
<b>Washington, DC</b>	<p><i>Parcel data systems:</i> City of Washington, DC, real property database; <i>NeighborhoodInfo DC</i> data warehouse; HUD Section 8 database</p> <p><i>Institutional and policy supports:</i> DC Department of Housing and Community Development; local CDCs and other nonprofits</p>	<ul style="list-style-type: none"> <li>• Producing quarterly reports on affordable housing</li> <li>• Monitoring expiring Section 8 units</li> <li>• Providing decision support for collaborative efforts to preserve Section 8 units</li> </ul>

## CHICAGO, ILLINOIS

### Aligning Neighborhood Planning with Regional Development Goals



With its diversified economic base, thriving high-tech and finance industries, high rates of immigration, and growing ethnic diversity, the Chicago region stands out from its fellow Rust Belt metros. A massive influx of capital during the 1990s sent waves of change throughout the area, with development in the urban core creating a host of spillover effects in many neighborhoods. At the same time, the pattern of urban sprawl continues, with the outer-ring suburbs experiencing the fastest population gains (Taylor and Puente 2004).

The combined impacts of urban reinvestment and sprawl are complex. Housing affordability for both lower- and middle-income households is a major concern as communities across the region struggle to manage change. Many traditionally lower-income or working-class neighborhoods are

now in transition while others remain in need of reinvestment. Ensuring that revitalization leads to improved quality of life and that current residents, businesses, and organizations have a say in planning the future of their neighborhoods are critical regional development goals.

#### ***The Full Circle Community Mapping and Planning Project***

Chicago is home to a unique effort to apply parcel-level data and Web-based GIS tools to shape growth and development in the region. Initiated in 2003, the Full Circle Community Mapping and Planning Project provides community stakeholders—CDCs, health advocacy groups, local governments, and others—with the technological tools to collect and map previously unavailable local data, and to use the maps in participatory



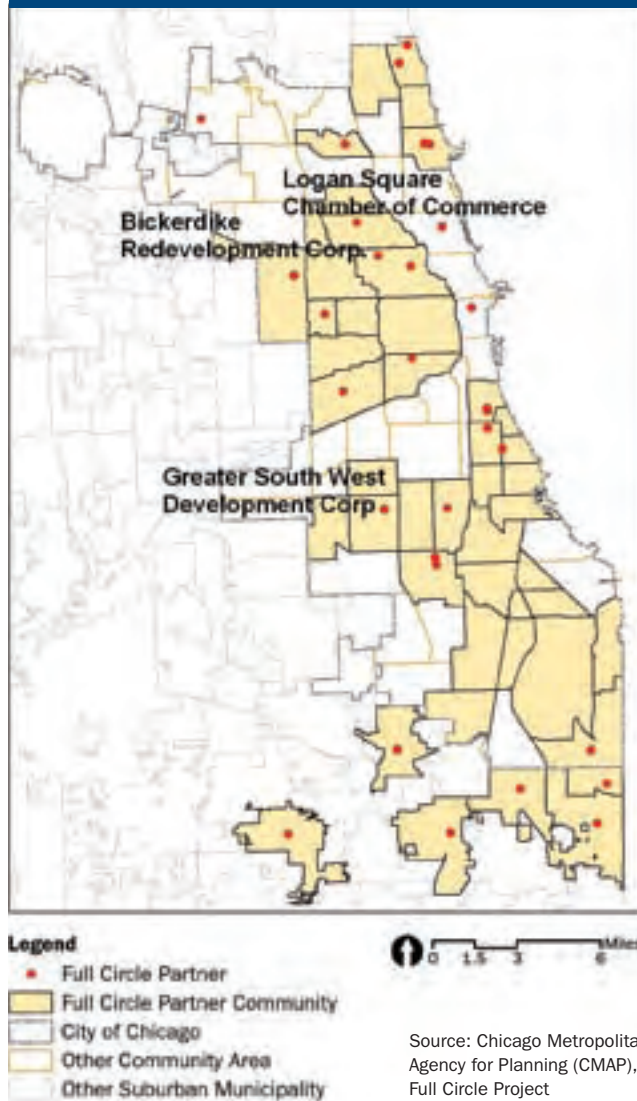
neighborhood planning efforts that align with regional development goals. The majority of Chicago's 77 communities are partners in the Full Circle Project (see figure 3).

The project and data system are managed by the Chicago Metropolitan Agency for Planning (CMAP), the regional planning agency for seven counties in northeastern Illinois. The project was launched with a \$675,000 grant from the federal Technology Opportunities Program (TOP), with matching dollars from the John D. and Catherine T. MacArthur Foundation. MacArthur and the Local Initiatives Support Corporation (LISC) Chicago also support the use of the Full Circle system in the New Communities Program, a \$17.5 million comprehensive planning effort underway in 14 communities. Grantees are encouraged to use the data and mapping system to catalogue community assets in developing and implementing strategic plans.

The Full Circle data system traces its roots to the Forum on Housing Solutions, convened by the Chicago Department of Housing in 2001. Recognizing that the lack of electronically accessible housing data was a major obstacle to decision making, the forum recommended the creation of a centralized, Web-based data repository to be hosted by a government entity with a regional reach. The Northeastern Illinois Planning Commission (NIPC), which would later merge with another regional planning agency to form CMAP, was chosen as the host. The clearinghouse initially included census information at the tract and block-group levels, then gradually added parcel-level data from the Cook County Assessor, the Cook County Recorder, the Chicago Department of Housing, the Illinois Housing Development Authority, and the U.S. Department of Housing and Urban Development (HUD).

As the data repository was being developed, stakeholders continued to call for more

**FIGURE 3**  
**Dozens of Organizations and Municipalities**  
**Participate in Chicago's Full Circle Project**



detailed and more timely information on neighborhood assets and conditions. In response, NIPC applied for and received the TOP grant to develop the Full Circle system. Six organizations were initially selected to participate in the project in 2004, and six of the New Communities Program organizations joined in 2005–2006. Any interested organization can now attend the quarterly user meetings, receive training on data collection, obtain customized poster-sized



**Planners in Harvey used Full Circle tools to identify underutilized parcels that could provide opportunities for more intensive mixed-use development.**

maps, and otherwise capitalize on the technology and know-how of the Full Circle staff.

The technology included in the Full Circle toolkit includes wireless “smart phones” that capture land use data in the field and deposit the information directly into a Web-based GIS system, known as Parcel Pointer, for later mapping and retrieval. The system allows users to track dozens of variables for any property and supports public, observational (user-generated), and survey data. As organizations adapt Parcel Pointer to their specific needs, they work with CMAP to develop new modules that other groups can then use. Surveys of historic structures, health clinics, social service providers, and employment opportunities are just a few of the modules that have been added.

Some of the most common applications of the Full Circle system involve data gathering and mapping to inform community economic development and commercial district revitalization in ways that engage residents, connect people to jobs, and build local planning capacity. Among the specific tools that help users understand the local business environment are Business List and

Business Survey. Business List is a business database populated with data from the electronic Yellow Pages and other sources. The system allows users to view the businesses located within a census tract or community, edit information that is incorrect, and add new data and/or new businesses. The Business Survey tool allows users to gather three types of information: conditions visible from curbside, interior characteristics, and opinions of managers or customers. Users create their own questionnaires by selecting from lists of possible data fields.

### ***Planning Downtown Revitalization in Harvey***

The business surveys were the central tools used in a year-long collaborative planning pilot project funded by the Illinois Department of Economic Development to help Harvey and two other inner-ring suburbs coordinate local efforts with regional planning objectives. In Harvey, an older working-class suburb of about 30,000 located south of Chicago, the plan focused on transit-oriented development (TOD) by integrating the train station and bus services into the urban fabric and attracting new businesses to fill vacant sites.

Local planners collaborated with the Center for Neighborhood Technology and the Human Action Community Organization to collect data needed to implement the city’s Downtown Revitalization Plan. The groups used the Full Circle tools to inventory 162 parcels in Harvey’s commercial district, collecting information on 25 parcel-level and 25 business-level attributes.

The surveys revealed that nearly a quarter of the commercial district parcels were vacant, and that a similar share had buildings in only fair to poor condition (Chicago Metropolitan Agency for Planning 2007). Harvey’s planners used the results of this analysis to take several actions.

- *Identify and market potential infill sites.* The team produced site-specific development opportunity brochures that include maps and other detailed information to use when negotiating with developers.
- *Locate the owners of vacant parcels and buildings in poor condition.* The City of Harvey is talking with property owners about improving the appearance of their buildings.
- *Create a new transit-oriented overlay district.* Zoning changes and new design codes were needed to permit land assembly, attract desirable development, and promote a pedestrian-friendly downtown. The City Council has now approved the TOD overlay district proposed by the project partners.

The City of Harvey also plans to use the Full Circle tools to interview business owners about their concerns for and interests in downtown redevelopment, and to collect additional information on hours of operation, length of tenure, mode of transportation used by customers, and traffic and parking issues.

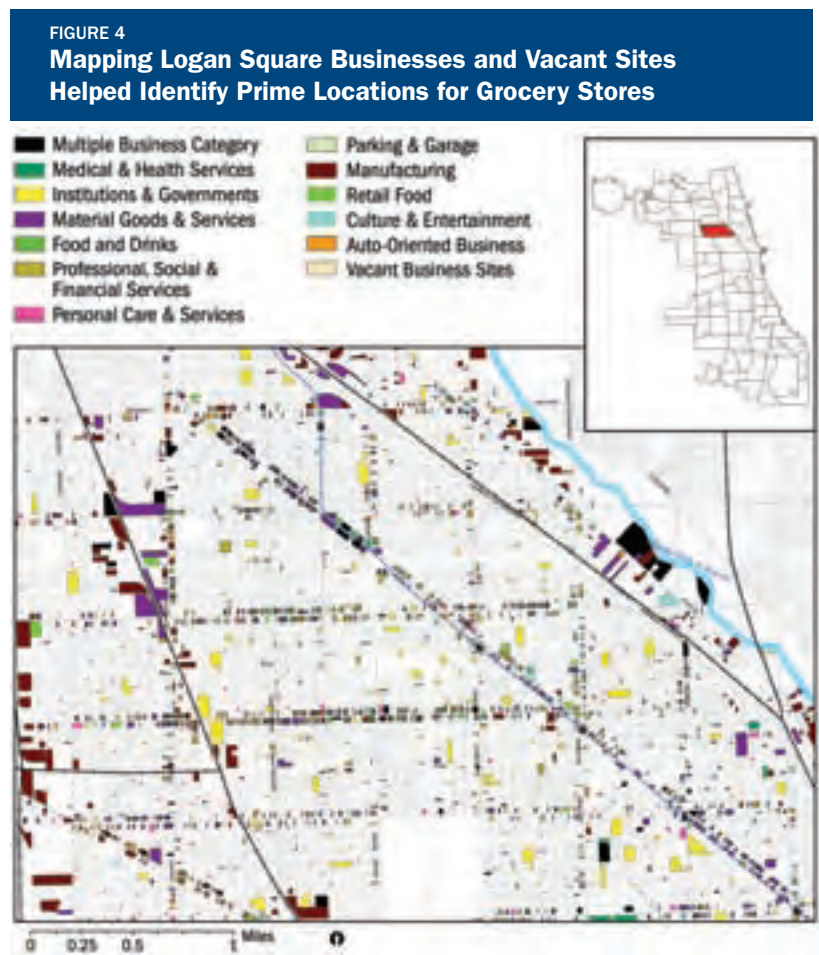
### ***Improving Access to Quality Food in Logan Square***

In another innovative application of the Full Circle system, the Logan Square Chamber of Commerce has worked for several years to encourage business development that meets the need for good-quality groceries and produce in this underserved Chicago neighborhood. In the spring and summer of 2006, chamber staff used the Business Survey tool to gather information on the types and locations of more than 1,100 businesses, including food retailers (see figure 4). They also catalogued vacant business sites. The chamber then used the maps—illustrating potential store locations as well as information on demographics and customer habits—to approach a small-format natural foods grocer that had recently entered the region.

The chamber also partnered with a citywide public health advocacy group, the Consortium to Lower Obesity in Chicago’s Children, to survey the availability of fresh foods in the neighborhood. These new, more granular data are helping the organizations clarify the challenges and opportunities around providing Logan Square residents better access to healthy foods.

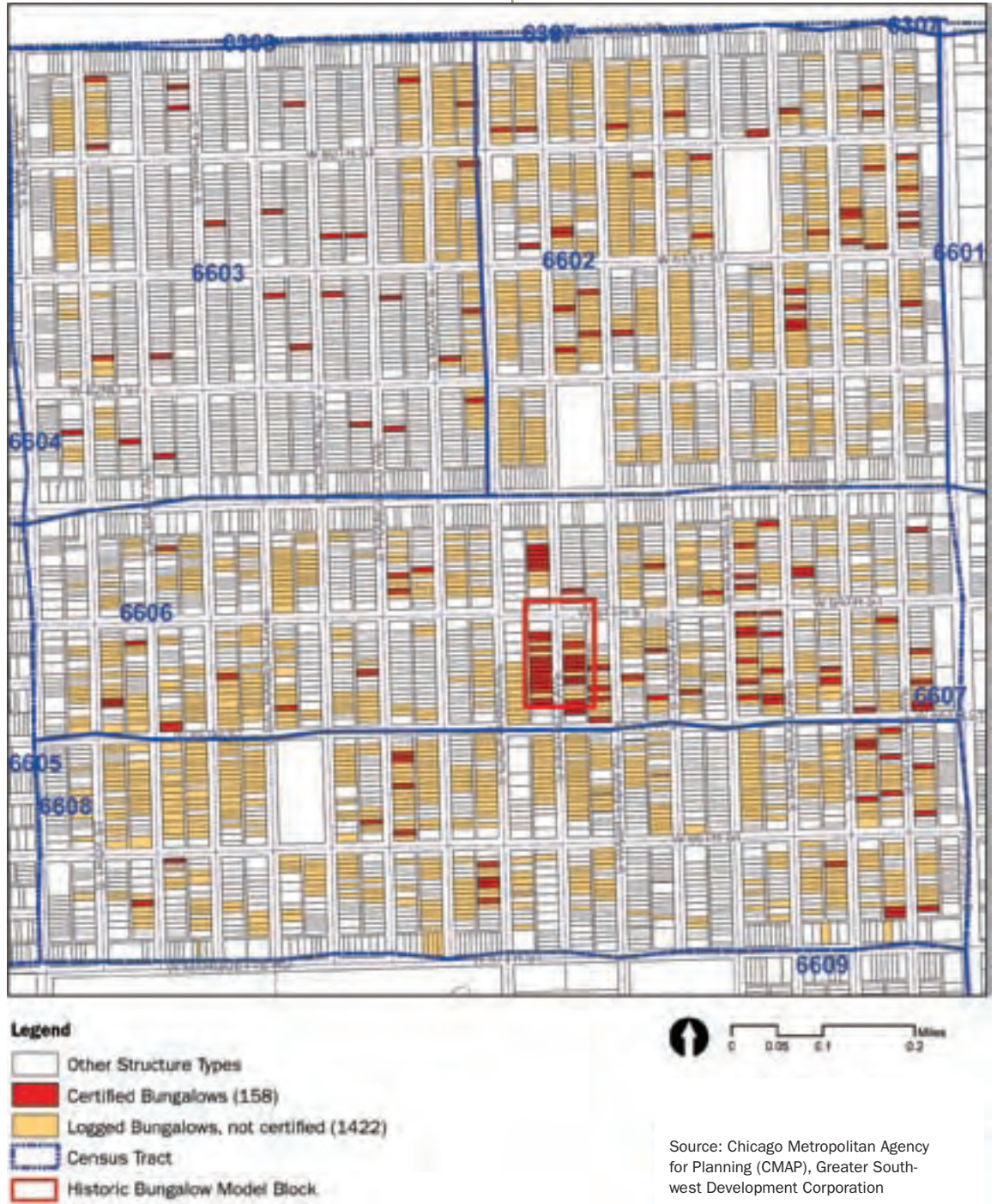
### ***Preserving Historic Bungalows in Chicago Lawn***

In the Chicago Lawn neighborhood, the Greater Southwest Development Corporation (GSDC) used the Full Circle tools to connect low-income homeowners with resources to preserve their homes. Between 1910 and



Source: Chicago Metropolitan Agency for Planning (CMAP), Logan Square Chamber of Commerce

FIGURE 5  
Historic Bungalows Are Scattered Throughout the Chicago Lawn Area



1940, Chicago architects built thousands of one-and-a-half-story, detached brick homes in an area now called the bungalow belt. In 2000, the city launched the Historic Chicago Bungalow Initiative to support the preservation and upgrading of these homes through a certification process, design guidelines for rehabilitation, and access to technical and financial assistance.

GSDC knew that the resources of the bungalow initiative could contribute to housing stabilization in the community of Chicago Lawn. The certification process is free and simple, qualifying owners for up to \$8,500 worth of subsidies. But GSDC had no way to determine the number of eligible Chicago-style bungalows in the area.

In the summer of 2005, GSDC used the Full Circle handheld devices to collect data on 2,444 properties in four census tracts in the community. In addition, the CDC obtained the list of certified bungalows from the city and CMAP geocoded the data to incorporate the information into the Parcel Pointer system (see figure 5).

Inventorizing the bungalows in the community and overlaying this information with the city data revealed that only 158 of the area's 1,422 Chicago-style bungalows were certified. GSDC conducted targeted outreach and marketing of the home improvement grants using letters, flyers, home visits, and informational meetings attended by nearly 300 residents. To date, these efforts have resulted in 200 new applications for bungalow certification.

### ***Additional Applications***

Bickerdike Redevelopment Corporation—a high-capacity, resident-driven CDC working in Chicago's transitioning northwest neighborhoods—has used the Full Circle system extensively in its housing and community organizing work. For example, staff and interns collected data on land use and

building conditions in two census tracts slated for zoning re-map (see figure 6). The maps helped the community determine that the current zoning was appropriate and to make recommendations to the city.

Bickerdike staff also logged the 1,063 housing units it has built in the community into the system, creating maps that have been invaluable for internal strategic planning as well as for demonstrating the CDC's impact to potential funders. Bickerdike is currently using the Full Circle tools to document vacant land parcels and collaborate with other local organizations to identify land for the First Community Land Trust of Chicago, which will preserve affordable housing and increase community control over development in the Humboldt Park neighborhood.

While most Full Circle projects focus on the neighborhood or community level, CMAP recently joined in a collaborative effort to preserve affordable rental housing throughout the city. Led by the Urban Land Institute with support from the MacArthur Foundation, the Preservation Compact is a plan to preserve 75,000 affordable rentals in

**Using Full Circle tools, Greater Southwest Development Corporation was able to connect low-income bungalow owners in Chicago Lawn to city funds for upgrading their homes.**



FIGURE 6  
The Survey of Building Conditions Informed the Zoning Re-Map



Chicago that could be lost to condominium conversion, demolition, or rising costs. CMAP, along with the city and DePaul University, is assisting in the development of a rental data clearinghouse and early warning system to identify at-risk properties. The data collection effort builds on a study by Lakeside Community Development Corporation that tracked condominium conversions in the Rogers Park and West Ridge communities through a combination of administrative parcel data and field surveys.

CMAP will provide the group training and support in the use of the Full Circle system, along with new county assessor data estimating condo conversions based on changes in land use codes. These new data will be used to identify multifamily rentals that are undervalued in neighborhoods with a strong or strengthening condo market. A team will use the early warning system and the Full Circle tools to monitor condo conversions and analyze contributing factors in eight to ten neighborhoods.

# CLEVELAND, OHIO

## Fostering Neighborhood Market Recovery



Strategically located on the Cuyahoga River at the southern shore of Lake Erie, Cleveland was one of the country's great industrial centers. With the decline of heavy manufacturing, the city has gradually shifted to a knowledge- and service-based economy. While public-private efforts attempted to revitalize the downtown in the 1990s, the stagnant regional economy has left the city struggling to overcome population decline and a deteriorating job base. The weakness of real estate markets is a particular problem, leading to widespread housing abandonment and blight.

Cleveland has built a rich network of community development institutions to address these challenges. At the center of the network is Neighborhood Progress, Inc. (NPI), an intermediary founded in 1988 to coordinate philanthropic and civic invest-

ments in the city's 36 neighborhoods. NPI provides 14 of the city's 40 or so community development corporations (CDCs) with operating support and research assistance, training and capacity-building services, financing for both residential and commercial projects, and development services for larger-scale projects. Funding comes from local philanthropies including the Cleveland Foundation, the George Gund Foundation, and the Mandel Foundation, as well as from Living Cities (formerly the National Community Development Initiative).

### *The Strategic Investment Initiative*

NPI's Strategic Investment Initiative (SII), a bold, long-term plan to catalyze market recovery in six neighborhoods, is the most comprehensive data-driven community development effort under way in the city.

BOX 2

**Key Characteristics of Cleveland's Strategic Investment Initiative (SII)**

1. Focus on broad market outcomes rather than on producing housing units
2. Precise, narrow targeting
3. Comprehensive plans
4. High-impact anchor projects
5. Development of model blocks to complement the anchor projects
6. Acquisition of land and vacant/abandoned properties
7. Provision of comprehensive amenities and services through strategic partnerships
8. Attention to marketing and market competitiveness
9. Dedicated staffing at the CDC
10. New partnership between NPI and the CDCs

BOX 3

**Healthy Neighborhoods—An Emerging Approach to Building Strong, Sustainable Communities**

The healthy neighborhood strategy focuses on neighborhoods that are “in the middle,” with real estate markets that are functioning but weak. The market-building approach works on the demand side, investing in existing homes and infrastructure while engaging residents in efforts to revive real estate values and strengthen the social fabric of communities. The goal is to ensure the neighborhoods remain places where people want to live, visit, work, and invest.

Principles underlying this approach include:

- Strategic targeting of neighborhoods with the potential to be regionally competitive;
- Working with rather than against housing market trends, with the aim of influencing the spending decisions of current residents as well as those of potential newcomers;
- Promoting the potential for wealth creation among both existing and new homeowners; and
- Managing the downside risks of market improvement, such as gentrification and displacement.

Sources: Boehlke (2004); Burns (2006).

Parcel-level data on property conditions and transactions, provided by the Center on Urban Poverty and Community Development at Case Western Reserve University's Mandel School of Applied Social Sciences, play an integral role in the initiative.

Launched in 2004, SII focuses resources intensively in a few areas that have the best chance of becoming regionally competitive neighborhoods of choice (Proscio 2003). The goal is to demonstrate that targeted improvements can foster a genuine market turnaround (see box 2). The six neighborhoods were selected based on their location assets, a CDC with a proven track record of success, and a proposal for an anchor project of sufficient scale to catalyze additional private development. In addition to NPI's general operating assistance grants (ranging from \$60,000 to \$150,000 per year), each SII neighborhood received \$466,000 per year for operating support and information resources, technical assistance, and training.

The primary activities in the SII neighborhoods are developing land assembly plans to acquire vacant properties around the anchor projects, and implementing model blocks within smaller areas adjacent to the anchor projects. The model block concept—based on the successful “healthy neighborhoods” approach taken in Baltimore, Philadelphia, and elsewhere—rests on the principle that making small yet visible improvements to properties and streets (such as landscaping, pole lighting, and decorative house numbering) can restore confidence in the neighborhood and engage residents in the revitalization process (see box 3).

***Integrating Parcel Data into SII***

The Center on Urban Poverty and Community Development at Case Western is a key SII partner. The center is a regional data intermediary that has maintained a neighborhood-level information system—Northeast Ohio



Community and Neighborhood Data for Organizing, or NEO CANDO—for 17 counties in northeastern Ohio since 1992. A parcel-level system for Cuyahoga County was added in 2005. Updated monthly, NEO CANDO contains data on property conditions, ownership, and values, as well as indicators of vacancy and abandonment (e.g., utility shutoffs and low water usage).

Property data from NEO CANDO and other sources provide the basis for decision making for SII's land assembly team. This group of technical experts works regularly with the participating CDCs to carry out land assembly planning and devise acquisition and preservation strategies. The team includes an attorney at the Urban Development Law Clinic at Cleveland State University, one or more part-time law student interns, the developer of the NEO CANDO data system, and two NPI staff members.

The center provides a number of data products to inform the land assembly team's monthly meetings, including a prioritized list of blighted properties, a series of parcel maps, and a spreadsheet for each SII neighborhood, along with an investigative guide to direct and record additional research on specific properties. At the meetings, leaders from the CDCs review the data products to determine targets for acquisition, track the status of efforts, and decide what additional actions to take. Law clinic students conduct research on the priority properties, following the investigative guide for gathering information from the NEO CANDO system and other public and private sources of property data.

All of the tools are housed in a shared Web space provided by the center and accessible to team members from their desktops. The same parcel data and maps created for and regularly updated through the land assembly team process also underlie model block development, neighborhood planning,

and resident engagement strategies in each of the SII neighborhoods.

### ***Community Organizing in Slavic Village***

Slavic Village, one of Cleveland's oldest neighborhoods, is an SII target for market recovery. Settled in the mid-nineteenth century by Polish and Czech immigrants working in the nearby textile and steel mills, the community has undergone a major demographic shift as many residents have moved to homes in the suburbs or passed away. The area's housing market is extremely distressed, with high rates of predatory lending, mortgage fraud, and property flipping (see figure 7). In June 2007, Slavic Village had the highest number of foreclosure filings in the country (Christie 2007).

Slavic Village is also home to Slavic Village Development, one of Cleveland's largest, highest-capacity CDCs. For over two decades, the organization has worked to revitalize the neighborhood and engage residents in its

**Slavic Village Development undertakes community building in a neighborhood that was especially hard-hit by the mortgage foreclosure crisis.**



**FIGURE 7**  
**Maps Track SII Activities and Foreclosure Filings in Slavic Village**



Source: NEO CANDO (2007); prepared by the Center on Urban Poverty and Community Development, Mandel School of Applied Social Sciences, Case Western Reserve University, Cleveland

activities. In addition to their housing and retail development activities, CDC staff provide assistance to the more than 35 block clubs that meet monthly to address neighborhood issues such as safety and housing. The block groups provide a connection to the SII initiative, serving as a forum where residents can identify problem properties for demolition or other actions.

Through SII, Slavic Village Development has been acquiring properties around Morgana Run, a 135-unit, \$35 million market-rate residential development located next to a new 20-mile bike path on a former rail line that connects the neighborhood to Cuyahoga Valley National Park. The CDC also targets home improvements in the adjacent model block zone. While CDC staff were data-savvy prior to SII, the initiative has helped them incorporate mapping into their work, which they have found to be a valuable analytical and communications tool.

What is most remarkable about the SII effort in Slavic Village, however, is the level of community action it has generated. In late 2006, two local leaders—an attorney and an active member of the citywide East Side Organizing Project—and more than 30 residents formed the Vacant Property Task Force. The group meets regularly with NPI and representatives from the city's Code Enforcement Department to address mortgage fraud, property flipping, and related community issues.

Based on a suggestion from the attorney, the NEO CANDO staff developed an innovative way to find individuals who abuse the system. By overlaying mortgage loan transaction data on buyer-seller combinations with foreclosure filings, the team was able to identify a specific person who was flipping properties on a massive scale. This individual would take out subprime loans to buy up homes at sheriffs' sales, make cosmetic repairs, and then sell the units to another

individual who also obtained subprime financing. The buyer immediately defaulted on the loan, sending the properties back into foreclosure. The two then divvied up the profits, leaving the lenders with unpaid mortgages and adding to the neighborhood's high vacancy rates.

The evidence was enough to capture the attention of the state attorney general and the county prosecutor, who is now pursuing legal action. Members of the resident task force are currently at work on a white paper describing how they uncovered these destabilizing forces in their neighborhood, which they will share with other communities facing similar issues.

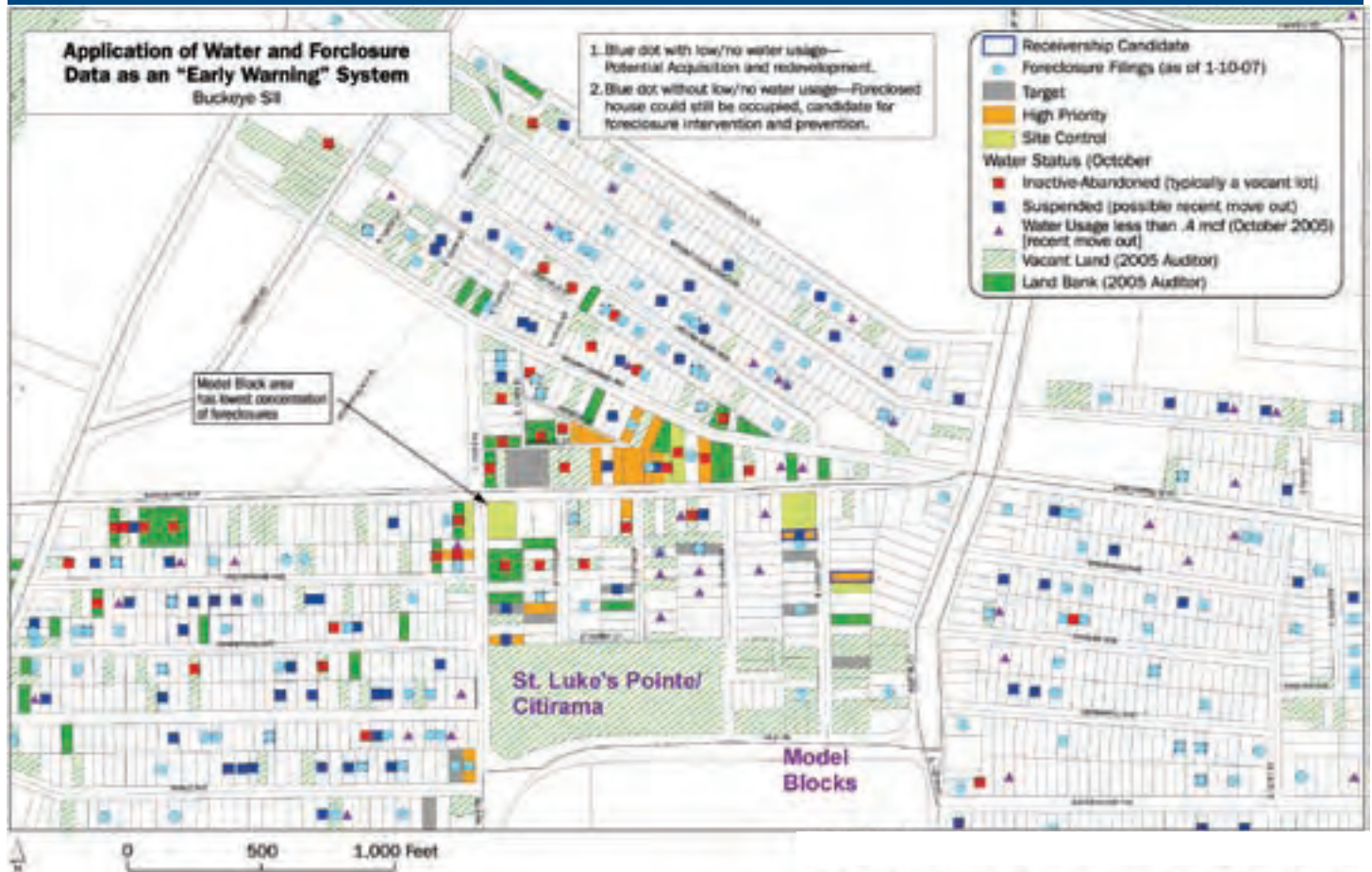
### ***Additional Applications***

As SII entered its second three-year phase in July 2007, foreclosure prevention became a new priority. To develop an early warning system, the Center on Urban Poverty and Community Development added foreclosure filings from the Cuyahoga County Court and water shutoff data from the utilities company to the NEO CANDO system (see figure 8). If a foreclosure proceeding has been filed on a property and the water is still on, resources can be directed to help the owner retain the home. If a proceeding has been filed and the water has been shut off, the property is likely to be abandoned and therefore becomes a priority for an intervention such as landbanking or redevelopment.

Property data are also informing other neighborhood improvement efforts in Cleveland. The National Vacant Properties Campaign, along with local partners NPI and the Cleveland Neighborhood Development Coalition, initiated a citywide effort to reclaim vacant properties for productive use. These organizations convened the Vacant and Abandoned Property Action Council, which includes leaders from the public and private sectors involved in preventing,

FIGURE 8

Combining Water Shutoff and Foreclosure Data Helps Target Properties and Determine Appropriate Interventions



Source: NEO CANDO (2007); prepared by the Center on Urban Poverty and Community Development, Mandel School of Applied Social Sciences, Case Western Reserve University, Cleveland

reclaiming, and redeveloping abandoned properties. One of the council’s goals is to continue to strengthen the NEO CANDO parcel data system.

Cleveland Mayor Frank Jackson also continues to support the SII approach by incorporating certain elements into citywide revitalization efforts. Jackson launched a new neighborhood reinvestment strategy in early 2007 with the goal of creating mixed-income communities of choice. To assess current conditions, the city developed a neighborhood typology based on the analysis of seven property characteristics. Much

of the data came from the NEO CANDO system. Neighborhoods were categorized in one of five ways: regional choice, stable, transitional, fragile, and distressed (City of Cleveland 2007).

This typology is being used to align limited public investments such as home repair loans and code enforcement with specific neighborhood conditions. Jackson has also launched efforts to help local CDCs stabilize property markets, including tripling the city’s demolition budget and allocating resources to the creation of model blocks in transitional and fragile neighborhoods.

## MINNEAPOLIS–ST. PAUL, MINNESOTA

### Shaping Institutional and Policy Solutions to Regional Challenges



The Twin Cities metropolitan area—which includes the central cities of Minneapolis and St. Paul, Minnesota, along with more than 300 local and regional governments—is one of the strongest regional economies in the country, but rapid growth has created a number of challenges. The combination of concentrated poverty and urban decline in the 1980s, subsequent middle-class flight to the suburbs, and policies favoring the movement of people and jobs to the suburban fringe have strained the region’s infrastructure and contributed to social and racial inequities. Employment centers are increasingly far from the urban core, resulting in longer commutes, growing congestion, and limited access to jobs for people of color, who tend to live in the central cities. The large and growing immigrant population—from places as diverse as Mexico, Southeast

Asia, and sub-Saharan Africa—also lacks access to opportunities.

Communities and government agencies recognized that neighborhood and parcel-level data were needed to understand and address these complex dynamics. Moreover, the data had to cover not only the two central cities, but also the seven counties that make up the region. Three institutions have been crucial in building a strong infrastructure for parcel-level data sharing in the Twin Cities: the Center for Urban and Regional Affairs (CURA) at the University of Minnesota, the City of Minneapolis, and the regional data intermediary MetroGIS.

#### ***Building the Urban and Regional Data Infrastructure***

As an applied research center, CURA links the resources and tools of the university to

nonprofit organizations, businesses, neighborhoods, local governments, and state agencies. The center has led the charge in bringing new information technologies to bear on urban and regional issues, and is widely recognized as the go-to resource for geographic data and mapping. Along with advanced tools to assist with problem analysis and decision making, CURA provides technical assistance to ensure community institutions can access and apply those tools effectively.

In 2001 the City of Minneapolis received a three-year federal Technology Opportunities Program (TOP) grant to work with CURA to develop an integrated property database to address housing deterioration and abandonment. This system combined the city's efforts at neighborhood-based planning through its 20-year Neighborhood Revitalization Program (NRP) and its goal to create an enterprise GIS system.

Implemented in late 2002, the Web-based Minneapolis Neighborhood Information

System (MNIS) receives nightly parcel-level data updates from the city assessor, planning, and inspection department databases. The system is a collaborative project of the city, CURA, and community users. The city maintains the hardware, CURA provides the programming and user support, and neighborhood organizations sit on the steering committee in exchange for training, project assistance, GIS expertise, and access to property information. Since 2001, 25 groups—at least half of the neighborhoods in the city—have participated. Although the MNIS-equivalent does not yet exist in St. Paul, several community organizations have formed the St. Paul Community GIS Consortium, providing users access to St. Paul/Ramsey County data.

Minneapolis–St. Paul is also home to one of the strongest regional data collaboratives in the country. MetroGIS emerged from the well-developed system of regional governance. The Metropolitan Council was

**The Stadium Area Advisory Group (SAAG) discusses preliminary findings from community meetings regarding the University of Minnesota's relationship with adjacent neighborhoods.**



established in 1967 to coordinate planning and development within the metro area and to address interjurisdictional issues. In 1994, the Metropolitan Reorganization Act greatly expanded the council's mandate to include all regional sewer, transportation, and land use planning (Orfield 1997).

That same year, the council took the lead in organizing and sponsoring a regional data collaborative. Launched in 1995, MetroGIS is a stakeholder-governed mechanism for sharing geographic data in the region. The intermediary coordinates the production, maintenance, and documentation of regional data and provides a one-stop shop—the DataFinder Web site—for information clipped to specific geographic boundaries (Johnson 2005). After many years of negotiations, MetroGIS secured data-sharing agreements with each of the seven counties for a regional parcel layer with a set of common attributes.

This extensive infrastructure has made it possible to develop new applications of parcel data for a variety of urban and regional issues. This case study focuses on two areas of community development practice and policy: the impacts of universities on neighborhood property markets, and the prevention of widespread mortgage foreclosures.

### ***Resolving Town-Gown Conflicts***

Like other large universities and medical centers, the University of Minnesota plays a major role in shaping the physical, social, and cultural environment of Minneapolis. Its campus is a vibrant center where tens of thousands of students and residents converge daily to work, learn, and socialize. At the same time, the university's size, control over land use and development, and plans for expansion have put pressures on the housing markets and infrastructure in surrounding neighborhoods. These pressures have grown in recent years as the university has

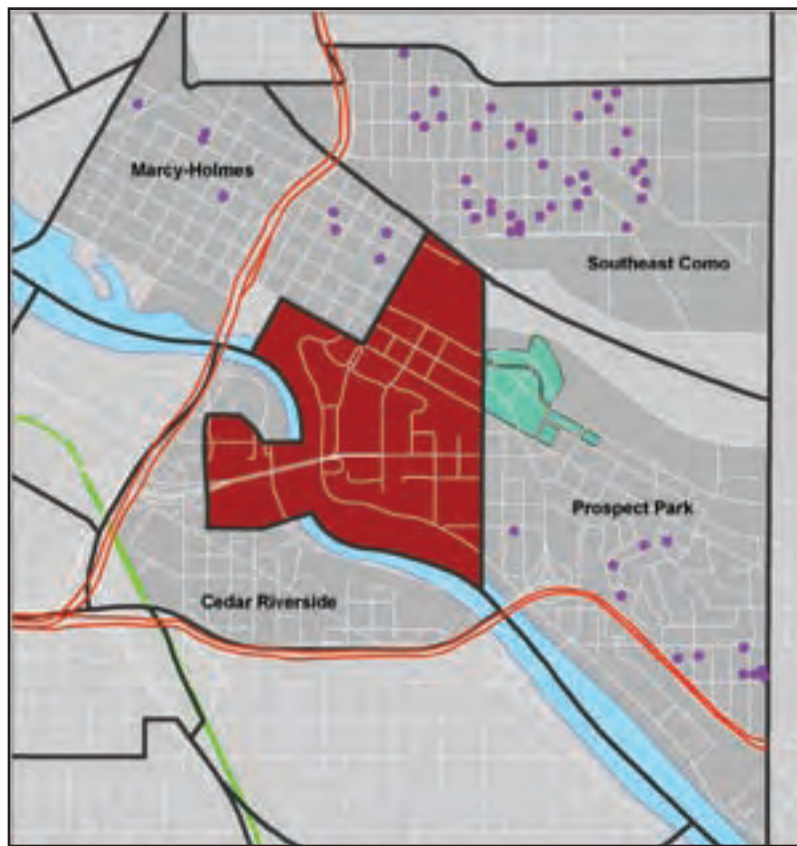


sought to expand dormitory space to increase the proportion of students living on campus.

When the state passed legislation in 2006 to fund construction of the university's new football stadium, the bill required the institution to assess its impacts on neighboring communities and provide consensus recommendations for action. The committee established to implement this mandate, the Stadium Area Advisory Group, was made up of representatives of community organizations, business associations, local government, the state fair, and university students. CURA was responsible for conducting data and mapping analyses of the four surrounding neighborhoods that together contain 35,500 people, 4,080 parcels, and 11,865 housing units. A variety of parcel-level data informed the analysis, including past and

**Many single-family homes around the University of Minnesota have been converted to student housing.**

**FIGURE 9**  
**Mapping Revealed the Growing Incidence**  
**of Relative Homesteading**



**Legend**

- University of Minnesota Campus
- Interstates
- Stadium/Bioscience Research Site
- Hiawatha LRT
- Relative Homesteaded Properties

**Relative Homestead Properties 2006**

Neighborhood Name	Relative Homestead Properties	Total Homestead Properties	Percent Relative Homestead
Cedar Riverside	—	642	—
Como	40	850	4.7%
Marcy Holmes	8	872	0.9%
Prospect Park	12	948	1.3%
Total Nhdns.	60	3,312	1.8%
Minneapolis	783	83,500	0.9%



Data Source: City of Minneapolis (2006); map created by the Center for Urban and Regional Affairs (CURA) at the University of Minnesota

current housing tenure and market value, as well as current land use, age and condition of the stock, demolitions, and university data on the residential locations of faculty and staff.

A number of important insights emerged. Increased demand for student housing was being met through both new construction of private rental units and conversion of

single-family homes. The study team determined that 224 properties in the four neighborhoods had been converted between 2000 and 2006. Some investor-landlords were turning older single-family homes into rooming houses, while others were demolishing the original buildings to build poor-quality, multi-bedroom structures. About a quarter of the conversions were due to “relative homesteading” (see figure 9). In these cases, parents of students purchase properties for their children to live in during their university years. Because the units are not subject to rental constraints, several students often live together in the units.

Many of the new rental properties were therefore either illegal or violated housing codes, and the city’s inspections/code enforcement staff had not inspected the housing. These conditions contributed to an artificial rise in single-family property values, eroding affordability and deterring families from purchasing homes in the area.

New understanding of these housing market impacts was achieved through an iterative process. The university researchers brought their initial data analyses and maps to vet with members of the task force, which included representatives from the city’s planning and public works departments, the primary neighborhood development organizations, and the Office of University Relations. The group met once every week or two over a five-month period. Team members also engaged additional community stakeholders in the process, meeting with every neighborhood organization and business group in the area at least once.

Vetting the initial findings with neighborhood stakeholders helped the study team verify the information and refine their research questions. At times, they discovered from residents that the city data on ownership or other property characteristics were inaccurate. The process also revealed the



relative homesteading phenomenon, which the study team was then able to investigate and map.

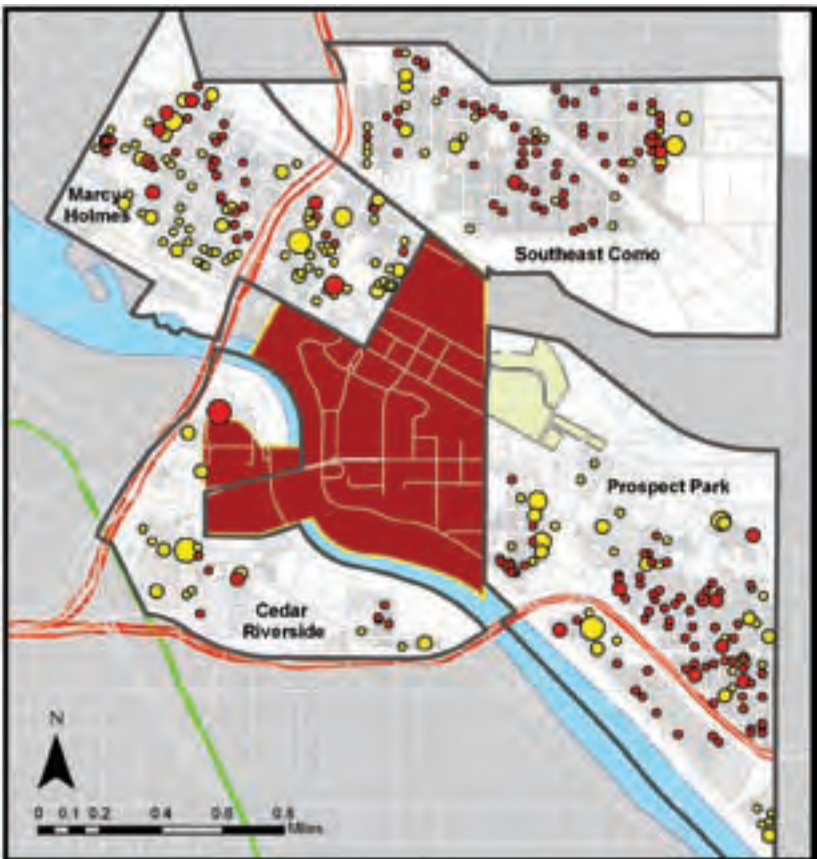
The data and maps also helped task force members craft solutions. For example, the maps showing the residences of university faculty and staff in the four neighborhoods pointed to some possible approaches to stabilizing the area (see figure 10). One strategy would be for the university to offer incentives to employees to live in the near-campus neighborhoods, as urban institutions elsewhere have done (Hoereth et al. 2007).

In addition, the data made clear that the four neighborhoods, while diverse in their socioeconomic and housing characteristics, were similarly affected by their proximity to the university. But because of the devolved system of neighborhood planning in the city, the Neighborhood Revitalization Program funded each area separately. The impact analysis suggested that the four neighborhoods could better address their common issues through a coordinated effort.

The University of Minnesota, the City of Minneapolis, and the Stadium Area Advisory Group ultimately recommended that the legislature declare a University Community Partnership District that would include the four neighborhoods and create an alliance governed by university, city, and neighborhood representatives. In May 2007, Governor Tim Pawlenty signed a higher education bill that included an allocation of \$750,000 to establish the University of Minnesota–Minneapolis Area Neighborhood Alliance.

Meanwhile, the city and the university agreed to take immediate action. The city’s Department of Regulatory Services committed to inspecting all rental properties within the University Community Partnership District in 2007–2008. The university also agreed to conduct training for students on tenant rights and responsibilities, and to explore a

**FIGURE 10**  
**The University Used Parcel Data to Analyze Faculty and Staff Housing**



**Parcel Homestead Status**

	U Employee Parcels		All Parcels		% Employee Parcel of All
Homestead	185	54%	2,544	62%	7.3%
Non-Homestead	156	48%	1,536	38%	10.2%
Total	341		4,080		

Data Source: Minneapolis Neighborhood Information System (MNIS) and the University of Minnesota (2006); map created by the Center for Urban and Regional Affairs (CURA) at the University of Minnesota.

future partnership with one or more of the public schools in the district.

In addition to forming an innovative university-community collaboration, the initiative resulted in other important

outcomes. Participants in the meetings gained a shared understanding of why the neighborhoods were experiencing decline. The process brought stakeholder groups that were unused to working together into new partnerships. City staff members who initially came to the meetings as observers over time became engaged participants. Once the university saw how its future as a top-tier research institution was linked to conditions in the surrounding neighborhoods, it became much more involved in community issues. And finally, all of these activities sent a warning to landlords that neighborhood residents were taking back control of their community.

### ***Responding to the Mortgage Foreclosure Crisis***

While mortgage foreclosures in and around the Twin Cities were clearly on the rise in 2006, the extent of the problem and its root causes were largely unknown. Recognizing the need to address the problem regionwide, representatives from Minneapolis and St. Paul, along with seven nonprofit housing development, policy, and funding organizations, formed the Foreclosure Prevention Funders Council in February 2007. The council's goals were to identify foreclosures and determine the causes; coordinate financial resources to focus on foreclosures; and create new financing and innovative remediation and rehabilitation tools to address the problems associated with vacant and boarded buildings.

Creating an information infrastructure was a critical first step in achieving these goals. HousingLink, a regional fair housing data intermediary and member of the council, partnered with CURA to take on the arduous task of data collection. Assembling the information involved collecting data on sheriffs' sales (public auctions of foreclosed properties) from seven counties,

six of which had only paper records. Although Hennepin County did maintain electronic records of sheriffs' sales, the files lacked some of the key data elements that then had to be obtained from the county recorder's office. HousingLink also collected mortgage documents on foreclosed properties from that office.

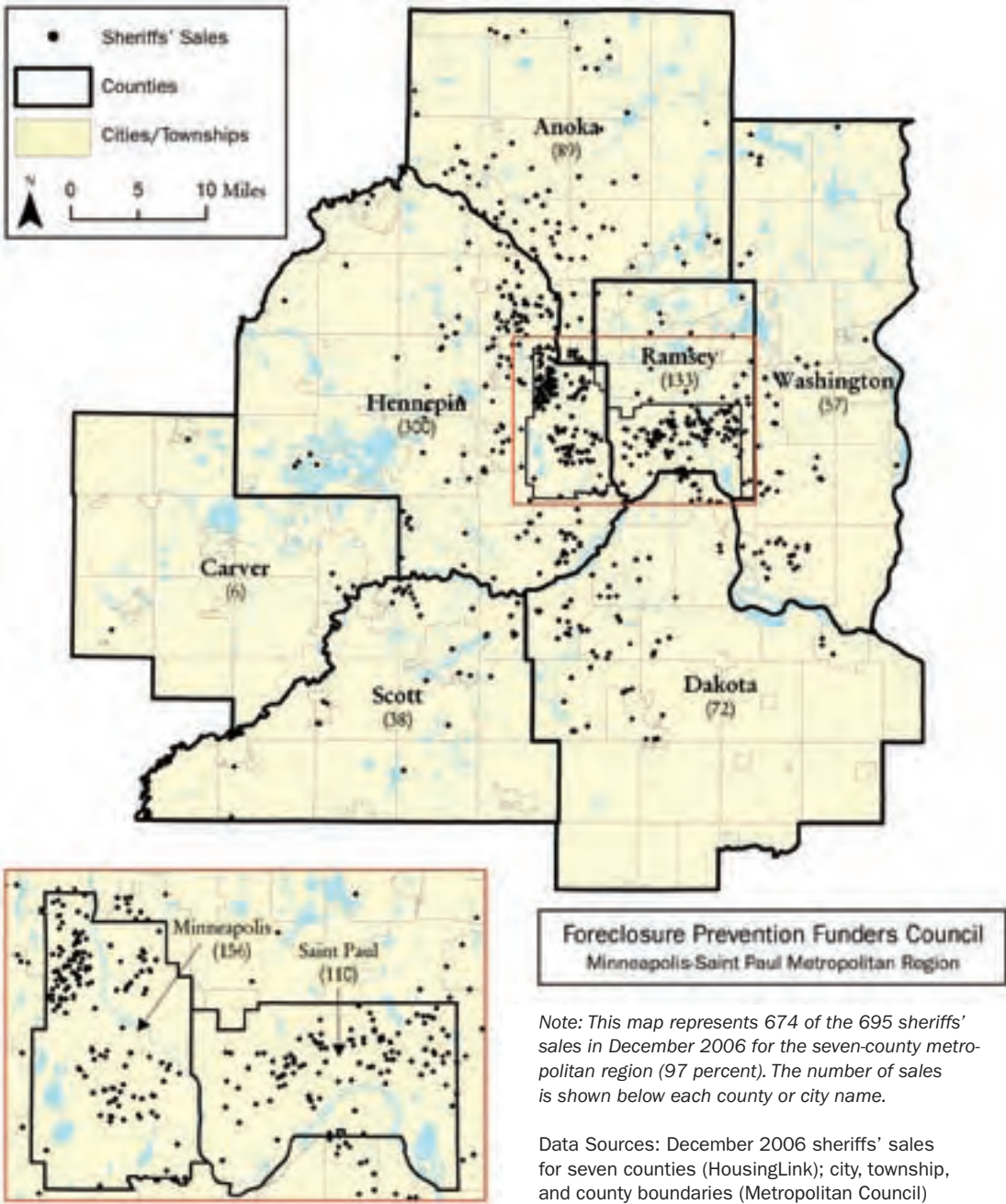
With these data in hand, HousingLink was able to determine that the number of regionwide foreclosures had nearly doubled (from 3,759 to 7,039) in 2005–2006, with increases ranging from 47 percent in Carver County to 125 percent in Ramsey County. The problem was highly concentrated: 44 percent were located in Hennepin County, with half in Minneapolis and half of those in North Minneapolis (see figure 11). In addition, fully 80 percent of the foreclosed homes had mortgages that were one to five years old, and 14 percent had mortgages that were less than one year old.

The Foreclosure Prevention Funders Council met biweekly to discuss such findings and develop interventions, provide resources for homeowners facing foreclosure proceedings, and limit the negative side effects of vacant properties. The difficulties with data access led the council to develop shared solutions and begin discussions with the regional and state sheriffs associations on opportunities to streamline collection. In the summer of 2007, the council expanded to a statewide focus, adopted the name Minnesota Foreclosure Partners Council, and worked with HousingLink to gather and map sheriffs' sales data from every Minnesota county.

### ***Additional Applications***

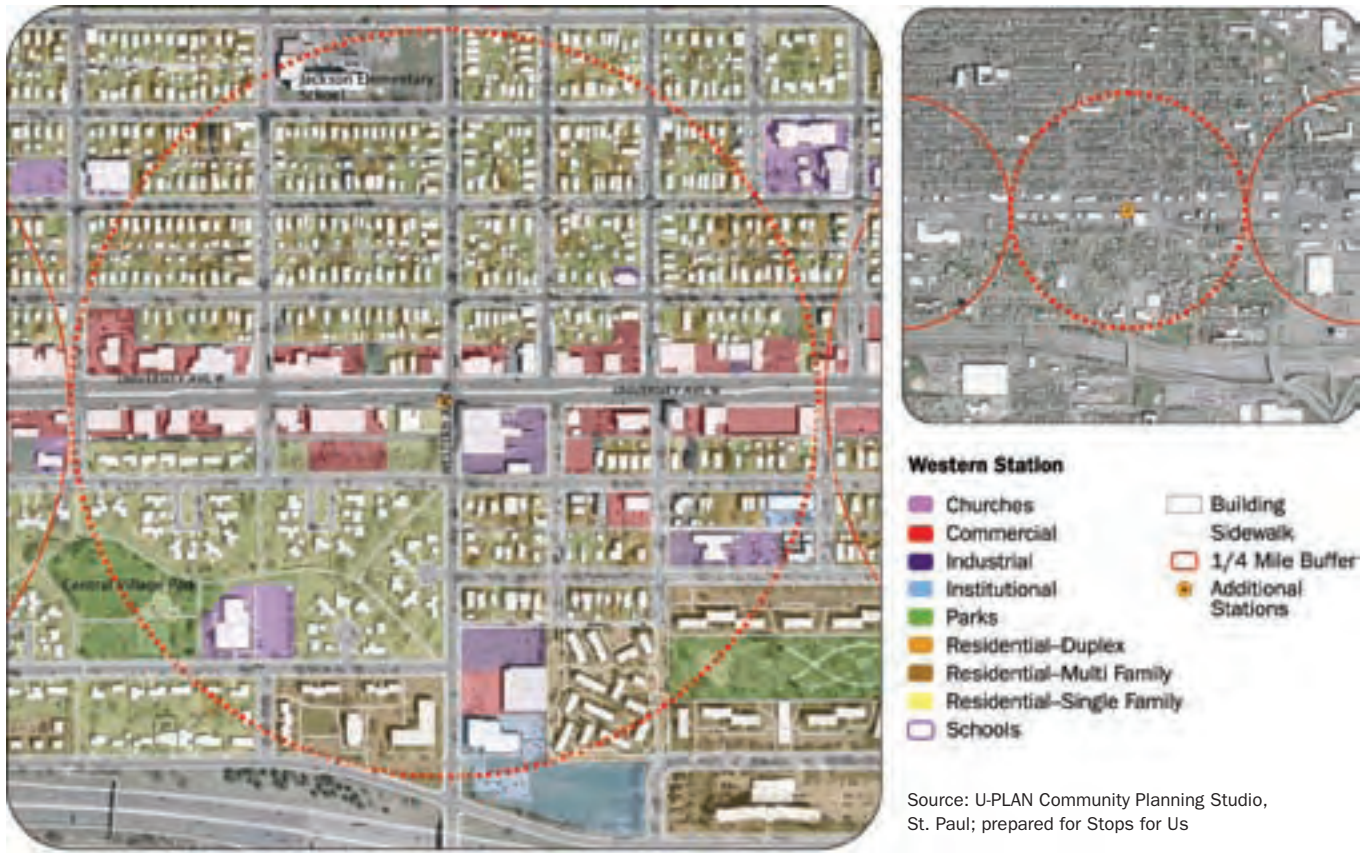
The City of Minneapolis is now working with the Minnesota Foreclosure Partners Council and CURA to retool the MNIS system to identify at-risk properties. The early warning system will build on research

**FIGURE 11**  
**Foreclosures Are Concentrated in Hennepin County and Particularly North Minneapolis**



Source: HousingLink (Joel Larson, cartographer) for the Foreclosure Prevention Funders Council

**FIGURE 12**  
**U-PLAN Engages Area Residents in Transit Corridor Planning**



on the neighborhood-level correlates of foreclosures to create a more accurate parcel-level model. Graduate students in community development at the University of Minnesota are using public data on housing condition, estimated market value, and last sale date/price to develop and test the model.

Another innovative application of parcel data under way in Minneapolis–St. Paul is Minnesota 3-D (M3D). This TOP-funded project is a dynamic, Internet-based GIS application that integrates labor market, housing, and development data for the metro area into a single tool for economic and community developers. The M3D project is a partnership between CURA and the state’s

Department of Employment and Economic Development (DEED), with additional support from various local and regional government agencies.

Finally, the U-PLAN Community Planning Studio, a partnership of community groups led by the University United coalition, the University of Minnesota, and the St. Paul Design Center, is using MetroGIS data to engage local businesses and residents in planning for a proposed light rail line that would connect downtown St. Paul and downtown Minneapolis. This storefront planning center uses mapping, visualization tools, and data to help people visualize and plan for transit-oriented development projects (see figure 12).

# PHILADELPHIA, PENNSYLVANIA

## Targeting Outreach and Investment Strategies

Philadelphia stands at a critical moment in the cycle of urban decline and renewal. Downtown Center City is experiencing a major surge in real estate development, a drop in crime rates, and a return to a vibrant urban culture. New investment is spilling over into surrounding communities, with some neighborhoods seeing dramatic upgrades as private developers arrive for the first time in decades.

But sustained growth is uncertain and not all Philadelphians have benefited from

the revitalization successes. Unemployment remains high, the suburbs still capture most new job growth, and many neighborhoods in the city and inner-ring suburbs continue to battle blight, abandonment, and distress (Whiting and Proscio 2007; Mallach 2006). Tens of thousands of vacant buildings and lots are visible reminders of the city’s ongoing challenges.

While for many years the city’s political leaders focused primarily on downtown redevelopment, broader neighborhood



revitalization is now firmly on the city's agenda. The five-year Neighborhood Transformation Initiative (NTI), launched in 2001 by former mayor John Street, provided nearly \$350 million in municipal bonds and city operating dollars to acquire vacant and abandoned properties, demolish dangerous buildings, and prepare sites for redevelopment (Fox and Treuhaft 2005). Data on the city's 560,000 parcels have been a crucial input for community organizations, community development intermediaries, policy institutes, government agency employees, and researchers as they analyze, develop, implement, and evaluate revitalization efforts.

### ***The Philadelphia Neighborhood Information System***

Created in 1998 by the Cartographic Modeling Laboratory (CML) at the University of Pennsylvania, the Philadelphia Neighborhood Information System (NIS) was one of the first Web-based systems to gather mappable data from multiple administrative agencies at a variety of geographies. The system includes five applications:

- *ParcelBase*, a password-protected database that provides housing and real estate data at the parcel level;
- *NeighborhoodBase*, an open-access database of aggregated property data and socio-demographic data for a number of geographies;
- *MuralBase*, which locates and describes murals located throughout the city;
- *CrimeBase*, which provides crime data at a variety of geographies; and
- *SchoolBase*, which provides an array of school performance and assessment data.

Unlike many community information systems, the Philadelphia NIS is built from the parcel level up and combines more than 180 indicators such as ownership, sales, code violations, tax delinquency, and vacancy

status. The information is updated regularly through data-sharing agreements between the CML and seven city agencies.

In addition to developing and maintaining the system, the CML holds regular trainings, provides technical assistance for users, and performs data analysis and mapping services for a fee. The number of community organizations that are registered users now stands at 288, including many CDCs that use the system to target their development activities and refine their street-level surveys. Nearly 350 government agency employees also use the system regularly.

The following applications demonstrate the power of using the NIS system, in combination with CML's mapping capabilities, to develop a program providing legal support to homeowners with clouded property titles, to evaluate the impacts of public and private investments, and to streamline the disposition of vacant properties.

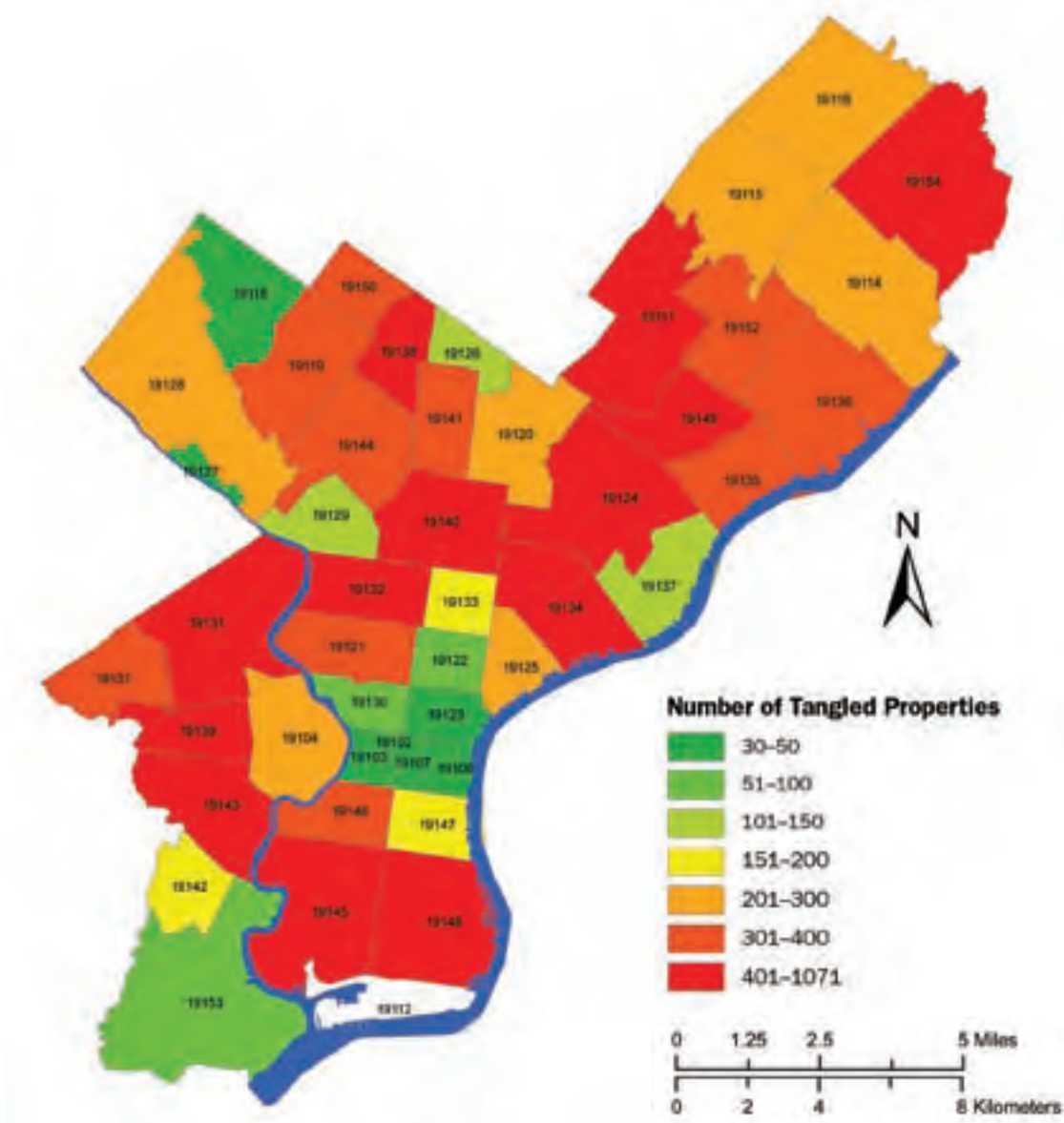
### ***Untangling Titles for Low-Income Homeowners***

Philadelphia VIP/LawWorks is a nonprofit organization that provides legal services to low-income Philadelphians and community organizations. From their casework, staff knew that many homeowners had "tangled" titles—a legal right to own their homes, but without clear title. In such cases, homeowners cannot sell their homes or transfer them to their children, obtain grants or loans to make needed repairs, apply for utility discounts or tax abatements, or even arrange payment plans for delinquent real estate taxes or utility bills. The consequences can be severe, putting individual families at risk of foreclosure and potentially destabilizing entire neighborhoods.

VIP/LawWorks wanted to provide legal services to help low-income homeowners in this situation gain clear title to their properties, and successfully secured resources from

FIGURE 13

**Thousands of Philadelphia Homeowners May Have Unclear Title to Their Properties**



Source: The Cartographic Modeling Lab, University of Pennsylvania (March 2007)

the city’s Office of Housing and Community Development to set up a Tangled Title Fund. The fund provides grants of up to \$2,500 to cover the costs of title clearance such as probate filing fees, court-ordered publications, inheritance taxes, title insurance, and transfer taxes (Gastley 2006).

To assess the true extent of the problem and to find efficient ways to reach the people who might need their services, attorneys at VIP/LawWorks turned to the ParcelBase application and CML’s data analysis services (see figure 13). Given that many problems stem from not transferring the title following



**Parcel data helped Philadelphia LISC and the Mt. Airy USA CDC develop a “corridors plus” investment strategy for Germantown Avenue.**

the death of a homeowner, they reasoned that linking death records with current ownership records was a good place to start.

Their analysis identified 14,000 possible cases of tangled titles in Philadelphia, representing an enormous number of families in danger of losing their most important financial asset. CML mapped the potential cases by zip code to show where the problem was concentrated. Aligning the maps with CDC catchment areas helped VIP/LawWorks scan for potential partners in developing an effective marketing strategy.

In 2007 VIP/LawWorks and the People’s Emergency Center launched a pilot part-

nership and outreach effort in West Philadelphia based on an adopt-a-block model. The public interest law firm and CDC have marketed the legal services in a specific block with a high share of tangled title properties and have begun to help clients in the neighborhood. The hope is that focusing efforts in this area will demonstrate the positive impact that untangling titles can have, not only for individual homeowners but also for entire neighborhoods.

### ***Coordinating Community Investments***

In a time of dwindling resources, community development practitioners have had to become much more strategic about the way they invest. In 2006 the community development intermediary Philadelphia Local Initiatives Support Corporation (LISC) reviewed its investments in the city over the past 25 years to inform its planning and to optimize the impact of future outlays.

CML’s mapping analysis, using parcel-level and neighborhood census data, was crucial in this evaluation. CML linked LISC’s \$40 million in direct investments and \$600 million in leveraged investments to their locations through geocoding. Other contextual data were added to the maps, including neighborhood assets such as transit stops and corridors, as well as challenges such as crime and vacancies.

The maps revealed that LISC’s past investments lacked both spatial targeting and coordination. For example, residential and commercial investments were made independently and often in different neighborhoods. The analysis also pointed to several opportunities for LISC to align its investments in ways that would create greater synergy and help achieve broader goals, such as connecting neighborhoods to the regional economy and fostering sustainability through transit-oriented development.



The data displays provided invaluable input for the organization’s 2006 planning retreat, where staff and board members worked together to shape a new investment strategy. Out of this exercise came the idea of a “corridors plus” approach to connect commercial and residential investments more directly. The Philadelphia LISC team decided to focus on neighborhoods near the eight areas targeted through its commercial corridor reinvestment initiative. That initiative had already funded CDCs to make grants and loans to improve business facades, the streetscape, and nearby residences between 2002 and 2005.

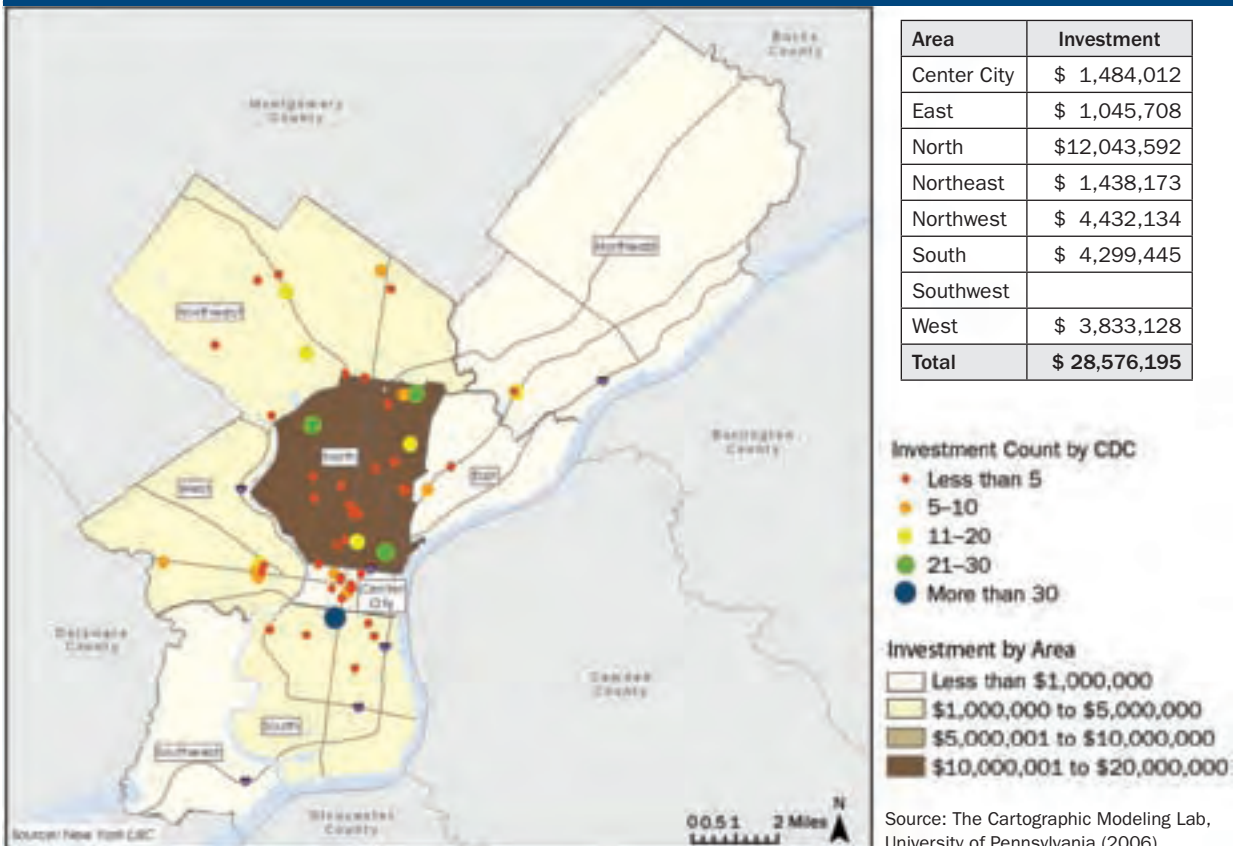
LISC then had to select a pilot neighborhood in which to work. An additional data layer—the dollar value of CDC investments in neighborhoods—helped to guide this

choice (see figure 14). Community development practitioners from the City of Philadelphia, the Delaware Regional Valley Planning Commission, local foundations, citywide nonprofit agencies, and CDCs were invited to a meeting where LISC presented the maps and its new investment strategy. A consensus formed that West Philadelphia should be the pilot neighborhood, both because it is an area with significant needs and because of the opportunities provided by a new bus line connecting the neighborhood with Delaware County.

### *Tracking the Status of Vacant Properties*

The launch of the Neighborhood Transformation Initiative (NTI) in 2001 stirred interest within government to have a more

**FIGURE 14**  
**LISC’s Analysis of 1996–2006 Investments Led to a More Focused Funding Strategy**



accurate, timely, and integrated parcel data system. While ParcelBase added value by integrating the city's data layers, the underlying parcel map layer had a 20 percent error rate. There was also a growing need for real-time data for decision making. NTI allocated \$5 million to improve the city's property information systems, including such projects as creating a seamless digital parcel basemap for the city, a unified land records system to consolidate property data across agencies, and a vacant property management system.

The vacant property management application, BUILD (Building Uniformity in Land Development), tracks properties as they make their way through multiple city agencies during the processes of acquisition, assembly, and disposition. Implemented in 2007, the Web-based application integrates real-time parcel data from the Department of Licenses and Inspections, Board of the Revision of Taxes, Department of Revenue, and Department of Records.

The application is available to agency employees via the city's intranet and to the public via the Internet. Users can save queries within the system to continually track their status. In the near future, the city plans to add an automated "shopping cart" function that will allow private parties to submit online requests to acquire city-owned properties and a component that will enable housing staff to easily review and evaluate submitted requests.

### ***Additional Applications***

Researchers at the University of Pennsylvania Fels Institute of Government have used ParcelBase data to conduct applied community development policy research. In 2005, for example, the Institute and CML evaluated the City of Philadelphia's residential property tax abatement program. Working in partnership with LISC and the National Vacant Properties Campaign, the Institute and CML are currently analyzing the performance of properties sold at sheriffs' sales

**The new BUILD Web-based parcel data system provides up-to-the-minute information on Philadelphia's 60,000 vacant properties.**





**The Neighborhood Gardens Association has helped to preserve the Fitzwater 2000 Garden, an award-winning oasis that local residents created from two vacant lots.**

to determine what policies and strategies are needed to ensure that the disposition of vacant land helps to strengthen communities.

The University of Pennsylvania has also used ParcelBase data to monitor a number of indicators in the West Philadelphia neighborhoods where its community revitalization projects are centered. A series of reports tracked changes from 2001 to 2005 in rents and home sales; faculty, staff, and student residency; vacant land; demolitions; housing and commercial real estate development; and demographic data on the university-supported neighborhood school.

In addition, many Philadelphia community organizations use ParcelBase in their efforts to reclaim vacant and abandoned properties. For example:

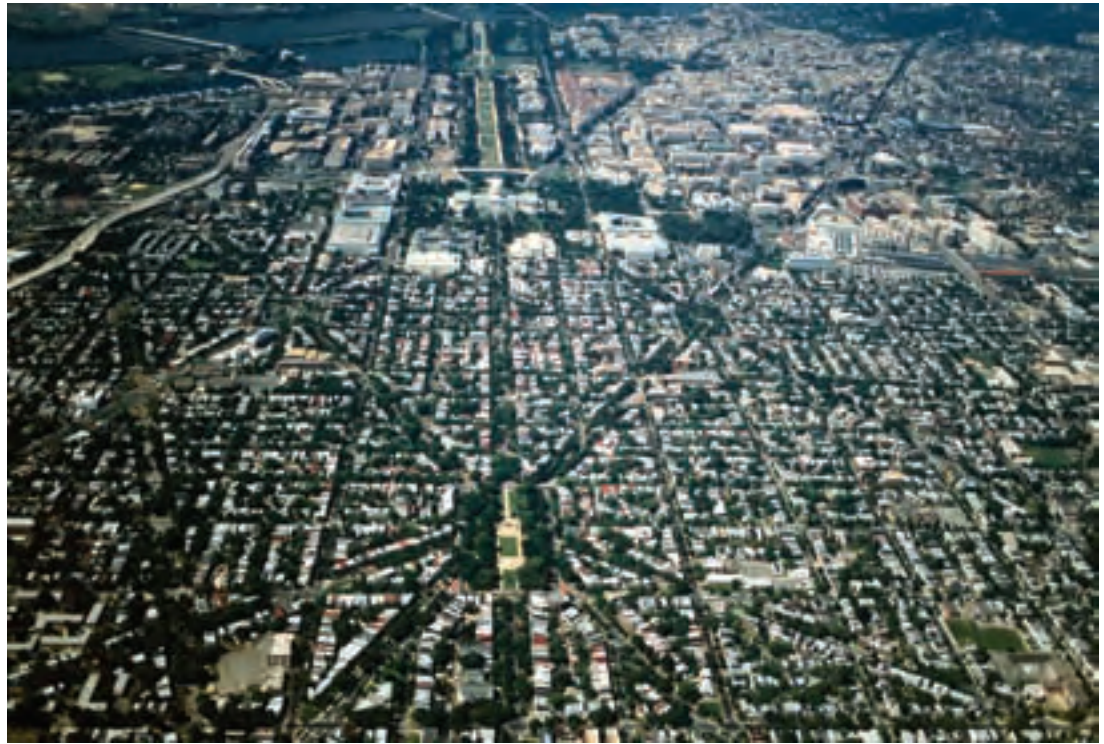
- The Pennsylvania Horticultural Society uses parcel data to identify owners of vacant land that can serve as community gardens, parks, and public greens.
- The Neighborhood Gardens Association/ A Philadelphia Land Trust uses Parcel-

Base to obtain information on properties to acquire for community gardens. In addition to checking a site's dimensions, ownership, and tax status, the group maps the surrounding area to assess the context for the acquisition.

- The Office for Community Development of the Archdiocese of Philadelphia looks at vacancy indicators, property ownership, and tax liens to select properties for acquisition and rehabilitation, and uses the square footage data to estimate cost and assess feasibility.
- Community groups incorporate the neighborhood and parcel data from the Philadelphia NIS into fundraising proposals and board presentations. Maps showing rental and home prices, vacancies, and community assets such as schools and libraries help these organizations illustrate neighborhood housing market conditions, demonstrate the impacts of their activities, and plan for future work.

## WASHINGTON, DC

### Managing the Affordable Housing Inventory



Like many large cities across the country, Washington, DC, saw an unprecedented surge in house prices in the first half of this decade. Between 2000 and 2005, the median single-family house price climbed an average of 25 percent annually, rising from \$159,000 to an astounding \$485,000. At that level, a household would have to earn almost twice the area median income to purchase a home. Rents also rose sharply relative to incomes, boosted in part by a wave of condominium conversions.

By 2005 when housing affordability had reached crisis proportions, Washington (along with every other major U.S. city) did not have the capacity to monitor or manage the problem. No information existed on how many affordable housing units had been lost or were still at risk, let alone what the numbers were on a neighborhood basis. The

city's response was among the nation's first attempts to build a more systematic, data-driven approach to managing the affordable housing inventory.

#### *The Underlying Information Systems*

While many studies of housing stock change have been prepared over the years, nearly all of these analyses are based on the census or other sample surveys that are not conducted often enough to support short-term management decisions. The only way to access more frequent data is to excerpt information from regularly updated, parcel-level administrative systems operated by government agencies.

The most important ingredient in solving this challenge for the District of Columbia was the real property database developed by the Office of the Chief Technology Officer

(OCTO) primarily from information maintained by the Office of Tax and Revenue. The second component was the data warehouse operated by *NeighborhoodInfo DC*, a collaborative venture of the Urban Institute and the Washington, DC, Local Initiatives Support Corporation (LISC), with the support of the Annie E. Casey and Fannie Mae Foundations. The data warehouse receives and archives quarterly updates from the real property database and incorporates recurrent information on property and neighborhood conditions from a variety of other sources. Particularly important are files from the U.S. Department of Housing and Urban Development (HUD) on properties in the district that it assists, and excerpts from other national files such as those mandated by the Home Mortgage Disclosure Act (HMDA).

The data in the *NeighborhoodInfo DC* warehouse have been used in a number of policy-focused applications. The most well known are the *Housing in the Nation's Capital* reports prepared by the Urban Institute to examine changes in local housing conditions (Turner et al. 2006). These reports, in turn, were the primary source of data for the plan completed by the Mayor's Comprehensive Housing Strategy Task Force in 2006, which gave new priority to the preservation of affordable housing (Kingsley and Williams 2007).

The annual *Housing in the Nation's Capital* reports offer only general recommendations on housing issues in the district and the region. What was needed was a way to deliver the information in a form that would help stakeholders, both inside and outside of government, apply the data in decision making throughout the year (see box 4).

The first step was to create a series of quarterly *Housing Monitor* reports. Developed by *NeighborhoodInfo DC* staff, these Web-based reports include a citywide summary of key findings, plus detailed data for individual wards and neighborhoods. In addition to

#### BOX 4

### Incorporating Parcel Data Systems into Local Decision Making

Using property-level data to support multi-stakeholder decision making is a sophisticated process that typically involves five steps.

1. Gathering parcel-level information about an issue of concern (e.g., increases in vacancies and foreclosures).
2. Using additional parcel- and neighborhood-level information to understand the context for the phenomenon and to identify root causes and potential policy responses.
3. Performing initial data analyses and producing displays such as tables and maps that convey trends.
4. Reviewing the data with stakeholders to identify additional queries and next steps.
5. Tracking decisions and monitoring progress toward goals.

standard sections on basic housing market conditions and affordability, each report focuses on a special theme such as trends in home sales, mortgage lending, and ownership (Tatian 2007). This work is helping to build a better understanding of how the city's neighborhoods are changing and what forces are driving the change.

#### **Monitoring Section 8 Units**

With more frequent and detailed information available, the next step was to devise methods to apply these and other data in decision making about affordable housing. This required moving from generalities to the circumstances and needs of specific properties. The basic idea was to identify residential properties removed from the affordable stock in recent years and to categorize remaining units according to risk of loss.

Because of the difficulty of identifying affordable properties in administrative data systems, *NeighborhoodInfo DC* staff decided to start by monitoring the pipeline of projects assisted under HUD's Section 8 program.

These properties warrant special attention because many of the contracts will expire in the next few years, allowing landlords to opt out of the program—an attractive choice for many owners of properties in gentrifying neighborhoods.

Monitoring of Section 8 units began on a trial basis in late 2005, with quarterly updates since then. Management meetings engage the full range of actors involved in the

preservation effort. Staff of the District’s Department of Housing and Community Development (DHCD) play a central role, but representatives of several CDCs and other nonprofits working under DHCD grants are equally important participants. These groups provide technical assistance to tenants so they can prepare for and address potential threats to affordable rental properties, either by helping residents

**TABLE 3**  
**Washington, DC, Section 8 Multifamily Reports**

**3a. Preservation Summary: Active and Lost Housing Units, 2000–2006**

Year	Active Units (start of year)	Lost Units		
		Total	Expired	Terminated
2000	12,715	141	141	0
2001	12,574	304	304	0
2002	12,270	89	89	0
2003	12,181	225	220	5
2004	11,956	212	208	4
2005	11,744	295	295	0
2006	11,449	123	123	0
2007	11,326			
Total	—	1,389	1,380	9

**3b. Ward Summary: Contract and Unit Expirations, 2000–2007**

Ward	Units Expired 2000–2006	Current Active (January 1, 2007)		Projected Expirations January–December 2007	
		Contracts	Units	Contracts	Units
1	79	21	2,020	8	353
2	179	15	1,232	3	212
3	0	2	58	1	40
4	0	1	54	0	0
5	328	15	1,776	1	149
6	76	12	1,632	7	989
7	51	11	1,228	5	741
8	667	26	3,326	10	1,611
Total	1,380	103	11,326	35	4,095

Source: HUD’s Multifamily Assistance and Section 8 Contracts Database, tabulated by *NeighborhoodInfo DC* (October 2007)

purchase the buildings or by working with the owner, the city, and others on financial restructuring to keep the property affordable.

The database is updated before each meeting with the latest HUD information on Section 8 properties. Information about the properties and their neighborhoods is then integrated with other sources in the data warehouse. Nonprofit technical assistance providers also add updates on the status of the properties they are working with, as well as information on changes in other properties they may have heard about.

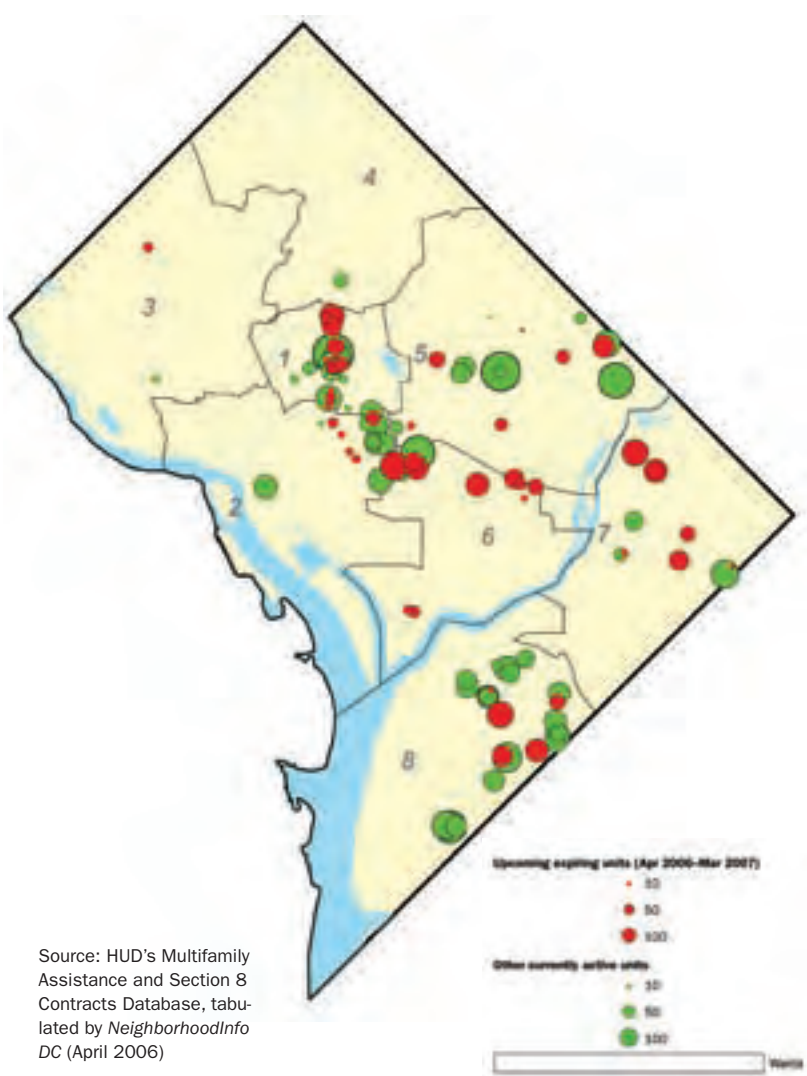
At the meetings, participants have in hand a summary of what happened to the Section 8 projects/units whose contracts expired over the last year, the number of projects/units with contracts scheduled to expire in the next few years, a listing of individual properties in each category, and a set of tables and maps that display this information by ward and neighborhood (see table 3 and figure 15). Also included is a table presenting detailed information on each property in the system, including actions planned, factors related to the landlord's probability of opting out, and other neighborhood conditions and trends.

Using these data, the group reviews what happened to the Section 8 pipeline over the preceding quarter and reassesses priorities, checks on assignments, and evaluates preservation strategies. After the meetings, the database is updated to record new or changed assignments and to incorporate information about individual properties that comes to light during the discussions.

### **Additional Applications**

*NeighborhoodInfo DC* plans to expand its coverage to other affordable rental properties in the district that are at risk of loss. Identifying additional subsidized properties will start with a merger of HUD and city datasets with records in the data warehouse. *Neighbor-*

**FIGURE 15**  
**Preservation Efforts Rely on Close Monitoring of Expiring Section 8 Contracts**



*hoodInfo DC* will then obtain information about private buildings that rent at reasonable levels and secure regular reports from other city agencies on conditions that indicate risk of loss (e.g., early notice of a landlord's intent to rehabilitate or sell). Technical assistance providers have already begun to provide information on at-risk affordable properties other than those on the Section 8 list.

Another future improvement will be to publish the full quarterly report and database

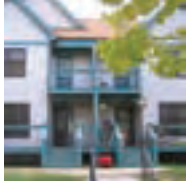


**The Local Initiatives Support Corporation of Washington, DC, helped tenants purchase the Fairmont apartments, a former Section 8 property.**

on the Web. Users will be able to access all of the citywide screens and click on a map or listing to bring up the relevant data for individual neighborhoods. It will also be possible to generate maps for other variables in the system. Participants in management meetings will be able to look up the status of particular properties and update the information directly in the database. In neighborhoods where affordable housing is at especially high risk, the team may develop additional tools to identify and address other problems such as high levels of subprime lending and foreclosure notices.

In addition to the affordable housing monitoring tools, *NeighborhoodInfo DC* hopes to create similar applications for other types of users. These tools are expected to include data displays to help community groups plan and implement neighborhood improvement strategies; automated procedures to help the city's Department of Housing and Community Development select the most appropriate actions for individual properties; and models to help neighborhood groups and community development corporations estimate the impacts of alternative policies and programs.





## CHAPTER 3

# Conclusion and Recommendations

Today America's neighborhoods are again at a crossroads. The fallout from the subprime crisis and broader disruptions in urban economies and housing markets may well threaten the nascent revival of many inner cities that was in evidence early in this century. Clearly, community development practitioners must “work smarter” to sustain that positive momentum.

The case studies highlighted in this report suggest that creative applications of new land information systems may be critical to the success of these efforts. Given the access, tools, and capacity to apply parcel data, practitioners in cities across the country are developing more effective ways to conduct sophisticated analyses, support day-to-day decision making as well as long-term planning, engage residents and local businesses in community action, target residential and commercial investments, and more. The examples cited here are just a small sampling of the possibilities that robust, integrated data systems open up for the practice of community development.

Investment in the infrastructure, institutions, and processes that support these advanced community development applications is sorely needed to realize the vast potential that parcel data holds for the community development field. Public and private institutions alike have essential roles to play in bringing emerging local solutions to sufficient scale to have measurable impacts on neighborhoods, spurring further innovation in systems development, and disseminating best practices in the use of parcel data.

### **Federal Government**

The federal government has played an important role in the development and application

of model parcel data systems and should continue to do so. In particular, the successes of the Technology Opportunities Program (TOP)—a Department of Commerce initiative that provided matching grants for innovative uses of digital technologies between 1994 and 2004—amply demonstrate the long-term value of small infusions of startup capital. Federal policy should also support the regional data intermediaries and national intermediary networks that work to disseminate innovation. Specific recommendations include:

- making support for land information systems and their application to community development a key component of the next president's urban policy;

**The Harold Washington Unity Cooperative in Chicago's gentrifying Humboldt Park neighborhood provides homeownership opportunities through a delayed coop conversion by the Bickerdike Redevelopment Corporation.**



- reinstating and amply funding the Technology Opportunities Program to promote continued innovation; and
- establishing a national matching fund to support new and existing regional data intermediaries as well as national intermediary networks.

### ***State Government***

State agencies are important gatekeepers of housing, labor market, health, transportation, and other public data. These agencies should share their resources with the developers of regional data systems and support applications of parcel data in such areas as economic development and affordable housing.

### ***Local Government***

Local agencies are the primary producers and users of parcel data. The more agencies that participate in the development of integrated parcel data systems, the more powerful and applicable the systems will be. Local agencies can advance this process by:

- promoting the benefits of data sharing and providing incentives to develop integrated systems and advanced community development applications;
- incorporating best practices into community development initiatives, innovating new ways of using parcel data, and contributing to the building and use of local parcel data systems; and
- participating in the development of regional datasets.

### ***National Community Development Intermediaries***

Many national organizations exist to support community development practitioners. These organizations should partner with data intermediary networks to build awareness of parcel data systems and advanced

community development applications. Among the goals of this campaign should be expanding low-cost public access to parcel-level data and establishing mechanisms to ensure improvements in data quality.

### ***Foundations and Other Funding Sources***

Local and national foundations, along with other funders of neighborhood, housing, and community development initiatives, should integrate applications of parcel- and neighborhood-level data into their grant-making generally and their multisite programs specifically by:

- funding grantees to incorporate these tools into their work and contributing to application development;
- supporting development of regional data intermediary networks and connecting their grantees to these networks;
- holding forums where grantees can learn about innovative uses of parcel data;
- advocating for the need for robust data systems and applications;
- convening public, private, and nonprofit actors to discuss the challenges and opportunities involved in developing local and regional parcel data systems; and
- facilitating data-sharing partnerships.

The value of these investments in advanced community development applications cannot be overstated. Providing practitioners with the resources they need to apply parcel data to program development, organizing, and advocacy will make community building much more efficient and effective, at the same time that it spurs further innovation. Building this capacity will bring the nation much closer to the goal of creating healthier, more sustainable, and more equitable communities.



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## Resources

### CHICAGO

#### Chicago Metropolitan Agency for Planning

[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

#### Full Circle Community Mapping and Planning Project

[www.fulcir.net/FC/Index.htm](http://www.fulcir.net/FC/Index.htm)

#### Local Initiatives Support Corporation, New Communities Program

[www.newcommunities.org](http://www.newcommunities.org)

### CLEVELAND

#### Center on Urban Poverty and Community Development, Case Western Reserve University

<http://povertycenter.case.edu>

#### Neighborhood Progress Inc., Strategic Investment Initiative

[www.neighborhoodprogress.org/cnppsii.php](http://www.neighborhoodprogress.org/cnppsii.php)

#### Northeast Ohio Community and Neighborhood Data for Organizing (NEO CANDO)

<http://neocando.case.edu>

#### Urban Development Law Clinic, Cleveland State University

[www.law.csuohio.edu](http://www.law.csuohio.edu)

### MINNEAPOLIS – ST. PAUL

#### Center for Urban and Regional Affairs, University of Minnesota

[www.cura.umn.edu](http://www.cura.umn.edu)

#### MetroGIS

[www.metrogis.org](http://www.metrogis.org)

#### Minnesota 3-D Project

<http://map.deed.state.mn.us/m3d>

### PHILADELPHIA

#### BUILD Property Search

<http://nti-build.gov>

#### Cartographic Modeling Laboratory, University of Pennsylvania

[www.cml.upenn.edu](http://www.cml.upenn.edu)

#### Philadelphia Neighborhood Information System

[www.cml.upenn.edu/nis](http://www.cml.upenn.edu/nis)

### WASHINGTON, DC

#### NeighborhoodInfo DC

[www.neighborhoodinfodc.org](http://www.neighborhoodinfodc.org)

### NATIONAL

#### Community Indicators Consortium

[www.communityindicators.net](http://www.communityindicators.net)

#### National Neighborhood Indicators Partnership

[www2.urban.org/nnip](http://www2.urban.org/nnip)



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## Participating Organizations

### PolicyLink

[www.policylink.org](http://www.policylink.org)

PolicyLink is a national research and action institute that works collaboratively to develop and implement local, state, and federal policies to achieve economic and social equity. By Lifting Up What Works—using research to understand and demonstrate the possibilities for positive change—PolicyLink presents innovative solutions to old problems. PolicyLink believes that the wisdom, voice, and experience of local constituencies are critical to the search for solutions to the nation's problems and strives to connect those constituencies—especially people in low-income communities and communities of color—to the legislators, government agencies, foundation officers, business leaders, and others who develop and implement policy, particularly in the areas of affordable housing, community strategies to improve health, and equity in public investments.

### Urban Institute

[www.urban.org](http://www.urban.org)

Established as a private, nonprofit corporation in Washington, DC, in 1968, the Urban Institute has become nationally known for its objective and nonpartisan research and educational outreach on social, economic, and governance problems facing the nation. It provides information and analysis to public and private decision makers to help them address these problems, and strives to raise citizen understanding of the issues and tradeoffs involved in policy making. Through broad conceptual studies, program evaluations, administrative and technical assistance, and other research, Institute researchers and consultants make data and findings available to the public and to public officials concerned with formulating and implementing more efficient and effective government policy.

### Lincoln Institute of Land Policy

[www.lincolnst.edu](http://www.lincolnst.edu)

Lincoln Institute is a private operating foundation whose mission is to improve the quality of public debate and decisions in the areas of land policy and land-related taxation in the United States and around the world. The Institute's goals are to integrate theory and practice to better shape land policy and to provide a nonpartisan forum for discussion of the multi-disciplinary forces that influence public policy. The Institute seeks to inform decision making through education, research, demonstration projects, and the dissemination of information through publications, the Web site, and other media. Lincoln Institute programs bring together scholars, practitioners, public officials, policy advisers, and involved citizens in a collegial learning environment.

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# Transforming Community Development With Land Information Systems

With recent innovations in integrated parcel data systems, community development practitioners now have greater access to the property-level information that is so vital for analyzing and monitoring neighborhood change. In this report, researchers at PolicyLink and the Urban Institute provide case studies detailing how pioneering organizations and partnerships in five cities and regions—Chicago, Cleveland, Minneapolis–St. Paul, Philadelphia, and Washington, DC—are applying these systems to such challenges as:

- **Neighborhood market recovery.** In Cleveland, parcel data are being used to inform land acquisition decisions and model block efforts in six neighborhoods targeted for revitalization.
- **Mortgage foreclosure prevention.** University-community partnerships in Cleveland and Minneapolis–St. Paul are developing early warning systems to identify properties at risk of foreclosure and to design effective interventions.
- **Asset protection for low-income homeowners.** Community organizations in Chicago and Philadelphia have used parcel data to target services and resources to help low-income owners maintain and improve their homes.
- **Commercial district revitalization.** Using Web-based GIS tools, community groups in Chicago have surveyed local commercial districts to support economic development and transit-oriented development planning.
- **Community organizing.** A resident task force in one of Cleveland’s most distressed neighborhoods used data on loan transactions to identify and take legal action against property flippers.
- **Affordable housing preservation.** An enhanced parcel data system is supporting collaborative efforts to preserve Section 8 units and monitor the affordable housing stock in Washington, DC.

These and other applications described in the report demonstrate the vast potential that advanced land information systems hold for the creation of equitable and sustainable communities.



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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**March 27, 2008**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 1:05 p.m.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul), Bob O'Neill for Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), Pete Henschel (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), David Claypool (Ramsey), Jim Bunning (Scott), Jane Harper (Washington); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *State:* David Arbeit (GDA/LMIC), (Joella Givens (MN/DOT); *Federal:* Ron Wencil (USGS); and *Utilities:* Allan Radke (Xcel Energy).

Members Absent: *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom (TIES); *State:* Tim Loesch (DNR); and *Special Expertise:* Brad Henry (URS Corp.)

Open Seats: *GIS Consultants:* [Terese Rowekamp (Rowekamp Associates) resigned effective this meeting], Non Profits (second seat), and *Watershed/Water Management Organizations.*

Support Staff: Randall Johnson and Jonathan Blake (MetroGIS staff support team)

Visitors: Mark Kotz (Metropolitan Council and member of the Technical Leadership Steering Workgroup), Chris Cialek and Fred Logman (Minnesota Land Management Information Center-LMIC) and Gary Swenson (Hennepin County)

**2. ACCEPT AGENDA**

Chairperson Brown suggested adding Item 5h) Resignation of Member Rowekamp and offering Member Craig an opportunity to make an announcement before the business items are considered. The agenda was accepted, as modified.

**2A. ANNOUNCEMENT – LECTURE BY JACK DANGERMOND**

Member Craig commented that Jack Dangermond, President of ESRI, will receive an Honorary Doctor of Science degree from the University of Minnesota on April 2 at 4:30 p.m. in Memorial Hall, McNamara Alumni Center, 200 Oak St. S.E., Minneapolis. Following the award ceremony, Dangermond will give a lecture entitled “*The Geographic Approach – A Cross-Cutting Methodology.*”

**3. ACCEPT MEETING SUMMARY**

Member Bitner moved and Member Read seconded to approve the December 18, 2007 meeting summary, as submitted, with the exception of correcting a typographical error in the last line on page 3 (change “the when” to “that”. Motion carried, ayes all.

The staff coordinator was thanked for the completeness of the meeting summaries that he prepares.

**4. SUMMARY OF JANUARY POLICY BOARD MEETING**

Member Knippel commented that he is concerned that the Policy Board may have come away from the presentation about the I-35W Bridge collapse with the opinion that the data access problems encountered only related to parcel data where in fact the data needs involved went well beyond parcel data. Chairperson Brown commented that it is the committee’s responsibility to frame the issues for further consideration. He suggested and committee concurred that the committee’s response to the Board should lead off with a clarification of the breadth and depth of the data involved, follow with an explanation of

distribution policies that are currently used (e.g., Hennepin County distributes data for areas up to 10 square miles without a license), and conclude a list of specific actions of how the problems encountered last August will be proactively dealt with before the next event occurs – Resolve Now to Avoid Later.

Givens clarified that MnDOT had the data that it needed but that the problems began to arise when others (e.g., FBI) unlicensed to access the data wanted access directly from MnDOT. It was agreed that in the next-generation license it should be made clear when and how exceptions can be made. Knippel also commented that the GIS community has a responsibility to better understand its role and the issues that need to be overcome to effectively carry out that role.

The was no action other than to encourage the Emergency Preparedness Workgroup to consider the points made in this discussion as it develops its recommendation in response direction provided by the committee at the December 2007 meeting. (Editor's note: See Agenda Items 6b and 6f in the packet for the March 27, 2008 Coordinating Committee meeting for more information.)

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

### **a) Next Steps: Solutions to Shared Application Needs**

Mark Kotz and Nancy Read, members of the Technical Leadership Steering Workgroup, introduced Agenda Items 5a and 5b (GeoServices Finder Final Report). (See [http://www.metrogis.org/teams/cc/meetings/08\\_0327/5a%20NR%20and%20MK%20presentation.pdf](http://www.metrogis.org/teams/cc/meetings/08_0327/5a%20NR%20and%20MK%20presentation.pdf) for the respective PowerPoint Presentation.) Kotz offered a depiction of what web services are and how they might be used for geospatial applications. Kotz suggested that the committee consider Item 5b before considering 5a because the next steps suggested for Item 5b are incorporated into the Workgroup's 5a recommendation. The group concurred. Consideration of Item 5a was postponed until following consideration of Item 5b.

### **b) GeoServices Finder Project: Final Report & Next Steps**

Fred Logman, manager of the GeoServices Finder project, provided an overview of the process used to create the Version 1 application, also noting that the project had been funded in cooperation by LMIC and MetroGIS (2006 Regional GIS Project).

Chris Cialek, lead technical support, provided an overview of the functionality supported by the Version 1 application. He then summarized the recommendations set forth in the project summary document ([http://www.metrogis.org/teams/cc/meetings/08\\_0327/5b%20Separate%20Att\\_%20Final%20Project%20Report.pdf](http://www.metrogis.org/teams/cc/meetings/08_0327/5b%20Separate%20Att_%20Final%20Project%20Report.pdf)) and three suggested general next steps: Promote, Commit, and Incubate. (See [http://www.metrogis.org/teams/cc/meetings/08\\_0327/5b%20project%20presentation.pdf](http://www.metrogis.org/teams/cc/meetings/08_0327/5b%20project%20presentation.pdf) for the PowerPoint Presentation.)

Member Read asked how far the outreach effort should extend to populate metadata records for services valuable to local stakeholders but which involve interests that go beyond MetroGIS and Minnesota based producers of web services. She gave an example of a precipitation data web service provided by Iowa State that covers a multi-state area. Member Arbeit encouraged the user community to speak with producers of any web services important to supporting local users' information needs and encourage them to document their services.

Knippel commented that there is potential for duplication between the DataFinder and GeoServices Finder applications. Kotz concurred and asked Knippel to hold his question until the recommendations associated with Agenda Item 5a are presented, noting that the Workgroup is proposing a project to blend these applications.

**Motion:** Member Craig moved and member Bitner seconded that the committee:

- 1) Endorse pursuing the next steps described in the "First Generation Geospatial Services Broker" project report, dated December 27, 2007, including the project addendum dated March 20, 2008, as a component of MetroGIS's workplan to pursue solutions to shared geospatial needs beyond data.
- 2) Accept:
  - a) The functional design recommendations for the broker suggested in the project report (pages 5-11),

- b) LMIC's offer to share its services library via the broker (page7),
  - c) LMIC's offer to host the GeoServices Finder for the MetroGIS community (page 5)
  - d) LMIC's offer to assist with the promotion of the GeoServices Finder (page12)
  - e) LMIC's offer to promote standards necessary to achieve the vision of the broker (page 12)
- 3) Direct incorporation into MetroGIS's next-generation Outreach Plan, tactics to achieve the "Shared Commitment" next step (page 12)
  - 4) Direct incorporation into MetroGIS's next-generation Performance Measurement Plan the "Experienced-Based Evaluation" next step (page 12).

Motion carried, ayes all

### **5a) Resume consideration: Next Steps: Solutions to Shared Application Needs**

Member Read, acting as a spokesperson for Technical Leadership Steering Workgroup, summarized direction the Workgroup received from both the Policy Board and Committee in connection with adoption of the 2008-2011 MetroGIS Business Plan. The Workgroup started with that base and used surveys, presentations on current shared applications, and user input at a full-day workshop Jan. 24 facilitated by PlanGraphics, to explore issues and options and develop recommendations as to how MetroGIS should proceed to address application needs shared by the community. Read also commented that a surprising finding, from her perspective, was that organizational structure and funding issues could be as important for enabling shared applications as were more technological issues, a finding that highlights the continued need for MetroGIS's role.

Mark Kotz, also acting as a spokesperson for Technical Leadership Steering Workgroup, presented the Workgroup's recommendations, as outlined in the agenda report, noting that a key finding of the Workgroup is that the services of a technical coordinator dedicated to MetroGIS will be needed to fully realize the broad outcomes defined in the 2008-2011 business plan and to achieve the application-sharing strategies defined via the evaluation overseen by the workgroup.

Before discussion of the recommended 2008-2009 workplan began, staff commented that the concept of securing the services of a technical coordinator was shared with senior Metropolitan Council officials on January 30, 2007. Member Vander Schaaf, who participated in the meeting, commented that Metropolitan Council Chairperson Bell, Councilmember Pistilli (Council representative to the MetroGIS Policy Board) and members of Council senior management attended to discuss preliminary findings of the Workgroup, including the need for a technical coordinator. He commented that Chairperson Bell and Regional Administrator Weaver had responded positively, and they acknowledged that such an investment would benefit the Council. However, Vander Schaaf went on to comment that since that meeting a State hiring freeze had been imposed, which also applies to the Council. Until the freeze is lifted, new Council hires will only be approved if the need is urgent.

General discussion ensued as to how MetroGIS should proceed in terms of submitting a "foster collaboration function" budget request to the Metropolitan Council, given the uncertainties that have arisen due to the hiring freeze. After discussion of several options, it was agreed to submit a budget request for what the committee believes MetroGIS needs to achieve the outcomes defined in the business plan and leave it up to the Council to decide how it wishes to proceed. (Editor's note: Chairperson Brown, Vice Chairperson Wakefield and the staff coordinator met with Policy Board Chairperson Reinhardt the following day. Chairperson Reinhardt concurred that MetroGIS should request the resources it needs to be successful. It was also agreed that once the budget proposal is submitted to the Council that status updates would be provided to the committee and Board at their summer and fall meetings.)

#### Comments/Discussion about the Proposed 2008-2009 Work Plan:

1. Chairperson Brown commented that inclusion of "cost recovery" as a topic to in a proposed plan to address obstacles to sharing (Item 6 in the Workgroup's suggested next steps and in the composite 2008-2009 work program on page 57 of the agenda packet) concerned him as it is his belief that the Policy Board had agreed to leave this matter to the counties' discretion. The group concurred with

member Craig's suggestion to drop this phrase from the list of "e.g.," that provide context for the activity.

2. Member Knippel asked about the choice of "applications" versus "web services" terminology in the recommended next steps. A short discussion followed in which some argued that "services" are components of the broader topic area here described as "applications" and that the recommendations are intended to include both. Bitner, a member of the Technical Leadership Steering Workgroup, commented that behind all services is an application, and thus they are both part of a continuum.

The idea of changing the terminology used in the top priority next step from "applications and service needs" to "applications and related components" was talked about nothing definitive was decided. (Editors note: After attending the lectures by Jack Dangermond on April 2 and 3, the Staff Coordinator, members Read and Kotz concluded that the committee should give more thought to retaining specific reference to the term "web services" (e.g., shared needs for applications and web service"), given the emphasis he placed web services playing a central role in achieving the vision of a federated enterprise or services oriented architecture involving sharing of data resources among multiple organizations via the Internet.) Member Harper encouraged those who will be presenting these recommendations to the Policy Board to use terms that are appropriate for an audience of policy makers.

3. Member Vander Schaaf suggested, and the group concurred, that the budget action request to the Policy Board should be worded as "adopting a budget recommendation" to connote MetroGIS leadership understands that the actual budget approval lies with the Metropolitan Council, not with the MetroGIS Policy Board.

The staff coordinator encouraged members of Technical Leadership Steering Workgroup and others to remain engaged to maintain momentum achieved at the January 24 Workshop, given the uncertainties that have arisen with the recommendation to pursue a technical coordinator.

**Motion: The following five recommendations were moved by Member Bitner and Seconded by Member Givens as a single motion with five parts, voted on simultaneously, and unanimously approved.**

- 1) **Endorse Appropriate Roles for MetroGIS:** That the Coordinating Committee seek endorsement from the Policy Board that MetroGIS's roles related to shared application needs should consist of providing:
  - Leadership,
  - Coordination,
  - Policy and procedural support, and
  - Seed funding.
- 2) **Initiate Negotiations to Secure Technical Coordinator:** That the Coordinating Committee:
  - Request the Policy Board to authorize immediate negotiations to achieve dedication of additional technical staff support to MetroGIS consistent with the responsibilities and skills defined in Attachment A, of Agenda Report 5c.
  - In the short term, to the extent practical, continue to rely upon the Technical Leadership Steering Workgroup to serve as a surrogate for a dedicated technical coordinator.
- 3) **Define Specific Shared Application Needs:** That the Coordinating Committee:
  - Create a workgroup to begin work immediately to oversee a process to identify and prioritize shared needs for applications and web services.
  - Charge this workgroup to report back to the committee at its June 2008 meeting with progress made and if not completed, a proposed plan to secure resources needed to accomplish this task.

- The membership shall be comprised of those members of the Technical Leadership Steering Workgroup who wish to continue to serve in this capacity, supplemented by persons that the Workgroup members wish to invite who possess skills important to achieving the charge.
- The chair of the new Shared Applications Workgroup shall be designated by the workgroup members, subject to approval by the Coordinating Committee.

**4) Update Outreach Plan:** That the Coordinating Committee:

- Authorize creation of a workgroup to guide updating of MetroGIS's Outreach Plan to address direction provided in the 2008-2011 MetroGIS Business Plan (Attachment G), recommendations provided by the PlanGraphics Team (Appendix A), and recommendations of the Technical Leadership Steering Workgroup presented in this report such as showcasing of benefits anticipated to be achieved from collaborative application solutions, and explaining easy ways to find applications, services, and opportunities for collaboration.
- This workgroup would begin its work once specific shared application needs are defined.

**5) Test Mechanism to Foster Partnering:** That the Coordinating Committee:

- Direct the Technical Advisory Team to test the potential for it to expand its scope as principally a knowledge sharing vehicle to oversee a "mail list or list serve" mechanism as the initial strategy to foster partnering in addition to knowledge sharing.
- A role of the proposed Technical Coordinator would be to moderate this "partnering" mechanism.
- Offer a recommendation for how best promote the nine categories of application related sharing defined as appropriate for MetroGIS to foster (e.g., add a business rule, outreach, etc.)

Motion carried, ayes all.

**C) 2008-2009 Budget and Workplan Refinements**

The staff coordinator summarized the 2008-2009 work program and non-staff budget proposals, as outlined in the agenda report, noting that the total budget request remains unchanged from that approved for 2008 and that the 2009 total request is the same as for 2008; \$86,000.

He shared a recommendation to delete, as a separate allocation of funding, the competitive Regional GIS Project proposal line item in 2009. Rather, the committee would be relied upon to prioritize among the shared application-related projects anticipated to be defined in the coming months.

Member Craig requested clarification that the proposal to forego the competitive Regional GIS Project program means that the funds are still available but only that the manner in which they are allocated is being changed. The staff coordinator concurred, noting the subject funding for 2009 is proposed to be used for shared application related projects, with the priority among projects recommended by the committee, as opposed to via proposals received.

Member Craig also reminded the group that in the discussion for Agenda Item 5a, the group had agreed to remove the phrase "cost recovery" from the list of "for examples" in last Item on page 57. (*Editor's note: Line numbers will be added to the next version.*)

**Motion:** Member Craig moved and member Vander Schaaf seconded that the committee recommend that the Policy Board:

- 1) Request the Metropolitan Council to dedicate support resources to MetroGIS sufficient to accomplish the roles and responsibilities of a Technical Coordinator, as described in Attachment A of the agenda packet.
- 2) Adopt the proposed revised 2008 and proposed preliminary 2009 MetroGIS work plans, as presented in Attachment B and dated March 13, 2008, subject to deleting the phrase "cost recovery" from the "for examples" in the last item on page 57, with the understanding that securing a technical coordinator is required to fully achieve the associated outcomes in a timely manner.
- 3) Endorse the proposed revisions to the preliminarily approved 2008 budget line items, as presented in Attachment C and dated March 13, 2008, involving postponement of updating the Performance

Measures Plan until specific shared application needs are defined and shifting the \$10,000 allotted for updating the Performance Measurement Plan to addressing shared application needs.

- 4) Endorse the preliminary proposed 2009 MetroGIS “foster collaboration” project budget request, presented in Attachment C and dated March 13, 2008, with the understanding that the support role of a Technical Coordinator will be filled by January 1, 2009. (The total amount of \$86,000 requested for the 2009 is the same as approved for 2008.)

Motion carried, ayes all.

**d) 2008 Regional GIS Project - Call for Proposals**

The Staff Coordinator Johnson stated that with this presentation the call is officially underway for 2008 Regional GIS Project proposals. He commented that announcement of this call had been postponed until tentative agreement had been reached on a modified work plan for 2008, which occurred with the recommendation for Agenda 5c.

Johnson went on to suggest modification to the traditional committee and board evaluation processes for allocation of these funds to enable project to begin in early August, which has been the case with the previous approval cycles.

After some discussion of several options, the committee concurred that a modified evaluation process should be implemented that incorporates the following components:

- A workgroup of the committee will be created to comment on completeness of proposals and assist the full committee decide if any are inconsistent with direction desired by the committee. The members will be decided once proposals are known to avoid conflicts of interest.
- Concept proposals are due by May 2. Concept review is not required though highly recommended to insure that the final proposal is consistent with established guidelines for approval (i.e., ideas consistent with outcomes previously defined as important to achieving MetroGIS’s vision).
- Preference should be given to proposals that involve shared services.
- Seek consent from the Policy Board to accomplish board consideration as to their appropriate use of the subject funds via its Executive Committee in late May.
- Final project proposals are due by June 6. The Workgroup will again assist in the review of the proposals for relative importance and preparation of a recommendation to the full committee.
- Final recommendations for funding to be made by the committee at its June meeting.

**Motion:** Member Bitner moved and member Harper seconded that the committee:

1. Recommend that the Policy Board endorse the proposed Regional GIS Project approval schedule as presented in Attachment 1, Exhibit A, which includes authorizing its Executive Committee to review and comment on concept project proposals, as opposed to the full Board.
2. Decide on the appropriateness of concept proposals via electronic vote.
3. Authorize its chair to create a workgroup comprised of individuals with expertise appropriate to identify any gaps in concept proposals needed to determine consistency with the guidelines and relative value to the community.

Motion carried, ayes all.

**e) Leadership Development Plan**

Consideration postponed to the June meeting due to time constraints.

**f) GIS Demonstration for April Policy Board Meeting**

The pending Regional Economic Development (ED) Web Site was agreed upon as the top choice for a demonstration at the April Policy Board meeting. Member Knippel agreed to head up a workgroup, including Chairperson Brown and member Craig, to prepare the presentation. The committee encouraged workgroup to use this application to help the Board members understand the types of

applications possible, explore ideas they may have for other applications, and or offer enhancements to the first generation of the ED application. Another theme of the presentation should be to help the Board understand appropriate roles for government and non-government interests as we pursue partnerships to develop and support solutions to shared application needs.

It was also agreed that the Council's Natural Resources Atlas would be the second choice if the time was too short to pull together a presentation on the ED website. A third option of demonstrating the intersection between IT and GIS was also identified.

(Editor's note: Chairperson Reinhardt asked for a presentation that had been made at the March meeting of the Governor's Council on Geographic Information regarding the statewide effort to develop emergency preparedness data based upon the model defined by MetroGIS)

**g) Open Seat on the Committee (Non-Profit Organizations)**  
Postponed discussion to the June meeting due to time constraints.

**h) Resignation of Member Rowekamp**  
Postponed discussion to the June meeting due to time constraints

**6. PROJECT UPDATES**  
There was no discussion of the items presented in the agenda materials.

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

**8. ADJOURN**  
The meeting adjourned at 3:40 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

*and*

Nancy Kruger  
MetroGIS support staff



**June 18, 2008**

**Minnesota Counties Insurance Trust (MCIT) Building  
100 Empire Dr., St. Paul, MN**

*(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)*

**1:00 to 3:30 p.m. (extend if needed)**

**See directory in lobby for meeting room location**

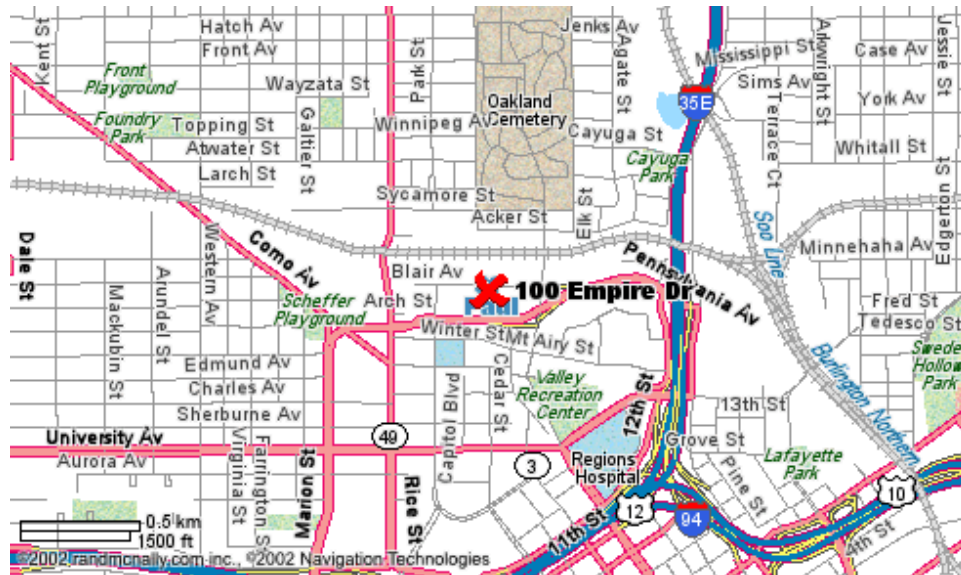
	<u>Page</u>
<b>1. Call to Order and Introduction of the Water Management Organization Representative Mark Doneux, Capital Region Watershed District</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) March 27, 2008	<i>action</i> <b>1</b>
<b>4. Summary of April 23<sup>rd</sup> Policy Board Meeting</b>	<b>8</b>
<b>5. Action and Discussion Items:</b>	
a) 2008 Regional GIS Project Proposals	<i>action</i> <b>16</b>
b) Regional Geocoder Application – Status Report	<i>action</i> <b>35</b>
c) Leadership Development Plan	<i>action</i> <b>37</b>
d) GIS Demonstration for July Policy Board meeting	<i>action</i> <b>43</b>
e) Shared Application Needs – Phase II Workgroup Scope	<i>action</i> <b>48</b>
f) Filling Open Seats on the Committee	<i>action</i> <b>52</b>
g) OGC Membership Proposal	<i>action</i> <b>59</b>
h) Job Seekers – Policy Regarding Circulation of Resumes	<i>action</i> <b>65</b>
<b>6. Major Project Updates:</b>	<b>66</b>
a) Technical Coordinator Proposal Update	
b) Concept of Private Sector Coordination Committee Investigated	
c) Next-Generation Parcel Data Sharing Agreement - Negotiations Underway	
d) Data Synchronization Mechanism – Carver County Project Lead	
e) Modifications to Outreach Plan	
f) Priority Business Information Need Solutions and User Satisfaction Forums	
<b>7. Information Sharing:</b>	<b>69</b>
a) National Geospatial Advisory Committee (NGAC): April and June Meetings	
b) Presentations / Outreach / Studies	
c) Metro and State Geospatial Initiatives Update	
d) Federal Geospatial Initiatives Update	
<b>8. Next Meeting</b>	
September 17, 2008	
<b>9. Adjourn</b>	

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



## How to find the MCIT Building:

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**If you are traveling on I-94 westbound --** Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Northbound --** Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**June 18, 2008**

**1. CALL TO ORDER**

Vice Chairperson Wakefield called the meeting to order at 1:08 p.m. and asked the newest member, Mark Doneux to introduce himself.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul), Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* Pete Henschel (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), David Claypool (Ramsey), and Jane Harper (Washington); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Gordon Chinander (Metropolitan Emergency Services Board), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *State:* Christopher Cialek for David Arbeit (GDA/LMIC), Joella Givens (MN/DOT); *Utilities:* Allan Radke (Xcel Energy); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Members Absent: *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Counties:* John Slusarczyk (Anoka) and Jim Bunning (Scott); *Federal:* Ron Wencil (USGS); *Schools:* Dick Carlstrom (TIES); *State:* Tim Loesch (DNR); and *Special Expertise:* Brad Henry (URS Corp.)

Open Seats: *GIS Consultants and Non-Profits*

Support Staff: Randall Johnson and Jonathan Blake (MetroGIS staff support team)

Visitors: Mark Kotz (Metropolitan Council and member of the Technical Leadership Workgroup), David Brandt (Washington County and Chair of the Technical Advisory Team), and Bob Basques, City of St. Paul (proposer of a Regional GIS Project).

**2. ACCEPT AGENDA**

Vice Chairperson Wakefield suggested addressing Business Items 5f, g, and h, as needed, after Item 4, to give Chairperson Brown time to arrive so that he could participate in consideration of Item 5a. Member Harper moved and Member Givens seconded to modify the agenda, as suggested. Motion, carried ayes all.

**3. ACCEPT MEETING SUMMARY**

Member Bitner moved and Member Claypool seconded to approve the March 27, 2008 meeting summary, with four modifications (shorten Vander Schaaf's comments second paragraph from the bottom on page 3, change "Owen" to O'Neill in members present section, drop a repeated sentence in 3<sup>rd</sup> to bottom paragraph on page 2, and change "Reliant" to "Xcel" Energy for Member Radke's affiliation in the members present section). Motion carried, ayes all.

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

The Staff Coordinator summarized John Hoshal's presentation about the state's initiative to develop interoperable GIS databases for fire stations, policy stations, hospitals/clinics, and schools for use in responding to emergency situations, noting the methodology developed by MetroGIS's Emergency Preparedness Workgroup is being leveraged. He also mentioned that the commentary about inaccuracies in the federal HISP Gold data did not go unnoticed by Chairperson Reinhardt. She made a point of commenting that involvement of local government in capturing and maintaining these data would go a long way to correcting substantive deficiencies.

The Staff Coordinator also noted that the Board had approved next step recommendations for solutions to shared application needs and 2008-2009 work plans, as recommended by the Committee.

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

### **g) OGC Membership Proposal**

Technical Advisory Team Chairperson Brandt and the Staff Coordinator summarized the request from the Technical Advisory Team for direction from the Committee. A wide-ranging discussion ensued during which the members generally recognized that having an opportunity to comment on standards under development and having access to the specifications while under development would be beneficial. The members also concurred that the expectation that a 10-20 percent time commitment on the part of each participant was unrealistic for the benefit anticipated.

The members went on to recognize a need to clarify expectations of both parties. Staff was asked to follow-up with OGC leadership with a counter proposal that would permit MetroGIS to join as an umbrella organization with the ability to monitor OGC efforts and as a topic arose of interest to MetroGIS, have the ability to assign an individual(s) to participate in the OGC process. The members also generally concurred that the ability to comment on draft proposals would be of more value than the ability to vote, should that distinction have an impact on the membership fee.

Craig commented that he believes that it would be a good idea to get a seat at the table and asked if others would be interested in joining the University to pay for the MetroGIS membership, assuming the OGC is open to modifying the proposal for individual organizations to join under the “aggregate” MetroGIS membership.

The Staff Coordinator agreed to share a draft response with members of the Committee before forwarding it to OGC leadership.

Chairperson Brown arrived and Vice Chairperson Wakefield turned the meeting over to him.

### **a) 2008 Regional GIS Project Proposals**

Chairperson Brown and the Staff Coordinator introduced this agenda item. Vander Schaaf reminded the group that a case needs to be made that the deliverables will provide real value to the region (no ranking of relative importance is intended by the order in which heard):

1) Address Points Editing Tool: Member Read began by noting that one-half of the requested \$13,500 would be used for product development and the other half for project management. She commented that the project management cost is higher than preferred but that sees no choice other than to outsource this task because no single organization has sufficient business need to assign staff to support this work.

Kotz commented that the objective of the proposed editing tool is to facilitate creation of an address point database that does not currently exist. A viability assessment last year estimated that roughly 40 cities would use the editing tool. Data ownership would remain with the cities, the entities that produce the data. He surmised that smaller cities are the most likely users of the proposed web-based tool, which they could use to directly maintain address data which are components of the proposed regional database. Kotz also noted that this tool would supplement, and not in any way interfere with current address transfer methods employed to move data from cities to counties/other entities unless those parties elect on their own to use the tool.

A wide ranging discussion ensued to clarify how the proposed tool is expected to work. The discussion included: interfacing with existing address data capture methods, using open source software as a possibility at the prototype level, explaining how the tool would likely have value for other applications as a foundation to build upon and that using the tool would likely result in more complete and accurate address data. Read concluded her comments by stating the proposal provides substantive time in the design phase to resolve these and other questions to the satisfaction of the parties.

Member Bitner offered two tests to apply to the Committee's review of each proposal, which he also stated he believes this proposal meets:

- (a) Usefulness to the community of the deliverable
- (b) Benefit of the project as a pilot to test solutions to issues that will be encountered by other projects important to the community.

Bitner concluded by stating that he believes the learning that would occur via this proposal would be valuable even if the only a fraction of the target users participated at the outset and that its presence would serve as a valuable catalyst to grow from or to decide that the concept is not viable.

2) Geocoder Extension for Landmarks: Member Read summarized how this proposal would expand the functionality of the currently conceived regional geocoder service. She noted that the \$5,000 estimate is soft because of several unknowns but that the "parks" landmark component is of sufficient value to the Metropolitan Mosquito Control District that it would be willing to consider paying for some of the cost.

In response to a question about sustained availability of data, with sufficient accuracy to be useful in the operation of the proposed service, a wide ranging discussion ensued about whether the landmarks data source could be effectively separated from discussion of the proposed service. In the end, it was generally agreed that an initial data source would be The Lawrence Group's landmarks dataset. It would be used to test the prototype and define improvements desired by the users to not only the service but to the data as well.

3) Implementation of a Community Based Hardware Infrastructure:

Bob Basques, the proposer and member of the Technical Advisory Team, began his comments by stating that the requested funding would be used to facilitate the prototyping of the concept. The required hardware would be donated by the City of St. Paul and the software would be no cost as it would leverage open source products. Included in the project would be development of authentication and data security enhancements. He closed his remarks by stating that the data management "backend" has been well thought out and that the project funding would be used for distribution-related functionality advancements.

In response to the initial question from the Committee asking for an explanation of how the proposed functionality would differ from the objectives set for DataFinder, Mr. Basques commented that the additional functionality would permit the data producer to define various settings for how their data are viewed (e.g., cartographic settings) and directly manage their data (update when they wish without going through the DataFinder manager as is presently the case) – in effect a more advanced means to accomplish part of the mission of DataFinder.

Mention of the proposed ability to set various cartography settings spurred a brief conversation about whether DataFinder is about access to data or access to information derived from the data, and that the latter is not currently being within the scope of DataFinder's objectives. Kotz noted that the proposal is consistent with the current thinking DataFinder/GeoServices Finder models, noting that each supports a searchable library of metadata for which the described data or web services can reside elsewhere, that is, the data and services do not have to be present on the DataFinder/GeoService Finder servers.

Several members commented that they would prefer to know that data producers would use the proposed functionality before authorizing scarce resources for a prototype. Staff commented that efforts have been made to encourage data producers to publish their data via DataFinder for nearly a decade with only limited success. Despite encouragement, to date, only 10 organizations publish metadata and only 8 organizations actually distribute their data via DataFinder.

In response, member Bitner commented that MetroGIS's emphasis in the past has been to precede investments with needs assessments. He also surmised that application-based investments, which are relatively new to MetroGIS's focus are different and warrant consideration of the "rapid prototype design process", acknowledging that each has its pros and cons but that for an expenditure of this

limited of an amount, the pros appear to outweigh the cons. Chairperson Brown responded by stating that the rapid prototype process is difficult to justify when asking others to fund the project.

Basques concluded his comments by offering to reduce the funds requested by one-half, noting to the basic concept could be prototyped for the lesser amount and that currently included enhancements could be pursued at a later time if the basic concept is demonstrated to be valuable.

#### 4) MetroGIS Mailing Label and Property Comparables Web Service Project

Member Knippel commented that a principle objective of this proposal is to demonstrate the usefulness of intelligent web services or component web services. The project would create a practical deliverable that queries the regional parcel dataset and returns information to users, in this case, mailing labels. Acknowledging that more funding had been requested than is available, he offered to reduce the scope of the project by dropping the property comparable component and thereby reduce the funds requested to \$5,000, noting that the basic concept can be evaluated with a less ambitious scope. He also noted that Dakota County is willing to host the proposed prototype application.

Knippel then summarized other benefits of the project in addition to the demonstrating the value of “component web services”, which included:

- (a) The technology/code developed could be reused for a base from which to develop other services that query against parcel data.
- (b) The open source solution would be available to application developers to leverage as the opportunity presents itself for solutions that do not involve parcel data.

In response to a question, Knippel commented that this component web services proposal would provide substantially more flexibility than the previous single purpose, “monolithic” mailing label application developed by MetroGIS which was retired a couple of years ago due to limited use. He noted that the proposed “component” solution would permit users to package the deliverable into their own applications and, thereby, eliminate the need to reinvent the technology with each new application. The proposed service would also be designed to support both spatial and attribute queries in such a way that the functionality would be portable for other uses.

In response to a question about who would have access to the application, given that it would “run” on the licensed regional parcel dataset, Knippel commented that the licensing uses are separate from the technology development. He added that he believes the presence of the proposed technology will help frame the policy issues, clarify ramifications for use beyond currently licensed users of parcel data, and provide a platform to test and implement tools to achieve access policy objectives.

The issue of missing and incomplete data was also raised with relationship to usability of the proposed address labels. Most agreed that the presence of this application would serve as a catalyst to improve accuracy and completeness of address data maintained within parcel records and that the technology should not be shied away from because the data currently are not as complete as desired. Most also agreed that the principal users, at least initially, would like be small communities that do not have internal capacity to buy, build, or integrate these web services on their own.

Committee Discussion: Chairperson Brown led the members through a voting-based exercise to decide the relative value of the proposals to the community. The results were as follows. The question was “do you think this project should be funded as Regional GIS Project”:

	<u>Yes</u>
• Address Points Editing Tool	13
• Geocoder Extension for Landmarks	12
• Implementation of a Community Based Hardware Infrastructure	4
• MetroGIS Mailing Label and Property Comparables Web Service Project	13

(Editors note: The proposers abstained from voting.)

Chairperson Brown then encouraged the members to offer suggestions as to the amount of funding that should be allocated to each proposal. With the exception of the “Implementation of a Community Based Hardware Infrastructure”, the funding amounts requested during the presentations were found acceptable. The group asked Mr. Basques if his project could use the \$1,500 not allocated to the three higher ranked projects. In the end, no funding was offered to Mr. Basques’ proposal because a specific deliverable important to the community could not be clearly articulated or guaranteed.

A brief discussion ensued as to whether the \$1,500 remainder of available funds could be utilized by the other three proposals but no decision was made. During the discussion, Staff confirmed that the budget for this program would not be reduced in subsequent years if 100 percent of the funds were not used in this program year.

**Motion:** Member Bitner moved and Member Harper seconded to recommend that the Policy Board recommend that the Metropolitan Council authorize the following funding allocations:

• Address Points Editing Tool	\$13,500
• Geocoder Extension for Landmarks	\$5,000
• Implementation of a Community Based Hardware Infrastructure	\$0
• MetroGIS Mailing Label and Property Comparables Web Service Project	\$5,000
	\$23,500

Motion carried, ayes all

**c) Leadership Development Plan**

Consideration was postponed to the September meeting due to time constraints.

**d) GIS Demonstration for July Policy Board meeting**

The Staff Coordinator introduced this agenda item, noting that Chairperson Reinhardt had asked the Committee to consider inviting someone from the University of Minnesota to talk about the article entitled “Twin Cities Regional Parcel Data and Community Revitalization” that had been recently published in a national report by the Lincoln Land Institute of Land Policy.

Member Craig briefly explained the study and noted that Jeff Matson, a member of the U of M project team, could be available to make the presentation if the Committee so desired.

The Committee concurred with comments from Member Bitner that the Land Institute Study would be a good topic for the July Policy Board meeting and also that staff should encourage the leadership of the Twin Cities Economic Development Website to consider presenting at the October Board meeting. The Staff Coordinator agreed to follow-up with the Twin Cities Economic Development Website leadership.

**b) Regional Geocoder Application – Status Report**

Member Read commented that the project team expects the regional geocoder project to be completed before of the Committee’s September meeting and that a final report can be presented at that time. In the mean time, she encouraged the members to use the test version of application and to get back to her with any comments and or suggested improvements. She agreed to forward the URL for the test service to the Staff Coordinator who agreed to forward it to the members.

**h) Job Seekers – Policy Regarding Circulation of Resumes**

The Staff Coordinator explained the current procedures, as outlined in the agenda report. The members concurred with Member Craig’s preference that job seekers should be directed to the job listings posted on the GIS/LIS Consortium website. Craig preceded his comments with a statement that on the basis of an informal survey of organizations that had posted job openings on the Consortium site that most of those jobs had are filled by applicants who discovered them via the Consortium site. In the end, it was decided that the value of circulating resumes is not a good use of staff or Committee member time relative to directing the job seekers to the Consortium site.

A suggestion was also taken under advisement by GIS/LIS Consortium board members, who are also Committee members, to look into the option of providing prospective job seekers with a means to post their resumes on the Consortium website.

**e) Shared Application Needs – Phase II Workgroup Scope**

Mark Kotz, chair of the Technical Leadership Workgroup (aka Shared Application Needs Workgroup), explained that the workgroup members are seeking authorization from the Committee to proceed with a more integrated process of defining and addressing shared application and web service needs than had been originally anticipated when the workgroup was created by the Committee in March. Specifically, the workgroup requested permission to work on Steps 2-5 listed in the table on page 50 of the agenda packet as an integrated project in accordance with the organizational structure illustrated on page 49 of the packet. Kotz noted that the original direction was to address only Step 2 in the table of activities.

No objection was raised to the Workgroup's proposal and Committee thanked the workgroup for accepting this additional responsibility.

**f) Filling Open Seats on the Committee**

Member Craig moved and Member Harper seconded to appoint Larry Charboneau, with The Lawrence Group, to fill the GIS Consultant seat on the Committee that had previously been held by Terese Rowekamp, who resigned effective the March meeting. Motion carried ayes all.

Due to lack of sufficient time, there was no discussion of how the Committee wishes to proceed with filling the vacant Non-Profit representative seat on the Committee.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

*and*

Mark Kotz  
Chair of the MetroGIS Technical Leadership Workgroup



**September 17, 2008**

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

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

*(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)*

**12:30 to 3:30 p.m. (extend if needed)**

**See directory in lobby for meeting room location**

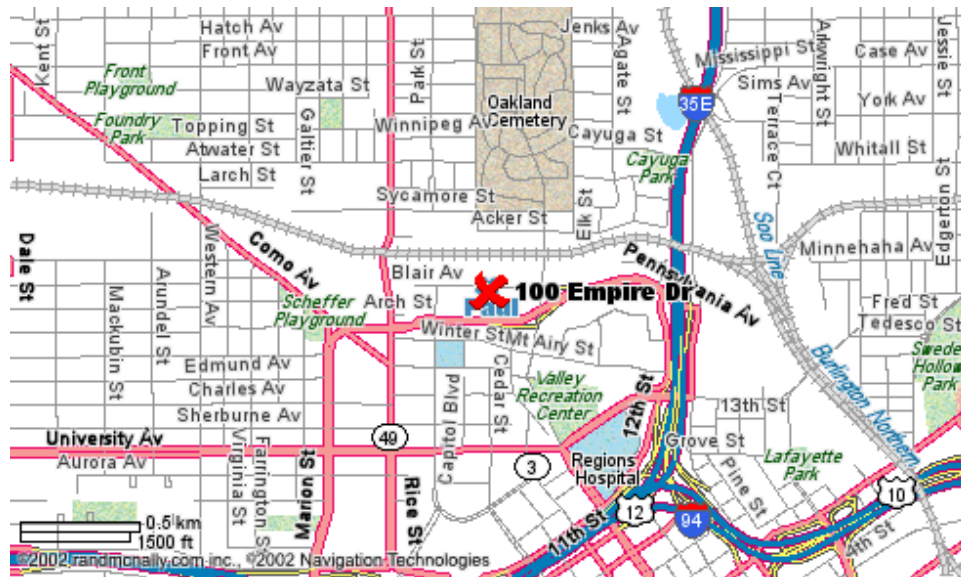
	<u>Page</u>
<b>1. Call to Order &amp; Introduction of the newest Committee Member:</b> <i>Larry Charboneau, Representing GIS Consultants</i>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) June 18, 2008	<i>action</i> <b>1</b>
<b>4. Summary of July 23<sup>rd</sup> Policy Board Meeting</b>	<b>7</b>
<b>5. Action and Discussion Items:</b>	
a) Shared Application Needs – Phase II Progress Update	<i>action</i> <b>8</b>
b) Use of Uncommitted 2008 Regional GIS Project Funding	<i>action</i> <b>10</b>
c) Exploring Shared Needs with Non Government Interests	<i>action</i> <b>13</b>
d) Leadership Development Plan – Key Elements	<i>action</i> <b>20</b>
e) 2009 Major Work Objectives - Finalize	<i>action</i> <b>26</b>
f) 2009 “Foster Collaboration” Budget – Finalize	<i>action</i> <b>37</b>
g) Mn Drive to Excellence: State Agency GIS Coordination Update	<b>42</b>
h) GIS Demonstration for October Policy Board meeting	<i>action</i> <b>43</b>
i) Change December Meeting Date – Avoid Conflict with Mn IT Symposium	<i>action</i> <b>47</b>
<b>6. Major Project Updates:</b>	<b>48</b>
a) 2007 Regional Geocoder Application	
b) 2008 Regional GIS Projects	
c) Next-Generation Parcel Data Sharing Agreement	
d) Add Technical Coordinator to Staff Support Team	
e) Data Synchronization Mechanism – Carver County Project Lead	
f) 2008 Performance Measurement Report – <u>NO</u> Report for 2008	
g) Fostering Collaboration With Adjoining Jurisdictions	
h) Modifications to Outreach Plan	
i) Open Non Profit Seat on the Committee	
j) Priority Business Information Need Solutions and User Satisfaction Forums	
<b>7. Information Sharing:</b>	<b>58</b>
a) Alison Slaats Leaves MetroGIS Staff Support Team	
b) GIS Community’s Role in Support of RNC	
c) New Testimonial: 1000 Friends of Minnesota	
d) Presentations / Outreach / Studies	
e) Metro and State Geospatial Initiatives Update	
f) Federal and National Geospatial Initiatives Update	
<b>8. Next Meeting</b>	
December 17, 2008 ( <i>proposed to be changed to December 10</i> )	
<b>9. Adjourn</b>	

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



## How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



**If you are traveling on I-94 eastbound** -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-94 westbound** -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Northbound** -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Southbound** -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

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

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**June 18, 2008**

**1. CALL TO ORDER**

Vice Chairperson Wakefield called the meeting to order at 1:08 p.m. and asked the newest member, Mark Doneux to introduce himself.

Members Present: *Academics:* Will Craig (U of M); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul), Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* Pete Henschel (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), David Claypool (Ramsey), and Jane Harper (Washington); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Gordon Chinander (Metropolitan Emergency Services Board), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *State:* Christopher Cialek for David Arbeit (GDA/LMIC), Joella Givens (MN/DOT); *Utilities:* Allan Radke (Xcel Energy); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Members Absent: *Business Geographics:* Patrick Hamilton (CB Richard Ellis); *Counties:* John Slusarczyk (Anoka) and Jim Bunning (Scott); *Federal:* Ron Wencl (USGS); *Schools:* Dick Carlstrom (TIES); *State:* Tim Loesch (DNR); and *Special Expertise:* Brad Henry (URS Corp.)

Open Seats: *GIS Consultants and Non-Profits*

Support Staff: Randall Johnson and Jonathan Blake (MetroGIS staff support team)

Visitors: Mark Kotz (Metropolitan Council and member of the Technical Leadership Workgroup), David Brandt (Washington County and Chair of the Technical Advisory Team), and Bob Basques, City of St. Paul (proposer of a Regional GIS Project).

**2. ACCEPT AGENDA**

Vice Chairperson Wakefield suggested addressing Business Items 5f, g, and h, as needed, after Item 4, to give Chairperson Brown time to arrive so that he could participate in consideration of Item 5a. Member Harper moved and Member Givens seconded to modify the agenda, as suggested. Motion, carried ayes all.

**3. ACCEPT MEETING SUMMARY**

Member Bitner moved and Member Claypool seconded to approve the March 27, 2008 meeting summary, with four modifications (shorten Vander Schaaf's comments second paragraph from the bottom on page 3, change "Owen" to O'Neill in members present section, drop a repeated sentence in 3<sup>rd</sup> to bottom paragraph on page 2, and change "Reliant" to "Xcel" Energy for Member Radke's affiliation in the members present section). Motion carried, ayes all.

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

The Staff Coordinator summarized John Hoshal's presentation about the state's initiative to develop interoperable GIS databases for fire stations, policy stations, hospitals/clinics, and schools for use in responding to emergency situations, noting the methodology developed by MetroGIS's Emergency Preparedness Workgroup is being leveraged. He also mentioned that the commentary about inaccuracies in the federal HISP Gold data did not go unnoticed by Chairperson Reinhardt. She made a point of commenting that involvement of local government in capturing and maintaining these data would go a long way to correcting substantive deficiencies.

The Staff Coordinator also noted that the Board had approved next step recommendations for solutions to shared application needs and 2008-2009 work plans, as recommended by the Committee.

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

### **g) OGC Membership Proposal**

Technical Advisory Team Chairperson Brandt and the Staff Coordinator summarized the request from the Technical Advisory Team for direction from the Committee. A wide-ranging discussion ensued during which the members generally recognized that having an opportunity to comment on standards under development and having access to the specifications while under development would be beneficial. The members also concurred that the expectation that a 10-20 percent time commitment on the part of each participant was unrealistic for the benefit anticipated.

The members went on to recognize a need to clarify expectations of both parties. Staff was asked to follow-up with OGC leadership with a counter proposal that would permit MetroGIS to join as an umbrella organization with the ability to monitor OGC efforts and as a topic arose of interest to MetroGIS, have the ability to assign an individual(s) to participate in the OGC process. The members also generally concurred that the ability to comment on draft proposals would be of more value than the ability to vote, should that distinction have an impact on the membership fee.

Craig commented that he believes that it would be a good idea to get a seat at the table and asked if others would be interested in joining the University to pay for the MetroGIS membership, assuming the OGC is open to modifying the proposal for individual organizations to join under the “aggregate” MetroGIS membership.

The Staff Coordinator agreed to share a draft response with members of the Committee before forwarding it to OGC leadership.

Chairperson Brown arrived and Vice Chairperson Wakefield turned the meeting over to him.

### **a) 2008 Regional GIS Project Proposals**

Chairperson Brown and the Staff Coordinator introduced this agenda item. Vander Schaaf reminded the group that a case needs to be made that the deliverables will provide real value to the region (no ranking of relative importance is intended by the order in which heard):

1) Address Points Editing Tool: Member Read began by noting that one-half of the requested \$13,500 would be used for product development and the other half for project management. She commented that the project management cost is higher than preferred but that sees no choice other than to outsource this task because no single organization has sufficient business need to assign staff to support this work.

Kotz commented that the objective of the proposed editing tool is to facilitate creation of an address point database that does not currently exist. A viability assessment last year estimated that roughly 40 cities would use the editing tool. Data ownership would remain with the cities, the entities that produce the data. He surmised that smaller cities are the most likely users of the proposed web-based tool, which they could use to directly maintain address data which are components of the proposed regional database. Kotz also noted that this tool would supplement, and not in any way interfere with current address transfer methods employed to move data from cities to counties/other entities unless those parties elect on their own to use the tool.

A wide ranging discussion ensued to clarify how the proposed tool is expected to work. The discussion included: interfacing with existing address data capture methods, using open source software as a possibility at the prototype level, explaining how the tool would likely have value for other applications as a foundation to build upon and that using the tool would likely result in more complete and accurate address data. Read concluded her comments by stating the proposal provides substantive time in the design phase to resolve these and other questions to the satisfaction of the parties.

Member Bitner offered two tests to apply to the Committee's review of each proposal, which he also stated he believes this proposal meets:

- (a) Usefulness to the community of the deliverable
- (b) Benefit of the project as a pilot to test solutions to issues that will be encountered by other projects important to the community.

Bitner concluded by stating that he believes the learning that would occur via this proposal would be valuable even if the only a fraction of the target users participated at the outset and that its presence would serve as a valuable catalyst to grow from or to decide that the concept is not viable.

2) Geocoder Extension for Landmarks: Member Read summarized how this proposal would expand the functionality of the currently conceived regional geocoder service. She noted that the \$5,000 estimate is soft because of several unknowns but that the "parks" landmark component is of sufficient value to the Metropolitan Mosquito Control District that it would be willing to consider paying for some of the cost.

In response to a question about sustained availability of data, with sufficient accuracy to be useful in the operation of the proposed service, a wide ranging discussion ensued about whether the landmarks data source could be effectively separated from discussion of the proposed service. In the end, it was generally agreed that an initial data source would be The Lawrence Group's landmarks dataset. It would be used to test the prototype and define improvements desired by the users to not only the service but to the data as well.

3) Implementation of a Community Based Hardware Infrastructure:

Bob Basques, the proposer and member of the Technical Advisory Team, began his comments by stating that the requested funding would be used to facilitate the prototyping of the concept. The required hardware would be donated by the City of St. Paul and the software would be no cost as it would leverage open source products. Included in the project would be development of authentication and data security enhancements. He closed his remarks by stating that the data management "backend" has been well thought out and that the project funding would be used for distribution-related functionality advancements.

In response to the initial question from the Committee asking for an explanation of how the proposed functionality would differ from the objectives set for DataFinder, Mr. Basques commented that the additional functionality would permit the data producer to define various settings for how their data are viewed (e.g., cartographic settings) and directly manage their data (update when they wish without going through the DataFinder manager as is presently the case) – in effect a more advanced means to accomplish part of the mission of DataFinder.

Mention of the proposed ability to set various cartography settings spurred a brief conversation about whether DataFinder is about access to data or access to information derived from the data, and that the latter is not currently being within the scope of DataFinder's objectives. Kotz noted that the proposal is consistent with the current thinking DataFinder/GeoServices Finder models, noting that each supports a searchable library of metadata for which the described data or web services can reside elsewhere, that is, the data and services do not have to be present on the DataFinder/GeoService Finder servers.

Several members commented that they would prefer to know that data producers would use the proposed functionality before authorizing scarce resources for a prototype. Staff commented that efforts have been made to encourage data producers to publish their data via DataFinder for nearly a decade with only limited success. Despite encouragement, to date, only 10 organizations publish metadata and only 8 organizations actually distribute their data via DataFinder.

In response, member Bitner commented that MetroGIS's emphasis in the past has been to precede investments with needs assessments. He also surmised that application-based investments, which are relatively new to MetroGIS's focus are different and warrant consideration of the "rapid prototype design process", acknowledging that each has its pros and cons but that for an expenditure of this

limited of an amount, the pros appear to outweigh the cons. Chairperson Brown responded by stating that the rapid prototype process is difficult to justify when asking others to fund the project.

Basques concluded his comments by offering to reduce the funds requested by one-half, noting to the basic concept could be prototyped for the lesser amount and that currently included enhancements could be pursued at a later time if the basic concept is demonstrated to be valuable.

#### 4) MetroGIS Mailing Label and Property Comparables Web Service Project

Member Knippel commented that a principle objective of this proposal is to demonstrate the usefulness of intelligent web services or component web services. The project would create a practical deliverable that queries the regional parcel dataset and returns information to users, in this case, mailing labels. Acknowledging that more funding had been requested than is available, he offered to reduce the scope of the project by dropping the property comparable component and thereby reduce the funds requested to \$5,000, noting that the basic concept can be evaluated with a less ambitious scope. He also noted that Dakota County is willing to host the proposed prototype application.

Knippel then summarized other benefits of the project in addition to the demonstrating the value of “component web services”, which included:

- (a) The technology/code developed could be reused for a base from which to develop other services that query against parcel data.
- (b) The open source solution would be available to application developers to leverage as the opportunity presents itself for solutions that do not involve parcel data.

In response to a question, Knippel commented that this component web services proposal would provide substantially more flexibility than the previous single purpose, “monolithic” mailing label application developed by MetroGIS which was retired a couple of years ago due to limited use. He noted that the proposed “component” solution would permit users to package the deliverable into their own applications and, thereby, eliminate the need to reinvent the technology with each new application. The proposed service would also be designed to support both spatial and attribute queries in such a way that the functionality would be portable for other uses.

In response to a question about who would have access to the application, given that it would “run” on the licensed regional parcel dataset, Knippel commented that the licensing uses are separate from the technology development. He added that he believes the presence of the proposed technology will help frame the policy issues, clarify ramifications for use beyond currently licensed users of parcel data, and provide a platform to test and implement tools to achieve access policy objectives.

The issue of missing and incomplete data was also raised with relationship to usability of the proposed address labels. Most agreed that the presence of this application would serve as a catalyst to improve accuracy and completeness of address data maintained within parcel records and that the technology should not be shied away from because the data currently are not as complete as desired. Most also agreed that the principal users, at least initially, would like be small communities that do not have internal capacity to buy, build, or integrate these web services on their own.

Committee Discussion: Chairperson Brown led the members through a voting-based exercise to decide the relative value of the proposals to the community. The results were as follows. The question was “do you think this project should be funded as Regional GIS Project”:

	<u>Yes</u>
• Address Points Editing Tool	13
• Geocoder Extension for Landmarks	12
• Implementation of a Community Based Hardware Infrastructure	4
• MetroGIS Mailing Label and Property Comparables Web Service Project	13

(Editors note: The proposers abstained from voting.)

Chairperson Brown then encouraged the members to offer suggestions as to the amount of funding that should be allocated to each proposal. With the exception of the “Implementation of a Community Based Hardware Infrastructure”, the funding amounts requested during the presentations were found acceptable. The group asked Mr. Basques if his project could use the \$1,500 not allocated to the three higher ranked projects. In the end, no funding was offered to Mr. Basques’ proposal because a specific deliverable important to the community could not be clearly articulated or guaranteed.

A brief discussion ensued as to whether the \$1,500 remainder of available funds could be utilized by the other three proposals but no decision was made. During the discussion, Staff confirmed that the budget for this program would not be reduced in subsequent years if 100 percent of the funds were not used in this program year.

**Motion:** Member Bitner moved and Member Harper seconded to recommend that the Policy Board recommend that the Metropolitan Council authorize the following funding allocations:

• Address Points Editing Tool	\$13,500
• Geocoder Extension for Landmarks	\$5,000
• Implementation of a Community Based Hardware Infrastructure	\$0
• MetroGIS Mailing Label and Property Comparables Web Service Project	\$5,000
	\$23,500

Motion carried, ayes all

**c) Leadership Development Plan**

Consideration was postponed to the September meeting due to time constraints.

**d) GIS Demonstration for July Policy Board meeting**

The Staff Coordinator introduced this agenda item, noting that Chairperson Reinhardt had asked the Committee to consider inviting someone from the University of Minnesota to talk about the article entitled “Twin Cities Regional Parcel Data and Community Revitalization” that had been recently published in a national report by the Lincoln Land Institute of Land Policy.

Member Craig briefly explained the study and noted that Jeff Matson, a member of the U of M project team, could be available to make the presentation if the Committee so desired.

The Committee concurred with comments from Member Bitner that the Land Institute Study would be a good topic for the July Policy Board meeting and also that staff should encourage the leadership of the Twin Cities Economic Development Website to consider presenting at the October Board meeting. The Staff Coordinator agreed to follow-up with the Twin Cities Economic Development Website leadership.

**b) Regional Geocoder Application – Status Report**

Member Read commented that the project team expects the regional geocoder project to be completed before of the Committee’s September meeting and that a final report can be presented at that time. In the mean time, she encouraged the members to use the test version of application and to get back to her with any comments and or suggested improvements. She agreed to forward the URL for the test service to the Staff Coordinator who agreed to forward it to the members.

**h) Job Seekers – Policy Regarding Circulation of Resumes**

The Staff Coordinator explained the current procedures, as outlined in the agenda report. The members concurred with Member Craig’s preference that job seekers should be directed to the job listings posted on the GIS/LIS Consortium website. Craig preceded his comments with a statement that on the basis of an informal survey of organizations that had posted job openings on the Consortium site that most of those jobs had are filled by applicants who discovered them via the Consortium site. In the end, it was decided that the value of circulating resumes is not a good use of staff or Committee member time relative to directing the job seekers to the Consortium site.

A suggestion was also taken under advisement by GIS/LIS Consortium board members, who are also Committee members, to look into the option of providing prospective job seekers with a means to post their resumes on the Consortium website.

**e) Shared Application Needs – Phase II Workgroup Scope**

Mark Kotz, chair of the Technical Leadership Workgroup (aka Shared Application Needs Workgroup), explained that the workgroup members are seeking authorization from the Committee to proceed with a more integrated process of defining and addressing shared application and web service needs than had been originally anticipated when the workgroup was created by the Committee in March. Specifically, the workgroup requested permission to work on Steps 2-5 listed in the table on page 50 of the agenda packet as an integrated project in accordance with the organizational structure illustrated on page 49 of the packet. Kotz noted that the original direction was to address only Step 2 in the table of activities.

No objection was raised to the Workgroup's proposal and Committee thanked the workgroup for accepting this additional responsibility.

**f) Filling Open Seats on the Committee**

Member Craig moved and Member Harper seconded to appoint Larry Charboneau, with The Lawrence Group, to fill the GIS Consultant seat on the Committee that had previously been held by Terese Rowekamp, who resigned effective the March meeting. Motion carried ayes all.

Due to lack of sufficient time, there was no discussion of how the Committee wishes to proceed with filling the vacant Non-Profit representative seat on the Committee.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

*and*

Mark Kotz  
Chair of the MetroGIS Technical Leadership Workgroup



**TO:** Coordinating Committee

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

**SUBJECT:** July 2008 Policy Board Meeting Highlights

**DATE:** September 10, 2008  
(For the Sept. 17<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on July 23. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/08\\_0723/08\\_0723m\\_d.pdf](http://www.metrogis.org/teams/pb/meetings/08_0723/08_0723m_d.pdf) for information about each item and other topics considered by the Board.

**1. GIS Technology Demonstration: Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy**

Jeff Matson from the University's Center for Urban and Regional Affairs summarized several GIS-based studies that focused on the Twin Cities and which were cited in a March 2008 report from the Lincoln Institute of Land Policy titled *Transforming Community Development with Land Information Systems*. These studies focused on housing issues surrounding the campus, foreclosure research from a local non-profit agency, and a new storefront GIS, planning, and design organization which has opened along University Avenue in anticipation of the Central Corridor light rail transit line.

Matson stressed the importance of the Regional Parcel Dataset and related access policies made possible via MetroGIS's efforts, without which these projects would not have been possible. He went on to compliment the Board for its work to encourage development of applications, web services, and other tools needed to move the exemplar parcel data resource into the community development process. He closed by also encouraging the Board to continue its work to pursue cross sector solutions to shared application needs, in particular those related to "Integrated Regional Data Systems".

**2. 2008 Regional GIS Projects**

Three projects were recommended for approval, as recommended by the Coordinating Committee at its June meeting (Web based Address Editing Tool – 13,500, Landmarks Extension to the Regional Geocoder service - \$5,000 and mailing label web service - \$5,000) comprising \$23,500 of the \$25,000 budgeted.

The Board also requested that the Committee forward a recommendation for consideration at the October Board meeting for how to best use the \$1,500 in 2008 Regional GIS Project funds not yet allocated. (See Agenda Item 5b)

The Board also requested that the Landmarks extension project to include two additional deliverables: define the term "landmark name" and identify likely users of the service (to participate in a subsequent forum to define desired enhancements).





**TO:** Coordinating Committee

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

**SUBJECT:** Shared Application Needs – Phase II Progress Update

**DATE:** September 4, 2008  
(For the Sept 17<sup>th</sup> mtg.)

## **INTRODUCTION**

The purpose of this report is to ensure that Committee members are informed about the Technical Leadership Workgroup's efforts to define shared application and web service needs and have an opportunity to ask questions and offer advice for carrying out this important work.

Mark Kotz, Metropolitan Council, is the serving as the workgroup chair. He and Nancy Read, workgroup liaison to the Committee, have agreed to brief the Committee on the progress of the workgroup. A hand out will be provided at the meeting that provides an up-to-date synopsis of the workgroup's efforts.

## **ADVANCING KEY POLICY DIRECTIVES**

The Technical Leadership Workgroup was created in November 2007. This Workgroup is serving as an interim surrogate for a Technical Coordinator on the MetroGIS staff support team to enable progress to be made on the community's top priority need - define opportunities to collaborate on shared application and web service needs. (See Agenda Item 6d for information about progress to secure a Technical Coordinator.)

In addition to the Workgroup's principal charge to define shared application and web serve needs, its efforts will continue to be structured so as to identify possibilities and actions important to addressing two other directives set forth in the 2008-2011 MetroGIS Business Plan:

- Seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.

Finally, another deliverable of this initiative, although not previously specified, involves documenting the process through which shared application needs are defined to enable it to be replicated.

## **PHASE I – DEFINE APPROPRIATE ROLES FOR METROGIS (REGARDING SHARED APPLICATION NEEDS)**

Phase I concluded on April 22nd. The primary deliverable was the definition of four roles appropriate for MetroGIS's efforts in seeking solutions to shared application needs. General direction to guide Phase II activities was also provided at that time by the Policy Board. Refer to Item 2 in the Reference Section for more information about the Phase I deliverables.

## **PHASE II – IDENTIFY SPECIFIC SHARED APPLICATION AND WEB SERVICE NEEDS**

The Committee approved Phase II work objectives at its June 18th meeting. They are as follows:

- Define and prioritize specific shared application and web service needs. (*Investigate incorporating a 2<sup>nd</sup>-generation definition of priority shared data/information needs*)
- Populate metadata for GeoServices Finder, including the creation of template to promote standardization
- Define a more fully developed geographic data, applications and services broker based on needs outlined by the forum, the state conceptual geospatial architecture plan and the GeoServices Finder project.
- Explore methods for establishing trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust.

The purpose of this agenda item is to share with the Committee progress made on these objectives.

## **RECOMMENDATION**

That Committee members use this opportunity to familiarize themselves with work in-progress to define specific shared application and web service needs and offer advice and insight as appropriate.

## REFERENCE SECTION

### CHRONOLOGY OF AUTHORIZING ACTIONS AND DIRECTION TO WORKGROUP

- 1) On October 27, 2007, the Policy Board:
  - a) Adopted the 2008-2011 MetroGIS Business Plan, which called for three scope expansions to ensure continued relevance to changing stakeholder needs. Each of them is expected to be advanced by the work in progress activities of the Technical Leadership Workgroup:
    - Expand solutions to shared geographic information needs beyond data-centric solutions to include applications and, if necessary, related infrastructure
    - When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.
    - Seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests.
  - b) Set as major program objectives for 2008 to (*only those directly relevant to the Workgroup's charge*):
    - Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and begin implementation in accordance.
    - Define outcomes desired for a more fully developed geographic data, applications and service broker.
    - Populate metadata for GeoServices Finder, including creating a template to promote standardization.
- 2) Phase 1 of the process to identify shared application and web service needs concluded with Policy Board action at its April 2008 meeting that:
  - a) Ratified four roles as appropriate for MetroGIS for pursuit of solutions to such shared needs:
    - Leadership,
    - Coordination,
    - Policy direction,
    - Testbed funding to leverage the GIS resources possessed in the metropolitan region.
  - b) Authorized several definitive next steps.
  - c) Concurred that a need exists for a dedicated Technical Coordinator to join the MetroGIS support team to ensure relevance to changing stakeholder needs is maintained.
  - d) Endorsed continued negotiations with the Metropolitan Council to dedicate additional support resources to MetroGIS's "foster collaboration" function sufficient to accomplish the roles and responsibilities of a Technical Coordinator, as described in the agenda report dated April 3, 2008..

The highlight of Phase 1 was the January 24, 2008 forum entitled "*Meeting Shared Geospatial Needs Beyond Data*". The Phase I summary document can be viewed at <http://www.metrogis.org/data/apps/defineapps.shtml>.
- 3) At its June 18<sup>th</sup> meeting, the Committee approved an organizational charge and structure for the Technical Leadership Workgroup and authorized it to oversee an integrated process, comprised of four principal activities, to "define and pursue solutions to shared applications and web services of the MetroGIS community". This charge commenced Phase II of this priority initiative. See "Phase II..." on the previous page for a listing of the four principal activities assigned to the Workgroup.



Cooperation, Coordination, Sharing Geographic Data

**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Use of Uncommitted 2008 Regional GIS Project Funding  
**DATE:** September 5, 2008  
(For the Sept 17<sup>th</sup> Meeting)

### **REQUEST**

That the Committee concur that:

- 1) 2008 Regional GIS Project program funds should be used to rectify unanticipated programming issues encountered when testing the beta version of the Regional Geocoder Service, funded as a 2007 Regional GIS Project.
- 2) Rectification of these unanticipated programming issues is critical to proper functioning of the Regional Geocoding Service (a requirement of authorizing additional funding under Council procurement rules).
- 3) The maximum permissible increase in funding of \$1,400 is justified for this propose.

### **POLICY BOARD REQUEST FOR DIRECTION**

At its July 23 meeting, the Board recommended that the Metropolitan Council fund three 2008 Regional GIS Projects totaling \$23,500 (see Reference Section). The Board also requested a recommendation from the Committee as to the best use for the remaining \$1,500 budgeted for this purpose. This direction was prompted by a request of the Board from Nancy Read, on behalf of the Geocoder Project Team, to allocate these funds toward a \$1,880 cost overrun in the in-progress geocoder project, funded under the 2007 program.

### **UNANTICIPATED GEOCODER PROGRAMMING ISSUES**

When the Geocoder Project Team met in July to review the product developed by the programmer and the results of the first month of testing, three programming issues were identified as important for use with regional datasets but not included in the original specifications:

- Returning the name of the street with the original spelling (geocoder service was normalizing some names, for example, returning "4<sup>th</sup> Street" or "Fourth Street" as "4 Street")
- Returning the ID of the feature from which the address came (e.g. parcel ID or street segment) for use in querying further information about the address
- Returning both the situs City name and the mailing City name ("City\_USPS" in the parcel database).

Correction of these issues is important to effective use of the geocoder service with MetroGIS Regionally Endorsed datasets, a situation not understood until the results of the beta testing were complete. The Geocoder Team does not anticipate the need for any additional programming changes once these issues are resolved. As such, the Team respectfully requested that funding to rectify these issues be considered as an appropriate use for the subject unassigned 2008 funds. The total additional programming cost is \$1,880. Costs beyond any additional funding from MetroGIS will be covered by Geocoder Project Team member agencies.

### **ADDITIONAL BACKGROUND**

1. The supplement funds that would be used to rectify the subject programming issues are part of upwards of \$20,000 in 2008 budgeted funds currently uncommitted and in jeopardy of being lost if not encumbered by year-end. The reasons for this situation are explained in the report for Agenda Item 5f. Staff is investigating options to encumber these funds and enable them to be carried over to 2009, in addition those involved in this request.
2. The Council's procurement rules grant administrative authority to increase project funding up to 10 percent above the original authorization to pay unexpected costs critical to the success of a project. In this case, up to \$1,400 can be granted, as the original allocation was \$14,000. Since the original project was funded with Council funds, this 10 percent amendment ceiling must be adhered to.
3. On August 28, 2008, Committee members were invited via email to suggest a use for the subject \$1,500 to ensure all viable options for use of these funds are considered. No suggestions were received.

## **DISCUSSION**

Use of Funds For Geocoder Justified. The situation, as currently understood, justifies use of available administrative authority to increase funding for this project up to 10 percent of the original project authorization. The question is how much? If the Committee concurs that the modifications are critical to the proper operation of the originally proposed project, a maximum of \$1,400 can be offered, provided the Committee concurs this is the highest priority use for the subject funds.

Guidelines to Assess Funding Requests for “Enhancements” are Needed. Although not a factor in the subject situation, this request raises a need to clarify policy and establish guidelines against which to evaluate the appropriateness of funding for enhancement of a project that received prior funding from MetroGIS.

Questions that should be answered in advance of a future request used to guide evaluation of a future such request include, but not be limited the following:

- 1) Define expectations regarding catalyzing investments from others for requests to enhance “open source” products developed with funding provided by MetroGIS.
- 2) How should leveraging of investments by other organizations be measured in terms of achieving enhancements to projects initially financed with MetroGIS resources?
- 3) What guidelines should be used to evaluate the merit of requests to enhance products? For instance:
  - It’s the request a product of assessing the needs of a broad range of beneficiaries and does it represent a comprehensive enhancement project, as opposed to incremental smaller projects?
  - Does the proposed enhancement(s) address a high priority shared need?
  - To what extent will the proposed enhancement(s) benefit the funding organization?

## **RECOMMENDATION**

That the Coordinating Committee:

- 1) Concur that 2008 Regional GIS Project program funds should be used to rectify unanticipated programming issues encountered during development of the 2007 Geocoder Service Project.
- 2) Concur that rectification of the unanticipated programming issues is critical to proper functioning of the Regional Geocoding Service with regional datasets as originally conceived (a requirement of authorizing additional funding under Council procurement rules).
- 3) Recommend the maximum of \$1,400 to be used this propose, with the understanding that any additional modification of the Regional Geocoding Service must be treated as an “enhancement” and subject to confirmation that funds needed in addition to the subject \$1,400 have, in fact, been secured.
- 4) Assign responsibly to recommend policy and associated guidelines to guide decision making for funding requests from MetroGIS to enhance products developed with MetroGIS resources, in particular, open source products. Said policy must be in place prior to considering a specific request.

## REFERENCE SECTION

### GEOCODING SERVICE – 2007 REGIONAL GIS PROJECT

Rationale for Approval: The subject geocoding service project was authorized not only to make progress toward addressing a shared need (geocoding web service) and to provide a platform from which to work through issues related to open source software and intellectual property rights. Further, as discussions with the leadership of the funding authority (Metropolitan Council) progressed as to the merits of the candidate projects, another equally important reason evolved - test the theory that investing in open source software will, in fact, catalyze further investments to improve upon the initial product in ways that benefit the initial investor.

Catalyzing Investment: According to information provided by the project manager, “the project has already catalyzed a lot of contributions - from TLG for data, from LMIC for hosting, from Metro Council / MetroGIS for web site posting, from MMCD for project administration, not to mention the time spent in design and testing by the Team members. We expect the PAGC geocoder will also be getting attention from an international community.....Meanwhile the Geocoder is now being used in the RNC SharedGeo support, as well as by the DNR and MMCD”.

### Excerpt –July 23, 2008 Policy Board Meeting Summary

The Policy Board unanimously recommended that the Metropolitan Council fund all three Regional GIS Projects, as recommended by the Committee, in parts 1 and 2 of its motion, below. The Board’s motion also provided specific direction to the Coordinating Committee for use of the \$1,500 in project funding not as yet committed and the proposer of the Landmarks Extension project in parts 3 and 4 of its motion; Item 3 being the subject of this report:

“... the Board’s motion included the following four parts:

- 1) Endorse the Coordinating Committee’s finding that the three projects identified above, totaling \$23,500, would encompass prudent uses of Regional GIS Project resources as the anticipated importance and value to the MetroGIS community would exceed the requested amount of funding.
- 2) Recommend that the Metropolitan Council authorize funding for these projects under the 2008 MetroGIS Regional GIS Project program and enter into the required inter agency agreements by October 1, if possible.
- 3) **That the Coordinating Committee offer ideas to the Board for consideration at its October 2008 for how to best use the \$1,500 in Regional GIS Projects funds not yet allocated.**
- 4) Modify the project entitled “Landmarks Extension to the Geocoder Project” to include two additional deliverables: define the term “landmark name” and identify likely users of the service (to participate in a subsequent forum to define desired enhancements).”

During the explanation of the proposed Regional GIS Project entitled Geocoder Extension for Landmarks, a member of the project team asked the Board to allocate the \$1,500 in uncommitted project funds to the foundation geocoder service project currently under development. The requester noted that the geocoder project team had recently identified the need for additional programming to add parcel and street segment IDs and the original street name to achieve the deliverable originally anticipated. This additional programming was identified during testing of the service. The cost to accomplish this additional programming is \$1,880. It was explained that the Metropolitan Mosquito Control District, organization serving as the responsible party for this project, would pick up the remaining \$380.

A brief discussion followed in which Board members concurred ...that although the suggested enhancements to the foundation geocoder project were found to be noteworthy this request was deferred until the relative merits of several options for use of this funding can be weighed against one another. The Board asked the Committee for a recommendation to consider at its October meeting. Member Schneider also suggested that instead of pursuing incremental small enhancements to the foundation project that he would prefer to bring together a number of the beneficiaries of this web service to define a larger enhancement project to be accomplished at one time, possibly as a partnered undertaking.



**TO:** Coordinating Committee

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

**SUBJECT:** Exploring Shared Needs with Non-Government Interests

**DATE:** September 4, 2008  
(For the Sept 17<sup>th</sup> mtg.)

## REQUEST

The Committee is respectfully asked to comment on the strategy presented in Attachment A. The purpose is to explore interest among executive leadership of several major non-government organizations in working with MetroGIS to address shared information (data, applications, and web service) needs. The draft strategy was developed by the Staff Coordinator in collaboration with Policy Board member Schneider.

Specifically, the Coordinating Committee is encouraged to:

- Offer refinements to the concept and methodology,
- Identify non-government leadership who should be considered as candidates to participate in this initiative,
- Offer ideas on compelling geospatial based systems that require cross-sector partners to fully achieve to serve as “for instances” to stimulate discussion among the participants of possibilities.

See the Reference Section for the policy foundation that authorizes this initiative and for an overview of initial efforts to confirm interest among non-government leadership.

## PURPOSE AND RESEARCH OBJECTIVES

MetroGIS leadership has recognized that partnering with non-government interests has potential to improve cost effectiveness in addressing shared data and application needs. Achieving sustainable cross-sector partnering is also a fundamental tenant to achieving the vision of the National Spatial Data Infrastructure (NSDI), of which MetroGIS is intended to serve as a building block. In both instances, existing government-centric organizational structures may need to be modified to engage non-government interests as full partners.

Accordingly, this initiative is designed around three research questions or drivers:

- 1) Explore the notion that private and non-profit interests do, in fact, have geospatial needs that overlap with government needs and, if so, define technical solutions to shared needs which leverage non-government resources. (Note, this effort is a component of the Shared Application Needs Project (see Agenda Item 5a.)
- 2) Demonstrate that non-government interests are willing to partner with the public sector to address shared needs. In so doing, test a hypothesis fundamental to realizing the vision of the NSDI that business drivers are strong enough to justify cross-sector collaboration to address shared needs.

Comment: A two-phase strategy is proposed. The first phase involves hosting a 2-3 hour forum attended by senior executives and policy makers for the purpose of reaching an agreement-in-principle that the idea warrants further consideration. If there is agreement that further investigation is warranted, a second phase would involve creating a “Private Sector Coordinating Committee”. This group would be charged with defining shared geospatial needs of private sector interests that are also shared with government interests. (See Attachment A for more information about the proposed responsibilities of this group.)

- 3) If partnering with non-government entities is demonstrated to be viable, define modifications to MetroGIS’s current organization structure needed to implement and sustain support for these cross-sector solutions.

Comment: The label of “Information Utility” is offered as a concept from which to evolve a next-generation organizational/governance structure to achieve and sustain cross-sector collaboration. This “utility” would be supported via a business model to be defined by the beneficiaries. The MetroGIS “information utility” would be designed with the intention of being nested with a supporting and complimentary structure at the state and national levels.

### **TESTBED OPPORTUNITY**

The convergence of the following four contemporary circumstances or “drivers” that influenced design of this initiative are not unique to the situation in the Twin Cities. However, MetroGIS appears to be ahead of other areas in recognizing the need to act on them in the near term. Accordingly, MetroGIS is well positioned to serve as a testbed, the results of which will hopefully catalyze similar action beyond the Metro Area, actions important to MetroGIS’s ability to fully achieve its goals. Finally, the Staff Coordinator recently learned that faculty at the University of Minnesota have interest in studying the dynamics of cross sector partnerships. The prospect of leveraging this complimentary interest is being investigated.

- 1) **Need for Broader Base of Support:** Collaboration does not just happen. It takes resources to support a variety of activities involved in effectively defining, implementing, and overseeing satisfaction with collaborative solutions to shared geospatial needs. Reliance upon one organization for the resources to support these activities is inherently risky. (See Agenda Item 5e for an explanation of current support limitations, which in large part are due to a hiring freeze.)
- 2) **Need to Demonstrate That Private Sector Interests Are Willing to Partner:** A premise of the National Spatial Data Infrastructure (NSDI) assumes that interests affiliated with all sectors (private, non-profit and government) will be engaged in management of the national fabric of data, applications, infrastructure, best practices, guiding policy and procedures. Yet, to staff’s knowledge, there is no working example of an organizational structure which demonstrates that non-government interests will, in fact, accept roles and responsibilities in partnership with government interests to achieve sustainable collaborative solutions to shared information needs. The subject initiative could serve as a test of the theory that private sector interests, some competitors, are willing to collaborate to achieve standardized foundation components from which they can “hang” their propriety knowledge and products.
- 3) **Need to Broaden Participation in Governance Structures:** There is a growing recognition, including members of the National Geospatial Advisory Committee (NGAG), that a move away from the FDGC-centric, top-down governance model is needed to achieve the vision of the NSDI and that testbeds are needed to evolve an alternative governance model(s) workable at the state and substate levels consistent with the NSDI vision. The concept of an “Information Utility” noted above, is offered as a place to begin this dialogue. If the subject initiative is successful, the resulting organizational structure could serve as working model to catalyze policy decisions concerning other building blocks of the NSDI.
- 4) **Recognition That a New Governance Model Is Needed:** A window of opportunity may exist as a component of the state’s Functional Transformation initiative to demonstrate the value of a cross-sector governance structure designed to manage a collaborative, virtual enterprise. The project leadership team is aware of the growing understanding of the need to move away from FGDC and state-government-centric governance models in favor of “national” and “statewide” governance models. As an example of such a cross-sector governance philosophy, MetroGIS functions as a freestanding regional entity for policy setting and fostering collaborative solutions relevant to the entire community.

### **RECOMMENDATION**

That the Committee:

- 1) Offer suggested refinements to the concept and methodology presented in Attachment A.
- 2) Identify non-government leaders who should be considered as candidates to participate.
- 3) Identify several compelling “for instances” of information systems that could only be practically achieved though bundling of capabilities (data, services, infrastructure, support) across sectors to stimulate interest at the Phase I meeting.
- 4) Offer advice on the timing and how best to engage executive leadership of non-profit and academic interests following the initial meeting with private sector leadership.

## REFERENCE SECTION

### **INTEREST IN CONCEPT CONFIRMED**

As was reported to the Committee at its June meeting, staff began work to develop the subject strategy and explore interest among private sector interests in partnering with MetroGIS to address shared information needs. The idea of pursuing development and support of a cross-sector “Land Management Information System” was offered as a “for instance” to catalyze conversation. In all cases, the idea of exploring opportunities to partner on collaborative solutions to share needs was well received. (See Attachment B for an example of the message).

The proposed initiative was shared in early August with Professors Bryson and Crosby, with the University of Minnesota Humphrey Institute. They expressed interest in exploring the idea of assembling an interdisciplinary team of University of Minnesota faculty might to assist with exploring the validity of the notion that non-government and government interests will be willing to collaborate and to assist with evaluation of governance/organizational structure options to achieve such interaction.

The encouraging results of these investigatory discussions were shared at the July Policy Board member with the Policy Board member Schneider, who has been the strongest champion on the Policy Board for finding a way to effectively collaborate with the private sector. It was agreed that the concept should be matured through conversation with the Committee. Hence, this report.

### **POLICY FOUNDATION AND AUTHORIZATION**

**Overview:** The concept of forming a Private Sector Coordinating Committee was first suggested by Policy Boardmember Schneider at the conclusion of the November 2005 forum, entitled "Beyond Government Users: Future Directions for MetroGIS".<sup>1</sup> Its purpose would be to foster partnering opportunities between MetroGIS’s local and regional government interests and non-government entities that serve the Twin Cities metropolitan area to achieve priorities important to both stakeholder communities. The results the 2005 forum played a substantive role in establishing the following policy directive set forth in the 2008-2011 Business Plan, which was adopted on October 27, 2007:

“...seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests”.

The 2005 forum also played a role in the design of the “*Meeting Shared Geospatial Needs Beyond Data*” Workshop (<http://www.metrogis.org/data/apps/defineapps.shtml>) hosted by MetroGIS on January 24, 2008.

**Detailed chronology:** The following listing of major activities and actions provides a chronology of MetroGIS’s efforts to seek out partnering opportunities with non-government interests for collaborative solutions to shared information and related infrastructure needs.

**1. September 1996-May 1997:** The first major activity undertaken by MetroGIS involved defining priority shared information needs from which to focus development of regional data solutions. Over 125 individuals were involved in this five-part effort. They represented the entire community of stakeholders (all government interests that served the Twins Cities and numerous non-profit, academic, utilities and for-profit interests). About 15 percent of the participants represented non-government interests. For more information, see <http://www.metrogis.org/data/about/index.shtml>.

**2. Continuously:** Membership of Coordinating Committee and Technical Advisory Team have included members representing both government and non-government interests since initially established.

**3. Continuously:** Each regional solution (e.g., regional parcel dataset DataFinder) is periodically evaluated for desired enhancements. The process through which evaluation occurs is guided by the results of a Peer Review Forum. Representatives from the broad user community have routinely accepted invitations to participate in these events.

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<sup>1</sup> The final report can be viewed at [http://www.metrogis.org/teams/pb/meetings/06\\_0118/forum\\_summary.pdf](http://www.metrogis.org/teams/pb/meetings/06_0118/forum_summary.pdf).



4. November 2005: The concept of forming a Private Sector Coordinating Committee, as a means to foster collaboration with non-government interests concerning solutions to shared geospatial needs, was first suggested by Policy Boardmember Schneider at the conclusion of the November 2005 forum, entitled "Beyond Government Users: Future Directions for MetroGIS" (see overview). Recommendations from this effort were consolidated into the following five "opportunities", which the participants believed held the most promise for substantive and achievable initiatives. Each of these ideas was subsequently integrated into the 2008-2011 MetroGIS Business Plan, Item 2 below:

- Expand Policy Board membership to include non-government interests
- Foster an Open Source Data Model
- Foster a Marketplace for Geospatial Data Resources
- Implement ApplicationFinder concept
- Foster statewide adoption of Principles that Underpin MetroGIS.

5. October 27, 2007: The Policy Board adopted the 2008-2011 MetroGIS Business Plan. In adopting this Plan MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information needs beyond data-centric solutions to **include applications** and, if necessary, related infrastructure.
- Seek opportunities to **partner with more non-government interests** to collaboratively address information needs they share with government interests.
- When appropriate and on a project-by-project basis, seek ways to **improve interoperability** of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.

This concept builds on the top two directives and possibility the four depending upon the service areas associated with prospective non-government partners.

6. January 24, 2008: MetroGIS's January 24<sup>th</sup> "Beyond Data" Workshop was in part designed to act on this Since that time, additional opportunities for private sector involvement, the most recent being the, have been pursued. Staff continues to investigate interest among private sector interests to pursue this concept.

7. April 2008: The National Geospatial Advisory Committee (NGAC) acknowledged that a new organizational structure that incorporates all sectors as equals, as opposed to the government-centric models attempted to date, will be needed to achieve the vision of the National Spatial Data Infrastructure (NSDI). Pursuit of a cross-sector collaboration models by MetroGIS would be a valuable testbed for the discussions pending before the NGAC as:

- a) MetroGIS Staff Coordinator and Hennepin Commissioner Johnson and MetroGIS Policy Board member are both members of the NGAC – Johnson also being a member of the NGAC Organizational Design Workgroup and
- b) MetroGIS's underpinning philosophy has built upon that of the NSDI since its inception.

8. May 2008: The state of Minnesota launched a Drive to Excellence initiative designed to implement organizational modifications required to more fully achieve coordination of geospatial investments. MetroGIS's efforts to achieve sustainable cross-sector collaboration could serve as a valuable testbed to catalyze statewide innovation necessary for MetroGIS to fully realize its objectives.

9. June 2008: The National Association of State CIOs published a report titled "Governance of Geospatial Resources: "Where's the Data? Show Me – Maximizing the Investment in State Geospatial Resources" (<http://www.nascio.org/publications/documents/NASCIO-GovernanceGeospatialResources.pdf>). A major governance theme is an acknowledgement of the need for effective inter-enterprise collaboration – exactly the objective sought by MetroGIS in adoption of its 2008-2011 Business Plan. The outcomes described in this report, together those desired via the governance related NGAC and Drive to Excellence initiatives, provide a window of opportunity for MetroGIS to continue influence policy beyond the Twin Cities that is important to fully realizing local objectives.

10. June 2008: The MetroGIS Technical Leadership Workgroup launched concurrent initiatives related to pursuing collaborative solutions to specific shared application needs.



## **Concept for Discussion**

### **Investigating Possibilities Cross-Sector Partnering to Address Shared Information Needs**

#### **OBJECTIVE**

Establish a working relationship between the MetroGIS leadership, the MetroGIS Coordinating Committee and the private sector to identify and capitalize on mutually advantageous activities relating to sharing and utilizing geo-spatial information.

#### **CONTEXT**

Since its beginnings, MetroGIS has sought participation from non-government interests to define shared geospatial needs. However, it was not until 2005, that MetroGIS began to consider seeking out interest on the part of non-government interests to partner on solutions to shared needs. The investigation that began in 2005 resulted in an October 2007 directive of the MetroGIS Board to proactively seek out such partnering opportunities with non-government interests. The 2007 directive occurred with the adoption of the 2008-2011 MetroGIS Business Plan.

This proposal acts on the October 2007 scope expansion directive. (Refer to the Reference Sector for a timeline of actions and events that have led to this proposal.)

#### **CONCEPTUAL METHOD (to launch)**

##### **1) Phase I – Achieve Concept Buy-In – Fall 2008**

MetroGIS to host a 2-3 hour forum at which 10-12 leaders of several key non-government interests would meet with 3-4 Policy Board members to investigate interest in working with MetroGIS to define shared needs and collectively pursue solutions, as the needs dictate. A key component of this proposal is the formation of a “private sector coordinating committee” to work with MetroGIS to jointly investigate opportunities for cross-sector solutions to defined shared information needs.

##### **Attendees – Phase I:**

*Policy Board Members:* Councilmember Schneider, Councilmember Elkins, Councilmember Pistilli and Chairperson Reinhardt

*Private Sector Leadership:* 10-12 individuals TBD. (Note: To test receptiveness to this concept, I have spoken with several individuals, each of whom have been expressed interest in participating. These initial contacts were with individuals affiliated with the Mn High Tech Association, TIER 3 Consulting, Information Builders, Urban Land Institute-Mn, CB Richard Ellis, Excensus, and The Lawrence Group). Evaluating the potential for a cross-sector supported regional land management information system excited each as a possible collaborative endeavor.

Other candidate interests identified as potential participants, but not yet contacted, include the Regional Chamber of Commerce, Xcel Energy, Regional MLS, Minneapolis Star and Tribune, Sears, U of M, Great River Energy, prominent Planning and Engineering Consultant, and a GIS vendor?

## 2) Phase II - Create Private Sector Coordinating Committee

This proposed Committee would be comprised of major private sector users of geospatial technology, which serve the Twin Cities metropolitan area. The Committee would be self-organizing, once key interests to the MetroGIS community are encouraged to participate. The Committee would also be principally supported by its member interests and have responsibility for:

- Defining shared needs among non-government interests
- Working collaboratively with MetroGIS leadership to define needs shared by both stakeholder groups -
- Working with MetroGIS leadership to refine the following principals of collaboration adopted by the Policy Board in January 2006, if necessary to achieve cross-sector collaboration solutions:
  - *Value added to public sector assets is encouraged provided it does not detract from the public sector objective.*
  - *Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.*
  - *Contributions can be comprised of funds, data, equipment and/or people.*
  - *Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.*
- Working in conjunction with MetroGIS leadership, build upon the recommendations set forth in the 2008-2011 Business Plan to define sustainable solutions to geospatial needs shared by both the government and non-government communities, including and not limited to, modifications in the current MetroGIS organizational structure. How can we work together to reduce costs? What innovations can we work together to develop? How can we promote a statewide cooperative GIS effort?
- To facilitate interaction between the MetroGIS Policy board and the Private Sector Coordinating Committee, MetroGIS Leadership will discuss having the chair of the Private Sector Coordinating Committee have a seat on the Policy Board along with the chair for the existing Coordinating Committee as a non-voting ex-officio member.

(Note: If this effort to seek a collaborative relationship with for-profit interests is successful, a similar effort would be undertaken for non-profit interests.)

## ATTACHMENT B

### Invitation Send to MHTA Membership

Peter Lindstrom, Vice President of Public Affairs, for the Minnesota High Tech Association included the following invitation from Chairperson Reinhardt in its August electronic newsletter to be distributed to 1,500 tech leaders in MN. Mr. Lindstrom also sent it directly to a few select MHTA members who may be interested in the subject proposed forum.

#### **Leadership of NHTA Member Organizations That Utilize Geospatial (GIS) Technology:**

Thank you to Peter Lindstrom for kindly agreeing to forward this invitation to you.

By way of introduction, I serve as the Chairperson of the MetroGIS Policy Board. The purposes of this message are to:

- 1) Announce MetroGIS's intention to host a forum, which will explore private sector interest in collaborating with public sector entities to address shared information needs; and
- 2) Confirm interest from executive managers, representing diverse private sector interests utilizing geospatial technology, to join several Policy Board members in a conversation to explore interest in working together to address shared information needs.

MetroGIS is a regional geographic information systems (GIS) initiative serving the seven-county Metropolitan Area in Minnesota. It was created in 1996 to promote and facilitate widespread sharing of geospatial data. MetroGIS is a voluntary collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations and businesses that utilize GIS technology to carry out their business functions. Its governing body, the MetroGIS Policy Board, is comprised of twelve policy makers, who are elected or appointed officials. More information about MetroGIS's purpose, participants, accomplishments, and current initiatives can be viewed at [www.metrogis.org](http://www.metrogis.org).

To confirm interest in participating in this proposed forum or to obtain more information, please contact Randall Johnson, MetroGIS Staff Coordinator, at 651-602-1638 or [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us). It would be appreciated if you would contact Randall on or before September 5th if you are interested in participating.

Sincerely,



Victoria Reinhardt,  
MetroGIS Policy Board Chairperson and  
Ramsey County Commissioner

cc: Policy Board  
Staff Coordinator



**TO:** Coordinating Committee

**FROM:** Jonathan Blake, Richardson Richter Associates (Member MetroGIS Staff Support Team)  
Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

**SUBJECT:** Leadership Development Plan – Key Elements

**DATE:** September 5, 2008  
(For the September 17 meeting; Postponed from March 27 and June 18 meetings)

### **INTRODUCTION**

The Staff Support Team respectfully requests Coordinating Committee comment on the ten draft key elements for a Leadership Development Plan which are presented in Attachment A. Implementation of a Leadership Development Plan is called for in the [2008-2011 MetroGIS Business Plan](#)<sup>1</sup> in recognition of the importance to proactively prepare for future vacancies and retirements of key management and political leaders.

Please note that previous discussion and drafts of this plan referred to a “Leadership Succession Plan.” The title was modified in response to comments from Committee members for a need to more accurately reflect a pro-active, preparatory focus on securing leaders who are well grounded in the vision, accomplishments and community preferences for solutions to shared geospatial needs.

### **PREVIOUS DIRECTION**

A detailed accounting of previous direction received from the Policy Board and Coordinating Committee regarding development of the subject plan is provided in the Reference Section.

In addition to direction received from the Policy Board and Committee, the recommended key elements for the proposed Plan also reflect input received at an April 25, 2008 interview session facilitated by Professor John Bryson of the University of Minnesota’s Hubert H. Humphrey Institute of Public Affairs. Portions of this interview session – which was conducted with seven long-time MetroGIS leaders and staff – focused on the role that MetroGIS leaders have played in advancing the organization’s goals since its inception more than a decade ago. The participants were: Policy Board members Terry Schneider and Victoria Reinhart; former Coordinating Committee chairs Will Craig, Jane Harper, and Nancy Read; Rick Gelbmann, Council GIS Manager; and the Staff Coordinator. David Arbeit was also invited but could not attend.

### **RECOMMENDATION**

That the Coordinating Committee:

1. Offer desired modifications to the draft key elements listed in Attachment A for a MetroGIS Leadership Development Plan.
2. Create a Leadership Development Workgroup to assist staff develop of the deliverables called for in key elements for this Plan. This effort would commence following Policy Board approval of the key elements.

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<sup>1</sup> Section VIII, Tactic 3, page 48

## REFERENCE SECTION

### PREVIOUS POLICY BOARD AND COMMITTEE DIRECTION

1. October 17, 2007: the Policy Board:
  - a. Approved Major Program Objectives for 2008 which included adoption and implementation of a plan “to achieve an orderly succession of leadership (Leadership Succession Plan).”
  - b. Approved, as a component of the [2008-2011 MetroGIS Business Plan](#), preparation of a plan in which “current and prospective leaders are identified at the policy, management, and technical levels within organizations critical to the long-term success of MetroGIS. The Plan should provide a proactive program to ensure that individuals interested in assuming MetroGIS leadership roles have adequate skills to carry out the requisite responsibilities.” (Activity Area 8: Optimize MetroGIS Governance and Organizational Structure)
2. December 18, 2007: the Coordinating Committee reviewed a preliminary outline for Leadership Development Plan, consistent with direction received from the Policy Board on October 27. The Committee concurred with the general direction but requested that staff expand the plan with more specific recommendations and action items. The Coordinating Committee requested an updated draft plan for its June 18 meeting, at which time the committee will determine if a Leadership Development Workgroup is necessary to continue work on plan development.

The following is a detailed summary of direction received from the Committee:

#### **5g) Proposed Leadership Succession Plan Components**

Staff Coordinator Johnson commented that development of a Leadership Succession Plan (*currently referred to as the Leadership Development Plan*) had been defined as a top priority for 2008 as a result of the Policy Board adopting the 2008-2011 MetroGIS Business Plan. He noted that there is recognition in the Business Plan that MetroGIS is heavily dependent on support from several key individuals for its success and should be prepared to quickly transition to willing, supportive, and capable successors when these key supporters leave the effort.

Blake then explained the six components upon which to develop a leadership succession plan, as cited on page 59 in the [agenda report](#), and asked for comment.

Harper suggested that a seventh component should be added to the list –“Structural Issues”. She offered an example of the Coordinating Committee adopting a policy where each of its members should designate an alternate to attend when they are not able to attend. She also suggested that an attempt should be made to identify the qualities that are desirable in Committee members so current members can identify appropriate alternates and candidates for future membership.

Read commented that the majority of emphasis in the Plan should be on matters that the Committee can control and not spend a lot of time on matters that it cannot control (e.g., transition of Board members following an election).

**Motion:** Harper moved and Read seconded that the Coordinating Committee that:

- 1) The six components outlined in the agenda report, together with the seventh component offered by Harper, provide a satisfactory foundation upon which to develop a more detailed plan.
- 2) Staff prepare a more detailed plan for consideration by the Committee at the March meeting, focusing on situations that the Committee can control.

Motion carried, ayes all.

3. March 27, 2008: the Coordinating Committee postponed consideration of the draft plan to its June meeting due to lack of time to give it proper consideration. This postponement turned out to be an opportunity as it allowed staff to integrate related direction received at on session facilitated by Professor John Bryson on April 25 in preparation for three scholarly papers he is planning to write based upon MetroGIS’s experiences.

4. June 18, 2008: the Coordinating Committee postponed consideration of the draft plan to its September meeting, again due to lack of time to give it proper consideration.

#### **LEADERSHIP DEVELOPMENT PLANNING RESOURCES**

1. “Succession Management Practices” by Sheila M. Rioux, Ph.D., and Paul Bernthal, Ph. D. [http://www.ddiworld.com/pdf/ddi\\_successionmanagementpractices\\_es.pdf](http://www.ddiworld.com/pdf/ddi_successionmanagementpractices_es.pdf)
2. “Fact Brief: Succession Planning in the Government Sector.” Corporate Leadership Council, January 2004. <http://www.wapa.gov/newsroom/pdf/success.pdf>
3. “The Implementation of Workforce and Succession Planning in the Public Sector” by Joan E. Pynes. International Public Management Association for Human Resources, Winter 2004. <http://www.ok.gov/opm/documents/The%20Implementation%20of%20Workforce%20and%20Succession%20Planning%20in%20the%20Public%20Sector.pdf>

## ATTACHMENT A

### **KEY ELEMENTS AND RECOMMENDATIONS – LEADERSHIP DEVELOPMENT PLAN**

(Last Updated: September 8, 2008)

***(Preamble: This Plan assumes that the Metropolitan Council will continue to serve as the lead custodian for MetroGIS’s “foster collaboration” function in accordance with its role as MetroGIS’s principle sponsor. This role includes provision of dedicated staff support and project funding to catalyze sustainable solutions to shared geospatial information needs.***

**1. *Statement of Purpose*** – The MetroGIS Leadership Development Plan provides direction for MetroGIS participants and staff as they prepare for the future retirement or other replacement of political leadership, key staff and technical support. This Plan provides MetroGIS’s strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the “next generation” of new leaders before vacancies occur.

**2. *Identification of Key Leaders and Staff*** – The MetroGIS Leadership Development Plan specifically addresses the development (or succession) plans for, at a minimum, the following key individuals and positions:

- MetroGIS Policy Board and Coordinating Committee membership
- MetroGIS staff, particularly the Staff Coordinator position
- Key participant organization staff (e.g. county GIS managers, technical staff)
- Technical Advisory Team
- MetroGIS workgroup participants
- Champions and advocates within critical stakeholder organizations

**3. *Identification of Requisite Skills and Experience for Key Leaders and Staff*** – MetroGIS staff (or designated workgroup) will develop thorough job descriptions and/or identification of skills needed to fill the positions listed above. This includes details on each position’s general duties and obligations, expected time commitment and a description of any required technical expertise.

**4. *Development of a Leadership Development Structure*** – MetroGIS staff (or designated workgroup) should draft detailed procedures to be followed in the event of the retirement or other replacement of the individuals identified in #2 above. Delineation of key responsibilities – including the identification of potential successors and the development and implementation of training programs and materials – should be offered in the Plan.

In the case of dedicated MetroGIS staff, there should be a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff. The input and recommendations are intended to assist the Metropolitan Council in their decisions, not to supersede their decision-making role. In the case of workgroup participants, the process can be a less formal recruitment of interested and qualified staff from participant organizations.

The following elements should be included in the Leadership Development Planning Structure:

- Development of an Advisory Committee to provide input to the Metropolitan Council regarding their MetroGIS staff decisions (e.g. recruiting, interviewing, hiring)
- Drafting of a Recruitment Process for identifying potential new staff and Technical Support. MetroGIS staff will share a draft with the Metropolitan Council to seek guidance and input.
- Development of “performance measures” for reviewing the success of individual staff or leader transitions to gauge the success of the leadership development process



- Development of expected timelines to hire, train and fully integrate new staff into support responsibilities. In particular, authorization to offer an “overlap” period should be pursued during which a current and future Staff Coordinator can work together to make a seamless transition. Overlap period options (e.g., long: 4 - 6 weeks, short: 2 - 3 weeks) should be developed to provide guidance for the optimum timing (e.g., period covering preparations for a Coordinating Committee meeting and subsequent Policy Board meeting) and the topics to cover. As with all staffing decisions, the timeline is intended to provide informal input to the Metropolitan Council, which ultimately makes all decisions related to MetroGIS decisions.

**5. Plan for Maintaining Political Legitimacy during Transitional Phases** – MetroGIS’s effectiveness is in large part due to the political support of its participating organizations. Without this support, much of the professional staff assistance MetroGIS needs – in implementing its programs, staffing its workgroups and maintaining the viability of DataFinder – would likely be unavailable. It is important to prepare MetroGIS to maintain this support and political legitimacy during transitional phases. Specific tactics for achieving this are discussed below.

**6. Address “Volunteer Burnout”** – MetroGIS relies heavily on volunteers from participant organizations for technical assistance, workgroup participation and other key organizational activities. As discussed in the 2008-2011 MetroGIS Business Plan, the potential pool of participants for these activities has shrunk in recent years, largely due to volunteer burnout. MetroGIS should contain a variety of strategies for growing participation in workgroups and reducing the burden on frequent volunteers to ensure the vitality of future volunteer projects. Possible strategies include:

- Institute regular newsletter (or listserv) communications with larger GIS community, including information on current and upcoming workgroup projects, technical needs and opportunities for participation and coordination. The mailing list should include GIS departments and specialists in adjoining counties, select private enterprises and other “non-traditional” potential MetroGIS participants.
- More active involvement of “next generation” surrogates to increase the potential pool of volunteers from current participant organizations (discussed in Recommendation #7 below).
- Consider creating an online forum at the MetroGIS website that allows current and potential participants to share opportunities for coordination and updates on current projects.

**7. Increase Involvement of “Next Generation” Substitutes/Surrogates** – Members of the MetroGIS Policy Board, Coordinating Committee, Technical Advisory Team and workgroups will arrange for a designated substitute, or surrogate, to attend any meeting, workshop or key event to which a member is unable to attend. A key component to leadership development is the early and frequent involvement of the “next generation” of MetroGIS leaders and participants. Involvement of surrogates will allow future active participants to learn the MetroGIS organizational structure and build relationships with current participants. In addition, MetroGIS will regularly send pertinent meeting minutes and agendas to designated surrogates regardless of their involvement in a given meeting. This will allow surrogates to remain informed of MetroGIS’s activities on an ongoing basis.

**8. Update Printed “Outreach” and Informational Materials** – Printed outreach and information materials, including the MetroGIS brochure, are important tools for both outreach and leadership development. From a leadership development perspective, these materials allow MetroGIS to more effectively communicate MetroGIS’s mission and key activities to surrogates and other interested parties. They also serve as a valuable educational tool for potential champions and advocates within current participant organizations.

**9. Consider Reinstating Bimonthly Coordinating Committee Meetings** – As MetroGIS begins to take a more active role in the world of applications and services, there will be an increasing need for more frequent input and direction from the Coordinating Committee. While MetroGIS’s role relating to applications is still being defined, it appears clear that the organization will, at a minimum, have increased coordination responsibilities. Staff recommends that the Coordinating Committee consider holding meetings every two months instead of the current quarterly meeting schedule. Any change in schedule

that has budget implications for MetroGIS will be discussed with Metropolitan Council staff prior to implementation.

***10. Continue Utilizing Consultants to Assist in Business Planning, Strategic Planning Sessions and to “Fill Gaps” as Needed*** – Due to MetroGIS’s relatively limited dedicated staff resources, the organization has routinely utilized consultant services to help conduct key organizational activities, including business planning and strategic planning sessions. Input received at MetroGIS workshops and meetings, including the April 25 interview session with MetroGIS leadership, staff suggests that the involvement in consultants has played a key role in achieving the organization’s goals.

#### **CHALLENGES – LEADERSHIP DEVELOPMENT PLAN**

Due to MetroGIS’s unique organizational structure – which relies on the willful collaboration of staff and political leadership from numerous public entities – the MetroGIS Leadership Development Plan differs from most corporate, non-profit and governmental transitional plans. The following are unique challenges faced by MetroGIS in preparing for the transition from current to future leadership and staff:

- Political factors outside of MetroGIS control
  - Statewide election of Governor, affecting Metropolitan Council
  - Local elections, affecting composition of MetroGIS leadership and political support of MetroGIS
- Participant organization factors outside of MetroGIS control
  - Staffing decisions at individual counties, agencies and other entities may affect staff and technical resources available to MetroGIS
- Financial support outside of MetroGIS control
  - MetroGIS’s “foster collaboration” function is funded by the Metropolitan Council. If the Council changes its financial priorities, or if Council membership changes significantly via a gubernatorial election or retirements, MetroGIS funding could be vulnerable.



**TO:** Coordinating Committee

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

**SUBJECT:** 2009 Major Program Objectives

**DATE:** September 5, 2008  
(For the Sept 13 Meeting)

## **INTRODUCTION**

The Committee is asked to decide on major program objectives that it wants to strive to accomplish in 2009 for recommendation to the Policy Board. A proposed listing of objectives is provided in Attachment C for the Committee's consideration.

The Committee's recommendation will be forwarded to the Policy Board for its consideration on October 22. If the Policy Board requests any modifications, the Committee would consider them and offer a revised recommendation at its December meeting.

Additionally, the 2009 objectives suggested in this report comprise the foundation upon which the 2009 budget proposal was developed (see agenda Item 5f).

## **SUPPORT LIMITATIONS - LESS PROGRESS IN 2008 THAN HOPED FOR**

Several objectives set for 2008 are proposed to be carried over to 2009. (See Attachment A for an explanation of progress made and not made for each of the 2008 objectives.)

When the program objectives for 2008 were adopted in October 2007 there was promise that adding a Technical Coordinator to the MetroGIS staff support team was achievable by summer 2008. An agreement-in-principal had been received from Council leadership in late January that addition of this position would benefit the Council and a business case had been submitted to Council management to actually create the position. Unfortunately, due to a hiring freeze enacted last spring and a currently projected major state budget deficit, the likelihood of filling this position with Metropolitan Council resources remains an unknown, although work continue with Human Resources to develop the position description.

Further, when the 2008 objectives were set there was no indication that MetroGIS's Administrative-Technical support position would be lost, which occurred when the incumbent left mid-winter. That position was subsequently incorporated into the proposal to create the Technical Coordinator position. Consequently, several of the responsibilities of administrative-technical position are not currently supported, most notably capturing and formatting of performance measurement reporting metrics.

On the positive side, the impact of the cited support limitations on progress able to be made in 2008 could have been much worse had the members of the Technical Leadership Workgroup (Reference Section) not volunteered to serve in the role of a quasi Technical Coordinator. In so doing, the workgroup ensured that progress has been made to address MetroGIS's top 2008 priority initiative -- define shared application needs. These individuals deserve special recognition and a big thank you. A thank you is also in order to the Metropolitan Council's GIS Unit for permitting Mark Kotz to assume a lead staff support role for this important workgroup.

## **MAJOR ASSUMPTIONS – 2009 PROGRAM OBJECTIVES**

1. MetroGIS's 2009 "Foster Collaboration" function budget request (Agenda Item 5f) will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.

3. An agreement will be executed by January 1, 2009 between the Metropolitan Council and the seven counties authorizing continued access to the regional parcel dataset, without fee, by government and academic interests.
4. The agreement with The Lawrence Group authorizing access, without fee, to government and academic interests to their Street Centerline Dataset will be renewed before January 1, 2009.
5. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. Representatives from key stakeholder organization will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

### **2009 PROGRAM OBJECTIVES**

The proposed program objectives for 2009 offer an ambitious slate of activities. Rather than pare back 2009 program expectations, staff believes it important to present the Policy Board with an optimistic picture of the mix of outcomes likely if the proposed supplemental support resources (below) can be secured. **Key objectives** suggested include:

- Continuing to make progress, not only to define shared application needs, but also to begin to implement solutions,
- Continuing efforts to enhance regional solutions that are in place,
- Continuing to make progress to implement a Regional Address Points Dataset,
- Pursuing partnerships with non-government entities to address shared geospatial needs
- Reinstating an effective performance measurement program,
- Implementing an effective Leadership Development Plan to ensure sustainability,
- Implementing a plan to ensure known obstacles to data sharing do not materialize.

### **SUPPORT IMPLICATIONS**

As is the case in 2008, completion of several of the proposed 2009 objectives will not be possible unless the responsibilities of the proposed Technical Coordinator position are fulfilled, at least on an interim basis. (In Attachment B, uncompleted 2008 initiatives have been merged with the preliminary 2009 program objectives set by the Policy Board in April 2008 using "mark-up" language. Those activities, which require support beyond current capacities, are also identified in Attachments B and C in *italics*, preceded by "\*\*".)

As an interim measure to expand support resources needed to accomplish the objectives proposed for 2009, staff are investigating options to capture upwards of 19,000 in budgeted project funds that could be lost if not used or under contract by year-end (see Agenda Item 5f). Professional service contracts to supplement staff support appear to be the best option to ensure continued progress is made on initiatives important to keeping up with changing stakeholder needs. In the longer term, if partnering with non-government interests proves to be a viable course of action (see Agenda Item 5c), resources to support the resulting collaborative ventures will be a topic of discussion. Such resources would most likely include responsibilities currently proposed for the proposed Technical Coordinator position, if not filled by that time.

### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Modify the suggested 2009 program objectives presented in Attachment C, as it deemed appropriate.
- 2) Request the Policy Board to adopt the Committee's recommended major 2009 program objectives.

## REFERENCE SECTION

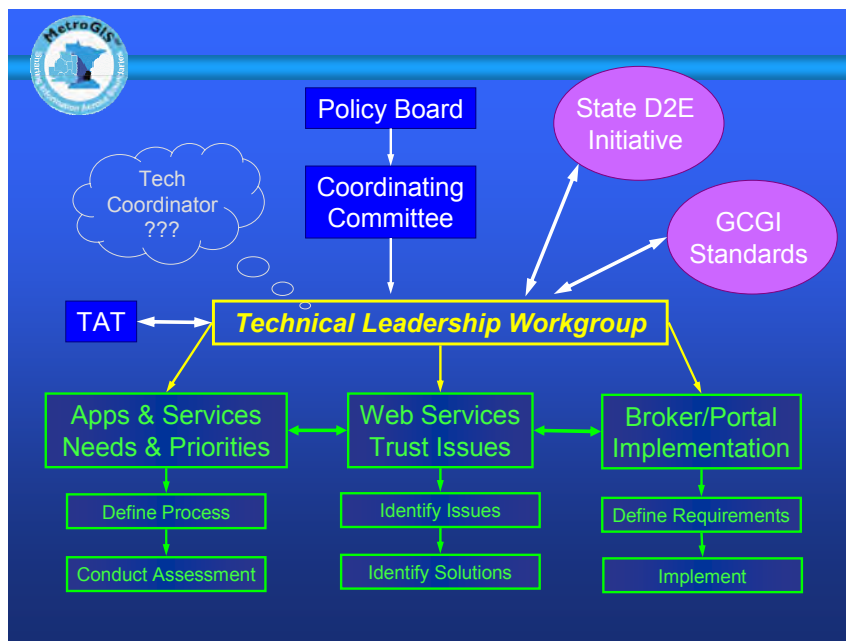
### 1. Technical Leadership Team (aka Shared Application Needs Workgroup)

The Coordinating Committee authorized creation of this workgroup in March 2008. At its June meeting, The Committee authorized the Workgroup to proceed with a more integrated process of defining and addressing shared application and web service needs than had been originally anticipated when the workgroup was created by the Committee in March.

Specifically, the workgroup received direction to work on four charges (Steps 2-5 listed in the table below) as an integrated project in accordance with the organizational structure illustrated below. The Committee's original direction to the workgroup was limited to addressing Step 2.

Except from the Table presented on the table on page 50 of the Committee's agenda packet:

Next Step	Priority	Strategy Remainder 2008-
1. Define a strategy to secure a Technical Coordinator and initiate negotiations	Very High	Establish dedicated staff position to work with Staff Coordinator and hire as soon as possible; Technical Leadership Steering Workgroup or mobility assignments cover tasks until hire.
2. Define and prioritize specific shared application and service needs. (Investigate do along with 2 <sup>nd</sup> -generation definition of priority shared data/information needs)	Very High	Timing and strategy will depend upon whether Technical Coordinator is secured Begin immediately, if possible, with oversight from the Technical Leadership Steering Workgroup.
3. Populate metadata for GeoServices Finder, including the creation of template to promote standardization	High	Use original project workgroup plus related state workgroups to define a strategy – <i>candidate 2008 Regional GIS Project?</i> Timing and strategy may depend upon whether Technical Coordinator is secured
4. Define a more fully developed geographic data, applications and services broker based on needs outlined by the forum, the state conceptual geospatial architecture plan and the GeoServices Finder project.	High	Develop a more mature, MetroGIS specific vision of what a full geo data and services finder and broker would be, what resources would be needed to support it, and candidate implementation scenarios. Begin to champion the concept. Leverage the state Broker project workgroup.
5. Explore methods for establishing trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust	High	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Technical Advisory Team and/or special workgroup. Leverage the delivery of the Geocoder service as a test bed for developing documentation for custodial roles and responsibilities, in particular in the form of a Service Level Agreement that build on the current practice of documenting these aspects via Regional Solution Policy Statements.



**Technical Leadership Workgroup Members:**

Marl Kotz, Metropolitan Council – Chairperson

Bob Basques, City of St. Paul

David Bitner, MAC

John Carpenter, Excensus

Chris Cialek, LMIC

Jim Maxwell, The Lawrence Group (TLG)

Robert Taylor, Carver County

Nancy Read, Metropolitan Mosquito Control District

## ATTACHMENT A

### Progress on MetroGIS's 2008 Program Objectives

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

Objective	Sub-objective	Progress in 2008
1. Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan and addition of Technical Coordinator	N/A	<u>In progress</u> . State hiring freeze major impediment to creating Technical Coordinator position. Technical Leadership Workgroup filled role to the extent possible
2. Sustain traditional "foster collaboration" support activities <sup>(1)</sup>	N/A	<u>Ongoing</u> . Not aware of any issues with support for accepted custodial roles and responsibilities. However, monitoring for user satisfaction concerns is a role of the performance measurement program that has not been available in 2008.
3. Execute the Next-Generation Parcel Data Sharing Agreement, including clarification of rules pertaining to "view-only" access via Internet applications without prior licensure)	N/A	<u>In progress</u> but slower progress than had been anticipated. Not aware of any issues that would preclude execution by December 31, 2008.
4. <i>** Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and begin implementation in accordance with this role(s)</i>	N/A	<u>In progress</u> Major roles for MetroGIS defined via January 24 <sup>th</sup> workshop and adopted by the Policy Board at April meeting. Though defining specific applications taking longer than anticipated as a result of not having the support of a full time Technical Coordinator. Carry over to 2009
5. Complete in-progress initiatives, including:		
	a. <i>**Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution</i>	<u>In progress</u> : - Data synchronization pilot in nearing completion. Unexpected support delays resulted in a couple of months later than had anticipated. - Web-editing prototype to begin this fall
	b. <i>**Define a strategy to address shared Emergency Preparedness information needs</i>	<u>In progress</u> : - Joint venture with GCGI Committee - CAP Grant received to test MetroGIS model
	c. Geocoding Pilot Project	<u>In progress</u> . Completion anticipated fall 2008
6. <i>** Define outcomes desired for a more fully developed geographic data, applications and service broker</i>	N/A	<u>In progress</u> . Defined as a Technical Leadership Workgroup responsibility in June. Carry over to 2009
7. <i>**Populate metadata for GeoServices Finder, including creation of a template to promote standardization</i>	N/A	<u>Not begun</u> . Defined as a Technical Leadership Workgroup responsibility in June. Carry over to 2009

8. <i>**Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</i>	N/A	<u>Initiated.</u> Two counties contacted by phone only due to limited resources. Agreed to further talks but no substantive progress. Carry over to 2009
9. Adopt a plan to achieve an orderly succession of leadership (Leadership Development Plan)	N/A	<u>In progress.</u> Adoption of key elements for the plan anticipated fall 2008. Committee postponement of action at the March and June meetings resulted in not being able to complete this item in 2008 as had been originally proposed.
10. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	N/A	<u>Postponed.</u> Committee deferred until shared application need priorities are defined. Carry over to 2009
11. Initiate development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities	N/A	<u>Not begun.</u> Loss of Technical Administrative support, specialist at RRA who worked n 2008-2011 Business Plan, and no Technical Coordinator are all contributing factors. Carry over to 2009

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

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



## ATTACHMENT B

### Suggested Modifications to Preliminary 2009 Major Program Objectives – Adopted April 2008 (Marked-Up Version)

(\*\*Indicates an activity that is at least in part dependent upon securing additional technical leadership and coordination resources).  
("Priority" – means as agreed upon by the Coordinating Committee in March 2008 when it recommended the preliminary 2009 work program)

Preliminary Objective (Numbers intended to designate relative importance))	Proposed Modified Objective	Priority for 2009 / Comments
1. <del>Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan and addition of Technical Coordinator</del>	<u>Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team sufficient to carry out the 2009 program objectives defined herein</u>	<b>Very High.</b> <u>Partial carry over from 2008.</u> Until a person is hired, rely upon the Technical Leadership Workgroup to continue to fill the Technical Coordinator role to the extent possible.
2. Sustain traditional "foster collaboration" support activities <sup>(1)</sup>	No change	<b>Very High</b>
3 Execute the Next-Generation Street Centerline Data Access Agreement	No change	<b>Very High</b>
4. <del>**Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and begin implementation in accordance with this role(s)</del>	<b>**Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and pursue implementation in accordance with this role(s)</b>	<b>Very High.</b> <u>Partial carry over from 2008.</u> Complete the prioritization process and begin implementation. (Combine with the following task that had initially been scheduled for 2009. This objective is the principal means to act upon the Business Plan directive to seek out partnering opportunities with non-government interests. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (This #4, and #8, #9 and #10 below). The processes used to define the shared needs will seek broad input to expand understanding of MetroGIS efforts.
5. <del>**Leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</del>	<b>**Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</b>	<b>High. Proposed Very High.</b> <u>Partial carry over from 2008</u> and combine with preliminary 2009 task to begin leveraging these working relationships. Increased importance because a scope enhancement specifically called for in Business Plan.
5. <del>**Pursue implementation of solutions to specific shared needs for applications and web services.</del>	Combined with the above task	<b>High</b>
	<b>6. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.</b>	<b>Proposed Very High</b> Board approval of key elements to be addressed in the Leadership Development Plan is anticipated in Oct 2008. Committee postponement of action at the March and June meetings resulted in not being able to complete this item in 2008 as had been originally proposed. Development

Preliminary Objective (Numbers intended to designate relative importance))	Proposed Modified Objective	Priority for 2009 / Comments
		of strategies to attain the deliverables called for in the key elements is schedule to begin in Nov 2008, with completion winter 2009.
7. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	No change	<b>High. Proposed Very High</b> Without effective performance measurement, there is no way to know if strategies are working. Dependent upon availability of supplemental technical and administrative support. Postpone until priorities for applications identified.
8. <del>**Define outcomes desired for a more fully developed geographic data, applications and service broker</del>	<del>**Define outcomes desired for a more fully developed geographic data, applications and service broker and pursue implementation of a more fully developed geographic data, applications and service broker</del>	<b>High.</b> Partial carry over from 2008. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, this #8, #9 above and #10 below).
9. <del>**Explore methods for Enhancing Trust in reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate roles for MetroGIS in establishing that trust.</del>	No Change	<del>Medium.</del> <b>Proposed High.</b> This topic was elevated in prominence when it was assigned to the Technical Leadership Workgroup in June 2008 as 1 of 4 tasks associated with addressing sharing application needs (#4, #5, above, this #9 and #10).
10. <del>**Populate metadata for GeoServices Finder, including creation of a template to promote standardization</del>	No change	<b>High.</b> Carry over from 2008. Related to and potential testbed component for Item 5. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, #8, #9 above, and this #10).
11. <del>**Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution</del>	No change	<b>High.</b> Partial carry over from 2008. This activity is expected to serve as a prototype to assist with the outcomes defined in Item 9 (Enhancing trust)
12. <del>Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities</del>	Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	<b>High.</b> Partial carry over from 2008. The original 2009 objective called for completing this plan. However, completion is unlikely unless current support resource deficiencies (loss of Technical Administrative support, specialist at RRA who worked n 2008-2011 Business Plan, and no Technical Coordinator) are resolved.
13. <del>Investigate need for creation of a new organizational/governance structure to address priority shared geospatial needs</del>	Investigate need for creation of a new organizational/governance structure to address priority shared geospatial needs (in conjunction with Item #4 - to extent necessary to achieve goal of partnering with non-government interests.)	<del>Low.</del> <b>Proposed High.</b> An initiative launched fall 2008 to explore partnering opportunities with non-government interests (#4 above) is expected to bring this topic to the table.
<del>**Pursue implementation of a more fully developed geographic data, applications and service broker</del>	Combined with the above task	<del>High.</del>
14. <del>**Conduct Peer Review Forums for endorsed regional solutions to shared information needs</del>	No change	<b>High.</b> Dependent upon availability of supplemental technical and administrative support.
15. Refresh design of MetroGIS website	Need identified during Regional GIS Project discussions	<b>New Proposal</b> - not previously ranked

<b>Preliminary Objective</b> (Numbers intended to designate relative importance))	<b>Proposed Modified Objective</b>	<b>Priority for 2009 / Comments</b>
16. <b>**Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 11, above)</b>	No change	<b>High. Propose Medium.</b> If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to “Prepare a support Plan for DataFinder”. Otherwise, consolidate with a plan for the replacement application.
17. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	No change	<b>High. Propose Medium.</b> Carry over from 2008. Initiate once shared application need priorities are defined (Item #4). The processes used to achieve Item #4 will be broadly participatory, addressing the intent of the call for an updated outreach plan.
18. <b>**Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset</b>	No Change	<b>Medium.</b> Postpone until Peer Review Forum hosted for current TLG Street Centerline Dataset
19. <b>**Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services</b>	No Change	<b>Medium. Propose Low.</b> Premature use of limited resources until work completed to identify priorities for shared application needs.
20. <b>**Explore Geospatial Marketplace – (Collaboration Registry/Portal)</b>	No Change	<b>High. Propose Low.</b> The TAT considered this idea at its April 17, 2008 meeting (Agenda Item 4c) and did believe it to be a good use of resources, given other higher priorities at this time.
21. Expand Outreach Plan to include a marketing component	No Change	<b>Medium. Propose Low</b>
22. Investigate impact of cost recovery on ability to achieve desired data sharing	No Change	<b>Low</b>

<sup>(1)</sup> Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

## ATTACHMENT C

### Proposed 2009 Major Program Objectives

(Clean Version – See Attachment B for Marked-Up Version)

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

Proposed Objective (Numbers intended to designate relative importance)	Priority for 2009	Comments
1. Sustain traditional "foster collaboration" support activities <sup>(1)</sup>	<b>Very High</b>	<u>Ongoing</u> . Directive set forth in the 2008-2011 Business Plan
2. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team sufficient to carry out the 2009 program objectives defined herein	<b>Very High</b>	<u>Partial carry over from 2008</u> . Until a person is hired to serve in the capacity of Technical Coordinator, the Technical Leadership Workgroup will continue to fill this role to the extent possible. <b>Objectives shown in <i>italics</i> and preceded with "***" can not be fully achieved without full time support of a Technical Coordinator.</b>
3 Execute the Next-Generation Street Centerline Data Access Agreement	<b>Very High</b>	
4. <i>**Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and pursue implementation in accordance with this role(s)</i>	<b>Very High</b>	<u>Partial carry over from 2008</u> . Complete the prioritization process and begin implementation. (Combine with the following task that had initially been scheduled for 2009. This objective is the principal means to act upon the Business Plan directive to seek out partnering opportunities with non-government interests. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008 (This #4, #8, #9 and #10). The processes used to define the shared needs will also seek broad input to expand understanding and awareness of MetroGIS services
5. <i>**Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</i>	<b>Very High</b>	<u>Partial carry over from 2008</u> and combine with preliminary 2009 task to begin leveraging these working relationships. Increased importance because a scope enhancement specifically called for in Business Plan.
6. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	<b>Proposed Very High</b>	<u>Partial carry over from 2008</u> . Development of strategies to attain the deliverables called for in the key elements is schedule to begin in Nov 2008, with completion winter 2009.
7. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	<b>Very High</b>	Without effective performance measurement there is no way to know if strategies are working. Dependent upon availability of supplemental technical and administrative support. Postpone until priorities for shared applications are identified.
8. <i>**Define outcomes desired for a more fully developed geographic data, applications and service broker and pursue implementation of a more fully developed geographic data, applications and service broker</i>	<b>High</b>	<u>Partial carry over from 2008</u> . 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, #this 8, #9 and #10).
9. <i>**Explore methods for Enhancing Trust in reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate roles for MetroGIS in establishing that trust.</i>	<b>High</b>	This topic was elevated in prominence when it was assigned to the Technical Leadership Workgroup in June 2008 as 1 of 4 tasks associated with addressing sharing application needs (#4, #8, this #9 and #10).
10. <i>**Populate metadata for GeoServices Finder, including creation of a template to promote standardization</i>	<b>High</b>	<u>Carry over from 2008</u> . Related to and potential a testbed component for Item 7. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, #8, #9 and this #10).
11. <i>**Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller</i>	<b>High</b>	<u>Partial carry over from 2008</u> . This activity is expected to serve as a prototype to assist with the outcomes defined in Item 9 (Enhancing

<b>Proposed Objective</b> (Numbers intended to designate relative importance)	<b>Priority for 2009</b>	<b>Comments</b>
<i>producers of address data participate in the regional solution</i>		trust)
12. Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	<b>High</b>	<u>Partial carry over from 2008.</u> The original 2009 objective called for completing this plan. However, completion is unlikely unless current support resource limitations (loss of Technical Administrative support, loss of specialist at RRA who worked in 2008-2011 Business Plan, and no Technical Coordinator) are resolved.
13. Investigate need for creation of a new organizational/governance structure to address priority shared geospatial needs (in conjunction with Item #4 – to extent necessary to achieve goal of partnering with non-government interests.)	<b>High</b>	A related initiative to explore partnering opportunities with non-government interests (#4 above), planned to launch fall 2008, is expected to provide the context for this activity.
14. <b>**Conduct Peer Review Forums for endorsed regional solutions to shared information needs</b>	<b>High</b>	Dependent upon availability of supplemental technical and administrative support.
15. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	<b>Medium</b>	<u>Carry over from 2008.</u> Initiate once shared application need priorities are defined (Item #4). The processes used to accomplish Item #4 will be broadly participatory, addressing the intent of the call for an updated outreach plan.
16. <b>**Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 11, above)</b>	<b>Medium</b>	If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to "Prepare a support Plan for DataFinder". Otherwise, consolidate with a plan for the replacement application
17. <b>**Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset</b>	<b>Medium</b>	Postpone until Peer Review Forum hosted for current TLG Street Centerline Dataset
18. Refresh design of MetroGIS website	<b>Medium</b>	<b>New Proposal – not previously ranked.</b> Submitted as a candidate for 2008 Regional GIS Project funded. Decided should be workplan item
19. <b>**Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.</b>	<b>Low</b>	Premature use of limited resources until work completed to identify priorities for shared application needs.
20. <b>**Explore Geospatial Marketplace – (Collaboration Registry/Portal)</b>	<b>Low</b>	The TAT considered this idea at its April 17, 2008 meeting (Item 4c) and did believe it to be a good use of resources, given other higher priorities at this time.
21. Expand Outreach Plan to include a marketing component	<b>Low</b>	Policy Board directive July 2007 distinguishes marketing from outreach
22. Investigate impact of cost recovery on ability to achieve desired data sharing	<b>Low</b>	Identified as a need in Appendix K to the 2008-2011 Business Plan

<sup>(1)</sup> Traditional activities that comprise the MetroGIS "foster collaboration" function include:

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



**TO:** Coordinating Committee

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

**SUBJECT:** 2009 MetroGIS “Foster Collaboration Budget

**DATE:** September 10, 2008  
(For the Sept 17<sup>th</sup> Meeting)

### **REQUEST**

The Committee is asked to comment on suggested modifications to the preliminarily adopted 2009 budget presented in Exhibit 1 for MetroGIS’s “Foster Collaboration” function. The proposed modifications are based upon the 2009 major program objectives presented in Agenda Item 5e, Attachment C.

The Committee’s recommendation will be forwarded to the Policy Board for its consideration at the October 22 Board meeting. If the Policy Board requests any modifications, the Committee would consider them and offer a revised recommendation at its December meeting.

### **SITUATION OVERVIEW**

Our inability to add a Technical Coordinator to the MetroGIS support team and loss of other support resources, as explained in Agenda Item 5e, have combined to result in less progress being made than anticipated when the 2008 work plan and budget were adopted. In addition, upwards of \$19,000 in 2008 project funding also may not be able to be utilized in 2008.

A similar situation occurred in 2005; budgeted activities were postponed resulting in budgeted project funds not being able to be used. At that time, the Metropolitan Council was receptive to allowing the carry over of unused funds for use the following year. A similar proactive measure is proposed to supplement the 2009 MetroGIS budget by entering into a professional service contract(s) funded with monies unable to be used in 2008. The purpose of this contract(s), if authorized, would be to provide supplemental resources to work on priority objectives that have been postponed or are moving more slowly than desired. Contracts must be in place by year-end to enable 2008 funds to be used in 2009. If additional support resources are not secured, MetroGIS’s ability to continue to engage the best and brightest in its initiatives could be compromised, a prerequisite for maintaining relevance with changing stakeholder needs.

### **FUNDING AND SUPPORT – “FOSTER COLLABORATION” FUNCTION**

The total of \$86,000 in project funding is proposed for 2009, the same as preliminarily accepted by the Policy Board in April 2008 and subsequently included in the Metropolitan Council 2009 budget. As in the past, the source of funding for MetroGIS’s “foster collaboration” function is the Metropolitan Council. Adoption by the full Metropolitan Council is anticipated in December.

The Council’s approval generally applies only to the total amount; the Policy Board is looked to decide the specific uses for these funds. Proposed line item allocations for 2008 and 2009 are provided in Exhibit 1. Suggested modifications to the allocations approved by the Policy Board in April 2008 are as follows:

### **2008 “Foster Collaboration” Function Budget:**

- Special Projects, Item “e” – Share Application Needs: Add \$9,000 to this item for contracts in 2008 for projects that would not be finished until sometime in 2009. The source would be Items “f”, “i”, and “j” and Outreach activities. Contracts would be sought to use these funds in 2009.
- Special Projects, Items “f”, “i”, and “j”: Reduce each of these activities from a total of \$8,000 to \$0 for 2008, as they cannot be started until shared application-related needs are defined (Item “e”).
- Outreach: Reduce from \$1,600 to \$500. The anticipated activities are mostly dependent up defining shared application needs (Item “e”).

### **2009 “Foster Collaboration” Function Budget**

- Special Projects, Item “e” – Share Application Needs: Reduce from \$33,000 to \$27,000. The reduction is more than compensated by the \$9,000 increase proposed for 2008 (above).
- Special Projects, Item “i” – Develop Outreach Plan: Add \$3,000. This project was not previously budgeted for 2009, but was not able to be accomplished in 2008.
- Special Projects, Item “j” –Design New Outreach Materials: Add \$3,000. This project was not able to be accomplished in 2008.
- Special Projects, Item “j” – Refresh Website Design: Add \$5,000. Newly identified need.
- Outreach. Reduce from \$6,600 to \$1,600 and postpone printing of new outreach materials until 2010.

### **Resources Provided by Other Organizations**

Maintenance of implemented regional solutions (eight regional dataset and DataFinder) is principally a function of sustaining commitments from ten organizations which have accepted 23 custodial roles related to these solutions (Exhibit 2). As such, the costs associated with these commitments are not included in the “foster collaboration” function budget but are nevertheless critical to MetroGIS’s ability to achieve desired outcomes. See the Reference Section for more information.

### **MAJOR ASSUMPTIONS**

1. MetroGIS’s 2009 “Foster Collaboration” function budget request will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator, providing support needed to continue to move forward on a range of priority objectives.
3. An agreement will be executed by January 1, 2009 between the Metropolitan Council and the seven Metro Area counties authorizing continued access to the regional parcel dataset, without fee, by government and academic interests.
4. The agreement with The Lawrence Group to access their Street Centerline Dataset will be renewed before January 1, 2009 to continue to provide access, without fee, to government and academic interests.
5. Agreed-upon custodial roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by ten stakeholder organizations, will continue to be performed in accordance with expectations.
6. Although some organizations have in the past acknowledged a willingness to contribute to the collaborative solution process, their procurement processes will continue to restrict their participation to only those projects involving tangible deliverables (e.g., aerial imagery, a particular dataset improvement, a particular application). In other words, partnering to fund on-going costs related to the process of “fostering collaboration”, which are not easily and directly associated with tangible deliverables, may require a new governance/organizational structure to accomplish.

### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Endorse the revised 2008 and 2009 “foster collaboration” function budgets presented in Exhibit 1.
- 2) Recommend that the Policy Board adopt the modified 2008 and 2009 “foster collaboration” function budgets presented in Exhibit 1, with the understanding that if a contract(s) can not be executed by year-end to capture funds that can not be used in 2008 that the 2009 budget allocations will be revisited at the Committee’s December 2008 and the Policy Board’s January 2009 meetings.

## **REFERENCE SECTION**

### **MetroGIS Staff Support Team**

- 1) Need for Technical Coordinator: When the Policy Board adopted the 2008 work program, the following statement in the agenda report was acknowledged -

“...The proposed 2008 budget is sufficient to sustain past “fostering collaboration” practices and to achieve non-technical activities proposed for 2008. Some progress could also be made on desired scope expansions defined in the 2008-2011 MetroGIS Business Plan. However, as discussed with the Policy Board at its July (2007) meeting, **little progress can be made on the top priority desired new direction** (as set forth in the 2008-2011 MetroGIS Business Plan) – **expand regional solutions to shared information needs include applications – until additional technical leadership and coordination resources are secured.**”

- 2) Dedicated Staff Support Is, At This Time, An Unknown.

Over the past several years, the Metropolitan Council has dedicated a minimum of 1.80 FTE to the support of MetroGIS’s “foster collaboration” function:

- Staff Coordinator – 1.0 FTE,
- Administrative-Technician - 0.7 FTE,
- Technical specialists - a minimum of 0.5 FTE

In addition, along with nine other organizations, the Council has also accepted responsibility for support of 22 other responsibilities critical to addressing shared geospatial needs. In the Council’s case, components of several regional data solutions and DataFinder.

In 2008, when the incumbent vacated the Technical Administrative support position, this resource was incorporated into a proposal to Council management to create two new positions - Technical Coordinator and GIS Web Applications Developer – that together would provide a minimum of 1.0 FTE for support of MetroGIS activities. Unfortunately, due to a hiring freeze spring 2008 and a currently projected major state budget deficit, the likelihood of filling these positions remains an unknown. Hence, the current proposal above to seek supplement consultant assistance, at least on a short term basis, until the fate of the two proposed positions can be decided.

- 3) Partnering Options Investigated – Foster Collaboration Function

Since MetroGIS’s inception, both the Council and MetroGIS leadership have asked for investigation of funding options, beyond the Council, for support of MetroGIS’s “foster collaboration” function. MetroGIS’s leadership encouraged this investigation in hopes of creating the most stable organization possible. The Council encouraged this investigation from the perspective of ensuring funding equity.

These directives were formally investigated during the first two MetroGIS Business Planning efforts, with concurrence that Council funding of MetroGIS’s “foster collaboration” function was appropriate given it is the largest beneficiary and the effort aligned with its mission. Additionally, as the operational side of the regional solutions matured (see Exhibit 2 for a listing of the ten organizations that share 23 distinct operational roles), it became clear to Council leadership that substantial resources were being provided by other stakeholders, addressing the previous question of funding equity.

Another finding as an outcome of the earlier investigations was that although some organizations acknowledged a willingness to contribute to collaborative solutions, their procurement processes restricted participation to projects involving only those with tangible deliverables (e.g., aerial imagery, a particular dataset improvement, a particular application). In other words, assisting with the on-going costs related to the process of “fostering collaboration” was found not to be a viable option. This later situation, to staff’s knowledge, has not changed in the five years since the last time the topic was investigated. As such, efforts to accomplish cost sharing have focused on tangible products and expanding the number of the organizations participating in the operational side of agreed upon regional solutions.



**Final 2009**  
**MetroGIS "Foster Collaboration" Function Budget**  
(Funding provided by the Metropolitan Council)

Main Activity	Sub-Activity	2008			2009	
		Approved 4/23/2008	Committed as 8/31/2008	Expect to 12/31/08	Preliminary Accepted 4/23/08 <sup>(1)</sup>	Revised 2009 Proposal
Professional Services/Special Projects		\$56,000	\$36,900	\$56,900	\$51,000	\$56,000
	a. Next-Generation Parcel Data Sharing Agreement (negotiations to implement by 12/31/08)	\$5,000	\$3,300	\$5,000		
	b. 2008 Regional GIS Projects - Research and Development (may include work on previous projects - e.g., Application Finder, Web Editing Application for Regional Address Dataset)	\$25,000	\$23,500	\$24,900		
	c. 2009 Regional GIS Projects <sup>(2)</sup>				(see "e" below)	(see "e" below)
	d. Define MetroGIS's Shared Applications Roles, Technical Leadership Plan, Leadership Succession/Development Plan, Update Outreach Plan <sup>(3)(4)</sup>	\$5,000	\$5,000	\$5,000		
	e. Conduct Process to Define Specific Shared Application Needs / Implement Solutions [e.g., blending of DataFinder and GeoServices Finder, refinement of Service Broker Concept, adding metadata to the GeoService Finder Application for metro area, creating GeoServices Finder metadata template, and define plan and maintain trusted services (multi-nodal, Service Level Agreements, etc.) and hosting activities to explore shared needs with prospective non-government partners ]	\$10,000	\$5,100	\$19,000	\$33,000	\$27,000
	f. Develop Plan to Ensure Obstacles to Sharing do not Materialize (E.G., Security, Licensing, Budgets, etc.). This activity includes developing a Livelihood Scheme / Defining Organizational Competencies. <sup>(5)</sup>	\$2,000	\$0	\$0	\$5,000	\$5,000
	g. Define Organizational Competencies (combined with item "f" above)					
	h. Update Performance Measurement Plan <sup>(6)</sup>				\$10,000	\$10,000
	i. Develop new Communications/Outreach Plan	\$3,000	\$0	\$0	\$0	\$3,000
	j. Design New Outreach Materials and Refresh Website Design (may include Web Site upgrades & tools, printed or other materials) (See below for printing) <sup>(7)</sup>	\$3,000	\$0	\$0	\$0	\$8,000
	k. DataFinder - Contingency Fund for Unexpected Repairs	\$3,000	\$0	\$3,000	\$3,000	\$3,000
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties) <sup>(8)</sup>	\$28,000	\$24,000	\$28,000	\$28,000	\$28,000
Outreach		\$1,600	\$500	\$500	\$6,600	\$1,600
	Printing of new Outreach Materials (e.g., Information Brochure) - Defer to 2010. Move 2009 funds to "j" under Special Projects.	\$0			\$5,000	\$0
	Advocacy/Networking Mileage (200 m/mo x \$.48/mile = \$1,152) <sup>(9)(10)</sup>	\$1,200	\$500	\$500	\$1,200	\$1,200
	Annual Report/Informational Brochure (see above)					
	• Postage - 800 postcards (\$0.30=\$240) in addition to 1500+ via email )	\$300	\$0	\$0	\$300	\$300
	• Minimal for other communications	\$100	\$0	\$0	\$100	\$100
Misc Office		\$400	\$40	\$40	\$400	\$400
	Website Domain registration (www.metrogis and www.datafinder - \$20/ea)	\$40	\$40	\$40	\$40	\$40
	Specialty Team/Forum Support Materials	\$360	\$0	\$0	\$360	\$360
	<b>TOTAL NON-STAFF PROJECT FUNDS</b>	\$86,000	\$61,440	\$85,440	\$86,000	\$86,000
				\$560		
Dedicated Staff Support <sup>(10)</sup>		\$124,485			TBD	TBD
	<b>Grand Total</b>	\$210,485			TBD	TBD
<b>NOTES:</b>						
<sup>(1)</sup> Individual line items represent preliminary estimates for purposes of submitting a 2009 funding request to the Metropolitan Council. Modifications among the individual line item amounts were expected to occur as expectations were refined.						
<sup>(2)</sup> October Board 2007 decision - USE ENTIRE \$25,000 ALLOTMENT TO DEFINE / IMPLEMENT SPECIFIC SHARED APPLICATION NEEDS						
<sup>(3)</sup> No out of pocket expenses to define of Shared Application roles. Completed with 2007 funds. No out of pocket expenses to define plan to secure additional Technical Coordination support.						
<sup>(4)</sup> Update of the Outreach Plan is tentatively scheduled as a late 2008 activity, depending upon progress made to define specific shared application needs.						
<sup>(5)</sup> Premature until shared application needs defined. Tentatively a 2nd half project.						
<sup>(6)</sup> Update of the Performance Measurement Plan is tentatively scheduled as a 2nd half 2009 activity, awaiting defining of shared application needs.						
<sup>(7)</sup> Outreach materials to follow Outreach Plan Update. See footnote #4. The website refresh project is premature until Alison Slaats position filled to serve as project manager. Will not occur in time to encumber 2008 funds.						
<sup>(8)</sup> Tentative agreement to maintain status quo of \$28,000 Current agreement expires 12/31/08.						
<sup>(9)</sup> Travel by participants is paid by the participant's organization						
<sup>(10)</sup> Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.						
<sup>(10)</sup> \$124,485 was correct until March 1, 2008 and reflected 1.8 FTE (Staff Coordinator 1.0, Admin-Tech .75 and Technical Leadership .05). On March 1, the Admin-Tech position was vacated. 0.7 of the 0.75 FTE position was incorporated into creation of a new Technical Coordinator position, as recommended by the Policy Board on April 23, 2008. But due a hiring freeze, no action had been taken to create the new position as of 9/1/08						

## EXHIBIT 2

<b>MetroGIS</b>		
<i>Leveraging Resources Through Partnerships</i>		
<b>Who &amp; Major Responsibilities</b>		
<b>Function</b>	<b>Lead Partner</b>	<b>Other Partner(s)</b>
Policy Direction & Best Practices	Metropolitan Council: Lead support for business planning, policy coordination, performance measurement, communication, outreach, and advocacy. <i>(In 2004, 1.75 FTE)</i>	City, county, school and watershed district, regional, state and federal government; academic; and non-government interests: Participate in decision-making to establish policies and best practices that are politically and financially sustainable. <i>(In 2004, the person hours contributed equated to about .5 FTE.)</i>
DataFinder ( <a href="http://www.datafinder.org">www.datafinder.org</a> )	Metropolitan Council: Lead support to maintain DataFinder application. <i>(In 2004, .3 FTE)</i>	Regional custodians and other participating stakeholders: Provide metadata, in appropriate format, for each dataset to be searchable and accessible via DataFinder. <i>(Estimate support expense not currently available)</i>
<b>Endorsed Regional Data Solutions</b>		
Census Geography	Metropolitan Council: Created 1990 and 2000 datasets that align with streets and parcels	None
County/City Boundaries	Metropolitan Council: Reassemble updated data quarterly into regional dataset	7 metro area counties: Submit updated source data on a quarterly basis.
Parcels	Metropolitan Council: Reassemble updated data quarterly into regional dataset and manage licensing per agreement with counties.	7 metro area counties: Submit updated source data on a quarterly basis per agreement
Planned Land Use	Metropolitan Council: Update dataset quarterly with approved Land Use Plan Amendments	Cities and counties: Submit maps illustrating proposed Land Use map changes (paper or electronic)
Land Cover	Department of Natural Resources: Reassemble dataset as new or updated data submitted.	Nearly 30 government and non-government interests
Street Centerlines	Metropolitan Council: Manage licensing and distribution of quarterly updates per agreement with TLG (data owner)	Cities and counties: Submit correction and updated information to TLG as information changes
Socioeconomic Characteristics <i>Web-based Search Resource</i>	University of Minnesota	Numerous local, state, and federal interests
	<i>In 2004, Total Estimated FTE to Support Regional Solutions: Council: 0.9 - Other Partners: 19.7</i>	
Other Datasets	N/A	Not including Regional Solutions, 16 local, regional, state and federal organizations are distributing 124 datasets via DataFinder

Last Updated:  
March 10, 2005



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Mn Drive to Excellence: State Agency GIS Coordination Update  
**DATE:** September 5, 2008  
(For Sept 17<sup>th</sup> Meeting)

## **INTRODUCTION**

Chairperson Reinhardt has asked for a briefing on the findings of the Mn Drive to Excellence: State Agency GIS Coordination Update Project at the October 22 Policy Board meeting. In preparation for that briefing, David Arbeit and or Fred Logman have agreed to share with the Coordinating Committee highpoints of the material anticipated to be shared with the Board to both apprise the members of progress made on this important initiative and provide an opportunity to offer input for items relevant to MetroGIS's efforts.

Arbeit and Logman are members of the Mn Drive to Excellence: State Agency GIS Coordination Project team.

## **CONTEXT - DRIVE TO EXCELLENCE: STATE AGENCY GIS COORDINATION**

In 2005, Governor Tim Pawlenty launched the State of Minnesota's *Drive to Excellence (DTE)*, beginning a process of refocusing state government as an enterprise serving all citizens, rather than an amalgamation of independent entities serving individual constituencies.

No agency is currently responsible for coordinating GIS within state government, although LMIC and other organizations somewhat fill this void. The purpose of this project is to develop, recommend and implement an organizational and governance framework to coordinate and support GIS as an "enterprise" activity of state government. The principal project focus is state government, with the understanding that local and regional governments and other stakeholders are partners and customers.

Project activities through the end of September included a web base stakeholder survey, a workshop for Non-State stakeholders, interviews with 20 State agencies, a State agency workshop, and discussion of organizational and governance options. Initial project recommendations will be presented to the Drive Steering Committee in September and may result in legislative and budget requests for the upcoming 2009 session. To read more about the project visit <http://www.gis.state.mn.us/committe/MSDI/dte.htm>.

## **RECOMMENDATION**

That the Coordinating Committee offer insight to the presenter, as it deems appropriate, for presentation of this topic to the Policy Board at its October 22<sup>nd</sup> meeting.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – October 2008 Policy Board Meeting  
**DATE:** September 9, 2008  
(For Sept 17<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic for the Policy Board's October 22, 2008 meeting and a person(s) to present that topic.

## PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Twin Cities Economic Development Website: At its July 2008 meeting, the Policy Board affirmed its interest in receiving a presentation from the leadership of this project, if possible, at the October 2008 meeting. As of this writing, the individuals would give this presentation had a conflicting obligation the evening of October 22.
2. Mn Drive to Excellence: State Agency GIS Coordination Update: When preparing the agenda for the July Policy Board meeting, Chairperson Reinhardt suggested inviting leadership of initiative to update the Board at its October meeting either as a demonstration topic or as a discussion item, at the discretion of the Committee.
3. Data Practices Law- Relationship to MetroGIS Objectives: At its July 2008 meeting, the Policy Board asked that invitation be extended to Don Gimberling or an individual with similar knowledge of these laws for a presentation in the near future. Of particular interest is the impact that these laws may have on the solutions to streamline access to licensed data via "view-only" Web-based applications (e.g., queries that involve the regional parcel dataset). An invitation has been submitted, as of this writing no response had been received.
4. School District Use of Regional Parcel Dataset: At the September 2007 Committee meeting, member Carlstrom offered to collaborate on a presentation with Hazel Reinhardt, the former State Demographer, to show how school districts are using the Regional Parcel Dataset to support decision making. Carlstrom has indicated that he is available to present at the October Board meeting.
5. University's Safe Road Map Project (<http://www.saferoadmaps.org/home/index.htm>): In July 2008, Policy Board member Elkins suggested adding this project to the list of candidates. He believes it demonstrates the concept of "mashup" in a way that would be helpful to assist Board members understand how relatively independent application components/web services can be mixed and matched to create a complete online application.
6. Collaborative Application Development Among Counties: Invite Jim Bunning to present the presentation that he gave at the January 24th "Beyond Data" workshop on the Scott/Carver/Dakota cooperation to develop and maintain applications for which they share a need.
7. Council and Counties Coordinated Data Management via Internet - Water quality systems approach to sharing data Council and 2 counties (see Attachment A)
8. Metropolitan Council's Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS's efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
9. University's Historical Census Mapping: NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical US Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.

## DISCUSSION

The best option for the October 22 meeting is school district use of parcel data (#4). Although a presentation about the Twin Cities Economic Development Website (#1) is of greatest interest among Board members, the presenters have not confirmed their availability. A response has not been received for Data Practices Law (#3) presentation, another priority item of the Board. Finally, an update on the state's Drive to Excellence project (# 2 – Agenda Item 5g) seems more appropriate as a discussion item and is, therefore, suggested to be heard in addition to a GIS Technology Demonstration.

## RECOMMENDATION

That the Coordinating Committee agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the October 22<sup>nd</sup> Policy Board meeting.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Jul. 2008: Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008: Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS's Role In Response to I-35W Bridge Collapse
- Oct. 2007: Metropolitan Mosquito Control District's Web Application
- Jul. 2007: Metropolitan Council's new "Maps" Web site
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

**ATTACHMENT A**  
**(Excerpt May 8<sup>th</sup> Issue of Council Directions)**

**Council, counties partner in water quality data-sharing project**  
**Public also will have easy access to info online**

The Metropolitan Council is partnering with two metro counties on a pilot project to share water-quality data and make the information easily available to the public online.



Scott Schneider, a resource conservationist with the Scott County Soil and Water Conservation District, collects a stream sample.

Beginning in May, Scott and Dakota counties will be able to enter and manage their own data using the Council's water-quality database. And the Council will have access to wider and more detailed water-quality data collected by the two counties.

"The public also will benefit by having access to all this data through the Council's [online environmental monitoring warehouse](#)," said Steve Kloiber, senior environmental analyst with Metropolitan Council Environmental Services (MCES), who is coordinating the project.

"The partnership will save a lot of money, too," Kloiber said. "The counties could easily spend tens of thousands of dollars to develop and maintain their own databases. And the Council could spend that much or more if it were to expand its monitoring programs to collect the data the counties already have."

**Water quality data is critical to protecting area waterways**

MCES has long maintained a database of river, stream and lake monitoring data in the seven-country metro area. In fact, some river data goes back to the 1920s and 1930s, during the era which spawned the first wastewater treatment facility on the Mississippi in 1938.

In recent years, MCES created a suite of web-based data management tools for entering and reviewing water-quality data. But until now, these tools were only available to Council staff on internal computer systems.

With the new pilot project, the database system will now be available through a password-protected Internet site for Scott and Dakota County staffs. Data from both counties now can be uploaded into the Council's database, which in turn makes the information available to the public through the web.



A typical water quality monitoring station operated by the Scott County Soil and Water Conservation District is equipped with a datalogger, automated sampler, rain gauge, phone modem, solar panel, and stage sensor.

#### **How is the information used?**

Water monitoring data is used by Council staff and policymakers to identify water-related problems, establish goals and measure annual progress toward an overarching goal of protecting and improving regional water resources.

"If the pilot program is successful, we hope to develop a long-term service agreement with the counties to provide the technical support the system needs," Kloiber said. "We hope this project can serve as a model for using the Internet to improve our work. We've already had a number of inquiries from other local governments who are interested in using the new system."



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Change Meeting Date  
**DATE:** August 11, 2008  
(For Sept 17<sup>th</sup> Meeting)

### **REQUEST**

Approval is sought to reschedule the Committee's December 2008 meeting date from Wednesday, December 17 to Wednesday, December 10.

### **DISCUSSION**

It has been brought to staff's attention that the State IT Symposium is scheduled for the week of December 15, which conflicts with the Committee's currently scheduled December 17 meeting date. The MCIT facility is available for the December 10.

### **RECOMMENDATION**

That the Coordinating Committee reschedule its December meeting date to December 10.





**TO:** MetroGIS Policy Board

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

**SUBJECT:** Major Activity Update

**DATE:** September 8, 2008  
(For the Sept 17<sup>th</sup> mtg.)

Since the Committee last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet. Any information provided by persons other than the Staff Coordinator is noted.

**A) 2007 REGIONAL GIS PROJECT – REGIONAL GEOCODER SERVICE**

The beta version of the PAGC geocoder software, running on MetroGIS Parcel Points data and the TLG Streets data, was made in June. It can be accessed at <http://216.86.126.74/addform.html>. At that time, Team members reviewing the documentation and setting up local sites for further testing. When the Geocoder team met in July to review the product developed by the programmer and the results of the first month of testing, three issues were identified as important for users but not included in the original specifications:

- Returning the name of the street with the original spelling (geocoder service was normalizing some names, for example, returning “4<sup>th</sup> Street” or “Fourth Street” as “4 Street”)
- Returning the ID of the feature from which the address came (e.g. parcel ID or street segment) for use in querying further information about the address
- Returning both the situs City name and the mailing City name (“City\_USPS” in the parcel database).

The programmer agreed to rectify these issues, but because they were not in the original specifications, additional cost is involved (see Agenda Item 5b). The team does not expect the need for any additional changes in basic geocoder function once these issues are resolved.

The Geocoder Team is in the process of assembling results, findings, and will generate a final report for presentation at the December Coordinating Committee meeting. Background information and an explanation of how the Geocoder service works is also provided <http://www.metrogis.org/data/apps/geocoder/index.shtml>. In addition to dealing with the subtle intricacies of a high-quality geocoder design, the project has raised some interesting issues regarding maintaining quality of source data, particularly for the parcel dataset.

**B) 2008 REGIONAL GIS PROJECTS**

On July 23rd Policy Board approved three Regional GIS Projects, as recommended by the Committee. (See Attachment A for a summary of each project, as recommended for approval by the Board.) Following the Board meeting, the project proposers were asked to submit a scope of work appropriate for inclusion in the interagency agreement that is required to transfer funds to the sponsoring organizations from the Metropolitan Council. As of this writing, the scopes of work had not been submitted.

The Staff Coordinator has also met with the Council’s legal counsel to initiate drafting of the project agreements. He acknowledges the subject projects are intended to serve two purposes: 1) testbeds to work through technical advancement issues and 2) testbeds to work through organizational and policy needs. The need to clarify when it is appropriate for the Council to finance software/web service development for which Intellectual Property Rights (copyright) should be retained, as opposed to placing the product in the public domain as an open source (copyleft) product, is an outcome anticipated from these pilots. And, in the case of open source licensing, counsel has noted that there

needs to be an assurance that the product will remain in the open source environment. In other words, that the license is properly written and executed so that an investor at some future time does not lose free access to the product they helped develop.

With regard to the Extension to the Geocoder Service for Landmarks project, the need for a sound source for the landmarks data has been raised even though beyond the scope of the current proposal. To initiate the investigation, **a request will be made of Committee members to volunteer themselves or to volunteer resources at their disposal to conduct a survey of existing landmark data holdings.** If no volunteers are secured, conducting a survey is unlikely, as MetroGIS support resources are not adequate to address both the need to define the term “landmark” as requested by the Policy Board and conduct the survey of existing sources of landmark data.

**C) NEXT GENERATION PARCEL DATA SHARING AGREEMENT**

The current agreement expires December 31, 2008. There are currently over 175 licensees. Agreement has been obtained on modifications to the current agreement with the members of the Coordinating Committee who represent the seven counties. Chairperson Reinhardt has also accepted the proposed changes, which include authorizing licensed users for offer view-only access to parcel data via applications they host, simplifying the licensing process and populating and normalizing attributes, the fields for which are part of the current regional dataset. Specific agreement language to implement these changes will be submitted to the Council’s legal counsel by mid-September. Once accepted by the Council’s legal counsel, the language will be forwarded to the seven county attorneys, with adoption by all parties occurring before the end of the year.

**D) TECHNICAL COORDINATOR POSITION - PROGRESS TO SECURE**

The hiring freeze instituted by the Metropolitan Council last spring has not been lifted and is unlikely to be in the foreseeable future, given a projected \$3-plus billion state budget shortfall that will face the 2009 Legislature. As such, although a general business case<sup>1</sup> has been made that the Council that financing the addition of a Technical Coordinator to MetroGIS’s staff support team would benefit the Council, the criticality of filling this position is not currently viewed as high as addressing other competing needs of the Council. Little progress is anticipated, until more tangible benefits can be documented than were able to be cited in the general business case.

Meanwhile, MetroGIS’s [Technical Leadership Workgroup](#), under the leadership of Mark Kotz and Nancy Read, continues to serve in the role of a quasi Coordinator Technical to enable progress to be made to identify tangible needs related to shared applications – the current top priority for MetroGIS’s efforts. (See Agenda Item 5a.) This group’s work is also critical to identifying tangible benefits that would accrue to the Council and other interests from use of specified solutions to shared application needs.

**E) DATA SYNCHRONIZATION MECHANISM – CARVER COUNTY PROJECT LEAD**

According to Pete Henschel, the Project Manager, Carver County is finishing up the design phase of the address point synchronization project. Within the design specifications the county plans to build an XML Schema based upon the standards created by the Address Workgroup. Through this synchronization process, the address point feature class found within ArcSDE will be collected in change sets, compiled to an XML file that fits the XML Schema, posted to an FTP location at the Regional Address Point Repository. A job on the Regional Address Point Repository server will scan the FTP location for files, import them to an internal archive location, validate each file against the schema, and finally import the address information into the Regional Address Point Repository Database.

Once the process has been tested and documented the county will contact each county to schedule up to 5 hours of support on how the synchronization works so they can deploy it within their organization if they desire. We are looking at setting these up in November. The schedule is getting

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<sup>1</sup> See Item 6a in the agenda packet at [http://www.metrogis.org/teams/pb/meetings/08\\_0723/08\\_0723\\_packet.pdf](http://www.metrogis.org/teams/pb/meetings/08_0723/08_0723_packet.pdf).

tight on us, but it is a top priority for the County's Database Administrator and we believe we can make the November 30 deadline for the contract

**F) PERFORMANCE MEASUREMENT REPORT – NO REPORT FOR 2008**

Responsibilities of MetroGIS's Administrative –Technical position related to capturing, formatting and reporting metrics has not been supported since this past February when Chris Kline left the Council. The plan was to merge the FTEs for the Administrative –Technical with other resources to create the proposed Technical Coordinator position (Item C, above), create a new technical support position, and once the positions were filled evaluate the possibility to leveraging the Council's Research Unit to provide any additional support needed. However, due to a hiring freeze neither of the proposed positions has been created resulting in no support for a 2008 Performance Measurement report.

The 2009 reporting year will also be impacted, as it highly unlikely that sufficient resources will be available by October 1, when the 2009 reporting year begins. This situation also has implications for the proposed 2009 project to update the Performance Measures Plan to align it with the updated goals and strategies defined in the MetroGIS 2008-2011 Business Plan. In addition, Alison's Slaat's departure from the Council in August also diminishes support that had been provided for designing the databases used to manage and report metric related to use of DataFinder. Unless securing of adequate staff support to capture and report the required performance data is imminent, launching a project to update the Measurement Plan is premature. The current proposal is to initiate work on the Plan Update the second half of 2009. (See Agenda Item 5f.)

**G) FOSTERING COLLABORATION WITH ADJOINING JURISDICTIONS**

Little progress has been made on this activity. Although the Staff Coordinator has primary responsibility for its support, the lack of a Technical Coordinator and loss of Administrative-Technical support, when the incumbent left in February, have significantly impacted progress:

- 1) Reliance upon a workgroup, as opposed to a Technical Coordinator, to manage identification of specific shared application needs has resulted in slower process to than anticipated when this objective was defined.
- 2) Loss of administrative-technical support has reduced the amount of time the Staff Coordinator can spend on this and other activities.

Rather than continuing to wait for potential shared application needs to be identified to use as examples in conversations with adjoining jurisdictions, staff suggests focusing the outreach message simply on requesting adjoining jurisdictions to consider publishing their data, in particular that which is similar to data which comprise the endorsed regional datasets, either via the GeoGateway or DataFinder in hopes that this action will lead to more cooperative outcomes in the future.

**H) MODIFICATIONS TO OUTREACH PLAN**

On hold. The Coordinating Committee authorized creation of a workgroup to update MetroGIS's Outreach Plan once the specifics of shared needs for application and web services are defined. Progress is being made to define these needs, with initial findings expected late fall 2008. The current proposal is to initiate work on the Plan Update the second half of 2009. (See Agenda Item 5f.)

**I) FILLING OPEN NON PROFIT SEAT ON THE COMMITTEE**

A decision regarding filling of the second non-profit seat has been postponed for the past year and half, awaiting information about specific potential non-profit organizations that, if engaged, could help MetroGIS achieve outcomes not otherwise possible. Phase I of the work to define these opportunities was completed on April 23. The Phase II workgroup has begun meeting with a goal of making substantial progress to define specific shared application needs by year end. At that time work on updating the Outreach Plan is anticipated to begin in conjunction with dialogue with non-government interests with potential to participate in collaborative solutions to shared needs.

Nothing has changed to warrant modification of the previous decision to continue to postpone this appointing a second non-profit representative until more is known about the shared application needs that will become focuses of MetroGIS's efforts.

**J) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS**

1) Solutions to Shared Application Needs (See Agenda Item 5a)

2) Regional Address Points Dataset: See Item D, above. The partnership with Carver County to **develop a “data synchronization” mechanism** is a key component of achieving the vision of the Regional Address Points Dataset. This mechanism is critical to being able to effectively manage address data created and supplied by multiple parties as components of the regional solution. The project will also define the custodial/organization responsibilities necessary to implement and sustain the mechanism. The results of this project are expected to provide the information needed to seek out and secure the organization commitments necessary to achieve the vision of the Regional Address Points Dataset.

3) Jurisdictional Boundaries- Watershed Districts

The need for an up-to-date watershed district boundary data layer was recently raised in July in response to an issue brought to the DataFinder support team by the Ramsey Washington Metro Watershed District. In the course of discussing their issue, mention was made of the proposal developed in 2006 by Washington County for support of a regional dataset and that Mn BSWR was identified as a candidate to serve as the regional custodian. The proposal did not proceed because BSWR perceived the role of regional custodian it would be too time consuming and that the data would be more detailed than they needed for their needs. In an attempt to reenergize action, the Metropolitan Council has offered to pilot a project to document the time and effort required to accomplish the regional custodian roles proposed by Washington County. This proposal was forwarded to the County Data Producers Workgroup on July 14 for consideration. As of this writing, no response had been received from the Workgroup.

4) Land Cover (MLCCS)

Comments from Bart Richardson, lead support:

- “I'm hoping to host an MLCCS training session this June, though I'm having a hard time lining up an ecologist.
- The recommend MLCCS data creation methodology and the user manual needs to be revised. I'd like to co-host a meeting this summer with the Met Council / MetroGIS. I envision this as a MLCCS users group meeting, at which we review the proposed changes and gather feedback.”

4) Regional Parcel Dataset: (See Item C, above.)

5) First-Generation Geospatial Services Broker

The [Final Project Report](#) has been posted in the Major Reports section of MetroGIS's website. It is expected to play a significant role in addressing the objective adopted by the Policy Board on April 23 to “*Define outcomes desired for a more full- developed geographic data, applications and service broker.*”

## ATTACHMENT A

### 2008 Regional GIS Projects

On July 23, 2008, MetroGIS Policy Board endorsed the following proposals for funding:

1. Address Points Editing Tool – Requirements and Prototype
2. Geocoder Extension for Landmarks
3. MetroGIS Mailing Web Service Project

A narrative describing each of these proposals is provided on the following pages. These narratives are as presented to the Policy Board for consideration on July 23, 2008.

An excerpt of the Board's meeting summary follows:

- Motion:** Member Schneider moved and Member Pistilli seconded that the Policy Board:
- 1) Endorse the Coordinating Committee's finding that the three projects identified above, totaling \$23,500, would encompass prudent uses of Regional GIS Project resources as the anticipated importance and value to the MetroGIS community would exceed the requested amount of funding.
  - 2) Recommend that the Metropolitan Council authorize funding for these projects under the 2008 MetroGIS Regional GIS Project program and enter into the required inter agency agreements by October 1, if possible.
  - 3) That the Coordinating Committee offer ideas to the Board for consideration at its October 2008 for how to best use the \$1,500 in Regional GIS Projects funds not yet allocated.
  - 4) Modify the Landmarks Extension to the Geocoder Project to include two additional deliverables: define the term "landmark name" and identify likely users of the service (to participate in a subsequent forum to define desired enhancements).

Motion carried, ayes all.

## EXHIBIT A1

### **1. Proposal Name: Address Points Editing Tool – Requirements and Prototype**

**Submitted by:** Nancy Read, on behalf of Address Points Team

- a) Statement of project objective and why the requested funding is needed.**  
The objective of the project is to develop a Requirements Specification document and rough prototype for an Address Points Editing Tool that could be used by cities to edit a common Address Points database/layer. Funding of approximately **\$13,500** is needed to hire a contractor(s) to do this work for the MetroGIS Address Team. This project is a companion project to the Database Synchronization Project with Carver County funded in 2007, and personnel from both projects are looking forward to working together.
- b) How the proposed project conforms to a Regional GIS Project objective(s).**  
This project is a key element for facilitating maintenance of a metro-wide Address Points layer, and also is a useful demonstration of shared application development and use of web services.
- c) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).**  
The need for an Address Points layer and for this kind of tool has been established by previous work by the MetroGIS Address Points Team (see Final Report of 2006-2007 study by Brad Henry, URS, [http://www.metrogis.org/data/info\\_needs/street\\_addresses/web\\_editing\\_%20app\\_viability\\_assessment\\_final.pdf](http://www.metrogis.org/data/info_needs/street_addresses/web_editing_%20app_viability_assessment_final.pdf)) To quote from the report summary, “The result of this viability assessment, conducted within the address authority and emergency response communities, is that there is a need for such an application and that at least 20 percent of the metro address authorities, and likely more, would use such an application and help build its address point database.”
- d) Activities necessary to achieve the project objective and relationship of the requested funds.**  
The Address Points Team needs to meet and choose a project manager and a project guidance subgroup. The subgroup would handle hiring a contractor to develop requirements specifications, explore issues such as how to handle rights and permissions for those doing editing, evaluate existing tools available for editing point data over the web, and build a simple prototype to demonstrate the potential use of this application. Funds would be used to pay those hired, possibly including a project manager. We are hoping that contracts could be made directly between the Metropolitan Council, on behalf of the Address Workgroup, and the contractors, as has been done with Address Workgroup projects in the past.
- e) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.**  
Previous work by the MetroGIS Address Points Team has established a data structure, and demonstrated widespread interest in this editing capability (2006-7 project by URS). A separate project by the team is developing capability to synchronize the underlying databases (2007-8 project by Carver Co.). Note that full development of the underlying databases is not a prerequisite for this current project; only a prototype database is needed at this stage. However, starting on this phase of the project now would enable development of a full editing tool on a timelier basis once the database synchronization project is completed.
- f) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.**  
The main benefit is moving forward with development of the Address Points database and trying to maintain the previous momentum of that team, which is an excellent demonstration of the Business Plan goal of involving more stakeholders at other levels of government and of developing shared

applications and web services. As documented previously, an effective Address Points database benefits local governments on many levels, including addressing authorities (usually cities), emergency services, counties and regional governments looking for current addresses, as well as secondary users through applications such as the Geocoder and potential Mailing Address applications.

**g) Total value and description of required resources that would be leveraged if funding is awarded.**

The project leverages previous work done by the MetroGIS Address Points Team, and could potentially leverage similar work proposed for web editing by Minnesota Structures CAP Grant group (based in LMIC) and by interested counties.

Current estimates suggest that \$4,000 would go towards project management and development of initial specifications with the Address Workgroup, \$2000 would go toward dealing with security issues, and \$7,500 would go towards building, testing and revising a prototype application.

We currently expect that the job of assembling a prototype database will be done by Workgroup members, and that hosting for the application and database(s) will be provided by a Workgroup member agency.

Many participants feel this is an important project, but it has been difficult to find a particular agency with enough internal business need to justify dedicating staff for project management for this project. Therefore we have included the cost of hiring a project manager, so that Workgroup members can be focus on making sure the business needs are well-described, and we can make enough progress to show a valuable return on member's time invested so far.

In addition, few Workgroup members currently have the in-house capacity (skills + time) to put together a prototype application. By hiring a contractor to build a prototype, we follow the "build once, use many times" philosophy, and those with in-house talent can use it to customize rather than build from scratch. Team members are discussing whether the prototype should be done with open-source software, which would make it easier to share, or with ESRI products that counties currently have licenses to. The application will need to be able to work with various kinds of databases, and needs will be clearer as we work on the Address Point Database Synchronization project.

**h) Effect of receiving funding approval if for less than the full amount requested.**

If less than the full amount is received, more of the project work would have to be covered by Workgroup members, which would likely result in the project being scaled back or delayed. It is probably more likely that we could get a Workgroup member to serve as project manager than to get Workgroup members to build the prototype, although either is a possibility. Setting up generalized requirements would be beyond the internal needs of any particular member.

**i) Time frame for project completion.**

We would expect completion of prototype within 1 year of receiving funding.

## EXHIBIT A2

### 2. **Proposal Name: Geocoder Extension for Landmarks (Place Names)**

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

- a) **Statement of project objective and why the requested funding is needed.**

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

This project improves the usability of current MetroGIS data, and expands a web service. In addition, it encourages development of a landmarks layer in conjunction with a private company, and could potentially be used as part of the Minnesota Structures CAP Grant under development by LMIC and the Governor's Council.
- c) **Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).**

Data is most likely to be maintained if it is actively used. Developing a web service makes it easier for many users to access a common data set.
- d) **Activities necessary to achieve the project objective and relationship of the requested funds.**

A new guidance team will be assembled including members of the Geocoder Team who are interested in landmarks and some additional members with interest in structures. The team would handle hiring a programmer or other consultants as needed to expand the web service and explore landmark data maintenance. Funds would be used to pay those hired.
- e) **Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.**

The existing Geocoding web service and software gives us a ready starting point for this project, and TLG has indicated interest.
- f) **Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.**

Any stakeholders who would like to include look-up of locations by park name, school name, hospital name, etc. in their web sites could benefit from this web service. Users world-wide would benefit from the open source software developed, as with the current geocoder.
- g) **Total value and description of required resources that would be leveraged if funding is awarded.**

The project would leverage the work done on the existing geocoder and existing TLG landmark layer, and we hope to also explore mutual benefits with the Minnesota Structures CAP Grant group.
- h) **Effect of receiving funding approval if for less than the full amount requested.**

If less than the full amount is received, the project may be scaled back or delayed or done with a less robust approach.
- i) **Time frame for project completion.**

We would expect completion within 1 year of receiving funding.



## EXHIBIT A3

### **Project Name: MetroGIS Mailing Label Web Services Project**

*Submitted by Randy Knippel*

#### **a) Statement of project objective and why the requested funding is needed.**

Create an open source, web-based service for mailing labels based on the MetroGIS endorsed parcel dataset. This service will be compatible with existing applications. The funding is needed to hire outside consulting resources to gather requirements and perform software development services. Although the specific outcome of this project will be mailing labels, this capability will be built upon more generalized core parcel querying capabilities, allowing additional variations to be easily created.

#### **b) How the proposed project conforms to a Regional GIS Project objective(s).**

The proposed web services will be based on the regional parcel dataset, which will increase its value to the region and provide practical examples of collaborative development of component web services. Representatives from 4 counties will also support the project. Development of web-based services will also increase the usefulness of web-based application by creating components that can be implemented by multiple agencies in a consistent way.

#### **c) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).**

Since these component web services will be based on open standards and provided as open-source solutions, MetroGIS stakeholders will be able to collaborate on future enhancements and share ideas about successful implementations.

#### **d) Activities necessary to achieve the project objective and relationship of the requested funds.**

Project supporters have varying experiences in developing mailing label applications. This project will leverage those experiences to develop a “best of breed” solution. A third party developer will be commissioned to apply sound services oriented architecture (SOA) and open standards techniques.

#### **e) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.**

There are no software dependencies, licensing dependencies or other obstacles for this project. It will be developed using open standards and provided as an open-source solution. It will complement existing applications. The results of the project will include demonstration implementations in GeoMoose, ArcIMS, and GeoCortex.

#### **f) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.**

Beneficiaries of this project will include local government agencies and the general public through deployment of these services in public applications. Since multiple agencies would be deploying the same services, there would also be greater consistency between applications in the region. Services can be centralized, allowing multiple agencies to use a single server accessing a single combined dataset, or decentralized, allowing focused data subsets, redundancy, or security.

#### **g) Total value and description of required resources that would be leveraged if funding is awarded.**

The project will be supported by representatives from Dakota, Carver, Scott, and Washington counties, who will provide project requirements, administration, and testing which could account for 40% of the overall project effort. The proposed service will be based on a core parcel query technology. Half of the effort will be committed to developing design specifications and the core technologies. The remainder will be spent on implementing that technology as a mailing label services. The cost will not exceed \$5,000 and will be performed on a time and materials basis. Only actual consulting costs will be charged against the grant. County staff time will be treated as an in-kind contribution.

#### **h) Effect of receiving funding approval if for less than the full amount requested.**

The scope can be adjusted, based on available funds, following the initial design and core technology development phase. The mailing labels service would require less effort than property comparables. The service has also been described (see below) with optional capabilities that would broaden its usefulness. These could be added or removed depending on available funds.

#### **i) Time frame for project completion.**

We expect that the project can be completed in 6 months following the award.

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### **A. Detailed Description - Proposed Web Service**

**General:** The proposed web service will be constructed in such a way to be flexible and implement open communication standards, such as XML, to the greatest extent practical. It will be created using open source software that limit cost and dependencies on additional software. Documentation, examples, and components will be provided that allow this service to be incorporated into common web application frameworks including GeoMoose, ArcIMS, and GeoCortex. It will implement a RESTful architecture where individual sub-components will be exposed for uses beyond the specific uses in the scope of these projects allowing them to be re-used and expanded upon for other purposes.

**Mailing labels:** The service will operate on the MetroGIS parcel data standard. It will generally receive predetermined selection criteria, perform a query, format the results and return them. The primary implementation will receive a list of parcel identification numbers, query the parcel data, and return the owner name and address, formatted using simple HTML in such a way to be directly compatible with several commonly used mailing labels. However other options will be supported as well.

Selection options include generating the result using a buffer on the supplied parcels, providing a bounding polygon, one or more coordinate pairs and combinations of the same. Several options for the results will also be supported including specifying other fields to be returned in various formats including XML, JSON, and CSV. It is expected that this will be accomplished through several components that operate on MetroGIS parcel data to perform the queries and format the results. These components could also be used directly or re-used in other ways.



### Cooperation, Coordination, Sharing Geographic Data

**TO:** MetroGIS Policy Board

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

**SUBJECT:** Information Sharing

**DATE:** September 8, 2008  
(For the Sept 17<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A. ALISON SLAATS LEAVES METROGIS STAFF SUPPORT TEAM**

In August, Alison Slaats left her position with the Metropolitan Council's GIS Unit, and consequently her role as a member of the MetroGIS staff support team, to join the staff of the 1000 Friends of Minnesota. For the past 6+ years, Alison has served as a principle member of the MetroGIS support team, including management of MetroGIS DataFinder, development of Versions 1 and 2 of the Cafe function, support of web services, and development and management of metrics to measure effectiveness of the DataFinder tool as a component of the MetroGIS Performance Measurement Plan. In addition to her leadership to mature and manage DataFinder, Alison has provided valuable insight for a range of policies and procedures related to leveraging of the Internet and technology in general. Alison, you will be missed. Best of luck to you in your new role.

**B) GIS COMMUNITY'S ROLE IN SUPPORT OF RNC**

*(Update requested from member Chinander at the Committee meeting)*

**C) TESTIMONIAL – 1000 FRIENDS OF MINNESOTA**

The newest testimonial to benefits attributed to MetroGIS's efforts can be viewed at [http://www.metrogis.org/benefits/testimonials/testimonial\\_1000\\_Friends.pdf](http://www.metrogis.org/benefits/testimonials/testimonial_1000_Friends.pdf). It is also attached (Attachment A) for the members' convenience.

**D) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

**1. Article Submitted for the Minnesota GIS/LIS Consortium Newsletter:**

An article was submitted for the summer issue of the GIS/LIS Newsletter entitled "MetroGIS Moves to Address Shared Application Needs". It can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=69>

**2. Presentations:**

- July. A presentation proposal was submitted for the April 2009 National Association of Planners (APA) Conference to be held in Minneapolis.
- August 19: The Staff Coordinator gave a 1.5 hour presentation to the Capital Region Board, Alberta, Canada about MetroGIS's policy foundation, governance structure, functions, and major accomplishments. This 25 city, 5 county area centered on Edmonton, Alberta is attempted to launch a regional collaborative effort to address shared geospatial needs. The Board is comprised of 10 elected officials. Working with this Board provides an outstanding opportunity to test whether policies and procedures that underpin MetroGIS's success are, in fact, transferable. Outcomes desired by the Board a quite similar to those defined by MetroGIS offering the best testbed identified to date to evaluate such the transferability, which, in turn, is important to the Staff Coordinator's work with the Organizational Design Workgroup of the National Geospatial Advisory Committee.

- August 20: The Staff Coordinator was interviewed by Professors Bryson and Crosby about various aspects of leadership that has contributed to MetroGIS's successfulness. This interview follows up on a group process facilitated last May by Professor Bryson and attended by several individuals who have held MetroGIS's leadership roles and who have significantly contributed to MetroGIS's success.
- Proposed GIS/LIS Conferences: Mark Kotz will give a presentation entitled "In Web Services We Trust?"

- 3. Meetings with Select Interests – Exploring Interest in Collaborative Solutions to Shared Information Needs:** The Staff Coordinator continued to meet with non-government interests - (Urban Land Institute – Mn, Mn High Tech Association, and The Lawrence Group). The purpose of these meetings was to explore interest in working with MetroGIS to collaboratively pursue solutions to shared information/application needs. General interest in exploring a partnership was expressed, along with support for creating Private Sector Coordinating Committee.

The meeting with Peter Lindstrom, VP for Public Affairs with the Mn High Tech Association was particularly productive. He agreed to forward a invitation from Chairperson Reinhardt to the Association's members (<http://www.mhta.org>) to expedite the process of identifying a diverse group of interests willing to explore this idea. The MHTA organization may prove to be a strong ally in achieving the goal of cross sector partnerships to address shared needs. Their mission statement: "...MHTA supports the *growth, sustainability and global competitiveness* of Minnesota's technology-based economy through advocacy, education and **collaboration**. MHTA is the only association that advocates for technology growth that benefits the entire spectrum of technology companies as well as organizations that are dependent on technology...". See Agenda Item 5e for more information about the proposed forum to launch a collaborative investigation of shared needs with the non government interests.

## E) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE

### 1. **DNR Use of Geocoder Service**

*Message from Tim Loesch, DNR GIS Manager, to fellow Coordinating Committee members:*

I wanted to let you know that the DNR has successfully integrated the MetroGIS Geocoder into our internal GIS Viewer called LandView and it is being distributed to DNR offices throughout the state. For those staff that are interested in doing address matching in the Metro Area this will be a very valuable system to use. Craig Perreault is the person who maintains the LandView program and he had no issues with interacting with the geocoder. LandView is a MapObjects Lite application written in VB6.

### 2. **Drive to Excellence: State Agency GIS Coordination**

*See agenda Item 5g.*

### 3. **Statewide Emergency Preparedness Data Project**

John Hoshal, the project manager, briefed the Policy Board on April 23 about this project. For a summary of his comments see the Item 4 of the [meeting summary](#). Since the April Board meeting, the funding agreement has been signed with the USGS. The internal (LMIC) contracts will in place next week (week of July 14) and we hope to hold an informal brainstorming session with GCGI Emergency Preparedness members (Data Committee) and other interested parties in late July / early August. In addition, I have had several interesting conversations with:

- a) Dept. of Health staff (David Jones, et al) regarding their structures data. They are trying to determine what they have and which sections in Health are the principal custodians.
- b) Paul Hanson, MetroGIS called regarding the land marks data he has been involved with. Thank you for sending him my way!

- c) ERDAS/MCH – producers of Places2Protect (see: <http://www.erdas.com/erdasSolutionsPlaces2protect.aspx> ). Eddie Pickle from ERDAS apparently viewed the presentation I gave (at GCGI or MetroGIS?) and called. He has a strong interest in the CAP project in part I suspect, because they collect/sell structures data.

#### **4. Twin Cities Economic Development Website**

The 11-county Metro MSP Regional Economic Development website can be accessed at <http://www.mspprospector.com/ed.asp?bhcp=1>. As requested by the Coordinating Committee and Policy Board, an invitation has been forward to the website leadership to give a presentation at the October Policy Board meeting. Washington County Deputy Administrator O'Rourke serves as the liaison between the Policy Board and the Econ Development Website Steering Committee. See Agenda Item 5h for more information about the requested presentation.

#### **5. DNR's Land Records Project**

According to Bart Richardson, DNR's Land Records project has been making good progress. On the GIS front, we have modeled the database needs for storing and maintaining management unit information (WMAs, SNAs,, etc.) as well as statutory boundaries (State Forest, State Parks) and a spatial representation of the Land Records using PLS40s. SDE geodatabases have been created to house the data and we are now developing ArcMap tools to maintain the data. One of the data layers that will be used as reference is county parcel data. The county parcel data is static (collect, process and post once) and its use is restricted to DNR staff.

#### **6. Creating a Wetland and Watercourse Inventory and Assessment for Watershed Management (excerpt Data County GIS June Newsletter)**

See the article at <http://www.co.dakota.mn.us/Departments/GIS/Newsletter/default.htm> . The project was funded through the Vermillion River Watershed Joint Powers Organization, the North Cannon Watershed Management Organization and the Metropolitan Council, and was completed for the Vermillion River Watershed in 2006 and the Cannon River Watershed in 2007.

#### **7. Transitway Impacts Research Program**

The Transitway Impacts Research Program is intended to answer questions about the economic, travel, and community impacts of transitway corridors in the Twin Cities metropolitan area. Formed in fall 2006, the program is an initiative of the Hennepin County-University of Minnesota Partnership. It is supported by CTS and the State and Local Policy Program (SLPP) at the Hubert H. Humphrey Institute of Public Affairs. Funding is being provided by Anoka, Dakota, Hennepin, Ramsey, and Washington counties; Metro Transit and the Metropolitan Council; and the Minnesota Department of Transportation. Additional partners include the cities of Minneapolis and St. Paul. Research interests include determining the impact of transitways on residential and commercial property values, housing mix, land use, and economic development patterns.

This work will support research efforts by developing an online catalog of datasets that can be or have been used to conduct TIRP research, determining whether datasets need to be archived, and identifying archiving capabilities. A broader task that will also be undertaken is to work with the existing TIRP Technical Advisory Group to identify data needs for planned research and assist in finding or developing datasets to help advance future TIRP research.

Reference: Inventory of Data and Research on the Economic and Community Impacts of the Hiawatha LRT

[http://www.hhh.umn.edu/centers/slp/pdf/reports\\_papers/data\\_research\\_hiawatha\\_lrt.pdf](http://www.hhh.umn.edu/centers/slp/pdf/reports_papers/data_research_hiawatha_lrt.pdf)

#### **8. Watershed Assessment Tool**

*By Beth Knudsen, Minnesota Department of Natural Resources*

Interested in the ecological health of Minnesota's watersheds? Use DNR's new Watershed Assessment Tool, an interactive website designed to improve access to information about

Minnesota's natural resources and the ecological health of our watersheds:  
[http://www.dnr.state.mn.us/watershed\\_tool/promo.html](http://www.dnr.state.mn.us/watershed_tool/promo.html)

**Site Features.** Five components are used to describe the similarities and differences between watersheds:

- Hydrology
- Connectivity
- Biology
- Geomorphology
- Water quality

The tool has two distinct and equally important parts:

- a) **Explanatory Text:** Text is incorporated throughout the website to explain important concepts. Understanding these concepts and the connections between the five components is essential for comprehensive assessment of watershed health.
- b) **Maps:**
  - 1) **Online mapping interface:** The Watershed Assessment Map displays, summarizes and compares 40 GIS natural resource data layers by major watershed boundary. Spatial distribution and summary tables are used to describe the status of resource features for each component within a selected watershed.
  - 2) **MapBooks:** Also find downloadable pdf MapBooks for each major watershed and each component.

By streamlining access to a variety of GIS layers, important data becomes more accessible to resource managers from all disciplines. Used together, the map and the text will lead to a better understanding of the components, their connection to each other and the complexity of interactions to consider prior to making resource management decisions. Comments or questions can be directed to Beth Knudsen with DNR's Ecological Resources, Stream Habitat Program:  
[beth.knudsen@dnr.state.mn.us](mailto:beth.knudsen@dnr.state.mn.us) or 651-345-3332 ext 228.

## F) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE

### 1. **Coalition of Geospatial Organizations Becomes Official**

Reprint from Vector1Media: <http://www.vector1media.com/top-stories/corporate-news/coalition-of-geospatial-organizations-becomes-official/>

-- The Coalition of Geospatial Organizations (COGO) came into official being on August 4, 2008. Representatives of the eleven founding member organizations met at the ESRI Users' Conference in San Diego and voted unanimously to approve a set of Rules of Operation and Procedure that brought COGO into existence. Several attended via conference call and WebEx. COGO grew out of a series of stakeholder meetings among the leaders of national organizations involved in geospatial data and policy issues over the last several years. The groups realized that they had common interests and concerns and that they could increase their effectiveness by speaking with one voice wherever possible

After voting to formalize COGO by adopting rules of operation, the group selected an inaugural slate of officers. The Chair is Cy Smith from the National States Geographic Information Council, the Chair-elect is Curt Sumner from the American Congress on Surveying and Mapping, and the Secretary is George Donatello from the International Association of Assessing Officers.

"I know I speak for all organizations that have joined this coalition when I say that we are excited and optimistic about the potential to accelerate the advancement of a variety of national geospatial issues" said Oregon GIS Coordinator and NSGIC President Cy Smith. "We intend to begin immediately developing a collaborative advocacy agenda and aggressively pursuing those issues on which we can all agree. We invite other geospatial organizations and organizations with an interest in geospatial issues to join us as Member or Advisory Organizations."

The founding Member Organizations are:

American Congress on Surveying and Mapping (ACSM)  
American Society of Photogrammetry and Remote Sensing (ASPRS)  
Association of American Geographers (AAG)  
Cartography and Geographic Information Society (CAGIS)  
Geospatial Information Technology Association (GITA)  
GIS Certification Institute (GISCI)  
International Association of Assessing Officers (IAAO)  
Management Association for Private Photogrammetric Surveyors (MAPPS)  
National States Geographic Information Council (NSGIC)  
University Consortium for Geographic Information Science (UCGIS)  
Urban and Regional Information Systems Association (URISA)

The founding Advisory Organizations are:

National Association of Counties (NACo)  
National Emergency Number Association (NENA)  
Western Governors Association (WGA)  
American Planning Association (APA)

The next meeting of COGO is expected to be held in Washington, DC in October in conjunction with the next meetings of the Federal Geographic Data Committee and the National Geospatial Advisory Committee.

For more information about COGO, visit <http://www.urisa.org/cogo>.

**2. Regional Address Points Solution Influences Nation White Paper**

Will Craig has asked that Mark Kotz and the MetroGIS Address Work Group be recognized for their contributions to NSGIC's recently completed Address White Paper (Attachment B). According to Craig, the substance of the document was even more informed and influenced by Mark and the Work Group. Note, the photo in the lower-right corner of page 1 submitted by Kotz. Wisconsin appears to have more challenges than have been encountered thus far in the Twin Cities.

Craig also noted that NSGIC has created a Best Practices website. One of the major documents on the page is the MetroGIS Address Vision. See

<http://www.nsgic.org/committees1/bestPractices.cfm?cid=105>.

**3. National Geospatial Advisory Committee (NGAC) –Next Meeting October 15-16**

As of this writing, an agenda had not been published for the October meeting, although a recommendation regarding the Imagery for the Nation Program is expected to be a main focus. A detailed accounting of the Committee's charge and efforts, including a preliminary position statement on the IFTN program, can be viewed in an article published in the summer issue of ESRI's ArcNews at <http://apb.directionsmag.com/archives/4609-National-Geospatial-Advisory-Committee-Endorses-IFTN,-Looks-for-Input.html>.

**4. Hennepin County Commissioner Johnson's Recognized as GIS Hero**

See the article at <http://www.esri.com/news/arcnews/spring08articles/commissioner-randy.html> in which ESRI recognized Commissioner Johnson for his efforts to advance GIS technology.

**5. Invitation to Join OGC as an Aggregate Member**

At its June 18<sup>th</sup> meeting, the Coordinating Committee considered an invitation to join the Open Geospatial Consortium (OGC) as an Aggregate Members. Although the Committee identified benefits that could be gained from joining the OGC, members also identified concerns which they asked the Staff Coordinator to convey to OGC. As of this writing, OGC had not yet responded to the Committee's counter proposal.

**6. NACIO Report**

The National Association of State Chief Information Officers has just published, "*Governance of Geospatial Resources: 'Where's the Data? Show Me' -- Maximizing the Investment in State Geospatial Resources*" This report was published in July 2008. It can be viewed at

<http://www.nascio.org/publications/documents/NASCIO-GovernanceGeospatialResources.pdf>.

Minnesota's Enterprise GIS project is described on pp. 9-11, and three members of the Minnesota community -- Pat Cummins, Judson Person and Ed Valencia -- are cited in the Acknowledgements on p. 17.

**7. MetroGIS DataFinder Map Services Featured**

*Comments from Alison Slaats, Former DataFinder Manager*

With the release of ArcGIS version 9.3, ESRI is also announcing the “ArcGIS Desktop Resource Center”. The web site provides unified access to Web-based Help, online data, and key support services for ArcGIS Desktop.

In the Urban and Regional GIS Content section of the Resource Center, an ArcMap document providing MetroGIS DataFinder map services is featured as an example of free online GIS being served by urban and regional agencies.

The inclusion of DataFinder map services in this website shows that people beyond our region are interested in our work. In addition, it will provide another way for people to find out about DataFinder services and the MetroGIS organization.

**8. Time to Set Our Data Free: Web - Now Government - 2.0?**

Policy Board member Elkins called this article, by Neil Pierce to my attention as thought-provoking.

It can be viewed at <http://citiwire.net/post/34/>. Neil Pierce, who writes regular columns for the Washington Post and the weekly Nat'l League of Cities newspaper has started a new weekly e-column. Neil and our own Curt Johnson lead the "Citistates Group", a collective of regionalist consultants.

**9. Where and how is policy and governance connecting to the geospatial community and what are the challenges?"**

<http://vector1media.com/vectorone/?p=530>



# ATTACHMENT A

## MetroGIS: Performance Measures Case Study Planning Assistance for Growing Communities

**Primary Organization:** 1000 Friends of Minnesota  
**Staff Contact:** Sally Wakefield  
Geospatial Services Manager  
651-312-1000, ext. 13  
[swakefield@1000fom.org](mailto:swakefield@1000fom.org)

**Date of Interview:** Dec. 13, 2007

**Summary:** MetroGIS data makes it possible for the nonprofit 1000 Friends of Minnesota to assist small but growing communities on the edge of the region to plan their future and involve citizens more effectively in the planning process.

**Problem:** Minnesota’s population is growing steadily. Nowhere is that growth more evident than in a corridor running roughly from St. Cloud on the northwest through the Twin Cities metropolitan area and southeast to Rochester.

Many small communities in the path of this growth have a vision of maintaining their community character, open spaces and rural lifestyle, while also enjoying the economic development that growth can bring. However, they lack the financial and technical resources for adequate planning to make their vision reality.

In addition, it can be difficult for communities to engage their citizens in the planning process when the primary tools are abstract concepts like cluster housing or sustainable development. But when citizens can visualize their future using computer mapping tools, the concepts come to life.

**Solution:** Growing By Design Technical Resource Center, an initiative of the St. Paul-based nonprofit organization 1000 Friends of Minnesota, helps communities to think about their growth options, engage citizens in the planning process and forge a common base of understanding of planning concepts. It also brings geospatial data tools to small, growing communities that can’t afford to set up their own geographic information system (GIS).

For example, 1000 Friends worked with the City of Dayton, in northwest Hennepin County, as part of a University of Minnesota Center for Urban and Regional Affairs (CURA) program called “The Edge Project.” Funded by The McKnight Foundation, the project aimed to study issues faced by growing communities at the edge of the metro area and provide tools to help those communities with few technical and financial resources to do their planning.

1000 Friends assisted Dayton to develop a plan for parks, trails and open space. In 2000, the city had a population of 4,693 – a figure that is expected to grow to 28,700 in 2030. To create its 2030 comprehensive plan update, the city needed to determine where that growth will occur, what areas the city wants to preserve as parks and open space, and how to connect development and parks with a system of trails.

“Interactive mapping is a canvas to facilitate that planning,” said Sally Wakefield, Geospatial Services Manager for 1000 Friends.

One of the goals in Dayton’s open space planning process was to take advantage of the detailed and localized knowledge of city residents. To accomplish that, Wakefield and CURA’s Dan

Marckel used Google Earth aerial photos as a base map. They then layered on other data obtained through MetroGIS. Adding data like land use, surface water, significant natural areas, streets and sewer interceptors gave residents a more complete picture of what's already on the ground in their community.

During an all-day "note-taking exercise," residents were invited to come in at their convenience, look at the computerized maps and add information about different points or areas on the map. People could even add links to videos posted online, Wakefield said, such as someone describing the history of a farmstead or showing local nesting sites of declining bird species.

The resulting map was "remarkably detailed" and was very helpful in developing the city's parks, trails and open space plan, said Tim McNeil, who participated in the planning exercise and is now a member of the Dayton City Council. "But it will go way beyond that for our comprehensive planning process. I'm hoping to use the map to create overlays for our ordinances so that, for example, we can decide to establish a more stringent standard for low-impact development in more sensitive areas."

Part of the process was putting the maps on CD for residents to take home so they could get more familiar with the data. "Before the advent of public mapping systems like Google Earth only trained professionals had access to land-based data," Wakefield said. "These public tools help build trust and a better understanding of the data. They also help people better understand their entire community, not just the area they live in."

**Impact of MetroGIS:** "We used a ton of MetroGIS data for this project," said Wakefield, listing transportation, sewer interceptors, parcels, street centerlines, current and future land use, parks and metro greenways. "There are many datasets created and/or maintained by MetroGIS that are crucial to planning in the metro area. You can't get it anywhere else. It's great that people can search for regional data and get most of it in one place."

"We were working with a planner who had some GIS background but who didn't know where to get data or which data were most appropriate," Wakefield added. "We were not only able to access the data through MetroGIS DataFinder but we were able to educate the community about what data is available for their use."

"The mapping tools that 1000 Friends brought us were critical," said Erin Swtora, assistant to the Dayton City Administrator. "We're a very small city, and we don't have the cash flow to implement a major GIS and to maintain it. Sally was able to step in, set it up, and get all of the data we needed. She was essential to our planning process. I'm sure she saved the city money in the long run."

1000 Friends will continue to rely on MetroGIS datasets during its six-year Community Growth Options project being launched in 2008. Backed by a new \$1.5 million grant from the McKnight Foundation, 1000 Friends – in partnership with the CURA and the U of M's Humphrey Institute of Public Affairs – will deliver direct planning and implementation assistance to 10 rapidly growing communities both inside and outside the seven-county metro area.

## ATTACHMENT B

Original posted at [http://www.nsgic.org/hottopics/Addresses\\_FT\\_N\\_081808\\_FINAL.pdf](http://www.nsgic.org/hottopics/Addresses_FT_N_081808_FINAL.pdf).

(Next page)



## † Addressing Coordination Issues †

### *The Vision*

*There will be a continuously updated, nationwide, publicly available address dataset, complete with geographic coordinates, that meets the needs of all stakeholders.*

The data will cover all residential and non-residential structures, interior units, and other locations of critical interest. Address data will be available through a distributed system that is built and maintained locally, but accessible through regional and state web-based interfaces. The data will be developed locally, with local and state custodians acting as regional integrators that merge local data into region-wide databases. The data will be updated in a timely and regular manner, including new building permits and construction.

### *The Need*

Addresses are used for essential government services as well as by businesses and individuals in order to connect with others. The table to the right provides examples of how this data is used. Government agencies (listed in bold) require high-quality, current data to function well. Lives and property are at risk, for example, if first responders don't have accurate information about the location of emergency events, they may not arrive in a timely manner.

The example uses at right actually cover five categories of more general uses of addresses:

- Vehicle navigation, including emergency dispatch

USERS	PURPOSE
<b>Emergency Response, E9-1-1</b>	Police, Fire, Ambulance, Rescue
<b>School Districts</b>	School assignment, bus routing
<b>Assessors and Taxation Offices</b>	Building location
<b>Recorders and Auditors</b>	Property records
<b>Voter Registration</b>	Precinct assignment
<b>Planning &amp; Zoning Office</b>	Building permit, planning studies
<b>State Departments of Revenue</b>	Sales tax collection and distribution
<b>State Departments of Transportation</b>	Locate traffic accidents allowing access to FHWA funding to improve dangerous non-state roads.
<b>State Departments of Health and Human Services</b>	Track medical benefits, disease, births/deaths, and vulnerable populations.
<b>U.S. Post Office, UPS, FedEx, etc.</b>	Mail and package delivery
<b>U.S. Census Bureau</b>	Mail out census and survey forms, geocode responses
<b>Federal Emergency Management Agency (FEMA)</b>	Pinpoint disaster areas, provide relief
<b>Department of Homeland Security</b>	Locate & protect critical infrastructure
<b>Utilities (public &amp; private)</b>	Hookup, service calls, billing
Map and address companies (e.g. TeleAtlas, NAVTEQ, Pitney Bowes Group 1)	Sell to insurance companies, location based service companies, utilities, state and local government, etc.
Retail/Services (e.g., Sears, local plumber)	Delivery of goods and services
Internet maps (e.g. Google Maps & MapQuest)	Navigation maps for public use

- Postal and package delivery
- Administrative recordkeeping, including record-matching between different files, departments, or agencies.
- Creation and maintenance of authoritative local address repositories
- Address aggregation into regional, state, and national repositories



## Current System is Fractured

Addresses are created by local *Address Authorities*, usually a city or town, but sometimes the county. The new address information is provided to the owner and distributed to other organizations who need it, including various city and county offices, the US Postal Service, the phone company, other utilities, the school district, and the 9-1-1 authority. From that point, each of these offices is responsible for maintaining its own address file. Weaknesses of such a system include:

- No recognized standard for address data
- No central, authoritative database
- Agency databases diverge over time
- No feedback loop to address authority or other stakeholders
- Inconsistent delivery of new addresses to stakeholders
- Spotty capture of geographic coordinates

The 9-1-1/Emergency Response community maintains their own Address Location Identifier (ALI), which links phone number to address and the name of the appropriate fire, police, or ambulance provider for that location. They face a challenge as more homes go without a conventional landline and more 9-1-1 calls come from cell phones. From 2000 to 2006, the number of homes without a telephone doubled to 6.6 million<sup>1</sup>. New investments in Phase II technology, which enables a wireless phone to transmit its geographic coordinates, are helping 9-1-1 centers to properly locate cell phone callers and dispatch the proper first responders who can find those locations. Rural areas are lagging in implementing of this new

technology. The 9-1-1/Emergency Response office generally has the most complete address data, but often is not sharing this information with other government offices. Lack of coordinate information means that outside response teams, perhaps from adjoining communities, struggle to find unfamiliar addresses.

Federal agencies end up creating independent address databases, because there are no consistent or reliable state or local government sources. The U.S. Census Bureau has developed an independent Master Address File (MAF), complete with geographic coordinates, which it cannot share with others because of a federal law, Title 13 of the US Code, that many feel is outdated in its treatment of addresses based on privacy issues. The Department of Homeland Security has hired contractors to identify and locate critical infrastructure, because few states have that information available. This widespread duplication of effort in collecting the same basic information is inefficient and uneconomical.

## Problems We Face Today

Lives and property are lost because first responders cannot quickly and accurately locate the address of an emergency. This is a serious problem. It has occurred in every large city and in rural areas as well. It was a problem in the wake of Hurricane Katrina where rescue and recovery

operations were slowed by the lack of information about where people lived. The problem continues today as properties go into foreclosure. Inconsistent address systems clog communication among courts, sheriff offices, banks, inspectors, and residents. It's an ongoing problem for accidents at construction sites where workmen are injured and 9-1-1 entities haven't yet recorded an address for the worksite.

Other problems resulting from this fragmented system include:

- Tax-payer money is wasted as multiple agencies collect and maintain similar data. The Census Bureau is spending hundreds of millions of taxpayer dollars<sup>2</sup> collecting address data that it cannot share with others.
- The US Postal Service (USPS) cannot keep up with the 2 million addresses added each year by new construction and conversions of existing buildings into multiple occupancy units. They rely on input from cities and their own carriers, but that data is often inconsistent or untimely.<sup>3</sup>
- Many jurisdictions try to maintain redundant or inconsistent address data about the same territory, causing significant additional expenses. These include the city, county, school district, watershed district, election office, and emergency responders. The city of St. Paul spent 1,000 hours of staff time on the 2000 Census LUCA (Local Update of Census Addresses) activity, mostly because of record disparities among the various city departments maintaining address files.<sup>4</sup>
- Homeowners are frustrated by late or missed deliveries and service appointments. Those problems cause additional costs and lost revenue for the private sector

(Continued on page 3)



as it faces corrective measures and lost business.

- States working to collect and distribute sales taxes are struggling to do their work economically and equitably. Tax rates can vary across the state because of local additions to the state rate. Knowing which addresses are in each taxing jurisdiction is necessary when collecting taxes on goods purchased by mail order or Internet.<sup>5</sup> This information should be accessible to merchants at the time of purchase, but is often not available.

## Best Practices

The National States Geographic Information Council (NSGIC) has identified a number of state, county, and regional Best Practices around the country.<sup>6</sup> The authority to generate new addresses typically remains with the city or town, with counties often providing addresses in unincorporated areas. The well-established USPS standard is generally used and the emerging URISA/FGDC standard builds on the USPS standard. New addresses are assigned as early as possible within the

subdivision/building permit process. Secondary names are included where appropriate; e.g., City Hall, St. John's Hospital. Geographic coordinates are added from GPS field measurements, from orthophotography, or from official maps and sketches of building location submitted with the permit application. New entries are verified with quality control before being accepted. Information is sent to all stakeholders as soon as the address is issued, either directly or via a regional custodian.

The county or 9-1-1 authority becomes the regional custodian, assuming responsibility for maintaining a central authoritative database. The regional custodian is responsible for synchronizing new information streaming in from cities and towns with various levels of computer sophistication. Corrections identified by any of the participants are reported back to the local and regional custodians where they are verified, implemented, and distributed. Addresses and geographic coordinates are made available to the public via the Internet, while personal information, name and phone number, are typically kept private.

Several states have developed state-wide systems or support their counties in the development of federated systems that maintain and deliver address data across the state. The states of Maine, Connecticut, and Vermont in New England are collecting this data from their towns and Rhode Island is developing such a system. Ohio, Indiana, and West Virginia are working to build systems that will collect the data from their counties. Arkansas has created a state-level database of address ranges. The cost of the Vermont system is covered by normal 9-1-1 fees. Ohio, whose program includes both roads and addresses, matches local efforts with state capital funding and a mix of other sources.



### Footnotes

1. US Census Bureau: 2000 Census and 2006 American Community Survey.
2. "Census Bureau Awards \$600 Million Contract to Support Automation Project," [http://www.census.gov/Press-Release/www/releases/archives/census\\_2010/006676.html](http://www.census.gov/Press-Release/www/releases/archives/census_2010/006676.html), accessed August 4, 2006
3. Clayton Bonnell, "Postal Service addressing problem," US Postal Service, email sent to representatives of GITA, NENA, NSGIC, and URISA on December 3, 2007
4. Mark VanderSchaaf, former employee of St. Paul Department of Planning and Development, personal conversation, March 29, 2006.
5. The Streamlined Sales and Use Tax agreement involves a majority of the states; see <http://www.streamlinedsalestax.org/>
6. See <http://www.nsgic.org/committees1/bestPractices.cfm?cid=105>.

Graphic at left provided by Robert Hanson of Michael Baker Corporation

## The Ideal System

A national system of addresses should be created with government and the private sector each playing their part. This system should provide data seamlessly to those who need it for issues that cross political boundaries. This would result in many life- and cost-saving benefits. The ideal role played by each is outlined below.

### 1. Local Government Address Authorities – Cities and Counties

- Use best practices, including standards, for assigning and disseminating data about new addresses.
- Each maintains an authoritative database of their own addresses.
- All departments draw from that database and provide feedback on changes.
- Submit updated address information to the regional custodian
- **Benefit:** Saves resources. Local entities gain value from standard database that minimizes redundancy and error.

### 2. Counties or 9-1-1 authorities serve as the regional custodians of the data.

- Maintain an address database that includes information from all address authorities within their region.
- Receive updates from address authorities and verify the quality of that information.
- Distribute address and coordi-

nate data free of charge to the public and all participants.

- **Benefit:** Gains access to current, reliable data for internal use and trust from local governments by providing data service.

### 3. States provide statewide coordination and support to counties and 9-1-1 authorities

- Provide a central website for accessing address data from regional custodians: counties and 9-1-1 authorities.
- Provide training, technical guidance and standards to counties and 9-1-1 authorities.
- Serve as a backup system for the regional systems.
- Fill gaps by helping small and less affluent places fulfill their role.
- Provide matching grants to local government to develop their systems.
- **Benefit:** States gain ability to access data for internal purposes; e.g., sales tax management and medical benefits.

### 4. Federal government

- U.S. Postal Service, U.S. Census Bureau, Department of Homeland Security, and others are able to access and use data nationwide in a standard format (e.g. Lat/Long and U.S. National Grid coordinates).
- U.S. Census Bureau and U.S. Postal Service send notice of address data inconsistency to state and local governments

whenever they are found. Note: U.S. Census Bureau is currently unable to participate because of Title 13.

- U.S. Census Bureau is able to release geographic coordinate data, saving local government the expense of collecting that information. Access to coordinate data is also restricted by Title 13.
- **Benefit:** Federal government saves money and has access to current and accurate local data.

### 5. Private sector

- Assists with local implementation and maintenance on a fee for service basis.
- Provides technical resources for each level of government to fulfill its role.
- Provides business services for the aggregation, maintenance, and use of address data in government and the private sector.
- Uses nation-wide address data to develop new products and services to meet the needs of citizens, government, and the private sector.
- **Benefit:** Cheaper, better, and quicker for local government.



### National States Geographic Information Council

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**ABOUT NSGIC** — The National States Geographic Information Council (NSGIC) is an organization of States committed to efficient and effective government through the prudent adoption of geospatial information technologies. Members of NSGIC include delegations of state GIS coordinators and senior state GIS managers from across the United States. Other members include representatives from Federal agencies, local government, the private sector, academia and other professional organizations. A rich and diverse group, the NSGIC membership includes nationally and internationally recognized experts in GIS, geospatial data production and management, and information technology policy.

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**September 17, 2008**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 12:35 p.m.. Larry Charboneau, the newest member of the Committee who is with NCompass Technologies formerly known as The Lawrence Group, was asked to introduce himself. Chairperson Brown commented that Charboneau will be filling the GIS Consultant representative vacancy created when Terese Rowekamp resigned prior to the June meeting.

Members Present: *Academics:* Jeff Matson for Will Craig (U of M); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul), *Counties:* Pete Henschel (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), Gosh Gumm for Jim Bunning (Scott); and Jane Harper (Washington); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *State:* David Arbeit (GDA/LMIC) and Joella Givens (MN/DOT).

Members Absent: *Business Geographics:* (Vacant); *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* John Slusarczyk (Anoka), David Claypool (Ramsey), *Federal:* Ron Wencil (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), *State:* Tim Loesch (DNR); *Special Expertise:* Brad Henry (URS Corp.), *Utilities:* Allan Radke (Xcel Energy); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson and Jonathan Blake (MetroGIS staff support team)

Visitors: Mark Kotz (Metropolitan Council and member of the Technical Leadership Workgroup) and David Brandt (Washington County and Chair of the Technical Advisory Team)

**2. ACCEPT AGENDA**

Member Knippel moved and Member Wakefield seconded to approve the agenda, as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Member Wakefield moved and Member Knippel seconded to approve the June 18, 2008 meeting summary, as submitted. Motion carried, ayes all.

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

Chairperson Brown asked if there were any questions about the summary provided in the agenda packet. No questions or comments were offered.

**5. ACTION AND DISCUSSION ITEMS**

**a) Shared Application Needs – Phase II Progress Update**

Mark Kotz, Chairperson of the Technical Leadership Workgroup, provided an overview of the charges to the workgroup and its preparations for a November 20 Forum to define shared application needs. He stated that the Workgroup's goal is to present recommendations for specific shared application opportunities to the Committee for its consideration at the December meeting. Kotz's talking points, which were handed out at the meeting, are presented in Attachment A.

**b) Use of Uncommitted 2008 Regional GIS Project Funding**

Staff Coordinator Johnson summarized the reason for this agenda item – only \$23,500 of the \$25,000 budgeted were allocated by the Policy Board at its July meeting and that the Board had requested the Committee to offer recommendations for how to best use the remaining \$1,500. He noted that the



Board had also asked the Committee to consider the appropriateness of using these uncommitted funds to increase funding for the Geocoder service project as suggested by the project manager at the Board meeting. Johnson stated that the source of the subject funding is the Metropolitan Council and, therefore, the Council's procurement rules must be followed. In this case, this means there is a cap of \$1,400 (10 percent) in additional funding permitted to be used for the Geocoder service project without triggering the need to reauthorize the project.

Member Read, the project manager, explained the programming modifications that the project team had discovered the need for when testing the beta version of the service, for which the additional funds had been requested.

During the Committee's discussion of the request, Member Knippel asked for clarification of the statement made by the Staff Coordinator that if the Committee views the programming modifications as "enhancements", as opposed to critical to achieving the originally proposed functionality, that additional funding from the original project funder – the Council - should not be authorized. The Staff Coordinator went on to explain that the Council's initial investment was made, in part, to test the notion that open source application development will attract additional investor contributions to enhance functionality of such applications once they are placed into operation. He also noted that this project is one of a couple of open source pilots that are in progress, which he hopes will help shape business rules for deciding such matters down the road. Knippel offered that during this testing/education process that the idea should be considered that government investments in software should always result in open source licensure.

Member Knippel moved and Member Givens seconded to recommend that the Committee:

- 1) Concur that 2008 Regional GIS Project program funds should be used to rectify unanticipated programming issues encountered during development of the 2007 Geocoder Service Project.
- 2) Concur that rectification of the unanticipated programming issues is critical to proper functioning of the Regional Geocoding Service with regional datasets as originally conceived (a requirement of authorizing additional funding under Council procurement rules).
- 3) Recommend the maximum of \$1,400 to be used this propose, with the understanding that any additional modification of the Regional Geocoding Service must be treated as an "enhancement" and subject to confirmation that funds needed in addition to the subject \$1,400 have, in fact, been secured.
- 4) Assign responsibly to the Staff Coordinator to recommend policy and associated guidelines to guide decision making for funding requests from MetroGIS to enhance products developed with MetroGIS resources, in particular, open source products. Said policy must be in place prior to considering a specific request.

Motion carried, ayes all.

### **c) Exploring Shared Needs with Non Government Interests**

The Staff Coordinator summarized the proposal, as outlined in the agenda report, in particular the request of the Committee to offer examples of partnership possibilities, such as a regional land information system which would support queries of data provided by multiple, cross-sector producers.

Chairperson Brown questioned why a county representative had not been included in the list of candidate participants for the Phase I meeting of policy makers and senior non-government managers. He raised this concern from the position that as producers interest among counties in partnering must be confirmed. After some discussion, the group concurred that the focus should remain, as suggested, on partnering opportunities needed to achieve functionality enhancements that are supported by a range of data types and not limited to opportunities that rely upon existing endorsed regional datasets (e.g., parcel data).

Member Knippel continued by stating that in addition to the suggested land information model theme that the time is also ripe to explore partnering possibilities related to the theme of emergency preparedness. This comment led to a broad discussion about how best to stimulate the discussion at the Phase I forum - who should be invited to participate (e.g., utilities), need to structure the

conversation to ensure the focus is on collaborative objectives, and potential outcomes if partnering is successful.

Knippel offered the label of “current, accurate, virtual models of the community” as a means to better relate to the private sector’s business needs. He also concurred that the proposal to create a private sector coordinating committee would be a good way to test willingness on the part of non-government interests to engage and contribute to collaborative solutions with government interests.

Chinander offered the option of limiting the discussion initially to an emergency management focus as a way to engage the utilities, real estate, banking interests and possibly others, who possess information valuable to partnerships, but who have not elected to share data previously due the sensitivity of their data.

It was agreed that the methods and facilitation questions should drive toward the following outcomes and in terms that an executive can related to:

- Missed opportunities if there is no change in current geospatial environment
- High level business needs that the private sector shares with government. How can we do \_\_\_\_\_ better through partnering. Business function, NOT a data focus. The more concrete the better
- Contributions the private sector is willing to make to catalyze collaborative solutions (what does the private sector have that the public sector needs?)
- What does the private sector need to get in return to consider partnering with the public sector (e.g., non-disclosure agreements)?”.

Read suggested that the Phase I meeting should be targeted to one of the two major themes discussed at this meeting - **land information system or emergency management** - and that both options should be shared with the **Policy Board to decide among them**, with the understanding that the participants will be different. The Committee members concurred. The group also concurred that the **outcome(s) needs be more clearly defined** (e.g., 4-5 pilot projects to demonstrate the value cross-sector partnering and which resolve policy obstacles such as those presented with current non-disclosure requirements.)

Read then called attention to the statement made by the Staff Coordinator in the agenda report that if partnering with the private sector is demonstrated to be viable that MetroGIS’s current government-centric organizational would likely have to change to sustain cross-sector partnering. She asked staff to elaborate. The Staff Coordinator shared the major organizational/governance changes that he believed would be needed, including: securing legal standing, expanding the policy board to include non-government voting members, and implementing a mechanism that does not currently exist to nest regional organizations, such as MetroGIS, within a statewide structure for Minnesota, and ultimately within a national structure. He went on to note that the National Geospatial Advisory Committee (NGAC) has recognized exactly the same need and tasked one of its working groups, which he is a member, to investigate options to, in effect, reinvent the way we currently work across organizational lines to support core functions of the NSDI (e.g., regional parcel dataset that is interoperable with parcel data produced by adjoining jurisdictions).

Read asked if any work had been initiated to investigate specific organizational structure options. Johnson commented that this need had been shared with faculty at the University of Minnesota and that an NGAC colleague is also looking into other options to help frame the issues that will need to be addressed. In all cases, the axiom of form follows function would drive the evaluation. More specifically, once specific shared application needs are defined and partnering is demonstrated to be viable, the investigation will shift to evaluating specific organizational options appropriate for the desired partnership(s). The concept of an Information Utility, cited in the agenda report, was offered as an example of an idea that has been offered for further investigation. There was no further comment on this topic.

**d) Leadership Development Plan**

Jonathan Blake, lead author formerly with Richardson, Richter Associates, and the Staff Coordinator introduced this item. They reiterated that the purpose of requesting direction on the suggested and partially defined key elements proposed for the plan is to ensure that time is not wasted on topics/strategies that the Committee does believe to be relevant or which it does not agree.

Blake then led a conversation with the Committee to corroborate key ideas proposed for the detailed plan. Key points made in the discussion were as follows:

Item 4 - Development of a Leadership Development Structure: The group concurred that this proposal makes sense and expressed a desire to test and refine the proposed structure elements with the process to hire a Technical Coordinator, assuming permission is received to create and fill this position.

Item #6 - Address Volunteer Burnout: Concurred that a listing of current projects and participants should be provided on the website in a conspicuous location. The group also concurred that as next steps in the development of this Plan and the related Outreach Plan are pursued that the potential should be looked into to: a) add a mechanism to the website to support regular (daily updates?) postings of specific needs – technical and other - to keep stakeholders and potential participants aware of needs and opportunities to contribute, and b) support a means for potential contributors to identify themselves and explain how their skills/knowledge align with stated needs. (Editor's Note: this functionality is similar to that previously identified as part of a "portal")

Item #7 Substitutes/Surrogates: Concurred that encouraging members to arrange for alternates to attend meetings in their absence would serve an important educational purpose, that is, the alternate will generally learn more than they will be able contribute but would work toward developing broader understanding and interest among stakeholders needed to successfully transition to new leadership.

Item 8: Outreach Materials: Concurred with Member Harper's suggestion that a summary of what MetroGIS does, its current activities, etc. should be posted on the website for stakeholders to use when they train in new staff/policy makers about MetroGIS. All agreed that this material should be posted and available for the transition in Policy Board Chair anticipated to occur in April 2009.

Item #9 Bimonthly Meetings: Concurred that the concept of creating an executive committee should be investigated as an option to the Committee meeting more often. The Staff Coordinator also commented that in terms of making more progress on work objectives, a greater need exists for workgroups to frame and address issues and opportunities than for the Committee to meet. Read offered two other reasons to create an Executive Committee; to take some of the load of the Committee for administrative items as well as provide valuable leadership during transitions of key staff and committee leadership. Harper also suggested that the concept of an Executive Committee should be explored in conjunction with modifications to the existing "e-vote" authority to allow the committee to take action on non-administrative items under specified circumstances.

General:

- 1) The Chair suggested that a search should be conducted to determine how other organizations deal with transitions in key leadership before a workgroup is formed to expand upon the preliminary direction suggested to achieve the ten key elements. Blake commented that the references cited in the Reference Section of the agenda report provide a good starting place for such proven practices.
- 2) At Gelbmann's suggestion, the group concurred that a priority should be added to document Standard Operating Procedures as a component of preparing for transitions in key leadership (e.g., meeting preparations, hosting forums, data sharing practices, out sourcing/Request for Bids). It was agreed that staff and Committee leadership should share this recommendation with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

Committee concluded its consideration by postponing the creation of a workgroup to a later time, deferring to staff to offer suggested courses of action concerning refinement of ten key plan elements.

Chairperson Brown called for a ten minute break at 2:10 p.m. He also suggested that Agenda Items 5h and 5i be considered before Item 5g. The members concurred.

**e) 2009 Major Work Program Objectives - Finalize**

The Staff Coordinator summarized the proposed work objectives for 2009 as presented in the agenda report. He noted that the proposal includes objectives shown in *italics* that cannot be fully accomplished without the addition of a Technical Coordinator to the staff support team. They have been included to demonstrate the impact of the additional resource. He then asked the Committee members to offer suggestions as to any objectives that were missing or which should have less or more priority.

Vander Schaaf suggested, and the group concurred, that the results of Item 4 “Define Shared Application Needs” are expected to play a large role in demonstrating the value to the Council of investing in the Technical Coordinator position and, therefore, should be listed as the #2 in priority.

Charboneau asked why the Council is being looked to fund the Technical Coordinator position. The Staff Coordinator responded that there are two reasons: 1) a dilemma exists in that until shared application needs are defined, there is little basis upon which to begin to look beyond the Council for staff support and 2) in January, Council leadership recognized that the Council would benefit from investing in this position but that the subsequent imposition of a hiring freeze has complicated the position creation process. This response lead to a conversation about whether there is adequate potential for the Council to add the Technical Coordinator in order to continue to plan on it, as opposed to the need to put effort into developing a contingency plan in the event this position is not filled by the Council. Gelbmann and Vander Schaaf commented that there is hope that the results of the applications needs definition process will play a large role in providing the justification needed moving ahead despite the current hiring freeze. They also commented that a funded position exists but has not been able to be filled due to the hiring freeze. Chairperson Brown stated that MetroGIS is a child of the Council and as such he is looking to the Council for leadership to address this support need. No other staffing options were offered for consideration.

Knippel commented that there is a history of securing voluntary participation where value is perceived. This comment prompted a response by the Staff Coordinator that Technical Leadership Workgroup had concluded that a Technical Coordinator is needed to effectively support project management activities important to effectively utilizing volunteers and that continued use of a workgroup to serve as a surrogate coordinator is not workable in the long term.

The discussion than returned to the proposed 2009 objectives. Read suggested that the priority of Item 7 “Update Performance Measurement Plan” is to too high, offering that the emphasis should be on technical solutions (data and applications).

Harper suggested incorporating the concept of “stretch objectives” into the format in which the objectives are listed to help the Policy Board understand the core proposal and those items that we will attempt to accomplish time and resources permitting. She concurred with Member Read that Performance Measures Plan Update should be a lower priority than #7.

Charboneau asked if two additional columns could be added to the table that explains the proposed 2009 objectives – Who and Timeframe. This comment lead to a brief discussion of the need for the services of a Technical Coordinator to effectively define these dimensions for the actual projects. The Staff Coordinator acknowledged that some information about these two aspects could be provided but that it would be in the form of a high level deliverable, such as, defining who should be responsible for the detailed project plan and a general statement of the outcomes sought.

Given the number of suggested modifications and the announcement in Item 5a of the proposed November 20<sup>th</sup> forum to define shared application needs, the Staff Coordinator suggested postponing action on the 2009 program objectives until the Committee’s December meeting. The Committee agreed.

The Staff Coordinator agreed to work with the Technical Leadership Workshop to modify the format, in which the 2009 objectives are presented, to incorporate the ideas suggested by the Committee.

**f) 2009 “Foster Collaboration” Budget - Finalize**

The Committee concurred this item should be tabled until the agreement is reached in the major programs objectives for 2009 (see Item e, above) but also encouraged the Staff Coordinator to proceed with a process(es) to capture funds identified in the agenda report that will not likely be able to be used in 2008 for carry over to 2009.

The Staff Coordinator agreed to work with the Technical Leadership Workshop to prioritize use of funds if able to be carried over to 2009.

**h) GIS Demonstration for October Policy Board meeting**

The Staff Coordinator explained efforts that had been made to secure availability of presenters and that a presentation from Dick Carlstrom of TIES about how school districts are using the regional parcel dataset is recommended for the October meeting. Member Carlstrom briefly commented on the key points that he proposed to make to the Board. The Committee accepted Carlstrom’s offer to present to the Board at its October 22<sup>nd</sup> meeting.

**i) Change December Meeting Date**

It was explained that the originally proposed date of December 17 conflicts with the State IT Symposium. The members agreed to change the December meeting date to the Wednesday the 10<sup>th</sup>.

**g) Mn Drive to Excellence: State Agency Coordination Update**

The Staff Coordinator introduced this item by noting that Chairperson Reinhardt has asked for an update at the October 22 Policy Board meeting on the anticipated recommendations from the Mn Drive to Excellence: State Agency Coordination project. David Arbeit, member of the project team, explained the objectives and timeline for the project to the Committee but was only able to share generalities about the forthcoming recommendations, as the details had not been shared with the project team for consideration.

Harper suggested, and the Committee concurred, that when Arbeit appears before the Policy Board he should stress those recommendations which relate to interaction with non-state agency stakeholders and provide a summary of what they heard the non-state agency stakeholders say they needed from the state.

Vice Chairperson Wakefield acknowledged the importance of achieving better coordination among state agencies but encouraged Arbeit not to focus his comments to the Policy Board on recommendations to accomplish state agency coordination but rather that he emphasize those recommendations designed to accomplish coordination among state agencies and the remainder of the stakeholder community

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

The meeting adjourned at 3:40 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

## ATTACHMENT A

### Handout Agenda Item 5a

#### Technical Leadership Workgroup Charge

1. To define a process to identify and prioritize commonly needed geospatial web services and applications
2. To identify issues and solutions related to trusting and using web services
3. To define a more fully fledged mechanism – a broker – to discover and acquire or use geospatial data, web services, applications and other resources.

#### Additional Tasks

4. Encourage the development of rapid prototypes and examples.
  5. Inventory existing services and applications (populate Geoservices Finder)
  6. Promote and champion the concept of shared web services and applications.
- 

### 1. Commonly Needed for Geospatial Web Services and Applications

Planning a Needs Assessment with these Deliverables:

- List of high priority applications and web services for the MetroGIS community
  - This means there is consensus that they are very important and would be of benefit to many organizations
- Definition of who wants them, by organization type/sector
  - Who's business needs do they support?
- Description of how we benefit from these high priorities
  - What do they leverage?
  - What processes can take advantage of them?
- Expert recommendations from the TLW as to what MetroGIS should focus on in the next year and why (expert interpretation of the results)
- An evaluation of the needs assessment and prioritization process with the possibility of it being something we repeat periodically (e.g. annually) to reassess as technology and priorities change

We hope to hold the forum in 2008

We expect to invite about 30 people to represent MetroGIS stakeholders.

### 2. Trusting Web Services

### 3. A Broker for Web Services, Data and Other Geospatial Resources

- Formed a Geospatial Architecture Subgroup
- Defined a list of Quality of Service factors for web services
- Forming a vision for roles and responsibilities related to trust issues (central authority, service provider, service user)
- Defining the pieces of functionality for a fully fledged broker. Categories:
  - Search, Discovery, Inform, Administration



**December 10, 2008**

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

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

*(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)*

**12:30 to 3:30 p.m. (extend if needed)**

**See directory in lobby for meeting room location**

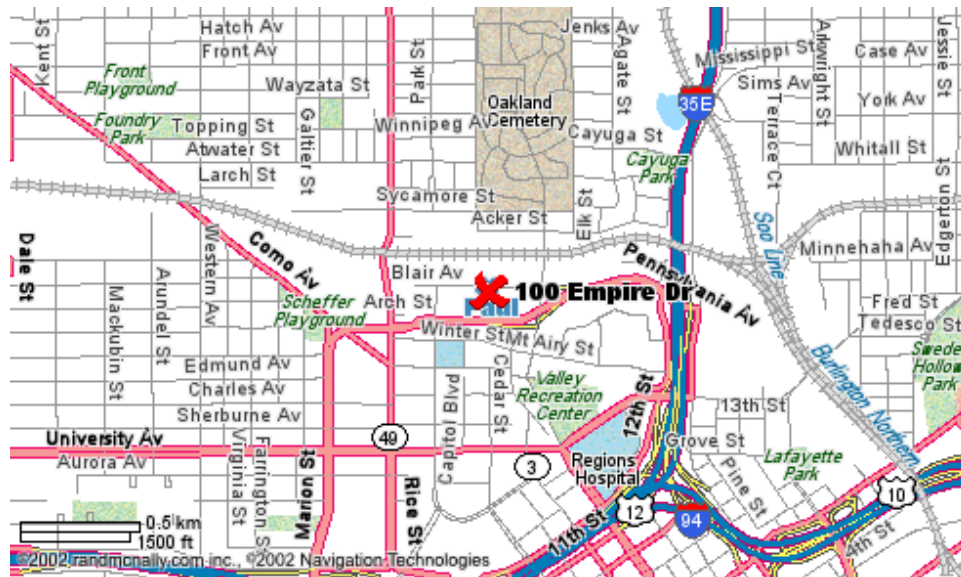
Page

<b>1. Call to Order</b>		
<b>2. Approve Agenda</b>	<i>action</i>	
<b>3. Approve Meeting Summary</b>		
a) September 17, 2008	<i>action</i>	<b>1</b>
<b>4. Summary of Oct 22<sup>nd</sup> Policy Board Meeting</b>		<b>8</b>
<b>5. Action and Discussion Items:</b>		
a) Election of Officers for 2009	<i>action</i>	<b>9</b>
b) Regional Geocoder Service – Final Project Report	<i>action</i>	<b>12</b>
c) Address Point Repository Synchronization Pilot –Final Project Report	<i>action</i>	<b>15</b>
d) Regional Solutions to Shared Application Needs – Recommended Next Steps	<i>action</i>	<b>19</b>
e) Streamlining Data Access for Emergency Responders	<i>action</i>	<b>21</b>
f) Mn D2E Functional Transformation Recommendations	<i>action</i>	<b>23</b>
g) 2009 Major Work Objectives – Finalize	<i>action</i>	<b>24</b>
h) 2009 “Foster Collaboration” Budget – Finalize	<i>action</i>	<b>38</b>
i) GIS Demonstration for January Policy Board meeting	<i>action</i>	<b>45</b>
j) 2009 Meeting Schedule	<i>action</i>	<b>49</b>
k) Fill Open Business Geographics and Non-Profit Committee Seats	<i>action</i>	<b>50</b>
<b>6. Major Project Updates:</b>		<b>58</b>
a) 2008 Regional GIS Projects – <i>Address Editing Tool, Landmarks Extension to Regional Geocoder Service and Mailing Label Service</i>		
b) Next-Generation Parcel Data Sharing Agreement		
c) Leadership Development Plan		
d) Performance Measurement Plan Update		
e) Exploring Shared Needs with Non Government Interests		
f) Add Technical Coordinator to Staff Support Team		
g) Fostering Collaboration With Adjoining Jurisdictions		
h) Outreach Plan Update		
i) Priority Business Information Need Solutions and User Satisfaction Forums		
<b>7. Information Sharing:</b>		<b>70</b>
a) National Geospatial Advisory Committee - October 4-5 Meeting Results		
b) Hennepin County Commissioner Johnson Recognized as GIS Hero		
c) Presentations / Outreach / Studies		
d) Metro and State Geospatial Initiatives Update		
e) Federal and National Geospatial Initiatives Update		
<b>8. Next Meeting</b>		
March XX, 2008		
<b>9. Adjourn</b>		

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

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**September 17, 2008**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 12:35 p.m.. Larry Charboneau, the newest member of the Committee who is with NCompass Technologies formerly known as The Lawrence Group, was asked to introduce himself. Chairperson Brown commented that Charboneau will be filling the GIS Consultant representative vacancy created when Terese Rowekamp resigned prior to the June meeting.

Members Present: *Academics:* Jeff Matson for Will Craig (U of M); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul), Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* Pete Henschel (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), Gosh Gumm for Jim Bunning (Scott); and Jane Harper (Washington); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *State:* David Arbeit (GDA/LMIC) and Joella Givens (MN/DOT).

Members Absent: *Business Geographics:* (Vacant); *Counties:* John Slusarczyk (Anoka), David Claypool (Ramsey), *Federal:* Ron Wencil (USGS); *Metropolitan:* David Bitner (Metropolitan Airports Commission), *State:* Tim Loesch (DNR); *Special Expertise:* Brad Henry (URS Corp.), *Utilities:* Allan Radke (Xcel Energy); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson and Jonathan Blake (MetroGIS staff support team)

Visitors: Mark Kotz (Metropolitan Council and member of the Technical Leadership Workgroup) and David Brandt (Washington County and Chair of the Technical Advisory Team)

**2. ACCEPT AGENDA**

Member Knippel moved and Member Wakefield seconded to approve the agenda, as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Member Wakefield moved and Member Knippel seconded to approve the June 18, 2008 meeting summary, as submitted. Motion carried, ayes all.

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

Chairperson Brown asked if there were any questions about the summary provided in the agenda packet. No questions or comments were offered.

**5. ACTION AND DISCUSSION ITEMS**

**a) Shared Application Needs – Phase II Progress Update**

Mark Kotz, Chairperson of the Technical Leadership Workgroup, provided an overview of the charges to the workgroup and its preparations for a November 20 Forum to define shared application needs. He stated that the Workgroup's goal is to present recommendations for specific shared application opportunities to the Committee for its consideration at the December meeting. Kotz's talking points, which were handed out at the meeting, are presented in Attachment A.

**b) Use of Uncommitted 2008 Regional GIS Project Funding**

Staff Coordinator Johnson summarized the reason for this agenda item – only \$23,500 of the \$25,000 budgeted were allocated by the Policy Board at its July meeting and that the Board had requested the

Committee to offer recommendations for how to best use the remaining \$1,500. He noted that the Board had also asked the Committee to consider the appropriateness of using these uncommitted funds to increase funding for the Geocoder service project as suggested by the project manager at the Board meeting. Johnson stated that the source of the subject funding is the Metropolitan Council and, therefore, the Council's procurement rules must be followed. In this case, this means there is a cap of \$1,400 (10 percent) in additional funding permitted to be used for the Geocoder service project without triggering the need to reauthorize the project.

Member Read, the project manager, explained the programming modifications that the project team had discovered the need for when testing the beta version of the service, for which the additional funds had been requested.

During the Committee's discussion of the request, Member Knippel asked for clarification of the statement made by the Staff Coordinator that if the Committee views the programming modifications as "enhancements", as opposed to critical to achieving the originally proposed functionality, that additional funding from the original project funder – the Council - should not be authorized. The Staff Coordinator went on to explain that the Council's initial investment was made, in part, to test the notion that open source application development will attract additional investor contributions to enhance functionality of such applications once they are placed into operation. He also noted that this project is one of a couple of open source pilots that are in progress, which he hopes will help shape business rules for deciding such matters down the road. Knippel offered that during this testing/education process that the idea should be considered that government investments in software should always result in open source licensure.

Member Knippel moved and Member Givens seconded to recommend that the Committee:

- 1) Concur that 2008 Regional GIS Project program funds should be used to rectify unanticipated programming issues encountered during development of the 2007 Geocoder Service Project.
- 2) Concur that rectification of the unanticipated programming issues is critical to proper functioning of the Regional Geocoding Service with regional datasets as originally conceived (a requirement of authorizing additional funding under Council procurement rules).
- 3) Recommend the maximum of \$1,400 to be used this propose, with the understanding that any additional modification of the Regional Geocoding Service must be treated as an "enhancement" and subject to confirmation that funds needed in addition to the subject \$1,400 have, in fact, been secured.
- 4) Assign responsibly to the Staff Coordinator to recommend policy and associated guidelines to guide decision making for funding requests from MetroGIS to enhance products developed with MetroGIS resources, in particular, open source products. Said policy must be in place prior to considering a specific request.

Motion carried, ayes all.

### **c) Exploring Shared Needs with Non Government Interests**

The Staff Coordinator summarized the proposal, as outlined in the agenda report, in particular the request of the Committee to offer examples of partnership possibilities, such as a regional land information system which would support queries of data provided by multiple, cross-sector producers.

Chairperson Brown questioned why a county representative had not been included in the list of candidate participants for the Phase I meeting of policy makers and senior non-government managers. He raised this concern from the position that as producers interest among counties in partnering must be confirmed. After some discussion, the group concurred that the focus should remain, as suggested, on partnering opportunities needed to achieve functionality enhancements that are supported by a range of data types and not limited to opportunities that rely upon existing endorsed regional datasets (e.g., parcel data).

Member Knippel continued by stating that in addition to the suggested land information model theme that the time is also ripe to explore partnering possibilities related to the theme of emergency preparedness. This comment led to a broad discussion about how best to stimulate the discussion at

the Phase I forum - who should be invited to participate (e.g., utilities), need to structure the conversation to ensure the focus is on collaborative objectives, and potential outcomes if partnering is successful.

Knippel offered the label of “current, accurate, virtual models of the community” as a means to better relate to the private sector’s business needs. He also concurred that the proposal to create a private sector coordinating committee would be a good way to test willingness on the part of non-government interests to engage and contribute to collaborative solutions with government interests.

Chinander offered the option of limiting the discussion initially to an emergency management focus as a way to engage the utilities, real estate, banking interests and possibly others, who possess information valuable to partnerships, but who have not elected to share data previously due the sensitivity of their data.

It was agreed that the methods and facilitation questions should drive toward the following outcomes and in terms that an executive can related to:

- Missed opportunities if there is no change in current geospatial environment
- High level business needs that the private sector shares with government. How can we do \_\_\_\_\_ better through partnering. Business function, NOT a data focus. The more concrete the better
- Contributions the private sector is willing to make to catalyze collaborative solutions (what does the private sector have that the public sector needs?)
- What does the private sector need to get in return to consider partnering with the public sector (e.g., non-disclosure agreements)?”.

Read suggested that the Phase I meeting should be targeted to one of the two major themes discussed at this meeting - **land information system or emergency management** - and that both options should be shared with the **Policy Board to decide among them**, with the understanding that the participants will be different. The Committee members concurred. The group also concurred that the **outcome(s) needs be more clearly defined** (e.g., 4-5 pilot projects to demonstrate the value cross-sector partnering and which resolve policy obstacles such as those presented with current non-disclosure requirements.)

Read then called attention to the statement made by the Staff Coordinator in the agenda report that if partnering with the private sector is demonstrated to be viable that MetroGIS’s current government-centric organizational would likely have to change to sustain cross-sector partnering. She asked staff to elaborate. The Staff Coordinator shared the major organizational/governance changes that he believed would be needed, including: securing legal standing, expanding the policy board to include non-government voting members, and implementing a mechanism that does not currently exist to nest regional organizations, such as MetroGIS, within a statewide structure for Minnesota, and ultimately within a national structure. He went on to note that the National Geospatial Advisory Committee (NGAC) has recognized exactly the same need and tasked one of its working groups, which he is a member, to investigate options to, in effect, reinvent the way we currently work across organizational lines to support core functions of the NSDI (e.g., regional parcel dataset that is interoperable with parcel data produced by adjoining jurisdictions).

Read asked if any work had been initiated to investigate specific organizational structure options. Johnson commented that this need had been shared with faculty at the University of Minnesota and that an NGAC colleague is also looking into other options to help frame the issues that will need to be addressed. In all cases, the axiom of form follows function would drive the evaluation. More specifically, once specific shared application needs are defined and partnering is demonstrated to be viable, the investigation will shift to evaluating specific organizational options appropriate for the desired partnership(s). The concept of an Information Utility, cited in the agenda report, was offered as an example of an idea that has been offered for further investigation. There was no further comment on this topic.

**d) Leadership Development Plan**

Jonathan Blake, lead author formerly with Richardson, Richter Associates, and the Staff Coordinator introduced this item. They reiterated that the purpose of requesting direction on the suggested and partially defined key elements proposed for the plan is to ensure that time is not wasted on topics/strategies that the Committee does believe to be relevant or which it does not agree.

Blake then led a conversation with the Committee to corroborate key ideas proposed for the detailed plan. Key points made in the discussion were as follows:

Item 4 - Development of a Leadership Development Structure: The group concurred that this proposal makes sense and expressed a desire to test and refine the proposed structure elements with the process to hire a Technical Coordinator, assuming permission is received to create and fill this position.

Item #6 - Address Volunteer Burnout: Concurred that a listing of current projects and participants should be provided on the website in a conspicuous location. The group also concurred that as next steps in the development of this Plan and the related Outreach Plan are pursued that the potential should be looked into to: a) add a mechanism to the website to support regular (daily updates?) postings of specific needs – technical and other - to keep stakeholders and potential participants aware of needs and opportunities to contribute, and b) support a means for potential contributors to identify themselves and explain how their skills/knowledge align with stated needs. (Editor's Note: this functionality is similar to that previously identified as part of a "portal")

Item #7 Substitutes/Surrogates: Concurred that encouraging members to arrange for alternates to attend meetings in their absence would serve an important educational purpose, that is, the alternate will generally learn more than they will be able contribute but would work toward developing broader understanding and interest among stakeholders needed to successfully transition to new leadership.

Item 8: Outreach Materials: Concurred with Member Harper's suggestion that a summary of what MetroGIS does, its current activities, etc. should be posted on the website for stakeholders to use when they train in new staff/policy makers about MetroGIS. All agreed that this material should be posted and available for the transition in Policy Board Chair anticipated to occur in April 2009.

Item #9 Bimonthly Meetings: Concurred that the concept of creating an executive committee should be investigated as an option to the Committee meeting more often. The Staff Coordinator also commented that in terms of making more progress on work objectives, a greater need exists for workgroups to frame and address issues and opportunities than for the Committee to meet. Read offered two other reasons to create an Executive Committee; to take some of the load of the Committee for administrative items as well as provide valuable leadership during transitions of key staff and committee leadership. Harper also suggested that the concept of an Executive Committee should be explored in conjunction with modifications to the existing "e-vote" authority to allow the committee to take action on non-administrative items under specified circumstances.

General:

- 1) The Chair suggested that a search should be conducted to determine how other organizations deal with transitions in key leadership before a workgroup is formed to expand upon the preliminary direction suggested to achieve the ten key elements. Blake commented that the references cited in the Reference Section of the agenda report provide a good starting place for such proven practices.
- 2) At Gelbmann's suggestion, the group concurred that a priority should be added to document Standard Operating Procedures as a component of preparing for transitions in key leadership (e.g., meeting preparations, hosting forums, data sharing practices, out sourcing/Request for Bids). It was agreed that staff and Committee leadership should share this recommendation with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

Committee concluded its consideration by postponing the creation of a workgroup to a later time, deferring to staff to offer suggested courses of action concerning refinement of ten key plan elements.

*Chairperson Brown called for a ten minute break at 2:10 p.m. He also suggested that Agenda Items 5h and 5i be considered before Item 5g. The members concurred.*

**e) 2009 Major Work Program Objectives - Finalize**

The Staff Coordinator summarized the proposed work objectives for 2009 as presented in the agenda report. He noted that the proposal includes objectives shown in *italics* that cannot be fully accomplished without the addition of a Technical Coordinator to the staff support team. They have been included to demonstrate the impact of the additional resource. He then asked the Committee members to offer suggestions as to any objectives that were missing or which should have less or more priority.

Vander Schaaf suggested, and the group concurred, that the results of Item 4 “Define Shared Application Needs” are expected to play a large role in demonstrating the value to the Council of investing in the Technical Coordinator position and, therefore, should be listed as the #2 in priority.

Charboneau asked why the Council is being looked to fund the Technical Coordinator position. The Staff Coordinator responded that there are two reasons: 1) a dilemma exists in that until shared application needs are defined, there is little basis upon which to begin to look beyond the Council for staff support and 2) in January, Council leadership recognized that the Council would benefit from investing in this position but that the subsequent imposition of a hiring freeze has complicated the position creation process. This response lead to a conversation about whether there is adequate potential for the Council to add the Technical Coordinator in order to continue to plan on it, as opposed to the need to put effort into developing a contingency plan in the event this position is not filled by the Council. Gelbmann and Vander Schaaf commented that there is hope that the results of the applications needs definition process will play a large role in providing the justification needed moving ahead despite the current hiring freeze. They also commented that a funded position exists but has not been able to be filled due to the hiring freeze. Chairperson Brown stated that MetroGIS is a child of the Council and as such he is looking to the Council for leadership to address this support need. No other staffing options were offered for consideration.

Knippel commented that there is a history of securing voluntary participation where value is perceived. This comment prompted a response by the Staff Coordinator that Technical Leadership Workgroup had concluded that a Technical Coordinator is needed to effectively support project management activities important to effectively utilizing volunteers and that continued use of a workgroup to serve as a surrogate coordinator is not workable in the long term.

The discussion than returned to the proposed 2009 objectives. Read suggested that the priority of Item 7 “Update Performance Measurement Plan” is to too high, offering that the emphasis should be on technical solutions (data and applications).

Harper suggested incorporating the concept of “stretch objectives” into the format in which the objectives are listed to help the Policy Board understand the core proposal and those items that we will attempt to accomplish time and resources permitting. She concurred with Member Read that Performance Measures Plan Update should be a lower priority than #7.

Charboneau asked if two additional columns could be added to the table that explains the proposed 2009 objectives – Who and Timeframe. This comment lead to a brief discussion of the need for the services of a Technical Coordinator to effectively define these dimensions for the actual projects. The Staff Coordinator acknowledged that some information about these two aspects could be provided but that it would be in the form of a high level deliverable, such as, defining who should be responsible for the detailed project plan and a general statement of the outcomes sought.

Given the number of suggested modifications and the announcement in Item 5a of the proposed November 20<sup>th</sup> forum to define shared application needs, the Staff Coordinator suggested postponing action on the 2009 program objectives until the Committee’s December meeting. The Committee agreed.

The Staff Coordinator agreed to work with the Technical Leadership Workshop to modify the format, in which the 2009 objectives are presented, to incorporate the ideas suggested by the Committee.

**f) 2009 “Foster Collaboration” Budget - Finalize**

The Committee concurred this item should be tabled until the agreement is reached in the major programs objectives for 2009 (see Item e, above) but also encouraged the Staff Coordinator to proceed with a process(es) to capture funds identified in the agenda report that will not likely be able to be used in 2008 for carry over to 2009.

The Staff Coordinator agreed to work with the Technical Leadership Workshop to prioritize use of funds if able to be carried over to 2009.

**h) GIS Demonstration for October Policy Board meeting**

The Staff Coordinator explained efforts that had been made to secure availability of presenters and that a presentation from Dick Carlstrom of TIES about how school districts are using the regional parcel dataset is recommended for the October meeting. Member Carlstrom briefly commented on the key points that he proposed to make to the Board. The Committee accepted Carlstrom’s offer to present to the Board at its October 22<sup>nd</sup> meeting.

**i) Change December Meeting Date**

It was explained that the originally proposed date of December 17 conflicts with the State IT Symposium. The members agreed to change the December meeting date to the Wednesday the 10<sup>th</sup>.

**g) Mn Drive to Excellence: State Agency Coordination Update**

The Staff Coordinator introduced this item by noting that Chairperson Reinhardt has asked for an update at the October 22 Policy Board meeting on the anticipated recommendations from the Mn Drive to Excellence: State Agency Coordination project. David Arbeit, member of the project team, explained the objectives and timeline for the project to the Committee but was only able to share generalities about the forthcoming recommendations, as the details had not been shared with the project team for consideration.

Harper suggested, and the Committee concurred, that when Arbeit appears before the Policy Board he should stress those recommendations which relate to interaction with non-state agency stakeholders and provide a summary of what they heard the non-state agency stakeholders say they needed from the state.

Vice Chairperson Wakefield acknowledged the importance of achieving better coordination among state agencies but encouraged Arbeit not to focus his comments to the Policy Board on recommendations to accomplish state agency coordination but rather that he emphasize those recommendations designed to accomplish coordination among state agencies and the remainder of the stakeholder community

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

The meeting adjourned at 3:40 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

## ATTACHMENT A

### Handout Agenda Item 5a

#### Technical Leadership Workgroup Charge

1. To define a process to identify and prioritize commonly needed geospatial web services and applications
2. To identify issues and solutions related to trusting and using web services
3. To define a more fully fledged mechanism – a broker – to discover and acquire or use geospatial data, web services, applications and other resources.

#### Additional Tasks

4. Encourage the development of rapid prototypes and examples.
  5. Inventory existing services and applications (populate Geoservices Finder)
  6. Promote and champion the concept of shared web services and applications.
- 

### 1. Commonly Needed for Geospatial Web Services and Applications

Planning a Needs Assessment with these Deliverables:

- List of high priority applications and web services for the MetroGIS community
  - This means there is consensus that they are very important and would be of benefit to many organizations
- Definition of who wants them, by organization type/sector
  - Who's business needs do they support?
- Description of how we benefit from these high priorities
  - What do they leverage?
  - What processes can take advantage of them?
- Expert recommendations from the TLW as to what MetroGIS should focus on in the next year and why (expert interpretation of the results)
- An evaluation of the needs assessment and prioritization process with the possibility of it being something we repeat periodically (e.g. annually) to reassess as technology and priorities change

We hope to hold the forum in 2008

We expect to invite about 30 people to represent MetroGIS stakeholders.

### 2. Trusting Web Services

### 3. A Broker for Web Services, Data and Other Geospatial Resources

- Formed a Geospatial Architecture Subgroup
- Defined a list of Quality of Service factors for web services
- Forming a vision for roles and responsibilities related to trust issues (central authority, service provider, service user)
- Defining the pieces of functionality for a fully fledged broker. Categories:
  - Search, Discovery, Inform, Administration



**TO:** Coordinating Committee

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

**SUBJECT:** October 2008 Policy Board Meeting Highlights

**DATE:** November 24, 2008  
(For the Dec 10<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on October 23. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/08\\_1022/08\\_01022m\\_draft.pdf](http://www.metrogis.org/teams/pb/meetings/08_1022/08_01022m_draft.pdf) for information about each item and other topics considered by the Board.

### **1. Data Sharing / GIS Coordination Experience During the RNC:**

In response to comments about data access constraints that were encountered by several organizations charged with supporting the RNC, the Board directed the Coordinating Committee to recommend a course of action to resolve these issues, specifically considering, but not limited to, the following outcomes (all options on the table):

- Creation of a 2-tier scheme in which emergency preparedness and response authorities have expedited access,
- Streamlining processes to obtain authority to access as well as physical access to the data,
- Consider a legislative solution that would provide the producers (e.g., counties for parcel data) with the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law,
- Investigate if there is a more efficient means than the current licensure process to achieve the protections needed by the producers from government in non-emergencies and non-government entities.

See the Committee's Agenda Item 5e.

### **2. Use of Uncommitted 2008 Regional GIS Project Funds**

An additional \$1,400 in 2008 Regional GIS Project program funds were authorized to rectify unanticipated programming issues encountered during development of the 2007 funded Geocoder Service Project.

### **3. Exploring Shared Needs with Non-Government Interests**

The Board accepted the strategy endorsed by the Committee at its September meeting. See the agenda report beginning on page 8 of the document at [http://www.metrogis.org/teams/cc/meetings/08\\_0917/08\\_0917packet.pdf](http://www.metrogis.org/teams/cc/meetings/08_0917/08_0917packet.pdf). This strategy will be implemented once the Committee decides next steps proposed following the November 20 Shared Information Need Forum. See the Committee's Agenda Item 5d for more information about potential application proposals.

### **4. Leadership Development Plan**

The Board approved the ten key elements recommended by the Committee upon which to develop a Leadership Development Plan. See the Committee's Agenda Item 6c for information about a Request for Bids to develop the actual Plan.

### **5. Mn Drive to Excellence: State Agency GIS Coordination**

The members agreed that this topic should be an action item at the January Policy Board meeting, at which time the Board expects to consider a recommendation concerning the proposed legislation. See the Committee's Agenda Item 5f for more information.





**TO:** Coordinating Committee

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

**SUBJECT:** Election of Officers

**DATE:** November 24, 2008  
(For the Dec. 10 Mtg.)

### **REQUEST**

The Committee is respectfully requested to elect a chair and vice-chair to serve the Committee during 2009.

### **BACKGROUND**

1. William Brown, Hennepin County, is completing his second term as Chair of the Committee having been reelected to serve in this capacity at the December 2007 meeting.
2. Sally Wakefield, 1000 Friends of Minnesota, is completing her first term as Vice Chairperson of the Committee, having been elected to serve in this capacity at the Committee's December 2007 meeting.
3. Operating Guidelines:
  - a. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.
  - b. Article III; Section 6 states "The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected."
  - c. Article III; Section 7 states "The Coordinating Committee shall annually elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected."
  - d. The Operating Guidelines state that the Committee's officers are limited to two consecutive terms, unless no one else is willing to serve.

### **RECOMMENDATION**

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2009.

## COORDINATING COMMITTEE MEMBERSHIP

(As of November 24, 2008)

Name	Organization	Organization Type
Will Craig/Jeff Matson	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
<i>vacant</i>	<i>(Need to decide if continue with 2 seats)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
<i>vacant</i>	<i>(Resigned September 2008)</i>	Private Sector (Business Geographics)
Larry Charboneau	NCompass Technologies/TLG	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)
Jim Engfer	City of St. Paul (AMM-Large City)	Public - City
Harold (Hal) Busch	City of Bloomington (AMM-Other Cities)	Public - City
David Claypool	Ramsey County	Public - County
Peter Henschel	Carver County	Public - County
Jane Harper	Washington County	Public - County
Jim Bunning	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencil	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
Mark Vander Schaaf	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Gordon Chinander	Metropolitan Emergency Services Board	Public - Metropolitan Gov.
Nancy Read	Metro Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Dick Carlstrom	TIES	Public - School Districts
David Arbeit	LMIC	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Tim Loesch	DNR	Public - State Agency
Mark Doneux	Capital Region Watershed District	Public - Watershed. District

### Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry (1997) <i>(no vice chair in 1996)</i>
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan
2005 - 2006	Nancy Read	Randy Knippel
2007 - 2008	William Brown	Ned Phillips (resigned June 2007) / Sally Wakefield (2008)

## **COMMITTEE LIAISONS**

Last updated – November 24, 2008

<b>Special Purpose Workgroups</b>	<b>Coordinating Committee Liaison</b>
Technical Leadership /Shared Application Needs	Nancy Read
Address Points	Nancy Read
County Data Producers	All seven county representatives to the Committee
Emergency Preparedness ( <i>Joint effort with GCGI</i> )	Randy Knippel
E911-Compatible Street Centerlines ( <i>Not active</i> )	Gordon Chinander
Technical Advisory Team	Ron Wencil, Rick Gelbmann



**TO:** Coordinating Committee

**FROM:** Geocoder Project Manager, Nancy Read (Metropolitan Mosquito Control District)  
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Regional Geocoding Application –Final Report

**DATE:** November 25, 2008  
(For the Dec 10<sup>th</sup> Meeting)

## INTRODUCTION

The purpose of this agenda item is to share the final report (separate document) for the Regional Geocoder Project with the Committee for its information and comment. In addition, the project manager, Nancy Read (MMCD), has been asked to share issues that had to be resolved along the way, that is, what worked and what didn't throughout the process of developing the Regional Geocoder Service.

The other members of the Geocoder Project Team, in addition to Nancy Read, were: Dave Bitner (MAC), Mark Kotz (Metropolitan Council), Jim Maxwell (TLG), Gordy Chinander (MESB), Chris Cialek, Jim Dickerson, and Pete Olson (LMIC), Bob Basquez (St. Paul), and Kent Treichel (MN Dept. of Revenue).

## DELIVERABLE

Many web-based mapping applications use an address look-up (geocoder). In this project, a group of MetroGIS participants identified a common need for a service that could take a request from an application and return a set of likely matching addresses and locations, using both address information in the Regional Parcel Dataset (and/or eventually the Address Points Dataset) and address ranges in the TLG Street Centerlines dataset.

After identifying requirements and sending out an RFP, the group chose to fund modifying the Postal Address GeoCoder ("PAGC"), an open-source geocoding application used for batch geocoding. Walter Sinclair, developer of PAGC, made the extensive changes required and wrote documentation for installation and use of the service, and LMIC staff installed the service and related data. The service was then put into production by projects at MMCD (see example in site at <http://www.mmcd.org/treatentripage.htm>) and MN-DNR and also used by Scott Co. and Met. Council staff. After the first month of use some revisions were requested, which are now in place and documented. The team worked with Metropolitan Council staff to set up an informational web site on the Geocoder, with links to the web service, general instructions, and full documentation (see <http://www.metrogis.org/data/apps/geocoder/>).

The service is fully functional for both street address and intersection look-up in the Metropolitan area, and is in active use. It returns not only x,y coordinates (latitude-longitude) and a standardized situs address and mailing city, but also parcel ID (if a parcel match was found). (See web site above for test form, or use in the application at MMCD link cited above.) The Team has updated the street and parcel data referenced by the geocoder and is working on automating those updates, aiming for weekly update of street data and (at least) quarterly update for parcels (parcel data update limited by pre-processing requirements at counties and Metropolitan Council). Tools and examples are available to help those wishing to use the service, including a SOAP wrapper for .NET programming, and an ArcTools extension to use the service in a desktop mapping environment.

Presentations about the geocoder were made at MN GIS/LIS meetings in 2007 and 2008, and an article was published in the fall 2008 issue of the MN GIS/LIS newsletter.

The Team hopes that other organizations needing address look-up functionality will use the service or code, and save many hours of programming and data maintenance.

The Final Report (separate document) contains a description the project, steps taken to develop it, examples of current uses of the finished product, plans for continuing work, lessons learned, and recommendations. Report attachments include the project definition, a technical description of how the geocoder works, and references.

### **DIRECTION REQUESTED**

A few topics presented in the final report are offered here for Coordinating Committee consideration and direction:

- **Data content quality** – When we started using the Parcel data in an application like this, small discrepancies in content format (or sometimes actual content errors) became stumbling blocks to producing consistent results. MetroGIS and data producers will need to discuss this issue at some point.
- **Licensing** – Having Open Source licensing has made it easy to handle distribution, and does not seem to have caused any problems (except for some initial questions from the Metropolitan Council’s legal department).
- **Hosting** – This project would not have been possible without an organization willing to host the service. We appreciate LMIC’s contribution. Having hosting capability available will be a key component in expanding jointly-developed services.
- **Project “Commons”** – This project currently uses the MetroGIS web site as its main information-sharing tool. It is becoming evident that we need a place for developers and users of a particular service to share news, tools, suggestions and questions. This will have to be further explored (especially in the context of an Open Source package that may be used anywhere in the world).

### **PROJECT BACKGROUND**

The project was recommended for funding by the Policy Board in July 2007 as a 2007 Regional GIS Project entitled **Geocoding Service and Application Code based on TLG Streets and/or Parcel Data**. Subsequently, an Interagency Agreement, between the Metropolitan Council and the Metropolitan Mosquito Control District (MMCD), was executed in December 2007. This agreement provided \$14,000 for development of the geocoding service. The Policy Board also approved \$1,400 in additional project funding at its October 2008 meeting to address unexpected programming issues critical to the functioning of the proposed service, bringing the total project funding from MetroGIS to \$15,400. An amended agreement was executed in late October for the additional \$1,400. Final payment (\$4,000 from the base agreement and the approved additional \$1,400) is scheduled to be paid following the Committee’s consideration of the final report. The agreement and amendment expire December 31, 2008. The MMCD has served as the lead agency. The approved scope of work is presented in Attachment A.

### **RECOMMENDATION**

That the Committee provide direction regarding any:

- 1) Topic(s) that it believes should be added to or further discussed in the final report (separate document).
- 2) Desired next steps or enhancements to Version 1 of the Regional Geocoder Application.

# ATTACHMENT A

## Scope of Work

### MetroGIS - 2007 Regional GIS Projects

#### Project Proposal:

#### **Geocoding Service and Application Code based on TLG Streets and/or Parcel Data**

#### Objective:

Many participants in MetroGIS, both governmental and private, are building web-based mapping applications to help citizens or staff find data related to an address. An address look-up (geocoder) is often the first step for access to these sites. A clear need exists for a service that could take a request from a web or desktop application and return a set of likely matching addresses and locations, based on address ranges in the TLG Street Centerlines dataset, and possibly also using the Regional Parcel Dataset and eventually the proposed Occupiable Units Address Points Dataset. This project would do two things:

1. Define requirements for a geocoding service that would address needs of MetroGIS participants, including functional requirements, data and support implications, and standards for data and the service itself, and determine priorities and feasibility.
2. Create and deploy an on-line geocoding service that would meet these requirements.

#### Activities Proposed:

- define functional requirements of a geocoding service for the MetroGIS community and decide scope of current project (e.g., single requests and/or batch, open or access-limited)
- define support issues, including data currentness, maintenance, and licensing, and host/service uptime and capacity needs
- assess relationship to applicable standards (National Street Address Standard, OGC location standard, SOAP)
- evaluate existing geocoding code offered by MAC, assess changes needed to meet MetroGIS community needs, and use funding for programming to make those changes and/or develop new code as needed.
- find an organization willing to host the service
- set up procedures for maintaining the referenced TLG street data and other data used
- explore use of the MetroGIS Regional Parcel Dataset or Occupiable Units Point Dataset (as available) as a resource to improve hit rate and accuracy
- add street intersection look-up (if there is sufficient interest)
- develop documentation for those planning to build applications that use the service or those wishing to use the geocoder code, either in open-source or ArcIMS environments

#### Participants:

An ad-hoc “geocoding workgroup” from the MetroGIS Technical Advisory Team has expressed interest in being involved with this project, including Jim Maxwell (TLG), Matt McGuire and Mark Kotz (Metro Council), Gordy Chinander (Metro Emergency Services Board), Bob Basques (City of St. Paul), Chris Cialek (LMIC), Dave Bitner (MAC) and Nancy Read (MMCD, contact for proposal correspondence, [nancread@mmcd.org](mailto:nancread@mmcd.org), 651-643-8386). This group gives good representation of likely organizations involved and skills/resources needed.

#### Funding Requested:

\$10,000 for programming and set-up, to be completed within 6 months of receiving funding. All code developed would be open-source and available freely after the project is completed. The geocoding service would also be freely available for public or private use (if/as arranged with TLG and Parcel license). If less funding is available the project would take longer to occur as it would have to be done with in-house resources by participants.

#### Benefits:

Any organization building a web site with address look-up in the metro could use the service or code and save many hours of programming and testing time, as well as saving on long-term maintenance of the underlying data.



**TO:** Coordinating Committee

**FROM:** Peter Henschel (Carver County), Project Manager  
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Regional Address Point Repository Synchronization Pilot –Final Project Report

**DATE:** November 28, 2008  
(For the Dec 10<sup>th</sup> Meeting)

## INTRODUCTION

The purpose of this agenda item is to share the findings from the Regional Address Point Repository Synchronization Pilot with the Coordinating Committee for its information and comment. The project manager, Peter Henschel (Carver County), will present the report and talk about what worked and what didn't throughout the development process and offer suggested next steps.

As several counties are planning to host the subject synchronization mechanism on their systems, a preliminary final project report is scheduled to be shared with county officials at a briefing on December 9. At the briefing, a demonstration will be given on how to install and use this tool. Since, there is a possibility that comments will be received at this meeting that should be included in the final project report, the final report is not attached. It will be handed out at the Committee meeting.

Peter was assisted on this project by Nicole Roepke, Carver County Database Administrator, and Brad Rupert, Carver County Business Analyst.

## DELIVERABLE

The Address Point Synchronization project produced a set of tools that created a process for counties and cities to upload their address point data to a regional dataset. The synchronization process takes the changes from an address point feature class, standardizes the records to conform to a XML Schema that meets the MetroGIS Address Point Specifications and loads them onto a regional FTP server. A job on the Regional Address Point Repository server will scan the FTP location for files, validate the schema of the file, import the data to the repository and send an email confirmation.

Counties or cities who maintain address point data can implement the synchronization. Carver County utilized Microsoft SQL Server and Visual Basic .NET to build the repository, but this does not limit other systems from implementing the synchronization, a solution could be built using the methodology within Carver County's process to produce the same XML file that is posted to the regional FTP server.

The final report will include procedures, standards, explanation of functionality developed, hardware specifications, software specifications, installation procedures, target users, guidance on implementing in different software and development environments, and lessons learned.

## Unresolved Issues/Next Steps:

- The synchronization process has been tested within Carver County's environment, but currently there is no regional host identified. In order for cities and counties to use the synchronization, a regional host must be created.
- A regional address point editing application is needed to collect address information from addressing authorities. For Carver County this is the next step to allow our cities to maintain their own address information and use the synchronization process to push the changes to the regional repository.

### **PROJECT FINANCING**

This project was recommended for funding by the Policy Board in July 2007 as a 2007 Regional GIS Project entitled **Regional Address Point Repository Synchronization Pilot**. This project was funded by MetroGIS because without this tool the vision of the Regional Address Point Database can not be realized. (See agenda Item 6a for an update on the other critical component – web based address editing tool.). The approved scope of work is provided in Attachment A. Subsequently, an Interagency Agreement, between the Metropolitan Council and the Carver County was executed. This agreement provided \$10,000 for this project. Payment has been made, as the agreement expired November 30, 2008. Notwithstanding, Peter has agreed to modify the tool and/or the final report to address concerns/suggestions that may be offered by county representatives at a meeting on December 9<sup>th</sup> or by the Committee at its meeting on December 10. Carver County has served as the lead agency.

### **RECOMMENDATION**

That the Committee provide direction regarding any:

- 1) Topic(s) that it believes should be added to or further discussed in the final project report.
- 2) Desired next steps or enhancements to Version 1 of the Regional Address Point Repository Synchronization Tool.



## ATTACHMENT A

# SCOPE OF WORK REGIONAL ADDRESS POINT REPOSITORY SYNCHRONIZATION PILOT

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### **Purpose**

The purpose of this document is to provide an overview of the technical solution proposed to keep City and County Address Point information synchronized with the Regional Address Point Repository.

### **Overview**

Many counties and cities maintain or are in the process of building address point databases either incorporated within GIS or linked to GIS. This address information is useful within entities and to neighboring entities. In order to share address point information in a consistent and universal manner, an XML schema will be developed to represent the storage of address data within the Regional Address Point Repository. The XML Schema may include all of the National Street Address Standard fields. It may also include fields that are not used by each Address Authority.

Through this synchronization process, address point data will be collected in change sets, compiled to an XML file that fits the XML Schema, posted to an FTP location at the Regional Address Point Repository. A job on the Regional Address Point Repository server will scan the FTP location for files, import them to an internal archive location, validate each file against the schema, and finally import the address information into the Regional Address Point Repository Database. Email confirmations can be configured to be sent to those that want confirmation that their data was processed.

### **Foundation**

The ideas presented in this proposal are based on the assumption that Microsoft SQL Server, ESRI-Arc Products, and Visual Basic .Net will be used to build the repository. It is also assumed that these same tools will be used to build the local and county address point repositories. These technologies will be referenced in this document. However, the true basics of data transmission will rely on FTP and XML data files. Should an Address Authority wish to participate in the repository, they will be able to do so by using the tools mentioned above to use the standard implementation or by building their own solution that can produce and consume these low level technologies. As long as the correctly formed XML file can be generated and posted to the FTP site, that data can be included in the Regional Address Point Repository.

### **Synchronization Process**

The synchronization process will begin with the selection of records, at the source, that have been changed (included adds, changes, and deletions) since the last synchronization.

This dataset will be collected and output to XML. The synchronization table will be multi-functional, allowing potential Address Authorities to use the same process to send address change information in a different mapping schema to another destination. For example, Carver County will be sending data to the Regional Address Point Repository in XML, sending Excel information back to cities within Carver County, and transferring data between division databases at the county.

The XML output will be stored into a file that will be named using the date and a unique code for the Address Authority (GNIS code). A DTS package will move the file from the SQL Server to the FTP location at the Regional Address Point Repository.

A scheduled job on the SQL Server of the Regional Address Point Repository will scan the FTP location for files. When a file is detected, it will be copied to an archive location on the repository server. The archived file will be accessed to verify that it is a valid file. Then the original file from the FTP location will be moved to a processing directory on the repository server. The processing file will be opened and validated against the XML Schema.

Errors in schema validation will be logged and emailed to the configured contact at that Address Authority. In that situation, the processing file will be deleted from the processing directory. If the schema validation is successful, success will be logged and synchronization processing will begin.

Synchronization processing will involve importing of the data from the XML processing file into a preliminary processing table. From this table separate stored procedures will be used to update records, append records, and deactivate records – based on the unique primary key starting with the Address Authority's GNIS code.

This processing will occur within a transaction so that if one portion of the synchronization fails, all changes to the Address Authority's dataset will be rolled back. If there are no errors, the transaction will be committed. A synchronization success or fail SMTP email message will be sent to the Address Authority's configured contacts.

### **Next Steps**

Further design work will be included in the project to generate a data model, a detailed technical design specification, a project plan, and detailed task list. Design discussion with the Address Workgroup will also be needed to review the ideas surrounding definition of an Address Authority change and subsequent data transition options so that handling can be built into the overall design.

Field mapping between fields in the Carver County Address Point database and fields in the pilot repository will be furnished to each of the participating counties as a starting point for their mapping. This will be provided before project completion so that counties can prepare their mapping information for the implementation phase.

The implementation phase of the plan will include creation of all database objects by T-SQL script, testing of the system on a small-scale Carver County pilot repository, implementation of the solution at the Regional Host Location (or another pilot location if the regional custodian is not yet determined), and 5 hours of support for each County within MetroGIS that wishes to implement the synchronizer, to configure the SQL Server at that level to transmit data. Additional support at a County level will not be included in this proposal.

Continued monitoring and maintenance of the synchronization system at the Regional Address Point Repository is not included in this proposal.

### **Final Project Deliverables**

- (1) The report described in Section 1.01(b);
- (2) Uncompiled VB.NET solution code files;
- (3) Raw T-SQL database object scripts;
- (4) Compiled VB.NET application code with a distributable setup package;
- (5) Transactional database schema scripts; and
- (6) Written installation instructions describing how to run the setup package and deploy the database scripts in SQL Server and Windows environment.

The uncompiled VB.NET and T-SQL database object scripts will be readable with either simple tools like Notepad or Visual Studio and SQL Sever toolsets. Each county will receive each of these items. Any custom changes to the code will be the responsibility of the editor to test, compile and implement.



**TO:** Coordinating Committee

**FROM:** Mark Kotz, Technical Leadership Workgroup Chair  
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Addressing Shared Application Needs – Recommended Next Steps

**DATE:** December 1, 2008  
(For the Dec 10<sup>th</sup> Meeting)

### INTRODUCTION

The purposes of this agenda item are to:

- share with the Committee the findings of the November 20<sup>th</sup> *Geospatial Applications and Web Services Needs Forum*, hosted by the Technical Leadership Workgroup (TLW)
- present the analysis and recommendations of the TLW for the Committee’s consideration and direction.

The members of the Technical Leadership Workgroup are: Chair Mark Kotz (Met. Council), Chris Cialek (LMIC), Nancy Read (MMCD), John Carpenter (Excensus), Jim Maxwell (NCompass Technologies), David Bitner (MAC), Bob Basques (St. Paul), and Robert Taylor (Carver Co.)

### FINDINGS – NOVEMBER 20 FORUM

**Summary of Forum:** The purpose of the forum was to “Develop a prioritized list of commonly needed geospatial applications and web services.” 23 subject matter experts participated in the forum representing the breadth of MetroGIS stakeholders. Participants were asked to brainstorm on ideas for needed geospatial applications and web services. 42 unique ideas were identified. Each idea was discussed in the group to reach a common understanding of the idea. Then a prioritization exercise was held to find out who would use such an application or web service and who would consider it a high priority. In general forum participants reported they found the meeting effective, fun, and a great way to make contacts and share ideas.

**Results and Analysis:** A Forum turnaround document can be found at [www.metrogis.org/teams/workgroups/shared\\_app/forum\\_11-20-08/Forum\\_Turnaround\\_Document.pdf](http://www.metrogis.org/teams/workgroups/shared_app/forum_11-20-08/Forum_Turnaround_Document.pdf) It includes a list of attendees, a description of each idea and rankings from the prioritization exercise. For example, the top eight ideas based on “total dots” were

- |                               |   |
|-------------------------------|---|
| • Free parcel WFS             | • Feature services for all data         |
| • USPS address verifier       | • Critical infrastructure data services |
| • Statewide geocoding service | • Jurisdictions at a point              |
| • Best image service          | • Government service finder             |

However, **further analysis of the results is critical to providing useful recommendations.** After the forum, the Technical Leadership Workgroup held two, three-hour meetings to review and analyze the results and develop recommendations. The second meeting had not happened at the time of this report. The actual results and analysis, beyond the turnaround document, will be presented at the Coordinating Committee meeting.

### RECOMMENDATION

That the Committee:

- 1) Accept the Turnaround Document for the November 20, 2008 forum, entitled *MetroGIS Geospatial Applications and Web Services Needs*. (As presented at the web address cited above.)
- 2) Comment on next steps recommendations provided by the Workgroup at the meeting.

## Background

1. When the 2008-2011 MetroGIS Business Plan was adopted, MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:
  - Expand solutions to shared geographic information needs beyond data-centric solutions to include **applications** and, if necessary, related infrastructure.
  - When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the **jurisdictions that adjoin** the Twin Cities metropolitan area.
  - Seek opportunities to **partner with more non-government interests** to collaboratively address information needs they share with government interests.
2. Two workshops (see Items 3 and 4, below) have been hosted by MetroGIS in 2008 to act on the direction received to pursue solutions to shared application needs; the most recent being the subject of this report. Although both workshops focused on applications, they have also provided a valuable catalyst to investigating partnering opportunities with non-government interests. See Agenda Item 6e for more information.
3. The first MetroGIS shared application-related workshop was held on January 24, 2008. It was entitled “*Meeting Shared Needs Beyond Data*”. The primary focus was to define the appropriate roles for MetroGIS to pursue concerning solutions to shared application needs. On April 23, the Policy Board endorsed the following four roles as appropriate for MetroGIS as it pursues collaborative solutions to shared needs for applications and web services:
  - Leadership,
  - Coordination,
  - Policy direction, and
  - Testbed funding to leverage the GIS resources possessed in the metropolitan region

The complete forum summary document can viewed at [www.metrogis.org/teams/workgroups/shared\\_app/forum\\_1-24-08/08\\_0527%20Workshop%20Summary.pdf](http://www.metrogis.org/teams/workgroups/shared_app/forum_1-24-08/08_0527%20Workshop%20Summary.pdf)
4. The second forum and subject of this report was held on November 20<sup>th</sup> and was called “*MetroGIS Geospatial Applications and Web Services Needs Forum*”. The forum turnaround document can be found at [www.metrogis.org/teams/workgroups/shared\\_app/forum\\_11-20-08/Forum\\_Turnaround\\_Document.pdf](http://www.metrogis.org/teams/workgroups/shared_app/forum_11-20-08/Forum_Turnaround_Document.pdf)



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Streamlining Data Access for Emergency Responders  
**DATE:** November 26, 2008  
(For Dec 10<sup>th</sup> Meeting)

## **INTRODUCTION**

The Policy Board has requested a recommendation from the Committee that addresses data access issues incurred by organizations with responsibility for support of public safety operations during the Republican National Convention (RNC) held in the St. Paul this past September.

## **DIRECTION FROM POLICY BOARD**

On October 22, the Policy Board received a briefing about how the Twin Cities GIS community aided with support of the RNC. The briefing was provided by Gordon Chinander, GIS Coordinator with the Metropolitan Emergency Services Board. In addition to complimenting the community for coming together to provide outstanding support, Chinander also identified several data access issues, which although were eventually overcome, took several weeks to do so – time that is not available in emergency situations. Chinander noted that the subject data is superior to national data sources otherwise available to the subject support organizations with a “need to know” and which they greatly benefited from and appreciated once they gained access. (See Attachment A for an excerpt of the meeting summary.)

In response to Chinander’s comments, the Policy Board unanimously requested that the Coordinating Committee recommend “a course of action to resolve data access issues that arose in preparation for the RNC, specifically considering but not limited to the following outcomes (all options on the table):

- Creation of a 2-tier scheme in which emergency preparedness and response authorities have expedited access,
- Streamlining processes to obtain authority to access, as well as, physical access to these data,
- Consider a legislative solution that would provide the producers (e.g., counties for parcel data) with the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law,
- Investigate if there is a more efficient means than the current licensure process to achieve the protections needed by the producers from government in non-emergencies and non-government entities.”

## **MEETING WITH REPRESENTATIVE OF MN OFFICE OF INFORMATION POLICY**

On October 23, the Staff Coordinator met with Laurie Beyer-Kropuenske, with the Mn Office of Information Policy. John Hoshal, LMIC and member Emergency Management Committee of the Governors Council on Geographic Information, also attended. During our conversation, a high-level strategy was conceived to investigate the potential of a legislative solution that, in the time of declared emergencies, would provide the liability protections secured through the current licensure process without the often lengthy approval process. It was agreed that the concept should be initially limited to the Twin Cities and that champions must be secured from all affected government umbrella organizations (e.g., Metro Cities, Mn Association of Counties, Emergency Managers). Ms. Beyer-Kropuenske expressed interest in assisting with the investigation but, as of this writing, had not confirmed her participation.

## **RECOMMENDATION**

That the Coordinating Committee appoint one or more of its members to oversee projects to:

- 1) Document, as specifically as possible, the data access issues that arose during support of the RNC (e.g., data themes, procedures, organizations)
- 2) Secure acceptance from the existing GCGI and/or MetroGIS emergency preparedness workgroups or establish a workgroup charged with crafting the recommendation requested by the Policy Board at its October 22 meeting.
- 3) Present a solution by not later than May 1, 2009.
- 4) If legislation is involved, secure the necessary sponsors for presentation during the 2010 session.

## ATTACHMENT A

### Excerpt from the October 22 Policy Board Meeting Summary

#### 5. Data Sharing / GIS Coordination Experience During the RNC

Gordon Chinander, GIS Coordinator for the Metropolitan Emergency Services Board and member of the MetroGIS Coordinating Committee, was invited by Chairperson Reinhardt to talk about the GIS community's experience at the RNC. He began his comments by stating that this was the first time that local GIS capabilities had been invited by the federal establishment to participate in the on-site management of a major event of this type and that the commanders were so impressed that GIS related procedures implemented for support of the RNC will be used for future such events. MetroGIS's efforts were complemented in terms of: 1) establishing regional datasets – interoperability is critical; 2) fostering an environment where data sharing is valued and the norm; 3) establishment of communication links, establishment of a standard metro area coordinate system. (The slide presentation can be viewed at [http://www.metrogis.org/teams/pb/meetings/08\\_1022/5\\_slidesPolicyBoardRNC.ppt](http://www.metrogis.org/teams/pb/meetings/08_1022/5_slidesPolicyBoardRNC.ppt).)

Chinander commented that data licensing requirements required significant effort over a period of several weeks to work through; the point being that in times of emergencies the time horizon is minutes not weeks. He suggested that establishment of a 2-tier access scheme whereby emergency access is differentiated from other forms of access as strategy to resolve this problem. Chinander also commented on two other items for which this community could improve: 1) establish a better communication tree to make sure that everyone with a need to know is contacted and 2) improve the currency of framework emergency preparedness datasets. In response to comment from Vice-Chairperson Kordiak that the licensing concerns raised are within the purview of the counties to resolve, the members agreed that the Coordinating Committee should be asked to propose a recommended course of action. Others also concurred that the Committee should work with the Governor's Council on Geographic Information on this recommendation and that emergency managers from all forms of government should be involved in the evaluation of options and eventual recommendation.

Member Schneider also encouraged the Committee to investigate a legislative solution wherein the counties would receive the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law.

**Motion:** Pistilli moved and Vice-Chairperson Kordiak seconded to direct the Coordinating Committee to recommend a course of action to resolve data access issues that arose in preparation for the RNC, specifically considering but not limited to the following outcomes (all options on the table):

- Creation of a 2-tier scheme in which emergency preparedness and response authorities have expedited access,
- Streamlining processes to obtain authority to access as well as physical access to the data,
- Consider a legislative solution that would provide the producers (e.g., counties for parcel data) with the protections they are seeking via licensure and wherein the penalties for noncompliance are stipulated in state law,
- Investigate if there is a more efficient means than the current licensure process to achieve the protections needed by the producers from government in non-emergencies and non-government entities.

Motion carried, ayes all.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Mn Drive to Excellence: State Agency GIS Coordination Update  
**DATE:** December 1, 2008  
(For Dec 10<sup>th</sup> Meeting)

## INTRODUCTION

In preparation for the January Policy Board meeting, the Coordinating Committee has been asked to comment on recommendations of the State Agency GIS Coordination Initiative, which is underway as a Drive to Excellence project. As of this writing, the recommendations had not been shared with MetroGIS but they are expected to be available before the Committee's meeting and will be forwarded, if possible before the meeting. In particular, comment is requested from the Committee as to how the recommended courses of action might catalyze or otherwise impact MetroGIS's ability to achieve its objectives.

The principal purpose of the Drive to Excellence initiative is to recommend a mechanism to ensure that State Agencies coordinate on matters related to use of GIS technology. To read more about the project visit <http://www.gis.state.mn.us/committe/MSDI/dte.htm>.

## SUMMARY OF OCTOBER POLICY BOARD PRESENTATION

At its October meeting, the Policy Board received a progress update about this Drive to Excellent project from Fred Logman, a member of the project support team. Logman noted that a legislative proposal was under development to achieve the desired coordination, a principal component being assignment of cabinet level responsibility to ensure the desired coordinating. He commented that the proposal was expected to be available for review in late November and that the plan is to seek Legislature consideration during the 2009 session. Logman also shared results of a workshop held in June 2007 at which input was obtained from non-state agency stakeholders that will be incorporated into the proposal (see [http://www.gis.state.mn.us/committee/MSDI/dte/D2E\\_stakeholder\\_nonstate\\_turnaround.pdf](http://www.gis.state.mn.us/committee/MSDI/dte/D2E_stakeholder_nonstate_turnaround.pdf) for the complete report).

During the Policy Board's conversation with Mr. Logman, members asked if the intent is for the proposed legislation to build upon accomplishments of MetroGIS to which Chairperson Reinhardt, a member of the project's non-state-agency steering committee, stated that she personally has ensured that MetroGIS experience has been taken into consideration.

Logman closed by agreeing to contact MetroGIS leadership when the pending legislative proposal is available for comment. The Board members concurred that this topic should be an action item at the January meeting.

## CONTEXT - DRIVE TO EXCELLENCE: STATE AGENCY GIS COORDINATION INITIATIVE

In 2005, Governor Tim Pawlenty launched the State of Minnesota's *Drive to Excellence (DTE)*, beginning a process of refocusing state government as an enterprise serving all citizens, rather than an amalgamation of independent entities serving individual constituencies.

No agency is currently responsible for coordinating GIS within state government, although LMIC and other organizations somewhat fill this void. The purpose of this project is to develop, recommend and implement an organizational and governance framework to coordinate and support GIS as an "enterprise" activity of state government. The principal project focus is state government, with the understanding that local and regional governments and other stakeholders are partners and customers.

## RECOMMENDATION

That the Coordinating Committee offer advice for consideration by the Policy Board as to how the recommended courses of action might catalyze or other impact MetroGIS's ability to achieve its objectives.



**TO:** Coordinating Committee

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

**SUBJECT:** 2009 Major Program Objectives

**DATE:** November 26, 2008  
(For the Dec. 10<sup>th</sup> Meeting)

### **INTRODUCTION**

Committee approval is requested for major program objectives that it wants to strive to accomplish in 2009. The Committee's recommendation will be forwarded in January to the Policy Board for acceptance.

The proposed listing of work objectives provided in Attachment C includes changes previously requested by the Committee in its review of the preliminary proposal in September (see the Reference Section for the changes requested). These objectives also comprise the foundation upon which the proposed 2009 "Fostering Collaboration" budget was developed (see agenda Item 5h).

### **SUPPORT LIMITATIONS - LESS PROGRESS IN 2008 THAN HOPED FOR**

Several objectives set for 2008 are proposed to be carried over to 2009. (See Attachment A for an explanation of progress made and not made for each of the 2008 objectives.)

When the program objectives for 2008 were adopted in October 2007 there was hope that adding a Technical Coordinator to the MetroGIS staff support team was achievable by summer 2008. An agreement-in-principal had been received from Council leadership in late January that addition of this position would benefit the Council and a business case had been submitted to Council management to actually create the position. Unfortunately, due to a hiring freeze enacted last spring and a currently projected major state budget deficit, the likelihood of filling this position with Metropolitan Council resources remains an unknown, although work continue with Human Resources to develop the position description.

Further, when the 2008 objectives were set there was no indication that MetroGIS's Administrative-Technical support position would be lost, which occurred when the incumbent left mid-winter. That position was subsequently incorporated into the proposal to create the Technical Coordinator position. Consequently, several of the responsibilities of administrative-technical position are not currently supported, most notably capturing and formatting of performance measurement reporting metrics.

On the positive side, the impact of the support limitations on progress able to be made in 2008 could have been much worse had the members of the Technical Leadership Workgroup (Reference Section) not volunteered to serve in the role of a quasi Technical Coordinator. In so doing, the workgroup ensured that significant progress has been made to address MetroGIS's top 2008 priority initiative -- define shared application needs. These individuals deserve special recognition and a big thank you. A thank you is also in order to the Metropolitan Council's GIS Unit for permitting Mark Kotz to assume a lead staff support role for this important workgroup.

### **PROPOSED 2009 PROGRAM OBJECTIVES**

The proposed program objectives for 2009 offer an ambitious slate of activities. Rather than pare back 2009 program expectations, staff believes it important to present the Policy Board with an optimistic picture of the mix of outcomes likely if the proposed supplemental support resources (below) can be secured. **Key objectives** suggested include:

- Continuing to make progress, not only to define shared application needs, but also to begin to implement solutions,
- Continuing efforts to enhance regional solutions that are in place.
- Continuing to make progress to implement a Regional Address Points Dataset.



- Pursuing partnerships with non-government entities to address shared geospatial needs.
- Implementing a plan to ensure known obstacles to data sharing do not materialize.
- Reinstating an effective performance measurement program.
- Implementing an effective Leadership Development Plan to ensure sustainability.

#### **MAJOR ASSUMPTIONS – 2009 PROGRAM OBJECTIVES**

1. MetroGIS’s 2009 “Foster Collaboration” function budget request (Agenda Item 5h) will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on several application related priority objectives.
3. An agreement will be executed by January 1, 2009 between the Metropolitan Council and the seven counties authorizing continued access to the regional parcel dataset, without fee, by government and academic interests.
4. The agreement with The Lawrence Group authorizing access, without fee, to government and academic interests to their Street Centerline Dataset will be renewed before January 1, 2009.
5. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. Representatives from key stakeholder organization will continue to actively participate in MetroGIS’s efforts to define and implement sustainable solutions to shared geospatial needs.
7. Creditable proposals will be submitted in response to a Request for Bids to assist MetroGIS develop a Leadership Development Plan and the 2008 funding for this project will be permitted to be carried over for use in 2009.
8. Creditable proposals will be submitted in response to a Request for Bids to assist MetroGIS develop a update its Performance Measurement Plan to align with the objectives set forth in the 2008-2011 Business Plan and the 2008 funding for this project will be permitted to be carried over for use in 2009.

#### **SUPPORT IMPLICATIONS**

As is the case in 2008, completion of several of the proposed 2009 objectives will not be possible unless the responsibilities of the proposed Technical Coordinator position are fulfilled, at least on an interim basis. (These activities are identified in Attachment C, shown in *italics*, preceded by “\*\*”.)

Professional service contracts, to supplement staff support, appear to be the best option to ensure continued progress is made on initiatives important to keeping up with changing stakeholder needs. As such, and in accordance with a request from Chairperson Reinhardt to ensure that budgeted funds are not lost, two Requests for Bids were published the week of November 24 to provide support assistance for two high priority projects – Leadership Development Plan and Update of the Performance measurement Plan. If credible bids are received and one or both of these projects is able to move forward with 2008 funds, 2009 funds will be freed up for use on other priority needs.

#### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Modify the suggested 2009 program objectives presented in Attachment C, as it deemed appropriate.
- 2) Request the Policy Board to adopt the Committee’s recommended major 2009 program objectives.

## REFERENCE SECTION

### 1. Excerpt from the Committee's September 17, 2008 Meeting Summary:

#### 5e) 2009 Major Work Program Objectives - Finalize

The Staff Coordinator summarized the proposed work objectives for 2009, as presented in the agenda report. He noted that the proposal includes objectives shown in *italics* that cannot be fully accomplished without the addition of a Technical Coordinator to the staff support team. They have been included to demonstrate the impact of the additional resource....

...Vander Schaaf suggested, and the group concurred, that the results of **Item 4 “Define Shared Application Needs”** are expected to play a large role in demonstrating the value to the Council of investing in the Technical Coordinator position and, therefore, **should be listed as the #2 in priority.**

Charboneau asked why the Council is being looked to fund the Technical Coordinator position. The Staff Coordinator responded that there are two reasons: 1) a dilemma exists in that until shared application needs are defined, there is little basis upon which to begin to look beyond the Council for staff support and 2) in January, Council leadership recognized that the Council would benefit from investing in this position but that the subsequent imposition of a hiring freeze has complicated the position creation process. This response led to a conversation about whether there is adequate potential for the Council to add the Technical Coordinator in order to continue to plan on it, as opposed to the need to put effort into developing a contingency plan in the event this position is not filled by the Council. Gelbmann and Vander Schaaf commented that there is hope that the results of the applications needs definition process will play a large role in providing the justification needed moving ahead despite the current hiring freeze. They also commented that a funded position exists but has not been able to be filled due to the hiring freeze. Chairperson Brown stated that MetroGIS is a child of the Council and as such he is looking to the Council for leadership to address this support need. No other staffing options were offered for consideration.

Knippel commented that there is a history of securing voluntary participation where value is perceived. This comment prompted a response by the Staff Coordinator that Technical Leadership Workgroup had concluded that a Technical Coordinator is needed to effectively support project management activities important to effectively utilizing volunteers and that continued use of a workgroup to serve as a surrogate coordinator is not workable in the long term.

The discussion then returned to the proposed 2009 objectives. Read suggested that the priority of **Item 7 “Update Performance Measurement Plan” is too high**, offering that the emphasis should be on technical solutions (data and applications).

Harper suggested incorporating the concept of “**stretch objectives**” into the format in which the objectives are listed to help the Policy Board understand the core proposal and those items that we will attempt to accomplish time and resources permitting. She concurred with Member Read that Performance Measures Plan Update should be a lower priority than #7.

Charboneau asked if **two additional columns** could be added to the table that explains the proposed 2009 objectives – **Who and Timeframe**. This comment led to a brief discussion of the need for the services of a Technical Coordinator to effectively define these dimensions for the actual projects. The Staff Coordinator acknowledged that some information about these two aspects could be provided but that it would be in the form of a high-level deliverable, such as, defining who should be responsible for the detailed project plan and a general statement of the outcomes sought.

Given the number of suggested modifications and the announcement in Item 5a of the proposed November 20<sup>th</sup> forum to define shared application needs, the Staff Coordinator suggested postponing action on the 2009 program objectives until the Committee's December meeting. The Committee agreed. The Staff Coordinator agreed to work with the Technical Leadership Workshop to modify the format, in which the 2009 objectives are presented, and to incorporate the ideas suggested by the Committee.

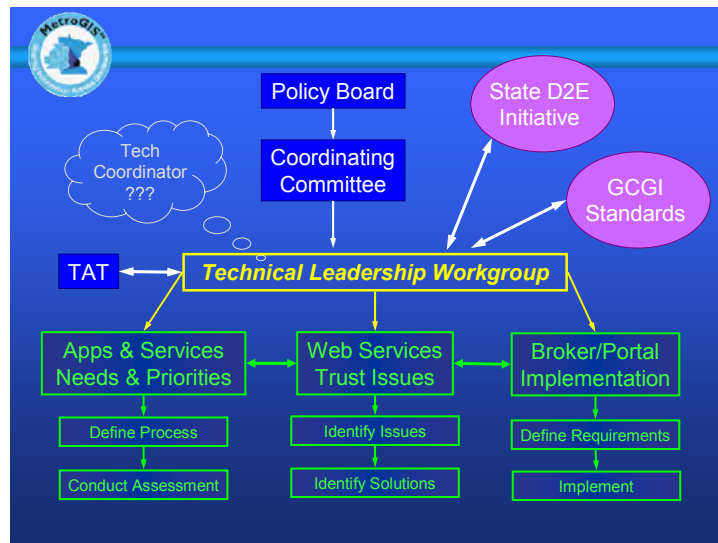
## 2. Technical Leadership Workgroup

The Coordinating Committee authorized creation of this workgroup in March 2008. At its June meeting, The Committee authorized the Workgroup to proceed with a more integrated process of defining and addressing shared application and web service needs than had been originally anticipated when the workgroup was created by the Committee in March.

Specifically, the workgroup received direction to work on four charges (Steps 2-5 listed in the table below) as an integrated project in accordance with the organizational structure illustrated below. The Committee's original direction to the workgroup was limited to addressing Step 2.

Except from the Table presented on the table on page 50 of the Committee's agenda packet:

Next Step	Priority	Strategy Remainder 2008-
1. Define a strategy to secure a Technical Coordinator and initiate negotiations	Very High	Establish dedicated staff position to work with Staff Coordinator and hire as soon as possible; Technical Leadership Steering Workgroup or mobility assignments cover tasks until hire.
2. Define and prioritize specific shared application and service needs. (Investigate do along with 2 <sup>nd</sup> -generation definition of priority shared data/information needs)	Very High	Timing and strategy will depend upon whether Technical Coordinator is secured Begin immediately, if possible, with oversight from the Technical Leadership Steering Workgroup.
3. Populate metadata for GeoServices Finder, including the creation of template to promote standardization	High	Use original project workgroup plus related state workgroups to define a strategy – <i>candidate 2008 Regional GIS Project?</i> Timing and strategy may depend upon whether Technical Coordinator is secured
4. Define a more fully developed geographic data, applications and services broker based on needs outlined by the forum, the state conceptual geospatial architecture plan and the GeoServices Finder project.	High	Develop a more mature, MetroGIS specific vision of what a full geo data and services finder and broker would be, what resources would be needed to support it, and candidate implementation scenarios. Begin to champion the concept. Leverage the state Broker project workgroup.
5. Explore methods for establishing trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust	High	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Technical Advisory Team and/or special workgroup. Leverage the delivery of the Geocoder service as a test bed for developing documentation for custodial roles and responsibilities, in particular in the form of a Service Level Agreement that build on the current practice of documenting these aspects via Regional Solution Policy Statements.



**Technical Leadership Workgroup Members:**

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

## ATTACHMENT A

### Progress on MetroGIS's 2008 Program Objectives

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

Objective	Sub-objective	Progress in 2008
1. Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan and addition of Technical Coordinator	N/A	<u>In progress</u> . State hiring freeze major impediment to creating Technical Coordinator position. Technical Leadership Workgroup filled role to the extent possible
2. Sustain traditional "foster collaboration" support activities <sup>(1)</sup>	N/A	<u>Ongoing</u> . Not aware of any issues with support for accepted custodial roles and responsibilities. However, monitoring for user satisfaction concerns is a role of the performance measurement program that has not been available in 2008.
3. Execute the Next-Generation Parcel Data Sharing Agreement, including clarification of rules pertaining to "view-only" access via Internet applications without prior licensure)	N/A	<u>In progress</u> Adoption by all seven counties in process and anticipated to be completed by December 31, 2008.
4. ** Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and begin implementation in accordance with this role(s)	N/A	<u>In progress</u> Major roles for MetroGIS defined via January 24 <sup>th</sup> workshop and adopted by the Policy Board at April meeting. November 20 forum hosted to identify specific application/ web services. Defining specific applications is taking longer than anticipated as a result of not having the support of a full time Technical Coordinator. Carry over to 2009
5. Complete in-progress initiatives, including:		
	a. **Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution	<u>In progress</u> : - Data synchronization pilot complete 12/08 - Consultant selected for Web-editing prototype. Development expected to begin in 01/09. Carry over to 2009
	b. **Define a strategy to address shared Emergency Preparedness information needs	<u>In progress</u> : - Joint venture with GCGI Committee - CAP Grant received to test MetroGIS model
	c. Geocoding Pilot Project	<u>Complete</u> .
6. ** Define outcomes desired for a more fully developed geographic data, applications and service broker	N/A	<u>In progress</u> . Defined as a Technical Leadership Workgroup responsibility in June. Carry over to 2009
7. **Populate metadata for GeoServices Finder, including creation of a template to promote standardization	N/A	<u>Not begun</u> . Defined as a Technical Leadership Workgroup responsibility in June. Carry over to 2009

8. <i>**Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</i>	N/A	<u>Initiated.</u> Two counties contacted by phone only due to limited resources. Agreed to further talks but no substantive progress. Carry over to 2009
9. Adopt a plan to achieve an orderly succession of leadership (Leadership Development Plan)	N/A	<u>In progress.</u> The Policy Board adopted 10 key elements for the plan on 10/22/08. A request for bids was published on 11/24 for consulting services to assist with development of the actual plan. Carry over to 2009
10. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	N/A	<u>Postponed.</u> Committee deferred until shared application need priorities are defined. Carry over to 2009
11. Initiate development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities	N/A	<u>Not begun.</u> Loss of Technical Administrative support, specialist at RRA who worked n 2008-2011 Business Plan, and no Technical Coordinator are all contributing factors. Carry over to 2009 or later

<sup>(1)</sup> Traditional activities that comprise the MetroGIS "foster collaboration" function include:

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

## ATTACHMENT B

### Suggested Modifications to Preliminary 2009 Major Program Objectives – Adopted April 2008 (Marked-Up Version – Presented to the Committee for Comment on September 17, 2008)

(\*\*Indicates an activity that is at least in part dependent upon securing additional technical leadership and coordination resources).  
("Priority" – means as agreed upon by the Coordinating Committee in March 2008 when it recommended the preliminary 2009 work program)

Preliminary Objective (Numbers intended to designate relative importance))	Proposed Modified Objective	Priority for 2009 / Comments
1. <del>Seek reaffirmation of role expectations by key stakeholders (e.g., sponsors and custodians) to ensure they are supportive of the policies and objectives set forth in the new Plan and addition of Technical Coordinator</del>	<u>Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team sufficient to carry out the 2009 program objectives defined herein</u>	<b>Very High.</b> Partial carry over from 2008. Until a person is hired, rely upon the Technical Leadership Workgroup to continue to fill the Technical Coordinator role to the extent possible.
2. Sustain traditional "foster collaboration" support activities <sup>(1)</sup>	No change	<b>Very High</b>
3 Execute the Next-Generation Street Centerline Data Access Agreement	No change	<b>Very High</b>
4. <del>**Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and begin implementation in accordance with this role(s)</del>	<b>**Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and pursue implementation in accordance with this role(s)</b>	<b>Very High.</b> Partial carry over from 2008. Complete the prioritization process and begin implementation. (Combine with the following task that had initially been scheduled for 2009. This objective is the principal means to act upon the Business Plan directive to seek out partnering opportunities with non-government interests. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (This #4, and #8, #9 and #10 below). The processes used to define the shared needs will seek broad input to expand understanding of MetroGIS efforts.
5. <del>**Leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</del>	<b>**Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</b>	<b>High. Proposed Very High.</b> Partial carry over from 2008 and combine with preliminary 2009 task to begin leveraging these working relationships. Increased importance because a scope enhancement specifically called for in Business Plan.
5. <del>**Pursue implementation of solutions to specific shared needs for applications and web services.</del>	Combined with the above task	<b>High</b>
	<u>6. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.</u>	<b>Proposed Very High</b> Board approval of key elements to be addressed in the Leadership Development Plan is anticipated in Oct 2008. Committee postponement of action at the March and June meetings resulted in not being able to complete this item in 2008 as had been originally proposed. Development

Preliminary Objective (Numbers intended to designate relative importance))	Proposed Modified Objective	Priority for 2009 / Comments
		of strategies to attain the deliverables called for in the key elements is schedule to begin in Nov 2008, with completion winter 2009.
7. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	No change	<b>High. Proposed Very High</b> Without effective performance measurement, there is no way to know if strategies are working. Dependent upon availability of supplemental technical and administrative support. Postpone until priorities for applications identified.
8. <del>**Define outcomes desired for a more fully developed geographic data, applications and service broker</del>	<i>**Define outcomes desired for a more fully developed geographic data, applications and service broker and pursue implementation of a more fully developed geographic data, applications and service broker</i>	<b>High.</b> Partial carry over from 2008. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, this #8, #9 above and #10 below).
9. <i>**Explore methods for Enhancing Trust in reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate roles for MetroGIS in establishing that trust.</i>	No Change	<del>Medium.</del> <b>Proposed High.</b> This topic was elevated in prominence when it was assigned to the Technical Leadership Workgroup in June 2008 as 1 of 4 tasks associated with addressing sharing application needs (#4, #5, above, this #9 and #10).
10. <i>**Populate metadata for GeoServices Finder, including creation of a template to promote standardization</i>	No change	<b>High.</b> Carry over from 2008. Related to and potential testbed component for Item 5. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, #8, #9 above, and this #10).
11. <i>**Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution</i>	No change	<b>High.</b> Partial carry over from 2008. This activity is expected to serve as a prototype to assist with the outcomes defined in Item 9 (Enhancing trust)
12. <del>Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities</del>	<u>Initiate and</u> complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	<b>High.</b> Partial carry over from 2008. The original 2009 objective called for completing this plan. However, completion is unlikely unless current support resource deficiencies (loss of Technical Administrative support, specialist at RRA who worked n 2008-2011 Business Plan, and no Technical Coordinator) are resolved.
13. <del>Investigate need for creation of a new organizational/governance structure to address priority shared geospatial needs</del>	Investigate need for creation of a new organizational/governance structure to address priority shared geospatial needs <u>(in conjunction with Item #4 - to extent necessary to achieve goal of partnering with non-government interests.)</u>	<del>Low.</del> <b>Proposed High.</b> An initiative launched fall 2008 to explore partnering opportunities with non-government interests (#4 above) is expected to bring this topic to the table.
<del>**Pursue implementation of a more fully developed geographic data, applications and service broker</del>	Combined with the above task	<del>High.</del>
14. <i>**Conduct Peer Review Forums for endorsed regional solutions to shared information needs</i>	No change	<b>High.</b> Dependent upon availability of supplemental technical and administrative support.
15. Refresh design of MetroGIS website	Need identified during Regional GIS Project discussions	<b>New Proposal</b> - not previously ranked



<b>Preliminary Objective</b> (Numbers intended to designate relative importance))	<b>Proposed Modified Objective</b>	<b>Priority for 2009 / Comments</b>
16. <b>**Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 11, above)</b>	No change	<b>High. Propose Medium.</b> If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to “Prepare a support Plan for DataFinder”. Otherwise, consolidate with a plan for the replacement application.
17. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	No change	<b>High. Propose Medium.</b> Carry over from 2008. Initiate once shared application need priorities are defined (Item #4). The processes used to achieve Item #4 will be broadly participatory, addressing the intent of the call for an updated outreach plan.
18. <b>**Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset</b>	No Change	<b>Medium.</b> Postpone until Peer Review Forum hosted for current TLG Street Centerline Dataset
19. <b>**Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services</b>	No Change	<b>Medium. Propose Low.</b> Premature use of limited resources until work completed to identify priorities for shared application needs.
20. <b>**Explore Geospatial Marketplace – (Collaboration Registry/Portal)</b>	No Change	<b>High. Propose Low.</b> The TAT considered this idea at its April 17, 2008 meeting (Agenda Item 4c) and did believe it to be a good use of resources, given other higher priorities at this time.
21. Expand Outreach Plan to include a marketing component	No Change	<b>Medium. Propose Low</b>
22. Investigate impact of cost recovery on ability to achieve desired data sharing	No Change	<b>Low</b>

<sup>(1)</sup> Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

**ATTACHMENT C**

**2009 Major Program Objectives – Version 2**

**Separate Legal-Sized Document**

## ATTACHMENT C

### Proposed 2009 Major Program Objectives – Version 2

(Clean Version – See Attachment B for Marked-Up Version)

(Modifications suggested by the Coordinating Committee in its Preliminary Review on September 17, 2008 are illustrated in *bolded Italics*)

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

Proposed Objective (Numbers intended to designate relative importance)	Priority for 2009	Comments (Objectives shown in <i>italics</i> and preceded with “**” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility	Timeframe
1. Sustain traditional “foster collaboration” support activities <sup>(1)</sup>	<b>Very High</b>	<u>Ongoing.</u> Directive set forth in the 2008-2011 Business Plan	<b>Designated Custodians and Staff Coordinator</b>	<b>Ongoing</b>
<b>24.</b> <i>**Define and prioritize specific shared needs for applications and web services appropriate for MetroGIS and pursue implementation in accordance with this role(s)</i>	<b>Very High</b>	<u>Partial carry over from 2008.</u> Complete the prioritization process and begin implementation. (Combine with the task 5 that had initially been scheduled for 2009. This objective is the principal means to act upon the Business Plan directive to seek out partnering opportunities with non-government interests. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008 (This #4, #8, #9 and #10). The processes used to define the shared needs will also seek broad input to expand understanding and awareness of MetroGIS services	<b>Technical Leadership Workgroup - Mark Kotz, Chair</b>	<b>In progress. Initial recommendations pending December 10, 2008 for Committee direction</b>
<b>32.</b> Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team sufficient to carry out the 2009 program objectives defined herein	<b>Very High</b>	<u>Partial carry over from 2008.</u> Until a person is hired to serve in the capacity of Technical Coordinator, the Technical Leadership Workgroup will continue to fill this role to the extent possible.	<b>Gelbmann and Vander Schaaf, assuming the position provided by the Council</b>	<b>December 2008</b>
<b>43</b> Execute the Next-Generation Street Centerline Data Access Agreement	<b>Very High</b>		<b>Staff Coordinator</b>	<b>Begin talks in January 2009</b>
5. <i>**Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</i>	<b>Very High</b>	<u>Partial carry over from 2008</u> and combine with preliminary 2009 task to begin leveraging these working relationships. Increased importance because a scope enhancement specifically called for in Business Plan.	<b>Staff Coordinator and Technical Coordinator</b>	<b>Begin once shared application needs are defined (Item2)</b>
6. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	<b>Very High</b>	<u>Partial carry over from 2008.</u> Development of strategies to attain the deliverables called for in the key elements is schedule to begin in Nov 2008, with completion winter 2009.	<b>Staff Coordinator and TBD created Workgroup</b>	<b>Jan. to Aug. 2009 (Assumes qualifying bid received Dec. 2008)</b>
<b>78.</b> <i>**Define outcomes desired for a more fully developed geographic data, applications and service broker and pursue implementation of a more fully developed geographic data, applications and service broker</i>	<b>High</b>	<u>Partial carry over from 2008.</u> 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, #this 8, #9 and #10).	<b>Technical Leadership Workgroup - Mark Kotz, Chair</b>	<b>Jul. 2008 to mid-2009</b>
<b>89.</b> <i>**Explore methods for Enhancing Trust in reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate roles for MetroGIS in establishing that trust.</i>	<b>High</b>	This topic was elevated in prominence when it was assigned to the Technical Leadership Workgroup in June 2008 as 1 of 4 tasks associated with addressing sharing application needs (#4, #8, this #9 and #10).	<b>Technical Leadership Workgroup - Mark Kotz, Chair</b>	<b>Jul. 2008 to mid-2009</b>

<b>Proposed Objective</b> (Numbers intended to designate relative importance)	<b>Priority for 2009</b>	<b>Comments</b> (Objectives shown in <i>italics</i> and preceded with “***” can not be fully achieved without full time support of a Technical Coordinator.)	<b>Lead Responsibility</b>	<b>Timeframe</b>
<del>9</del> <del>1</del> . <i>**Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution</i>	<b>High</b>	<i>Partial carry over from 2008.</i> This activity is expected to serve as a prototype to assist with the outcomes defined in Item 9 (Enhancing trust)	<b>Address Workgroup</b> <b>Mark Kotz, Chair</b>	<b>Phase I: Development of Web based Address Editing Tool. Jan-Aug 2009 Phase II: Est. begin dataset development late summer 2009</b>
<del>10</del> 7. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	<b>Very High</b>	Without effective performance measurement there is no way to know if strategies are working. Dependent upon availability of supplemental technical and administrative support. Postpone until priorities for shared applications are identified.	<b>Staff Coordinator and TBD created Workgroup</b>	<b>Jan. to Aug. 2009 (Assumes qualifying bid received Dec. 2008)</b>
<del>11</del> <del>2</del> . Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see 01/24/08 workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	<b>High</b>	<i>Partial carry over from 2008.</i> The originally proposed 2009 objective called for completing this plan. However, completion is unlikely unless current support resource limitations (loss of Technical Administrative support, loss of specialist at RRA who worked n 2008-2011 Business Plan, and no Technical Coordinator) are resolved.	<b>Staff Coordinator and consultant TBD. Bid Requests proposed to be published 01/09</b>	<b>TBD as part of consultant contract negotiations</b>
<b>NEW .</b> Streamline Data Access for Emergency Responders	<b>Very High?</b>	Per Policy Board direction on 10/17/08. See Agenda Item 5e, 12/10/08 Committee meeting.	<b>Staff Coordinator and Workgroup to be created</b>	<b>Jan-May 09</b>
<b><i>Stretch Objectives – Time and Resources Permitting</i></b>				
<del>12</del> <del>10</del> . <i>**Populate metadata for GeoServices Finder, including creation of a template to promote standardization</i>	<b>High</b>	<i>Carry over from 2008.</i> Related to and potential a testbed component for Item 7. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#4, #8, #9 and this #10).		
13. Investigate need for creation of a new organizational/ governance structure to address priority shared geospatial needs (in conjunction with Item #4 – to extent necessary to achieve goal of partnering with non-government interests.)	<b>High</b>	A related initiative to explore partnering opportunities with non-government interests (#4 above), planned to launch fall 2008, is expected to provide the context for this activity.		
14. <i>**Conduct Peer Review Forums for endorsed regional solutions to shared information needs</i>	<b>High</b>	Dependent upon availability of supplemental technical and administrative support.		
15. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	<b>Medium</b>	<i>Carry over from 2008.</i> Initiate once shared application need priorities are defined (Item #4). The processes used to accomplish Item #4 will be broadly participatory, addressing the intent of the call for an updated outreach plan.		
16. <i>**Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 11, above)</i>	<b>Medium</b>	If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to “Prepare a support Plan for DataFinder”. Otherwise, consolidate with a plan for the replacement application		

<b>Proposed Objective</b> (Numbers intended to designate relative importance)	<b>Priority for 2009</b>	<b>Comments</b> (Objectives shown in <i>italics</i> and preceded with “***” can not be fully achieved without full time support of a Technical Coordinator.)	<b>Lead Responsibility</b>	<b>Timeframe</b>
17. <i>**Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset</i>	<b>Medium</b>	Postpone until Peer Review Forum hosted for current TLG Street Centerline Dataset		
18. Refresh design of MetroGIS website	<b>Medium</b>	<b>New Proposal – not previously ranked.</b> Submitted as a candidate for 2008 Regional GIS Project funded. Decided should be workplan item		
19. <i>**Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.</i>	<b>Low</b>	Premature use of limited resources until work completed to identify priorities for shared application needs.		
20. <i>**Explore Geospatial Marketplace – (Collaboration Registry/Portal)</i>	<b>Low</b>	The TAT considered this idea at its April 17, 2008 meeting (Item 4c) and did believe it to be a good use of resources, given other higher priorities at this time.		
21. Expand Outreach Plan to include a marketing component	<b>Low</b>	Policy Board directive July 2007 distinguishes marketing from outreach		
22. Investigate impact of cost recovery on ability to achieve desired data sharing	<b>Low</b>	Identified as a need in Appendix K to the 2008-2011 Business Plan		

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

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



**TO:** Coordinating Committee

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

**SUBJECT:** 2009 MetroGIS “Foster Collaboration” Budget

**DATE:** December 1, 2008  
(For the Dec. 10<sup>th</sup> Meeting)

### **REQUEST**

A proposed final 2009 budget for MetroGIS’s “foster collaboration” function is attached for the Committee consideration and approval. Several modifications are proposed to the preliminary 2009 budget adopted by the Policy Board last April and presented in Exhibit 1. The proposed modifications are based upon the 2009 program objectives presented in Agenda Item 5g, Attachment C.

The Committee’s recommendation will be forwarded to the Policy Board for its consideration at the January 28 Board meeting.

### **ATTEMPT TO CAPTURE 2008 FUNDS FOR USE IN 2009**

Continuing to make measurable progress on priority needs is necessary to engage the best and brightest in MetroGIS’s initiatives, a prerequisite for maintaining relevance with changing stakeholder needs. Support provided by a Technical Coordinator has been found to be important to MetroGIS’s ability to maintain relevance. Unfortunately, our inability to add a Technical Coordinator to the MetroGIS support team and loss of other support resources, as explained in Agenda Item 5g, combined to result in less progress made than anticipated when the 2008 work plan and budget were adopted. As of November 21<sup>st</sup>, over \$20,000 of the \$86,000 in 2008 project funding remained to unencumbered or spent by year end. In accordance with direction received from Chairperson Reinhardt to pursue alternative uses for these funds, two Requests for Proposals were published the week of November 24 seeking consultant assistance for two projects that had originally been slated for funding in 2009 - Leadership Development Plan and Performance Measurement Plan Update. A \$10,000 budget was authorized for each project. If creditable bids are received for one or both of these projects and contracts can be secured by year end, funding that had been slated for 2009 for these projects can used for other purposes. The deadline for submittal of bid proposals is December 19, 2008.

### **FUNDING AND SUPPORT – “FOSTER COLLABORATION” FUNCTION**

The total of \$86,000 in new project funding is proposed for 2009, the same as preliminarily accepted by the Policy Board in April 2008 and subsequently included in the Metropolitan Council 2009 budget. As in the past, the source of funding for MetroGIS’s “foster collaboration” function is the Metropolitan Council. Adoption by the full Metropolitan Council is anticipated in December.

The Council’s approval generally applies only to the total amount; the Policy Board is looked to decide the specific uses for these funds. Proposed line item allocations for 2008 and 2009 are provided in Exhibit 1. Suggested modifications to the allocations approved by the Policy Board in April 2008 are as follows:

### **Carryover of 2008 Budgeted “Foster Collaboration” Function Funds For Use In 2009:**

Over \$20,000 would have been lost if not encumbered by December 31. These two projects were well defined and among high priorities for attention. Technical project options were not yet well developed enough to pursue with these funds:

- **Special Projects, Item “d” – Leadership Development Plan:** A Request for Bids was published the week of November 24. A \$10,000 project is authorized pending receipt of creditable bids.
- **Special Projects, Item “h – Update Performance Measurement Plan”** A Request for Bids was published the week of November 24. A \$10,000 project is authorized pending receipt of creditable bids.

## **2009 “Foster Collaboration” Function Budget**

Modifications to the 2009 budget preliminarily approved by the Policy Board in April 2008 as follows. (refer to the detailed table in Exhibit 1).

- Special Projects, Item “e” – Share Application Needs: Increase from \$33,000 to \$35,000. .
- Special Projects, Item “i” – Develop Outreach Plan: Add \$3,000. This project was not previously budgeted for 2009, but was not able to be accomplished in 2008 awaiting identification of shared application needs.
- Special Projects, Item “j” –Design New Outreach Materials and Refresh Website Design: A) Add \$3,000 for design of materials. This project was not able to be accomplished in 2008. B) Add \$5,000 for Website Redesign.
- Outreach. Reduce from \$6,600 to \$1,600 and postpone printing of new outreach materials until 2010.

## **Resources Provided by Other Organizations**

Maintenance of implemented regional solutions (eight regional dataset and DataFinder) is principally a function of sustaining commitments from ten organizations which have accepted 23 custodial roles related to these solutions (Exhibit 2). As such, the costs associated with these commitments are not included in the “foster collaboration” function budget but are nevertheless critical to MetroGIS’s ability to achieve desired outcomes. See the Reference Section for more information.

## **MAJOR ASSUMPTIONS**

1. MetroGIS’s 2009 “Foster Collaboration” function budget request will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator, providing support needed to continue to move forward on a range of priority objectives.
3. An agreement will be executed by January 1, 2009 between the Metropolitan Council and the seven Metro Area counties authorizing continued access to the regional parcel dataset, without fee, by government and academic interests.
4. The agreement with The Lawrence Group to access their Street Centerline Dataset will be renewed before January 1, 2009 to continue to provide access, without fee, to government and academic interests.
5. Agreed-upon custodial roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by ten stakeholder organizations, will continue to be performed in accordance with expectations.
6. Credible bids will be received to enable 2008 funds to be captured to fund projects conducted in 2009.
7. Although some organizations have in the past expressed a willingness to contribute to the funding of the “fostering collaborative” function, their procurement processes will continue to restrict their participation to only those projects involving tangible deliverables (e.g., aerial imagery, a particular dataset improvement, a particular application). In other words, partnering to fund on-going costs related to the process of defining solutions, which are not easily and directly associated with tangible deliverables, may require a new governance/organizational structure to accomplish.

## **RECOMMENDATION**

That the Coordinating Committee:

- 1) Agree on any desired modifications to the 2009 “foster collaboration” function budgets presented in Exhibit 1.
- 2) Recommend that the Policy Board adopt the modified 2009 “foster collaboration” function budgets presented in Exhibit 1, with the understanding that a contract(s) must be executed by year-end to the capture 2008 funds for use on projects conducted in 2009.

## **REFERENCE SECTION**

### **MetroGIS Staff Support Team**

- 1) Need for Technical Coordinator: When the Policy Board adopted the 2008 work program, the following statement in the agenda report was acknowledged -

“...The proposed 2008 budget is sufficient to sustain past “fostering collaboration” practices and to achieve non-technical activities proposed for 2008. Some progress could also be made on desired scope expansions defined in the 2008-2011 MetroGIS Business Plan. However, as discussed with the Policy Board at its July (2007) meeting, **little progress can be made on the top priority desired new direction** (as set forth in the 2008-2011 MetroGIS Business Plan) – **expand regional solutions to shared information needs include applications – until additional technical leadership and coordination resources are secured.**”

- 2) Dedicated Staff Support Is, At This Time, An Unknown.

Over the past several years, the Metropolitan Council has dedicated a minimum of 1.80 FTE to the support of MetroGIS’s “foster collaboration” function:

- Staff Coordinator – 1.0 FTE,
- Administrative-Technician - 0.7 FTE,
- Technical specialists - a minimum of 0.5 FTE

In addition, along with nine other organizations, the Council has also accepted responsibility for support of 22 other responsibilities critical to addressing shared geospatial needs. In the Council’s case, components of several regional data solutions and DataFinder.

In 2008, when the incumbent vacated the Technical Administrative support position, this resource was incorporated into a proposal to Council management to create two new positions - Technical Coordinator and GIS Web Applications Developer – that together would provide a minimum of 1.0 FTE for support of MetroGIS activities. Unfortunately, due to a hiring freeze spring 2008 and a currently projected major state budget deficit, the likelihood of filling these positions remains an unknown. Hence, the current proposal above to seek supplement consultant assistance, at least on a short term basis, until the fate of the two proposed positions can be decided.

- 3) Partnering Options Investigated – Foster Collaboration Function

Since MetroGIS’s inception, both the Council and MetroGIS leadership have asked for investigation of funding options, beyond the Council, for support of MetroGIS’s “foster collaboration” function. MetroGIS’s leadership encouraged this investigation in hopes of creating the most stable organization possible. The Council encouraged this investigation from the perspective of ensuring funding equity.

These directives were formally investigated during the first two MetroGIS Business Planning efforts, with concurrence that Council funding of MetroGIS’s “foster collaboration” function was appropriate given it is the largest beneficiary and the effort aligned with its mission. Additionally, as the operational side of the regional solutions matured (see Exhibit 2 for a listing of the ten organizations that share 23 distinct operational roles), it became clear to Council leadership that substantial resources were being provided by other stakeholders, addressing the previous question of funding equity.

Another finding as an outcome of the earlier investigations was that although some organizations acknowledged a willingness to contribute to collaborative solutions, their procurement processes restricted participation to projects involving only those with tangible deliverables (e.g., aerial imagery, a particular dataset improvement, a particular application). In other words, assisting with the on-going costs related to the process of “fostering collaboration” was found not to be a viable option. This later situation, to staff’s knowledge, has not changed in the five years since the last time the topic was investigated. As such, efforts to accomplish cost sharing have focused on tangible products and expanding the number of the organizations participating in the operational side of agreed upon regional solutions.



## **EXHIBIT 1**

### **Final 2009 Budget Request MetroGIS “Foster Collaboration” Function**

(See Next Page

**Final 2009**  
**MetroGIS "Foster Collaboration" Function Budget**  
(Funding provided by the Metropolitan Council)

Main Activity	Sub-Activity	2008		2009*	2009	
		Approved 4/23/2008	Expect to Spend/Commit by 12/31/08	*Proposed Capture of 2008 Funds	Preliminary Accepted 4/23/08 <sup>(1)</sup>	Revised 2009 Proposal
Professional Services/Special Projects		\$56,000	\$36,138	\$20,000	\$51,000	\$56,000
	a. Next-Generation Parcel Data Sharing Agreement (negotiations to implement by 12/31/08)	\$5,000	\$6,147			
	b. 2008 Regional GIS Projects - Research and Development (Web Editing Tool-Addresses, Mailing Label Service, Landmark Extension to Geocoder. Plus \$1,400 increase of 2007 Geocoder Service project)	\$25,000	\$24,900			
	c. 2009 Regional GIS Projects <sup>(2)</sup>				(see "e" below)	(see "e" below)
	d. Define MetroGIS's:	\$5,000				
	- Appropriate Roles for Shared Application solutions <sup>(3)</sup>		\$2,740			
	- Leadership Succession/Development Plan (define key elements on 2008 and develop full Plan 2009)		\$2,351	\$10,000		
	- Technical Leadership Plan (no out of pocket expenses incurred)					
	-Update Outreach Plan (3)-(4)-					
	e. Conduct Process to Define Specific Shared Application Needs / Implement Solutions [e.g., blending of DataFinder and GeoServices Finder, refinement of Service Broker Concept, adding metadata to the GeoService Finder Application for metro area, creating GeoServices Finder metadata template, and define plan and maintain trusted services (multi-nodal, Service Level Agreements, etc.) and hosting activities to explore shared needs with prospective non-government partners.]	\$10,000	\$0		\$33,000	\$27,000 \$35,000
	f. Develop Plan to Ensure Obstacles to Sharing do not Materialize (E.G., Security, Licensing, Budgets, etc.). This activity includes developing a Livelihood Scheme / Defining Organizational Competencies. <sup>(5)</sup>	\$2,000	\$0		\$5,000	\$7,000
	g. Define Organizational Competencies (combined with item "f" above)					
	h. Update Performance Measurement Plan <sup>(6)</sup>		\$0	\$10,000	\$10,000	\$10,000
	i. Develop new Communications/Outreach Plan	\$3,000	\$0		\$0	\$3,000
	j. Design New Outreach Materials and Refresh Website Design (may include Web Site upgrades & tools, printed or other materials) (See below for printing) <sup>(7)</sup>	\$3,000	\$0		\$0	\$8,000
	k. DataFinder - Contingency Fund for Unexpected Repairs	\$3,000	\$0		\$3,000	\$3,000
Data Access/Sharing Agreements	Regional Parcel Data Sharing Agreement (contract payments to counties) <sup>(8)</sup>	\$28,000	\$28,000		\$28,000	\$28,000
Outreach		\$1,600	\$420		\$6,600	\$1,600
	Printing of new Outreach Materials (e.g., Information Brochure) - Defer to 2010. Move 2009 funds to "j" under Special Projects.	\$0	\$0		\$5,000	\$0
	Advocacy/Networking Mileage (200 m/mo x \$.48/mile = \$1,152) <sup>(9)(10)</sup>	\$1,200	\$420		\$1,200	\$1,200
	Annual Report/Informational Brochure (see above)					
	• Postage - 800 postcards (\$0.30=\$240) in addition to 1500+ via email	\$300	\$0		\$300	\$300
	• Minimal for other communications	\$100	\$0		\$100	\$100
Misc Office		\$400	\$40		\$400	\$400
	Website Domain registration (www.metrogis and www.datafinder - \$20/ea)	\$40	\$40		\$40	\$40
	Specialty Team/Forum Support Materials	\$360	\$0		\$360	\$360
	<b>TOTAL NON-STAFF PROJECT FUNDS</b>	\$86,000	\$64,598		\$86,000	\$86,000
	Estimated Amount Unable to Used		\$21,403	\$1,403		
Dedicated Staff Support <sup>(10)</sup>		\$124,485			TBD	TBD
	<b>Grand Total</b>	\$210,485			TBD	TBD
NOTES:		42				

**Final 2009**  
**MetroGIS "Foster Collaboration" Function Budget**  
(Funding provided by the Metropolitan Council)

(1) Individual line items represent preliminary estimates for purposes of submitting a 2009 funding request to the Metropolitan Council. Modifications among the individual line item amounts were expected to occur as expectations were refined.					
(2) October Board 2007 decision - USE ENTIRE \$25,000 ALLOTMENT TO DEFINE / IMPLEMENT SPECIFIC SHARED APPLICATION NEEDS					
(3) \$2,740 from 2008 funds and \$5,000 from 2007 funds to define of Shared Application roles. No out of pocket expenses to define plan to secure additional Technical Coordination support.					
(4) Update of the Outreach Plan is tentatively scheduled as a late 2008 activity, depending upon progress made to define specific shared application needs.					
(5) Premature until shared application needs defined.					
(6) Update of the Performance Measurement Plan, awaiting defining of shared application needs.					
(7) Outreach materials to follow Outreach Plan Update. See footnote #4. The website refresh project is premature until Alison Slaats position filled to serve as project manager. Will not occur in time to encumber 2008 funds.					
(8) 2009-2011 agreement to maintain status quo of \$28,000 Current agreement expires 12/31/08.					
(9) Travel by participants is paid by the participant's organization					
(10) Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.					
(10) \$124,485 was correct March 1, 2008 and reflected 1.8 FTE (Staff Coordinator 1.0, Admin-Tech .75 and Technical Leadership .05). On March 1, the Admin-Tech position was vacated. 0.7 of the 0.75 FTE position was incorporated into creation of a new Technical Coordinator position, as recommended by the Policy Board on April 23, 2008. But due a hiring freeze, no action had been taken to create the new position as of 11/28/08					

## EXHIBIT 2

<b>MetroGIS</b>		
<i>Leveraging Resources Through Partnerships</i>		
<b>Who &amp; Major Responsibilities</b>		
Function	Lead Partner	Other Partner(s)
Policy Direction & Best Practices	Metropolitan Council: Lead support for business planning, policy coordination, performance measurement, communication, outreach, and advocacy. <i>(In 2004, 1.75 FTE)</i>	City, county, school and watershed district, regional, state and federal government; academic; and non-government interests: Participate in decision-making to establish policies and best practices that are politically and financially sustainable. <i>(In 2004, the person hours contributed equated to about .5 FTE.)</i>
DataFinder ( <a href="http://www.datafinder.org">www.datafinder.org</a> )	Metropolitan Council: Lead support to maintain DataFinder application. <i>(In 2004, .3 FTE)</i>	Regional custodians and other participating stakeholders: Provide metadata, in appropriate format, for each dataset to be searchable and accessible via DataFinder. <i>(Estimate support expense not currently available)</i>
<b>Endorsed Regional Data Solutions</b>		
Census Geography	Metropolitan Council: Created 1990 and 2000 datasets that align with streets and parcels	None
County/City Boundaries	Metropolitan Council: Reassemble updated data quarterly into regional dataset	7 metro area counties: Submit updated source data on a quarterly basis.
Parcels	Metropolitan Council: Reassemble updated data quarterly into regional dataset and manage licensing per agreement with counties.	7 metro area counties: Submit updated source data on a quarterly basis per agreement
Planned Land Use	Metropolitan Council: Update dataset quarterly with approved Land Use Plan Amendments	Cities and counties: Submit maps illustrating proposed Land Use map changes (paper or electronic)
Land Cover	Department of Natural Resources: Reassemble dataset as new or updated data submitted.	Nearly 30 government and non-government interests
Street Centerlines	Metropolitan Council: Manage licensing and distribution of quarterly updates per agreement with TLG (data owner)	Cities and counties: Submit correction and updated information to TLG as information changes
Socioeconomic Characteristics <i>Web-based Search Resource</i>	University of Minnesota	Numerous local, state, and federal interests
	<i>In 2004, Total Estimated FTE to Support Regional Solutions: Council: 0.9 - Other Partners: 19.7</i>	
Other Datasets	N/A	Not including Regional Solutions, 16 local, regional, state and federal organizations are distributing 124 datasets via DataFinder

Last Updated:  
March 10, 2005



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – January 2009 Policy Board Meeting  
**DATE:** December 1, 2008  
(For Dec 10<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic for the Policy Board's January 28, 2009 meeting and a person(s) to present that topic.

## PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Data Practices Law- Relationship to MetroGIS Objectives: At its July 2008 meeting, the Policy Board asked that invitation be extended to Don Gimberling or an individual with similar knowledge of these laws for a presentation in the near future. Of particular interest is the impact that these laws may have on the solutions to streamline access to licensed data via "view-only" Web-based applications (e.g., queries that involve the regional parcel dataset). An invitation has been submitted, as of this writing no response had been received. At its October meeting, the Board directed the Committee to propose a recommended course of action to streamline data access for emergency managers. The Staff Coordinator met with Laurie Beyer-Kropuenske, a representative of the Mn Office of Information Policy, on October 23 to follow up on the Board's requests. She expressed interest in investigation options to streamline data access for emergency managers. Staff followed up on November 25<sup>th</sup> but as of this writing had not received a response.
2. University's Safe Road Map Project (<http://www.saferoadmaps.org/home/index.htm>): In July 2008, Policy Board member Elkins suggested adding this project to the list of candidates. He believes it demonstrates the concept of "mashup" in a way that would be helpful to assist Board members understand how relatively independent application components/web services can be mixed and matched to create a complete online application.
3. Collaborative Application Development Among Counties: Invite Jim Bunning to present the presentation that he gave at the January 24th "Beyond Data" workshop on the Scott/Carver/Dakota cooperation to develop and maintain applications for which they share a need.
4. Council and Counties Coordinated Data Management via Internet - Water quality systems approach to sharing data Council and 2 counties (see Attachment A)
5. Metropolitan Council's Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS's efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
6. University's Historical Census Mapping: NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical U.S. Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.

## DISCUSSION

At its July 2008 meeting, the Policy Board affirmed its interest in receiving a presentation about the Twin Cities Economic Development Website project. Prior to the Committee's September meeting, leadership of the website project agreed to make a presentation at the January 2009 Board meeting. Janna King or Todd Klingel, President of the Regional Chamber of Commerce, will make the presentation. Confirmation of their availability was received in November 25.

## RECOMMENDATION

That the Coordinating Committee:

1. Agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the October 22<sup>nd</sup> Policy Board meeting.
2. Decide if any of the cited options should be removed and or other options added.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Oct. 2008 Regional Data Sets and Analysis of School District Housing Stock
- Jul. 2008: Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008: Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS's Role In Response to I-35W Bridge Collapse
- Oct. 2007: Metropolitan Mosquito Control District's Web Application
- Jul. 2007: Metropolitan Council's new "Maps" Web site
- Apr. 2007 Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

**ATTACHMENT A**  
**(Excerpt May 8<sup>th</sup> Issue of Council Directions)**

**Council, counties partner in water quality data-sharing project**  
**Public also will have easy access to info online**

The Metropolitan Council is partnering with two metro counties on a pilot project to share water-quality data and make the information easily available to the public online.



Scott Schneider, a resource conservationist with the Scott County Soil and Water Conservation District, collects a stream sample.

Beginning in May, Scott and Dakota counties will be able to enter and manage their own data using the Council's water-quality database. And the Council will have access to wider and more detailed water-quality data collected by the two counties.

"The public also will benefit by having access to all this data through the Council's [online environmental monitoring warehouse](#)," said Steve Kloiber, senior environmental analyst with Metropolitan Council Environmental Services (MCES), who is coordinating the project.

"The partnership will save a lot of money, too," Kloiber said. "The counties could easily spend tens of thousands of dollars to develop and maintain their own databases. And the Council could spend that much or more if it were to expand its monitoring programs to collect the data the counties already have."

**Water quality data is critical to protecting area waterways**

MCES has long maintained a database of river, stream and lake monitoring data in the seven-country metro area. In fact, some river data goes back to the 1920s and 1930s, during the era which spawned the first wastewater treatment facility on the Mississippi in 1938.

In recent years, MCES created a suite of web-based data management tools for entering and reviewing water-quality data. But until now, these tools were only available to Council staff on internal computer systems.

With the new pilot project, the database system will now be available through a password-protected Internet site for Scott and Dakota County staffs. Data from both counties now can be uploaded into the Council's database, which in turn makes the information available to the public through the web.



A typical water quality monitoring station operated by the Scott County Soil and Water Conservation District is equipped with a datalogger, automated sampler, rain gauge, phone modem, solar panel, and stage sensor.

#### **How is the information used?**

Water monitoring data is used by Council staff and policymakers to identify water-related problems, establish goals and measure annual progress toward an overarching goal of protecting and improving regional water resources.

"If the pilot program is successful, we hope to develop a long-term service agreement with the counties to provide the technical support the system needs," Kloiber said. "We hope this project can serve as a model for using the Internet to improve our work. We've already had a number of inquiries from other local governments who are interested in using the new system."





**TO:** Coordinating Committee

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

**SUBJECT:** 2009 Committee Meeting Schedule

**DATE:** November 24, 2008  
(For the Dec. 10 Meeting)

### REQUEST

The Coordinating Committee is respectfully requested to set its meeting schedule for 2009.

### POLICY BOARD SCHEDULE

On October 17<sup>th</sup>, the Policy Board adopted the following meeting schedule for 2009: January 28 (4<sup>th</sup>), April 29 (5<sup>th</sup>), July 29 (5<sup>th</sup>), and October 28 (4<sup>th</sup>), a mixture of 4<sup>th</sup> and 5<sup>th</sup> Wednesdays of the month.

### DISCUSSION

The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Wednesday or Thursday starting at 1:00 p.m. at the Minnesota Counties Insurance Trust (MCIT) building. To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer the Committee to meet 3-4 weeks prior to the Board's meetings.

<u>Suggested Meeting Dates</u> (Wednesdays)	<u>Anticipated Major Topics</u>
March 26, 2009	<ul style="list-style-type: none"><li>• Recommendation for Shared Application Possibilities with Non-Government</li><li>• Streamlining Data Access for Emergency Managers</li><li>• Recommendations on Projects to Address Shared Application Needs</li><li>• 2010 Preliminary Program Objectives</li><li>• 2010 Preliminary Budget</li></ul>
June 25	<ul style="list-style-type: none"><li>• Recommendation for Regional Address Point Database</li></ul>
September 10 or 17 (depending on NGAC meeting date – will know by February)	<ul style="list-style-type: none"><li>• Performance Measurement Plan Update</li><li>• Next-Generation Regional Street Centerline Access Agreement (2010 - ?)</li><li>• Leadership Development plan</li><li>• 2010 Final Program Objectives</li><li>• 2010 Final Budget</li></ul>
December 10 (Assumes MN IT Symposium the following week)	<ul style="list-style-type: none"><li>• Election of Officers</li><li>• Annual Performance Measurement Report</li><li>• Regional GIS Project Program – Call for Concept Proposals</li></ul>

### RECOMMENDATION

That the Committee set its meeting schedule for 2009.



**TO:** Coordinating Committee

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

**SUBJECT:** Filling Vacant Seats on Committee – Business Geographics and Non-Profit

**DATE:** December 26, 2008  
(For the Dec 10<sup>th</sup> mtg.)

## REQUEST

Direction is requested from the Committee about how it wishes to proceed with filling two vacant seats on the Committee - Non-Profit and Business Geographics. See the Reference Section for current non-government members of the Committee.

A listing of candidates for the two open seats is provided in Table 1 of Attachment A for the Committee’s consideration. Note that candidate interests that the Committee has previously identified are included in this listing, though in some cases specific individuals have yet to be identified to represent these interests.

## OPEN SEATS

1. Non-Profit: This seat has been open since Jessica Horning, with the Greater Minneapolis Day Care Association resigned from the Committee August 2006. At its December 2006 and September 2007 meetings (see Reference Section and Attachment B and C), the Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization but postpone appointment until more was known about the type of partnerships appropriate for MetroGIS to pursue.
2. Private Sector - Business Geographics: This seat has been open since September 2008 when Patrick Hamilton resigned. Mr. Hamilton had represented the real estate development firm of CB Richard Ellis.

## CONTEXT - IMPORTANCE

Filling these vacant seats with qualified and passionate representatives will be important to successfully acting scope expansions defined in the 2008-2011 MetroGIS Business Plan, in particular, the directive to “**seek opportunities to partner with more non-government interests.**” These new representatives will be looked to, together with the other non-government representatives currently on the Committee, to play active roles in the dialogues to define shared application needs important to multiple sectors and foster cross-sector partnerships to address those needs.

## RELATED INITIATIVE - SOLUTIONS TO CROSS SECTOR APPLICATION NEEDS

On October 22, the Policy Board approved a high-level strategy to investigate the potential of partnering with non-government interests to address shared application needs, as recommended by the Committee at its September meeting (see Attachment D). This strategy anticipates the creation of a “Non-Government Coordinating” Committee to define shared geospatial needs of non-government interests that serve the Twin Cities area that will, in turn, be used to identify needs that have potential for cross-sector solutions. The expectation is that this new committee will work in concert with the current MetroGIS Coordinating committee to define and implement the anticipated cross-sector solutions. A preliminary listing of suggested members is provided in Table 2 of Attachment A, although the membership will be left up the private sector to decide.

A mechanism to ensure coordination between the two committees has not been defined, other than to note there is an expectation that one or more of the current non-government representatives to the MetroGIS Coordinating Committee will elect to participate on both and that the staff for each group will be in regular communication.

## RECOMMENDATION

That the Committee:

- 1) Decide if it wishes to pursue appointment of individuals to fill its two open seats.
- 2) If so, agree on candidates to encourage to apply for appointment or create a workgroup to do so.

## REFERENCE SECTION

### OPERATING GUIDELINES

MetroGIS's adopted Operating Guidelines establish the interests to be represented on Coordinating Committee. See Article 3, Section 2 at [http://www.metrogis.org/about/history/ops\\_guidelines.pdf](http://www.metrogis.org/about/history/ops_guidelines.pdf). Requirements of note are as follows:

- Persons representing academic, for-profit, and non-profit interests may **comprise up to thirty (30)** percent of the Committee's membership.
- Members of the Coordinating Committee shall include a variety of government, academic, **utility, non-profit, and private-sector perspectives**. Producers and users of geographic information and a diversity of operational areas important to the long-term success of MetroGIS shall be represented.
- The Policy Board shall approve the interest categories to be represented by the members of the Coordinating Committee. The approved interest categories shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, **nonprofit organizations that serve as adjunct resources for local government, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS.**

### SCOPE EXPANSIONS DEFINED – 2008-2011 BUSINESS PLAN

With adoption of the 2008-2011 Business Plan on October 27, 2007, MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information needs beyond data-centric solutions to include applications and, if necessary, related infrastructure.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.
- **Seek opportunities to partner with more non-government interests** to collaboratively address information needs they share with government interests.

These areas represent an expansion of the previous scope of MetroGIS. In the past, the organization's efforts had been limited to the data component of information needs, its extent had been limited to governmental organizations, and there had been no attempt to work directly with adjoining jurisdictions to improve data interoperability.

### PAST COMMITTEE CONSIDERATION

1. December 2006: The Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization (see Attachment A).
2. September 2007: Staff spoke with the current non-profit (Sally Wakefield) and academic (Will Craig) representatives to the Committee concerning this matter. Their consensus was that no decision should be made to fill the vacant seat until the new Business Planning is adopted and strategies have been agreed upon to expand the stakeholder base, which could involve city, non-profit, or private sector interests.

Craig also commented that he would like to know more about the idea of pursuing epidemiologist offered by Member Harrison at the Committee's at December 2006 meeting (See Attachment B for an excerpt from the meeting summary.) The idea was offered but there was no discussion other than a comment that the medical industry is a non-traditional user that would likely bring valuable insight and potential public/private partnering opportunities to the Committee's considerations. He also mentioned that the United Way might be a good choice if they were more acquainted with GIS technology.

3. December 2007: During the work programming following adoption of the 2008-2011 Business Plan, it was agreed that work to update the Outreach Plan should not be scheduled to begin until MetroGIS has defined specific shared application needs and a strategy to address them (See Agenda Item 5d for the status of this project).
4. Current non-profit and for-profit members of the MetroGIS Coordinating Committee:

Will Craig/Jeff Matson	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
<i>vacant</i>	<i>(Open since August 2006)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Mpls	Special Expertise
<i>vacant</i>	<i>(Open since September 2008)</i>	Private Sector (Business Geographics)
Larry Charboneau	NCompass Technologies/TLG	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)

# ATTACHMENT A

## Non-Profit And For-Profit Interests Candidates

**TABLE 1: For Appointment to MetroGIS Coordinating Committee**

Name	Candidate Interests	Sector
CB Richard Ellis?/Banking? Real estate development / investment	Applications – Cross-sector partnerships	Private Sector (Business Geographics)
Curt Carlson Regional MLS	Applications – Cross-sector partnerships	Private Sector (Business Geographics)
<b>TBD</b>	**social services - if possible, with a local community-based organization	Non-Profit / Special Expertise
?Eric Williams - National Marrow Donor Program	**public health - if possible, with a local community-based organization	Non-Profit / Special Expertise
<b>TBD</b>	** epidemiology - if possible, with a local community-based organization	Non-Profit / Special Expertise
<b>TBD</b>	**public safety - if possible, with a local community-based organization	Non-Profit / Special Expertise

\*\* Preference defined by the Coordinating Committee at its December 2006 meeting (See Attachment B)

**TABLE 2: For Appointment to Proposed “Non-Government Coordinating Committee”**  
(in addition to current members of MetroGIS Coordinating Committee)

Name	Candidate Interests	Sector
Karen Dewer? Urban Land Institute?	Cross-sector partnerships	Non-Profit - Community Development
Todd Klingel? Reg. Chamber of Commerce	Cross-sector partnerships	Non-Profit / Private Sector
Jim Ford Mpls. Housing Authority	Cross-sector partnerships	Non-Profit – Housing
Sashi Shekar, U of M	Application Development	Academic - Computer Science
John Carpenter Excensus	Applications – Cross-sector partnerships	Private Sector / Special Expertise re: land management information systems
? Great River Energy	Applications – Cross-sector partnerships	Private Sector (Utility)?
James O’Loughin Allied Information Systems	Cross-sector partnerships	Private Sector – Data Producer
? TeleAtlas	Cross-sector partnerships	Private Sector – Data Producer
? NavTec	Cross-sector partnerships	Private Sector – Data Producer
Pat Cummins ESRI	Cross-sector partnerships	Private Sector –Software Capabilities
TIER 3?	Cross-sector partnerships	Private Sector – Committee Facilitator
Imagery Firm(s)?	Cross-sector partnerships	Private Sector – Data Producer
?		
?		

## ATTACHMENT B

### Excerpt Summary December 2006 Committee Meeting

#### Non-Profit Representative Seat on Coordinating Committee

Chairperson Read summarized the situation outlined in the agenda report. Two options were offered for discussion: 1) eliminate the second non-profit seat on the Committee that was added earlier in the year, or 2) initiate the process to appoint a new non-profit representative.

Harper remarked that it would be best to appoint another non-profit representative, since the second seat was added to accommodate a different viewpoint from a diverse community. She suggested that a replacement be sought who has possesses a “non-traditional GIS user” **She recommended appointing someone with a social services, public health, or public safety background noting they would bring valuable perspective to the Committee’s deliberations.** Wakefield added that the viewpoint possessed by someone in the mentioned fields would be different than the viewpoint she provides as the current non-profit representative. **Harrison also suggested seeking out someone from the epidemiology community.**

The group then discussed whether this new representative should be affiliated with a “community-based” interest similar to the new Hennepin County policy concerning eligibility for no-fee access to parcel data. After some discussion, the group concluded that it should be not rule out other perspectives to give itself flexibility but that preference should be given to interests that are “community-based”, in other words have an active role in the Twin Cities community. Knippel added that he supports the idea of **seeking out a new member from “non-traditional users” of GIS technology** because these interests represent potential market and partnering opportunities.

Loesch suggested reviewing the attendance listings for the both the June 2006 Imagining Possibilities and November 2005 Beyond Government Users forums for prospective candidates. It was agreed that work on recruiting a new member should not be begin until following the February 8, 2006 Strategic Directions Workshop in the event something related arises at the Workshop.

**Motion:** Harper moved and Brown seconded that the Coordinating Committee retain the two non-profit seats on the committee and seek to fill the current opening with a **person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization.**

Motion carried, ayes all.

## ATTACHMENT C

### Excerpt Summary

#### December 2007 Committee Meeting

##### 5f) Proposed Modifications to Outreach Plan

Jonathan Blake, of Richardson, Richter, and Associates and a member of the MetroGIS Staff Support Team, introduced himself and summarized suggested modifications to the previously approved high-level MetroGIS Outreach Plan, as illustrated in the agenda report. He stated there two areas of focus are suggested: currently active participants and prospective participants. The first would involve outreach to persons and interests within member organizations not currently involved, while the second focus would be on non-participating government interests within the Twin Cities, adjacent jurisdictions, and non-governmental entities. Loesch suggested and the group concurred that contact with metropolitan counties located in Wisconsin should be included as well.

Craig commented that the draft document presented on the agenda report represents a good start but needs more specifics on the “hows” and the target audiences. Staff concurred, noting that the current version was intended to provide the general framework from which a more detailed plan would be developed. He also noted that the Policy Board had provided direction at its July 2007 meeting that it does not want to use MetroGIS funds to hire professional marketing assistance but rather leverage marketing expertise on staff with stakeholder organizations, for which direction was requested.

Read suggested that Coordinating Committee members should identify willing internal marketing/outreach/communication assets and forward them to the Staff Coordinator for evaluation of next steps at the next (March 2008) Coordinating Committee meeting. This comment resulted in discussion of priorities and available staff resources with the decision being that staff should not spend time on this matter until following the March Coordinating Committee Meeting.



## **Strategy**

*(Endorsed by Policy Board – October 22, 2008)*

### **Investigating Possibilities Partnering with Private Sector to Address Shared Information Needs**

#### **OBJECTIVE**

Establish a working relationship between the MetroGIS leadership, the MetroGIS Coordinating Committee and the private sector to identify and capitalize on mutually advantageous activities relating to sharing and utilizing geo-spatial information.

#### **CONTEXT**

Since its beginnings, MetroGIS has sought participation from non-government interests to define shared geospatial needs. However, it was not until 2005, that MetroGIS began to consider seeking out interest on the part of non-government interests to partner on solutions to shared needs. The investigation that began in 2005 resulted in an October 2007 directive of the MetroGIS Board to proactively seek out such partnering opportunities with non-government interests. The 2007 directive occurred with the adoption of the 2008-2011 MetroGIS Business Plan.

This proposal acts on the October 2007 scope expansion directive. (Refer to the Reference Sector for a timeline of actions and events that have led to this proposal.)

#### **OUTCOME**

Identify 4 to 5 pilot projects to demonstrate the value cross-sector partnering and through which to resolve policy obstacles (e.g., issues raised with current non-disclosure requirements).

#### **CONCEPTUAL METHOD (to launch)**

##### **1) Phase I – Achieve Concept Buy-In – January 2009**

MetroGIS to host a 2-3 hour forum at which 10-12 leaders of several key non-government interests would meet with 3-4 Policy Board members to investigate interest in working with MetroGIS to define shared information needs and collectively pursue solutions, as the needs dictate. The theme of the forum would focus on land information systems and/or emergency preparedness to catalyze discussion of possibilities. Buy-in will be sought that further investigation of potential collaborative solutions is warranted

##### **Attendees – Phase I:**

**Policy Board Members:** Councilmember Schneider, Councilmember Elkins, Councilmember Pistilli and Chairperson Reinhardt

**Private Sector Leadership:** 10-12 individuals TBD. (Note: To test receptiveness to this concept, the Staff Coordinator has spoken with several individuals, each of whom has been expressed interest in participating. These initial contacts were with individuals affiliated with the Mn High Tech Association, TIER 3 Consulting, Information Builders, Urban Land Institute-Mn, CB Richard Ellis, Excensus, and The Lawrence Group). Evaluating the potential for a cross-sector supported regional land management information system excited each as a possible collaborative endeavor.

Other candidate interests identified as potential participants, but not yet contacted, include the Regional Chamber of Commerce, Xcel Energy, Regional MLS, Minneapolis Star and Tribune,



Sears, U of M, Great River Energy, prominent Planning and Engineering Consultant, and a GIS vendor?

## 2) Phase II - Create Private Sector Coordinating Committee

If the buy-in sought in Phase I is accomplished, a key component of this proposal is the formation of a "private sector coordinating committee" to work with MetroGIS to jointly investigate opportunities for cross-sector solutions to specified shared information needs. This proposed Committee would be comprised of major private sector users of geospatial technology, which serve the Twin Cities metropolitan area. The Committee would be self-organizing, once key interests to the MetroGIS community are encouraged to participate. The Committee would also be principally supported by its member interests and have responsibility for:

- Defining shared needs among non-government interests
- Working collaboratively with MetroGIS leadership to define needs shared by both stakeholder groups -
- Working with MetroGIS leadership to refine the following principals of collaboration adopted by the Policy Board in January 2006, if necessary to achieve cross-sector collaboration solutions:
  - *Value added to public sector assets is encouraged provided it does not detract from the public sector objective.*
  - *Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.*
  - *Contributions can be comprised of funds, data, equipment and/or people.*
  - *Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.*
- Working in conjunction with MetroGIS leadership, build upon the recommendations set forth in the 2008-2011 Business Plan to define sustainable solutions to geospatial needs shared by both the government and non-government communities, including and not limited to, modifications in the current MetroGIS organizational structure. How can we work together to reduce costs? What innovations can we work together to develop? How can we promote a statewide cooperative GIS effort?
- To facilitate interaction between the MetroGIS Policy board and the Private Sector Coordinating Committee, MetroGIS Leadership will discuss having the chair of the Private Sector Coordinating Committee have a seat on the Policy Board along with the chair for the existing Coordinating Committee as a non-voting ex-officio member.

(Note: If this effort to seek a collaborative relationship with for-profit interests is successful, a similar effort would be undertaken for non-profit interests.)



**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Update

**DATE:** December 1, 2008  
(For the Dec 10<sup>th</sup> mtg.)

Since the Committee last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet. Any information provided by persons other than the Staff Coordinator is noted.

## A) REGIONAL GIS PROJECTS

1) The Policy Board approved three Regional GIS Projects in 2008, as recommended by the Committee at its July 23<sup>rd</sup> meeting. Funding agreements for each were being prepared at the time of this writing.

- Address Editing Tool (Technical Leadership Workgroup, Project Lead)  
Applied Geographics (Boston) has been selected to develop the proposed Address Editing Tool. This project, like the Data Synchronization Mechanism project (see Agenda Item 5e), is critical to achieving the vision of the proposed regional address points dataset. Both are required to engage local units of government, the primary producers of address data.
- Landmark Names Extension to Geocoder Service (Metropolitan Mosquito Control District, Project Lead)  
The project team has agreed to attempt to define the term “landmark”, as requested by the Policy Board. In response to another need identified by the Board - a sound source for the landmarks data - a request was made of Committee members to volunteer themselves or resources at their disposal to conduct a survey of existing landmark data holdings. Unfortunately, no volunteers came forward, so the matter remains on hold as it is out-of-the scope of the current project. See comment below regarding Open Source licensure.
- Mailing Label Web Service (Dakota County, Project Lead)  
See comment below regarding Open Source licensure.

*Open source licensure:* The Metropolitan Council’s legal counsel acknowledges that objectives of the Landmarks and Mailing Label Service pilot projects is to serve as testbeds to continue to work through technical advancement issues as well as organizational and policy needs. Of particular interest to counsel is a need clarify when it is appropriate to finance software/web service development for which Intellectual Property Rights (copyright) should be retained, as opposed to placing the product in the public domain as an open source (copyleft) product. Counsel also wants an assurance that these open source products will remain in the open source environment. In other words, that the license is properly written and executed so that the investor, in this case the Council, does not lose free access at some future time to the product they helped develop.

2) Two Regional GIS Projects were authorized in 2007: Regional Geocoder Service and Data Synchronization Mechanism. Both tools have been successfully developed. See Agenda Items 5d and 5e for the information about the final project reports.

## B) NEXT-GENERATION PARCEL DATA SHARING AGREEMENT

The next-generation Regional Parcel Data Sharing Agreement, which will have a term of 2009-2011,

has been accepted by the administrations of all seven counties and is pending approval by the seven county boards. Adoption by the seven boards needs to occur before the end of the year to ensure that that is no gap in access by the over 175 current licensees.

To access the 2009 version of the dataset, each of the current licensees will need to execute a new license. The plan is to create a second FTP site from which to distribute the 2009 version of the regional parcel dataset, as well as all previous versions of the dataset. The current FTP site will remain active, as will the currently assigned passwords to that site, to ensure that all licensees will have continuous access to the 2008 version of the dataset while they are seeking the new license. Passwords will be assigned for the new FTP site as users apply for new licenses. Both FTP sites will be simultaneously available until the transition is complete. Current licensees will be notified of this process once all seven county boards have approved the agreement.

The major modifications that will go into effect with the new agreement include authorizing licensed users to offer view-only access to parcel data via applications they host; simplifying the licensing process and populating and normalizing additional attributes, the fields for which are part of the current regional dataset.

**C) LEADERSHIP DEVELOPMENT PLAN**

A Request for Bids was published on November 21<sup>st</sup> for consultant assistance with development of this plan. See Exhibit 1. The submission deadline is December 19. This request was made in response to Chairperson Reinhardt's direction to seek ways to utilize unused 2008 funding. If this project does not proceed, it is unlikely that the associated \$10,000 can be captured for any other purpose. See Agenda Items 5g and h for additional information about why these funds could not be used for the originally budgeted purposes.

**D) PERFORMANCE MEASUREMENT PLAN UPDATE**

A Request for Bids was published on November 24<sup>th</sup> for consultant assistance with this project this project. See Exhibit 2. The submission deadline is December 19. This request was made in response to Chairperson Reinhardt's direction to seek ways to utilize unused 2008 funding. If this project does not proceed, it is unlikely that the associated \$10,000 can be captured for any other purpose. See Agenda Items 5g and h for additional information about why these funds could not be used for the originally budgeted purposes.

**E) EXPLORING SHARED NEEDS WITH NON-GOVERNMENT INTERESTS**

Two actions have occurred since the Committee last met to act on the Business Plan directive to seek out opportunities to collaborate with non-government interests to address shared application needs.

- 1) October 23: The Policy Board approved a strategy to investigate non-government interest in partnering with the government interests to achieve shared application needs. See Exhibit 3.
- 2) November 20: The Technical Leadership Workgroup hosted a forum, the purpose of which was to begin to define specific and tangible opportunities to collaborate on shared application and web service needs. See Agenda Item 5f for the results and recommended next steps. .

Although the Workgroup's principal charge was to define tangible shared application and web service needs, the participants included representatives from all sectors to simultaneously identify possibilities important to addressing two other directives set forth in the 2008-2011 MetroGIS Business Plan:

- Seek opportunities to partner with more non-government interests to collaboratively address information needs they share with government interests.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.

Finally, another deliverable of this initiative, although not previously specified, involves documenting the process through which shared application needs are defined to enable the process to be replicated.

**F) ADDING A TECHNICAL COORDINATOR POSITION TO STAFF SUPPORT TEAM**

Although a general business case<sup>1</sup> was made last spring to Council management that financing the addition of a Technical Coordinator to MetroGIS's staff support team would benefit the Council, more specifics are needed to demonstrate the criticality of filling this position relative to other competing needs of the Council. The down turn in the economy that lead to imposing a hiring freeze last spring is unlikely to be lifted in the foreseeable future, given a projected \$3-plus billion state budget shortfall that will face the 2009 Legislature.

As initially reported to the Committee at the September meeting, Rick Gelbmann, aided by Mark Vander Schaaf, plan to translate the results the November 20<sup>th</sup> forum (Item E) into several tangible benefits that would accrue to the Council and share with Council management yet this year to further make the case that creating and filling this position is warranted despite the hiring freeze.

Meanwhile, MetroGIS's [Technical Leadership Workgroup](#), under the leadership of Mark Kotz (Metropolitan Council) and Nancy Read (Metropolitan Mosquito Control District), continues to serve in the role of a quasi Technical Coordinator to enable progress to be made to identify tangible needs related to shared applications – the current top priority for MetroGIS's efforts. (See Agenda Item 5d.)

**G) FOSTERING OF COLLABORATION WITH ADJOINING JURISDICTIONS**

No additional progress since the September update due to limited support resources reported at that time.

**H) MODIFICATIONS TO OUTREACH PLAN**

On hold for 2009 Work Programming decision. The Coordinating Committee authorized creation of a workgroup to update MetroGIS's Outreach Plan once the specifics of shared needs for application and web services are defined. Limited work is proposed for the 2009 workplan due to limited support resources (see Agenda Item 5c).

**I) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS**

1) Solutions to Shared Application Needs (See Agenda Item 5d)

2) Regional Address Points Dataset: The "data synchronization" mechanism (Agenda Item 5e) that is in the final phase of development and the in-progress Address Editing Tool projects (Item A, above) are critical to achieving the vision of this dataset.

3) Regional Parcel Dataset: (See Item B, above.)

4) Jurisdictional Boundaries- School Districts

At the November 20 forum to define shared application needs, a representative of the Mn Department of Education expressed interest in renewing talks about the proposed regional dataset that were postponed when LMIC's funding was threatened. The Staff Coordinator with follow up.

5) Jurisdictional Boundaries- Watershed Districts

The need for an up-to-date watershed district boundary data layer was recently raised in July in response to an issue brought to the DataFinder support team by the Ramsey Washington Metro Watershed District. In the course of discussing their issue, mention was made of the proposal developed in 2006 by Washington County for support of a regional dataset and that Mn BSWR was identified as a candidate to serve as the regional custodian. The proposal did not proceed because BSWR perceived the role of regional custodian it would be too time consuming and that the data would be more detailed than they needed for their needs. In an attempt to reenergize action, the Metropolitan Council has offered to pilot a project to document the time and effort required to accomplish the regional custodian roles proposed by Washington County. This proposal was forwarded to the County Data Producers Workgroup on July 14 for consideration. As of this writing, no response had been received from the Workgroup.

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<sup>1</sup> See Item 6a in the agenda packet at [http://www.metrogis.org/teams/pb/meetings/08\\_0723/08\\_0723\\_packet.pdf](http://www.metrogis.org/teams/pb/meetings/08_0723/08_0723_packet.pdf).



## EXHIBIT 1



**November 21, 2008**

Request for Bid Proposals  
MetroGIS Leadership Development Plan

**Introduction:** MetroGIS is a regional geospatial organization that serves the seven-county, Minneapolis-St. Paul metropolitan area (see [www.metrogis.org](http://www.metrogis.org)). Participants include representatives of local, county, regional, state, and federal government entities in the region, as well as private industries, utilities, non-profits, and educational institutions.

A current priority of MetroGIS is to implement a Leadership Development Plan to ensure orderly transitions among individuals who hold key leadership positions. Accordingly, the MetroGIS Policy Board has adopted ten key elements upon which it wishes this Plan to be founded. These ten elements are presented in Attachment A.

**Bid Request:** MetroGIS, via the Metropolitan Council's procurement procedures, is seeking a qualified consultant to work from a Purchase Order to:

- Provide lead support to create the above-referenced Leadership Development Plan and associated actionable strategies to accomplish the ten foundation elements defined by the Policy Board.
- Effectively incorporate the MetroGIS Leadership Development Workgroup into the evaluation of options throughout the plan development process. The members of Workgroup will be appointed by MetroGIS. The members will include representatives of the MetroGIS stakeholder organizations and the MetroGIS Staff Coordinator.
- Present a preliminary final Leadership Development Plan document to the Leadership Development Workgroup for its comment.
- Present a final Leadership Development Plan document to the Leadership Development Workgroup for its consideration.
- Be available for questions when the Workgroup's recommendation is presented to the MetroGIS Coordinating Committee and MetroGIS Policy Board for their respective considerations.

The Terms and Conditions for working from a purchase order are presented in Attachment B. Note that the Council does not sign terms and conditions of other parties.

Proposals will be judged based on:

- Experience and success of the consultant with similar projects and users (e.g., multi-participant organizations that rely upon volunteers to serve in key committee leadership roles and limited dedicated support resources).
- Demonstrated understanding of MetroGIS's culture and objectives.
- Evidence of availability of resources (staff skills) to achieve project goals within the proposed time frame. The final report and prototype are to be delivered no later than August 30, 2009.
- Cost of the proposal. The budget of up to \$10,000 has been authorized for this project.
- Appropriateness of the solution in the context of the MetroGIS's culture and capabilities.

To be considered, questions must be submitted by close of business Tuesday, December 9, 2008. Answers to all questions will then be shared on Friday, December 12, 2008 with all persons who requested, or who have been sent, the documentation for this request for bid proposals. To qualify for consideration, written bid proposals must be received by the close of business on Friday, December 19, 2008. Please submit questions and final proposals to Randall Johnson, MetroGIS Staff Coordinator, at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us) - *subject*: MetroGIS Leadership Development Plan.

# ATTACHMENT A

## **A. KEY ELEMENTS AND RECOMMENDATIONS – LEADERSHIP DEVELOPMENT PLAN**

(As approved by the Policy Board – October 22, 2008)

### **B. PREAMBLE:**

#### **C. 1. Recognition of Challenges - Leadership Development Planning**

Due to MetroGIS's unique organizational structure – which relies on the willful collaboration of staff and political leadership from numerous public entities – the MetroGIS Leadership Development Plan differs from most corporate, non-profit and governmental transitional plans. The following are unique challenges faced by MetroGIS in preparing for the transition from current to future leadership and staff:

- Political factors outside of MetroGIS control
  - Statewide election of Governor, affecting Metropolitan Council
  - Local elections, affecting composition of MetroGIS leadership and political support of MetroGIS
- Participant organization factors outside of MetroGIS control
  - Staffing decisions at individual counties, agencies and other entities may affect staff and technical resources available to MetroGIS
- Financial support outside of MetroGIS control
  - MetroGIS's "foster collaboration" function is funded by the Metropolitan Council. If the Council changes its financial priorities, or if Council membership changes significantly via a gubernatorial election or retirements, MetroGIS funding could be vulnerable.

**2. Assumption:** This Plan assumes that the Metropolitan Council will continue to serve as the lead custodian for MetroGIS's "foster collaboration" function in accordance with its role as MetroGIS's principle sponsor. This role includes provision of dedicated staff support and project funding to catalyze sustainable solutions to shared geospatial information needs.

### **D. PROPOSED KEY ELEMENTS - LEADERSHIP DEVELOPMENT PLAN**

**1. Statement of Purpose** – The MetroGIS Leadership Development Plan provides direction for MetroGIS participants and staff as they prepare for the future retirement or other replacement of political leadership, key staff and technical support. This Plan provides MetroGIS's strategies for seamlessly integrating new leaders and staff into MetroGIS without losing momentum on current projects and without losing valuable institutional knowledge. One major focus of this plan is the preparation of the "next generation" of new leaders before vacancies occur.

**Research Existing Models:** The Coordinating Committee suggested that staff should investigate how other organizations deal with transitions in key leadership, in addition to the materials listed under "Leadership Development Planning Resources" in the Reference Section of the accompanying agenda report, before a workgroup is formed to expand upon the preliminary direction suggested herein to achieve the ten key elements. Blake commented that the references cited in the Reference Section of the agenda report provide a good starting place for such proven practices.

**2. Identification of Key Leaders and Staff** – The MetroGIS Leadership Development Plan specifically addresses the development (or succession) plans for, at a minimum, the following key individuals and positions:

- MetroGIS Policy Board and Coordinating Committee membership
- MetroGIS staff, particularly the Staff Coordinator position
- Key participant organization staff (e.g. county GIS managers, technical staff)
- Technical Advisory Team
- MetroGIS workgroup participants
- Champions and advocates within critical stakeholder organizations

**3. Identification of Requisite Skills and Experience for Key Leaders and Staff** – MetroGIS staff (or

designated workgroup) will develop thorough job descriptions and/or identification of skills needed to fill the positions listed above. This includes details on each position's general duties and obligations, expected time commitment and a description of any required technical expertise.

Document Standard Operating Procedures: As a complimentary project, the Coordinating Committee recommended that a priority should be added to document Standard Operating Procedures important to a seamless transition in leadership should be documented (e.g., meeting preparations, hosting forums, data sharing practices, out sourcing/Request for Bids). Staff was directed to speak with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

**4. Development of a Leadership Development Structure** – MetroGIS staff (or designated workgroup) should draft detailed procedures to be followed in the event of the retirement or other replacement of the individuals identified in #2 above. Delineation of key responsibilities – including the identification of potential successors and the development and implementation of training programs and materials – should be offered in the Plan.

In the case of dedicated MetroGIS staff, there should be a process for MetroGIS participant organizations to provide input and recommendations to the Metropolitan Council regarding the evaluation and hiring of new staff. The input and recommendations are intended to assist the Metropolitan Council in their decisions, not to supersede their decision-making role. In the case of workgroup participants, the process can be a less formal recruitment of interested and qualified staff from participant organizations.

The following elements should be included in the Leadership Development Planning Structure:

- Development of an Advisory Committee to provide input to the Metropolitan Council regarding their MetroGIS staff decisions (e.g. recruiting, interviewing, hiring)
- Drafting of a Recruitment Process for identifying potential new staff and Technical Support. MetroGIS staff will share a draft with the Metropolitan Council to seek guidance and input.
- Development of “performance measures” for reviewing the success of individual staff or leader transitions to gauge the success of the leadership development process
- Development of expected timelines to hire, train and fully integrate new staff into support responsibilities. In particular, authorization to offer an “overlap” period should be pursued during which a current and future Staff Coordinator can work together to make a seamless transition. Overlap period options (e.g., long: 4 - 6 weeks, short: 2 - 3 weeks) should be developed to provide guidance for the optimum timing (e.g., period covering preparations for a Coordinating Committee meeting and subsequent Policy Board meeting) and the topics to cover. As with all staffing decisions, the timeline is intended to provide informal input to the Metropolitan Council, which ultimately makes all decisions related to MetroGIS decisions.

Test and Refine: The Coordinating Committee recommends testing and refining the above-outlined structure, by applying it as a component of the process to hire a Technical Coordinator, assuming permission is received to create and fill this position.

**5. Plan for Maintaining Political Legitimacy during Transitional Phases** – MetroGIS's effectiveness is in large part due to the political support of its participating organizations. Without this support, much of the professional staff assistance MetroGIS needs – in implementing its programs, staffing its workgroups and maintaining the viability of DataFinder – would likely be unavailable. It is important to prepare MetroGIS to maintain this support and political legitimacy during transitional phases. Specific tactics for achieving this are discussed below. Staff was directed to speak with Chairperson Reinhardt to obtain her input as to material that she would like to include concerning chairing the Policy Board.

**6. Address “Volunteer Burnout”** – MetroGIS relies heavily on volunteers from participant organizations for technical assistance, workgroup participation and other key organizational activities. As discussed in the 2008-2011 MetroGIS Business Plan, the potential pool of participants for these activities has shrunk in recent years, largely due to volunteer burnout. MetroGIS should contain a variety of strategies for

growing participation in workgroups and reducing the burden on frequent volunteers to ensure the vitality of future volunteer projects. Possible strategies include:

- Institute regular newsletter (or listserv) communications with larger GIS community, including information on current and upcoming workgroup projects, technical needs and opportunities for participation and coordination. The mailing list should include GIS departments and specialists in adjoining counties, select private enterprises and other “non-traditional” potential MetroGIS participants.
- More active involvement of “next generation” surrogates to increase the potential pool of volunteers from current participant organizations (discussed in Recommendation #7 below).
- Consider creating an online forum at the MetroGIS website that allows current and potential participants to share opportunities for coordination and updates on current projects.
- Investigate potential to add a mechanism to the MetroGIS website capable of supporting regular (daily updates?) postings of specific needs – technical and other - to keep stakeholders and potential participants aware of needs and opportunities to contribute. (Comment: viewed as a component of both the Outreach and Leadership Development Plans.)
- Investigate potential to support a means for potential contributors to identify themselves and explain how their skills/knowledge align with stated needs. (Comment: This functionality is similar to that previously identified as part of a “portal”.)

**7. Increase Involvement of “Next Generation” Substitutes/Surrogates** – Members of the MetroGIS Policy Board, Coordinating Committee, Technical Advisory Team and workgroups will arrange for a designated substitute, or surrogate, to attend any meeting, workshop or key event to which a member is unable to attend. A key component to leadership development is the early and frequent involvement of the “next generation” of MetroGIS leaders and participants. Involvement of surrogates will allow future active participants to learn the MetroGIS organizational structure, build relationships with current participants, and develop a broader understanding and interest among stakeholders needed to successfully transition to new leadership. In addition, MetroGIS will regularly send pertinent meeting minutes and agendas to designated surrogates regardless of their involvement in a given meeting. This will allow surrogates to remain informed of MetroGIS’s activities on an ongoing basis.

**8. Update Printed “Outreach” and Informational Materials** – Printed outreach and information materials, including the MetroGIS Information Brochure, are important tools for both outreach and leadership development. From a leadership development perspective, these materials allow MetroGIS to more effectively communicate MetroGIS’s mission and key activities to surrogates and other interested parties. They also serve as a valuable educational tool for potential champions and advocates within current participant organizations.

Immediate Project: The Coordinating Committee recommends creating a one-page summary document of MetroGIS’s purpose, its current activities, who is involved, etc. and post on the website for stakeholders to use when they train in new staff/policy makers about MetroGIS. Share this summary with the Coordinating Committee and Policy Board Chairs for suggested modifications to assist them in the upcoming transition to their successors.

**9. Consider Reinstating Bimonthly Coordinating Committee Meetings** – As MetroGIS begins to take a more active role in the world of applications and services, there will be an increasing need for more frequent input and direction from the Coordinating Committee. While MetroGIS’s role relating to applications is still being defined, it appears clear that the organization will, at a minimum, have increased coordination responsibilities. Staff recommends that the Coordinating Committee consider holding meetings every two months instead of the current quarterly meeting schedule. Any change in schedule that has budget implications for MetroGIS will be discussed with Metropolitan Council staff prior to implementation.

Investigate Option: The Coordinating Committee recommends that the option of creating an Executive Committee should be investigated before moving to additional Committee meetings. In the investigation, acknowledge that to make more progress on work objectives, a greater need exists for



workgroups to frame and address issues and opportunities than for the Committee to meet. Also investigate if an Executive Committee could relieve the Coordinating Committee of administrative items and its usefulness to provide leadership during transitions of key staff and committee leadership. The investigation should also include exploring modifications to the existing “e-vote” authority to allow the Committee to take action on non-administrative items under specified circumstances.

***10. Continue Utilizing Consultants to Assist in Business Planning, Strategic Planning Sessions and to “Fill Gaps” as Needed*** – Due to MetroGIS’s relatively limited dedicated staff resources, the organization has routinely utilized consultant services to help conduct key organizational activities, including business planning and strategic planning sessions. Input received at MetroGIS workshops and meetings, including the April 25, 2008 interview session with MetroGIS leadership and staff, suggest that the involvement of consultants has played a key role in achieving the organization’s goals.

**ATTACHMENT B**  
**PURCHASE ORDER TERMS AND CONDITIONS**  
**(PROFESSIONAL/TECHNICAL SERVICES)**  
**(Local Funding)**



## EXHIBIT 2



November 24, 2008

Request for Bid Proposals

MetroGIS Performance Measurement Plan Update Project

**Introduction:** MetroGIS is a regional geospatial collaborative organization that serves the seven-county, Minneapolis-St. Paul metropolitan area (see [www.metrogis.org](http://www.metrogis.org)). Participants include representatives of the over 300 local, county, regional, state, and federal government entities in the region, as well as private industries, utilities, non-profits, and educational institutions.

A current priority of the MetroGIS organization is the updating of its Performance Measurement Plan, which was adopted in 2002.<sup>2</sup> A new Performance Measurement Plan is needed because MetroGIS adopted a new Business Plan in October 2007<sup>3</sup> that includes objectives for which performance measurement has not been determined. Several performance indicators were, however, identified during the business planning process. They are illustrated as the unboxed, red statements on the “concept map” located at [http://www.metrogis.org/about/business\\_planning/sdw/conceptmaps/concept\\_061507\\_b.pdf](http://www.metrogis.org/about/business_planning/sdw/conceptmaps/concept_061507_b.pdf). These performance indicators are expected to form the foundation from which the next-generation of performance measures will evolve.

**Bid Request:** MetroGIS, via the Metropolitan Council’s procurement procedures, is seeking a qualified consultant to work from a Purchase Order to:

- 1) Provide lead support to develop a next-generation MetroGIS Performance Measurement Plan that when implemented will provide information that enables MetroGIS leadership and leadership of MetroGIS’s stakeholder organizations needed to clearly understand the public value created via MetroGIS’s efforts and accomplishments. The major contents of the proposed next-generation Plan must include:
  - A performance measure(s) for each of MetroGIS’s eight strategic goals (Chapter 3, page 26 of Business Plan - footnote 2).
  - Data sources for each measure.
  - Support roles and responsibilities related to capture, format, analyze, and report the data required to support each measure.
  - Performance measures defined in the current plan (footnote 1), to the extent practical, to provide some means for apples-to-apples comparisons with past reporting cycles.
- 2) Effectively incorporate the performance indicators that were identified during the recent MetroGIS business planning process into the next-generation Performance Measurement Plan.
- 3) To the extent practical, incorporate into the Plan for MetroGIS the performance measurement strategies promoted by Kate Lance (doctoral work) and her international colleagues for application in spatial data infrastructure (SDIs) environments, such as MetroGIS.
- 4) Effectively incorporate the MetroGIS Performance Measurement Workgroup into the evaluation of options throughout the plan development process. The members of Workgroup will be appointed by MetroGIS. The members will include representatives of the MetroGIS stakeholder organizations and the MetroGIS Staff Coordinator
- 5) Present a preliminary final Performance Plan document to the Performance Measurement Workgroup for its comment.

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<sup>2</sup> The 2002 MetroGIS Performance Measurement Plan can be viewed at [http://www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml)

<sup>3</sup> The 2007 MetroGIS Business Plan can be viewed at [http://www.metrogis.org/about/business\\_planning/2008-2011\\_businessplan.pdf](http://www.metrogis.org/about/business_planning/2008-2011_businessplan.pdf)

- 6) Present a final Performance Plan document to the Performance Measurement Workgroup for its consideration.
- 7) Be available for questions when the Workgroup's recommendation is presented to the MetroGIS Coordinating Committee and MetroGIS Policy Board for their respective considerations.

The Terms and Conditions for working from a purchase order are presented in Attachment A. Note that the Council does not sign terms and conditions of other parties.

**Proposals will be judged based on:**

- Experience and success of the consultant with similar projects and users (e.g., performance measurement for multi-participant geospatial collaborative organizations (spatial data infrastructures) that rely upon volunteers to serve in key committee leadership roles and possess limited dedicated support resources).
- Demonstrated understanding of MetroGIS's culture and objectives.
- Evidence of availability of resources (staff skills) to achieve project goals within the proposed time frame. The final report and prototype are to be delivered no later than August 30, 2009.
- Cost of the proposal. A budget of up to \$10,000 has been authorized for this project. If the project can not be completed within this budget, please specify what additional investment would be needed and how much of the project could be completed.
- Appropriateness of the solution in the context of the MetroGIS's culture and capabilities.

**Questions and Submittal:** To be considered, questions must be submitted by close of business Tuesday, December 9, 2008. Answers to all questions will then be shared on Friday, December 12, 2008 with all persons who requested, or who have been sent, the documentation for this request for bid proposals. To qualify for consideration, written bid proposals must be received by the close of business on Friday, December 19, 2008. Please submit questions and final proposals by email to Randall Johnson, MetroGIS Staff Coordinator, at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us) - *subject:* MetroGIS Performance Measurement Plan Update.

## **ATTACHMENT A**

### **PURCHASE ORDER TERMS AND CONDITIONS (PROFESSIONAL/TECHNICAL SERVICES) (Local Funding)**

## EXHIBIT 3

**MetroGIS**

*Cooperation, Coordination, Sharing Geographic Data*



### **Strategy**

**(Approved by Policy Board – October 22, 2008)**

#### **Investigating Possibilities**

#### **Partnering with Private Sector to Address Shared Information Needs**

##### **OBJECTIVE**

Establish a working relationship between the MetroGIS leadership, the MetroGIS Coordinating Committee and the private sector to identify and capitalize on mutually advantageous activities relating to sharing and utilizing geo-spatial information.

##### **CONTEXT**

Since its beginnings, MetroGIS has sought participation from non-government interests to define shared geospatial needs. However, it was not until 2005, that MetroGIS began to consider seeking out interest on the part of non-government interests to partner on solutions to shared needs. The investigation that began in 2005 resulted in an October 2007 directive of the MetroGIS Board to proactively seek out such partnering opportunities with non-government interests. The 2007 directive occurred with the adoption of the 2008-2011 MetroGIS Business Plan.

This proposal acts on the October 2007 scope expansion directive. (Refer to the Reference Sector for a timeline of actions and events that have led to this proposal.)

##### **OUTCOME**

Identify 4 to 5 pilot projects to demonstrate the value cross-sector partnering and through which to resolve policy obstacles (e.g., issues raised with current non-disclosure requirements).

##### **CONCEPTUAL METHOD (to launch)**

###### **1) Phase I – Achieve Concept Buy-In – January 2009**

MetroGIS to host a 2-3 hour forum at which 10-12 leaders of several key non-government interests would meet with 3-4 Policy Board members to investigate interest in working with MetroGIS to define shared information needs and collectively pursue solutions, as the needs dictate. The theme of the forum would focus on land information systems and/or emergency preparedness to catalyze discussion of possibilities. Buy-in will be sought that further investigation of potential collaborative solutions is warranted

###### **Attendees – Phase I:**

*Policy Board Members:* Councilmember Schneider, Councilmember Elkins, Councilmember Pistilli and Chairperson Reinhardt

*Private Sector Leadership:* 10-12 individuals TBD. (Note: To test receptiveness to this concept, the Staff Coordinator has spoken with several individuals, each of whom has been expressed interest in participating. These initial contacts were with individuals affiliated with the Mn High Tech Association, TIER 3 Consulting, Information Builders, Urban Land Institute-Mn, CB Richard Ellis, Excensus, and The Lawrence Group). Evaluating the potential for a cross-sector supported regional land management information system excited each as a possible collaborative endeavor.

Other candidate interests identified as potential participants, but not yet contacted, include the Regional Chamber of Commerce, Xcel Energy, Regional MLS, Minneapolis Star and Tribune, Sears, U of M, Great River Energy, prominent Planning and Engineering Consultant, and a GIS vendor?

## 2) Phase II - Create Private Sector Coordinating Committee

If the buy-in sought in Phase I is accomplished, a key component of this proposal is the formation of a "private sector coordinating committee" to work with MetroGIS to jointly investigate opportunities for cross-sector solutions to specified shared information needs.

This proposed Committee would be comprised of major private sector users of geospatial technology, which serve the Twin Cities metropolitan area. The Committee would be self-organizing, once key interests to the MetroGIS community are encouraged to participate. The Committee would also be principally supported by its member interests and have responsibility for:

- Defining shared needs among non-government interests
- Working collaboratively with MetroGIS leadership to define needs shared by both stakeholder groups -
- Working with MetroGIS leadership to refine the following principals of collaboration adopted by the Policy Board in January 2006, if necessary to achieve cross-sector collaboration solutions:
  - *Value added to public sector assets is encouraged provided it does not detract from the public sector objective.*
  - *Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.*
  - *Contributions can be comprised of funds, data, equipment and/or people.*
  - *Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.*
- Working in conjunction with MetroGIS leadership, build upon the recommendations set forth in the 2008-2011 Business Plan to define sustainable solutions to geospatial needs shared by both the government and non-government communities, including and not limited to, modifications in the current MetroGIS organizational structure. How can we work together to reduce costs? What innovations can we work together to develop? How can we promote a statewide cooperative GIS effort?
- To facilitate interaction between the MetroGIS Policy board and the Private Sector Coordinating Committee, MetroGIS Leadership will discuss having the chair of the Private Sector Coordinating Committee have a seat on the Policy Board along with the chair for the existing Coordinating Committee as a non-voting ex-officio member.

(Note: If this effort to seek a collaborative relationship with for-profit interests is successful, a similar effort would be undertaken for non-profit interests.)



### Cooperation, Coordination, Sharing Geographic Data

**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** December 1, 2008  
(For the Dec 10<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A. NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC): OCTOBER 15-16 MEETING**

The agenda for the October NGAC meeting is presented in Attachment A. Two items of note were the vision for a National Land Parcel Data solution and the Imagery for the Nation Program. The meeting a summary can be viewed at <http://www.fgdc.gov/ngac/meetings/october-2008/october-15-16-2008-ngac-meeting-summary.pdf>. A detailed synopsis of concerns and comments agreed upon by the NGAC has been requested.

The Staff Coordinator represented regional interests in a panel session that preceded the Committee's discussion of the vision for National Land Parcel Data. The success of MetroGIS's regional parcel dataset was among the reasons Johnson was asked to participate in this panel.

A detailed explanation of the Committee's charge and efforts, including a preliminary position statement on the IFTN program, can be viewed in an article published in the summer issue of ESRI's ArcNews at <http://apb.directionsmag.com/archives/4609-National-Geospatial-Advisory-Committee-Endorses-IFTN,-Looks-for-Input.html>.

**B. HENNEPIN COUNTY COMMISSIONER JOHNSON'S RECOGNIZED AS GIS HERO**

See the article at <http://www.esri.com/news/arcnews/spring08/articles/commissioner-randy.html> in which ESRI recognized Commissioner Johnson for his efforts to advance GIS technology. (Excerpt provided Attachment B.)

**C. PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

**1. Article Submitted for the Minnesota GIS/LIS Consortium Newsletter:**

An article was submitted for the summer issue of the GIS/LIS Newsletter entitled "MetroGIS Moves to Address Shared Application Needs". It can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=69>

**2. Presentations:**

- October 30: The Staff Coordinator was interviewed by Professors Bryson about various aspects of leadership that has contributed to MetroGIS's success. This interview follows up on two previous interviews of MetroGIS leadership in May and in August in preparation for a series of scholarly articles.
- Oct 2 - Mn State GIS/LIS Conferences: Mark Kotz give a presentation entitled "In Web Services We Trust" and served on a panel session "Addresses for State and Local Government".
- Oct 15: The Staff Coordinator presented on the MetroGIS Regional Parcel Dataset at the NGAC meeting (see Item A, above)

## **D. RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

### **1. DNR Use of Geocoder Service**

*Message from Tim Loesch, DNR GIS Manager, to fellow Coordinating Committee members:*

“I wanted to let you know that the DNR has successfully integrated the MetroGIS Geocoder into our internal GIS Viewer called LandView and it is being distributed to DNR offices throughout the state. For those staff that are interested in doing address matching in the Metro Area this will be a very valuable system to use. Craig Perreault is the person who maintains the LandView program and he had no issues with interacting with the geocoder. LandView is a MapObjects Lite application written in VB6.”

### **2. Statewide Emergency Preparedness Data Project**

John Hoshal, the project manager, briefed the Policy Board on April 23 about this project. An update has been requested to share at the December meeting.

## **E. RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

### **1. Regional Address Points Solution Influences National White Paper**

Will Craig has asked that Mark Kotz, Gordy Chinander and the MetroGIS Address Work Group be recognized for their contributions to NSGIC's recently completed Address White Paper. NSGIC's recommended best practices pertaining to address point solutions can be viewed at [http://www.nsgic.org/hottopics/Addresses\\_FTN\\_081808\\_FINAL.pdf](http://www.nsgic.org/hottopics/Addresses_FTN_081808_FINAL.pdf). See [http://www.nsgic.org/hottopics/addressing\\_coordination\\_issues.cfm](http://www.nsgic.org/hottopics/addressing_coordination_issues.cfm) for several links to materials drawn from to develop the recommended best practices. One of those documents is MetroGIS's Address Vision statement ([http://www.nsgic.org/committees1/bestPractices/Occupiable\\_Units\\_Dataset\\_Vision.pdf](http://www.nsgic.org/committees1/bestPractices/Occupiable_Units_Dataset_Vision.pdf)).

### **2. MetroGIS DataFinder Map Services Featured**

*Comments from Alison Slaats, Former DataFinder Manager*

With the release of ArcGIS version 9.3, ESRI is also announcing the “ArcGIS Desktop Resource Center”. The web site provides unified access to Web-based Help, online data, and key support services for ArcGIS Desktop.

In the Urban and Regional GIS Content section of the Resource Center, an ArcMap document providing MetroGIS DataFinder map services is featured as an example of free online GIS being served by urban and regional agencies.

The inclusion of DataFinder map services in this website shows that people beyond our region are interested in our work. In addition, it will provide another way for people to find out about DataFinder services and the MetroGIS organization.

### **5. Time to Set Our Data Free: Web - Now Government - 2.0?**

Policy Board member Elkins called this article, by Neil Pierce to my attention as thought-provoking. It can be viewed at <http://citiwire.net/post/34/>. Neil Pierce, who writes regular columns for the Washington Post and the weekly Nat'l League of Cities newspaper has started a new weekly e-column. Neil and our own Curt Johnson lead the "Citistates Group", a collective of regionalist consultants.

### **6. Where And How Is Policy And Governance Connecting To The Geospatial Community And What Are The Challenges?"**

<http://vector1media.com/vectorone/?p=530>

# ATTACHMENT A

## National Geospatial Advisory Committee Meeting National Conservation Training Center Shepherdstown, WV, October 15-16, 2008

### WEDNESDAY, October 15: NGAC Public Meeting

- 8:30 – 9:15**      **Welcome & Opening** – *Anne Miglarese (Chair) & Steve Wallach (Vice Chair)*
- Roll call/introductions
  - Review of action items from June NGAC meeting
  - Review and adoption of minutes from June NGAC meeting
  - Brief summary/update on FGDC news & initiatives
  - Summary of key outreach/communications activities
  - Guidance from the FGDC Chair/DFO
- 9:15 – 10:15**      **Changing Landscape White Paper** – *Dave Cowen/Team*
- Preparation: Read and review draft paper
  - Objective: Provide update & solicit feedback
  - Brief presentation
  - Discussion and feedback
  - Identify agreements, actions and next steps
- 10:15 – 10:30**      **BREAK**
- 10:30 – 12:30**      **Geospatial Transition Paper** – *Matt O'Connell/Team*
- Preparation: Read and review draft paper
  - Objective: Agree on geospatial priorities and approve recommendations to FGDC Chair
  - Brief presentation
  - Discussion and feedback
  - Identify agreements, actions/recommendations, and next steps
- 12:30 – 1:30**      **LUNCH**
- 1:30 – 3:00**      **National Land Parcel Data Study** – *Dave Cowen/Don Buhler (BLM)/Panelists*
- Preparation: Review NRC National Land Parcel Data Study
  - Objective: Identify practical short-term actions for FGDC and Federal agencies and endorse or comment on recommendations
  - NGAC panel discussion (Dittmar, Johnson, Mondello, Nagy, Nelson) – Analysis of recommendations
- 3:00 – 3:30**      **BREAK**
- 3:30 – 4:30**      **National Land Parcel Data Study** – *Open Discussion/Public Comment*
- Public comment period related to land parcel data issues
  - Discussion and Q & A
  - Identify agreements, actions/recommendations, and next steps
- 4:30 – 5:00**      **Imagery for the Nation Update** – *Karen Siderelis*
- Summary of IFTN implementation plan status and overview of how NGAC-identified issues are being addressed
  - Objective: Provide an update on issues and implementation plan
- 5:00**      **ADJOURN**



## **THURSDAY, October 16: NGAC Public Meeting**

- 8:00 – 8:15**      **Welcome, Summary of Day 1, Overview of Agenda** – *Chair/Vice-Chair*
- 8:15 – 9:00**            **News and Notes Forum** – *NGAC Members*  
Objective: Provide a forum for committee members to share information, report on geospatial community activities and apprise colleagues of emerging issues. Committee members who have information to share or report are asked to contact NGAC Chair & DFO prior to the meeting.
- 9:00 – 9:30**            **Public Comment Period** – Sign up in advance
- 9:30 – 10:15**        **Geospatial Line of Business Update** – *Ivan DeLoatch*
- Objective: Report status of SmartBuy initiative & A-16 revision process
  - Discussion and Q & A
- 10:15 – 10:430**        **BREAK**
- 10:30 – 12:00**    **NGAC Action Plan** – *Chair/Vice-Chair/Committee*
- Objective: Assess progress, review approach and roles, and make modifications to move forward
  - Working subcommittee reports
  - Approach, Assumptions, Issues, and Roles
  - Discussion and feedback
  - Formation of new subcommittees to address emerging issues or initiatives
  - Identify agreements, actions and next steps
- 12:00 – 1:00**            **LUNCH**
- 1:00 – 2:00**            **Geospatial Transition Paper** – *Chair/Vice-Chair/Committee*
- Review modifications
  - Action: Approve recommendations to FGDC Chair
- 2:00 – 2:30**            **BREAK**
- 2:30 – 3:30**            **National Land Parcel Data Study** – *Chair/Vice-Chair/Committee*
- Review modifications
  - Action: Approve recommendations to FGDC Chair
- 3:30 – 4:00**            **Meeting Summary, Next Steps, Adjourn**

# ATTACHMENT B

## Commissioner Johnson Recognized As GIS Hero

Excerpt from [ArcNews Online](#):

### Commissioner Randy Johnson Evangelizes Importance of GIS at Local and National Level

*This article is part of an ongoing series honoring individuals who have made a difference in the world by applying a GIS solution to challenges or needs within conservation or their communities. Since these unique individuals have been selected for their innovations or special achievements in a particular field, the series is appropriately named GIS Heroes. ESRI recognizes Randy Johnson as a GIS hero.*

Commissioner Randy Johnson of District Five in Hennepin County, Minnesota, recently became the longest serving commissioner in the history of the county, which dates back to 1852. His dedication to making a difference, however, reaches far beyond his local community. As an advocate of GIS technology, Johnson is dedicated to sharing his knowledge and enthusiasm about the power of GIS with his constituents, other elected officials, and members of the federal government. Every time he has an opportunity, Johnson tells others about GIS and how it can improve all areas of government and life in general.

"By definition, local governments are place based, and GIS fits into everything a local government does, especially counties," he says. "For more than 10 years, I have had a standing offer: If anyone can find anything that the county does that doesn't use GIS or couldn't be improved by using GIS, I will buy them lunch." So far, he hasn't had to pay up.

An employee once challenged him with the question, "I understand how GIS can help in stationing and routing ambulances for hospitals, but once a patient is admitted, what does GIS possibly have to do with that?"

Johnson quickly explained that every patient can have a wristband with GPS so staff could always know exactly where every patient is located. "GIS isn't just computerized mapping," he notes. "It's a whole organizing principle."

After graduating from the University of Minnesota Law School in 1974, Johnson began his career practicing corporate law and intellectual property law. After a few years, he went to Washington, D.C., to work as the assistant general counsel for the federal election commission. A year into that position, a seat opened up on the Hennepin County Board and he went home to run. Elected in 1978, that win began what has thus far been a 30-year tenure.

Motivated by his desire to make a difference in this long-running position, Johnson is also rewarded with variety in his work. "It's a great opportunity for somebody like me who has eclectic interests," he says.

Yet, GIS remains one of his constant interests, and that is reflected in Hennepin County's use of GIS. More than 30 years ago, in-house staff developed a GIS called Ulti-Maps that other local governments and some utilities began to use. The county has been a pioneer in using GIS for transportation, and GIS is also used extensively in managing property tax records, as well as ambulance routing and stationing.

In addition, Johnson promotes GIS as a resource to support better decision making. "Elected officials don't have time to read all of the material that comes before them. I

found out very early that it's not physically possible," he states. "Graphic representation can deliver a message much more effectively than a spreadsheet, so I've been encouraging our staff, as well as county staff throughout the country, to think of GIS as a decision maker's support tool."

There was a time, he notes, when people would say, "Here comes Randy with his computer maps again." But Johnson is now finding colleagues are increasingly insistent on seeing maps. This has been especially true as the Hennepin Regional Rail Authority considers combining rail corridors.

"Everybody wants to see the alternatives on maps, as well as maps that show potential ridership, potential growth, and potential housing development," he says. "They are beginning to expect to see information in a spatial, map-oriented form, and that's really good."

To spread the word about GIS throughout all levels of government, Johnson has taken leadership roles at local and national levels. In 1995, Johnson founded the National Association of Counties' (NACo) GIS subcommittee and is currently its chairman. He later went on to serve as NACo's president. He has been on the board of the Geospatial One-Stop since it began and was the first local member appointed to the Federal Geographic Data Committee.

According to Johnson, it is important to have good communication between local and federal government since counties historically manage granular geographic data, such as land records in the United States, and the federal government makes decisions about data standards and related matters. This approach allows all parties to work closely together to facilitate advances in the management of geospatial data, data sharing, and GIS development.

Eric Coleman, commissioner, Oakland County, Michigan, and president, NACo, says "When he was president of NACo, Randy Johnson urged counties to become 'global, digital, and sustainable.' He has always been a strong supporter of the use of geospatial technology, and our membership appreciates his continued leadership in the use of GIS to solve business problems. Randy has helped county leaders across America come to appreciate the critical role that GIS plays in service delivery."

In line with his work with the federal government, Johnson is a strong voice for the role of GIS in homeland security. "To me, it's very logical that GIS plays an important role in the planning and execution of defense and security initiatives," he comments. "When we had our very unfortunate bridge collapse here in Minneapolis, GIS technology played a role in helping the federal highway transportation commission reconstruct what happened. It also helped us reroute traffic and synchronize our traffic signals."

Clearly an evangelist for GIS, Johnson related, "I manage to work GIS into just about every single speech that I give and most conversations that I have with people, because I think it is an organizing principle of life. Spatial thinking is absolutely key to knowing what's going on around you."

Webster Guillory, assessor, Orange County, California, says, "Throughout the years, Randy Johnson has championed the implementation of geospatial solutions. Among county-elected officials, he distinguishes himself as a leader who has always understood the great possibilities of this technology."

# Geocoder Web Service

*A MetroGIS Project for funding year 2007*

## Final Report

November 26, 2008

For MetroGIS Coordinating Committee review

Submitted by Nancy Read, Metropolitan Mosquito Control District (MMCD)

### Summary:

Many web-based mapping applications use an address look-up (geocoder). In this project a group of MetroGIS participants identified a common need for a service that could take a request from an application and return a set of likely matching addresses and locations, using both address information in the Regional Parcel Dataset (and/or eventually the Address Points Dataset) and address ranges in the TLG Street Centerlines dataset.

After identifying requirements and sending out an RFP (through MMCD), the group chose to fund modifying the "Postal Address Geo-Coder" (PAGC, <http://www.pagcgeo.org/>), an open-source geocoding application used for batch geocoding. Walter Sinclair, developer of PAGC, made the extensive changes required and wrote documentation for installation and use of the service, and LMIC staff installed the service and related data. The service was then put into production use by projects at MMCD (see example in site at <http://www.mmcd.org/treatentrypage.htm>) MN-DNR, and the GCGI Emergency Preparedness committee (RNC application) and also tested by Carver Co. and Met. Council staff. After the first month some revisions and corrections were requested, which are now in place and documented.

The team worked with Metropolitan Council staff to set up an informational web site on the Geocoder, with links to the web service, general instructions, and full documentation (see <http://www.metrogis.org/data/apps/geocoder/>).

The service is fully functional for both street address and intersection look-up in the Metro area, and is in active use. It returns not only x,y coordinates (lat-lon) and a standardized situs address and mailing city, but also parcel ID (if a parcel match was found) (see web site for test form, or use in app at MMCD link above).

The Team has updated the street and parcel data used as reference by the geocoder and is working on automating those updates, aiming for weekly update of street data and (at least) quarterly update for parcels (parcel data update limited by pre-processing requirements at counties and Metropolitan Council).

Tools and examples are available to help in using the service, including a SOAP wrapper for .NET programming, and an ArcTools extension to use the service in a desktop mapping environment.

Presentations on the geocoder were made at MN GIS/LIS meetings in 2007 and 2008, and an article was published in the MN GIS/LIS newsletter.

We hope that other organizations needing address look-up will use the service or code, and save many hours of programming and data maintenance.

### Geocoder Team Members:

Jim Maxwell (TLG), Mark Kotz (Metro Council), Gordy Chinander (Metro Emergency Services Board), Bob Basques (City of St. Paul), Chris Cialek, Jim Dickerson, and Pete Olsen (LMIC), Dave Bitner (MAC), Kent Treichel (MN Dept. of Revenue) and Nancy Read (MMCD, contact for correspondence, [nancread@mmcd.org](mailto:nancread@mmcd.org), 651-643-8386).

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**Appendix B: Plan and Specifications (June, 2007)**

**Appendix C: Data Pre-processing**

## **Introduction**

Many participants in MetroGIS, both governmental and private, are building web-based mapping applications to help citizens or staff find data related to an address. An address look-up (geocoder) is often the first step for access to these sites. A clear need existed for a service that could take a request from an application and return a set of likely matching addresses and locations, using both address information in the Regional Parcel Dataset (and/or eventually the Address Points Dataset) and address ranges in the TLG Street Centerlines dataset.

## **Defining the Project**

A group of MetroGIS participants identified the need for a Geocoder Web Service and recognized that we had most of the key ingredients needed to make it a reality:

- The project was technically possible (and there was at least one potential contractor willing to bid on it)
- The datasets were available - TLG was willing to have the street centerlines used in such an application, and it was within the acceptable uses of the Regional Parcel Dataset.
- A host site was available – LMIC agreed to host the service on their server.
- An organization had enough need for the resulting service that it was willing to take on project management (MMCD), and others saw enough value to be willing to serve on a team to guide the project.

What was needed was dedicated programming time to develop the web service. Funding from MetroGIS enabled the group to fill that need.

## **Project Steps**

1. Project proposal was submitted to MetroGIS Coordinating Committee and Policy Board, approved July 2007.
2. Geocoder team met and refined functional requirements and developed a “Scope of Work” that could be used as a basis for request for proposals (Appendix B). RFP was sent out and 6 proposals received. Team chose to fund a modification of the “Postal Address Geo-Coder” (PAGC), an open-source geocoding application originally developed for batch geocoding large research datasets.
3. Contract was finalized between Metropolitan Council and MMCD for funding Dec. 31, 2007.
4. A contract was established between MMCD and Walter Sinclair, developer of PAGC, and in negotiations it was agreed that the geocoder service would include both house address and intersection look-up, as well as documentation and some maintenance procedures, for \$14,000. In the first deliverable, 30 d after the contract started, Walter evaluated alternatives for the project and presented a plan to the team. He then proceeded with development of the application. At 3 months the team again met by teleconference with Walter to discuss any issues that had arisen during development.
5. By the end of May, 2008, Walter set up a demonstration of the web service hosted on his own server, and the team began testing and discussing bug fixes and other

revisions. Walter then developed documentation for installation and use of the service, and LMIC staff installed the service and related data in June. The service was then put into production use by projects at MMCD and MN-DNR and also tested by Carver Co. and Met. Council staff.

6. After this production testing, the team met with Walter again for a review. Several small but important items were identified by the team as high priority for revision. Some of these were considered to be in fulfillment of the original specifications, but some were items the team had not originally identified but recognized as important once the application was in full use. The team decided to extend the contract to include these changes.
7. The team also discovered several issues with the source datasets that needed to be resolved in order for the geocoder to work correctly. Fixes were applied that made the datasets usable, and team members began assessing longer-term solutions to prevent these problems (see Appendix C).
8. By early October, 2008, the revised Geocoder software was installed at LMIC, along with revised source datasets.
9. The team worked with Metropolitan Council staff to set up an informational web site on the Geocoder, with links to the web service, general instructions, full documentation, and the complete source code (available under the LGNU License).
10. Presentations on the geocoder were made at MN GIS/LIS meetings in 2007 and 2008, and an article was published in the MN GIS/LIS newsletter.

The service is fully functional and is in active use by several organizations.

## Examples Using the Geocoder Service:

The following screen shots show applications that are using the geocoder service.

### 1. In a public web site: Metropolitan Mosquito Control District Built by Brian Fischer, Houston Engineering, using PHP.

The screenshot displays the MMCD website's geocoder interface. The top navigation bar includes 'Home', 'Contact', and the date 'Saturday, November 29, 2008'. The main interface features a 'Zoom to Address' section with input fields for 'Address', 'City', and 'Zip Code', and a 'Find' button. Below this is an 'Intersection Geocoding' section with 'Street 1' and 'Street 2' input fields and another 'Find' button. A map shows the surrounding area with city labels like ANOKA, HENNEPIN, RAMSEY, WASHINGTON, CARV, SCOTT, and DANOMA. A callout box points to the 'Address' field with the text 'Address Geocoding (for Metro, City-Zip optional)'. Another callout box points to the 'Street 1' and 'Street 2' fields with the text 'Intersection Geocoding'. At the bottom, an 'INFORMATION' table lists search results.

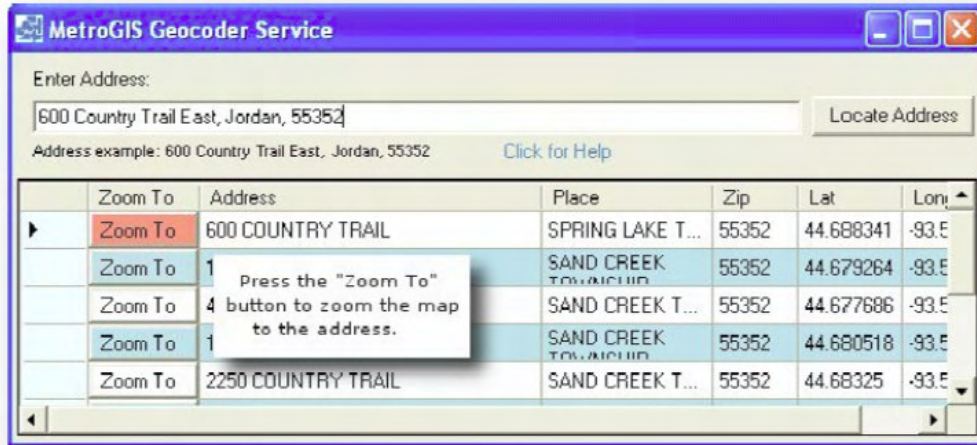
Address	Street	City	Zip
2099	University Avenue West	Saint Paul	55104
2099	University Avenue West	Saint Paul	55104
2099	University Avenue Northeast	Minneapolis	55418
2099	University Avenue Southeast	Minneapolis	55414
2019	University Avenue Northeast	Minneapolis	55418
2709	University Avenue Northeast	Minneapolis	55418
2609	University Avenue Southeast	Minneapolis	55414
2500	University Avenue	Minneapolis	55414

Example of Results



## 2. In an ArcMap Tool:

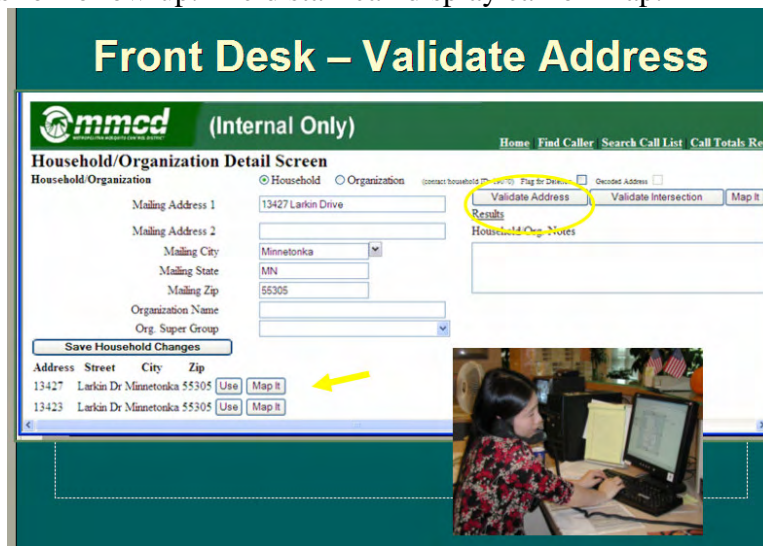
Tool was developed by Steve Jakala, Scott Co. to allow ArcMap users easy access to Geocoder service. Once installed, a user types in the address, hits "Locate Address", and 10 candidate results are returned. User can then zoom to location.



## 3. In a custom application: Mosquito Control District - Call Tracking System

As calls are received, front desk staff enters address and validates using the Geocoder, embedded in a data entry form. Both Situs City and Mailing City are used as returned by Geocoder if a Parcel match is found. (Mailing City not currently available for TLG Streets.)

MMCD's application uses geocoded location to spatially assign call to Facility and Foreman Areas for follow-up. Field staff can display call on map.



### **Continuing Work:**

1. Team members are working on automating procedures for updating the street and parcel datasets and pre-processing parcel data (Appendix C).
2. We are experimenting with the customizable settings in the Geocoder to adjust some aspects of performance.
3. LMIC's hosting is meeting current needs well and is not overburdening LMIC staff. However, if the service starts receiving very heavy traffic we may need to consider long-term hosting arrangements, and requirements for up-time.
4. City of St. Paul is working on a batch geocoding service using this code.

### **Lessons Learned:**

1. Contracts – It took over 4 months after the Policy Board approved the project before the contract between Metropolitan Council and MMCD was signed. The major issues were a. legal questions about licensing for Open Source software development, and b. availability of Met. Council legal staff to handle revisions. We hope that the language and principles developed for this contract can be re-used in future projects and reduce this time needed.
2. Working with a single contractor – When dealing with a single person on a contract, it is helpful to allow time for potential delays and/or plan alternatives in case the contractor is unavailable for some reason – for example, in this case the contractor had the flu and the project ended up delayed several weeks.
3. Web meetings and Teleconferences – This entire project was completed without the programmer ever coming to Minnesota to meet face-to-face with the team. While this may not be preferred, it is certainly workable, and it was also helpful to have screen-sharing over the web (as in WebX) as well.
4. Data quality – We participants of MetroGIS like to think our datasets are wonderful. When we start using them in applications, small discrepancies or problems may become evident. This is especially likely in data sets like the parcel data that come from many sources and are originally designed to meet in-house needs (see Appendix C). We need to be prepared to deal with the issues that come up regarding data quality and its implications for data providers and/or data custodians. Data sets may adhere to standards for format, but still have content issues that make it difficult to use them in applications.
5. Licensing – Other than the initial issues with the Met. Council contract, we encountered no problems related to licensing or intellectual property regarding this Open Source software development. This makes distribution very simple.
6. Encouraging Use – Although basic documentation of the service is complete, several potential users have asked for examples of calling the service from web applications. We will need to add some information or links on the Geocoder web site that can make it easy for web application developers to see how others have built in calls to the Geocoder.

7. Ongoing support – This application will benefit from having a web site where users can share what they’ve learned and where we can announce changes or get feedback from users. We would also like to establish a contact list of those who are using the service so we can notify users of any pending changes.
8. Project management – Our team recognizes it was important to have a dedicated project manager whose organization had a clear benefit from the project, and involvement of key players from other organizations with a wide range of relevant experience and (in some cases) a vested interest. The value of this “donated” time and expertise needs to be recognized when planning projects.

### **Recommendations**

1. Development of Web Services offers tremendous value to MetroGIS participants. It expands on the basic value of “build once, use many times”. Our experience with the Geocoder project we believe demonstrates the importance of this approach. We encourage MetroGIS to do more in this line, and appreciate support of extensions to the Geocoder such as the Points-of-Interest (Landmarks) development project.
2. Data content quality and automated data updates –MetroGIS and data producers will need to deal with these issues if we want to use this data as the base for high quality applications and services.
3. Licensing – Having Open Source licensing has made it easy to handle distribution, and does not seem to have caused any problems (except for some initial questions from Metro. Council’s legal department).
4. Hosting – This project would not have been possible without an organization willing to host the service. We appreciate LMIC’s contribution. Having hosting capability available will be a key component in expanding jointly-developed services.
5. Project “Commons” – This project currently uses the MetroGIS web site as its main information-sharing tool. It is becoming evident that we need a place for developers and users of a particular service to share news, tools, suggestions and questions. This will have to be further explored (especially in the context of an Open Source package that may be used anywhere in the world).

## Appendix A.

### **PAGC Postal Address Geocoder and the Geocoder Service – How It Works**

(summary extracted and interpreted Nov. 2008 by N. Read from 9/16/08 documentation produced by Walter Sinclair)

#### **Reference Data**

The Geocoder requires at least one shapset (.shp, .shx, .dbf) to use as a Reference. It can use both a precise dataset (points, such as parcel centroids) and a street dataset for interpolated location, finding the best match from either. For intersection geocoding only the street dataset is used.

To use reference data with the Geocoder, special data and index files must be “built” from the original shapefile. This build is only done when the geocoder is first set up, or if new reference data becomes available.

#### **Overview of “Build” Process**

The postal address related information is extracted from the Reference shapset's xbase (.dbf) attribute table, indexed, and standardized in preparation for matching against user inputs.

1. Schema
  - a. A Schema is used to set up how the address information is extracted (“Name Fields”).
  - b. Schema sets up parameters for how the reference information is to be compared with user inputs to find a match (“Comparison Types”), and the Match/Mismatch Weights (“M and U”).
  - c. Schema can also set
    - cross-street name source fields to use for intersection look-up
    - coordinate source field names, if you wish to use of coordinates directly from the xbase file instead of from the shapefile
    - occupancy fields (e.g., Apt #) to include in standardized record without comparing to user inputs
    - other flags for options such as generating statistics, how to read shape file, etc.

2. Standardization

Address records use a variety of abbreviations and can sometimes have the same information in different order (e.g., West Lake St., Lake St. West). Standardizing is a way to evaluate words, phrases and abbreviations so when user input is compared with the reference dataset appropriate parts are compared. Applying the same standardization to the reference file and user input improves matching.

- a. The standardizer “tokenizes” its input by describing words and numbers as a series of Input tokens (e.g., Number, Word, Direct, Type)
- b. The Lexicon and Gazetteer helps translate a particular input string into possible standardized text options, based on the token type (example: ST as token “TYPE” standardizes as “Street”; ST as token “Stopword” standardizes as “Saint”)
- c. “Rules” are used to establish how a given set of input tokens may translate into postal attributes, and how likely that rule is to occur (rank). (example: Main St could tokenize as “Word” “Direct” which translates into the Postal Attributes “Street” “Sufdir”)
- d. Rules may have different characteristics for “MICRO” or “MACRO” attributes

- MICRO –House #, Streetname, Type and Direction – on a reference file of streets with address ranges, this would not change for either side of a street segment
  - MACRO –City, State, and Postal codes – might be different on different sides of a street segment in a reference file of streets.
- e. The standardizer produces possible tokenized “candidate standardizations” for each record and compares their ranks generated using the rules. A maximum of 6 candidates with the highest ranks are retained. These are compared with the original unstandardized data; if a postal attribute present in the original is missing in the standardized, or one not present in the original appears in the standardized version, the standardization candidate is downgraded. The best standardization, by final rank, becomes the record in the “normalized” main data file and links to the original shapese set using the original shapese set entity number. [?? is this right??]
3. Files produced in “Build” (all in Berkeley b-tree format)
- a. Main data file (“normalized” data record, with original shapese set entity number) (.pgx)
  - b. Shape information (x-y for a point, pair of x-y’s for a line) with original shapese set entity number (.ix5)
  - c. Index files as follows (each returns lookup name of record in Main normalized data file)
    - full street name (.ix0)
    - root street name (defined as name without direction or type) (.ix1)
    - soundex of root street name (using standard soundex encoding) (.ix2)
    - approximate street name, using root and maximum edit distance (a paging trie that uses Berkeley memory pool facility) (.ix3)
    - point index for start and end points of block (optional) (.ix4)
    - concatenated intersection names (optional, for intersection lookup) (.ix6)
    - soundex of concatenated intersection names (optional, for intersection lookup) (.ix7)
    - approximate concatenated intersection names (optional, for intersection lookup) (.ix8)

### How the Geocoder Service Works

The following is a brief description of how the Geocoder does its work. For more details consult the c source code.

#### Initialization

In CGI mode the responder is re-launched by the Apache httpd webserver as each new request is received. In FastCGI mode it is launched by Apache when Apache starts and stays running, waiting for requests. Requests are relayed to **geocode\_response** by the fastcgi module, mod\_fastcgi, as they are received.

The program initializes by establishing where it is (the current working directory) and where its data files are located. Once it has possession of this information it opens the **PAGC** library and creates a **PAGC** schema record for each of the parcels and the streets data sets, opening the database files and indices. In CGI the responder will then create a **PAGC** matching context. In FastCGI it creates a number of matching contexts, each of which awaits a request.

### **Request handling – validate, concatenate**

When a request arrives, the variable-value pairs are retrieved. (See “Geocode Request API” for description of parameters).

Each is checked against the appropriate constraints to ensure that this value is a valid value for this variable.

Then the address data is concatenated into a form suitable for standardization and the results dispatched, bound to the matching context (e.g., precise or interpolated dataset), to **PAGC**.

### **PAGC processes**

#### **Standardize query (with Rules) –**

PAGC standardizes the query address strings, producing up to 5 different standardizations.

Each standardization, starting with the most likely (according to weights assigned to the rules), is used to produce index lookup keys for the query.

The kinds and number of keys produced will vary depending on whether this is an intersection or site address query.

#### **Search for Match (Candidates)**

A site address query looks for:

1. exact match on the complete streetname.
2. exact match on the base string street name (i.e., without directionals, type or modifiers)
3. approximate matches, within an edit distance of 2 (within 2 deletions, insertions or transpositions) of the base street name
4. key created from the soundex keys of each (non-numeric) word in the base street name

For intersections:

The same sequence of name, approximate name and soundex key searches is conducted.

1. the streets environment contains indices formed from a concatenation of the base street name of the record and the base street name of the cross-street; it searches these indices first.
2. if no candidates at all are found, it retrieves records matching one street name and those matching the other and joins them based on their coordinates.

With each index lookup a standardized address record is retrieved that serves as a candidate for matching.

#### **Calculate Candidate’s Score**

For each candidate, the query address and candidate address are compared, part by part, for a match.

- Each part of the address, if it matches, contributes a positive weighted value.
- If it doesn't match it contributes a negative weighted value.
- For some fields a similarity value may be calculated that results in a weight between the match and non-match value

The sum of these values constitutes the candidate's score. (see M and U scores)

#### **List**

The scored candidate is then placed in score order on the matching context's candidate list.

If the list is full the candidate will displace another candidate if its score is greater or equal to the score of the last candidate on the list. Otherwise it is chucked.

If at any point in the candidate generation process, a candidate is found that has the maximum possible score, the search is terminated and that candidate is returned.

However, except in that circumstance, the search continues until it has a list of the top 100 candidates for the matching context.

At this point control returns from **PAGC** to the geocoder.

### **Responder Merged List**

The responder now creates its own candidate list summoning **PAGC** on each of the highest scoring standardizations to geocode the address or intersection.

The candidates are scored and stored purely on the basis of the correspondence between their addresses and the query address.

- The streets database consists of blockrange records. It may be the fact that a candidate address, representing a blockrange, scores well enough on other attributes to make it onto the candidate list, but the query address number does not, in fact, fall into the interval given by the blockrange. An address that is non-geocodable in this manner is not added to the responder's list.
- (any equivalent for parcels?)

The score of each candidate that is kept is **normalized** by subtracting the lowest possible value and dividing by the difference between the highest and lowest possible value (determined by the sum of the M or U weights for all attributes in the schema), giving a value between 0.00 (least likely) and 1.00 (most likely) and is formatted according to the format specified by the request.

The responder retains the top 30 candidates (or max as set in request).

For site address:

- **PAGC** matching context is first bound to the parcels schema and looks for a "precise" match.
- responder evaluates if the top candidate fails to reach or exceed a certain score (this is cascading trigger; score is set in `data_cap.h` header, e.g., `#define ACCEPTABLE_SCORE .9 (default)`)
- if score not met or exceeded, responder rebinds the context to the streets schema record and looks for an "interpolated" match, once again summoning **PAGC** to produce candidates.
- The products of this are sorted into the geocoder's candidate list. (Note - because the schema of parcels and streets is slightly different, the maximum and minimum scores can be different, thus requiring this normalization)

The procedure for an intersection address is performed in a like manner, but using only the streets (linear) data (without cascading from the parcel point data).

### **Final response formatted, assembled**

When the responder has candidate list in its possession each candidate will have been formatted, geocoded and scored.

The list is then combined into the appropriate geocode list format.

That list is combined with the other elements of the response – the original requested address, the response header and a list of faults, if any – and the response is returned (via Apache and `mod_cgi` or `mod_fastcgi`) to the user-agent that generated the request.

## Appendix B.

### **MetroGIS Geocoder Project Outline for Coordinating Committee Review 6/27/2007**

Project Participants: Dave Bitner (MAC), Nancy Read (MMCD), Mark Kotz (Met.Co.), Jim Maxwell (TLG), Gordy Chinander (MESB), Chris Cialek & Jim Dickerson (LMIC), Bob Basques (St. Paul), Kent Treichel (MN Dept. of Revenue).

Focus of project:

1. Develop geocoding software that meets the following requirements:
  - Parse: take a given "initial address" character string and transform that into something that can be used to search against a database
  - Geocoding Engine: search a database (streets, parcels, or some other locational db) and return a list of lat/lon coordinates (point) of possible matches, and estimate of quality of match
  - Cascade: if Engine can't find a match in primary dataset, search next, etc. Priority and number of datasets searched should be configurable. Data returned on quality of match should indicate which dataset used for match.
  - Database "template" needs to match Geocoding Engine toolset; original data could be shapefile or PostGRE/GIS or some other data format.
2. Set up the above software on a host site with associated data and any supporting software such that geocoding can be provided as a web service for individual requests from other web applications.

Scope and Design issues:

1. Start with single requests, not batch.
  - a. Software could be used in-house by participants to do in-house batch geocoding against datasets they are already licensed to have.
  - b. a batch geocoding service (free OR charge) could be set up by a participant, depending on licensing issues.
2. Final product is web service that returns initial address string, parsed corrected address(es), lat/lon coordinates, and match quality info.
  - a. It is up to the developers of the web sites consuming this service to handle translation from lat/lon to other coordinate systems (including custom systems like King Map Book or systems like Military Grid), to handle match options and match quality display. If there are sufficient resources, code samples for doing these chores could be included, or may consider adding the most common conversion (UTM) to service.
  - b. Returned data format should reflect industry standards for geocoding services (e.g., standard schemas for XML transfer).
  - c. setting up a mapping site directly usable by the public is not within scope of this project.
3. The corrected addresses (text) returned could meet some national standard... [?]
4. Geocoder engine could use any dataset with US-style address. As part of project we plan to make data templates more specific to locally-available data: TLG streets, Metro Parcels, and eventually Occupiable Units. We plan to launch the web service using TLG streets and Metro Parcels.
5. Prefer that all parts of software are freely available/sharable, include comments in code, and documentation for anyone to install and use.



6. The complete process of submitting an initial address string, parsing, running geocoder engine, and returning list of matches should have a fast response time.
7. Software design should recognize potential future needs for enhancements, including intersection look-up and reverse geocoding (lat/lon to address).

**Total \$ Amount requested:** Not to exceed **\$14,000**.

Activity	
1. <b>define functional requirements</b> of a geocoding service for the MetroGIS community, scope of current project and develop RFP's	- to be done by team
2. <b>develop parsing code and geocoder engine</b> - evaluate existing geocoding code offered by MAC or available from other sources, assess changes needed to meet MetroGIS community needs, and use funding for programming to make those changes and/or develop new code as needed.	- RFP #1a - \$10,000 We expect to hire a consulting firm that can coordinate the evaluation of existing resources, with review by the group, and can perform or subcontract programming, possibly including code contributions from group members.
3. develop <b>documentation</b> for those planning to build applications that use the service or those wishing to use the geocoder code, either in open-source or ArcIMS environments	- RFP #1b - \$1000 (expect to be done with 1a)
4. define draft roles and responsibilities of "regional custodian" of service (the host organization) as well as source data providers (e.g. parcels & TLG)	- to be done by team and prospective host(s), as details of needs become clearer
5. find an organization willing to <b>host</b> the service and set up service on their server	- LMIC has offered to host. Probably no charge; will need to know what assumptions are made about host environment. Could also do as RFP #2, in which case would need another ca. \$1000. May also consider a multi-node setup, especially since some organizations may want to attach their own data to the address points for querying. This could also providing a means to load-balance.
6. <b>maintenance procedures</b> for TLG street data and other data used, such as translating to template form, rebuilding indexes, conforming to standards (Av vs Ave etc).	- Possibly RFP #3 - \$1000? Will need to determine with host and data providers. Some existing code from City of Saint Paul might be used.
7. add street <b>intersection</b> look-up 8. add <b>landmark</b> look-up	- add-on to RFP #1 - \$1000 Could start with existing intersection code for TLG dataset from City of St. Paul. Note that if code base is relatively generic, would make the end product much more valuable overall. Landmark lookup is one type of datasource, but there are many others. Not much work to increase the return on investment.

MMCD has agreed to serve as administrator as needed for handling funding.

## Appendix C.

### Data Pre-processing

#### Conversion to Lat-Long

Because the Geocoder service is designed to work with many different users, we chose to return coordinates in lat-long instead of a particular projection or coordinate system. This leaves it to the user to convert to whatever local system they are using (or add a national reference such as the National Grid). Thus the input data is translated to lat-long for use within the Geocoder. (Note that if a Coordinate Transformation Service was available, results from the Geocoder could easily be sent to that service to return other values.)

For the TLG Street file, this conversion is the only pre-processing needed.

#### Parcel Data Adjustments

The Metro Geocoder currently uses the “parcels\_all7\_points” file produced quarterly by Metropolitan Council staff using data provided by the 7 Metro Counties. We discovered that some aspects of this data result in challenging issues for the geocoder.

##### **1. City and City\_USPS names not consistent**

- mix of “St.”, “ST”, or “Saint”, more than one spelling for the same City
- Washington Co. has “City of” or “Town of” + Name in City field
- Scott Co. adds “CITY” to all City Names (e.g., “SAVAGE CITY”)
- Dakota and Scott Co. add “TWP” to all Township names; other counties spell out “TOWNSHIP”

For the Geocoder to score matches correctly when a user enters a City, the content of the City field should be predictable and consistent. For some users it is important for the returned value of City names to be consistent as well.

To make the City names compatible with the MetroGIS-endorsed boundary file, we would need to convert all “ST” and “Saint” in City to “St.”, make all townships end with “Twp.”, and eliminate “City of” or “CITY” (none of the cities in the 7-county metro have “City” as part of their official name).

##### **2. Street Name, Type, Directional not parsed into appropriate fields**

Parsing is currently done by all counties except Hennepin. Having inconsistency in this data makes it more difficult for the geocoder to make an appropriate match. After discussions with Hennepin Co., a couple of geocoder team members worked out a script for parsing this information while retaining original spellings (using the “standardizer” in ArcMap would have applied abbreviations as well as parsing). This script would need to be run on the Hennepin Co. portion of the parcel data prior to applying any parcel data updates to the geocoder. As of this writing we are working out some issues in determining which words are street types and which are part of street name for some rarely-used potential types (such as Cove, Bend, Heights), dealing with compound Types (such as “STCT” for Street Court) and making sure the preprocessing matches the geocoder lexicon.

**3. House Numbers containing Letters or “1/2”**

The Oct. 17, 2008 parcels\_all7\_points file contains a grand total of 1,176 records out of 1,088,804 that are not integers. It would be simpler to set up matching in the geocoder if the integer and non-integer portions of House Number were separate. (Also note that non-integer house numbers are not recommended by the National Emergency Management Association, NENA)

234 records with House Numbers that contain a letter:

Circle Pines	228
Lino Lakes	1
Hastings	1
Lakeville	2 (end with “XX”)
Rosemount	1 (ends with “XX”)
Burnsville	1

942 records with House Numbers that contain “1/2”:

city	Total
APPLE VALLEY	1
BLOOMINGTON	2
BROOKLYN PARK	1
NEWPORT	1
DOUGLAS TWP	1
EAGAN	51
EAST BETHEL	1
EDINA	2
EXCELSIOR	1
FARMINGTON	1
HASTINGS	2
HOPKINS	12
LONG LAKE	3
MEDICINE LAKE	2
MENDOTA	
HEIGHTS	1
MET AIRPORT	3
MINNEAPOLIS	843
OSSEO	1
RICHFIELD	2
ROBBINSDALE	4
SOUTH ST PAUL	3
ST. LOUIS PARK	3
WEST ST PAUL	1

- 4. Assorted oddities and omissions** make it difficult for geocoder to function well.  
 Examples: 5301 E County Line N - omits “Road”  
 2475 Tournament Players Cir N – Street file says “Players”, Parcel file says “Plays”

**Meeting Summary  
MetroGIS Coordinating Committee  
MN Counties Insurance Trust Bldg. – Board Room  
December 10, 2008**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 12:35 p.m.

Members Present: *Academics:* Jeff Matson for Will Craig (U of M); *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* Pete Henschel (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), Jim Bunning (Scott); David Brandt for Jane Harper (Washington); and John Slusarczyk (Anoka), *Federal:* Ron Wencil (USGS); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); and *State:* Joella Givens (MN/DOT).

Members Absent: *Business Geographics:* (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* David Claypool (Ramsey); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *Non-Profit:* (Vacant); *State:* David Arbeit (GDA/LMIC) and Tim Loesch (DNR); *Special Expertise:* Brad Henry (URS Corp.), *Utilities:* Allan Radke (Xcel Energy); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District. Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson and Mark Kotz (MetroGIS staff support team)

Visitors: David Brandt (Washington County and Chair of the Technical Advisory Team), John Carpenter (Excensus), Chris Cialek (LMIC), Nicole Roepke (Carver County), and Liesa Miller (DNR).

**2. ACCEPT AGENDA**

Member Wakefield moved and Member Givens seconded to approve the agenda, as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

The summary was excepted as presented in the agenda packet, with the except that Member Busch commented that he did not attend the September meeting as stated in the draft summary. No questions or comments were offered.

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

There was no discussion of this item.

**5. ACTION AND DISCUSSION ITEMS**

**a) Election of Officers**

Chairperson Brown began this item by thanking the members for opportunity to serve as Chair for the last two years. He then placed Member Wakefield's name into consideration as a nominee to serve as the next chairperson. Member Wakefield confirmed her interest in serving. Chairperson Brown then called for further nominations three more times. Hearing none, he moved and Member Givens seconded to close the nominations and elect Member Wakefield to serve as Chairperson of the Coordinating Committee for 2009. Motion carried, ayes all.

Chairperson Brown then placed Member Henschel's name into consideration to serve a Vice-Chair of the Committee. Member Henschel confirmed his interest in serving. Chairperson Brown then called for further nominations three more times. Hearing none, he moved and Member Wakefield seconded to close the nominations and elect Member Henschel to serve as Vice Chairperson of the Coordinating Committee for 2009. Motion carried, ayes all.

The members congratulated both new officers and thanks them for accepted to serve in these roles.

**b) Regional Geocoder Service – Final Project Report**

The project manager of the Regional Geocoder Service Project, Member Read, explained that her presentation would highlight points explained in more detail in the final project report that was made downloadable with the other agenda materials at

[http://www.metrogis.org/teams/cc/meetings/08\\_1210/08\\_Geocoder\\_Final\\_Report\\_draft\\_toCC.pdf](http://www.metrogis.org/teams/cc/meetings/08_1210/08_Geocoder_Final_Report_draft_toCC.pdf).

She then explained the development process, some specifics of the service architecture, how the new service is being used to support applications hosted by the Metropolitan Mosquito Control District and examples of how the existence of this new service is significantly improving efficiencies. She also commented on work that remains in progress to develop data updating procedures, adjusting specifications to improve performance, refining hosting specifications and batch service capabilities.

Member Read then summarized several lessons learned and offered several recommendations for subsequent and related actions, including encouraging MetroGIS to continue to support development of web services, foster efforts to improve data content standardization, foster continued work to resolve concerns associated with open source software, explore hosting of a “project commons” capability, and most importantly, facilitate a willing organization possessing sufficient resources to assume responsibility to host this service. (To view Member Read’s presentation slides go to [http://www.metrogis.org/teams/cc/meetings/08\\_1210/5b\\_Geocoder\\_Final\\_to\\_CC\\_Dec.ppt](http://www.metrogis.org/teams/cc/meetings/08_1210/5b_Geocoder_Final_to_CC_Dec.ppt) .)

Chairperson Brown thanked Member Read for her presentation and for her leadership on this important project. He then asked for clarification about who should be responsible for acting on the recommendations presented in the final report. Mark Kotz, Chair of the Technical Leadership Workgroup noted that the recommendations to support a “project commons” and to secure a host for service fit within the scope of responsibilities that the workgroup has accepted.

The Staff Coordinator commented that addressing questions about when use of open source software is appropriateness should begin with education of the legal staff that are responsible for drafting the authorizing agreements. The group concurred that it needs to be clear about what it wants, why the open source environment is critical to achieving those outcomes, and the benefits that will accrue if those outcomes are achieved.

**Action:** Due a lack of specificity about how to approach each of the recommendations presented in the final report, the Committee decided to defer to the Technical Leadership Workgroup for more information about the resources needed to accomplish each recommendation, relative priority with the work objectives set for 2009, and, to the extent possible, identification of high-level strategies to launch each effort. No deadline was set for a report from the Workgroup.

The Committee did not offer any suggested additions or modifications to the content of the final project report (see the URL cited above to view the document).

**c) Address Point Repository Synchronization Pilot – Final Project Report**

Member Henschel, project manager for this project and member of the Committee, introduced the material presented in the agenda report, noting that the most important next step is to identify the host for the application and handed out the final project report

([http://www.metrogis.org/teams/cc/meetings/08\\_1210/5c\\_RegionalAddressPointRepositorySynchronizationPilot-FinalReport.pdf](http://www.metrogis.org/teams/cc/meetings/08_1210/5c_RegionalAddressPointRepositorySynchronizationPilot-FinalReport.pdf) ). He then introduced Nicole Roepke, Carver County, who was responsible for designing and writing the code to accomplish the Address Point Repository Synchronization functionality. Ms Roepke then summarized the various components of the application. (To view Ms. Roepke’s presentation slides go to [http://www.metrogis.org/teams/cc/meetings/08\\_1210/5c\\_MetroGIS-FinalReportPresentation-20081210.pdf](http://www.metrogis.org/teams/cc/meetings/08_1210/5c_MetroGIS-FinalReportPresentation-20081210.pdf).)

Chairperson Brown thanked the presenters for assuming leadership to build this important tool and for their excellent presentation. He then asked if there are any leading candidates to serve as the host. Mr. Kotz, Chair of the Address Workgroup, commented that the Workgroup is currently investigating options. Chairperson Brown encouraged Carver County to document the impacts on

an organization's infrastructure and support needs of hosting this synchronization application and to share this information with the Workgroup.

**Action:** Member Henschel agreed to the Committee's request that Carver County provide information to the Address Workgroup gained from testing the application on Carver County's system.

**Action:** In response to a statement in favor from Mr. Kotz, the Committee assigned responsibility to the Address Workgroup to coordinate integration of this synchronization tool with development of the proposed Web based Address Editing Tool, and ultimately with development to the Regional Address Points Database.

The Committee did not offer any suggested additions or modifications to the content of the final project report (see the URL cited above to view the document).

**d) Regional Solutions to Shared Application Needs – Recommended Next Steps**

Mark Kotz and Chris Cialek, both members of the Technical Leadership Workgroup, presented this topic. Kotz began by summarizing the charge to the Workgroup, the process used to facilitate the November 20 *Geospatial Applications and Web Services Needs Forum*, process used to discern meaning of the results and to craft recommendations for next steps. (For more information, see Mr. Kotz's slide presentation at [http://www.metrogis.org/teams/cc/meetings/08\\_1210/5d\\_CC\\_Presentation\\_Final.pdf](http://www.metrogis.org/teams/cc/meetings/08_1210/5d_CC_Presentation_Final.pdf).)

Mr. Cialek then presented an overview of the Workgroup's recommendations, which were handed out at the meeting (see Attachment B). They were grouped in three major categories: A) Create new workgroups to address 5 needs, B) Augment responsibilities of the current Technical Leadership Workgroup and Geocoder Workgroup, and C) Encourage the Committee to take action on four related topics that are beyond the scope of the Workgroup's responsibilities.

**Action:** It was agreed that staff would create a survey with the assistance of the Technical Leadership Workgroup through which the Committee members would identify the workgroup(s) that they would be interested in serving and to given them a means to identify candidates beyond the Committee they believe would have an interest to serve on the suggested workgroups. Staff agreed to send the survey to Committee members by year-end, if at all possible.

It was agreed that given limited resources, priorities for next steps would, in large part, be set by the interest demonstrated in participation on the various workgroups. It was also agreed that Committee members need to serve on each new workgroup to provide a liaison with the Committee and that the preference is for these new workgroups to present, at minimum, preliminary recommendations for use of 2009 project funding at the March Coordinating Committee meeting.

In subsequent discussion related to this topic,

- Member Gelbmann commented that the diagram created by the Workgroup to illustrate the results of the November 20 forum (see Attachment A) is valuable to show connections between needs and value to program managers.
- Member Read commented that additional project manager resources are needed to act on the identified needs and asked if it would be possible to use project funds to hire a part time project manager. Gelbmann commented that the idea should be considered as an option but that he has not given up on the request to the Council to create and fill a full time Technical Coordinator position.
- Member Knippel asked if it is possible to find out who voted for what need to use as a mechanism to seek out partners to assist with the resource needs. Kotz commented that the voting was tracked by sector but then in some cases the forum team would also be able to associate a participant name with a sector vote.

The Committee did not offer any suggested additions or modifications to the content of the Forum Turn Around document that can be viewed at the following web address:

[http://www.metrogis.org/teams/workgroups/shared\\_app/forum\\_11-2008/Forum\\_Turnaround\\_Document.pdf](http://www.metrogis.org/teams/workgroups/shared_app/forum_11-2008/Forum_Turnaround_Document.pdf) .

**e) Streamlining Data Access for Emergency Responders**

In the absence of Member Chinander, the Staff Coordinator introduced this topic and summarized the agenda report. (Editors note: Member Chinander was unable to attend the meeting due to a required function at his home organization.)

Member Knippel supported the proposal to investigate the data access issues encountered in the lead up to the Republican National Convention but cautioned that multiple solutions will be required and each data holder will need to inventory the licensed data they have in their possession produced by others and assess what can be shared, as the issues incurred are associated with a broad array of data in addition to county-produced parcel data. Chairperson Brown concurred that it would be prudent to document difficulties and look into ways to avoid in the future but also cautioned that some of the difficulties incurred could have been avoided if current procedures had been followed.

Member Read offered a suggestion that the GIS community initiate practice scenarios through which to identify data resources issues and access issues on a recurring basis. Chairperson Brown also noted he would be willing to consider the potential of web enabling licensure procedures to streamline existing procedures. Member Knippel commented that he had spoken with the Dakota County attorney and that they believe that the access in emergencies situation for parcel data could be handled with an addendum to the current agreement. He also reiterated and cautioned that the larger issue is that local holders of private data (e.g., Pictometry) can not share these holdings which in times of emergency could be extremely valuable. Fixing this problem will be a major challenge.

**Action:** Chairperson Brown, Member Knippel, and Member Givens volunteered to serve on the proposed workgroup to look into the data access issues incurred in conjunction with support of the Republican National Convention and offer suggestions to resolve these issues, with the understanding that Member Chinander will take the lead on developing a draft problem statement from which they can react.

**f) Mn D2E Functional Transformation Recommendations**

Member Gelbmann, speaking as Chairperson of the Governor's Council on Geographic Information, reported that the pending recommendations of the Mn D2E Functional Transformation workgroup are not expected to be ready for comment until the week of December 15. The Committee asked staff to forward these recommendations to the members when they become available for comment. No decision was made as to how the Committee intends to respond to the Board's request for a recommendation. Member Gelbmann noted that he, Chairperson Reinhardt, and David Brandt, Chairperson of the Technical Advisory Team, have participated actively in this initiative and have drawn from MetroGIS's experience in their advice on how to achieve coordination.

Action deferred until the recommendations are available.

*Chairperson Brown called for a ten minute break at 2:40 p.m. Members Busch and Charboneau left the meeting. A quorum remained in attendance.*

**g) 2009 Major Work Program Objectives - Finalize**

The Staff Coordinator commented that the Committee had reviewed a prior version of the proposed work objectives for 2009 at its September meeting and that the current draft includes several modifications requested by the Committee at the September meeting.

Member Read asked if Objective #3, Secure a Technical Coordinator, is still a viable option, given the inability to accomplish it in over 9 months. Member Gelbmann responded that he believes it is still worth putting effort into securing this resource, noting that the results of the November 20<sup>th</sup> *Geospatial Applications and Web Services Needs* Forum demonstrated value to the Council and the

need for additional technical resources to accomplish this value. Member Read reiterated a previous comment that consideration should be given to using project funding to hire a part-time resource to ensure that important progress continues to be made. Gelbmann concurred that this alternative should be given consideration if the full time position does not materialize.

Member Read also asked for more information about the two Request for Bids mentioned in the agenda report. The Staff Coordinator explained that two requests for bids were published in November in an attempt to capture \$20,000 in funding that would otherwise be lost if not encumbered by year end, briefly explained the objectives of the two projects, and noted that the deadline for submission is Friday, December 19. He also noted that if one or both of these projects moves forward, that a few members would be invited to serve on a team(s) to provide advice to the consultant team as it develops proposed strategies. The Staff Coordinator concluded by noting that he is concerned that qualifying bids will not be submitted as no comments had been posed by prospective bidders, as has typically occurred in the past.

Staff was then asked about the possibility of using these funds for another project(s) if qualifying bids are not received, (e.g., reinstate the web-services proposal from Dakota County granted concept approval; but later reduced in scope due to funding limitations.) The subsequent discussion led to the following motion and a request to share the two in progress Requests for Bids with the Committee members:

**Motion:** Read moved and Givens seconded that if qualifying bids are not received for one or both of the Request for Bids published in November 2008 and it is possible to accomplish the required procurement procedures in the short time before the end of the year, that the property query service component of Dakota County's Regional GIS Project abandoned by the Committee at the June meeting due to budget limitations should be reinstated, subject to:

- 1) The previously proposed project aligns with one or more shared application needs identified at the November 20 forum.
- 2) Dakota County has the capacity to do the project.

Motion carried ayes all.

**Motion:** Wakefield moved and Givens seconded that the Committee recommend that the Policy Board approve the major 2009 program objectives as listed in Attachment C of the agenda report dated November 26, 2008. Motion carried, ayes all.

#### **h) 2009 "Foster Collaboration" Budget - Finalize**

Member Bitner moved and Member Givens seconded that the Committee recommend that the Policy Board approve the 2009 MetroGIS Fostering Collaboration budget, as listed in Exhibit 1 of the agenda report dated December 1, 2008. Motion carried, ayes all.

After the motion, Member Read inquired about the process anticipated for deciding how to allocate the proposed \$35,000 in project funding. After limited discussion, it was decided that the workgroups to be created via action for Agenda Item 5d should be responsible for recommending strategies to use available funding and that the Technical Leadership Workgroup should have responsibility to consolidate these requests into a coordinated recommendation to the Committee.

#### **i) GIS Demonstration for January Policy Board meeting**

The Staff Coordinator explained that he had contacted representatives of the Twin Cities Economic Development Website, as directed by the Policy Board and Committee, and that they are willing to speak at the January 2009 Board meeting. The members concurred that this is the best option for a presentation at the January meeting.

#### **j) 2009 Meeting Schedule**

It was agreed that the Committee would meeting on the following dates in 2009: March 26, June 25, September 10 or 17, depending on the date of the NGAC meeting, and December 10.



**k) Fill Business Geographics and Non-Profit Committee Seats**

Postponed to the March 2009 meeting due to inadequate time to consider this matter at this meeting. Chairperson Brown asked staff to share the comments that had been submitted by the Member Craig with the Committee (preference to increase the number of the city representatives) for consideration at the next meeting.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials. Member Givens hand out a news release (Attachment B) with the members describing Mn/DOT's External Construction Map.

There was no time for Committee comment during the meeting.

Outgoing Chairperson Brown thanked the members for the opportunity to serve as Chair for the past two years. He confided that this experience provided him with an opportunity to grow as he attempted to move some agendas important to the community. He wished Members Wakefield and Henschel well in their new duties as Chair and Vice Chair, respectively, noting that he looked forward to continuing to participate in the important work of the Committee.

**8. ADJOURN**

The meeting adjourned at 3:30 p.m.

Prepared by,  
Randall Johnson, AICP  
MetroGIS Staff Coordinator

**ATTACHMENT A**  
**Handout**  
**Agenda Item 5d**  
**Final Recommendations**  
**Regional Solutions to Shared Application Needs**  
**and**  
**Illustrations of Relations between and Among Application Needs**

*Next Page*



**TO:** Coordinating Committee

**FROM:** Mark Kotz (Chair) and Chris Cialek on behalf of the Technical Leadership Workgroup

**SUBJECT:** Addressing Shared Application Needs – Recommended Next Steps

**DATE:** December 9, 2008  
(For the Dec 10<sup>th</sup> Meeting)

The TLW relied on the results of the November 20, 2008 *Geospatial Applications and Web Services Forum* as a foundation for developing the following recommendations. The results of the Forum are recorded in the Turnaround Document found at [www.metrogis.org/teams/workgroups/shared\\_app/forum\\_11-20-08/Forum\\_Turnaround\\_Document.pdf](http://www.metrogis.org/teams/workgroups/shared_app/forum_11-20-08/Forum_Turnaround_Document.pdf)

### RECOMMENDATIONS

#### **That the Committee:**

1. **Form new workgroups**, as resources allow, for the following purposes:
  - 1.1. Clarify the relationships within the “Jurisdictions at point (13)/Government service finder (1)” fragment and make further recommendations for its implementation, for example clarify the connections with other ideas, define useful public/private partnerships, make a prototype service.
  - 1.2. Clarify “Feature services for all data (33)” need. What is the problem to be solved? Also address issue of security for features services licensed data (e.g. parcels).
  - 1.3. Define a “Best image service (5)” and recommend a solution.
  - 1.4. Recommend a solution for the “USPS address verifier (8)” need, keeping in mind the MetroGIS mailing label service project.
  - 1.5. Propose a strategy to move forward with a federated data development environment. The Address Workgroup is currently working on a prototype. Wait for results and then form a workgroup specifically for the federated data development subject.
2. **Augment the responsibilities of existing workgroups** as follows:
  - 2.1. Geocoding workgroup
    - 2.1.1. Increase the geographic coverage of the geocoder by adding the full TLG dataset (beyond the seven county metro) to the geocoding service.
    - 2.1.2. Recommend a solution for place/feature geocoder and landmarks data.
  - 2.2. Technical Leadership Workgroup
    - 2.2.1. Consider work with application and web service needs completed. Focus efforts on broker/portal definition and implementation.
3. **Accept as the Coordinating Committee’s own responsibility:**
  - 3.1. Addressing the need for a policy on broader access to parcel data (18).
  - 3.2. Encouraging the State to take on the role of meeting the need for a statewide geocoder (22), including needed data.
  - 3.3. Asking the GCGI Hydrography Committee to recommend a solution for the “Storm/surface water tracer (35)” need.
  - 3.4. Identifying willing champions, volunteers and staffing resources for new workgroup.

## ATTACHMENT B

### Hand out Supplement for Agenda Item 7

#### News Release - Mn/DOT's External Construction Map

This construction map is an ArcIMS application that has been running within Mn/DOT for about a year. **We have just released this as an external application, as well as a map service.** This planning tool provides draft locations of potential Mn/DOT construction projects, which are grouped by construction year. Please note that the map does not show every construction project, and that projects may not be displayed for all districts. The map shows construction projects for the current year, some of which may be completed. It also contains potential construction projects for the next four years, which can be turned on as needed using the layers list. Construction projects and schedules are draft only and may change at any time. Potential projects in future years are especially susceptible to change, based on changing priorities and budgets. Projects are displayed according to their estimated level of traffic impact for the driving public: high, medium, or low impact, or closed. The information provided on this map is for planning purposes only and should not be used as a guide to current road conditions. The driving public is advised to check current road conditions by calling 511 or by checking <http://www.511mn.org>.

This construction project information is shown in relation to Mn/DOT's Interactive BaseMap. The BaseMap is a planning level set of data developed at a scale of 1:24000, and includes transportation features, boundary information, and stream and lake locations. The map also contains imagery. It is possible to view, markup, save and print maps through this on-line application. Pop-up blocking will need to be disabled in order for you to print any maps and use other features available on this Web site. Help pages are available to guide you through the various parts of the interface.

This site also includes links to extensive data descriptions (metadata). Please consult the metadata to ensure proper usage and remember that construction limits shown in this viewer are typically generalized and oversimplified. All of these resources are provided free of charge and accordingly, are not warranted for any specific use. We do, however, strive to produce accurate data and would appreciate any comments that you may have. We hope that you find the site useful!

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The construction map ArcIMS application can be found at:  
<http://www.dot.state.mn.us/maps/construction/>

The map service can be found with Mn/DOT's other map services at:  
<http://gisservices.dot.state.mn.us>

**Please direct all questions and comments to:**  
**Joella Givens**  
[joella.givens@dot.state.mn.us](mailto:joella.givens@dot.state.mn.us)  
651-234-7365

**Forum Ideas List with Votes** (sorted by total dots) (CC meeting handout 12/10/08)

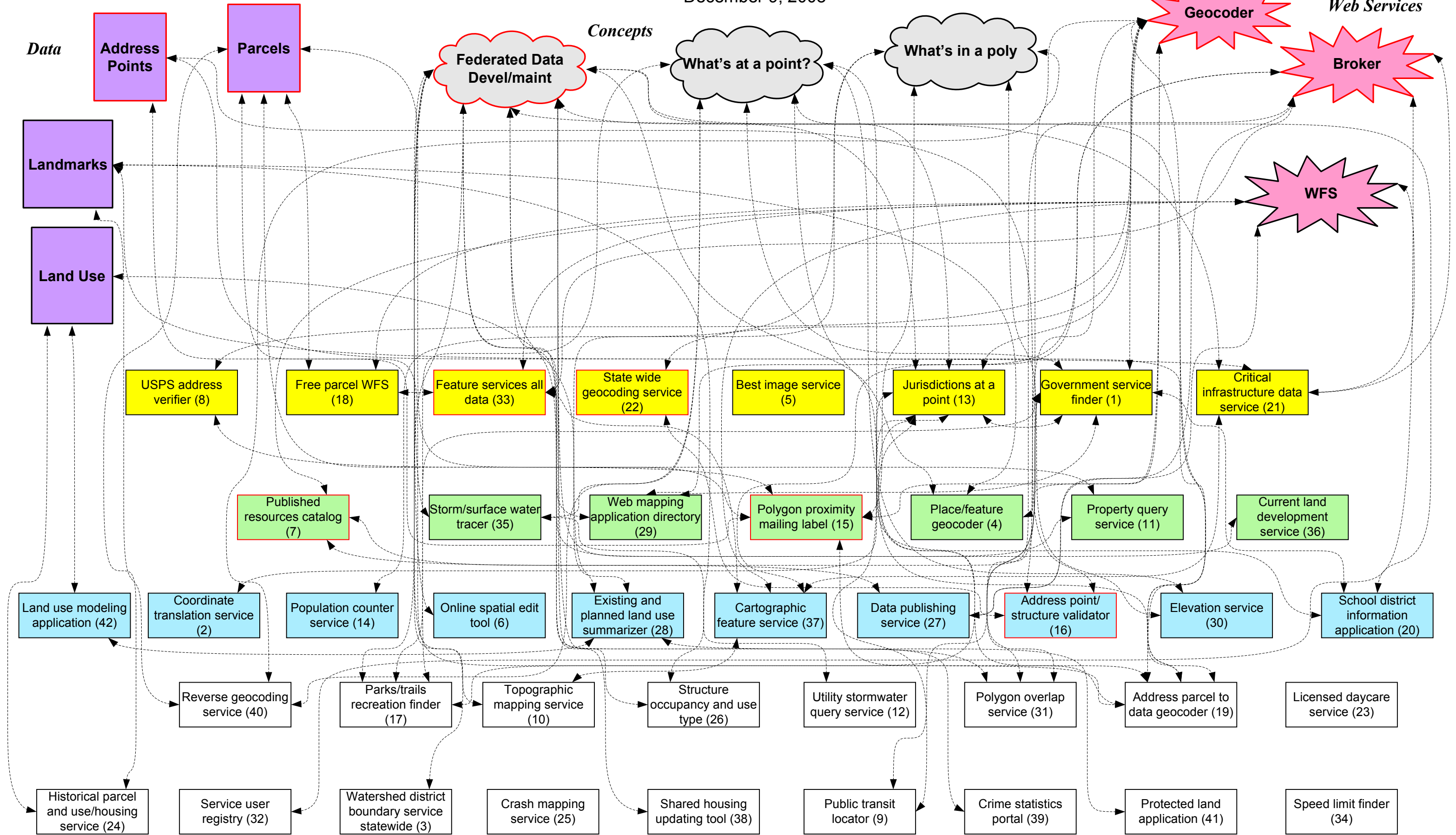
ID	Idea Name	Description	Total Dots	Blue	Ora	Red	Sectors Blue	Sectors Ora
18	Free parcel WFS	Free WFS parcel cadastral layer.	24	14	7	3	2	1
8	USPS address verifier	USPS verified address – input your address and it will reformat. Does it exist and what is its format?	21	13	8	0	5	3
22	Statewide geocoding service	Comprehensive statewide geocoding service.	21	11	8	2	7	2
5	Best image service	Best available image service so you don't have to choose between layers.	19	13	6	0	2	2
33	Feature services for all data	OGC-compliant feature services published for all data layers; KML too!	19	14	5	0	4	1
21	Critical infrastructure data services	WFS or portal service providing best sources of critical infrastructure data for emergency management. Pull down for use in secure environment.	19	13	3	3	6	4
13	Jurisdictions at a Point	For a location, what are the jurisdictions at that point? This is a specific example of proximity data search.	18	13	5	0	4	1
1	Government Service Finder	Find government services from a particular location – who do you contact, where do you go?	17	12	5	0	5	3
35	Storm/surface water tracer	Metro wide untreated water pathways – For a point, click on point and would branch through all sewer, ditch, culvert, pipe etc. data. Trace both upstream or downstream.	14	9	5	0	6	5
7	Published resources catalog	Published external geospatial services catalog so everyone knows about it. Just publish once and everyone is notified.	13	7	6	0	6	3
15	Polygon proximity mailing label	Seamless mailing label across jurisdictions.	13	9	4	0	5	2
4	Place/feature geocoder	Place of interest geocoder. Coordinates for non-address features. Park, lake, school, etc. Specific or more general query.	13	10	3	0	2	1
29	Web mapping application directory	Web mapping application dashboard – centralized launching to find many individual web applications, especially for cities, counties. Simple interactive map. Hyperlinked.	13	10	3	0	6	1
6	Online spatial edit tool	Online spatial edit tool (affordable)	11	6	4	1	5	1
11	Property query service	Property & utilities query service. Cross-jurisdictional, seamless. Affordable! Or free! Transaction cost vs. dataset acquisition cost.	11	8	3	0	3	1
36	Current land development service	Metro wide current development projects, including proposed.	11	8	3	0	6	4
2	Coordinate translation service	Coordinate translation service. Enter one value and it returns coordinate in other systems. Tabular data to PLS, for example.	11	10	1	0	3	0
42	Land use modeling application	Online modeling using pre-loaded multiple GIS layers.	10	7	2	1	6	2
14	Population counter service	Population counter service for a polygon.	10	9	1	0	6	3
37	Cartographic feature service	Best available cartographic feature service, based on scale. Includes annotation and placement.	10	9	1	0	3	3

30	<b>Elevation service</b>	Elevation service, return elevation for point or profile, and a contour or surface generator	9	6	3	0	6	4
28	<b>Existing and planned land use summarizer</b>	Land use summary service – extent of existing and planned land uses	9	7	2	0	6	1
27	<b>Data publishing service</b>	Data publishing service (e.g., publishing crash data that they have already) without hosting at their organization.	9	8	1	0	5	2
40	<b>Reverse geocoding service</b>	Geocoding service that calculates an address or landmark based off an xy coordinate	9	8	1	0	3	1
16	<b>Address point/structure validator</b>	Tool for validation of customer locations (the structure the company is serving). Structure location for a given address.	8	6	2	0	6	1
17	<b>Parks/trails recreation finder</b>	Parks/trails recreation finder.	8	7	1	0	4	1
20	<b>School district information application</b>	School district information application.	8	8	0	0	3	1
10	<b>Topographic mapping service</b>	Topographic mapping service – integrate best local information using standardized symbols, protocols, etc.	7	6	1	0	7	4
12	<b>Utility stormwater query service</b>	Stormwater query service.	7	6	1	0	4	0
26	<b>Structure occupancy and use type</b>	Building occupant type, daycare, hospitals, etc. – use of a structure and the area it encompasses.	7	6	1	0	4	1
31	<b>Polygon overlap service</b>	Polygon and lookup with proportional overlap. E.g., # of counties a city is in?	7	7	0	0	3	1
23	<b>Licensed daycare service</b>	Licensed daycare application service, statewide	6	5	1	0	6	0
24	<b>Historical parcel land use and housing service</b>	Current and historical land use and housing information for a given parcel. Something to track change, parcel history.	6	5	1	0	3	2
32	<b>Service user registry</b>	Service user registry.	6	5	1	0	6	3
19	<b>Address parcel to data geocoder</b>	Universal mailing address to parcel geocoder using parcel ID & returning coordinate of centroid of parcel. Then get all jurisdictions associated with it. Parcel is key and link into it is mailing address of parcel.	5	3	2	0	3	1
25	<b>Crash mapping service</b>	Crash mapping for intersection or road, e.g., search by time	5	3	2	0	7	4
3	<b>Watershed district boundary service (statewide)</b>	Watershed district and watershed management organization boundaries	5	4	1	0	3	1
9	<b>Public transit locator</b>	Incorporate existing transportation information services into other applications. Once you find something, how do you get there?	5	4	1	0	2	0
38	<b>Shared housing updating tool</b>	Shared housing updating tool, so don't have to redo updates every time you download the data.	4	2	2	0	6	3
39	<b>Crime statistics portal</b>	Repository & portal for sharing crime statistics and tracking	4	3	1	0	4	3
41	<b>Protected land application</b>	Unified view of protected land data.	4	4	0	0	5	1
34	<b>Speed limit finder</b>	Speed limits along stretches of road.	2	2	0	0	2	1

# MetroGIS Applications and Web Services BUD (Big Ugly Diagram)

December 9, 2008

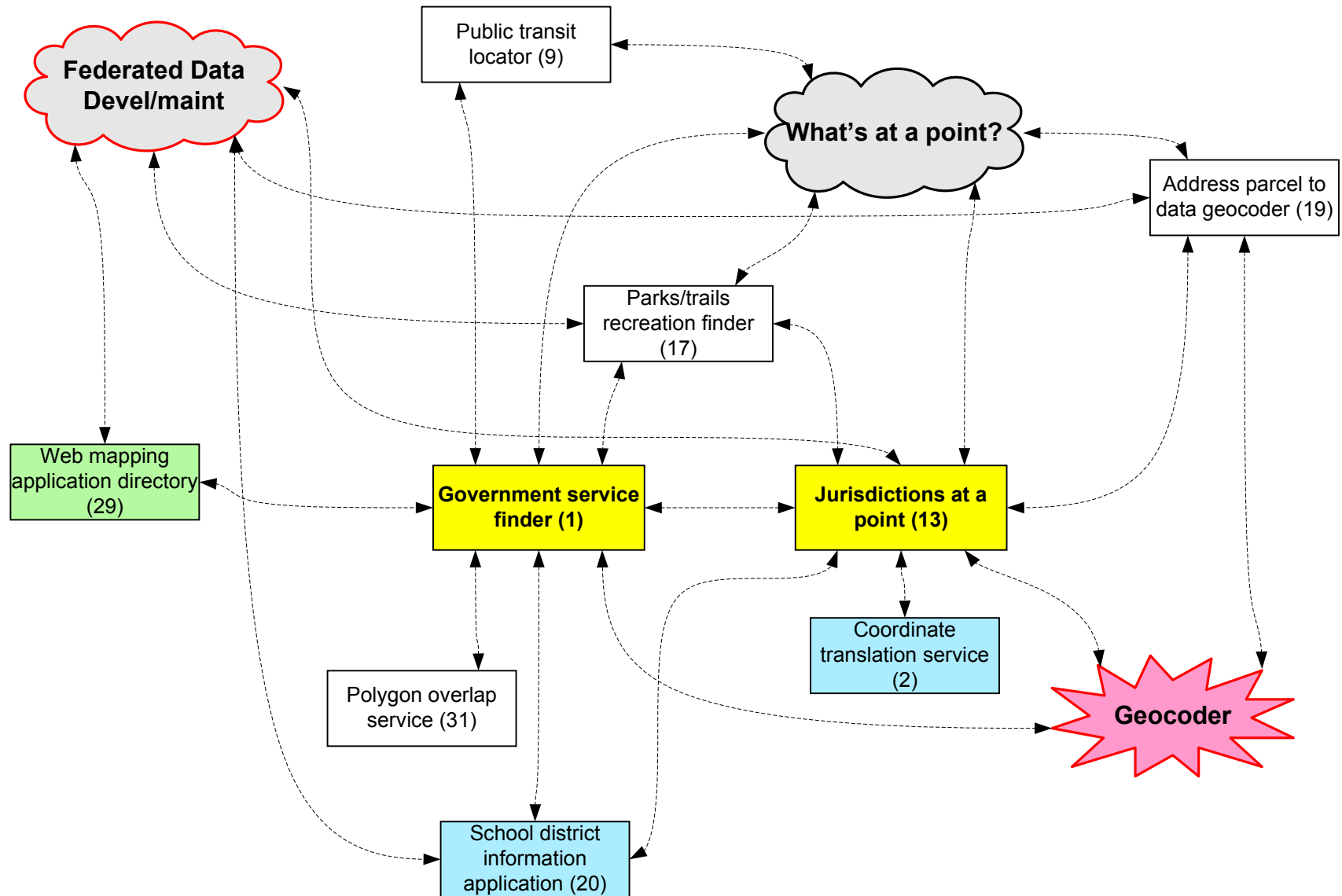
*Applications and Web Services*



*41 Forum Ideas*

= Involves current or previous work of MetroGIS

Fragment for  
Government Service Finder & Jurisdictions at a Point  
MetroGIS TLW 12/5/2008







**Thursday, March 26, 2009**

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

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

*(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)*

**1:00 to 3:00 p.m. (extend if needed)**

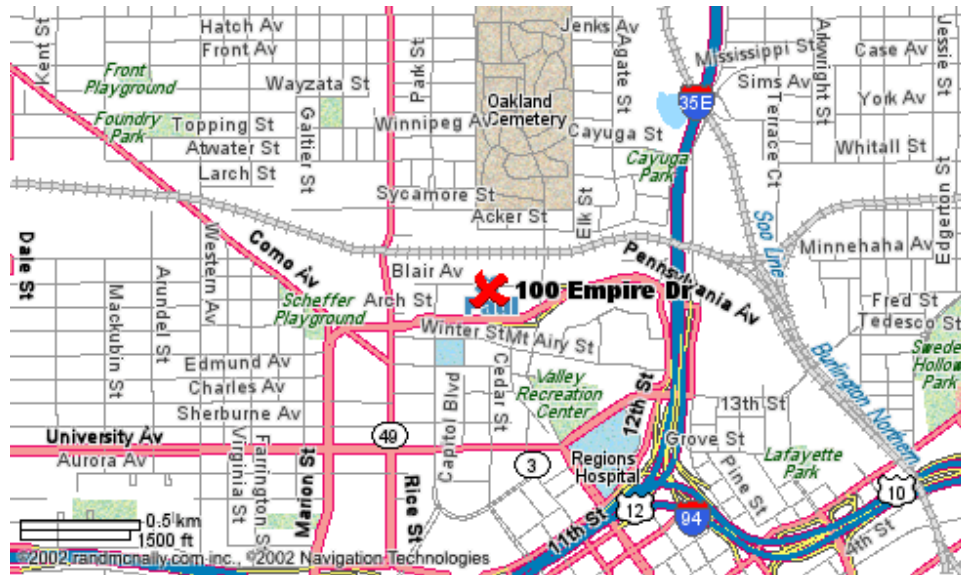
**See directory in lobby for meeting room location**

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<b>1. Call to Order</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
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c) Will Craig NSGIC President Elect	
d) National Geospatial Advisory Committee: February 4-5 Meeting Results	
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f) Metro and State Geospatial Initiatives Update	
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<b>8. Next Meeting</b>	
June 25, 2009	
<b>9. Adjourn</b>	

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

## How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



**If you are traveling on I-94 eastbound --** Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-94 westbound --** Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Northbound --** Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Southbound --** Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

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

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**December 10, 2008**

**1. CALL TO ORDER**

Chairperson Brown called the meeting to order at 12:35 p.m..

Members Present: *Academics:* Jeff Matson for Will Craig (U of M); *Cities:* Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* Pete Henschel (Carver), Randy Knippel (Dakota), Bill Brown (Hennepin), Jim Bunning (Scott); David Brandt for Jane Harper (Washington); and John Slusarczyk (Anoka), *Federal:* Ron Wencl (USGS); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); and *State:* Joella Givens (MN/DOT).

Members Absent: *Business Geographics:* (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* David Claypool (Ramsey); *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *Non-Profit:* (Vacant); *State:* David Arbeit (GDA/LMIC) and Tim Loesch (DNR); *Special Expertise:* Brad Henry (URS Corp.), *Utilities:* Allan Radke (Xcel Energy); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson and Mark Kotz (MetroGIS staff support team)

Visitors: David Brandt (Washington County and Chair of the Technical Advisory Team), John Carpenter (Excensus), Chris Cialek (LMIC), Nicole Roepke (Carver County), and Liesa Miller (DNR).

**2. ACCEPT AGENDA**

Member Wakefield moved and Member Givens seconded to approve the agenda, as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

The summary was excepted as presented in the agenda packet, with the except that Member Busch commented that he did not attend the September meeting as stated in the draft summary. No questions or comments were offered.

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

There was no discussion of this item.

**5. ACTION AND DISCUSSION ITEMS**

**a) Election of Officers**

Chairperson Brown began this item by thanking the members for opportunity to serve as Chair for the last two years. He then placed Member Wakefield's name into consideration as a nominee to serve as the next chairperson. Member Wakefield confirmed her interest in serving. Chairperson Brown then called for further nominations three more times. Hearing none, he moved and Member Givens seconded to close the nominations and elect Member Wakefield to serve as Chairperson of the Coordinating Committee for 2009. Motion carried, ayes all.

Chairperson Brown then placed Member Henschel's name into consideration to serve a Vice-Chair of the Committee. Member Henschel confirmed her interest in serving. Chairperson Brown then called for further nominations three more times. Hearing none, he moved and Member Wakefield seconded to close the nominations and elect Member Henschel to serve as Vice Chairperson of the Coordinating Committee for 2009. Motion carried, ayes all.

The members congratulated both new officers and thanks them for accepted to serve in these roles.

**b) Regional Geocoder Service – Final Project Report**

The project manager of the Regional Geocoder Service Project, Member Read, explained that her presentation would highlight points explained in more detail in the final project report that was made downloadable with the other agenda materials at

[http://www.metrogis.org/teams/cc/meetings/08\\_1210/08\\_Geocoder\\_Final\\_Report\\_draft\\_toCC.pdf](http://www.metrogis.org/teams/cc/meetings/08_1210/08_Geocoder_Final_Report_draft_toCC.pdf).

She then explained the development process, some specifics of the service architecture, how the new service is being used to support applications hosted by the Metropolitan Mosquito Control District and examples of how the existence of this new service is significantly improving efficiencies. She also commented on work that remains in progress to develop data updating procedures, adjusting specifications to improve performance, refining hosting specifications and batch service capabilities.

Member Read then summarized several lessons learned and offered several recommendations for subsequent and related actions, including encouraging MetroGIS to continue to support development of web services, foster efforts to improve data content standardization, foster continued work to resolve concerns associated with open source software, explore hosting of a “project commons” capability, and most importantly, facilitate a willing organization possessing sufficient resources to assume responsibility to host this service. (To view Member Read’s presentation slides go to [http://www.metrogis.org/teams/cc/meetings/08\\_1210/5b\\_Geocoder\\_Final\\_to\\_CC\\_Dec.ppt](http://www.metrogis.org/teams/cc/meetings/08_1210/5b_Geocoder_Final_to_CC_Dec.ppt).)

Chairperson Brown thanked Member Read for her presentation and for her leadership on this important project. He then asked for clarification about who should be responsible for acting on the recommendations presented in the final report. Mark Kotz, Chair of the Technical Leadership Workgroup noted that the recommendations to support a “project commons” and to secure a host for service fit within the scope of responsibilities that the workgroup has accepted.

The Staff Coordinator commented that addressing questions about when use of open source software is appropriateness should begin with education of the legal staff that are responsible for drafting the authorizing agreements. The group concurred that it needs to be clear about what it wants, why the open source environment is critical to achieving those outcomes, and the benefits that will accrue if those outcomes are achieved.

**Action:** Due a lack of specificity about how to approach each of the recommendations presented in the final report, the Committee decided to defer to the Technical Leadership Workgroup for more information about the resources needed to accomplish each recommendation, relative priority with the work objectives set for 2009, and, to the extent possible, identification of high-level strategies to launch each effort. No deadline was set for a report from the Workgroup.

The Committee did not offer any suggested additions or modifications to the content of the final project report (see the URL cited above to view the document).

**c) Address Point Repository Synchronization Pilot – Final Project Report**

Member Henschel, project manager for this project and member of the Committee, introduced the material presented in the agenda report, noting that the most important next step is to identify the host for the application and handed out the final project report

([http://www.metrogis.org/teams/cc/meetings/08\\_1210/5c\\_RegionalAddressPointRepositorySynchronizationPilot-FinalReport.pdf](http://www.metrogis.org/teams/cc/meetings/08_1210/5c_RegionalAddressPointRepositorySynchronizationPilot-FinalReport.pdf)). He then introduced Nicole Roepke, Carver County, who was responsible for designing and writing the code to accomplish the Address Point Repository Synchronization functionality. Ms Roepke then summarized the various components of the application. (To view Ms. Roepke’s presentation slides go to

[http://www.metrogis.org/teams/cc/meetings/08\\_1210/5c\\_MetroGIS-FinalReportPresentation-20081210.pdf](http://www.metrogis.org/teams/cc/meetings/08_1210/5c_MetroGIS-FinalReportPresentation-20081210.pdf).)

Chairperson Brown thanked the presenters for assuming leadership to build this important tool and for their excellent presentation. He then asked if there are any leading candidates to serve as the host. Mr. Kotz, Chair of the Address Workgroup, commented that the Workgroup is currently investigating options. Chairperson Brown encouraged Carver County to document the impacts on an

organization's infrastructure and support needs of hosting this synchronization application and to share this information with the Workgroup.

**Action:** Member Henschel agreed to the Committee's request that Carver County provide information to the Address Workgroup gained from testing the application on Carver County's system.

**Action:** In response to a statement in favor from Mr. Kotz, the Committee assigned responsibility to the Address Workgroup to coordinate integration of this synchronization tool with development of the proposed Web based Address Editing Tool, and ultimately with development to the Regional Address Points Database.

The Committee did not offer any suggested additions or modifications to the content of the final project report (see the URL cited above to view the document).

**d) Regional Solutions to Shared Application Needs – Recommended Next Steps**

Mark Kotz and Chris Cialek, both members of the Technical Leadership Workgroup, presented this topic. Kotz began by summarizing the charge to the Workgroup, the process used to facilitate the November 20 *Geospatial Applications and Web Services Needs Forum*, process used to discern meaning of the results and to craft recommendations for next steps. (For more information, see Mr. Kotz's slide presentation at [http://www.metrogis.org/teams/cc/meetings/08\\_1210/5d\\_CC\\_Presentation\\_Final.pdf](http://www.metrogis.org/teams/cc/meetings/08_1210/5d_CC_Presentation_Final.pdf).)

Mr. Cialek then presented an overview of the Workgroup's recommendations, which were handed out at the meeting (see Attachment B). They were grouped in three major categories: A) Create new workgroups to address 5 needs, B) Augment responsibilities of the current Technical Leadership Workgroup and Geocoder Workgroup, and C) Encourage the Committee to take action on four related topics that are beyond the scope of the Workgroup's responsibilities.

**Action:** It was agreed that staff would create a survey with the assistance of the Technical Leadership Workgroup through which the Committee members would identify the workgroup(s) that they would be interested in serving and to given them a means to identify candidates beyond the Committee they believe would have an interest to serve on the suggested workgroups. Staff agreed to send the survey to Committee members by year-end, if at all possible.

It was agreed that given limited resources, priorities for next steps would, in large part, be set by the interest demonstrated in participation on the various workgroups. It was also agreed that Committee members need to serve on each new workgroup to provide a liaison with the Committee and that the preference is for these new workgroups to present, at minimum, preliminary recommendations for use of 2009 project funding at the March Coordinating Committee meeting.

In subsequent discussion related to this topic,

- Member Gelbmann commented that the diagram created by the Workgroup to illustrate the results of the November 20 forum (see Attachment A) is valuable to show connections between needs and value to program managers.
- Member Read commented that additional project manager resources are needed to act on the identified needs and asked if it would be possible to use project funds to hire a part time project manager. Gelbmann commented that the idea should be considered as an option but that he has not given up on the request to the Council to create and fill a full time Technical Coordinator position.
- Member Knippel asked if it is possible to find out who voted for what need to use as a mechanism to seek out partners to assist with the resource needs. Kotz commented that the voting was tracked by sector but then in some cases the forum team would also be able to associate a participant name with a sector vote.

The Committee did not offer any suggested additions or modifications to the content of the Forum Turn Around document that can be viewed at the following web address:

[http://www.metrogis.org/teams/workgroups/shared\\_app/forum\\_11-20-08/Forum\\_Turnaround\\_Document.pdf](http://www.metrogis.org/teams/workgroups/shared_app/forum_11-20-08/Forum_Turnaround_Document.pdf).

**e) Streamlining Data Access for Emergency Responders**

In the absence of Member Chinander, the Staff Coordinator introduced this topic and summarized the agenda report. (Editors note: Member Chinander was unable to attend the meeting due to a required function at his home organization.)

Member Knippel supported the proposal to investigate the data access issues encountered in the lead up to the Republican National Convention but cautioned that multiple solutions will be required and each data holder will need to inventory the licensed data they have in their possession produced by others and assess what can be shared, as the issues incurred are associated with a broad array of data in addition to county-produced parcel data. Chairperson Brown concurred that it would be prudent to document difficulties and look into ways to avoid in the future but also cautioned that some of the difficulties incurred could have been avoided if current procedures had been followed.

Member Read offered a suggestion that the GIS community initiate practice scenarios through which to identify data resources issues and access issues on a recurring basis. Chairperson Brown also noted he would be willing to consider the potential of web enabling licensure procedures to streamline existing procedures. Member Knippel commented that he had spoken with the Dakota County attorney and that they believe that the access in emergencies situation for parcel data could be handled with an addendum to the current agreement. He also reiterated and cautioned that the larger issue is that local holders of private data (e.g., Pictometry) can not share these holdings which in times of emergency could be extremely valuable. Fixing this problem will be a major challenge.

Action: Chairperson Brown, Member Knippel, and Member Givens volunteered to serve on the proposed workgroup to look into the data access issues incurred in conjunction with support of the Republican National Convention and offer suggestions to resolve these issues, with the understanding that Member Chinander will take the lead on developing a draft problem statement from which they can react.

**f) Mn D2E Functional Transformation Recommendations**

Member Gelbmann, speaking as Chairperson of the Governor's Council on Geographic Information, reported that the pending recommendations of the Mn D2E Functional Transformation workgroup are not expected to be ready for comment until the week of December 15. The Committee asked staff to forward these recommendations to the members when they become available for comment. No decision was made as to how the Committee intends to respond to the Board's request for a recommendation. Member Gelbmann noted that he, Chairperson Reinhardt, and David Brandt, Chairperson of the Technical Advisory Team, have participated actively in this initiative and have drawn from MetroGIS's experience in their advice on how to achieve coordination.

Action deferred until the recommendations are available.

*Chairperson Brown called for a ten minute break at 2:40 p.m. Members Busch and Charboneau left the meeting. A quorum remained in attendance.*

**g) 2009 Major Work Program Objectives - Finalize**

The Staff Coordinator commented that the Committee had reviewed a prior version of the proposed work objectives for 2009 at its September meeting and that the current draft includes several modifications requested by the Committee at the September meeting.

Member Read asked if Objective #3, Secure a Technical Coordinator, is still a viable option, given the inability to accomplish it in over 9 months. Member Gelbmann responded that he believes it is still worth putting effort into securing this resource, noting that the results of the November 20<sup>th</sup> *Geospatial Applications and Web Services Needs Forum* demonstrated value to the Council and the

need for additional technical resources to accomplish this value. Member Read reiterated a previous comment that consideration should be given to using project funding to hire a part-time resource to ensure that important progress continues to be made. Gelbmann concurred that this alternative should be given consideration if the full time position does not materialize.

Member Read also asked for more information about the two Request for Bids mentioned in the agenda report. The Staff Coordinator explained that two requests for bids were published in November in an attempt to capture \$20,000 in funding that would otherwise be lost if not encumbered by year end, briefly explained the objectives of the two projects, and noted that the deadline for submission is Friday, December 19. He also noted that if one or both of these projects moves forward, that a few members would be invited to serve on a team(s) to provide advice to the consultant team as it develops proposed strategies. The Staff Coordinator concluded by noting that he is concerned that qualifying bids will not be submitted as no comments had been posed by prospective bidders, as has typically occurred in the past.

Staff was then asked about the possibility of using these funds for another project(s) if qualifying bids are not received, (e.g., reinstate the web-services proposal from Dakota County granted concept approval; but later reduced in scope due to funding limitations.) The subsequent discussion led to the following motion and a request to share the two in progress Requests for Bids with the Committee members:

**Motion:** Read moved and Givens seconded that if qualifying bids are not received for one or both of the Request for Bids published in November 2008 and it is possible to accomplish the required procurement procedures in the short time before the end of the year, that the property query service component of Dakota County's Regional GIS Project abandoned by the Committee at the June meeting due to budget limitations should be reinstated, subject to:

- 1) The previously proposed project aligns with one or more shared application needs identified at the November 20 forum.
- 2) Dakota County has the capacity to do the project.

Motion carried ayes all.

**Motion:** Wakefield moved and Givens seconded that the Committee recommend that the Policy Board approve the major 2009 program objectives as listed in Attachment C of the agenda report dated November 26, 2008. Motion carried, ayes all.

**h) 2009 "Foster Collaboration" Budget - Finalize**

Member Bitner moved and Member Givens seconded that the Committee recommend that the Policy Board approve the 2009 MetroGIS Fostering Collaboration budget, as listed in Exhibit 1 of the agenda report dated December 1, 2008. Motion carried, ayes all.

After the motion, Member Read inquired about the process anticipated for deciding how to allocate the proposed \$35,000 in project funding. After limited discussion, it was decided that the workgroups to be created via action for Agenda Item 5d should be responsible for recommending strategies to use available funding and that the Technical Leadership Workgroup should have responsibility to consolidate these requests into a coordinated recommendation to the Committee.

**i) GIS Demonstration for January Policy Board meeting**

The Staff Coordinator explained that he had contacted representatives of the Twin Cities Economic Development Website, as directed by the Policy Board and Committee, and that they are willing to speak at the January 2009 Board meeting. The members concurred that this is the best option for a presentation at the January meeting.

**j) 2009 Meeting Schedule**

It was agreed that the Committee would meeting on the following dates in 2009: March 26, June 25, September 10 or 17, depending on the date of the NGAC meeting, and December 10.

**k) Fill Business Geographics and Non-Profit Committee Seats**

Postponed to the March 2009 meeting due to inadequate time to consider this matter at this meeting. Chairperson Brown asked staff to share the comments that had been submitted by the Member Craig with the Committee (preference to increase the number of the city representatives) for consideration at the next meeting.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials. Member Givens hand out a news release (Attachment B) with the members describing Mn/DOT's External Construction Map. There was no time for Committee comment during the meeting.

Outgoing Chairperson Brown thanked the members for the opportunity to serve as Chair for the past two years. He confided that this experience provided him with an opportunity to grow as he attempted to move some agendas important to the community. He wished Members Wakefield and Henschel well in their new duties as Chair and Vice Chair, respectively, noting that he looked forward to continuing to participate in the important work of the Committee.

**8. ADJOURN**

The meeting adjourned at 3:30 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**ATTACHMENT A**

**Handout  
Agenda Item 5d**

**Final Recommendations  
Regional Solutions to Shared Application Needs**

**and**

**Illustrations of Relations between and Among Application Needs**

*Next Page*

**DRAFT**



**TO:** Coordinating Committee

**FROM:** Mark Kotz (Chair) and Chris Cialek on behalf of the Technical Leadership Workgroup

**SUBJECT:** Addressing Shared Application Needs – Recommended Next Steps

**DATE:** December 9, 2008  
(For the Dec 10<sup>th</sup> Meeting)

The TLW relied on the results of the November 20, 2008 *Geospatial Applications and Web Services Forum* as a foundation for developing the following recommendations. The results of the Forum are recorded in the Turnaround Document found at [www.metrogis.org/teams/workgroups/shared\\_app/forum\\_11-20-08/Forum\\_Turnaround\\_Document.pdf](http://www.metrogis.org/teams/workgroups/shared_app/forum_11-20-08/Forum_Turnaround_Document.pdf)

## **RECOMMENDATIONS**

### **That the Committee:**

1. **Form new workgroups**, as resources allow, for the following purposes:
  - 1.1. Clarify the relationships within the “Jurisdictions at point (13)/Government service finder (1)” fragment and make further recommendations for its implementation, for example clarify the connections with other ideas, define useful public/private partnerships, make a prototype service.
  - 1.2. Clarify “Feature services for all data (33)” need. What is the problem to be solved? Also address issue of security for features services licensed data (e.g. parcels).
  - 1.3. Define a “Best image service (5)” and recommend a solution.
  - 1.4. Recommend a solution for the “USPS address verifier (8)” need, keeping in mind the MetroGIS mailing label service project.
  - 1.5. Propose a strategy to move forward with a federated data development environment. The Address Workgroup is currently working on a prototype. Wait for results and then form a workgroup specifically for the federated data development subject.
2. **Augment the responsibilities of existing workgroups** as follows:
  - 2.1. Geocoding workgroup
    - 2.1.1. Increase the geographic coverage of the geocoder by adding the full TLG dataset (beyond the seven county metro) to the geocoding service.
    - 2.1.2. Recommend a solution for place/feature geocoder and landmarks data.
  - 2.2. Technical Leadership Workgroup
    - 2.2.1. Consider work with application and web service needs completed. Focus efforts on broker/portal definition and implementation.
3. **Accept as the Coordinating Committee’s own responsibility:**
  - 3.1. Addressing the need for a policy on broader access to parcel data (18).
  - 3.2. Encouraging the State to take on the role of meeting the need for a statewide geocoder (22), including needed data.
  - 3.3. Asking the GCGI Hydrography Committee to recommend a solution for the “Storm/surface water tracer (35)” need.
  - 3.4. Identifying willing champions, volunteers and staffing resources for new workgroup.

## ATTACHMENT B

### Hand out Supplement for Agenda Item 7

#### News Release - Mn/DOT's External Construction Map

This construction map is an ArcIMS application that has been running within Mn/DOT for about a year. **We have just released this as an external application, as well as a map service.** This planning tool provides draft locations of potential Mn/DOT construction projects, which are grouped by construction year. Please note that the map does not show every construction project, and that projects may not be displayed for all districts. The map shows construction projects for the current year, some of which may be completed. It also contains potential construction projects for the next four years, which can be turned on as needed using the layers list. Construction projects and schedules are draft only and may change at any time. Potential projects in future years are especially susceptible to change, based on changing priorities and budgets. Projects are displayed according to their estimated level of traffic impact for the driving public: high, medium, or low impact, or closed. The information provided on this map is for planning purposes only and should not be used as a guide to current road conditions. The driving public is advised to check current road conditions by calling 511 or by checking <http://www.511mn.org>.

This construction project information is shown in relation to Mn/DOT's Interactive BaseMap. The BaseMap is a planning level set of data developed at a scale of 1:24000, and includes transportation features, boundary information, and stream and lake locations. The map also contains imagery. It is possible to view, markup, save and print maps through this on-line application. Pop-up blocking will need to be disabled in order for you to print any maps and use other features available on this Web site. Help pages are available to guide you through the various parts of the interface.

This site also includes links to extensive data descriptions (metadata). Please consult the metadata to ensure proper usage and remember that construction limits shown in this viewer are typically generalized and over-simplified. All of these resources are provided free of charge and accordingly, are not warranted for any specific use. We do, however, strive to produce accurate data and would appreciate any comments that you may have. We hope that you find the site useful!

**Disclaimer:** The Minnesota Department of Transportation makes no representation or warranties, express or implied, with respect to the reuse of data provided herewith, regardless of its format or the means of its transmission. There is no guarantee or representation to the user as to the accuracy, currency, suitability, or reliability of this data for any purpose. The user accepts the data 'as is', and assumes all risks associated with its use. By accepting this data, the user agrees not to transmit this data or provide access to it or any part of it to another party unless the user shall include with the data a copy of this disclaimer. The Minnesota Department of Transportation assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on this data.

The construction map ArcIMS application can be found at:

<http://www.dot.state.mn.us/maps/construction/>

The map service can be found with Mn/DOT's other map services at:

<http://gisservices.dot.state.mn.us>

**Please direct all questions and comments to:**

**Joella Givens**

[joella.givens@dot.state.mn.us](mailto:joella.givens@dot.state.mn.us)

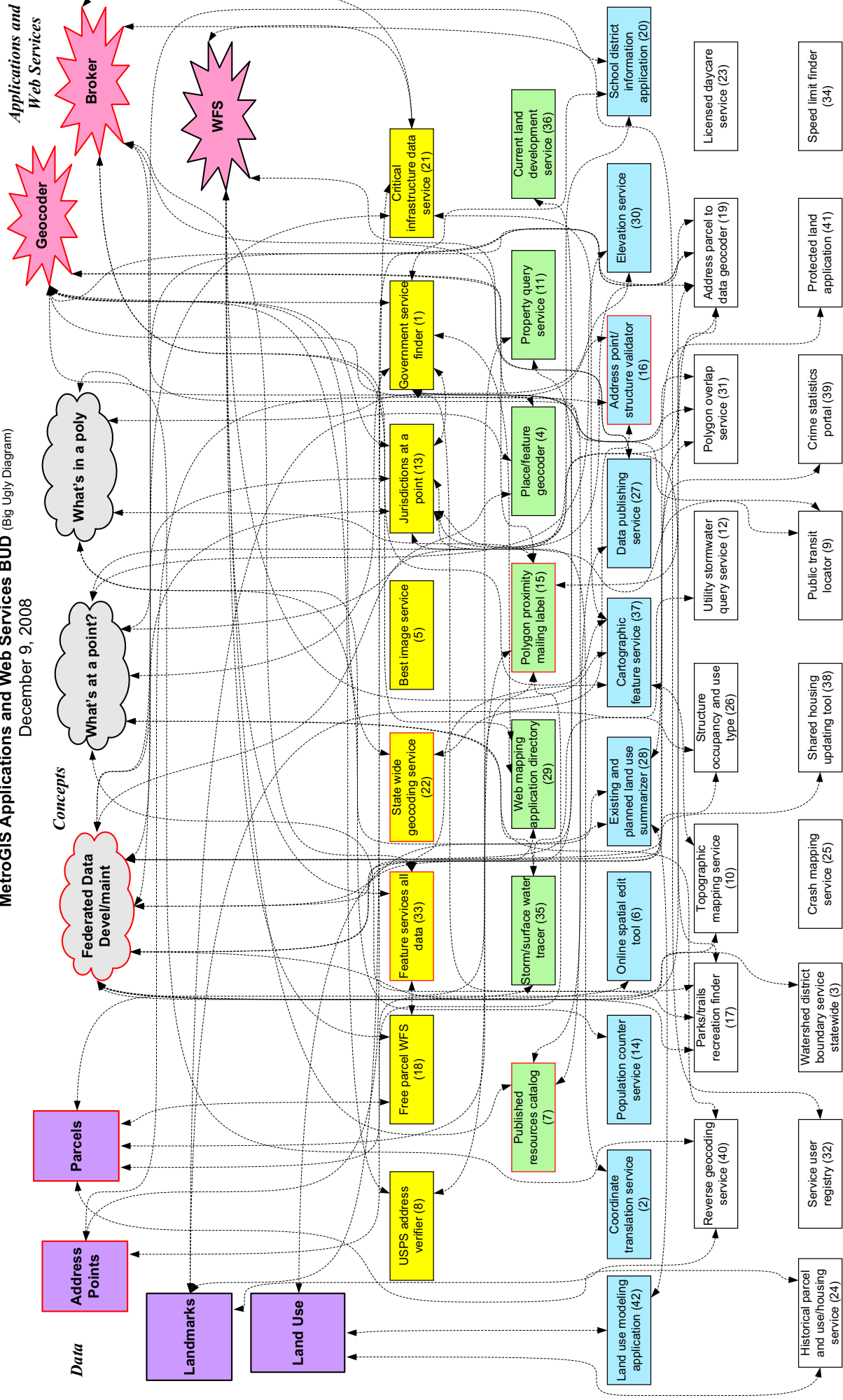
651-234-7365

## Forum Ideas List with Votes (sorted by total dots) (CC meeting handout 12/10/08)

ID	Idea Name	Description	Total Dots	Blue	Ora	Red	Sectors Blue	Sectors Ora
18	Free parcel WFS	Free WFS parcel cadastral layer.	24	14	7	3	2	1
8	USPS address verifier	USPS verified address – input your address and it will reformat. Does it exist and what is its format?	21	13	8	0	5	3
22	Statewide geocoding service	Comprehensive statewide geocoding service.	21	11	8	2	7	2
5	Best image service	Best available image service so you don't have to choose between layers.	19	13	6	0	2	2
33	Feature services for all data	OGC-compliant feature services published for all data layers; KML too!	19	14	5	0	4	1
21	Critical infrastructure data services	WFS or portal service providing best sources of critical infrastructure data for emergency management. Pull down for use in secure environment.	19	13	3	3	6	4
13	Jurisdictions at a Point	For a location, what are the jurisdictions at that point? This is a specific example of proximity data search.	18	13	5	0	4	1
1	Government Service Finder	Find government services from a particular location – who do you contact, where do you go?	17	12	5	0	5	3
35	Storm/surface water tracer	Metro wide untreated water pathways – For a point, click on point and would branch through all sewer, ditch, culvert, pipe etc. data. Trace both upstream or downstream.	14	9	5	0	6	5
7	Published resources catalog	Published external geospatial services catalog so everyone knows about it. Just publish once and everyone is notified.	13	7	6	0	6	3
15	Polygon proximity mailing label	Seamless mailing label across jurisdictions.	13	9	4	0	5	2
4	Place/feature geocoder	Place of interest geocoder. Coordinates for non-address features. Park, lake, school, etc. Specific or more general query.	13	10	3	0	2	1
29	Web mapping application directory	Web mapping application dashboard – centralized launching to find many individual web applications, especially for cities, counties. Simple interactive map. Hyperlinked.	13	10	3	0	6	1
6	Online spatial edit tool	Online spatial edit tool (affordable)	11	6	4	1	5	1
11	Property query service	Property & utilities query service. Cross-jurisdictional, seamless. Affordable! Or free! Transaction cost vs. dataset acquisition cost.	11	8	3	0	3	1
36	Current land development service	Metro wide current development projects, including proposed.	11	8	3	0	6	4
2	Coordinate translation service	Coordinate translation service. Enter one value and it returns coordinate in other systems. Tabular data to PLS, for example.	11	10	1	0	3	0
42	Land use modeling application	Online modeling using pre-loaded multiple GIS layers.	10	7	2	1	6	2
14	Population counter service	Population counter service for a polygon.	10	9	1	0	6	3
37	Cartographic feature service	Best available cartographic feature service, based on scale. Includes annotation and placement.	10	9	1	0	3	3

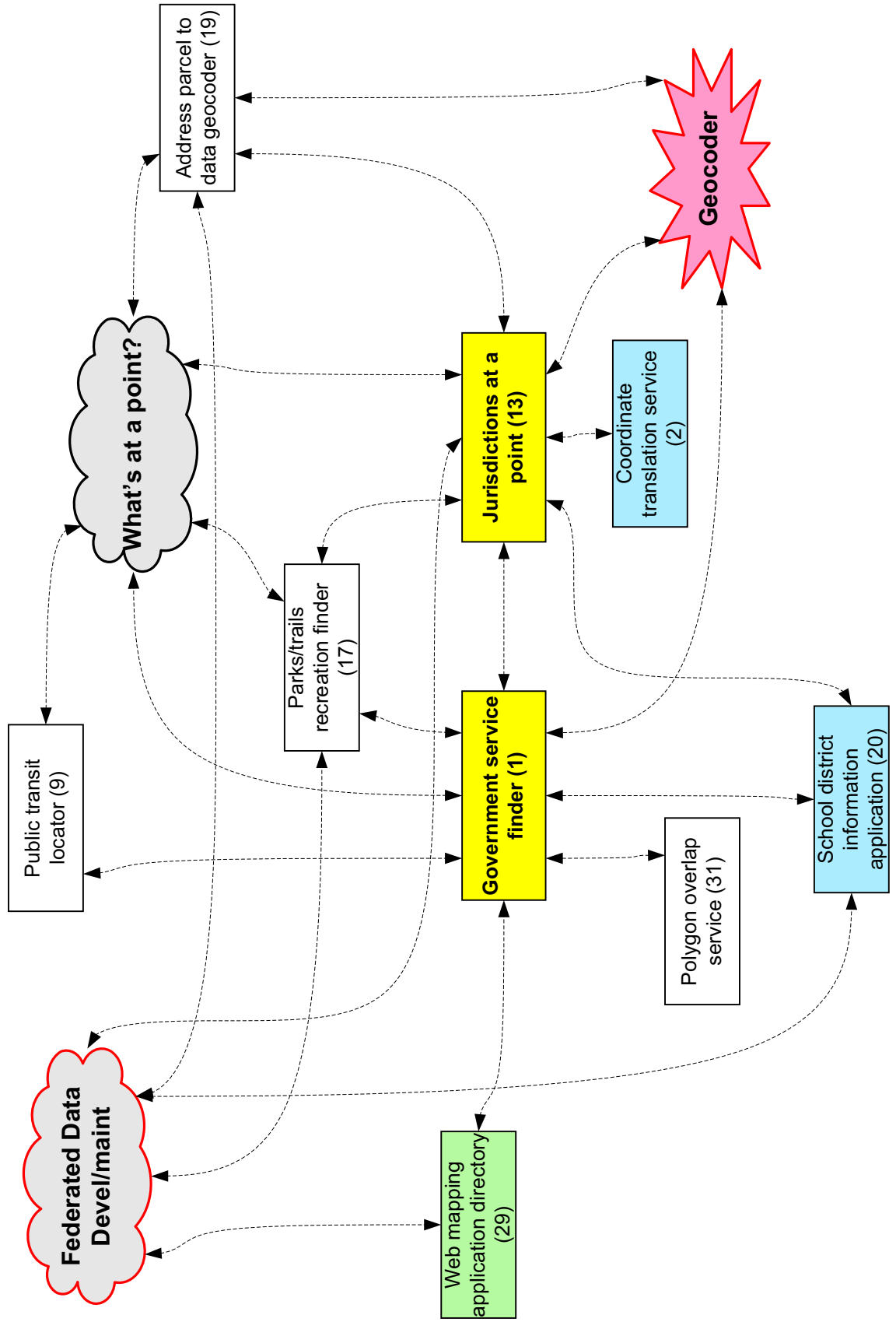
30	<b>Elevation service</b>	Elevation service, return elevation for point or profile, and a contour or surface generator	9	6	3	0	6	4
28	<b>Existing and planned land use summarizer</b>	Land use summary service – extent of existing and planned land uses	9	7	2	0	6	1
27	<b>Data publishing service</b>	Data publishing service (e.g., publishing crash data that they have already) without hosting at their organization.	9	8	1	0	5	2
40	<b>Reverse geocoding service</b>	Geocoding service that calculates an address or landmark based off an xy coordinate	9	8	1	0	3	1
16	<b>Address point/structure validator</b>	Tool for validation of customer locations (the structure the company is serving). Structure location for a given address.	8	6	2	0	6	1
17	<b>Parks/trails recreation finder</b>	Parks/trails recreation finder.	8	7	1	0	4	1
20	<b>School district information application</b>	School district information application.	8	8	0	0	3	1
10	<b>Topographic mapping service</b>	Topographic mapping service – integrate best local information using standardized symbols, protocols, etc.	7	6	1	0	7	4
12	<b>Utility stormwater query service</b>	Stormwater query service.	7	6	1	0	4	0
26	<b>Structure occupancy and use type</b>	Building occupant type, daycare, hospitals, etc. – use of a structure and the area it encompasses.	7	6	1	0	4	1
31	<b>Polygon overlap service</b>	Polygon and lookup with proportional overlap. E.g., # of counties a city is in?	7	7	0	0	3	1
23	<b>Licensed daycare service</b>	Licensed daycare application service, statewide	6	5	1	0	6	0
24	<b>Historical parcel land use and housing service</b>	Current and historical land use and housing information for a given parcel. Something to track change, parcel history.	6	5	1	0	3	2
32	<b>Service user registry</b>	Service user registry.	6	5	1	0	6	3
19	<b>Address parcel to data geocoder</b>	Universal mailing address to parcel geocoder using parcel ID & returning coordinate of centroid of parcel. Then get all jurisdictions associated with it. Parcel is key and link into it is mailing address of parcel.	5	3	2	0	3	1
25	<b>Crash mapping service</b>	Crash mapping for intersection or road, e.g., search by time	5	3	2	0	7	4
3	<b>Watershed district boundary service (statewide)</b>	Watershed district and watershed management organization boundaries	5	4	1	0	3	1
9	<b>Public transit locator</b>	Incorporate existing transportation information services into other applications. Once you find something, how do you get there?	5	4	1	0	2	0
38	<b>Shared housing updating tool</b>	Shared housing updating tool, so don't have to redo updates every time you download the data.	4	2	2	0	6	3
39	<b>Crime statistics portal</b>	Repository & portal for sharing crime statistics and tracking	4	3	1	0	4	3
41	<b>Protected land application</b>	Unified view of protected land data.	4	4	0	0	5	1
34	<b>Speed limit finder</b>	Speed limits along stretches of road.	2	2	0	0	2	1

**MetroGIS Applications and Web Services BUD** (Big Ugly Diagram)  
December 9, 2008



41 Forum Ideas

**Fragment for  
Government Service Finder & Jurisdictions at a Point**  
MetroGIS TLW 12/5/2008





**TO:** Coordinating Committee

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

**SUBJECT:** January 2009 Policy Board Meeting Highlights

**DATE:** March 2, 2009  
(For the March 26<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on January 28. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/09\\_0128/09\\_0129m\\_draft.pdf](http://www.metrogis.org/teams/pb/meetings/09_0128/09_0129m_draft.pdf) for information about each item and other topics considered by the Board.

## **1. Regional Solutions to Shared Application Needs**

The Board was apprised that four new workgroups had been created and charged with recommending next steps to achieve four shared web service / application needs identified at the forum held in November. The members were also informed that these workgroups would be responsible for developing their recommendation without staff support. The value to the community of the volunteers' acceptance of this responsibility was acknowledged.

Member Schneider commented that lack of staff support for these work groups might have a positive outcome, assuming the participants will also be willing to serve as champions for the recommended courses of action. It was agreed that it is a risk worth taking to move forward on these important projects. There was also general concurrence of the value gained by the members of Technical Leadership Workgroup agreeing to fill the roll of a Technical Coordinator and that without them doing so, substantive progress could not be made to move forward on proposed projects.

The Board's actions were as follows:

### **Recommendation A:**

1. Modifications to the policy related to non-government access of parcel data should be defined through the "Cross Sector Partnering" initiative (Attachment B in the agenda report), which the Policy Board authorized at its October 2008 meeting.
2. Desired modifications to parcel data access policies must comply with the equity principles adopted by the Board at its January 2006 meeting (Attachment C in the agenda report).
3. **To direct the County Data Producers Workgroup to consider the implications of the recommendations of the Cross-Sector Partnering initiative** relative to the Parcel Data Sharing Agreement and report its findings to the Board."

### **Recommendation B:**

The Board declared these actions to be premature until more is known about how the actions called for in Recommendation A will play out. Member Schneider added that if non-government interests are willing to coordinate among themselves and share project costs, the objectives sought in Recommendation B should take care of themselves.

## **2. 2009 Major Work Objectives and Budget**

The proposals were adopted as recommended by the Coordinating Committee (Attachment A).

## **3. Twin Cities Economic Development Web Site**

The website project manager, Janna King, and the President of the Regional Chamber of Commerce, Todd Klingel, provided an overview of the capabilities of the website. The Policy Board offered MetroGIS's assistance with improvement of the data utilized to support the website.



# ATTACHMENT A

## FINAL 2009

### METROGIS MAJOR PROGRAM OBJECTIVES – SUMMARY VERSION (Only Very High And Specified High Rated Activities Area Are Listed)

(Adopted by the Policy Board January 28, 2009)

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

- 1) Sustain traditional “foster collaboration” support activities<sup>(a)</sup>
- 2) *\*\*Pursue implementation of solutions to specific shared needs for applications and web services.*
- 3) Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team
- 4) Execute the Next-Generation Street Centerline Data Access Agreement
- 5) Streamline Data Access for Emergency Responders
- 6) *\*\*Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions*
- 7) Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements
- 8) *\*\*Pursue implementation of a more fully developed geographic data, applications and service broker*
- 9) *\*\*Explore methods for Enhancing Trust in reliability of shared services*
- 10) *\*\*Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution*
- 11) Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation
- 12) Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan.

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<sup>(a)</sup> Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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





**TO:** Coordinating Committee  
**FROM:** Technical Leadership Workgroup  
Chairperson: Mark Kotz (Metropolitan Council)  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Regional Web Service/Application Solutions – Synthesis of Workgroup Progress  
**DATE:** March 16, 2009  
(For Mar 26<sup>th</sup> Meeting)

### **INTRODUCTION**

The primary purpose of this agenda item is to share progress made by the four new web service and application-related workgroups created by the Committee at its December meeting and to offer a preliminary indication of possible funding requests.

### **BACKGROUND**

These workgroups report to the Technical Leadership Workgroup (TLW), which is responsible for synthesizing workgroup recommendations into a cohesive strategy for the Coordinating Committee's consideration. Leadership of each of the new workgroups met with the Technical Leadership Workgroup the week of March 16. TLW leadership will share the information received from these groups with the Committee at the March 26<sup>th</sup> meeting. That report will also include who is participating on each workgroup.

Each of these workgroups has been asked to submit their final recommendations by May 2009. A template for the information requested from each workgroup is provided in Attachment A. At its June meeting, the Committee will be given a recommendation for how to best use the \$35,000 allocated for this purpose in the 2009 budget. The plan is to present a proposal to the Policy Board at its July meeting.

### **PAST COMMITTEE ACTION**

At its December meeting, the Committee authorized creation of five new workgroups. These workgroups were charged with developing recommendations to address several high priority shared application/web service needs that were identified at the November 20, 2008 "Geospatial Applications and Web Services Needs Forum". The Committee also accepted the recommendation to have these new workgroups report to the TLW:

- Jurisdictions at point / Government services finder
- Feature services for all data
- Best image service
- USPS address verifier
- Regional landmarks data structure (*not launched to date – no one has volunteered to serve as chair*)

### **TECHNICAL LEADERSHIP WORKGROUP.**

In addition to its responsibility to synthesize the recommendations of the four new workgroups listed above, the TLW has several other related responsibilities. A status report is provided in Attachment B.

And, in addition to the responsibilities of the TLW listed in Attachment B, MetroGIS's Address (Agenda Item 5b) and Geocoder Service (Agenda Item 6b) Workgroups are also active. Members of the TLW also serve as leaders of these other workgroups, which affects the TLW's ability to make progress on the breadth of projects assigned, in particular, given there is no dedicated staff support.

### **RECOMMENDATION**

That the Coordinating Committee consider the information provided by the Technical Leadership Workgroup and act accordingly:

# ATTACHMENT A



## Guidelines for Web Services and Applications Workgroup Reporting

MetroGIS Technical Leadership Workgroup  
2/19/2009

1. List Workgroup name, charge (from workshop), participants, meeting dates & attendance, and other sources/consultants used (if any) to develop conclusions reached. If notes from meetings are available, attach or state where they can be obtained.
2. Descriptive analysis of the problem/need. Include the following:
  - a. Any clarification of the workgroup's charge based on input from stakeholders.
  - b. Who are the main stakeholders (users, data owners, etc)?
  - c. How does this need relate to other defined MetroGIS needs and key datasets?
  - d. What are the key issues to resolving the need? Include all of the following that apply:
    - i. basic data availability
    - ii. technology/software needs
    - iii. custodian, personnel, or hardware/server needs
    - iv. policy issues
    - v. maintenance/long-term support issues
  - e. What are the options for meeting this need?
    - i. Include data, technology, custodian, policy and other issues as listed above
    - ii. Estimated costs (time, software, hardware, ...) and potential participants/contributors for developing and implementing these options
  - f. What further information or clarification might be needed to fully resolve a solution?
3. Workgroup's recommendation for a strategy to meet this need.
  - a. Who would be the key participants and what do you see as their roles?
  - b. Why is this the best strategy for MetroGIS?
4. Recommended next steps for moving forward to meet this need, including recommendations for funding if appropriate.

If requesting funding, include:

  - a. Clear description of the product or service needed (what does it do? what functions does it have?) and how it meets the application or web service need of the workgroup. If funding is approved, this would be the basis for creating a request for proposals.
  - b. Amount of funding requested and any time constraints that may exist for using the funding.
  - c. Any existing sources of this product or service (e.g. off the shelf product exists).
  - d. Other information relevant to the funding request

### Timing

Each workgroup is asked to submit its recommendations to the Technical Leadership Workgroup by the end of May 2009. The Technical Leadership Workgroup will review the reports and get feedback to the workgroups in an effort to put together a coherent set of proposals for the Coordinating Committee's June 25<sup>th</sup> meeting. At that time the Coordinating Committee will develop recommendations for how to best use \$35,000 allocated for workgroup defined projects. The plan is to present a proposal to the Policy Board at its July 29<sup>th</sup> meeting for how to best use the \$35,000 budgeted for this purpose. It is desirable, but not required, that by the time of the Coordinating Committee's March 26<sup>th</sup> meeting the workgroups will be able to preliminarily determine whether funding will be needed to address their recommendations, and if so, approximately how much.

## ATTACHMENT B

### Technical Leadership Workgroup Responsibility Status Report

Responsibility	Status	Started	Completed: (Date)	Comment
- Serve in the capacity as a surrogate Technical Coordinator	(Ongoing)	3/08	N/A	To ensure relevance is maintained with changing stakeholder needs, this surrogate function will need to be provided until such time that a Technical Coordinator can be secured..
- Promote and Champion the Shared Web Services	(Ongoing)	6/08	N/A	This policy was reaffirmed by the Coordinating Committee on 12/10/08 with its acceptance of the Regional Geocoder Project final report and recommendations.
- Define Shared Application Needs	Completed	3/27/08	12/10/08	The Coordinating Committee endorsed several shared application need priorities and authorized workgroups to develop actionable recommendations December 2008.
<b>- Oversight of New App. Workgroups</b>				
<i>Best image service</i>	In progress	1/09		Workgroup to recommend course of action by May 2009
<i>Feature services for all data</i>	In progress	1/09		Workgroup to recommend course of action by May 2009
<i>Jurisdictions at point / Government service finder</i>	In progress	1/09		Workgroup to recommend course of action by May 2009
<i>USPS address verifier</i>	In progress	1/09		Workgroup to recommend course of action by May 2009
<i>Regional landmarks data structure</i>	(On hold)			<b>A chairperson is needed</b> to launch the group
- Broker/Portal Definition and Implementation	(On hold)	8/08		<b>Insufficient support resources</b> to proceed. These items are all within the scope of the TLW's Geospatial Architecture Subgroup, which last met in September 2008.
- Web Services Trust Issues				
- Project Commons				
- Populate Metadata for GeoServices Finder	(On hold)			<b>Insufficient support resources</b> to proceed
- Open Source Licensing	(On hold)			<b>Insufficient support resources</b> to proceed. Need was raised by Geocoder Workgroup at 12/10/08 Coordinating Committee meeting. <i>(Not included in overall organizational objectives. Need to reconcile priority status before start)</i>
- Federated Data Development Environment	(On hold)			<b>Premature.</b> The Coordinating Committee concurred on 12/10/08 that work on this effort is premature until the pending development of a Regional Address Points Dataset is complete and available to be leveraged as a prototype.





**TO:** Coordinating Committee  
**FROM:** Address Workgroup  
Chairperson: Mark Kotz (MetroGIS Staff Support Team - Metropolitan Council)  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Regional Address Point Dataset – Access/Distribution Policy  
**DATE:** March 16, 2009  
(For Mar 26<sup>th</sup> Meeting)

## INTRODUCTION

The Address Workgroup requests the Committee’s feedback and endorsement of a recommended data access policy strategy for the pending regional address point dataset.

Following the Committee’s consideration, workgroup leadership intend to meet with the two city representatives on the Policy Board to seek their support before sharing the proposal with the Policy Board at the April 22nd Board meeting. The goal is to work through any outstanding issues by the time of the Policy Board’s meeting in July.

## POLICY BOARD ACTION

Pursuing implementation of a Regional Address Points Dataset is a priority program objectives set by the Policy Board for MetroGIS in 2009. The vision for this regional dataset was adopted by the Policy Board in April 2005. It is ambitious in that it calls for more than 100 local address authorities to collectively and systematically carry out the role of primary producer – creating and updating the source address point data. The complete vision statement can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/05\\_0427\\_pbreport.pdf](http://www.metrogis.org/data/info_needs/street_addresses/05_0427_pbreport.pdf).

## STATUS OF PREREQUISITE PROJECTS

Last December, via a project managed by Carver County, a Data Synchronization Mechanism was successfully developed. A contract is also pending to retain the firm of Applied Geographics to create a prototype web-based address points editing tool. This project is expected to be complete or well enough along by this coming August to begin work on the actual dataset. With these two prerequisite projects nearly completed, MetroGIS must develop a data access policy so that the development of the actual dataset may begin.

## PROPOSED ADDRESS POINTS DATA ACCESS POLICY

The Address Workgroup proposes a data access policy that allows address authorities to participate under their choice of two scenarios.

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

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

## RECOMMENDATION

That the Coordinating Committee offer any suggested additions or modifications to the Address Workgroup’s proposed data access policy for the pending Regional Address Points Dataset.

## REFERENCE SECTION

### CURRENT ADDRESS WORKGROUP MEMBERS

- David Brandt, Washington County
- Bob Basques, City of St. Paul
- Jim Bunning, Scott County
- Gordon Chinander, Metropolitan Emergency Services Board
- Will Craig, CURA
- Jeff Gottstein, Woodbury Police Dept.
- Pete Henschel, Carver County
- Deb Jones, City of Falcon Heights
- Joel Koepp, City of Roseville
- Bob Moulder, Hennepin County
- Johnathan Obermoller, City of Minneapolis
- Curt Peterson, Ramsey County
- Nancy Read, Metro Mosquito Control District (MetroGIS Coordinating Committee Liaison)
- Lyn Rohe, Scott County
- Brad Roman, Hennepin County
- Todd Sieben, Washington County
- John Slusarczyk, Anoka County
- Kent Tupper, Dakota County
- Ben Verbick, LOGIS (*consortium of 30 metro area cities and 6 related local government interests*)





**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Mn Drive to Excellence: State Agency GIS Coordination Recommendations  
**DATE:** March 4, 2009  
(For Mar 26<sup>th</sup> Meeting)

## **INTRODUCTION**

The final program and implementation report for the state’s Drive to Excellence initiative to improve GIS coordination was published in February 2009. The principal purpose of this initiative was to recommend a mechanism through which to ensure that state agencies coordinate on matters related to use of GIS technology. The complete final report can be viewed at [http://www.gis.state.mn.us/committee/MSDI/dte/ProgramDesign\\_FinalFeb09\\_V21.pdf](http://www.gis.state.mn.us/committee/MSDI/dte/ProgramDesign_FinalFeb09_V21.pdf)

David Arbeit and Fred Logman are the project managers. One or both will be in attendance to share these recommendations and proposed next steps with the Coordinating Committee. In particular, they have been asked to comment on how the recommended courses of action might catalyze or otherwise impact MetroGIS’s ability to achieve its objectives especially improving coordination with jurisdictions that adjoin the seven-county, Twin Cities metropolitan area.

## **SUMMARY OF OCTOBER POLICY BOARD PRESENTATION**

At its October meeting, the Policy Board received a progress update about this Drive to Excellent project from Fred Logman, a member of the project support team. Logman also shared results of a workshop held in June 2007 at which input was obtained from non-state agency stakeholders that will be incorporated into the proposal (see [http://www.gis.state.mn.us/committee/MSDI/dte/D2E\\_stakeholder\\_nonstate\\_turnaround.pdf](http://www.gis.state.mn.us/committee/MSDI/dte/D2E_stakeholder_nonstate_turnaround.pdf) for the complete report). Chairperson Reinhardt, Co-chair of the Strategic Planning Committee of the Governor’s Council on Geographic Information, which is participating in this Drive to Excellence, informed the Board members that she personally had ensured that lessons learned through MetroGIS’s experience were being taken into consideration.

## **CONTEXT - DRIVE TO EXCELLENCE: STATE AGENCY GIS COORDINATION INITIATIVE**

In 2005, Governor Tim Pawlenty launched the State of Minnesota’s *Drive to Excellence (DTE)*, beginning a process of refocusing state government as an enterprise serving all citizens, rather than an amalgamation of independent entities serving individual constituencies.

No agency is currently responsible for coordinating GIS within state government, although LMIC and other organizations somewhat fill this void. The purpose of this project is to develop, recommend and implement an organizational and governance framework to coordinate and support GIS as an “enterprise” activity of state government. The principal project focus is state government, with the understanding that local and regional governments and other stakeholders are partners and customers.

## **RECOMMENDATION**

That Committee members take this opportunity to learn more about this important initiative and how it can catalyze improved coordination among state, as well as, non-state agency stakeholder interests.





**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – April 2009 Policy Board Meeting  
**DATE:** March 5, 2009  
(For Mar 26<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic for the Policy Board's April 29 meeting and a person(s) to present that topic.

(See the Reference Section for candidate presentation previously identified and a listing of presentations that have been made to the Board.)

## CANDIDATE INTEREST CONFIRMED

The Policy Board previously requested a briefing about the **Safe Road Map Project** (See Reference Section - Item 1 in listing of candidates) to explore how entities are leveraging the presence of Google Maps and mash-up technology to improve communication with citizens and cost-effectiveness of business functions. With the assistance of Will Craig, staff confirmed that Lee Munnich, Director of the University of Minnesota Humphrey Center's State and Local Policy Program and manager for Safe Road Map Project, is both interested and available to be the presenter for April GIS Technology Demonstration.

A significant portion of the Humphrey Center's State and Local Policy Program's funding is to explore solutions to state transportation and economic development issues. Mr. Munnich is a former member of the Minneapolis City Council and assistant director of the old Dept of Economic Development. He also co-lead the startup of the state's Economic Research Group.

## OTHER POTENTIAL PRESENTATION CANDIDATES

In addition to the other candidate demonstration topics listed in the Reference Section, Policy Board members have also expressed interest in learning about how the Regional Geocoder Service operates. Impromptu examples provided at the January 2009 meeting did not appear to fully satisfy their curiosity.

For a future demonstration, do members have any suggestions to help Board members better understand the utility of this important service/application implemented through MetroGIS's efforts as well as help them better grasp the concept of web services generally?

Cyclopath ([http://cyclopath.org/wiki/Main\\_Page](http://cyclopath.org/wiki/Main_Page)) has also been suggested as an potential demonstration topic. Should it be added to the list of candidates?

## RECOMMENDATION

That the Coordinating Committee:

1. Select the Safe Road Map Project as the GIS Technology Demonstration topic for the April 29<sup>th</sup> Policy Board meeting.
2. Decide if the Regional Geocoder Service and or Cyclopath should added to the list of candidate demonstration topics (Reference Section).
3. Decide if any of the topics included in the list of candidate presentations should be removed?

## REFERENCE SECTION

### **PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS**

1. Safe Road Map Project (<http://www.saferoadmaps.org/home/index.htm>): In July 2008, Policy Board member Elkins suggested adding this project to the list of candidates. He believes it demonstrates the concept of "mashup" in a way that would be helpful to assist Board members understand how relatively independent application components/web services can be mixed and matched to create a complete online application.
2. Data Practices Law- Relationship to MetroGIS Objectives: At its July 2008 meeting, the Policy Board asked that invitation be extended an individual with knowledge about these laws similar to Don Gimberling for a presentation to the Board. Of particular interest was the impact that these laws may have on the solutions to streamline access to licensed data via "view-only" Web-based applications (e.g., queries that involve the regional parcel dataset). At its October meeting, the Board asked the Committee to propose a recommended course of action to streamline data access for emergency managers. Laurie Beyer-Kropuenske, a representative of the Mn Office of Information Policy, was the contact for both of the Board's requests. She has agreed to participate on the workgroup charged with recommending options to streamline data access for emergency managers. She is also willing to assist the Board better understand the data practices laws. She would prefer as much information as possible on aspects of the law that would be important to the Board.
3. Collaborative Application Development Among Counties: Invite Jim Bunning to present the presentation that he gave at the January 24th "Beyond Data" workshop on the Scott/Carver/Dakota cooperation to develop and maintain applications for which they share a need.
4. Council and Counties Coordinated Data Management via Internet - Water quality systems approach to sharing data Council and 2 counties (see Attachment A)
5. Metropolitan Council's Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS's efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
6. University's Historical Census Mapping: NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical U.S. Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.

### **PAST POLICY BOARD DEMONSTRATION TOPICS:**

- Jan. 2009: Twin Cities Economic Development Website
- Oct. 2008 Regional Data Sets and Analysis of School District Housing Stock
- Jul. 2008: Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008: Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS's Role In Response to I-35W Bridge Collapse
- Oct. 2007: Metropolitan Mosquito Control District's Web Application
- Jul. 2007: Metropolitan Council's new "Maps" Web site
- Apr. 2007 Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application

- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

**ATTACHMENT A**  
**(Excerpt May 8<sup>th</sup> Issue of Council Directions)**

**Council, counties partner in water quality data-sharing project**  
**Public also will have easy access to info online**

The Metropolitan Council is partnering with two metro counties on a pilot project to share water-quality data and make the information easily available to the public online.



Scott Schneider, a resource conservationist with the Scott County Soil and Water Conservation District, collects a stream sample.

Beginning in May, Scott and Dakota counties will be able to enter and manage their own data using the Council's water-quality database. And the Council will have access to wider and more detailed water-quality data collected by the two counties.

"The public also will benefit by having access to all this data through the Council's [online environmental monitoring warehouse](#)," said Steve Kloiber, senior environmental analyst with Metropolitan Council Environmental Services (MCES), who is coordinating the project.

"The partnership will save a lot of money, too," Kloiber said. "The counties could easily spend tens of thousands of dollars to develop and maintain their own databases. And the Council could spend that much or more if it were to expand its monitoring programs to collect the data the counties already have."

**Water quality data is critical to protecting area waterways**

MCES has long maintained a database of river, stream and lake monitoring data in the seven-country metro area. In fact, some river data goes back to the 1920s and 1930s, during the era which spawned the first wastewater treatment facility on the Mississippi in 1938.

In recent years, MCES created a suite of web-based data management tools for entering and reviewing water-quality data. But until now, these tools were only available to Council staff on internal computer systems.

With the new pilot project, the database system will now be available through a password-protected Internet site for Scott and Dakota County staffs. Data from both counties now can be uploaded into the Council's database, which in turn makes the information available to the public through the web.



A typical water quality monitoring station operated by the Scott County Soil and Water Conservation District is equipped with a datalogger, automated sampler, rain gauge, phone modem, solar panel, and stage sensor.

#### **How is the information used?**

Water monitoring data is used by Council staff and policymakers to identify water-related problems, establish goals and measure annual progress toward an overarching goal of protecting and improving regional water resources.

"If the pilot program is successful, we hope to develop a long-term service agreement with the counties to provide the technical support the system needs," Kloiber said. "We hope this project can serve as a model for using the Internet to improve our work. We've already had a number of inquiries from other local governments who are interested in using the new system."







**TO:** Coordinating Committee

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

**SUBJECT:** Filling Vacant Seats on Committee – Business Geographics and Non-Profit

**DATE:** March 2, 2009 (*Postponed from December 2008 Meeting*)  
(*For the Mar 26<sup>th</sup> mtg.*)

## REQUEST

Direction is requested from the Committee about how it wishes to proceed with filling two vacant seats on the Committee - Non-Profit and Business Geographics. See the Reference Section for current non-government members of the Committee.

For the Committee’s consideration, a listing of candidates for the two open seats is provided in Table 1 of Attachment A. Note that candidate interests, previously identified by the Committee, are included in this listing. In some cases specific individuals have yet to be identified to represent these interests.

## OPEN SEATS

1. Non-Profit: This seat has been open since Jessica Horning, with the Greater Minneapolis Day Care Association resigned from the Committee August 2006. At its December 2006 and September 2007 meetings (see Reference Section and Attachment B and C), the Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization but postpone appointment until more was known about the type of partnerships appropriate for MetroGIS to pursue.
2. Private Sector - Business Geographics: This seat has been open since September 2008 when Patrick Hamilton resigned. Mr. Hamilton had represented the real estate development firm of CB Richard Ellis.

## CONTEXT - IMPORTANCE

Filling these vacant seats with qualified and passionate representatives will be important to successfully acting scope expansions defined in the 2008-2011 MetroGIS Business Plan, in particular, the directive to “**seek opportunities to partner with more non-government interests.** These new representatives will be looked to, together with the other non-government representatives currently on the Committee, to play active roles in the dialogues to define shared application needs important to multiple sectors and foster cross-sector partnerships to address those needs.

## RELATED INITIATIVE - SOLUTIONS TO CROSS SECTOR APPLICATION NEEDS

On October 22, the Policy Board approved a high-level strategy to investigate the potential of partnering with non-government interests to address shared application needs, as recommended by the Committee at its September meeting (see Attachment D). This strategy anticipates the creation of a “Non-Government Coordinating” Committee to define shared geospatial needs of non-government interests that serve the Twin Cities area that will, in turn, be used to identify needs that have potential for cross-sector solutions. The expectation is that this new committee will work in concert with the current MetroGIS Coordinating committee to define and implement the anticipated cross-sector solutions. A preliminary listing of suggested members is provided in Table 2 of Attachment A, although the membership will be left up the private sector to decide.

A mechanism to ensure coordination between the two committees has not been defined, other than to note there is an expectation that one or more of the current non-government representatives to the MetroGIS Coordinating Committee will elect to participate on both and that the staff for each group will be in regular communication.

## RECOMMENDATION

That the Committee:

- 1) Decide if it wishes to pursue appointment of individuals to fill its two open seats.
- 2) If so, agree on candidates to encourage to apply for appointment or create a workgroup to do so.

## REFERENCE SECTION

### OPERATING GUIDELINES

MetroGIS's adopted Operating Guidelines establish the interests to be represented on Coordinating Committee. See Article 3, Section 2 at [http://www.metrogis.org/about/history/ops\\_guidelines.pdf](http://www.metrogis.org/about/history/ops_guidelines.pdf). Requirements of note are as follows:

- Persons representing academic, for-profit, and non-profit interests may **comprise up to thirty (30)** percent of the Committee's membership.
- Members of the Coordinating Committee shall include a variety of government, academic, **utility, non-profit, and private-sector perspectives**. Producers and users of geographic information and a diversity of operational areas important to the long-term success of MetroGIS shall be represented.
- The Policy Board shall approve the interest categories to be represented by the members of the Coordinating Committee. The approved interest categories shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, **nonprofit organizations that serve as adjunct resources for local government, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS.**

### SCOPE EXPANSIONS DEFINED – 2008-2011 BUSINESS PLAN

With adoption of the 2008-2011 Business Plan on October 27, 2007, MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information needs beyond data-centric solutions to include applications and, if necessary, related infrastructure.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.
- **Seek opportunities to partner with more non-government interests** to collaboratively address information needs they share with government interests.

These areas represent an expansion of the previous scope of MetroGIS. In the past, the organization's efforts had been limited to the data component of information needs, its extent had been limited to governmental organizations, and there had been no attempt to work directly with adjoining jurisdictions to improve data interoperability.

### PAST COMMITTEE CONSIDERATION

1. December 2006: The Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization (see Attachment A).
2. September 2007: Staff spoke with the current non-profit (Sally Wakefield) and academic (Will Craig) representatives to the Committee concerning this matter. Their consensus was that no decision should be made to fill the vacant seat until the new Business Planning is adopted and strategies have been agreed upon to expand the stakeholder base, which could involve city, non-profit, or private sector interests.

Craig also commented that he would like to know more about the idea of pursuing epidemiologist offered by Member Harrison at the Committee's at December 2006 meeting (See Attachment B for an excerpt from the meeting summary.) The idea was offered but there was no discussion other than a comment that the medical industry is a non-traditional user that would likely bring valuable insight and potential public/private partnering opportunities to the Committee's considerations. He also mentioned that the United Way might be a good choice if they were more acquainted with GIS technology.

3. December 2007: During the work programming following adoption of the 2008-2011 Business Plan, it was agreed that work to update the Outreach Plan should not be scheduled to begin until MetroGIS has defined specific shared application needs and a strategy to address them (See Agenda Item 5d for the status of this project).

4. Current non-profit and for-profit members of the MetroGIS Coordinating Committee:

Will Craig/Jeff Matson	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
<i>vacant</i>	<i>(Open since August 2006)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Mpls	Special Expertise
<i>vacant</i>	<i>(Open since September 2008)</i>	Private Sector (Business Geographics)
Larry Charboneau	NCompass Technologies/TLG	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)

# ATTACHMENT A

## Non-Profit And For-Profit Interests Candidates

**TABLE 1: For Appointment to MetroGIS Coordinating Committee**

Name	Candidate Interests	Sector
CB Richard Ellis?/Banking? Real estate development / investment	Applications – Cross-sector partnerships	Private Sector (Business Geographics)
Curt Carlson Regional MLS	Applications – Cross-sector partnerships	Private Sector (Business Geographics)
<b>TBD</b>	**social services - if possible, with a local community-based organization	Non-Profit / Special Expertise
?Eric Williams - National Marrow Donor Program	**public health - if possible, with a local community-based organization	Non-Profit / Special Expertise
<b>TBD</b>	** epidemiology - if possible, with a local community-based organization	Non-Profit / Special Expertise
<b>TBD</b>	**public safety - if possible, with a local community-based organization	Non-Profit / Special Expertise

\*\* Preference defined by the Coordinating Committee at its December 2006 meeting (See Attachment B)

**TABLE 2: For Appointment to Proposed “Non-Government Coordinating Committee”**  
(in addition to current members of MetroGIS Coordinating Committee)

Name	Candidate Interests	Sector
Karen Dewer? Urban Land Institute?	Cross-sector partnerships	Non-Profit - Community Development
Todd Klingel? Reg. Chamber of Commerce	Cross-sector partnerships	Non-Profit / Private Sector
Jim Ford Mpls. Housing Authority	Cross-sector partnerships	Non-Profit – Housing
Sashi Shekar, U of M	Application Development	Academic - Computer Science
John Carpenter Excensus	Applications – Cross-sector partnerships	Private Sector / Special Expertise re: land management information systems
? Great River Energy	Applications – Cross-sector partnerships	Private Sector (Utility)?
James O’Loughin Allied Information Systems	Cross-sector partnerships	Private Sector – Data Producer
? TeleAtlas	Cross-sector partnerships	Private Sector – Data Producer
? NavTec	Cross-sector partnerships	Private Sector – Data Producer
Pat Cummins ESRI	Cross-sector partnerships	Private Sector –Software Capabilities
TIER 3?	Cross-sector partnerships	Private Sector – Committee Facilitator
Imagery Firm(s)?	Cross-sector partnerships	Private Sector – Data Producer
?		
?		

## ATTACHMENT B

### Excerpt Summary December 2006 Committee Meeting

#### **Non-Profit Representative Seat on Coordinating Committee**

Chairperson Read summarized the situation outlined in the agenda report. Two options were offered for discussion: 1) eliminate the second non-profit seat on the Committee that was added earlier in the year, or 2) initiate the process to appoint a new non-profit representative.

Harper remarked that it would be best to appoint another non-profit representative, since the second seat was added to accommodate a different viewpoint from a diverse community. She suggested that a replacement be sought who has possesses a “non-traditional GIS user” **She recommended appointing someone with a social services, public health, or public safety background noting they would bring valuable perspective to the Committee’s deliberations.** Wakefield added that the viewpoint possessed by someone in the mentioned fields would be different than the viewpoint she provides as the current non-profit representative. **Harrison also suggested seeking out someone from the epidemiology community.**

The group then discussed whether this new representative should be affiliated with a “community-based” interest similar to the new Hennepin County policy concerning eligibility for no-fee access to parcel data. After some discussion, the group concluded that it should be not rule out other perspectives to give itself flexibility but that preference should be given to interests that are “community-based”, in other words have an active role in the Twin Cities community. Knippel added that he supports the idea of **seeking out a new member from “non-traditional users” of GIS technology** because these interests represent potential market and partnering opportunities.

Loesch suggested reviewing the attendance listings for the both the June 2006 Imagining Possibilities and November 2005 Beyond Government Users forums for prospective candidates. It was agreed that work on recruiting a new member should not be begin until following the February 8, 2006 Strategic Directions Workshop in the event something related arises at the Workshop.

**Motion:** Harper moved and Brown seconded that the Coordinating Committee retain the two non-profit seats on the committee and seek to fill the current opening with a **person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization.**

Motion carried, ayes all.

## ATTACHMENT C

### Excerpt Summary December 2007 Committee Meeting

#### 5f) Proposed Modifications to Outreach Plan

Jonathan Blake, of Richardson, Richter, and Associates and a member of the MetroGIS Staff Support Team, introduced himself and summarized suggested modifications to the previously approved high-level MetroGIS Outreach Plan, as illustrated in the agenda report. He stated there two areas of focus are suggested: currently active participants and prospective participants. The first would involve outreach to persons and interests within member organizations not currently involved, while the second focus would be on non-participating government interests within the Twin Cities, adjacent jurisdictions, and non-governmental entities. Loesch suggested and the group concurred that contact with metropolitan counties located in Wisconsin should be included as well.

Craig commented that the draft document presented on the agenda report represents a good start but needs more specifics on the “hows” and the target audiences. Staff concurred, noting that the current version was intended to provide the general framework from which a more detailed plan would be developed. He also noted that the Policy Board had provided direction at its July 2007 meeting that it does not want to use MetroGIS funds to hire professional marketing assistance but rather leverage marketing expertise on staff with stakeholder organizations, for which direction was requested.

Read suggested that Coordinating Committee members should identify willing internal marketing/outreach/communication assets and forward them to the Staff Coordinator for evaluation of next steps at the next (March 2008) Coordinating Committee meeting. This comment resulted in discussion of priorities and available staff resources with the decision being that staff should not spend time on this matter until following the March Coordinating Committee Meeting.



## **Strategy**

*(Endorsed by Policy Board – October 22, 2008)*

### **Investigating Possibilities Partnering with Private Sector to Address Shared Information Needs**

#### **OBJECTIVE**

Establish a working relationship between the MetroGIS leadership, the MetroGIS Coordinating Committee and the private sector to identify and capitalize on mutually advantageous activities relating to sharing and utilizing geo-spatial information.

#### **CONTEXT**

Since its beginnings, MetroGIS has sought participation from non-government interests to define shared geospatial needs. However, it was not until 2005, that MetroGIS began to consider seeking out interest on the part of non-government interests to partner on solutions to shared needs. The investigation that began in 2005 resulted in an October 2007 directive of the MetroGIS Board to proactively seek out such partnering opportunities with non-government interests. The 2007 directive occurred with the adoption of the 2008-2011 MetroGIS Business Plan.

This proposal acts on the October 2007 scope expansion directive. (Refer to the Reference Sector for a timeline of actions and events that have led to this proposal.)

#### **OUTCOME**

Identify 4 to 5 pilot projects to demonstrate the value cross-sector partnering and through which to resolve policy obstacles (e.g., issues raised with current non-disclosure requirements).

#### **CONCEPTUAL METHOD (to launch)**

##### **1) Phase I – Achieve Concept Buy-In – January 2009**

MetroGIS to host a 2-3 hour forum at which 10-12 leaders of several key non-government interests would meet with 3-4 Policy Board members to investigate interest in working with MetroGIS to define shared information needs and collectively pursue solutions, as the needs dictate. The theme of the forum would focus on land information systems and/or emergency preparedness to catalyze discussion of possibilities. Buy-in will be sought that further investigation of potential collaborative solutions is warranted

##### **Attendees – Phase I:**

***Policy Board Members:*** Councilmember Schneider, Councilmember Elkins, Councilmember Pistilli and Chairperson Reinhardt

***Private Sector Leadership:*** 10-12 individuals TBD. (Note: To test receptiveness to this concept, the Staff Coordinator has spoken with several individuals, each of whom has been expressed interest in participating. These initial contacts were with individuals affiliated with the Mn High Tech Association, TIER 3 Consulting, Information Builders, Urban Land Institute-Mn, CB Richard Ellis, Excensus, and The Lawrence Group). Evaluating the potential for a cross-sector supported regional land management information system excited each as a possible collaborative endeavor.

Other candidate interests identified as potential participants, but not yet contacted, include the Regional Chamber of Commerce, Xcel Energy, Regional MLS, Minneapolis Star and Tribune,

Sears, U of M, Great River Energy, prominent Planning and Engineering Consultant, and a GIS vendor?

## 2) Phase II - Create Private Sector Coordinating Committee

If the buy-in sought in Phase I is accomplished, a key component of this proposal is the formation of a "private sector coordinating committee" to work with MetroGIS to jointly investigate opportunities for cross-sector solutions to specified shared information needs. This proposed Committee would be comprised of major private sector users of geospatial technology, which serve the Twin Cities metropolitan area. The Committee would be self-organizing, once key interests to the MetroGIS community are encouraged to participate. The Committee would also be principally supported by its member interests and have responsibility for:

- Defining shared needs among non-government interests
- Working collaboratively with MetroGIS leadership to define needs shared by both stakeholder groups -
- Working with MetroGIS leadership to refine the following principals of collaboration adopted by the Policy Board in January 2006, if necessary to achieve cross-sector collaboration solutions:
  - *Value added to public sector assets is encouraged provided it does not detract from the public sector objective.*
  - *Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.*
  - *Contributions can be comprised of funds, data, equipment and/or people.*
  - *Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.*
- Working in conjunction with MetroGIS leadership, build upon the recommendations set forth in the 2008-2011 Business Plan to define sustainable solutions to geospatial needs shared by both the government and non-government communities, including and not limited to, modifications in the current MetroGIS organizational structure. How can we work together to reduce costs? What innovations can we work together to develop? How can we promote a statewide cooperative GIS effort?
- To facilitate interaction between the MetroGIS Policy board and the Private Sector Coordinating Committee, MetroGIS Leadership will discuss having the chair of the Private Sector Coordinating Committee have a seat on the Policy Board along with the chair for the existing Coordinating Committee as a non-voting ex-officio member.

(Note: If this effort to seek a collaborative relationship with for-profit interests is successful, a similar effort would be undertaken for non-profit interests.)





**TO:** Coordinating Committee

**FROM:** Sally Wakefield, Chairperson  
Coordinating Committee  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** “Special Expertise” Member Candidate

**DATE:** March 4, 2009  
(For the Mar 26<sup>th</sup> mtg.)

## **REQUEST**

The Committee is respectfully requested to expand its membership to include Ben Verbick, GIS Coordinator with LOGIS, under the “special expertise” category of membership. The Staff Coordinator has spoken with Mr. Verbick and he would be honored to serve in this capacity, if appointed.

## **THE CANDIDATE AND LOGIS**

Mr. Verbick has substantial experience with cities, which possess a wide range of GIS capacities (sophisticated to non-existent), and a wide range of content expertise including emergency response, a current priority of MetroGIS’s efforts.

Local Government Information Systems (LOGIS) is a consortium of Minnesota local government units. The purpose of LOGIS is to provide effective, reliable and adaptable technology solutions to Minnesota public agencies through the sharing of ideas, risks, resources and costs in a cooperative partnership that evolves with agencies' needs. The GIS services provided by LOGIS and managed by Mr. Verbick are summarized at <http://gis.logis.org/dnn>. Since LOGIS is a consortium of cities, this membership would count as a public sector appointment.

## **RATIONALE**

Cities are expected to play increasingly important roles in the capture and management of data in support of regional solutions to shared information needs. Two such situations call for cities to provide address point data for the proposed Regional Address Points Dataset and critical infrastructure data (schools, fire stations, policed stations, hospitals, etc.) for emergency management planning and response. Nearly 200 cities comprise the seven county Twin Cities metropolitan area and they vary greatly in capacity to serve these important new roles. Traditionally smaller cities contribute some data but have been primarily users - or would be if they had the tools. They fill an important role by contributing to the discussion of the development of services. We will want continued input from smaller cities to ensure their needs are met and that their growing expertise is leveraged.

Mr. Verbick has for some time been an active participant in MetroGIS initiatives, representing the smaller city perspective. Most recently, he has played an important content expert roles during development of MetroGIS address points and critical infrastructure proposals. He has provided valuable insight to those responsible for evolving these concepts. He also possesses substantial expertise with geospatial applications and web services, also priority focuses of MetroGIS’s efforts that are anticipated to expand in importance.

## **RECOMMENDATION**

That the Committee expand its membership to include Ben Verbick, GIS Coordinator with LOGIS, under the Committee’s “special expertise” membership category. .

## REFERENCE SECTION

### Excerpt Operating Guidelines Coordinating Committee

MetroGIS's adopted Operating Guidelines establish the interests to be represented on Coordinating Committee. See Article 3, Section 2 at [http://www.metrogis.org/about/history/ops\\_guidelines.pdf](http://www.metrogis.org/about/history/ops_guidelines.pdf). Requirements of note are as follows:

#### Section 2. Composition

... The approved interest categories shall include, but not necessarily be limited to, essential participant stakeholders, **government that serves the metro area**, academic institutions, non-profit organizations that serve as adjunct resources for local government, **non-government providers of essential public services**, private sector GIS consultants and 'business geographics' interests, and other interests important to the long-term success of MetroGIS.

The Coordinating Committee shall be responsible for selecting organizations or individuals to represent each of the approved general interest categories. To qualify for consideration, candidate organizations, classes of organizations, and individuals must: 1) be an essential participant stakeholder or a system enhancer stakeholder or 2) **possess special expertise or knowledge important to the MetroGIS mission not provided by another member.**

Committee member selection shall be subject to the following guidelines:

- Members of the Coordinating Committee shall include a **variety of government**, academic, utility, non-profit, and private-sector perspectives. Producers and users of geographic information and a **diversity of operational areas** important to the long-term success of MetroGIS shall be represented.
- **Individuals determined to possess perspective and/or expertise that helps further the mission and goals of MetroGIS may serve on the Coordinating Committee at the discretion of the Coordinating Committee**, subject to the guidelines set forth in this Section.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Raise Awareness of Projects On-Hold  
**DATE:** March 13, 2009  
(For Mar 26<sup>th</sup> Meeting)

## INTRODUCTION

The purposes of this report are to:

- 1) Acknowledge the breath of work that is in progress on priority program objectives in addition to the work that was the subject of Agenda Items 5a and 5b.
- 2) Call attention to 2009 program objectives that are on hold and why.
- 3) Set the stage for a more in depth conversation at the June meeting about resources and priorities.

## STATUS OF 2009 WORK PRIORITIES

Work is in progress, or will begin shortly, on 7 objectives that were set as priorities for MetroGIS's attention in 2009 (Items # 1, #2, #3, #4, #5, #11, and #14 listing in Attachment A). A vast majority of the support for these projects is being provided by volunteers. The members of the Technical Leadership Workgroup (Reference Section) also deserve a large thank you for assuming the role of a surrogate Technical Coordinator, without which MetroGIS could not possibility maintain relevance to changing stakeholder needs. See Agenda Item 6 for more information about the important work that is in-process.

Although important work is being accomplished, equally important work is also on hold for 7 other objectives set as priorities for 2009. The reasons are generally as follows (the numbers correspond with the project listing provided in Attachment A):

- |   |                           |
|---|---------------------------|
| 5 – Lack of sufficient support resources                      | (#7, #8, #9, #12 and #13) |
| 1 – Drafting of the required contract is held up in legal     | (#10)                     |
| 1 – Requires the results of a project that is in process (#2) | (#6)                      |

## DISCUSSION

No action is suggested to reevaluate priorities until the recommendations of four new application-related workgroups are known (Agenda Item 5a). Discussion of options is suggested as topic for the June Committee meeting.

## RECOMMENDATION

That the Committee come to the June meeting prepared to talk about options to address limitations imposed by the shortage of support resources:

## REFERENCE SECTION

### TECHNICAL LEADERSHIP WORKGROUP

- Mark Kotz - Chair
- Bob Basques (St. Paul)
- David Bitner (Metropolitan Airports Commission) – MetroGIS Coordinating Committee
- John Carpenter (Excensus)
- Chris Cialek (MN LMIC)
- Jim Maxwell (The Lawrence Group)
- Robert Taylor (Carver County)
- Nancy Read (Metropolitan Mosquito Control District) – MetroGIS Coordinating Committee member and past Committee Chair

## Attachment A

### 2009 Major Program Objectives

(Adopted by the Policy Board – January 28, 2009)

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

Objective (Numbers intended to designate relative importance)	Priority for 2009	Timeframe	Comments (Objectives shown in <i>italics</i> and preceded with <sup>**</sup> can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities <sup>(1)</sup>	<b>Very High</b>	<b>Ongoing</b>	User and producer satisfaction monitoring to be pursued in 2009 to the extent resources are available. An RFP is under development to secure needed supplemental professional services for this and other projects. (Items #7 and 12)	Designated Custodians and Staff Coordinator
2. <i>** Pursue implementation of solutions to priority shared needs for applications and web services as appropriate for MetroGIS</i>	<b>Very High</b>	<b>In progress</b>	Priorities set by the Committee at its December 10, 2008 meeting. Four new workgroups were also authorized and are defining implementation strategies with a May 2009 reporting deadline. This objective is a principal means to act on the Business Plan directive to seek out partnering opportunities with non-government interests.	Technical Leadership Workgroup - Mark Kotz, Chair
3. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team sufficient to carry out the 2009 program objectives defined herein	<b>Very High</b>	<b>In progress</b>	Given the state's budget crisis it is highly unlikely that these resources will be funded by the Metropolitan Council. In the short term, the Technical Leadership Workgroup has agreed to act as surrogate Technical Coordinator to ensure progress continues to be made to address needs important to the community. Additional administrative support has been procured through the "90-temp" process. Opportunities to procure additional resources also being investigated as a component of defining solutions to shared application needs.	Staff Coordinator and Technical Leadership Workgroup - Mark Kotz, Chair
4 Execute the Next-Generation Street Centerline Data Access Agreement	<b>Very High</b>	<b>In progress</b>	A meeting tentatively scheduled for the first week in April to define designed specifications. The goal is to publish the RFP in May.	Staff Coordinator
5. Streamline Data Access for Emergency Responders	<b>Very High</b>	<b>In progress</b>	The newly formed workgroup met in February. Several questions were defined for which legal advice is needed before attempting to define options. The goal is to complete by May.	Workgroup and Staff Coordinator
6. <i>**Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions</i>	<b>Very High</b>	<b>On hold</b> <i>Estimated Start: Summer 2009</i>	Begin once specifics for shared application needs are known (Item 2, above). Awaiting ideas anticipated to be offered by the four new application related workgroups created by the Committee this past December (see Agenda Item 5a.)	Staff Coordinator and Technical Coordinator when available
7. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	<b>Very High</b>	<b>On hold</b> <i>Fall 2009 start, if support resources are available.</i>	Insufficient resources to work on this activity at this time. An attempt was made November 2008 to retain a consultant to assist with this project did not produce any bid proposals. No bid proposals were received. An RFP is under development to secure needed supplemental professional services for this and other projects (Items #7, 12, and 16) for which supplemental support is needed.	Staff Coordinator and TBD consultant
8. <i>**Define outcomes desired for a more fully developed geographic data, applications and service broker and pursue implementation of a more fully developed geographic data, applications and service broker</i>	<b>High</b>	<b>On Hold</b>	Insufficient resources to work on this activity at this time. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #8, #9 and this #13).	Technical Leadership Workgroup - Mark Kotz, Chair
9. <i>**Explore methods for Enhancing Trust in reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate roles for MetroGIS in establishing that trust.</i>	<b>High</b>	<b>On Hold</b>	Insufficient resources to work on this activity at this time. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #8, #9 and this #13).	Technical Leadership Workgroup - Mark Kotz, Chair

Objective (Numbers intended to designate relative importance)	Priority for 2009	Timeframe	Comments (Objectives shown in <i>italics</i> and preceded with “**” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility
10. <b>**</b> Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution	<b>High</b>	<b>Phase I: On Hold</b> <b>Phase II: Est. begin dataset development late summer 2009</b>	A contractor was selected for the Phase I project ( <i>Development of Web based Address Editing Tool</i> ) in October 2008. The project is on hold awaiting the Council's legal staff to draft the funding agreement. Phase I was originally planned to begin in Jan and end in August. Phase II can begin before Phase I is totally complete, provided the required functionality is for sure possible and the operational timing is clearly understood. This activity is expected to serve as a prototype to assist with the outcomes defined in Item 9 (Enhancing Trust)	Address Workgroup Mark Kotz, Chair, Nancy Read (TLW), and Staff Coordinator
11. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	<b>High</b>	<b>Begins 3/31</b>	Consultant contract executed March 6, 2009 to secure required supplemental support resources. The project launch meeting with the consultant is scheduled for March 31. The goal is to complete this work by August 2009.	Staff Coordinator and consultant.
12. Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see 01/24/08 workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	<b>High</b>	<b>On hold</b>	Insufficient resources to work on this activity at this time. An RFP is under development to secure needed supplemental professional services for this and other projects (Items # 7 and 12) for which supplemental support is needed. MetroGIS has had access to such resources for nearly a decade prior to expiration of the most recent contract with of Richardson and Richter (RRA), which expired December 31, 2008. The goal is to publish the RFP by May 2009.	Staff Coordinator and consultant TBD.
<b>Stretch Objectives – Time and Resources Permitting</b>				
13. <b>**</b> Populate metadata for GeoServices Finder, including creation of a template to promote standardization	<b>High</b>	<b>On hold</b>	Insufficient resources to work on this activity at this time.	Technical Leadership Workgroup - Mark Kotz, Chair
14. Investigate need for creation of a new organizational/ governance structure to address priority shared geospatial needs (in conjunction with Item # 4 – to extent necessary to achieve goal of partnering with non-government interests.)	<b>High</b>	<b>Intermittent, as time permits</b>	Related to and potential a testbed component for Item 7. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #8, #9 and this #13). In conjunction with his role as a member of the Governance Workgroup of the National Geospatial Advisory Committee, the Staff Coordinator is encouraging the academic community aid in defining appropriate governance structures for cross-sector, shared power environments; environment fundamental to achieving the vision of the National Spatial Data Infrastructure and to sustain MetroGIS's effectiveness	Staff Coordinator
15. <b>**</b> Conduct Peer Review Forums for endorsed regional solutions to shared information needs	<b>High</b>		This activity is related to exploring partnering opportunities with non-government interests (#4 above), which is expected to provide the context for this activity.	
16. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	<b>Medium</b>		Insufficient technical and administrative support resources to work on this activity at this time. Supplemental professional support resources are needed. An RFP is under development to secure needed supplemental professional services for this and other projects (Items #7 and 12) for which supplemental support is needed.	
17. <b>**</b> Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing	<b>Medium</b>		Initiate once shared application need priorities are defined (Item #2). The processes used to accomplish Item #2 will be broadly participatory, addressing the intent of the call for an updated outreach plan. If DataFinder is proposed to remain a freestanding application(component of Item #8), pursue the preliminarily cited 2009 objective to “Prepare a support Plan for DataFinder”. Otherwise, consolidate with a plan for the replacement application.	

Objective (Numbers intended to designate relative importance)	Priority for 2009	Timeframe	Comments (Objectives shown in <i>italics</i> and preceded with “**” can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility
<i>do not materialize – Item 11, above</i>				
18. <b>**Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset</b>	<b>Medium</b>	Part of Item #4	Invite E911 officials to participate in the specifications for RFP under development for the next generation Regional Street Centerline Dataset.	
19. Refresh design of MetroGIS website	<b>Medium</b>		Supplemental professional and technical support resources will be needed.	
20. <b>**Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.</b>	<b>Low</b>		Insufficient technical and administrative support resources to work on this activity at this time.	
21. <b>**Explore Geospatial Marketplace – (Collaboration Registry/Portal)</b>	<b>Low</b>		The TAT considered this idea at its April 17, 2008 meeting (Item 4c) and did believe it to be a good use of resources, given other higher priorities at this time.	
22. Expand Outreach Plan to include a marketing component	<b>Low</b>		Policy Board directive July 2007 distinguishes marketing from outreach	
23. Investigate impact of cost recovery on ability to achieve desired data sharing	<b>Low</b>		Identified as a need in Appendix K to the 2008-2011 Business Plan	

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

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







**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Update

**DATE:** March 5, 2009  
(For the Marc 26<sup>th</sup> mtg.)

## INTRODUCTION

Since the Committee last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet. Any information provided by persons other than the Staff Coordinator is noted.

## OVERVIEW

A detailed explanation of the status of work on each of the objectives endorsed by Policy Board for 2009, along with the status of work on a few of the stretch objectives is provided in Attachment A for Agenda Item 5g. (**The numbers in “( )” following the project titles below correspond to the item numbers in Attachment A, Agenda Item 5g.**) Also, see Agenda Item 5g for a discussion about objectives for which work is on hold.

## PROJECT SPECIFICS

### **A) 2008 ANNUAL REPORT (Component of Item #1)**

As of this writing, a draft had been shared with Chairperson Reinhardt for comment.

### **B) NEXT GENERATION REGIONAL STREET CENTERLINE SOLUTION (ITEM #4)**

This is a top priority work objective for 2009 because at the end of 2009, the Council's current street centerline data access contract with NCompass (TLG) will expire. The current contract, is the third in a series with TLG dating back to 1997. The current agreement authorized two, one-year extensions (2008 and 2009) in the event a suitable public sector solution became available during the contract period. Since a publicly-produced solution, which meets or exceeds the functionality provided by the TLG/NCompass solution, still does not exist, a public-private relationship is once again proposed. A competitive bid process is required. Work on the specifications for the RFP began the week of March 2<sup>nd</sup>. Publication is anticipated for early summer. If you would like to participate in the development of the RFP or have suggestions, please contact the Staff Coordinator.

### **C) 2008 REGIONAL GIS PROJECTS**

- Address Editing Tool (Technical Leadership Workgroup, Project Lead) (Phase 1 Item #10)  
Applied Geographics (Boston) was selected in October 2008 to develop the proposed Address Editing Tool. The funding agreement had not been drafted as of this writing. Agreement has been reached with the contractor to permit collar counties to host the application if they choose to do so. This provision was sought to act on the goal to improve interoperability with jurisdictions that adjoin the metro area. Successful completion of this project, together with the result of the 2007 Data Synchronization Mechanism project, provide the foundation needed to begin development of a regional address points dataset. Both tools are required to engage local units of government, the primary producers of address data.
- Landmark Names Extension to Geocoder Service (Mosquito Control District, Project Lead)  
The funding agreement was executed in December 2008. A workgroup is in the process of overseeing development of this extension to the foundation regional geocoding service.
- Mailing Label Web Service (Dakota County, Project Lead)

The project is approved but the funding agreement had not been drafted as of this writing.

**D) STREAMLINING DATA ACCESS FOR EMERGENCY RESPONDERS (ITEM #5)**

The Workgroup created by the Committee at its December meeting has identified 3 questions for which it needs legal direction.

- 1. Conventional Data Distribution Rules (CDDR)**
  - a. Define special circumstances where CDDR do not apply
- 2. “Good Samaritan Law “**
  - a. Does this law apply to data distribution (liabilities)
- 3. Liability issues**
  - a. How can they be addressed

The Workgroup is in the process of seeking approval to ask the attorney who represents the Metropolitan Emergency Management; an appointee from the Hennepin County legal staff, for advice on options to address these questions.

**E) LEADERSHIP DEVELOPMENT PLAN (#7)**

A Request for Bids was published in November for consultant assistance to develop a Leadership Development Plan. No bids were received, so the project has been postponed until sufficient resources are available. Completion of this plan is a priority for 2009.

The plan is include this project in the scope of work for a pending Request for Proposals to secure supplement professional services for a variety of MetroGIS support needs. These services had been provided for several years by the firm of Richardson Richter Associates (RRA), prior to their contract expiring on December 31, 2008. RRA provided supplemental support for a number of organizational development projects over the past 5 years. A scope of work for a new contract is under development. The goal is publish the Request for Proposals this spring.

**F) PERFORMANCE MEASUREMENT PLAN UPDATE (ITEM #11)**

A Request for Proposals was authorized by the Policy Board last October. A qualifying bid was received and accepted in November. The funding for this project will not impact the 2009 approved project budget. A project launch meeting is scheduled for March 31. Once the scope of work is refined, a call will be made for Committee members to participate.

**G) ORGANIZATIONAL STRUCTURE FOR CROSS-SECTOR, SHARED POWER ENVIRONMENT (ITEM #14)**

The Staff Coordinator is exploring interest among U of M faculty to foster exploration organizational/governance structures appropriate for a cross-sector, shared power environments by the academic community. Groundwork was laid for request during interviews of MetroGIS leadership conducted by Professor John Bryson (see Agenda Item 7. D3). An initial meeting was held on March 3. Those present agreed that a practical way within a relatively short time frame would be to host a workshop for several individuals active in this area from around the country to explore options. A follow-up meeting is scheduled for March 31.

Information shared during Professor Bryson’s interviews and at the March 3<sup>rd</sup> meeting that set the context for this activity included the following statements.

The National Geospatial Advisory Committee has recognized that a new form of organizational structure will be needed to achieve the vision of the NSDI; a structure consistent with governing in a cross-sector, shared power environment. A subcommittee of the NGAC has been tasked with investigating options to address this need.

The Staff Coordinator serves on this subcommittee because this need is relevant to addressing support issues faced by MetroGIS. Although reliance upon the Council to support MetroGIS’s “foster collaboration” function has worked well for some time, the current situation is one where the opportunities for collaboration have expanded and become more complex (i.e., service oriented architectures), while support resources to act on them have diminished. These resource

constraints, manifested in the inability to secure a Technical Coordinator and the general lack of resources needed to accomplish priority work objectives, have been recognized by MetroGIS leadership as a concern for over a year. A broader support base has been encouraged by the Board through adoption of the strategy to seek out partnerships with non-government interests. Such additional resources are needed to ensure that collaborative opportunities are acted on in a timely fashion and in ways relevant to changing stakeholder needs.

Addressing the need for additional support resources may also require modifications in the current organizational structure. Working through the unique organizational/governance structure that was created by MetroGIS to foster and support cross-sector collaboration has resulted in substantial gains in efficiencies and improved working relationships. Notwithstanding these significant achievements and the accompanying public value created, the current structure has weaknesses that must be corrected to sustain and build upon the collaboration that is ongoing.

For instance, solutions to shared needs that rely upon service oriented architectures will require inter-organizational dependencies that the current voluntarily organizational structure will not be able to effectively manage. Addressing this constraint is a national need fundamental to achieving the vision of the NSDI. Addressing this constraint will also holds promise for MetroGIS's efforts to attain greater efficiencies than currently possible.

#### **H) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS** **(SUPPLEMENT ITEM #1)**

1) Solutions to Shared Application Needs (See Agenda Item 5a)

2) Regional Address Points Dataset: (See Agenda Item 6a)

3) Regional Parcel Dataset: (See Item 7A.)

4) Emergency Preparedness – Joint MetroGIS and GCGI efforts (See Attachment A)

5) Regional Street Centerline Dataset

The March 2009 quarterly update of street centerlines and landmarks data is now available on the MetroGIS ftp site for download. Instructions for downloading the datasets can be found at [http://www.metrogis.org/data/datasets/street\\_centerlines/order\\_info/download\\_ftp.shtml](http://www.metrogis.org/data/datasets/street_centerlines/order_info/download_ftp.shtml)

6) New Workgroups Created by Coordinating Committee (12/10/08) (See Agenda Items 5a and 6c)

- Best image service
- Feature services for all data
- Jurisdictions at point / Government service finder
- USPS address verifier

*(The Committee also authorized creation of a 5<sup>th</sup> shared application-related workgroup “Regional landmarks data structure” but no one volunteered to chair it. No work is planned to begin until a person(s) is willing and able to serve as chair of this workgroup.)*

- Streamlining Access for Emergency Responders (Agenda Item 6c)

# Attachment A

## Statewide Emergency Preparedness Data Project

**From - John Hoshal, Project Manager, LMIC**

12/3/08

Below are some of the highlights I prepared for an interim report to the FGDC.

### Meetings:

1. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee – CAP grant sub-committee met in mid-September to discuss project, identify procedures for collecting and verifying data, discussed data model, data sources, etc.
2. At the request of the MetroGIS Policy Board, Randall Johnson (MetroGIS), Laurie Beyer-Kropuenske (State of Minnesota – Information Policy Analysis Division) and John Hoshal (LMIC) met in late October to discuss barriers to sharing emergency management data. Barriers include data pricing, restrictive license agreements, etc. These barriers may impact the collection and distribution structures data.
3. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee members - Steve Swazee (co-chair GCGI-EPC), Randy Knippel (Dakota County) and John Hoshal (LMIC) met in late November with Kris Eide, Director, Department of Public Safety's Homeland Security and Emergency Management Division (HSEM) to discuss the CAP grant and HSEM's role. Kris agreed to ask HSEM regional managers to promote the project and work with the GCGI-EPC to ensure its success. HSEM regional managers work closely with city and county emergency management officials and public safety officers. Knippel and Hoshal will plan on attending quarterly meetings of the regional managers. Kris will also ask HSEM's Critical Infrastructure team to work with the GCGI-EPC.

### CAP Grant Presentations:

10/03/08 – Minnesota GIS/LIS Consortium Annual Conference – Session 27

12/18/08 – Minnesota Government Information Technology Symposium

### Other:

1. Continue to discuss possible collaboration with TechniGraphicS (TGS). TGS has worked with LMIC and other GIS contacts in Minnesota to collect structures data for HSIP Freedom. Freedom data may serve as foundational data for the CAP project with subsequent review, augmentation and enhancement by local authorities. For more information about HSIP Freedom see: [http://www.nsgic.org/hottopics/hsip\\_ci\\_geospatial\\_data\\_sharing\\_program\\_121806.pdf](http://www.nsgic.org/hottopics/hsip_ci_geospatial_data_sharing_program_121806.pdf)
2. In mid-September Randy Knippel (Dakota County) asked members of the MetroGIS Emergency Preparedness Committee to update their existing emergency preparedness data layers in preparation for aggregating them for the region. The MetroGIS EPC collaborative model for data aggregation and refinement was highlighted in the CAP grant application.
3. Exploring the possibility of publishing - statewide - the best available structures data in the form of digital maps that would be given to emergency managers for review. These maps would be based on the 10K prototypes being developed by Dakota County which incorporate the US National Grid (USNG) and best available imagery including 2008 NAIP photography now available from LMIC's web services. Examples from Dakota County can be found at:  
10K Sample: [http://gis.co.dakota.mn.us/content/dakco/USNG/10kTopo/10KM\\_VK85.pdf](http://gis.co.dakota.mn.us/content/dakco/USNG/10kTopo/10KM_VK85.pdf)  
1K Sample: <http://gis.co.dakota.mn.us/content/dakco/USNG/1KNeighborhood/15TVK8353.pdf>



*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Information Sharing  
**DATE:** March 17, 2009  
(For the Mar 26<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A) NEXT GENERATION PARCEL DATA SHARING AGREEMENT – 2009 DATA AVAILABLE**

The next-generation Regional Parcel Data Sharing Agreement was fully executed in mid-January. The term of the new agreement is January 2009 to December 31, 2011. A notice was sent in the 3<sup>rd</sup> week of January to the nearly 200 licensees under the former agreement to inform them that a new license is needed to access the 2009 version of the Regional Parcel Dataset. As of this writing, over 50 new licenses had been authorized.

The new license is downloadable from the same link as the previous version ([www.metrogis.org/data/datasets/parcels/public/index.shtml](http://www.metrogis.org/data/datasets/parcels/public/index.shtml)). While the licensure transition is in progress, the previous FTP site will remain active, as will the formerly assigned passwords to that site, to ensure that all licensees will have continuous access to the 2008 version of the dataset while they are seeking a new license. Passwords will be assigned for the new FTP site as users are approved for a new licenses. Both FTP sites will be simultaneously available until the transition is complete.

The major modifications that will go into effect with the new agreement include authorizing licensed users to offer view-only access to parcel data via applications they host; simplifying the licensing process and populating and normalizing additional attributes for the fields that are part of the approved regional dataset.

**B) STATUS OF REQUEST OF GCGI TO ACT ON TWO APPLICATION RELATED RECOMMENDATIONS**

On January 12<sup>th</sup>, the letter in Attachment A was transmitted from Policy Board Chairperson Reinhardt to Rick Gelbmann, Chairperson of the Mn Governors Council on Geographic Information (GCGI). Recommendations to the GCGI form its subcommittees are anticipated to be made at the GCGI's meeting on March 25.

**C) WILL CRAIG -- PRESIDENT ELECT OF NSGIC**

NSGIC stands for National States Geographic Information Council; it represents the GIS Councils and / or centers of the 50 states. More about NSGIC at <http://www.nsgic.org/leadership/index.cfm>. Congratulations Will.

**D) NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC) - FEBRUARY 4-5, 2009 MEETING**

The complete meeting summary can be viewed at [http://www.fgdc.gov/ngac/meetings/February2009meeting/index\\_html](http://www.fgdc.gov/ngac/meetings/February2009meeting/index_html). Highlights of the discussion and action at this meetings were as follows:

- Approved a two-part recommendation to the FGDC regarding Economic Recovery funding calling for : 1) Implementation of policies to ensure transparency and accountability and 2) Support of investments in nationally important geospatial data, in particular, for imagery, parcel and elevation data.
- Approved a Strategic Geospatial Vision statement (Attachment B).

- Approved a recommendation in the form of a resolution (Attachment C) was made to the FGDC concerning the need for improved coordination and accountability for responsibilities critical to achieving the vision of the NSDI.
- Launched an initiative to document best practices for public private partnerships. The Staff Coordinator requested the call to be published an e-announcement by the MN GIS/LIS Consortium and passed it along to numerous contacts within MetroGIS, across the country and Europe. This topic will be a primary item of discussion at the next meeting (May 12-13). The call has been extended to March 27.
- Created a new subcommittee to identify lessons learned from the four independent economic stimulus proposals submitted by the geospatial community and develop longer-term strategy for more effective cross-sector coordination.
- Authorized a call for suggested enhancements to The National Map. This topic will be a primary item of discussion at the next meeting (May 12-13).

A detailed explanation of the Committee's charge and efforts can be viewed in an article published in the summer issue of ESRI's ArcNews at <http://apb.directionsmag.com/archives/4609-National-Geospatial-Advisory-Committee-Endorses-IFTN,-Looks-for-Input.html>. Hennepin County Commissioner Johnson and the Staff Coordinator serve on this 28-person committee.

#### **D. PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

##### **1. Article Submitted for the Minnesota GIS/LIS Consortium Newsletter:**

An article was submitted for the winter issue of the GIS/LIS Newsletter entitled "MetroGIS Applications and Web Services Needs Forum". It can be viewed at <http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=415>

##### **2. Presentations/Meetings:**

April 21, 2009: The Staff Coordinator has been invited to keynote the Iowa State GIS Conference. The theme of the conference is making collaboration work.

##### **3. Publications:**

January 2009: MetroGIS is used as a principal case study in an article written by Professor John Bryson, entitled Understanding Strategic Planning and the Formulation and Implementation of Strategic Plans as a Way of Knowing. The article has been approved for publication in the International Public Management Journal (IPMJ). According to Professor Bryson, IPMJ is a top of the line public management journal with an international audience. He conducted a series of interviews with MetroGIS leadership to prepare for this article. It can be accessed at [http://www.metrogis.org/teams/cc/meetings/09\\_0326/BrysonCrosbyBryson-UnderstandingStrategicPlanning\\_0302-09.pdf](http://www.metrogis.org/teams/cc/meetings/09_0326/BrysonCrosbyBryson-UnderstandingStrategicPlanning_0302-09.pdf).

#### **E. RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

*See the report for Agenda Item 5d*

#### **F. RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

##### **1. National Geospatial Advisory Committee (NGAC)– February 2009 Meeting Agenda**

*(See Item 5C, above)*

##### **2. Publication of the NGAC – The Changing Geospatial Landscape**

This document was published January 2009 by the NGAC for the incoming Obama Administration. It chronicles the growth in the geospatial community/industry over the past 3-plus decades and identifies several major issues that lie ahead. It can be viewed from a link at <http://www.fgdc.gov/ngac/NGAC%20Report%20%20The%20Changing%20Geospatial%20Landscape.pdf>

##### **3. Coalition of Geospatial Organizations – Letter to Congress**

On January 9<sup>th</sup>, the Coalition of Geospatial Organizations submitted the letter presented in Attachment D to the congressional leadership. It calls for the creation of a single subcommittee in the Senate and House to oversee federal budgets for geospatial investments.

**4. OGC Forms a Spatial Law and Policy Committee ([www.opengeospatial.org](http://www.opengeospatial.org))**

The Board of Directors of the Open Geospatial Consortium (OGC®) has chartered a committee of the Board to specifically address the “spatial law and policy issues” which will influence development requirements of the Consortium's technology process. The Spatial Law and Policy Committee (SLPC) will be chaired by OGC director and Executive Committee member, Kevin Pomfret, and will be organized under board leadership as an educational forum to include both select member and community participation.

In the past, legal issues associated with spatial data and technology were primarily a concern for lawyers that worked with or for the government. Now, both public sector and private sector users and providers of geospatial data and technologies face a wide range of legal issues associated with growth in consumer and business applications for spatial technology. Such applications include Earth browsers, satellite navigation devices in cars and PDA's, location-based services associated with cell phones, business intelligence, social networking and satellite tracking of vehicles and equipment. All of these applications raise issues that involve intellectual property rights, liability, privacy, and national security. In many cases, the existing legal and policy framework is inadequate to provide governments, businesses and consumers clear guidance on these issues

**5. Where And How Is Policy And Governance Connecting To The Geospatial Community And What Are The Challenges?”**

<http://vector1media.com/vectorone/?p=530>

# **ATTACHMENT A**

**REQUEST OF  
GOVERNOR'S COUNCIL ON GEOGRAPHIC INFORMATION  
TO ACT ON  
RECOMMENDATIONS FROM METROGIS**

*(See Next Page)*





January 12, 2009

Rick Gelbmann, Chairperson  
Governor's Council on Geographic Information  
c/o Land Management Information Center  
658 Cedar Street, Room 300  
St. Paul, MN 55155

**RE: Action Requested of GCGI by MetroGIS**

Dear Mr. Gelbmann,

On behalf of the MetroGIS Policy Board and Coordinating Committee, the purpose of this letter is to encourage the MN Governor's Council on Geographic Information (GCGI) to consider addressing two project needs that MetroGIS has concluded are much better addressed by a state wide effort than a metro effort. They are:

- **Implement a state-wide geocoder service.** A metro web service already exists and could be leverage to expand to a state-wide web service.
- **Recommend a solution to the need for a storm & surface water tracing tool.** It is thought that the GCGI Hydrography Committee would be the best entity to address this need.

These project needs were among several priorities identified at a forum hosted by MetroGIS on November 20, entitled *Geospatial Applications and Web Services Needs*. Please note that several state agency representatives participated in this forum, as the purpose was to define geospatial application needs shared across sectors. (For more information about the forum results and next steps endorsed by the MetroGIS Coordinating Committee, go to Item 5d of the document at [http://www.metrogis.org/teams/cc/meetings/08\\_1210/08\\_1210m\\_draft.pdf](http://www.metrogis.org/teams/cc/meetings/08_1210/08_1210m_draft.pdf)).

Respectfully,

Victoria Reinhardt, Chairperson  
MetroGIS Policy Board

cc: Sally Wakefield, Chair - MetroGIS Coordinating Committee  
Mark Kotz, Chair - MetroGIS Technical Leadership Workgroup  
Randall Johnson – MetroGIS Staff Coordinator

## **ATTACHMENT B**

### **NGAC STRATEGIC GEOSPATIAL VISION STATEMENT**

***(SEE NEXT PAGE)***

**(Source: <http://www.fgdc.gov/ngac/meetings/February2009meeting/ngac-geospatial-vision-adopted-2-4-09.pdf>)**

**National Geospatial Advisory Committee**  
**National Geospatial Strategy – *Strategic Vision***  
*Adopted February 4, 2009*

**Vision of the Desired Future State**

"The Nation and its citizens value and are empowered by geospatial resources"

**Vivid description of the Desired Future State**

Implementing the National Geospatial Strategy will result in a future state where:

- Citizens take for granted the geospatial infrastructure that serves to foster economic vitality, manage resources, advance health initiatives, protect the homeland, support science, govern the Nation, and otherwise enrich the lives of all Americans;
- Authoritative and interoperable geospatial information and tools are available, accessible, and routinely used;
- Citizens rely on the availability of pervasive and ubiquitous geospatial information from the public domain and a thriving geospatial marketplace;
- The value of national geospatial resources is so well understood by Americans that its ongoing development is easily and continuously sustained;
- Commercial, academic, nonprofit organizations, and all levels of government operate under a shared governance structure, share a common set of goals and objectives, coordinate and leverage their efforts;
- Partners from all sectors work collaboratively with a common set of policies, procedures, standards, and data models;
- Roles and responsibilities for all partners are well defined and participants have incentives and are accountable for producing results;
- Coordinated policies ensure enhanced access to current data as well as enduring access to historic content valued by the nation;
- Development of the national geospatial infrastructure is supported by sustained and equitable cost sharing among partners;
- Incentives are in place to ensure cost-effective initiatives, continuous progress, and innovation;
- A skilled and educated work force is in place to exploit the full potential of geospatial resources to benefit society;
- The United States provides international leadership in the global geospatial community; and
- Emerging business technologies embrace the concept of place.

*“Get Place - Get Geospatial - Get It! for a Nationwide Community”*

# ATTACHMENT C

## NGAC RECOMMENDATION TO FGDC FEBRUARY 5, 2009

### MODIFICATIONS TO CIRCULAR A-16 (NSDI GOVERNANCE)

**RECOMMENDATION:** The NGAC approved the following recommendation to the FGDC regarding Governance:

- Whereas Executive Order 12906 and OMB Circular A-16 designate geospatial data themes and assign federal agency stewards for those themes;
- Whereas most agencies have not been provided designated resources to meet stewardship responsibilities;
- Whereas some agencies have not produced plans to accomplish stewardship responsibilities;
- Whereas OMB has not been able to assemble consistent and accurate budgetary crosscuts for geospatial activities to implement stewardship responsibilities;
- Whereas agencies have not been held accountable for meeting stewardship responsibilities; and
- Whereas the coordination, duplication avoidance, and partnering requirements of Executive Order 12906 and OMB Circular A16 remain unsatisfied not only among Federal agencies, but also with non-Federal stakeholders:

Now Therefore; Be It Resolved:

- That the NGAC recommends that the FGDC encourages and supports the Administration in the use of geospatial data and technologies to transform government operations and provide accountability and savings across geospatial activities, by:
- Reaffirming Executive Order 12906 and revising it to increase accountability;
- Strengthening direct OMB enforcement of the reporting requirements in Circular A-16;
- Implementing performance measures;
- Coordinating and working in partnership with Federal, State, Tribal, and local government agencies and the private sector, and building upon non-Federal data wherever practical; and
- Strongly considering the role of geospatial data and technology in transforming government operations while implementing the President's management agenda and formulating and executing the President's Budget.

**ATTACHMENT D**  
**COALITION OF GEOSPATIAL ORGANIZATIONS**

**LETTER TO CONGRESS**  
**JANUARY 2009**

*(SEE NEXT PAGE)*

# Coalition of Geospatial Organizations

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## **Coalition of Geospatial Organizations (COGO) Urges Congress to Establish Geospatial Subcommittee in House and Senate**

Reston, VA, January 09, 2009 - The Coalition of Geospatial Organizations (COGO) has asked Congress to establish subcommittees in the U.S. House of Representatives and Senate with jurisdiction over Federal geospatial activities. In a letter to House Speaker Nancy Pelosi (D-CA) and Senate Majority Leader Harry Reid (D-NV), COGO Chairman Cy Smith urged that oversight of geospatial technology be specifically included in the mission of existing Congressional subcommittees.

"The intent of the letter is to designate geospatial activities in the authority of an existing subcommittee in House and Senate, respectively", said Mr. Smith. "We are not attempting to create new stand-alone committees, but we want to make certain that Congress has an effective structure for oversight and legislation over the increasing federal government activity in geospatial technologies, and its relationship with state, regional, local and tribal government, universities and the private sector," Mr. Smith, the COGO Chairman, is the immediate past president of the National States Geographic Information Council (NSGIC) ([www.nsgic.org](http://www.nsgic.org)), an association of senior state geographic information system (GIS) managers and coordinators, and is the Oregon State GIS Coordinator.

"Currently, responsibility for oversight and authorization of federal geospatial activities is spread among more than 30 House and Senate committees and subcommittees. More than 40 federal agencies include geospatial activities as part of their mission. That scattered structure is very inefficient and does not contribute to strategic, coordinated policy and investments among the federal agencies. In fact, one of the outcomes of the Byzantine structure currently in place in Congress is the stove-piped structure in the federal agencies," said John Palatiello, Executive Director of MAPPs ([www.mapps.org](http://www.mapps.org)), the association of private geospatial firms and the author of the resolution adopted by COGO to endorse the idea of House and Senate geospatial subcommittees.

COGO requires unanimous agreement of all its 15 voting member organizations to take a policy position. The resolution endorsing Congressional geospatial subcommittees was adopted at COGO's October meeting.

According to the Federal Geographic Data Committee's (FGDC) 2006 Annual Report as much as 90% of government information has a geospatial information component. The U.S. Department of Labor has identified the geospatial field as one of the high growth job sectors in the U.S. economy. A 2004 report of the Government Accountability Office (GAO) found "efforts have not been fully successful in reducing redundancies in geospatial investments" and that "OMB's oversight of federal geospatial activities has not been effective because its methods ... are insufficiently developed and have not produced consistent and complete information. As a result of these shortcomings, federal agencies are still independently acquiring and maintaining potentially duplicative and costly data sets and systems. Until these problems are resolved, duplicative geospatial investments are likely to persist."

COGO noted that the Congressional committee structure also contributes to the inefficiencies in the Executive Branch and provided recommendations for two committees in both the House and Senate

with a direct oversight of geospatial activities that could be logical homes for a geospatial subcommittee. They are the House Committee on Natural Resources or the House Committee on Oversight and Government Reform and the Senate Committee on Energy and Natural Resources or the Senate Committee on Homeland Security and Governmental Affairs.

The Coalition of Geospatial Organizations (COGO) ([www.urisa.org/cogo](http://www.urisa.org/cogo)) is a recently formed coalition of 15 national professional societies, trade associations, and membership organizations in the geospatial field, representing more than 30,000 individual producers and users of geospatial data and technology. The coalition's founding Member Organizations are:

- American Congress on Surveying and Mapping (ACSM)
- American Society of Photogrammetry and Remote Sensing (ASPRS)
- Association of American Geographers (AAG)
- Cartography and Geographic Information Society (CAGIS)
- Geospatial Information Technology Association (GITA)
- GIS Certification Institute (GISCI)
- International Association of Assessing Officers (IAAO)
- Management Association for Private Photogrammetric Surveyors (MAPPS)
- National States Geographic Information Council (NSGIC)
- University Consortium for Geographic Information Science (UCGIS)
- Urban and Regional Information Systems Association (URISA)

The founding Advisory Organizations are:

- National Association of Counties (NACo)
- National Emergency Number Association (NENA)
- Western Governors Association (WGA)
- American Planning Association (APA)

-30-

To view the COGO letter, go to:

<http://www.urisa.org/files/COGO%20Reid%20Pelosi%20Geospatial%20Subcommittee%20final.pdf>



**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**March 26, 2009**

**1. CALL TO ORDER**

Chairperson Wakefield called the meeting to order at 1:05 p.m. and asked each attendee to introduce themselves.

Members Present: *Academics:* Jeff Matson for Will Craig (U of M); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul) and Bob Owens for Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* Peter Henschel (Carver), Bill Brown (Hennepin), Jim Bunning (Scott); John Slusarczyk (Anoka), David Claypool (Ramsey), and David Brandt for Jane Harper (Washington); *Federal:* Ron Wencil (USGS); *Metropolitan:* Amanda Nyren for David Bitner (Metropolitan Airports Commission), Gordon Chinander (Metropolitan Emergency Services Board), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom; *State:* David Arbeit (GDA/LMIC), Tim Loesch (DNR) and Joella Givens (MN/DOT) *and Utilities:* Jerome Moore for Allan Radke (Xcel Energy).

Members Absent: *Business Geographics:* (Vacant); *Counties:* Randy Knippel (Dakota), *Special Expertise:* Brad Henry (URS Corp.), *GIS Consultants:* Larry Charboneau (NCompass Technologies), and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator

Visitors: Mark Kotz (Metropolitan Council and member of the Technical Leadership Workgroup) and Fred Logman, LMIC

**2. ACCEPT AGENDA**

Member Givens moved and Member Chinander seconded to approve the agenda, as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Alternate Member Brandt moved and Member Chinander seconded to approve the December 10, 2008 meeting summary, with a minor modification (change “her” to “his” in last paragraph on first page). Motion carried, ayes all.

**4. SUMMARY OF JANUARY POLICY BOARD MEETING**

The Staff Coordinator summarized the information provided in the agenda report. No questions or comments were offered.

**5. ACTION AND DISCUSSION ITEMS**

**a) Regional Web Service/Application Solutions– TLW Recommendations**

Mark Kotz, Chairperson of the Technical Leadership Workgroup (TLW), summarized the charge given to the four workgroups created at the December meeting, the workgroup reporting guidelines developed by the TLW, and provided a listing of the member of each workgroup (see Attachment A). Kotz reported that none of the workgroups had made enough progress to offer specific recommendations at this time but that each expects to submit a proposal for 2009 MetroGIS project funding for consideration at the June Committee meeting. He concluded his remarks by asked that the Committee officially designate a liaison to each of the workgroups and stated that it is the TLW’s expectation that it will bring a recommendation to the Committee in June that integrates the recommendations of each workgroup. Kotz’s presentation slides can be viewed at [http://www.metrogis.org/teams/cc/meetings/09\\_0326/5a\\_Workgroup%20Updates.ppt](http://www.metrogis.org/teams/cc/meetings/09_0326/5a_Workgroup%20Updates.ppt) .



Chairperson Wakefield thanked Kotz for his update and asked for Committee members to volunteer to serve as a liaison to each workgroup. The following members volunteered to serve as workgroup liaisons:

- Feature Services Workgroup – Jim Bunning
- Jurisdictions at Point Workgroup – Vice Chairperson Peter Henschel and John Slusarczyk will share the role.
- Best Image Service Workgroup – Gordy Chinander and Ron Wencil will share the role
- USPS Address Verifier Workgroup – Vice Chairperson Peter Henschel

Member Read reported that the Landmark Extension to the Regional Geocoder Workgroup is also poised to begin work.

**b) Regional Address Point Dataset – Access Policy Direction**

Mark Kotz, Chairperson of the Technical Leadership Workgroup, began his presentation with a summary of the work to date to evolve the schema for a regional address points dataset. He then commented that it is now time to agree on the rules for access to this proposed database before actually creating it and offered a recommendation from the Address Workgroup that suggested two options be made available to the producers/owners of the address point data - open access and licensing similar to the policies currently in place for parcel data. Kotz's presentation slides can be viewed at [http://www.metrogis.org/teams/cc/meetings/09\\_0326/5b\\_Distribution%20Policy%20Recommendation.ppt](http://www.metrogis.org/teams/cc/meetings/09_0326/5b_Distribution%20Policy%20Recommendation.ppt)

The group concurred with the proposed one-size-will-not-fit-all approach. In response to a question about whether county parcel data would be among the anticipated sources to create the initial address point dataset, a wide ranging discussion ensued that touched on data ownership, authoritative source, trusted stewards, intellectual property rights, need to investigate current statute to determine if statutory authority currently applies to this data type. Several of the specific comments were as follows:

Gelbmann expressed concern about modeling the licensure option proposal after the paper-based licensing protocol currently in place for parcel data. Brown stated that Hennepin County is in the midst of developing new "shrink wrap model" that is expected to greatly expedite the current licensing process.

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

Vander Schaaf asked for clarification as to whether the actual address authorities are comfortable with the recommendation. Kotz explained that several of the Address Workgroup members represent actual address authorities and that the workgroup was unanimous in its recommendation, satisfying Vander Schaaf's inquiry.

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

Slusarczyk asked how compliance with standards, specifically data completeness and currency, would be policed. Kotz commented that the reason for seeking active participation by address authorities to

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

Loesch suggested that there might be an opportunity to leverage a GIS-related law enforcement program that is administered by Century College to address the data currency concern and encouraged the workgroup to look into it.

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

The members concurred that before the workgroup's recommendation is shared with the Policy Board for comment, the following actions should be accomplished:

- Explore existing statute. What rules currently exist that pertain to access to address point data and does any entity(ies) currently have a salutatory mandate to collect address point data.
- Present the topics to the Board as issues and opportunities, not as recommendations at this juncture,
- Explain how the proposed web application will work with existing address creation operations. Share an expectation for how will the initial dataset will be populated.
- Arrange for local address authorities to participate in the presentation and state why they believe the proposed regional solution will be value to them.

A decision as to whether to bring this item to the Policy Board at the April meeting or later was deferred to Chairperson Wakefield and Address Workgroup leadership. (Editor's note, in conversations the following morning, a decision was made to postpone seeking comment from the Policy Board until the Board's July meeting.)

**c) Mn D2E Functional Transformation Recommendations**

David Arbeit briefed the members on the Drive to Excellence initiative that resulted in a recommendation to create a state GIS coordinating office. He noted that bills had been introduced the day prior in the House and Senate to accomplish this outcome and that it had been well received. If passed, this legislation will provide standing for GIS technology as a critical infrastructure component that currently does not exist. Arbeit also emphasized that enactment of this legislation would provide authorities needed to ensure sustained collaboration across state agencies, although no new funding would be authorized at this time. He briefly shared that two coordinating councils would be created, one for state agencies and the other for non-state agencies to provide guidance to state program managers. In response to a comment from Member Read about the proposed duties of the coordinating office including "local government", Arbeit commented that there is no mandate but rather that maintaining "respect for the broader community" is a key.

The state agency representatives to the Coordinating Committee expressed their support and excitement for the proposal, adding they expect several cross-agency initiatives to take hold once a stable central coordinating authority could be counted upon to provide the necessary cross-agency coordination support. Arbeit added that he anticipated that LMIC will continue to support the programs that are currently active.

**d) GIS Demonstration for April Policy Board meeting**

The presentation proposed in the agenda report was accepted. It was agreed to postpone to the June meeting discussion of the other actions suggested in the agenda report.

e) **Open Business Geographics and Non-Profit Committee Seats**

Postponed to the June meeting due to lack to time.

f) **“Special Expertise” Member Candidate**

Chairperson Wakefield summarized the proposal to appoint Ben Verbick, GIS Manager with LOGIS, to the Committee under the “special expertise” membership category. Member Givens and Alternate member O’Neil spoke in favor the proposal and, in particular, the extensive consortium-based perspective that Mr. Verbick would bring to the Committee’s deliberations.

**Motion:** Member Givens moved and Member Read seconded to appoint Ben Verbick, GIS Manager with LOGIS, to serve on the Committee under the special expertise category, specifically that of small to medium sized cities from the perspective of a collaborative solutions to shared geospatial needs.

Motion carried, ayes all.

g) **Raise Awareness of On-Hold Projects**

Postponed to the June meeting due to lack to time.

6. **PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

7. **INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

8. **ADJOURN**

The meeting adjourned at 3:00 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**Thursday, June 25, 2009**

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

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

*(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)*

**1:00 to 3:00 p.m. (extend if needed)**

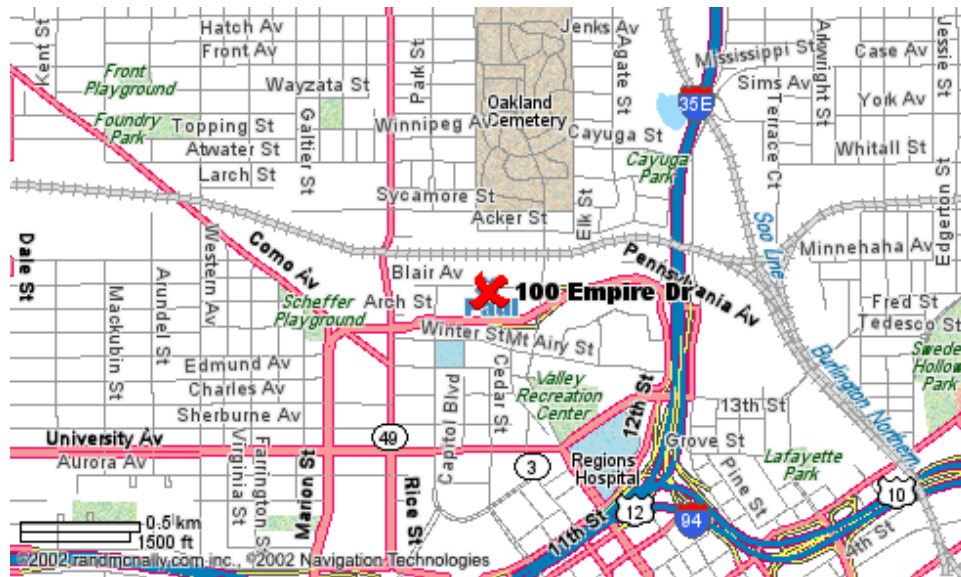
**See directory in lobby for meeting room location**

		<u>Page</u>
<b>1. Call to Order</b>		
<b>2. Approve Agenda</b>	<i>action</i>	
<b>3. Approve Meeting Summary</b>		
a) March 26, 2008	<i>action</i>	1
<b>4. Summary of April Policy Board Meeting</b>		
<b>5. Action and Discussion Items:</b>		
a) Regional Web Service/Application Solutions– TLW Recommendations	<i>action</i>	5
b) 2008 Annual Performance Measures Report	<i>action</i>	23
c) 2009 Program Objectives – Mid-Year Evaluation of Priorities	<i>action</i>	27
d) GIS Demonstration for July Policy Board meeting	<i>action</i>	37
e) Open Committee Seats - Business Geographics and Non-Profit Committee	<i>action</i>	41
<b>6. Major Project Updates:</b>		49
a) Next-Generation Regional Street Centerline Solution		
b) Regional Address Point Dataset – Access Policy Direction		
c) Update of Performance Measurement Plan		
d) 2008 Regional GIS Projects: <i>Address Editing Tool, Landmarks Extension to Regional Geocoder Service and Mailing Label Service</i>		
e) Streamlining Data Access for Emergency Responders		
f) Documenting Benefits & Organizational Structure for Cross Sector, Shared Power Environment		
g) Priority Business Information Need Solutions and User Satisfaction Forums		
<b>7. Information Sharing:</b>		55
a) RFP for Supplemental Professional Services		
b) Metro and State Geospatial Initiatives Update		
c) Federal and National Geospatial Initiatives Update		
d) Presentations / Outreach / Studies		
<b>8. Next Meeting</b>		
September 10, 2009		
<b>9. Adjourn</b>		

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

## How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**March 26, 2009**

**1. CALL TO ORDER**

Chairperson Wakefield called the meeting to order at 1:05 p.m. and asked each attendee to introduce themselves.

Members Present: *Academics:* Jeff Matson for Will Craig (U of M); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul) and Bob Owens for Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* Peter Henschel (Carver), Bill Brown (Hennepin), Jim Bunning (Scott); John Slusarczyk (Anoka), David Claypool (Ramsey), and David Brandt for Jane Harper (Washington); *Federal:* Ron Wencil (USGS); *Metropolitan:* Amanda Nyren for David Bitner (Metropolitan Airports Commission), Gordon Chinander (Metropolitan Emergency Services Board), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom; *State:* David Arbeit (GDA/LMIC), Tim Loesch (DNR) and Joella Givens (MN/DOT) *and Utilities:* Jerome Moore for Allan Radke (Xcel Energy).

Members Absent: *Business Geographics:* (Vacant); *Counties:* Randy Knippel (Dakota), *Special Expertise:* Brad Henry (URS Corp.), *GIS Consultants:* Larry Charboneau (NCompass Technologies), and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator

Visitors: Mark Kotz (Metropolitan Council and member of the Technical Leadership Workgroup) and Fred Logman, LMIC

**2. ACCEPT AGENDA**

Member Givens moved and Member Chinander seconded to approve the agenda, as submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Alternate Member Brandt moved and Member Chinander seconded to approve the December 10, 2008 meeting summary, with a minor modification (change “her” to “his” in last paragraph on first page). Motion carried, ayes all.

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

The Staff Coordinator summarized the information provided in the agenda report. No questions or comments were offered.

**5. ACTION AND DISCUSSION ITEMS**

**a) Regional Web Service/Application Solutions– TLW Recommendations**

Mark Kotz, Chairperson of the Technical Leadership Workgroup (TLW), summarized the charge given to the four workgroup created at the December meeting, the workgroup reporting guidelines developed by the TLW, and provided a listing of the member of each workgroup (see Attachment A). Kotz reported that none of the workgroups had made enough progress to offer specific recommendations at this time but that each expects to submit a proposal for 2009 MetroGIS project funding for consideration at the June Committee meeting. He concluded his remarks by asked that the Committee officially designate a liaison to each of the workgroups and stated that it is the TLW’s expectation that it will bring a recommendation to the Committee in June that integrates the recommendations of each workgroup. Kotz’s presentation slides can be viewed at [http://www.metrogis.org/teams/cc/meetings/09\\_0326/5a\\_Workgroup%20Updates.ppt](http://www.metrogis.org/teams/cc/meetings/09_0326/5a_Workgroup%20Updates.ppt) .

Chairperson Wakefield thanked Kotz for his update and asked for Committee members to volunteer to serve as a liaison to each workgroup. The following members volunteered to serve as workgroup liaisons:

- Feature Services Workgroup – Jim Bunning
- Jurisdictions at Point Workgroup – Vice Chairperson Peter Henschel and John Slusarczyk will share the role.
- Best Image Service Workgroup – Gordy Chinander and Ron Wencil will share the role
- USPS Address Verifier Workgroup – Vice Chairperson Peter Henschel

Member Read reported that the Land mark Extension to the Regional Geocoder Workgroup is also poised to begin work.

**b) Regional Address Point Dataset – Access Policy Direction**

Mark Kotz, Chairperson of the Technical Leadership Workgroup, began his presentation with a summary of the work to date to evolve the schema for a regional address points dataset. He then commented that it is now time to agree on the rules for access to this proposed database before actually creating it and offered a recommendation from the Address Workgroup that suggested two options be made available to the producers/owners of the address point data - open access and licensing similar to the policies currently in place for parcel data. Kotz's presentation slides can be viewed at [http://www.metrogis.org/teams/cc/meetings/09\\_0326/5b\\_Distribution%20Policy%20Recommendation.ppt](http://www.metrogis.org/teams/cc/meetings/09_0326/5b_Distribution%20Policy%20Recommendation.ppt)

The group concurred with the proposed one-size-will-not-fit-all approach. In response to a question about whether county parcel data would be among the anticipated sources to create the initial address point dataset, a wide ranging discussion ensued that touched on data ownership, authoritative source, trusted stewards, intellectual property rights, need to investigate current statute to determine if statutory authority currently applies to this data type. Several of the specific comments were as follows:

Gelbmann expressed concern about modeling the licensure option proposal after the paper-based licensing protocol currently in place for parcel data. Brown stated that Hennepin County is in the midst of developing an "check the box" online liability waiver process that is expected to greatly expedite the current licensing process. Read emphasized that cities want the ability to review address data produced by adjoining cities to ensure consistency, so at a minimum the default address point data license needs to be something like that used for parcel data whereby government organizations are able to have access to the entire geographic extent of the region. The question the workgroup focused on was how to make it possible for those cities who want to offer access beyond the minimum protocol, hence the proposed option to formally allow for open access in a standardized manner.

Vander Schaaf asked for clarification as to whether the actual address authorities are comfortable with the recommendation. Kotz explained that several of the Address Workgroup members represent actual address authorities and that the workgroup was unanimous in its recommendation, satisfying Vander Schaaf's inquiry.

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

Slusarczyk asked how compliance with standards, specifically data completeness and currency, would be policed. Kotz commented that the reason for seeking active participation by address authorities to serve as the official source is that they have a business need for these data and, as such, compliance is not expected to be a problem. Several county members of Committee, who currently oversee similar

operations, concurred. In response to the proposal that County involvement be optional, Slusarczyk added that he would prefer that the counties have a role to oversee quality control. Arbeit concurred that he believes that involving the counties in a quality control oversight role/some form of filter even if no formal authority is involved to require change, will be important to ensure consistency, in particular, if this model catalyzes interest beyond the metro area.

Loesch suggested that there might be an opportunity to leverage a GIS-related law enforcement program that is administered by Century College to address the data currency concern and encouraged the workgroup to look into it.

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

The members concurred that before the workgroup's recommendation is shared with the Policy Board for comment, the following actions should be accomplished:

- Explore existing statute. What rules currently exist that pertain to access to address point data and does any entity(ies) currently have a salutatory mandate to collect address point data.
- Present the topics to the Board as issues and opportunities, not as recommendations at this juncture,
- Explain how the proposed web application will work with existing address creation operations. Share an expectation for how will the initial dataset will be populated.
- Arrange for local address authorities to participate in the presentation and state why they believe the proposed regional solution will be value to them.

A decision as to whether to bring this item to the Policy Board at the April meeting or later was deferred to Chairperson Wakefield and Address Workgroup leadership. (Editor's note, in conversations the following morning, a decision was made to postpone seeking comment from the Policy Board until the Board's July meeting.

**c) Mn D2E Functional Transformation Recommendations**

David Arbeit briefed the members on the Drive to Excellence initiative that resulted in a recommendation to create a state GIS coordinating office. He noted that bills had been introduced the day prior in the House and Senate to accomplish this outcome and that it had been well received. If passed, this legislation will provide standing for GIS technology as a critical infrastructure component that currently does not exist. Arbeit also emphasized that enactment of this legislation would provide authorities needed to ensure sustained collaboration across state agencies, although no new funding would be authorized at this time. He briefly shared that two coordinating councils would be created, one for state agencies and the other for non-state agencies to provide guidance to state program managers. In response to a comment from Member Read about the proposed duties of the coordinating office including "local government", Arbeit commented that there is no mandate but rather that maintaining "respect for the broader community" is a key.

The state agency representatives to the Coordinating Committee expressed their support and excitement for the proposal, adding they expect several cross-agency initiatives to take hold once a stable central coordinating authority could be counted upon to provide the necessary cross-agency coordination support. Arbeit added that he anticipated that LMIC will continue to support the programs that are currently active.

**d) GIS Demonstration for April Policy Board meeting**

The presentation proposed in the agenda report was accepted. It was agreed to postpone to the June meeting discussion of the other actions suggested in the agenda report.



e) **Open Business Geographics and Non-Profit Committee Seats**

Postponed to the June meeting due to lack to time.

f) **“Special Expertise” Member Candidate**

Chairperson Wakefield summarized the proposal to appoint Ben Verbick, GIS Manager with LOGIS, to the Committee under the “special expertise” membership category. Member Givens and Alternate member O’Neil spoke in favor the proposal and, in particular, the extensive consortium-based perspective that Mr. Verbick would bring to the Committee’s deliberations.

**Motion:** Member Givens moved and Member Read seconded to appoint Ben Verbick, GIS Manager with LOGIS, to serve on the Committee under the special expertise category, specifically that of small to medium sized cities from the perspective of a collaborative solutions to shared geospatial needs.

Motion carried, ayes all.

g) **Raise Awareness of On-Hold Projects**

Postponed to the June meeting due to lack to time.

6. **PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

7. **INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

8. **ADJOURN**

The meeting adjourned at 3:00 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



**TO:** Coordinating Committee  
**FROM:** Technical Leadership Workgroup  
Chairperson: Mark Kotz (Metropolitan Council)  
Staff Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Regional Web Service/Application Solutions – Synthesis of Workgroup Recommendations  
**DATE:** June 8, 2009  
(For June 25<sup>th</sup> Meeting)

## INTRODUCTION

The Technical Leadership Workgroup is requesting Committee approval of funding for *three* project proposals, totaling \$35,000, to address shared application/web service needs defined in workshop last November. The Committee’s recommendation will be forwarded to the Policy Board for its consideration at the July meeting.

In its discussion related to Agenda Item 5c, the Committee is also asked to determine if any of these new projects should have a higher priority than any of the current 2009 work program objectives, in the event any competing resources are involved.

## BACKGROUND

1. On November 20, 2008, MetroGIS hosted a forum entitled “*Geospatial Applications and Web Services Needs Forum*”. The purpose was to act on a 2008-2011 MetroGIS Business Plan objective that calls for seeking collaborative solutions to application/ web service needs that are recognized by multiple, cross-sector organizations. Several such high-priority needs were identified:

- USPS address verifier\*\*
- Statewide geocoding service
- Best image service\*\*
- Feature services for all data\*\*
- Critical Infrastructure data service
- Jurisdictions at point / Government services finder\*\*

A summary of the forum and the general direction received can be viewed at

[http://www.metrogis.org/teams/workgroups/shared\\_app/forum\\_1-24-08/08\\_0527%20Workshop %20Summary.pdf](http://www.metrogis.org/teams/workgroups/shared_app/forum_1-24-08/08_0527%20Workshop%20Summary.pdf)

2. At its December 2008 meeting, acting on the findings of the November 20 forum, the Coordinating Committee authorized creation of several new workgroups, each assigned to one of the priorities defined at the November forum (\*\*). The existing Geocoder Service Workgroup was assigned the “Statewide geocoding service” need. The Technical Leadership Workgroup (TLW) also accepted responsibility to synthesize recommendations of these workgroups into a cohesive strategy for the Committee’s consideration at its June 2009 meeting.

3. MetroGIS’s approved “foster collaboration” budget for 2009 allocates \$35,000 for Regional GIS Projects. In the past, a call for project proposals has been made for these funds. For 2009, the Policy Board concurred with the Committee’s recommendation that these funds should be used to act on priorities defined at the November 20 forum. The TLW developed proposal submittal guidelines (see Attachment A) and forwarded them each of the workgroups.

## OVERVIEW OF PROPOSALS

Proposals for of the cites priority four priority needs, defined at the November 20 Forum, were received by the TLW from the Geocoder, Best image service, Feature services for all data, and Jurisdictions at point / Government services finder workgroups (see Attachments B-E), for a total ask of \$76,500. The TLW met on June 2 to consider them and craft the recommendation presented herein. The TLW asked for adjustments to some of the proposals (see next section) to reduce the total ask for recommended projects to the \$35,000 in available funding. A summary of the funding requested, relative to that recommended by the TLW, is presented in the table on the following page:

**CANDIDATES FOR 2009 REGIONAL GIS PROJECT FUNDING**

<b>Project Description</b>	<b>Requested Funding</b>	<b>Recommended Funding</b>
<u>Best Image Service</u> - single imagery web service that shows the “best” imagery available (Att. B)	\$20,000	\$15,250
<u>Feature Services</u> – Contest to promote the publishing and use of OGC compliant feature services available for geospatial data (Att. C)	\$24,000	\$0
<u>Proximity Finder</u> - a prototype framework and service that would enable finding the appropriate or nearest government service or jurisdiction for a point based on available government services and jurisdiction data (Att. D)	\$25,000	\$18,750
<u>Refinements to Geocoder Service</u> (Att. E)	\$7,500	\$1,000
	<b>\$76,500</b>	<b>\$35,000</b>

**TECHNICAL LEADERSHIP WORKGROUP’S RATIONALE**

The rationale for the above-cited recommendation is as follows:

- Given \$76,500 in proposed funding, the TLW focused on projects that it felt would be of the highest benefit to the MetroGIS community AND would be ready to move forward as soon as funding is available. All projects were deemed to be of high value.
- The TLW felt that the feature services contest was the most interesting project and had the potential to bring significant gains to MetroGIS. However, the group agreed that such a contest must be administered and promoted very well or not at all. The consensus view was that MetroGIS would not be ready to proceed with this project in 2009. The TLW recommends that MetroGIS pursue this project in 2010, possibly with state partners.
- The TLW asked the remaining project proposers to consider what they could do with a reduced funding amount to try to still accomplish all three projects with the \$35,000 in available funding. All agreed that they could do significant work with less funding than requested.
  - The Best Image Service project was reduced by 25%, with the difference coming in in-kind services provided by the MGIO (formerly LMIC)
  - Under the TLW recommendations, the Geocoder proposal removes the \$5000 PAGC restructuring request and will receive \$1000 funding toward testing tuning parameters for MetroGIS data used in the Geocoder. The project will ask for in-kind services from the U of M.
  - The Proximity Finder proposal is also reduced by 25% and would move forward with a reduced scope.
- The TLW believes this funding recommendation will provide MetroGIS with the biggest payback for its applications and services funding dollars.

**RECOMMENDATION**

That the Coordinating Committee:

- 1) Find that each project for which this funding is sought will address an application/ web service need that has value across sectors in accordance with the “shared application needs” objective set forth in the 2008-2011 MetroGIS Business Plan.
- 2) Recommend that the Policy Board endorse the Technical Leadership Workgroup’s recommendation to fund the projects specified herein, totaling up to \$35,000, and constituting of the 2009 Regional GIS Projects program.
- 3) Understand and discuss the idea of a web feature services contest and bring the idea to the Policy Board for discussion.
- 4) Provide any further direction it deems appropriate regarding specific next steps defined in the project proposals (Attachments B-D).

# ATTACHMENT A



## Guidelines for Web Services and Applications Workgroup Reporting

MetroGIS Technical Leadership Workgroup  
2/19/2009

1. List Workgroup name, charge (from workshop), participants, meeting dates & attendance, and other sources/consultants used (if any) to develop conclusions reached. If notes from meetings are available, attach or state where they can be obtained.
2. Descriptive analysis of the problem/need. Include the following:
  - a. Any clarification of the workgroup's charge based on input from stakeholders.
  - b. Who are the main stakeholders (users, data owners, etc)?
  - c. How does this need relate to other defined MetroGIS needs and key datasets?
  - d. What are the key issues to resolving the need? Include all of the following that apply:
    - i. basic data availability
    - ii. technology/software needs
    - iii. custodian, personnel, or hardware/server needs
    - iv. policy issues
    - v. maintenance/long-term support issues
  - e. What are the options for meeting this need?
    - i. Include data, technology, custodian, policy and other issues as listed above
    - ii. Estimated costs (time, software, hardware, ...) and potential participants/contributors for developing and implementing these options
  - f. What further information or clarification might be needed to fully resolve a solution?
3. Workgroup's recommendation for a strategy to meet this need.
  - a. Who would be the key participants and what do you see as their roles?
  - b. Why is this the best strategy for MetroGIS?
4. Recommended next steps for moving forward to meet this need, including recommendations for funding if appropriate.

If requesting funding, include:

  - a. Clear description of the product or service needed (what does it do? what functions does it have?) and how it meets the application or web service need of the workgroup. If funding is approved, this would be the basis for creating a request for proposals.
  - b. Amount of funding requested and any time constraints that may exist for using the funding.
  - c. Any existing sources of this product or service (e.g. off the shelf product exists).
  - d. Other information relevant to the funding request

### Timing

Each workgroup is asked to submit its recommendations to the Technical Leadership Workgroup by the end of May 2009. The Technical Leadership Workgroup will review the reports and get feedback to the workgroups in an effort to put together a coherent set of proposals for the Coordinating Committee's June 25<sup>th</sup> meeting. At that time the Coordinating Committee will develop recommendations for how to best use \$35,000 allocated for workgroup defined projects. The plan is to present a proposal to the Policy Board at its July 29<sup>th</sup> meeting for how to best use the \$35,000 budgeted for this purpose. It is desirable, but not required, that by the time of the Coordinating Committee's March 26<sup>th</sup> meeting the workgroups will be able to preliminarily determine whether funding will be needed to address their recommendations, and if so, approximately how much.

# ATTACHMENT B

## MetroGIS Best Image Service Workgroup Report

**Workgroup Name:** Best Image Service Workgroup

**Initial Charge:** The defined need is for a single imagery web service that shows the “best” imagery available. The big question is what constitutes “best”. It might be highest resolution, most recent, leaf on, leaf off, etc. Perhaps multiple services will be recommended. How would they be served and who would serve them?

### **Participants:**

<b>Name</b>	<b>Organization</b>	<b>Email</b>
Brian Huberty	U.S. FWS	<a href="mailto:brian_huberty@fws.gov">brian_huberty@fws.gov</a>
Matt McGuire	Metropolitan Council	<a href="mailto:matt.mcguire@metc.state.mn.us">matt.mcguire@metc.state.mn.us</a>
Alison Slaats	1000 Friends of Minnesota	<a href="mailto:aslaats@1000fom.org">aslaats@1000fom.org</a>
Bob Basques	City of St. Paul	<a href="mailto:bob.basques@ci.stpaul.mn.us">bob.basques@ci.stpaul.mn.us</a>
Mike Dolbow	MN Department of Agriculture	<a href="mailto:mike.dolbow@state.mn.us">mike.dolbow@state.mn.us</a>
Brian Fischer	Houston Engineering, Inc.	<a href="mailto:bfischer@houstonengineeringinc.com">bfischer@houstonengineeringinc.com</a>
David Fawcett	Minnesota Pollution Control Agency	<a href="mailto:david.fawcett@state.mn.us">david.fawcett@state.mn.us</a>
Gordon Chinander	Metropolitan Emergency Services Board	<a href="mailto:gchinander@mn-mesb.org">gchinander@mn-mesb.org</a>
John Harrison	Mn/DOT	<a href="mailto:john.harrison@dot.state.mn.us">john.harrison@dot.state.mn.us</a>
Paul Wickman	North Star Geographics	<a href="mailto:pwickman@northstargeographics.com">pwickman@northstargeographics.com</a>
Ron Wencil	USGS	<a href="mailto:rwencil@usgs.gov">rwencil@usgs.gov</a>

### **Meetings:**

First meeting - February 6th, 2009 – no minutes  
Second meeting – Thursday April 9<sup>th</sup> – no quorum  
Other communication occurred through email.

### **Need:**

**Charge clarification** –The Best Image Service Workgroup has the charge of creating a single layer image service with the best image available for a certain extent. This image service is intended only to be a backdrop or reference layer. It would save a lot of development time to have just one single layer image service that could act as an image background in a wide variety of applications at any scale over the whole state (and beyond a county or two). As new image sets are produced, they can be stitched into the existing service.

Applications can continue to point at the same service while remaining blissfully unaware of the additions, or subtractions of image sets, scale thresholds, and layer management. The purpose of this service is to allow an application to point at the single layer image service without having to do any kind of image management, or update the application as new image data sets emerge. Such services currently exist from commercial providers, but they often do not use the high-resolution photography that is available or come with subscription fees.

The Best Image Service Workgroup sees this as one service among three that would be valuable services. The other two services are a collection of image services with all available image datasets, and a container for rapid turn around imagery – such as the imagery captured after the I-35W bridge collapse.

### **Stakeholders/roles:**

1. Governance Team
2. Processor
3. Host
4. Users - Application hosts in the MetroGIS community and ultimately end users of MetroGIS web map applications.

### **Key issues**

**Basic Data availability** - The imagery data that will support this service exists and is freely available. The keys to resolving this need are to get ongoing commitment from some MetroGIS participants to fill the three roles that will need to make this service

### **The roles:**

- 1) Governance – The role of identifying which image data sets are included or not included in the single layer image service. This group would initially meet once a year.
  - a. Identifying and reviewing newly available imagery datasets

- b. Specifying whether each set is in or out - and available at what scale
  - c. Documenting decisions
  - d. Delivering the decisions to the processor
- 2) Processor–
- a. Acquiring the image datasets.
  - b. Mosaicking them together in the order specified by the governance process.
  - c. Delivering the image set to the host.
- 3) Host – The role of hosting the service.
- a. Receive updates from the processor
  - b. Serving the dataset as a WMS

**The key participants** would be the:

- A) Governance Team. We see this as being a continuation of this workgroup.
- B) Processor – We see LMIC or its successor as being the best choice for this activity
- C) Host – We see LMIC or its successor as being the best choice for this activity

Initial deployment expectations: The workgroup expects an initial deployment to serve about 250,000 WMS image requests per month.

**Options for meeting need:**

One strategy would be to host this service on a cloud service provider such as Amazon EC2. However, it isn't clear at this time how much that would cost, or what other issues are associated with that.

Another strategy would be to have a MetroGIS participant process and host the service, based on the recommendations of the governance team. LMIC estimates cost to plan develop, test, implement, and administer the service at **\$20,000**

**WORKGROUP RECOMMENDATIONS:**

The MetroGIS Best Image Service Workgroup will meet annually to determine which layers are “Best”. The workgroup will identify candidate image datasets, define which image datasets are in the service and at what scale. A preliminary definition of best would be to start with would be a statewide, plus neighboring areas – especially of our three neighboring counties in Wisconsin - image coverage such as FSA 2008 and/or True color landsat imagery to serve as a background. Select image datasets of higher resolution and smaller footprints would be identified to be stitched in at smaller scales.

We will provide this definition of “Best” to the Host and processor. We recommend that MetroGIS consult with LMIC to process and host this “Best Image Service”.

The final product will be based on the defined “Best” set of image datasets, will be processed into a single image layer, and served as a single layer WMS service.

We recommend that this WMS service be available at least in NAD 83 UTM Zone 15 North, but also would like to see other projections if possible, especially Geographic Projection, Spherical Mercator, State Plane (North, South, and Central) and UTM Zone 14 North.

We also recommend that the WMS serve image types of JPEG, as well as PNG and/or and GIF to support transparency.

We recommend funding this project at **\$20,000**. An initial timeline to be followed would be for the Best Image Service workgroup to define “Best” by September 1<sup>st</sup> 2009, and that the first version of the service is available by January 1<sup>st</sup>, 2010.

We recommend that this service be updated once a year.

Basically, we want to combine the existing imagery available from the LMIC image service, with the simplicity of the Google Maps Satellite view. This would allow MetroGIS participants to point to a single image layer for many of their web map applications – be they internal, or external, in a wide variety of clients.

This is the best strategy for MetroGIS because it will enhance the existing, popular image service. It will create a single layer that can be added to a wide variety of MetroGIS member web map applications without restriction and without maintenance by the individual participants. In time it will become a core piece of our shared GIS infrastructure.

# ATTACHMENT C

## MetroGIS Feature Service Workgroup Report

May 29, 2009

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**Workgroup Name:** MetroGIS Feature Service Workgroup

**Charge:** The purpose of this workgroup is to recommend a response to the need to have OGC compliant feature services available for all geospatial data and to more easily make feature services available in a secured environment. The workgroup also asked that “given that several organizations are already serving WMS and WFS datasets, is this need partially met, or are those services not meeting the need? What else is needed?”

### **Workgroup Participants:**

P = Participant/Advisor, L = Leader/Champion

Name	Organization	E-mail	Role
Gordon Chinander	Metropolitan Emergency Services Board	gchinander@mn-mesb.org	L
Alison Slaats	1000 Friends of Minnesota	aslaats@1000fom.org	L
Brian Huberty	U.S. FWS	brian_huberty@fws.gov	P
Bob Basques	City of St. Paul	bob.basques@ci.stpaul.mn.us	P
Mike Dolbow	MN Department of Agriculture	mike.dolbow@state.mn.us	P
David Fawcett	Minnesota Pollution Control Agency	david.fawcett@state.mn.us	P
Brian Fischer	Houston Engineering, Inc.	bfischer@houstonengineeringinc.com	P
James Bunning	Scott County	jbunning@co.scott.mn.us	P
Jessica Deegan	Metropolitan Council	jessica.deegan@metc.state.mn.us	P
Scott Freburg	MDE	scott.freburg@state.mn.us	P
Sonia Dickerson	MNDOT	sonia.dickerson@dot.state.mn.us	P

### **Meetings:**

- March 6, 2009 (7 people attended)
- May 28, 2009 (4 people attended)
- Additional report review via email

### **Workgroup Charge**

#### *Clarification of workgroup charge*

The original charge (see above) asks if this need is a real need since some WMS and WFS are already available. This workgroup confirms that while some datasets are available via WMS and WFS, this is a real need and there is much room for improvement in feature services. This workgroup has focused its response to this need on the following specific issues:

- The identification of currently available image and feature services with the goal of including them in the MetroGIS-funded a service catalog, GeoServices Finder (<http://www.lmic.state.mn.us/GeoServiceFinder/>).
- Outreach to data providers to encourage them to publish their datasets as feature services as well as listing them in a service catalog. Also, outreach to data providers will encourage data producers to output datasets in KML (Keyhole Markup Language), a new OGC format that is widely used by geospatial viewers and web clients.
- The promotion of data services availability. We would like to promote the use of data services by making sure people know the catalog and the services exist. We believe there maybe a group of potential service consumers that do not know these resources are available.

- The clarification of users of feature services. The workgroup was unsure of the full range of users of feature services. We would like to clarify who users are and so their needs may be better understood.
- The clarification of user needs for data content in data services and of user needs for service format. In order to add and improve data services, the workgroup would like to learn more about services users need.

#### *Stakeholders*

The stakeholders interested in feature services are both data users and data providers and encompass a wide range of types of organization including

- government agencies
- private sector / consultants
- non profit organizations
- public and non-GIS users (we think the need is there from this set of users, but is difficult to quantify)

#### *Relationship to other defined MetroGIS needs and key datasets*

The need for improved and expanded feature services directly relates to other MetroGIS needs and datasets. First, because feature services are a now a key, and expected, method of data delivery, they are required to deliver the MetroGIS datasets identified by information needs process. In addition, newer MetroGIS needs for delivering geospatial information via applications will probably rely on data services as a building blocks for application development.

### **WORKGROUP'S RECOMMENDATION**

To meet the needs described above, the workgroup recommends holding a public contest where participants would create Web mapping applications that utilize a minimum number of Web feature services listed in the MetroGIS or LMIC data service catalogs. The use of a competition to promote existing data services and encourage partners to publish new services has been used successfully by the District of Columbia and the US federal government, and new initiatives are going forward in New York, Toronto, Finland and Belgium.

**The workgroup proposes that this contest will be a tangible measure of MetroGIS's vision that "*organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems*".**

#### *Specific goals of the contest*

- Expand the universe of data published as web feature services and increase the number of service formats/standards that services are published in.
  - Encouragement of data providers to publish their data as feature services and to document it as available through existing catalogs
  - Data providers could be government agencies, but could include other data providers including the private sector.
- Promote the use of MetroGIS (and other) GIS data, and leverage previous investments in DataFinder and GeoServices Finder by making more people aware of the data catalogs.
  - The huge value of GIS data that is created by MetroGIS (and other) participants would be promoted and known by a wider set of people
  - GeoServices Finder and DataFinder already exist as catalogs for data and data services. This proposal would pay for additional population of those MetroGIS-funded resources.
- Refine needs for MetroGIS data, data services and data services formats
  - By requiring entries into the contest to complete an application form, we could ask a series of very specific questions with the goal of obtaining information about the organization and its data needs. Example questions could include:
    - What type of organization are they/what sector do they represent?
    - What function does their organization server?
    - What services that are not currently available would they like to see?
    - How does the free access to this data help their organization? Can this be quantified as a \$ savings?
    - How does their application help the Twin Cities metro area, its citizens and economy? Can this be quantified?



- Obtain useful and new applications based on GIS data
  - By requiring entries to submit their code, MetroGIS could realize a huge benefit in applications that are based on GIS data that could never be accomplished on their own. For comparison, the first Apps for Democracy held in Washington DC contest yielded 47 web, iPhone and Facebook apps in 30 days - a \$2,300,000 value to the city at a cost of \$50,000.
  - We may receive submission of applications that use GIS data in revolutionary ways that have not yet been thought of by the MetroGIS community.
  - We would require submission of source code data as a requirement of the contest, so application could be evaluated for meeting ongoing MetroGIS needs and used as needed.

*Key participants & Use of existing resources*

As partners in this solution, we anticipate using existing MetroGIS-funded resources as key participants for success.

- GeoServices Finder and DataFinder already exist as catalogs for data and data services. This proposal would build on these existing resources with the intention of adding additional content.
- Some data producers may not have the capacity to host a feature service of their data. We propose these options as a solution:
  - DataFinder already exists as mechanism for distribution of GIS metadata and data (see: <http://www.datafinder.org/help/index.asp#contribute>). We would encourage data producers to work with DataFinder staff to serve data as data services as
  - Other partners maybe available via existing relationships, such as joint powers agreements, that may allow one organization to host services for another.

**Costs**

We recommend funding this project at **\$24,000** and recommend using a Request for Bids process to allow the workgroup to clarify the scope of the project and to minimize burden on responding bidders.

We anticipate the rough breakdown of costs to be as follows:

<b>%</b>	<b>task</b>
20 %	outreach – to populate service catalog with existing services and to provide outreach to encourage other services to be created and cataloged
70 %	administration of contest (including setup, rule creation, judging, legal considerations etc.), collection and summary of needs collected as part of competition; collection of application code from contest.
10 %	content prizes

An initial timeline to be followed would be as follows:

- Outreach – Fall 2009 )
- Contest Set up – Fall/Winter 2009
- Contest – early 2010
- Contest wrap up (summary of entries, code collection etc) – Spring/Summer 2010

*References:*

Other similar contests:

1. Apps for America – competition to use data available at data.gov.
  - <http://sunlightlabs.com/contests/appsforamerica2/>
2. Apps for Democracy
  - General site: <http://www.appsfordemocracy.org/>
  - all apps created are here: <http://www.appsfordemocracy.org/application-directory/>

## ATTACHMENT D

### MetroGIS “Proximity Finder” Workgroup (AKA “MetroGIS Jurisdictions and Government Services Finder”)

MetroGIS Technical Leadership Workgroup  
06/01/2009

1. List Workgroup name, charge (from workshop), participants, meeting dates & attendance, and other sources/consultants used (if any) to develop conclusions reached. If notes from meetings are available, attach or state where they can be obtained.

- **WorkGroup Name:** “Proximity Finder” (AKA “MetroGIS Jurisdictions and Government Services Finder”)
- **Charge:** Two needs were defined that are very closely related. One is for a web service that would list all jurisdictions that apply to a particular point (e.g. city, county, school district, voting precinct, watershed district, etc.). The second is for a web service or application that would find the appropriate or nearest government service based on a particular location (e.g. where do I apply for a permit, get a driver’s or fishing license, vote, etc.). Many other needs are related to these two fundamental services. This workgroup would further investigate these needs and recommend next steps, which might include public/private partnerships or prototype development. See slide 17 here for more information about related needs [http://www.metrogis.org/teams/cc/meetings/08\\_1210/5d\\_CC\\_Presentation\\_Final.pdf](http://www.metrogis.org/teams/cc/meetings/08_1210/5d_CC_Presentation_Final.pdf)
- **Participants:** Bob Basques, Jessica Fendos, Joel Koepp, John Carpenter, John Slusarczyk, Paul Wickman, Peter Henschel, Steve Jakala, C Riley.
- **Meeting Dates:**

Jan. 20<sup>th</sup> 2009.

Basic core principals and functionality desired were hammered out in the initial meeting and the beginnings of a specification list were drafted. Pros and Cons of different strategies for proceeding with the Workgroup's charge of defining a “MetroGIS Jurisdictions and Government Services Finder” specification were discussed.

Attendance: All members

Jan. 28<sup>th</sup> 2009.

The first draft of this document was discussed with fine detail be added with regard to what types of service classifications would be needed as well as what type of infrastructure required to develop and build out the prototyped service(s) for MetroGIS users needs.

Attendance: Bob Basques, John Carpenter, Joel Koepp, Steve Jakala

Feb. 11<sup>th</sup> 2009.

This meeting focused on possible future funding other than from MetroGIS for long term sustainability. The consensus was that with initial funding coming from MetroGIS, that follow on funding opportunities would be much more feasible to pursue. Some tuning of the Specifications in this document were also applied.

Attendance: Bob Basques, Jessica Fendos, John Carpenter, Joel Keopp

There were also numerous email exchanges during the early phases of the workgroup document compilation by all members.

2. **Descriptive analysis of the problem/need.** Include the following:
  - a. Any clarification of the workgroup’s charge based on input from stakeholders.
    - In order to meet the needs for the two services/applications – Jurisdictions at a Point and Government Services Finder – MetroGIS must focus on both the data coordination aspect and the spatial analysis and reporting aspect. The Proximity Finder workgroup recommends creating a prototype framework that will address both aspects.

- A proximity search utility is exactly that, a method for finding something based on its proximity to something else. At its simplest, it might take the form of a mapping interface such as Google Maps that use this functionality to find things based on location, within a particular area of interest. Setting up a Google like mapping interface to build out a similar searching system requires some forethought. Applying the mapping methods of lookup to Jurisdictional and Government users is a bit trickier as well. The items being published and searched for by the average user related to Government and Jurisdictional issues requires some rather specific data types and handling that usually fall within the domain of the particular data steward or custodian.
- What follows is a proposal to implement a point based query framework for searching against government and jurisdictional authorities' data-sets that allows for the generation of both a Map based view as well as a simplified data reporting display.
- b. Who are the main stakeholders (users, data owners, etc)?
  - The stakeholders involved are two fold, there are those (system) users that want to harvest the data, or get a list of jurisdictional boundaries that encompass a user supplied point and there are the data owners or publishers that will provide the data to harvest.
- c. How does this need relate to other defined MetroGIS needs and key datasets?
  - By applying a standard method for the data provider to publish their holding within a spatial context, the resulting metadata records (required for publishing) will be set up to auto-populate (as much as possible) many existing MetroGIS systems (and others) such as the Service Data Broker, DataFinder, Metadata Catalog(s), Coordinate conversion tools (Used for reprojecting the results for various users, both Web Based and DeskTop application based, Some datasets will also blend into the new PlaceName GeoCoder being proposed.
- d. What are the key issues to resolving the need? Include all of the following that apply:
  - i. basic data availability
    - Data publisher and maintainer will need to be identified for each type of data provided.
  - ii. technology/software needs
    - Each Provider will need to be able to transactionally edit and/or update their published dataset. Some owners will have sufficient resources to do this on their own while other will not. An independent system will likely be required for the have-nots, at least initially. This independent system will provide a data repository as well as editing capabilities, either via file transfer or by connecting to already existing services.
  - iii. custodian, personnel, or hardware/server needs
    - Each Provider will need to be able to transactionally edit and/or update their published dataset. Some owners will have sufficient resources to do this on their own while others will not. An independent system will likely be required for the have-nots, at least initially. This independent system will provide a data repository as well as editing capabilities, either via file transfer or by connecting to already existing services over the web.
    - This will require a Web based Service with access by each data owner, even if they are just managing the appropriate pointers to their own data systems.
    - HARDWARE Specifics: Web Based Server, Companion Database for storing data-sets and providing transactional access to the data as well as tracking ownership and authentication tasks.
    - Personnel: Web server custodian, Database custodian, hosting provider. Outreach / Presentation manager, Note: some listed items can be handled by more than one person.
  - iv. policy issues
    - Many of the tasks related to build out, will require remote access to the host provider. There may be issues with basic setup and tools provided on the web service. With this in mind, the recommendation would be to utilize a prototyping environment that is workgroup controlled, and to move the service to an approved Production environment upon completion of the build out.
    - Data licensing issues will need a thorough review. The intent would be to make the services as free of licensing encumbrances as possible.
  - v. maintenance/long-term support issues
    - Ideally services of this type will need to remain in place over the long term, on the order of years, to facilitate outreach efforts, and build on currently available data-sets with an eye towards adding new data-sets over time.



The Workgroup is proposing the

- a. Who would be the key participants and what do you see as their roles?
  - The existing workgroup members would continue to administer the project during the development cycle.
  - There are expected aspects that will need to be contracted out during the course of development.
  - A yet-to-be-named organization would administer the end product in a production environment.
- b. Why is this the best strategy for MetroGIS?
  - It presents the project in a manner for continuous review by MetroGIS as an organization by keeping the development process open and flexible.
  - It allows for quick turn around on feedback and enhancement items that will arise during development cycles.
  - Feedback and enhancement items related to prototyping can be handled in a streamlined fashion with a centralized web location for all participants to access.
  - Many of the development tools put into place for this project will be reusable for other MetroGIS projects into the future, consequently it provide Metro GIS with the most bang for the buck.

4. **Recommended next steps** for moving forward to meet this need, including recommendations for funding if appropriate.

If requesting funding, include:

- a. Clear description of the product or service needed (what does it do? what functions does it have?) and how it meets the application or web service need of the workgroup. If funding is approved, this would be the basis for creating a request for proposals.
  - The end product will:
    - Allow the typical Web user to retrieve data related to a point based on the point being within a jurisdictional boundary.
    - Allow jurisdictional data publishers to add their boundary related information to a seamless Metro (and beyond) map layering system for use by the aforementioned web users.
    - Allow for the data retrieval to be displayed in a Mapping context, as an “Identify” option, with a templated HTML output inside of the mapping interface
    - Allow for the data retrieval to be XML based for reuse by user both web based as well as desktop based.
    - Potential output format conversion based on the previous output options, will include KML, WFS and WMS to name a few.
- b. **Amount of funding requested** and any time constraints that may exist for using the funding.
  - **\$25,000 (Revised to \$18,750).** All time lines described in the proposal are based from a funding award date forward. The deliverables described would be delivered within 12 months from award.~~All time lines described in the proposal are based from a funding award date forward. There are no time limits being imposed by the submittal.~~
- c. Any **existing sources** of this product or service (e.g. off the shelf product exists).
  - Partial build out of a similar product already exists. This product was designed to provide field support to the Red River Flooding operation this past spring. This code is currently in the public Domain, and can be leveraged to build out a significant portion of the “ MetroGIS Jurisdictions and Government Services Finder”. This application can be demoed by the Workgroup to MetroGIS if needed to provide a better understanding of the final product capabilities.
  - Some Example end product features can be sampled from these links that were volunteered at one of our workgroup meetings. These links demonstrate a Mapping UI for the type of interface to be defined:
    - User interface Example Service:
      - <http://gis.co.scott.mn.us/ProximityFinder/scotttest.html?address=600%20country%20trail%20east,%20jordan&radius=15000>
    - Data feed – XML Example Service:
      - <http://gis.co.scott.mn.us/XYWebservice/XYQuery.aspx/FindXYData?lat=44.688061&lng=-93.508962&radius=15000>
- d. **Other information relevant** to the funding request

- Work is already underway to secure follow-on funding for maintaining such services as the “MetroGIS Jurisdictions and Government Services Finder” beyond the MetroGIS build out funding stream and well into the future.
- Some discussion has also gone into possibly administering a production service in a community driven and collaborative fashion as well. This could easily offset the longer term funding required to maintain such services.

## **Project Details – Revised for \$18,750 funding amount**

### **Service Definition:**

A service of this type should take in a request via the Web and reply back to the client with a data chunk such that there is enough information in the data chunk to display the results in a spatial fashion. A mapping interface like Google Maps comes to mind.

A user interface of some sort would ideally also display mapping information in order to generate a proximity request based on a location that the user defines.

A client may also desire to have an automated request structure, that may or may not require a user interface but is machine generated. The same sort of description should also be applied to the results that are rendered by the service.

Outputting the results should be set up to handle both styled map based and textual database driven requests. XML and Raster image output will be prototyped first, with other formats to follow, such as KML and Spreadsheet (Excel) formats.

The Service components (Prototype): **PostGIS/PostgresSQL** for storage and query, **MapServer** for image and query result formatting.

Client components (Prototype): **GeoMoose** for end user visualization and query making.

### **Data Classification(s):**

Data that will be searched against for the proximity results will need to be classified to some degree. This is based on the idea that there will be many owners/custodians of the same sort of data but with differing types of storage structures. Having many data owners publishing spatially neighboring data will dictate that some sort of classification system be instituted. In the prototyped version of the interface.

### **Visualizer:**

With the proper setup of services, the choice of visualizer for both making requests and returning a result are many and varied. With standardized data output identified and implemented with this new service, there is a great deal of flexibility in what client application(s) can access the service. This proposal will utilize the GeoMoose Client framework as the data visualizer for the prototype/proof of concept.

### **Input:**

Spatial data (file) uploading will be required to keep the datasets up to date over time. The mechanics of uploading the data by the data authorities needs to be an integral part of the data maintenance system. The basic capabilities required are:

5. Upload a spatial file (SHP files will be used in the prototype)
6. Storage schema assignment of data.
7. Assignment of the dataset to an author (upload authority)
8. Metadata entry for the spatial file. (Ties into the existing data finder mechanism(s))
9. Visualizer / Validator. (A method for the user to check the validity of the data uploaded, does it display and

are the attributes accessible for searching.

## **Output:**

The standardization of the service output will aid in making the service very flexible and reusable to a wider audience. The prototype version will be set up to output XML as a raw format from PostGIS. There will also be a MapServer raster output service working in tandem with PostGIS.

Optional output formats (future): KML, spreadsheet (excel), HTML (via MapServer)

Some Example Services offered up by the workgroup. These are intended as proof of concept and further work is required to make such a system flexible in both the submittal and maintenance processes regarding service upkeep over the long run:

User interface Example Service:

<http://gis.co.scott.mn.us/ProximityFinder/scotttest.html?address=600%20country%20trail%20east,%20jordan&radius=15000>

Data feed – XML Example Service:

<http://gis.co.scott.mn.us/XYWebservice/XYQuery.aspx/FindXYData?lat=44.688061&lng=-93.508962&radius=15000>

## **Catalog (initially):**

A number of layers shall be included in the prototype version of the service, based on donated datasets from around the Metro area, from a variety of jurisdictional and government sources. Each of these layers will need to be classified by type of jurisdiction. Suggested initial classifications:

- State
- County
- Municipal
- Commercial

Possible future added classifications: Utilities, Schools, Hospitals, Emergency Service areas.

## **Data Responsibilities:**

Each layer of information in the catalog will need to be assigned a data custodian. The responsibilities of the custodian will be:

- Custodial duties related to the upkeep of the dataset, including metadata.
- Cartography aspects (at minimum in a basic form)
- Acting as Contact (listed in metadata) for end users.

## **Operational requirements:**

Database: PostGIS/PostGresSQL,

Visualizer (Proto): MapServer, GeoMoose,

Versioning: SVN,

Custodial data access: WebDAV (for shared administration access)

Data storage: Shared Co-Location space for CPUs, Internet connection, Part-time administrator.

## **Other Metro(GIS) project tie-ins for Proximity Finder:**

- Service/Data Broker,
- DataFinder.

- [Metadata catalog.](#)
- [Coordinate convertor.](#)
- [Geocoder](#)

### **Recent work related to build out of the “Proximity Finder” functionality:**

The recent Red River Flooding spurred some partial development of the Proximity Finder functionality in the form of a point-and-click map based interface that linked together PDF documents (pre-Built PDF maps) to a polygon (or in other terms, a jurisdictional boundary) for the retrieval of all documents pertaining to the area of interest selected via a user supplied point on a map.

This core functionality is already in place and functional on the SharedGeo ([www.sharedgeo.org](http://www.sharedgeo.org)), a non-profit company, website and provides an excellent starting point for further development. Our workgroup can give a short presentation on the current functionality and how the work that's already gone into it can be leveraged to build out the “MetroGIS Jurisdictions and Government Services Finder” functionality.

SharedGeo has expressed interest in building out a prototype product as described here and initially hosting the service during build out and user feedback rounds of development. SharedGeo can also facilitate in the transfer of the final developed service to any MetroGIS designated web service provider.

### **Costs:**

We recommend funding this project at \$18,750. A suggested development time line would be to finalize details related to deliverables not more than two months after project commencement. The follow-on development cycles will include at least two rounds of MetroGIS tester feedback. And a period of general MetroGIS user feedback. Lastly some form of outreach process in the form of presenting the functionality to potential community users via formal presentations, the content of which, still needs to be defined.

### **Deliverables:**

#### Expected Deliverables:

- A web based Mapping service prototype that would allow a Web user to pick a point and have returned to them all information (published by the jurisdiction holder) for that jurisdiction of interest.
- A XML data feed specification for adding future additional jurisdiction datasets to the service.
- A web service prototype for the publishing (mashing up) of the XML data for application developer use.



# ATTACHMENT E

## Geocoder Workgroup Report

5/29/2009

prepared by Nancy Read (nancread@mmcd.org, 651-643-8386)

### 1. **Workgroup name – Geocoder Workgroup**

**Charge** – provide a Web Service that uses MetroGIS endorsed parcel and street datasets (and address points when available) and a landmark/point-of-interest dataset (source to be determined) to take a request from an application (address, intersection, landmark/point-of-interest name) and return a set of likely matching addresses and locations, and provide open-source code for others (in Metro or elsewhere) to set up their own geocoder services for in-house or external use.

**Participants** – Jim Maxwell (TLG), Dave Bitner (MAC), Kent Treichel (MN Dept. of Revenue), Pete Olsen, Chris Cialek, and Jim Dickerson (LMIC), Bob Basques (City of St. Paul), Gordy Chinander (Metro Emergency Services Board), Mark Kotz (Metro Council), and Nancy Read (MMCD, project manager and contact for correspondence, nancread@mmcd.org, 651-643-8386). Additional participants for Landmarks: Matt McGuire (Metro Council), Ron Wencl (USGS)

**Meeting dates & attendance**, and other sources/consultants used (if any) to develop conclusions reached: Discussions have been online (including PAGC open source development community) and by phone.

### 2. **Descriptive analysis of the problem/need.**

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

- a) Any clarification of the workgroup’s charge based on input from stakeholders? – no change to basic charge.
- b) Who are the main stakeholders (users, data owners, etc)? – We know there are a large number of potential users, and we know that usage has increased to up to 97,000 hits/mo (April 2009), but we don’t know much about specific actual users at this time. MMCD uses the geocoder web service in a production application daily. Other participants are considering switching to this geocoder after certain adjustments are made (see below) and as their own time allows.
- c) How does this need relate to other defined MetroGIS needs and key datasets? – The Geocoder is one of the first examples of a MetroGIS project that delivers a working web service that involves processing on endorsed data sets, not just delivering data. It could be used as a basic part of fulfilling many other potential projects, such as the Jurisdiction Finder.
- d) What are the key issues to resolving the need?
  - Dealing with the subtle workings of getting the Geocoder to perform as expected with our local data sets involves someone having a block of time to define the issues, understand how the data processing choices are set in the programming code, test the effect of different settings on local “problem” addresses, and come up with solutions either through entries in the lexicon, combinations of settings, or working with the programmer to make modifications in the underlying code. In addition we would like to document what would be “best practices” for our local data, to help others that may want to set up an in-house or similar service. It has been difficult for workgroup participants to find a large enough block of time (up to 160 hrs) to fully resolve these technical “tuning” issues.
  - The current PAGC geocoder code requires the underlying data to be delivered in shapefile format, which it then converts to Berkely DB for internal use. Some in the PAGC development community would like to convert how PAGC runs so that it can use data directly from sources such as Navteq or anything in SQLite. This would make it easier for us locally to package our current web service for setting up redundant sites, or to set up automatic updates of underlying data. The full proposal from the programmer to the PAGC development community is available at [http://www.deadwrite.com/pagc\\_restructure.pdf](http://www.deadwrite.com/pagc_restructure.pdf)

3. **Recommendation for a strategy & funding** to meet this need.
- a) Hire short-term help that can focus on resolving existing geocoder issues and improve documentation for other potential users. This could be done cooperatively with an organization such as the University of Minnesota and/or a local company. **Estimated cost: \$3500 Revised to \$1000**
  - b) ~~Contribute to PAGC Geocoder open source community efforts to restructure PAGC to work with a wider variety of underlying database structures directly. Contribution would be leveraged by other contributors. Estimated cost: \$5000.~~ Removed for TLW recommendation.
  - c) Why is this the best strategy for MetroGIS? – The above projects not only improve the Geocoder for local users and broaden the user base, but also have potential to leverage public/private/nonprofit/academic partnerships and demonstrate how meeting local needs can have national/international benefits.





**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** 2008 MetroGIS Performance Measures Report  
**DATE:** June 2, 2009  
(For the Jun 25<sup>th</sup> Mtg.)

### INTRODUCTION

The draft 2008 Annual Performance Measures Report (separate document), dated May 26, 2009, is presented for the Committee's review and comment. Several recommendations are offered better understand the meaning of the metrics and to enhance the measures themselves.

### CONTEXT

The 2008 Annual Performance Measurement Report, as with the previous five annual performance measurement reports, is organized around four outcome statements defined in the MetroGIS Performance Measurement Plan. That plan was adopted by the Policy Board in 2002 in conjunction with its adoption of the 2003-2005 MetroGIS Business Plan. For the Committee's information, a MetroGIS project launched this May (Agenda Item 6c) is tasked with updating MetroGIS's performance measures to align them with the outcomes defined in the 2008-2011 MetroGIS Business Plan.

### MAJOR PERFORMANCE MEASUREMENT FINDINGS AND CONCLUSIONS

Eleven performance measures are used to measure progress towards achieving four major outcomes defined in the above-referenced plan. With this annual report, data are available for a six-year timeframe from which to evaluate progress. Trends are pointed out and conclusions about those their meaning are offered, Recommendations are also offered to ensure MetroGIS strives to remain relevance to changing stakeholder needs.

A summary of major findings and conclusions follows listed according to the four major outcomes noted above. More detailed analysis presented in the actual annual report.

#### 1. Ease of Data Discovery and Access

- Data **discovery** events **increased by 29.5 percent** from the previous year, while conventional **downloading of data decreased by 11.3 percent**.<sup>1</sup>
- **Accessing data via web services increased in excess of 130 percent** from 2007, up to 140,461 hits during this reporting period.
- **Searchable metadata** records and **downloadable datafiles** posted on DataFinder both **increased by 7 (3.7 percent) and 13 (7.8 percent)**, respectfully.
- **Use of the endorsed socioeconomic web resources page has increased over six-fold in the past two years and is up 213 percent this period** from 4,275 in 2007 to 9,124 in 2008 . This result supports a policy statement made in the 2008-2011 Business Plan that addressing shared information needs often involves securing data and an application(s) to query against those data to answer a particular question(s).
- **One new web service (Regional Geocoder - <http://www.metrogis.org/data/apps/geocoder/index.shtml>) became operational.**<sup>2</sup>
- **GeoServices Finder (<http://www.lmic.state.mn.us/GeoServiceFinder>) became operational.**<sup>2</sup>

<sup>1</sup> Upgrading of the DataFinder Café's software platform occurred shortly after this reporting period closed. Incompatibilities in customized Cafe functionality (bundling of metadata with the datafiles) and the new software platform caused Café's downloading function to malfunction. The vendor had not found a fix as of this writing – a topic for the 2009 report.

<sup>2</sup> Although a formal regional policy statement was not adopted by the Policy Board for either the newly launched Regional Geocoder Service or the GeoServices Finder application, both are MetroGIS projects for which the MN Land Management Information Center (LMIC) has accepted custodial responsibility and each became operational during this reporting period. Development of the corresponding statements of regional policy was under development as of this writing.

Conclusions/Suggested Action:

- a) The decrease in downloading of datafiles via FTP and Café is likely attributable to these data also being available in the form of web services. Unfortunately, the nature of web services does not permit a direct comparison with data download activity because each pan, zoom, etc. request of a web service results in a refresh which, in turn, is counted as another download.

**Users of DataFinder should be surveyed to:**

- (1) Investigate their preferences concerning accessing data conventionally (FTP and Café) versus via web services.
  - (2) Better understand how to interpret the meaning of the metric data obtained for web services relative explaining the decrease experienced in conventional data downloads.
  - (3) Assist MetroGIS leadership better understand how to interpret web service activity in ways that are important to measuring performance toward desired program outcomes.
- b) During in progress 2009 Performance Measurement Plan Update project, work with Mn LMIC to **define metrics they can support for GeoServices Finder and the Regional Geocoder Service** that provide useful information for MetroGIS leadership's oversight of these services.
- c) Use the in progress 2009 Performance Measurement Plan Update project as a platform from which to **define an effective means to integrate metrics related to regional data and regional application solutions** and a means to report these measures for purposes for evaluation.

**2. Data Currency and Usefulness (Endorsed Regional Data Solutions)**

- All **endorsed regional data solutions** were **maintained to the specifications** established by the MetroGIS community.
- “**Endorsed regional data solutions**” comprised **26.9 percent of the total downloads** in 2008, which is **down 1.2 percent from 2007** and down 3.7 percent from the six-year average.
- Download events for the regional **County & Municipal Boundaries and Census Geography** solutions **increased 10.1 and 22.0 percent**, respectfully.
- After reaching their highest volumes recorded in 2007, download events the **Regional Parcel and Street Centerline** datasets both experienced **substantive decreases** in 2008 (parcels down 19.3 percent and street centerlines down 48.1 percent).
- Downloads of the regional **Planned Land Use** dataset have **decreased** continuously since 2003, with a decrease of 7.2 during this reporting period.

Conclusions/Suggested Action:

- a) Support resources were not available during this reporting period to **document the frequency of downloads for the eight endorsed datasets relative to downloads of the other 200+ datasets via DataFinder**. In the past, most of the endorsed datasets were in the top 10 in total download activity. **An effective way to capture the data needed to monitor this measure** should be investigated in the in progress Performance Measurement Plan Update project and, if practical, produced as an addendum for the subject 2008 report.
- b) In addition to investigating the impact of web services in the decrease in conventional downloading of data suggested in Category 1, above, a larger concern may be playing out if the decrease in downloading is due to the datasets no longer meeting user needs. An evaluation/**survey of user preferences** is suggested to help better understand user needs and ensure that these regional solutions meet changing user needs. This survey should include regional applications and as well as regional data solutions.

**3. Internal Efficiencies, Level of Cooperation**

- An **increase of one additional custodian organization (from 10 to 11)** and an **increase of two** in the number of distinct primary and regional **custodian roles (from 23 to 25)** carried out by the 11 stakeholder organizations occurred during this reporting period for regional solutions to shared geospatial needs.
- The number of **organizations** utilizing DataFinder to **publish metadata (18)** and / or actual **publish actual geospatial files (10)** remained the **same as last year**.

Conclusions/Suggested Action:

The lack of change in the number of organization utilizing DataFinder to publish data is likely related to less outreach during the reporting period. **An increased emphasis on outreach efforts** should be pursued to encourage data producers, who are not currently taking full advantage of the existence of DataFinder to consider using it (or increasing their use). Combining this outreach activity with pending efforts to better define public value created via MetroGIS's efforts is suggested as part of the proposed update of the Performance Measurement Plan is suggested. In so doing, availability of existing data holdings could more broadly understood, hopefully resulting in increased leveraging of existing resources.

#### 4. **Decision Making, Service Delivery**

**One new testimonial** of benefit received from MetroGIS's efforts was competed during the 2008 reporting period. The subject organization was 1000 Friends of Minnesota.

##### Conclusions/Suggested Action:

- a) **User testimonials** of value gained from MetroGIS's efforts should **continue to be developed**. They are presently the only method available to assess MetroGIS's impact on improvements to its stakeholders' internal organizational effectiveness and efficiency.
- b) In addition to documenting benefit received, MetroGIS leadership should also consider encouraging key stakeholder communities (e.g., cities) to **identify needs** they have **which require a community approach** to effectively address.

#### **RECOMMENDATION**

That the Coordinating Committee, modify ,as desired, and:

- 1) Accept the MetroGIS 2008 Performance Measurement Report, dated May 26, 2009.
- 2) Accept the findings and suggested actions that are presented in the annual report and summarized herein.
- 3) Recommend that the Policy Board approve the 2008 Annual Performance Measurement Report, dated May 26, 2008.

## REFERENCE

### **BACKGROUND**

1. This is the sixth annual Performance Report produced about MetroGIS. The five previous reports can be viewed at [http://www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml). Much of the analysis related to MetroGIS DataFinder capabilities and use.
2. The Policy Board has requested a performance measures based report on MetroGIS's activities on an annual basis. Presentation of this report has occurred at the Board's January meeting in the past. To accommodate this schedule, an October 1 to September 30 time frame has been used.
3. For the five years prior to 2008, staff had captured performance measurement data on a monthly basis and shared one or more anomalies (positive and troubling) with the Coordinating Committee on a quarterly basis for insight into possible causes and for direction as to any desired changes in policies or procedures. This insight was, in turn, incorporated into the annual Performance Measurement Report. Due to lack of support resources during the 2008 reporting period, quarterly reporting was not possible.
4. A project was launched late May 2009 to update of the Performance Measurement Plan, adopted in 2002, This Plan provides the foundation for annual performance measurement reporting. The goal of the Plan update process is to modify the measures to provide consistency with the outcomes defined in the 2008-2011 MetroGIS Business Plan.



**TO:** Coordinating Committee

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

**SUBJECT:** 2009 Program Objectives – Mid-Year Evaluation of Priorities

**DATE:** June 2, 2009  
(For the June 25<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is asked to work priorities for the remainder of 2009 to:

- Accommodate opportunities and needs identified after the 2009 work program was adopted. In particular, projects for which MetroGIS project funding is sought (see– Agenda Item 5a).
- Compensate for resource limitations that were not anticipated when the 2009 priorities were adopted.
- Be responsive to a survey of MetroGIS stakeholders called for in the 2008 Annual Performance Measurement Report (Agenda Item 5b).
- Be responsive to a preference of the new Policy Board leaders to share MetroGIS’s story with more non-traditional users and achieve a deeper understanding among leadership of key stakeholders.

The originally-adopted work priorities are listed in Attachment A. Refer to the Reference Section for major assumptions about program resources and for a summary of a meeting held on May 29 with the new Policy Board leadership, at which their preferences for broader outreach activities were noted.

The Committee’s recommendation will be forwarded to the Policy Board for its consideration on July 22.

## OVERVIEW – PROGRESS ON 2009 WORK OBJECTIVES

Twelve major program objectives comprise the 2009 work plan that was adopted by the Policy Board at its January 2009 meeting. The status of work on each of these objectives follows. See Attachment B for a summary status report and Attachment D for detailed information, including impediments encountered that have affected progress.

- In Progress
  - Sustain traditional “foster collaboration” support activities
  - Shared needs for applications and web services (Agenda Item 5a)
  - Execute the Next-Generation Street Centerline Data Access Agreement
  - Update Performance Measurement Plan
- Limited Progress
  - Secure Technical Coordinator and technical administrative resources
  - Streamline Data Access for Emergency Responders
  - Establish working relationships with adjoining jurisdictions
  - Implement a Regional Address Points Dataset
- No Progress
  - Adopt Leadership Development Plan
  - Plan to ensure obstacles to data sharing do not materialize
  - Pursue implementation of a more fully developed geographic data, applications and services broker
  - Explore methods for Enhancing Trust and reliability of shared services

## CONSIDERATIONS - REGARDING THE SETTING OF REVISED PRIORITIES



### Technical-Related Projects:

Three projects are proposed for funding as 2009 MetroGIS Regional GIS project. These projects each are components of the top priority “*Shared needs for applications and web services*” (#3) work objective defined for 2009. All of them will involve workgroups to be overseen by the Technical Leadership Workgroup. This situation calls for the Committee to be explicit about priorities for the Workgroup’s attention in case the new projects compete for resources associated with any previously established 2009 priorities.

As such, the Committee is encouraged to consider postponing work on #8 *Pursue implementation of a more fully developed geographic data, applications and service broker* and #9 *Explore methods for Enhancing Trust in reliability of shared services* to allow the Technical Leadership Workgroup to redirect its resources to oversight of the application-related projects explained in Agenda 5a, if approved. No additional changes in technical related priorities for 2009 are anticipated to accommodate the new projects.

The Committee should also keep in mind, as it deliberates on priorities for the remainder of the year, the impacts of suggested changes on the workload of the Technical Leadership Workgroup (TLW). It is important to remember that the members of this workgroup are volunteers, serving in the capacity of a surrogate Technical Coordinator. If changes in current priorities are desired, the Committee should be decisive as to how it wishes these changes to be reflected in TLW’s responsibilities (Attachment C).

### Policy-Related Projects:

Regarding non-technical, policy related projects, once a contract is in place to secure supplemental professional services, which is in progress, support assistance should be able to be offered to assist the “Streamline Data Access for Emergency Responders” workgroup in addition to beginning work on two other priority 2009 objectives - “Adopt Leadership Development Plan” and “Plan to ensure obstacles to data sharing do not materialize”.

Finally, the stakeholder survey called for in the 2008 Annual Performance Measurement report (Agenda Item 5b) should be added to the scope of objective #12 “Plan to ensure obstacles do not materialize” and the preference of the new Policy Board leadership for expanded outreach should be expressly stated as a component of objective #1 “Sustain traditional “foster collaboration” support activities”.

### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Find that the 2009 Work Program should be modified to:
  - a) Place a higher priority on the new shared application projects (Agenda Item 5a) in terms of assigning project management resources than on current objectives #8 *Pursue implementation of a more fully developed geographic data, applications and service broker* and/or #9 *Explore methods for Enhancing Trust in reliability of shared services*, with the qualification of leaving it to the Technical Leadership Workgroup’s discretion as to whether or not the latter two objectives can be worked on in 2009.
  - b) Explicitly incorporate the survey of stakeholders called for in the 2008 Annual Performance Measurement Report (Agenda Item 5b) into the scope of the work for the “Plan to ensure obstacles do not materialize” objective.
  - c) Explicitly call out the preference of new Board leadership for more intensive outreach as component of the current top priority objective “Sustain traditional “foster collaboration” to support activities.
- 2) Recommend that that Policy Board adopt the modified 2009 Work Program presented in Attachment E, which incorporates the above-cited changes.

## REFERENCE SECTION

### 1. Major Assumptions – 2009 Program Objectives

1. MetroGIS's 2009 "Foster Collaboration" function budget that was approved by the Metropolitan Council in December 2008 (\$86,000 in project funds and associated support resources) will continue to be available.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.
3. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by willing stakeholder organizations, will continue to be performed in accordance with expectations.
4. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

### 2. New Policy Board Leadership

On May 29<sup>th</sup>, the Staff Coordinator met with the newly elected Policy Board chair and vice chair, Terry Schneider, Mayor of Minnetonka, and Tom Egan, Dakota County Commissioner. They expressed a preference for more presentations to stakeholders to expand understanding of MetroGIS's objectives and services. Specific suggestions were that opportunities should be sought to share MetroGIS's story with more non traditional users, as well as with leadership of key stakeholder interests to deepen their understanding.

### 3) Pending Supplement Professional Service Contracts

Two contracts are pending to secure supplemental professional support services. One contract is project specific – Address Editing Tool. The other is seeking a multi-year contract with a firm to assist with several policy-related needs (e.g., Adopt Leadership Development Plan and a "Plan to ensure obstacles to data sharing do not materialize". Another candidate project include assisting with the update of MetroGIS's Outreach Plan.

### 4) Progress Assessment - 2009 Program Objectives

In Attachment D, a detailed explanation is provided of the status of work on each of the program objectives endorsed by Policy Board for 2009. This document was included in the Policy Board's April packet to set the stage for considering reevaluation of priorities to accommodate proposals for use of MetroGIS Regional GIS Project funding (**The numbers in "( )" following the project titles below correspond to the item numbers in Attachment A.**) An excerpt from the April Board packet follows:

#### OVERVIEW

Work is in progress on 7 objectives set as priorities for MetroGIS's attention in 2009 (Items # 1, #2, #3, #4, #5, #11, and #14 - see Attachment D). The vast majority of the support for these projects is being provided by volunteers. The members of the Technical Leadership Workgroup also deserve a large thank you for assuming the role of a surrogate Technical Coordinator, without which MetroGIS could not possibility maintain relevance to changing stakeholder needs.

Although important work is being accomplished, equally important work is also on hold for 7 objectives also set as priorities for 2009. The reasons are generally as follows (the numbers correspond with the project listing provided in Attachment A):

- |   |                           |
|---|---------------------------|
| 5 – Lack of sufficient support resources                  | (#7, #8, #9, #12 and #13) |
| 1 – Drafting of the required contract is held up in legal | (#10)                     |
| 1 – Requires the results of a project that is in process  | (#2) (#6)                 |

By the time the Committee meets in June, it is anticipated that a contract will be in place with the contractor selected to develop a web-based address editing tool. Once a determination is made that the function to be provided by this tool is possible, which is anticipated to take 3-4 months, work on development of the actual dataset is posed to begin. The Address Workgroup will likely be looked to to devise a strategy for building the actual dataset. Given that this project has been in the works for some time and it has significant ramifications for achieving goals of the Policy Board (e.g., engaging non-traditional stakeholders), work on it should take priority over any newly proposed project(s) that might compete for similar support resources.

## ATTACHMENT A

### 2009 METROGIS MAJOR PROGRAM OBJECTIVES – SUMMARY VERSION

*(Only Very High And Specified High Rated Activities Area Are Listed)*

*(Adopted January 28, 2009)*

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

- 1) Sustain traditional “foster collaboration” support activities<sup>(a)</sup>
- 2) *\*\*Pursue implementation of solutions to specific shared needs for applications and web services.*
- 3) Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team
- 4) Execute the Next-Generation Street Centerline Data Access Agreement
- 5) Streamline Data Access for Emergency Responders
- 6) *\*\*Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions*
- 7) Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements
- 8) *\*\*Pursue implementation of a more fully developed geographic data, applications and service broker*
- 9) *\*\*Explore methods for Enhancing Trust in reliability of shared services*
- 10) *\*\*Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution*
- 11) Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation
- 12) Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan.

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<sup>(a)</sup> Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

## ATTACHMENT B

### STATUS REPORT – 2009 PROGRAM OBJECTIVES: SUMMARY VERSION

2009 Work Priorities	Status
1. Sustain traditional “foster collaboration” support activities	<b>Ongoing</b> to extent support resources permit
2. Pursue implementation of solutions to specific shared needs for applications and web services.	<b>In progress.</b> See Agenda Item 5a. <sup>1</sup>
3. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team	<b>Limited progress.</b> Changed tactics and pursuing a 3-5 outsource contract with a firm to provide a person(s) to serve as a member of the MetroGIS staff support team as opposed to a staff position. <sup>2</sup>
4. Execute the Next-Generation Street Centerline Data Access Agreement	<b>In progress.</b> Internal permission received to pursue the project. Negotiations anticipated to begin in June
5. Streamline Data Access for Emergency Responders	<b>Limited progress.</b> No workgroup activity since January.
6. Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	<b>Limited progress.</b> No outreach other than via contacts made through ongoing MetroGIS work activities.
7. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements	<b>No progress.</b> Awaiting approval from procurement of a proposed scope of work to include in Request for Bid Proposals – Supplemental Professional Services. <sup>3</sup>
8. Pursue implementation of a more fully developed geographic data, applications and service broker	<b>No progress</b> due to lack of a technical coordinator and limited time availability of volunteer Technical Leadership Workgroup.
9. Explore methods for Enhancing Trust in reliability of shared services	<b>No progress</b> due to lack of a technical coordinator and limited time availability of volunteer Technical Leadership Workgroup.
10. Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	<b>Limited progress.</b> Awaiting drafting of an agreement to retain the firm selected last October to build the address point editing tool. Some progress on access policy. <sup>4</sup>
11. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	<b>In progress.</b> Preliminary discussions with the contractor to clarify objectives occurred in May. Work to begin in June.
12. Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the “organizational competencies” concept to identifying strategic capabilities not identified during development of the new Business Plan.	<b>No progress.</b> Awaiting approval to proceed with Request for Bid Proposals – Supplemental Professional Services. <sup>3</sup>

<sup>1</sup> The Technical Leadership Workgroup will recommend several projects for funding with MetroGIS project funds at the June Coordinating Committee meeting. It is anticipated that at least some of these projects will be workgroup managed, that is, dependant upon volunteers to be provide much of the support. As such, anticipated support for previously defined priority work objectives could be affected.

<sup>2</sup> It is believed that this tactic is better suited to seeking funding via multiple sources and easier to accomplish in the current economic climate than creating a permanent support position.

<sup>3</sup> Approval of the scope of work had been stalled for a couple of months until recently. A new contract is needed because the contract with Richardson Richter Associates (RRA) expired last December. Similar services, to those provided by RRA, were anticipated to be in place before this time when the 2009 work plan was adopted.

<sup>4</sup> An contract to retain the contractor that was selected late last year to build a web-based address editing tool has been stalled in legal for several months. The editing tool project must be successfully completed before work can begin on development of the actual regional address point database, also a priority set for 2009

## ATTACHMENT C

### Technical Leadership Workgroup Responsibility Status Report

Responsibility	Status	Started	Completed: (Date)	Comment
- Serve in the capacity as a surrogate Technical Coordinator	(Ongoing)	3/08	N/A	To ensure relevance is maintained with changing stakeholder needs, this surrogate function will need to be provided until such time that a Technical Coordinator can be secured..
- Promote and Champion the Shared Web Services	(Ongoing)	6/08	N/A	This policy was reaffirmed by the Coordinating Committee on 12/10/08 with its acceptance of the Regional Geocoder Project final report and recommendations.
- Define Shared Application Needs	Completed	3/27/08	12/10/08	The Coordinating Committee endorsed several shared application need priorities and authorized workgroups to develop actionable recommendations December 2008.
- Oversight of New App. Workgroups				
<i>Best image service</i>	In progress	1/09	6/5/09	Committee offer action from Wkgrp recommendation
<i>Feature services for all data</i>	In progress	1/09	6/5/09	Committee offer action from Wkgrp recommendation
<i>Jurisdictions at point / Government service finder</i>	In progress	1/09	6/5/09	Committee offer action from Wkgrp recommendation
<i>USPS address verifier</i>	In progress	1/09	6/5/09	Committee offer action from Wkgrp recommendation
<i>Regional landmarks data structure</i>	(On hold)	-	-	<b>A chairperson is needed</b> to launch the group
- Broker/Portal Definition and Implementation	(On hold)	8/08		<b>Insufficient support resources</b> to proceed. These items are all within the scope of the TLW's Geospatial Architecture Subgroup, which last met in September 2008.
- Web Services Trust Issues				
- Project Commons				
- Populate Metadata for GeoServices Finder	(On hold)			<b>Insufficient support resources</b> to proceed
- Open Source Licensing	(On hold)			<b>Insufficient support resources</b> to proceed. Need was raised by Geocoder Workgroup at 12/10/08 Coordinating Committee meeting. <i>(Not included in overall organizational objectives. Need to reconcile priority status before start)</i>
- Federated Data Development Environment	(On hold)			<b>Premature.</b> The Coordinating Committee concurred on 12/10/08 that work on this effort is premature until the pending development of a Regional Address Points Dataset is complete and available to be leveraged as a prototype.

## ATTACHMENT D

### 2009 Major Program Objectives – Detailed Status Report June 2009

(Adopted by the Policy Board – January 28, 2009)

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

Objective (Numbers intended to designate relative importance)	Priority for 2009	Timeframe	Comments (Objectives shown in <i>italics</i> and preceded with <sup>**</sup> can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities <sup>(1)</sup>	Very High	Ongoing	User and producer satisfaction monitoring to be pursued in 2009 to the extent resources are available. An RFP is under development to secure needed supplemental professional services for this and other projects. (Items #7 and 12)	Designated Custodians and Staff Coordinator
2. ** Pursue implementation of solutions to priority shared needs for applications and web services as appropriate for MetroGIS	Very High	In progress	Priorities set by the Committee at its December 10, 2008 meeting. Four new workgroups were also authorized and are defining implementation strategies with a May 2009 reporting deadline. This objective is a principal means to act on the Business Plan directive to seek out partnering opportunities with non-government interests.	Technical Leadership Workgroup - Mark Kotz, Chair
3. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team sufficient to carry out the 2009 program objectives defined herein	Very High	Talks with Metropolitan Council Suspended for Staff Position	Given the state's budget crisis, it is highly unlikely that these resources will be funded by the Metropolitan Council. In the short term, the Technical Leadership Workgroup has agreed to act as surrogate Technical Coordinator to ensure progress continues to be made to address needs important to the community. Additional administrative support has been procured through the "90-temp" process. Opportunities to procure additional resources also being investigated as a component of defining solutions to shared application needs.	Staff Coordinator and Technical Leadership Workgroup - Mark Kotz, Chair
4 Execute the Next-Generation Street Centerline Data Access Agreement	Very High	In progress	A meeting tentatively scheduled for the first week in April to define designed specifications. The goal is to publish the RFP in May.	Staff Coordinator
5. Streamline Data Access for Emergency Responders	Very High	In progress	The newly formed workgroup met in February. Several questions were defined for which legal advice is needed before attempting to define options. The goal is to complete by May.	Workgroup and Staff Coordinator
6. **Establish and leverage working relationships with Jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those Jurisdictions	Very High	On hold Estimated Start: Summer 2009	Begin once specifics for shared application needs are known (Item 2, above). Awaiting ideas anticipated to be offered by the four new application related workgroups created by the Committee this past December (see Agenda Item 5a.)	Staff Coordinator and Technical Coordinator when available
7. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	Very High	On hold Fall 2009 start, if support resources are available.	Insufficient resources to work on this activity at this time. An attempt was made November 2008 to retain a consultant to assist with this project did not produce any bid proposals. No bid proposals were received. An RFP is under development to secure needed supplemental professional services for this and other projects (Items #7, 12, and 16) for which supplemental support is needed.	Staff Coordinator and TBD consultant
8. **Define outcomes desired for a more fully developed geographic data, applications and service broker and pursue implementation of a more fully developed geographic data, applications and service broker	High	On Hold	Insufficient resources to work on this activity at this time. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #8, #9 and this #13).	Technical Leadership Workgroup - Mark Kotz, Chair
9. **Explore methods for Enhancing Trust in reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate roles for MetroGIS in establishing that trust.	High	On Hold	Insufficient resources to work on this activity at this time. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #8, #9 and this #13).	Technical Leadership Workgroup - Mark Kotz, Chair

Objective (Numbers intended to designate relative importance)	Priority for 2009	Timeframe	Comments (Objectives shown in <i>italics</i> and preceded with <sup>***</sup> can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility
10. <b>**Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution</b>	<b>High</b>	<b>Phase I: On Hold</b> <b>Phase II: Est. begin dataset development late summer 2009</b> <b>In progress</b>	A contractor was selected for the Phase I project ( <i>Development of Web based Address Editing Tool</i> ) in October 2008. The project is on hold awaiting the Council's legal staff to draft the funding agreement. Phase I was originally planned to begin in Jan and end in August. Phase II can begin before Phase I is totally complete, provided the required functionality is for sure possible and the operational timing is clearly understood. This activity is expected to serve as a prototype to assist with the outcomes defined in Item 9 (Enhancing trust)	Address Workgroup Mark Kotz, Chair, Nancy Read (TLW), and Staff Coordinator
11. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation 12. Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see 01/24/08 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	<b>High</b> <b>High</b>	<b>On hold</b>	Consultant contract executed March 6, 2009 to secure required supplemental support resources. The project launch meeting with the consultant is scheduled for March 31. The goal is to complete this work by August 2009. Insufficient resources to work on this activity at this time. An RFP is under development to secure needed supplemental professional services for this and other projects (Items #7 and 12) for which supplemental support is needed. MetroGIS has had access to such resources for nearly a decade prior to expiration of the most recent contract with of Richardson and Richter (RRA), which expired December 31, 2008. The goal is to publish the RFP by May 2009.	Staff Coordinator and consultant Staff Coordinator and consultant TBD.
<b>Stretch Objectives – Time and Resources Permitting</b>				
13. <b>**Populate metadata for GeoServices Finder, including creation of a template to promote standardization</b>	<b>High</b>	<b>On hold</b>	Insufficient resources to work on this activity at this time.	Technical Leadership Workgroup - Mark Kotz, Chair
14. Investigate need for creation of a new organizational/ governance structure to address priority shared geospatial needs (in conjunction with Item #4 – to extent necessary to achieve goal of partnering with non-government interests.)	<b>High</b>	<b>Intermittent, as time permits</b>	Related to and potential a testbed component for Item 7. 1 of 4 tasks assigned to the Technical Leadership Workgroup in June 2008. (#2, #8, #9 and this #13). In conjunction with his role as a member of the Governance Workgroup of the National Geospatial Advisory Committee, the Staff Coordinator is encouraging the academic community aid in defining appropriate governance structures for cross-sector, shared power environments; environment fundamental to achieving the vision of the National Spatial Data Infrastructure and to sustain MetroGIS's effectiveness	Staff Coordinator
15. <b>**Conduct Peer Review Forums for endorsed regional solutions to shared information needs</b> 16. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs	<b>High</b> <b>Medium</b>		This activity is related to exploring partnering opportunities with non-government interests (#4 above), which is expected to provide the context for this activity. Insufficient technical and administrative support resources to work on this activity at this time. Supplemental professional support resources are needed. An RFP is under development to secure needed supplemental professional services for this and other projects (Items #7 and 12) for which supplemental support is needed. Initiate once shared application need priorities are defined (Item #2). The processes used to accomplish Item #2 will be broadly participatory, addressing the intent of the call for an updated outreach plan.	
17. <b>**Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize – Item 11, above)</b>	<b>Medium</b>		If DataFinder is proposed to remain a freestanding application (component of Item #8), pursue the preliminarily cited 2009 objective to "Prepare a support Plan for DataFinder". Otherwise, consolidate with a plan for the replacement application.	

Objective (Numbers intended to designate relative importance)	Priority for 2009	Timeframe	Comments (Objectives shown in <i>italics</i> and preceded with <b>**</b> can not be fully achieved without full time support of a Technical Coordinator.)	Lead Responsibility
18. <b>**Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset</b>	<b>Medium</b>	Part of Item #4	Invite E911 officials to participate in the specifications for RFP under development for the next generation Regional Street Centerline Dataset.	
19. Refresh design of MetroGIS website	<b>Medium</b>		Supplemental professional and technical support resources will be needed.	
20. <b>**Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.</b>	<b>Low</b>		Insufficient technical and administrative support resources to work on this activity at this time.	
21. <b>**Explore Geospatial Marketplace – (Collaboration Registry/Portal)</b>	<b>Low</b>		The TAT considered this idea at its April 17, 2008 meeting (Item 4c) and did believe it to be a good use of resources, given other higher priorities at this time.	
22. Expand Outreach Plan to include a marketing component	<b>Low</b>		Policy Board directive July 2007 distinguishes marketing from outreach	
23. Investigate impact of cost recovery on ability to achieve desired data sharing	<b>Low</b>		Identified as a need in Appendix K to the 2008-2011 Business Plan	

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

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



# ATTACHMENT E

## RECOMMENDED CHANGES TO 2009 METROGIS PROGRAM OBJECTIVES

Work Objectives	Qualification(s)	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities <sup>(a)</sup> . <b>Emphasis for the remainder of 2009</b> - <i>Expand effort related to "Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts" component, specifically to broaden basic understanding among non-traditional stakeholders and to deepen understanding of leadership for key stakeholder interests</i>	Securing of planned Supplemental Professional Services Contractor to increase time commitment for expanded outreach effort.	Designated Custodians and Staff Coordinator
2. Pursue implementation of solutions to specific shared needs for applications and web services, <b>specifically for remainder of 2009</b> : <i>(list the actual projects recommended for funding by the Coordinating Committee).</i>	Projects approved and contracts executed before year end	Technical Leadership Workgroup - Mark Kotz, Chair
3. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team	Change tactic to investigating potential for 3-5 year outsource contract funded by multiple beneficiaries, as opposed to a permanent new position	Staff Coordinator and Technical Leadership Workgroup - Mark Kotz, Chair
4. Execute the Next-Generation Street Centerline Data Access Agreement	Agreement on outcomes in time for attorneys to finish before 12/31.	Staff Coordinator
5. Streamline Data Access for Emergency Responders	Workgroup leadership with time and resources to catalyze required effort	Workgroup and Staff Coordinator
6. Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	Securing of planned Supplemental Professional Services Contractor to increase time commitment for expanded outreach effort	Staff Coordinator and Technical Coordinator when available
7. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via the approved key elements	Securing of planned Supplemental Professional Services Contractor	Staff Coordinator and TBD consultant
8. Pursue implementation of a more fully developed geographic data, applications and service broker	Postpone to 2010 at discretion of Technical Leadership Workgroup if resources compete with #2.	Technical Leadership Workgroup - Mark Kotz, Chair
9. Explore methods for Enhancing Trust in reliability of shared services	Postpone to 2010 at discretion of Technical Leadership Workgroup if resources compete with #2.	Technical Leadership Workgroup - Mark Kotz, Chair
10. Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	Executing a contract to retain Applied Geographics and acceptance of a distribution policy	Address Workgroup and TLW, Mark Kotz/ Nancy Read Co-project managers, and Staff Coordinator
11. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	Ability to defining valuable and measurable metrics.	Staff Coordinator and KLD Consulting
12. Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24th workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the new Business Plan and the survey of stakeholders called for in the 2008 Annual Performance Measurement Report.	Securing of planned Supplemental Professional Services Contractor	Staff Coordinator and consultant TBD.

(a) See Attachment A for the listing.



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – July 2009 Policy Board Meeting  
**DATE:** June 1, 2009  
(For June 25<sup>th</sup> Meeting)

## INTRODUCTION

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic for the Policy Board's July 22 meeting and a person(s) to present that topic.

The newly elected Policy Board Chair and Vice Chair support continuing the practice of providing the Policy Board with demonstrations of geospatial technology, as a standing agenda topic. They would like these demonstrations, to the extent possible, to: 1) call attention to real world applications that are creating public value and 2) identify geospatial needs that, if met, would provide additional value to the community. Finally, they specifically asked if LOGIS has defined any needs that require resources that currently exceed LOGIS's capabilities. This request was passed along to Ben Verbick of LOGIS.

## PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Collaborative Application Development Among Counties: Invite a representative of the collaboration among metropolitan area counties to develop and maintain applications for which they share a need.
2. Regional Geocoder Service: At the January 2009 Policy Board meeting members expressed interest in learning about how the Regional Geocoder Service operates. Impromptu examples provided during the meeting did not appear to fully satisfy their curiosity. Do members have any suggestions to help Board members better understand the utility of this important service as well as help them better grasp the concept of web services generally?
3. Cyclopath: The Cyclopath ([http://cyclopath.org/wiki/Main\\_Page](http://cyclopath.org/wiki/Main_Page)), project for which a grant was received spring 2009 has been suggested by Council GIS Staff as a potential demonstration topic.
4. Data Practices Law- Relationship to MetroGIS Objectives: At its July 2008 meeting, the Policy Board asked that invitation be extended an individual with knowledge about these laws similar to Don Gimberling for a presentation to the Board. Of particular interest was the impact that these laws may have on the solutions to streamline access to licensed data via "view-only" Web-based applications (e.g., queries that involve the regional parcel dataset). At its October meeting, the Board asked the Committee to propose a recommended course of action to streamline data access for emergency managers. Laurie Beyer-Kropuenske, a representative of the Mn Office of Information Policy, was the contact for both of the Board's requests. She has agreed to participate on the workgroup charged with recommending options to streamline data access for emergency managers. She is also willing to assist the Board better understand the data practices laws. She would prefer as much information as possible on aspects of the law that would be important to the Board.
5. Council and Counties Coordinated Data Management via Internet - Water quality systems approach to sharing data among the Council and two counties (see Attachment A)
6. Metropolitan Council's Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS's efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
7. University's Historical Census Mapping: NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical U.S. Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.

## RECOMMENDATION

That the Coordinating Committee:

1. Agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the July 22<sup>nd</sup> Policy Board meeting.
2. Decide if any of the above-cited options should be removed from consideration and or other options added.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Apr. 2009: Safe Road Map Project – University of Minnesota Connection
- Jan. 2009: Twin Cities Economic Development Website
- Oct. 2008: Regional Data Sets and Analysis of School District Housing Stock
- Jul. 2008: Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008: Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS's Role In Response to I-35W Bridge Collapse
- Oct. 2007: Metropolitan Mosquito Control District's Web Application
- Jul. 2007: Metropolitan Council's new "Maps" Web site
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group's Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS's efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County's Experience
- Jul. 2004: City of Roseville's Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan. 2004: Scott County's Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology's Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS's Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC's Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition's Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council's Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County's Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

**ATTACHMENT A**  
**(Excerpt May 8<sup>th</sup> Issue of Council Directions)**

**Council, counties partner in water quality data-sharing project**  
**Public also will have easy access to info online**

The Metropolitan Council is partnering with two metro counties on a pilot project to share water-quality data and make the information easily available to the public online.



Scott Schneider, a resource conservationist with the Scott County Soil and Water Conservation District, collects a stream sample.

Beginning in May, Scott and Dakota counties will be able to enter and manage their own data using the Council's water-quality database. And the Council will have access to wider and more detailed water-quality data collected by the two counties.

"The public also will benefit by having access to all this data through the Council's [online environmental monitoring warehouse](#)," said Steve Kloiber, senior environmental analyst with Metropolitan Council Environmental Services (MCES), who is coordinating the project.

"The partnership will save a lot of money, too," Kloiber said. "The counties could easily spend tens of thousands of dollars to develop and maintain their own databases. And the Council could spend that much or more if it were to expand its monitoring programs to collect the data the counties already have."

**Water quality data is critical to protecting area waterways**

MCES has long maintained a database of river, stream and lake monitoring data in the seven-county metro area. In fact, some river data goes back to the 1920s and 1930s, during the era which spawned the first wastewater treatment facility on the Mississippi in 1938.

In recent years, MCES created a suite of web-based data management tools for entering and reviewing water-quality data. But until now, these tools were only available to Council staff on internal computer systems.

With the new pilot project, the database system will now be available through a password-protected Internet site for Scott and Dakota County staffs. Data from both counties now can be uploaded into the Council's database, which in turn makes the information available to the public through the web.



A typical water quality monitoring station operated by the Scott County Soil and Water Conservation District is equipped with a datalogger, automated sampler, rain gauge, phone modem, solar panel, and stage sensor.

### **How is the information used?**

Water monitoring data is used by Council staff and policymakers to identify water-related problems, establish goals and measure annual progress toward an overarching goal of protecting and improving regional water resources.

"If the pilot program is successful, we hope to develop a long-term service agreement with the counties to provide the technical support the system needs," Kloiber said. "We hope this project can serve as a model for using the Internet to improve our work. We've already had a number of inquiries from other local governments who are interested in using the new system."



**TO:** Coordinating Committee

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

**SUBJECT:** Filling Vacant Seats on Committee – Business Geographics and Non-Profit

**DATE:** June 2, 2009 (*Postponed from December 2008 and March 2009 Meetings*)  
(*For the June 25<sup>th</sup> mtg.*)

## REQUEST

Direction is requested from the Committee about how it wishes to proceed with filling two vacant seats on the Committee - Non-Profit and Business Geographics. See the Reference Section for current non-government members of the Committee.

For the Committee's consideration, a listing of candidates for the two open seats is provided in Table 1 of Attachment A. Note that candidate interests, previously identified by the Committee, are included in this listing. In some cases specific individuals have yet to be identified to represent these interests.

## OPEN SEATS

1. Non-Profit: This seat has been open since Jessica Horning, with the Greater Minneapolis Day Care Association resigned from the Committee August 2006. At its December 2006 and September 2007 meetings (see Reference Section and Attachment B and C), the Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization but postpone appointment until more was known about the type of partnerships appropriate for MetroGIS to pursue.
2. Private Sector - Business Geographics: This seat has been open since September 2008 when Patrick Hamilton resigned. Mr. Hamilton had represented the real estate development firm of CB Richard Ellis.

## CONTEXT - IMPORTANCE

Filling these vacant seats with qualified and passionate representatives will be important to successfully acting scope expansions defined in the 2008-2011 MetroGIS Business Plan, in particular, the directive to “**seek opportunities to partner with more non-government interests.**” These new representatives will be looked to, together with the other non-government representatives currently on the Committee, to play active roles in the dialogues to define shared application needs important to multiple sectors and foster cross-sector partnerships to address those needs.

## RELATED INITIATIVE - SOLUTIONS TO CROSS SECTOR APPLICATION NEEDS

On October 22, the Policy Board approved a high-level strategy to investigate the potential of partnering with non-government interests to address shared application needs, as recommended by the Committee at its September meeting (see Attachment D). This strategy anticipates the creation of a “Non-Government Coordinating” Committee to define shared geospatial needs of non-government interests that serve the Twin Cities area that will, in turn, be used to identify needs that have potential for cross-sector solutions. The expectation is that this new committee will work in concert with the current MetroGIS Coordinating committee to define and implement the anticipated cross-sector solutions. A preliminary listing of suggested members is provided in Table 2 of Attachment A, although the membership will be left up the private sector to decide.

A mechanism to ensure coordination between the two committees has not been defined, other than to note there is an expectation that one or more of the current non-government representatives to the MetroGIS Coordinating Committee will elect to participate on both and that the staff for each group will be in regular communication.

## RECOMMENDATION

That the Committee:

- 1) Decide if it wishes to pursue appointment of individuals to fill its two open seats.
- 2) If so, agree on candidates to encourage to apply for appointment or create a workgroup to do so.

## REFERENCE SECTION

### OPERATING GUIDELINES

MetroGIS's adopted Operating Guidelines establish the interests to be represented on Coordinating Committee. See Article 3, Section 2 at [http://www.metrogis.org/about/history/ops\\_guidelines.pdf](http://www.metrogis.org/about/history/ops_guidelines.pdf). Requirements of note are as follows:

- Persons representing academic, for-profit, and non-profit interests may **comprise up to thirty (30)** percent of the Committee's membership.
- Members of the Coordinating Committee shall include a variety of government, academic, **utility, non-profit, and private-sector perspectives**. Producers and users of geographic information and a diversity of operational areas important to the long-term success of MetroGIS shall be represented.
- The Policy Board shall approve the interest categories to be represented by the members of the Coordinating Committee. The approved interest categories shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, **nonprofit organizations that serve as adjunct resources for local government, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS.**

### SCOPE EXPANSIONS DEFINED – 2008-2011 BUSINESS PLAN

With adoption of the 2008-2011 Business Plan on October 27, 2007, MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information needs beyond data-centric solutions to include applications and, if necessary, related infrastructure.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.
- **Seek opportunities to partner with more non-government interests** to collaboratively address information needs they share with government interests.

These areas represent an expansion of the previous scope of MetroGIS. In the past, the organization's efforts had been limited to the data component of information needs, its extent had been limited to governmental organizations, and there had been no attempt to work directly with adjoining jurisdictions to improve data interoperability.

### PAST COMMITTEE CONSIDERATION

1. December 2006: The Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization (see Attachment A).
2. September 2007: Staff spoke with the current non-profit (Sally Wakefield) and academic (Will Craig) representatives to the Committee concerning this matter. Their consensus was that no decision should be made to fill the vacant seat until the new Business Planning is adopted and strategies have been agreed upon to expand the stakeholder base, which could involve city, non-profit, or private sector interests.

Craig also commented that he would like to know more about the idea of pursuing epidemiologist offered by Member Harrison at the Committee's at December 2006 meeting (See Attachment B for an excerpt from the meeting summary.) The idea was offered but there was no discussion other than a comment that the medical industry is a non-traditional user that would likely bring valuable insight and potential public/private partnering opportunities to the Committee's considerations. He also mentioned that the United Way might be a good choice if they were more acquainted with GIS technology.

3. December 2007: During the work programming following adoption of the 2008-2011 Business Plan, it was agreed that work to update the Outreach Plan should not be scheduled to begin until MetroGIS has defined specific shared application needs and a strategy to address them (See Agenda Item 5d for the status of this project).

4. Current non-profit and for-profit members of the MetroGIS Coordinating Committee:

Will Craig/Jeff Matson	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
<i>vacant</i>	<i>(Open since August 2006)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Mpls	Special Expertise
<i>vacant</i>	<i>(Open since September 2008)</i>	Private Sector (Business Geographics)
Larry Charboneau	NCompass Technologies/TLG	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)



# ATTACHMENT A

## Non-Profit And For-Profit Interests Candidates

**TABLE 1: For Appointment to MetroGIS Coordinating Committee**

Name	Candidate Interests	Sector
CB Richard Ellis?/Banking? Real estate development / investment	Applications – Cross-sector partnerships	Private Sector (Business Geographics)
Curt Carlson Regional MLS	Applications – Cross-sector partnerships	Private Sector (Business Geographics)
<b>TBD</b>	**social services - if possible, with a local community-based organization	Non-Profit / Special Expertise
?Eric Williams - National Marrow Donor Program	**public health - if possible, with a local community-based organization	Non-Profit / Special Expertise
<b>TBD</b>	** epidemiology - if possible, with a local community-based organization	Non-Profit / Special Expertise
<b>TBD</b>	**public safety - if possible, with a local community-based organization	Non-Profit / Special Expertise

\*\* Preference defined by the Coordinating Committee at its December 2006 meeting (See Attachment B)

**TABLE 2: For Appointment to Proposed “Non-Government Coordinating Committee”**  
(in addition to current members of MetroGIS Coordinating Committee)

Name	Candidate Interests	Sector
Karen Dewer? Urban Land Institute?	Cross-sector partnerships	Non-Profit - Community Development
Todd Klingel? Reg. Chamber of Commerce	Cross-sector partnerships	Non-Profit / Private Sector
Jim Ford Mpls. Housing Authority	Cross-sector partnerships	Non-Profit – Housing
Sashi Shekar, U of M	Application Development	Academic - Computer Science
John Carpenter Excensus	Applications – Cross-sector partnerships	Private Sector / Special Expertise re: land management information systems
? Great River Energy	Applications – Cross-sector partnerships	Private Sector (Utility)?
James O’Loughin Allied Information Systems	Cross-sector partnerships	Private Sector – Data Producer
? TeleAtlas	Cross-sector partnerships	Private Sector – Data Producer
? NavTec	Cross-sector partnerships	Private Sector – Data Producer
Pat Cummins ESRI	Cross-sector partnerships	Private Sector –Software Capabilities
TIER 3?	Cross-sector partnerships	Private Sector – Committee Facilitator
Imagery Firm(s)?	Cross-sector partnerships	Private Sector – Data Producer
?		
?		

## ATTACHMENT B

### Excerpt Summary December 2006 Committee Meeting

#### **Non-Profit Representative Seat on Coordinating Committee**

Chairperson Read summarized the situation outlined in the agenda report. Two options were offered for discussion: 1) eliminate the second non-profit seat on the Committee that was added earlier in the year, or 2) initiate the process to appoint a new non-profit representative.

Harper remarked that it would be best to appoint another non-profit representative, since the second seat was added to accommodate a different viewpoint from a diverse community. She suggested that a replacement be sought who has possesses a “non-traditional GIS user” **She recommended appointing someone with a social services, public health, or public safety background noting they would bring valuable perspective to the Committee’s deliberations.** Wakefield added that the viewpoint possessed by someone in the mentioned fields would be different than the viewpoint she provides as the current non-profit representative. **Harrison also suggested seeking out someone from the epidemiology community.**

The group then discussed whether this new representative should be affiliated with a “community-based” interest similar to the new Hennepin County policy concerning eligibility for no-fee access to parcel data. After some discussion, the group concluded that it should be not rule out other perspectives to give itself flexibility but that preference should be given to interests that are “community-based”, in other words have an active role in the Twin Cities community. Knippel added that he supports the idea of **seeking out a new member from “non-traditional users” of GIS technology** because these interests represent potential market and partnering opportunities.

Loesch suggested reviewing the attendance listings for the both the June 2006 Imagining Possibilities and November 2005 Beyond Government Users forums for prospective candidates. It was agreed that work on recruiting a new member should not be begin until following the February 8, 2006 Strategic Directions Workshop in the event something related arises at the Workshop.

**Motion:** Harper moved and Brown seconded that the Coordinating Committee retain the two non-profit seats on the committee and seek to fill the current opening with a **person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization.**

Motion carried, ayes all.

## ATTACHMENT C

### Excerpt Summary

#### December 2007 Committee Meeting

##### 5f) Proposed Modifications to Outreach Plan

Jonathan Blake, of Richardson, Richter, and Associates and a member of the MetroGIS Staff Support Team, introduced himself and summarized suggested modifications to the previously approved high-level MetroGIS Outreach Plan, as illustrated in the agenda report. He stated there two areas of focus are suggested: currently active participants and prospective participants. The first would involve outreach to persons and interests within member organizations not currently involved, while the second focus would be on non-participating government interests within the Twin Cities, adjacent jurisdictions, and non-governmental entities. Loesch suggested and the group concurred that contact with metropolitan counties located in Wisconsin should be included as well.

Craig commented that the draft document presented on the agenda report represents a good start but needs more specifics on the “hows” and the target audiences. Staff concurred, noting that the current version was intended to provide the general framework from which a more detailed plan would be developed. He also noted that the Policy Board had provided direction at its July 2007 meeting that it does not want to use MetroGIS funds to hire professional marketing assistance but rather leverage marketing expertise on staff with stakeholder organizations, for which direction was requested.

Read suggested that Coordinating Committee members should identify willing internal marketing/outreach/communication assets and forward them to the Staff Coordinator for evaluation of next steps at the next (March 2008) Coordinating Committee meeting. This comment resulted in discussion of priorities and available staff resources with the decision being that staff should not spend time on this matter until following the March Coordinating Committee Meeting.



## Strategy

(Endorsed by Policy Board – October 22, 2008)

### Investigating Possibilities Partnering with Private Sector to Address Shared Information Needs

#### **OBJECTIVE**

Establish a working relationship between the MetroGIS leadership, the MetroGIS Coordinating Committee and the private sector to identify and capitalize on mutually advantageous activities relating to sharing and utilizing geo-spatial information.

#### **CONTEXT**

Since its beginnings, MetroGIS has sought participation from non-government interests to define shared geospatial needs. However, it was not until 2005, that MetroGIS began to consider seeking out interest on the part of non-government interests to partner on solutions to shared needs. The investigation that began in 2005 resulted in an October 2007 directive of the MetroGIS Board to proactively seek out such partnering opportunities with non-government interests. The 2007 directive occurred with the adoption of the 2008-2011 MetroGIS Business Plan.

This proposal acts on the October 2007 scope expansion directive. (Refer to the Reference Sector for a timeline of actions and events that have led to this proposal.)

#### **OUTCOME**

Identify 4 to 5 pilot projects to demonstrate the value cross-sector partnering and through which to resolve policy obstacles (e.g., issues raised with current non-disclosure requirements).

#### **CONCEPTUAL METHOD (to launch)**

##### 1) Phase I – Achieve Concept Buy-In – January 2009

MetroGIS to host a 2-3 hour forum at which 10-12 leaders of several key non-government interests would meet with 3-4 Policy Board members to investigate interest in working with MetroGIS to define shared information needs and collectively pursue solutions, as the needs dictate. The theme of the forum would focus on land information systems and/or emergency preparedness to catalyze discussion of possibilities. Buy-in will be sought that further investigation of potential collaborative solutions is warranted

##### Attendees – Phase I:

*Policy Board Members:* Councilmember Schneider, Councilmember Elkins, Councilmember Pistilli and Chairperson Reinhardt

*Private Sector Leadership:* 10-12 individuals TBD. (Note: To test receptiveness to this concept, the Staff Coordinator has spoken with several individuals, each of whom has been expressed interest in participating. These initial contacts were with individuals affiliated with the Mn High Tech Association, TIER 3 Consulting, Information Builders, Urban Land Institute-Mn, CB Richard Ellis, Excensus, and The Lawrence Group). Evaluating the potential for a cross-sector supported regional land management information system excited each as a possible collaborative endeavor.

Other candidate interests identified as potential participants, but not yet contacted, include the Regional Chamber of Commerce, Xcel Energy, Regional MLS, Minneapolis Star and Tribune,

Sears, U of M, Great River Energy, prominent Planning and Engineering Consultant, and a GIS vendor?

## 2) Phase II - Create Private Sector Coordinating Committee

If the buy-in sought in Phase I is accomplished, a key component of this proposal is the formation of a "private sector coordinating committee" to work with MetroGIS to jointly investigate opportunities for cross-sector solutions to specified shared information needs. This proposed Committee would be comprised of major private sector users of geospatial technology, which serve the Twin Cities metropolitan area. The Committee would be self-organizing, once key interests to the MetroGIS community are encouraged to participate. The Committee would also be principally supported by its member interests and have responsibility for:

- Defining shared needs among non-government interests
- Working collaboratively with MetroGIS leadership to define needs shared by both stakeholder groups -
- Working with MetroGIS leadership to refine the following principals of collaboration adopted by the Policy Board in January 2006, if necessary to achieve cross-sector collaboration solutions:
  - *Value added to public sector assets is encouraged provided it does not detract from the public sector objective.*
  - *Contribution of assets to a collaborative solution assumes all parties view the transaction as equitable and relevant to their needs.*
  - *Contributions can be comprised of funds, data, equipment and/or people.*
  - *Equity is defined on an organization-by-organization basis and exists if the collaborative solution is more efficient than pursuing the solution on one's own.*
- Working in conjunction with MetroGIS leadership, build upon the recommendations set forth in the 2008-2011 Business Plan to define sustainable solutions to geospatial needs shared by both the government and non-government communities, including and not limited to, modifications in the current MetroGIS organizational structure. How can we work together to reduce costs? What innovations can we work together to develop? How can we promote a statewide cooperative GIS effort?
- To facilitate interaction between the MetroGIS Policy board and the Private Sector Coordinating Committee, MetroGIS Leadership will discuss having the chair of the Private Sector Coordinating Committee have a seat on the Policy Board along with the chair for the existing Coordinating Committee as a non-voting ex-officio member.

(Note: If this effort to seek a collaborative relationship with for-profit interests is successful, a similar effort would be undertaken for non-profit interests.)



**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Update

**DATE:** June 8, 2009  
(For the June 25<sup>th</sup> mtg.)

### INTRODUCTION

Since the Committee last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet. Any information provided by persons other than the Staff Coordinator is noted.

### PROJECT SPECIFICS

#### **A) NEXT-GENERATION REGIONAL STREET CENTERLINE SOLUTION**

Permission has been received to pursue negotiations with NCompass/TLG as a sole source contractor. The Council's current street centerline data access contract with NCompass (TLG) expires in December. Work on the desired enhancements to the current specifications is in progress. Negotiations are expected to begin in later June or early July.

#### **B) REGIONAL ADDRESS POINTS DATASET – ACCESS/DISTRIBUTION POLICY DIRECTION**

At its March meeting, the Committee provided feedback on a data access policy concept suggested by the Address Workgroup and authorized the concept to be shared with the Policy Board for further direction, subject to compliance with the following conditions:

- Explore existing statute. What rules currently exist that pertain to access to address point data and does any entity(ies) currently have a salutatory mandate to collect address point data. (*Response to inquiry to Mn Governor's Council on Geographic Information – no knowledge of existing laws specific to address data An inquiry also made to the Mn Office of Information Policy to assist in this investigation but no response*)
- Present the topics to the Board as issues and opportunities, not as recommendations at this juncture. (*A meeting was held on June 3 with Policy Board Chair Schneider and Member Elkins, the city representatives to the Policy Board, to seek their advice concerning presenting the policy concept o the Board and their agreement to advocate for agreement on a workable policy among address authorities (generally cities). A concept policy framework was agreed upon which they agreed to take the lead explaining to the Board at the July meeting for additional comment. A concept outreach strategy was also agreed upon through which to obtain widespread but-in among cities, again to share with the Board for comment at the July meeting .*)
- Explain how the proposed web application will work with existing address creation operations. Share an expectation for how will the initial dataset will be populated. (*Concur*)
- Arrange for local address authorities to participate in the presentation and state why they believe the proposed regional solution will be value to them. (*Arrangements pending*)

#### **C) PERFORMANCE MEASUREMENT PLAN UPDATE**

This project launched in May. KLD Consulting (Kathie Doty, principal) has been retained to serve as the lead support. Ms. Doty was the principal drafter of the current Performance Measurement Plan that was adopted in 2002. This project is expected to be complete by early fall.

#### **D) 2008 REGIONAL GIS PROJECTS**

- Address Editing Tool (Technical Leadership Workgroup, Project Lead)  
Applied Geographics (Boston) was selected last fall to develop the proposed Address Editing Tool. The **funding agreement had not been drafted** as of this writing. Agreement has been reached with the contractor to permit collar counties to host the application if they choose to do so. This provision was sought to act on the goal to improve interoperability with jurisdictions that adjoin the metro area. (*See Item B for a related action.*)
- Landmark Names Extension to Geocoder Service (Mosquito Control District, Project Lead)  
(*Update requested on June 3.*)
- Mailing Label Web Service (Dakota County, Project Lead)  
The project was withdrawn because a contract could not be offered by April.

**E) STREAMLINING DATA ACCESS FOR EMERGENCY RESPONDERS**

The workgroup has not met since January, awaiting legal direction on topics including.

- 1. Conventional Data Distribution Rules (CDDR)**
  - a. Define special circumstances where CDDR do not apply
- 2. “Good Samaritan Law “**
  - a. Does this law apply to data distribution (liabilities)
- 3. Liability issues**
  - a. How can they be addressed

**F) DOCUMENTING BENEFITS AND ORGANIZATIONAL STRUCTURE FOR CROSS-SECTOR, SHARED POWER ENVIRONMENT**

Over the course of three meetings in March and April, the Staff Coordinator explored interest among U of M faculty to foster interest among their colleagues in the academic community to explore organizational/ governance structures appropriate for a cross-sector, shared power environments. Groundwork for this idea was laid during interviews of MetroGIS leadership conducted by Professor John Bryson over the past couple of years. It was agreed that the most practical way to proceed would be to host a workshop for several individuals active interested in this topic area from around the country to explore options. Fall 2009 was briefly considered but since a funding source could not be secured by the time they left the area for the summer, work on the idea has stalled. See Attachment A for a summary of conclusions that provide additional context for the importance of this project.

The Staff Coordinator also met with Professor Laura Kalambokidis, an economist at the University of Minnesota that Professor Bryson suggested as a resource. The meeting was requested to determine if her interests aligned with the expertise needed to quantitatively document benefits realized from a geospatial commons. We agreed to stay in touch as the project concept is refined.

**G) LEADERSHIP DEVELOPMENT PLAN**

This project is included in the scope of work for a pending Request for Proposals to secure supplement professional services for a variety of MetroGIS support needs. Preliminary approval was received the first week in June. The goal is publish the Request for Proposals by mid-summer. This project is a priority to accomplish 2009.

**H) UPDATES FOR SOCIOECONOMIC DATA SOURCES-**

*Submitted by Will Craig, Associate Director CURA*

I have been working hard to add new data sources to DataFinder. This work has been inspired and funded by the Transitways Impact Research Program I briefly describe that program in the Introduction of the attached document (See Agenda Report 7, Item F-4), but more complete information is available at

<http://www.cts.umn.edu/Research/Featured/Transitways/documents/OnePagerProgram.pdf>

I am nominating 9 new data sources and 2 new data categories to our Socioeconomic Resources guide - [http://www.datafinder.org/mg/socioeconomic\\_resources/](http://www.datafinder.org/mg/socioeconomic_resources/). They are listed on the last page of the above-referenced document. Amy West (content manager for the Socioeconomic Resources guide) is

looking at the details now.

In addition, we will be replacing the defunct DataPlace reference on the home page with 4 local comprehensive sites:

<!--[if !supportLists]--> ♦ <!--[endif]--> [Twin Cities Compass](#) presents **key indicators** in nine different areas: e.g., economy and workforce, housing, public safety, environment. Disparities are shown across central cities and suburbs, races, etc.

<!--[if !supportLists]--> ♦ <!--[endif]--> [M3D](#) is based on workplace/residence connections, but includes significant other information about economic activity and services across the region and state.

<!--[if !supportLists]--> ♦ <!--[endif]--> [MetroMSP](#) provides GIS-based access to commercially produced data about demographics, businesses, employers, and available commercial properties through user defined searches within the region.

<!--[if !supportLists]--> ♦ <!--[endif]--> [Metropolitan Council GIS Site](#) provides access to an interactive mapping tool with many layers of data available. The site also provides access to Council data and reports about the region and its municipal components.

#### **I) PRIORITY BUSINESS INFORMATION NEEDS AND USER SATISFACTION FORUMS**

1) Solutions to Shared Application Needs (See Agenda Item 5a)

2) Regional Address Points Dataset: (See Item B, above)

3) Emergency Preparedness – Joint MetroGIS and GCGI efforts (See Attachment B)

4) Regional Street Centerline Dataset (See Item A, above)



# ATTACHMENT A

## CONTEXT

### EXPLORING ENHANCEMENTS TO METROGIS'S ORGANIZATIONAL STRUCTURE

The following information provides context for the idea explored in Item F of hosting a forum to explore enhancements to MetroGIS's organizational structure that are capable of overcoming resource and governance limitations inherent in the current structure.

- The National Geospatial Advisory Committee has recognized that a new form of organizational structure will be needed to achieve the vision of the NSDI; a structure consistent with governing in a cross-sector, shared power environment. A subcommittee of the NGAC has been tasked with investigating options to address this need.
- The Staff Coordinator serves on this subcommittee given similarities with support and governance issues faced by MetroGIS (see next page for a chart that highlights talking points used to explore options for Professor John Bryson. Although reliance upon the Metropolitan Council to support MetroGIS's "foster collaboration" function has worked well for some time, the current situation is one where the opportunities for collaboration have expanded and become more complex (i.e., service oriented architectures), while support resources to act on them have diminished. These resource constraints, manifested in the inability to secure a Technical Coordinator and the general lack of resources needed to accomplish priority work objectives, have been recognized by MetroGIS leadership as a concern for over a year. A broader support base has been encouraged by the Policy Board through adoption of the strategy to seek out partnerships with non-government interests. Such additional resources are needed to ensure that collaborative opportunities are acted on in a timely fashion and in ways relevant to changing stakeholder needs.
- Addressing the need for additional support resources may also require modifications in the current organizational structure. Working through the unique organizational/governance structure that was created by MetroGIS to foster and support cross-sector collaboration has resulted in substantial gains in efficiencies and improved working relationships. Notwithstanding, these significant achievements and the accompanying public value created, the current structure has weaknesses that must be resolved to sustain and build upon the collaborative solutions that are in place.

For instance, solutions to shared needs that rely upon service oriented architectures will require inter-organizational dependencies that the current voluntarily organizational structure will not be able to effectively manage. Addressing this constraint is a national need fundamental to achieving the vision of the NSDI. Addressing this constraint will also hold promise for MetroGIS's efforts to attain greater efficiencies than currently possible.

## MetroGIS: Current Functions, Public Value Created, Desired Improvements and Contraints to Achieving Desired Improvements

Current Core Functions (2009)		Deliverables/Strategies		High-Level Public Purposes		Public Value Created (Intermediate Benefits)		Preferences / Desired Improvements (Staff Coordinator's ideas to catalyze discussion)		Limitations and Constraints (Staff Coordinator's ideas to catalyze discussion)	
<p><b>Forum for defining and endorsing collaborative "regional" solutions to shared geospatial needs (Fostering Collaboration) Build once, share many times.</b></p>	Endorsed regional applications & web services (e.g. geocoder)	Streamlined and standardized data access protocol	Be certain of ability to sustain relevance to changing geospatial needs of the stakeholder community (e.g., able to continue to create public value by achieving effective solutions to shared geospatial data and applications needs)	Inability to secure resources to add a Technical Coordinator to the MetroGIS Support Team	<p>Stakeholders able to more effectively address real world issues important to the citizens of the Minneapolis-St. Paul metropolitan area (Improved decision making)</p> <p>AND</p> <p>Enhanced stakeholder capacity to carry out their respective obligations/functions (Improved cost effectiveness for the taxpayer)</p>	<p>Streamlined and standardized data access protocol</p> <p>Rapid discovery and access to trusted data and web services produced by others (Have data needed, in form needed, when needed)</p> <p>Enhanced effectiveness for cross-jurisdictional decision making</p> <p>Interoperability of framework data (regional solutions) across the region and among the regional solutions</p> <p>Applications and services that address cross sector geospatial information needs</p> <p>Improved understanding by policy makers of value of GIS technology as an essential business tool and benefits of partnering</p>	<p>Have partnerships with non-government interests to improve cost effectiveness of solutions to shared geospatial needs</p> <p>Have organizational structure consistent with managing "service level agreements" in a cross sector environment (e.g. web service dependencies)</p> <p>Secure funding from multiple organizations for on-going "foster collaboration" costs (e.g., cross sector needs assessment, defining solutions, monitoring effectiveness)</p> <p>Demonstrate public value that could be realized if geospatial commons were the norm for framework data vs. continued use of cost recovery policies</p> <p>More fully leverage interdisciplinary, cross-sector know how</p> <p>Achieve widespread political champions (acknowledge public value created) and continued support during transitions in stakeholder leadership</p> <p>Have interoperability of regional solutions with data resources of adjoining jurisdictions</p>	<p>Limits of relying upon volunteers near, possibly reached, with current participants</p> <p>-Current governance model not sufficient for cross-sector funding. -Difficult to adjudicate complex policy differences via a voluntary, consensus decision structure</p> <p>Shared funding of on-going "foster collaboration" costs inconsistent with current budget policies</p> <p>Outreach resources are limited</p>	<p>Difficulty defining shared geospatial needs that cross sectors (e.g., actionable partnership opportunities)</p> <p>Inconsistent intellectual property rights preferences (e.g., fee for non-gov't access to parcel data)</p>		
	DateFinder/GeoServices Finder	More efficient use of resources through reduction of duplicative costs	Have partnerships with non-government interests to improve cost effectiveness of solutions to shared geospatial needs								
	Endorsed regional datasets/ web services	More efficient and effective core stakeholder operations	Have organizational structure consistent with managing "service level agreements" in a cross sector environment (e.g. web service dependencies)								
	Standards / Best Management Practices	Expanded participation by users, contributors and jurisdictions adjoining the Twin City metropolitan area	Secure funding from multiple organizations for on-going "foster collaboration" costs (e.g., cross sector needs assessment, defining solutions, monitoring effectiveness)								
<p><b>Forum for knowledge sharing</b></p>	Partnerships in place that leverage available resources	Broad base of support among elected officials and senior administrators	Achieve widespread political champions (acknowledge public value created) and continued support during transitions in stakeholder leadership								
	Enhanced understanding of options	Good coordination occurs and endures	Have interoperability of regional solutions with data resources of adjoining jurisdictions								
<p><b>Linkages with initiatives seeking similar objectives</b></p>	Improved working relationships and understanding of others' needs	Part of something bigger	MetroGIS is part of an integrated "Minnesota" / "national" organizational structure tied to NSA operations, as if a virtual enterprise								
	Leverage lessons learned elsewhere	Leverage resources beyond local area									
	Catalyze statewide policies needed to achieve local objectives										
	Influence state and national geospatial policies										

# ATTACHMENT B

## Statewide Emergency Preparedness Data Project

June 8, 2009

Below is a brief summary of our FGDC CAP Structures grant activities since my last report.

Best regards,

John Hoshal, LMIC

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### Grant Status:

Because of events like the Red River floods, Land Management Information Center (LMIC) staff and Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee (EPC) members were not able to dedicate the time necessary to complete the CAP grant in the timeframe originally agreed to. In late April, LMIC and the EPC sought and received from the FGDC a no-cost extension of the ending date of the agreement to November 30, 2009.

### Notable Meetings:

1. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee members and staff from the Department of Natural Resources, Metropolitan Mosquito Control Board and LMIC met in April to discuss a possible joint effort to create a web-based structures maintenance tool. The application(s) could potentially support elements of DNR's Firewise program, the CAP grant and possible MetroGIS initiatives. It would provide data providers/custodians a secure toolbox for verifying, enhancing and adding new structures data.

### Presentations:

Though not entirely devoted to the CAP Grant, the grant was identified during these presentations:

4/22/09 – Geospatial Information & Technology Association (GITA) conference, Tampa, Florida. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee members Steve Swazee and John Hoshal presented, *“Providing Situational Awareness to the Republican National Convention and Beyond”*.

### Other:

1. We continue to assist TechniGraphicS (TGS). TGS has worked with LMIC and other GIS contacts in Minnesota to collect structures data for HSIP Freedom. Freedom data (fire stations, hospitals/clinics, and police stations – 2007 release) will serve as foundational data for the CAP project with subsequent review by local authorities. For more information about HSIP Freedom see:  
[http://www.nsgic.org/hottopics/hsip\\_ci\\_geospatial\\_data\\_sharing\\_program\\_121806.pdf](http://www.nsgic.org/hottopics/hsip_ci_geospatial_data_sharing_program_121806.pdf)



**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** June 5, 2009  
(For the June 25<sup>th</sup> meeting)

Announcements and information provided by persons other than the Staff Coordinator are so noted.

**A) RFP TO SECURE SUPPLEMENTAL PROFESSIONAL SERVICES**

The 2009 MetroGIS “foster collaboration” budget allocates funding to acquire supplemental professional services, to support a variety of project responsibilities, through outsourcing. A draft scope of work for a proposed multiple-year contract was accepted the first week in June clearing the way for work on the required RFP document to move forward. See Agenda Item 5c for the projects planned in 2009 that require these supplemental support services to proceed. The proposed contract would replace the 5-year contract with the firm Richardson Richter Associates that expired this past December. The draft scope will be shared with MetroGIS leadership following the outcome of Agenda Item 5c, involving possible the reprioritization of work objectives.

**B) RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

**1. Newly Created Minnesota Geospatial Information Office (MGIO) Operational**

Source - GIS/LIS E-News: The Minnesota Geospatial Information Office (MGIO) came into being May 17th, 2009 – the day after the Governor signed the State Agency funding bill into law. The legislation charges MGIO with providing coordination, guidance, and leadership for the state’s geospatial information responsibilities, and with planning the implementation of Minnesota’s geospatial information technology. Over the next few months, the Land Management Information Center (LMIC) will transform into the new MGIO, with LMIC’s budget, staff, equipment and other resources already transferred to the new office.

A State Chief Geospatial Information Officer – a first for Minnesota – will lead the office and will be appointed by and report to the Commissioner of Administration. Key to the success of MGIO will be two advisory boards, one focused on state government and one on the broader statewide community, which will provide advice and recommendations for improving the operations and management of geospatial technology across government. MGIO is the culmination of a lot of work by many people over the years; its creation recognizes the growing importance of geospatial technology and information to the state, as well as the necessity of proactively managing this information.

**2. New Statewide Standards – The National Grid and CTU**

The Minnesota Governor’s Council on Geographic Information has adopted two new state geospatial standards. For more information, contact Mark Kotz at [mark.kotz@metc.state.mn.us](mailto:mark.kotz@metc.state.mn.us) or 651-602-1644.

▪ **U.S. National Grid**

The purpose of this state standard is to encourage the use of the United States National Grid (USNG) on all appropriate map products in the state and to specify how the USNG should be presented on maps when it is used.

The USNG provides an efficient way to specify location information at different levels of detail anywhere in the United States. It is based on a universally defined geographic coordinate and grid system. It is intended to improve interoperability across all national jurisdictions especially in crisis situations. It is also intended to help people use location services such as GPS in conjunction with printed maps to find and communicate location information.

See the [U.S. National Grid resources page](#) of the GCGI Emergency Preparedness Committee.

▪ **Codes for the Identification of Cities, Townships and Unorganized Territories**

The purpose of this standard is to provide a single, common coding scheme to identify all cities, townships and Census Bureau-defined unorganized territories in Minnesota. It is intended to be used primarily when data are being transferred between a state agency and some external customer.

This standard provides a set of codes that uniquely identify more than 2700 cities, townships and unorganized territories (CTUs) within the state of Minnesota. These codes originate from the U.S. Geographic Names Information System and are recognized as a formal federal standard. This standard is important to all developers of public databases containing information about cities, townships and unorganized territories in Minnesota. All Minnesota CTU codes are available for searching or download from the [Minnesota CTU Database page](#).

**3) Status of Request of GCGI Regarding Recommendations from MetroGIS**

Rick Gelbmann, Chair of the Governor's Council on Geographic Information provided an overview of the GCGI's intentions to the Policy Board on April 22<sup>nd</sup>. See Attachment A for the letter from Mr. Gelbmann that summarizes these intentions. The GCGI committee responsible for developing the recommendations called out in the attached letter are expected to provide an update at the June 24<sup>th</sup> GCGI meeting.

**4) Transitway Data Management Project**

*See Attachment B.*

**5) Dakota County – Summer GIS Office Newsletter**

The newsletter can be viewed at

<http://www.co.dakota.mn.us/Departments/GIS/Newsletter/Summer2009GIS101MapsAsIndex.htm>.

The article “*Maps, They're Not Just for Directions Anymore*” is well written. The message is important for policy makers to understand going into conversations about return on investment/benefits regarding investments in geospatial technology

**6) Protected Lands Initiative**

1000 Friends of Minnesota is teaming up with Wilder Research, MN DNR, Embrace Open Space and other organizations to discuss how a protected lands database could be created and maintained. The vision for this project is to work in a collaborative manner to develop a system for tracking and reporting the protection status of natural lands in the Twin Cities metro area. The hope would be that the core of this system would be a GIS data layer that includes “protected” parks and other natural lands, that the dataset would be regarded as high quality and that contribution and use of data would be by a wide range of agencies, non-profits and local units of government.

Currently, the team is planning a kick-off meeting of about 30-40 key stakeholder attendees to ascertain level of support, build buy-in, and obtain input. The date for this meeting is not set, but anticipated for this summer. Please speak to Sally Wakefield ([swakefield@1000fom.org](mailto:swakefield@1000fom.org)) or more information.

**6) Cycloplan project to begin this summer**

The Metropolitan Council is partnering with Focus Lens, a group associated with the University of Minnesota, to develop a web based bicycle planning application. This application will allow planners to share spatial and attribute information about bike trails in the 7 county region. The application will use a Geo-wiki which allows registered users (bikeway planners) to enter and edit spatial and attribute information about bike trails much as other wikis allow users to share and edit text and images on the web. Cycloplan builds on an existing Geo-wiki called Cyclopath – <http://cyclopath.org> – (developed by Focus Lens) which is used by bikers create, edit and annotate regional bikeway information, as well as plan and rate their personal bike routes. The combination of Cycloplan and Cyclopath will permit planners to have access to the public user data in order to better inform them of how the system is being used and which enhancements would be most valuable when developing trails.

The Cycloplan project will test the use of another kind of web application (geo-wiki) as a means to share geographic information in the region. The project will also test methods for collaboratively collecting linear data just as the address points project tests collaboratively collecting point data. Future geo-wikis could be used to gather information on other linear features such as functional class roadways.

#### **F) RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

##### **1) National Geospatial Advisory Committee (NGAC) - May 12-13 Meeting**

The complete summary for the May 2009 meeting can be viewed at <http://www.fgdc.gov/ngac/meetings/may-2009/may-2009-ngac-meeting-summary.pdf>.

Highlights of the discussion and action are as follows:

Full Committee at May Meeting: Developed key points to be covered in a National Geospatial Policy/Strategy and defined potential roles of NGAC in supporting development of National Geospatial Policy/ Strategy. (See Attachment C for the specifics.)

Prior to the August meeting (August 27-28, 2009):

All members will have an opportunity to:

- Participate in a survey to prioritize possible actions identified during discussion sessions
- Provide comments and suggestions on potential revisions to Executive Order 12906 (authorized FGDC and NSDI)

Subcommittees:

- Economic Recovery Subcommittee will provide draft conclusions to address concerns raised at the February meeting regarding the submission of four uncoordinated proposals from the Geospatial Committee
- Partnerships Subcommittee will review results of Call for References and provide draft findings and explore developing a sample scenario of theme-based procurement to examine limitations of current procurement approaches (potential themes – parcel data, transportation)
- USGS is preparing white paper on current activities and future direction of The National Map (TNM) program. The TNM Subcommittee will review draft paper, then the paper will be provided to NGAC for discussion at August NGAC meeting.

Regarding the NGAC's members. A call is anticipated shortly for applications from individuals who wish to be appointed to serve on the NGAC. The terms for half original members expire in Jan 2010. Hennepin County Commissioner Johnson (county interests) and the Staff Coordinator (regional interests) currently serve on this 28-member committee. See Attachment D for the stakeholder interests for which appointments will be sought.

##### **2) OGC Forms a Spatial Law and Policy Committee ([www.opengeospatial.org](http://www.opengeospatial.org))**

The Board of Directors of the Open Geospatial Consortium (OGC) has chartered a committee of the Board to specifically address the “spatial law and policy issues” which will influence development requirements of the Consortium's technology process. The Spatial Law and Policy Committee (SLPC) will be chaired by OGC director and Executive Committee member, Kevin Pomfret, and will be organized under board leadership as an educational forum to include both select member and community participation.

In the past, legal issues associated with spatial data and technology were primarily a concern for lawyers that worked with or for the government. Now, both public sector and private sector users and providers of geospatial data and technologies face a wide range of legal issues associated with growth in consumer and business applications for spatial technology. Such applications include Earth browsers, satellite navigation devices in cars and PDA's, location-based services associated with cell phones, business intelligence, social networking and satellite tracking of vehicles and equipment. All of these applications raise issues that involve intellectual property rights, liability, privacy, and national security. In many cases, the existing legal and policy framework is inadequate to provide governments, businesses and consumers clear guidance on these issues

3) **Where And How Is Policy And Governance Connecting To The Geospatial Community And What Are The Challenges?”** <http://vector1media.com/vectorone/?p=530>

4) **Data.gov Challenge**

The Federal CIO, Vivek Kundra, has launched [Data.gov](http://Data.gov). to open up the workings of government by making economic, healthcare, environmental, and other government information available on a single website, allowing the public (non-government interests) to access raw data and transform it in innovative ways. A one-stop shop for free access to data generated across all federal agencies., the [Data.gov](http://Data.gov) catalog will allow the American people to find, use, and repackage data held and generated by the government. This proposal is modeled after the Apps for Democracy contest started by Kundra when he was with the CTO for the District of Columbia. The Apps for Democracy program generated over 2.3 million worth of applications with a \$50,000 investment by leveraging the creativity of the organizations serving the DC area. See Agenda Item 5a for a proposal to replicate this technique herein the Twin Cities to catalyze the identification of partnered applications opportunities.

**E) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

**1. Article Submitted to Minnesota GIS/LIS Consortium for Newsletter:**

Two articles were submitted for the Spring Newsletter:

- MetroGIS Launches New Web Services Workgroups -  
<http://mngislis.org/displaycommon.cfm?an=1&subarticlenbr=451>
- Address Point Repository Synchronization Pilot Developed by Carver County -  
<http://mngislis.org/displaycommon.cfm?an=1&subarticlenbr=452>

**2. Presentations/Meetings:**

April 21, 2009: The Staff Coordinator keynoted the Iowa State GIS Conference. The theme of the conference was making collaboration work.

**3. Publications:**

*Understanding Strategic Planning and the Formulation and Implementation of Strategic Plans as a Way of Knowing: The Contributions of Actor-Network Theory.*

Case Study about MetroGIS by Professors John Bryson, Barbara C. Crosby and; John K. Bryson - University of Minnesota and University of California-Riverside, published in the International Public Management Journal, International Public Management Journal, 12:2,172 — 207.

Downloadable at <http://www.informaworld.com/smpp/title~content=t737963440>.

# ATTACHMENT A

MINNESOTA GOVERNOR'S COUNCIL ON GEOGRAPHIC INFORMATION



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

March 26, 2009

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

Dear Victoria,

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

### **Implementing a state-wide geocoder service**

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

### **Recommending a solution to the need for a storm and surface water tracing tool**

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

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

Sincerely

Rick Gelbmann, Chairperson  
Governor's Council on Geographic Information



# ATTACHMENT B

## Transitway Data Management Project

CTS Project #2009072

June 2009 Report

(Submitted by Will Craig, Associate Director, CURA)

### Introduction

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

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

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

### DataFinder and MetaData<sup>1</sup>

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

DataFinder is maintained by the GIS staff at the Metropolitan Council as part of its support for the MetroGIS data sharing collaborative. The Council has significant need for data developed by others, so this also helps meet their own business needs. Most of the data listed in DataFinder is also stored on their computers, but other regional custodians host data too.

Each dataset is documented with formal Metadata. A metadata record is a file of information, usually presented as an XML document, which captures the basic characteristics of a data or information resource. It represents the who, what, when, where, why and how of the resource.

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<sup>1</sup> Much text in this section has been extracted from relevant web pages of MetroGIS, DataFinder, the Minnesota Governor's Council on Geographic Information, and the Federal Geographic Data Committee.

Geospatial metadata are used to document geographic digital resources such as Geographic Information System (GIS) files, geospatial databases, and earth imagery. A geospatial metadata record includes core library catalog elements such as Title, Abstract, and Publication Data; geographic elements such as Geographic Extent and Projection Information; and database elements such as Attribute Label Definitions and Attribute Domain Values.

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

### **Socioeconomic Resources Guide**

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

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

#### **Data Categories**

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

### Data Sources

- County Community Services
- County Sheriff
- Home Mortgage Disclosure Act (HMDA)
- Hunger Solutions Minnesota
- Independent School Districts
- MetroGIS
- Metropolitan Council
- MN Child Care & Referral Network
- Mn Dept. of Education
- Mn DEED
- Mn Dept of Health
- Mn Dept of Human Services
- Mn Dept of Public Safety
- Land Management Information Center
- State Demographic Center
- National Center for Education Statistics
- Twin Cities Realtors
- US Bureau of Economic Analysis
- US Internal Revenue Service
- US Census Products
  - Census Transportation Planning Package
  - County Business Patterns
  - County-to-County Worker Flows
  - Current Population Survey
  - Economic Census
  - US Census of Population & Housing

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

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

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

## **MN Child Care Resource and Referral Network**

### **Comments about this data source:**

The online statewide database contains over 10,000 providers. It is updated regularly by local child care resource and referral agencies.

### **Time Series:**

Current data on line.

### **How to access data:**

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

## **What Data Does TIRP need?**

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

The 2006 report Inventory of Data and Research on the Economic and Community Impacts of the Hiawatha LRT identified 17 different categories. Those categories are listed here, but the report provides more detail. See Appendix D of

[http://www.hhh.umn.edu/centers/slp/pdf/reports\\_papers/data\\_research\\_hiawatha\\_lrt.pdf](http://www.hhh.umn.edu/centers/slp/pdf/reports_papers/data_research_hiawatha_lrt.pdf)

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

## **What Data Should Be Added to DataFinder?**

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

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

- Minnesota Commercial Association of Realtors (for commercial and industrial properties)

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

Two new data categories will be added

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

# ATTACHMENT C

## COMPONENTS OF NATIONAL GEOSPATIAL POLICY STATEMENT (Preliminary Listing Created by NGAC at its May 2009 Meeting)

*(Following the meeting, NGAC Members were asked to suggest additions and modifications to address any topics that were not captured at the meeting. The revised listing will be shared once made available by the NGAC support staff.*

### 1. What Are the Key Elements of a National Geospatial Policy?

#### Key Elements of a National Geospatial Policy document:

- Purpose
- Definitions
- Historical references
- Definition and alignment of roles and responsibilities
- High-level goals and objectives
- Governance
- Funding options
- Incentives and penalties
- High-level workforce strategy
- High-level Research and Development strategy

#### Key Characteristics of a National Geospatial Policy:

- Distributive implementation/coordination/integration
- Effective intergovernmental and public-private partnerships
- Processes for adjudication, problem solving, dispute resolution
- Policy statement of U.S. technology leadership
- Operational-level workforce strategy
- Operational-level Research and Development strategy
- Linkage to Federal Enterprise Architecture
- Addresses Security and Privacy issues
- Processes for interoperability
- Opportunity for innovation
- International leadership
- Supports emerging business technologies
- Encourages shared policies at multiple government levels.
- Promotes healthy and vibrant private sector
- Clear accountability processes
- Processes for cost sharing on data partnerships (Data Model Sharing Policies)
- Includes definition of content standards (common data model)
- Policy is created quickly
- Based upon collaboration from start with all sectors
- Organic (live and die based on need)
- Performance-based, at all levels
- Addresses defined national issues
- Sustainability
- Manageable scope
- Defined shelf life

## 1. What Are the Key Elements of a National Geospatial Policy? (cont'd)

### Implementation of a National Geospatial Policy:

- Establishment of a Federal Geospatial Information Officer (GIO) within the Executive Office of the President (*Note from Staff Coordinator – comments have been submitted by at least three members to the NGAC support team noting that the concept of a National GIO (could be a commission) was suggested at the meeting but had not made into this draft summary listing.*)
- Enforcement and implementation processes in place
- Processes and criteria for priority setting and resource allocation
- Appropriate benchmark metrics and performance measures in place
- Ongoing assessment
- Processes & procedures to ensure accountability
- Sustainable funding (cost sharing - sustained O&M)
- Funding conditioned on compliance

### Approach:

Optional approaches to a National Geospatial Policy (which approach would you recommend?):

1. Current Policy is basically sound – just enforce it and make it work better
2. Minor updates and revisions to E.O. 12906
3. Full review and rewrite of Geospatial policy framework (E.O. 12906, Circular A-16, etc.)

### Other Ideas (do not clearly fall into other categories):

- Codification through legislation
- Coordination Board with action authority vs. advisory
- Definitions: public good vs. commercial for each layer
- Natural monopoly vs. low barrier to entry
- Authoritative info vs. community generated
- Possible models – SWFWMD, Qatar
- System of 5 Pillars

## 2. What is the role of the NGAC in shaping the National Geospatial Policy and Strategy?

- Provide feedback and advice on concept and approach
- Identify issues that could be resolved with federal policy
- Recommend funding approaches and policies
- Call for a study that characterizes geospatial domain/community and sources of funding across all sectors
- Encourage collaborative leadership and governance in developing national geospatial policy
- Demonstrate the vision with elements of geospatial infrastructure that are already in place
  - Identify the needs and gaps/ the geospatial backlog, data inventory, goals & gaps
  - Provide key data and information
  - Itemize benefits that would come from improved infrastructure demonstrated within government and across the landscape
  - Define cost in terms of lost opportunities that we continue to accrue by not acting.
- Provide ideas for consideration in a national policy. May include suggestions on language.
- Be an idea incubator, translator, facilitator, and cheerleader
- Identify and communicate benefits, strengths & weaknesses
- Respond to and be supportive of the CIO

- Address relevant issues that matter to the CIO and the administration (e.g., data.gov, recovery.gov)
- Be quick and timely in response to CIO (more so than NRC)
- Help the CIO be transparent and accountable
- Identify 10 apps consistent across the nation, e.g., geocoding
- Provide advice and recommendations on the development of the concept, approach and policy of national geospatial strategy via a collaborative process
  - Identify inputs to inform process – include various stakeholders
  - Advocate for high-level industry analysis
  - Request staff provides baseline metrics re: size of industry, trend data, etc.
  - Identify stakeholders to insure inclusion in outreach effort and strategy development
- Advocate for a Geospatial Policy Forum. There are enough organizations that do this, but we advocate that it should be done.
- Advocate for a social media approach to engage the geospatial community in the development of a National Geospatial Policy
- Draft an implementation plan and process for non-federal sectors (state, local, tribal, regional) in support of the policy

**Note from NGAC Support Team** – suggestions were offered at the meeting that the NGAC should provide drafting services for a National Policy. As discussed at the meeting (and in follow-up discussions with the DFO), this would not be consistent with the role of a FACA advisory committee and/or with the expectations of the FGDC agencies.



# ATTACHMENT D

## National Geospatial Advisory Committee Current Appointments Updated – May 2009

### 2-YEAR TERMS (Ending 1-29-2010)

<u>Name</u>	<u>Organization</u>	<u>Sector represented on NGAC</u>
Michael Byrne	State of California	(State Government)
David Cowen	University of South Carolina	(Academia)
Don Dittmar	Waukesha County, Wisconsin	(County Government)
Kass Green	The Alta Vista Company	(Private Sector)
Randy Johnson	Hennepin County, Minnesota	(County Government)
Barney Krucoff	District of Columbia	(Local Government)
David Maune	Dewberry	(Private Sector)
Charles Mondello	Pictometry International	(Private Sector)
Kim Nelson	Microsoft Corporation	(Private Sector)
John Palatiello	MAPPS	(Private Sector)
Mike Ritchie	Photo Science	(Private Sector)
Gene Schiller	S.W. Florida Water Management District	(Regional Government)
Steve Wallach	National Geospatial-Intelligence Agency	(Federal Government)

### 3-YEAR TERMS (Ending 1-29-2011)

<u>Name</u>	<u>Organization</u>	<u>Sector represented on NGAC</u>
Sean Ahearn	Hunter College – City University of N.Y.	(Academia)
Bull Bennett	North Dakota Association of Tribal Colleges	(Tribal)
Allen Carroll	National Geographic Society	(Non-Profit)
Richard Clark	State of Montana	(State Government)
Jack Dangermond	ESRI	(Private Sector)
Dennis Goreham	NSGIC	(State Government)
Randall L. Johnson	Metropolitan Council, St. Paul, Minnesota	(Regional Government)
Jerry Johnston	Environmental Protection Agency	(Federal Government)
Timothy Loewenstein	Buffalo County, Nebraska	(County Government)
Anne Hale Miglarese	Booz Allen Hamilton	(Private Sector)
Zsolt Nagy	State of North Carolina	(State Government)
Matt O’Connell	GeoEye	(Private Sector)
Jay Parrish	State of Pennsylvania	(State Government)
David Schell	Open Geospatial Consortium	(Non-Profit)
Chris Tucker	Consultant	(Private Sector)

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**June 25, 2009**

**1. CALL TO ORDER**

Chairperson Wakefield called the meeting to order at 1:05 p.m. asked the two newest members - Ben Verbick (LOGIS) and Mike Fiebiger (Ramsey County) - to introduce themselves. She then asked the others in attendance to introduce themselves.

Chairperson Wakefield then read aloud a Certificate of Appreciation for retiring Member Claypool and presented the certificate (Attachment A) to him.

Members Present: *Academics:* Jeff Matson for Will Craig (U of M); *Counties:* Peter Henschel (Carver), Bill Brown (Hennepin), Jim Bunning (Scott); Charlie Teff for John Slusarczyk (Anoka), David Claypool and Mike Fiebiger (Ramsey), and David Brandt for Jane Harper (Washington); *Federal:* Ron Wencil (USGS); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* *Metropolitan:* Amanda Nyren for David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District) by phone; *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Special Expertise:* Brad Henry (URS Corp.), *State:* Bart Richardson for Tim Loesch (DNR) and Liesa Miller for Joella Givens (MN/DOT) *and Utilities:* Allan Radke (Xcel Energy).

Members Absent: *Business Geographics:* (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul) and Bob Owens for Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* Randy Knippel (Dakota); Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom; *State:* David Arbeit (GDA/LMIC); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator

Visitors: Mark Kotz (Metropolitan Council and member of the Technical Leadership Workgroup), Bob Basques (City of St. Paul), Matt McGuire (Metropolitan Council), and David Fawcett (Mn Pollution Control Agency).

**2. ACCEPT AGENDA**

Vice Chair Henschel moved and Alternate Member Brandt seconded to approve the agenda, as submitted with the exception of adding an Item 5f – Change the December 2009 meeting date. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Member Brown agreed to submit a rewording of a reference made to ongoing work by Hennepin County. Member Henry moved and Member Charboneau seconded to approve the March 25, 2009 meeting summary, subject to inclusion of the modification desired by Member Brown. Motion carried, ayes all.

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

The Staff Coordinator commented the two main topics considered at the Board's April meeting were: 1) election of new officers (Mayor Terry Schneider, City Minnetonka as Chair and Commissioner Egan, Dakota County, as Vice Chair. 2) Learn about the proposed statewide coordinating legislation that became law in May. No questions or comments were offered.

**5. ACTION AND DISCUSSION ITEMS**

a) **Regional Web Service/Application Solutions– TLW Recommendations**

Mark Kotz, Chairperson of the Technical Leadership Workgroup (TLW), provided background information on the Workgroup's process to evaluate the four project proposals that had been submitted – Best Image Service, Enhancements to the previously funded Regional Geocoder Service, Proximity Finder and a Contest to catalyze identification of shared application needs. He noted that the initial proposals totaled \$76,500 and, as such, the proposers had each been asked if they could reduce the scope of their proposals. Ultimately, three proposals, totaling \$35,000, were recommended for funding. Kotz commented that the Workgroup also concluded that the fourth proposal - Contest to catalyze identification of shared application needs - was premature to pursue in 2009 but emphasized that the group unanimously felt this proposal was the most interesting of the four submitted and had the most potential to catalyze innovation.

Kotz then summarized the key points of each proposal recommended for funding for Committee comment.

Best Image Service (\$15,250). Kotz noted that each faction represented at the November Needs Identification Workshop had identified this service as a need and commented that it would be valuable to their respective organizations. The purpose of the proposed service was clarified to be that of providing a background image layer for web-based applications, principally serving a cartographic function. All concurred that its existence would greatly simplify development of applications for which background imagery is desired. The members also recognized that mixing and matching of spatial accuracies to incorporate best available imagery for varying geographic extents was not a concern, given the primary purpose is a background data layer and not support of analytics. The question of “up time” reliability was raised. The proposers noted that they were aware of the importance of this factor but had not as yet addressed it. Kotz added that addressing “reliability and trust” expectations of web-service delivery is a charge previously identified as a key need delegated to the Technical Leadership Workgroup to address.

Enhancement of Regional Geocoder Service (\$1,000). The purpose of this proposal is to improve how the current geocoder application works with local data. Member Read, the lead proposer, explained that the reduction from the initially proposed \$7,500 to \$1,000 was, in large part, to recognize windows of opportunity that could be addressed with the other three proposals. No other questions were asked of the proposer.

Feature Services Contest. Kotz noted that the proposed contest is modeled after a successful venture by Washington DC whereby a \$50,000 (\$35,000 for awards and \$15,000 to hire a firm to administer the contest) investment resulted in the development to over \$2 million worth of applications. According to Kotz, the members of the Technical Leadership Workgroup agreed that this is the most interesting project proposal received and that it holds a good deal of promise to help MetroGIS define partnering opportunities and promote the development of web services. David Fawcett, representing the project team, noted that partnering to share the costs of the contest seemed to be the best approach and that the contest could serve as a valuable mechanism to promote the value possible of producers making their data available via web service technology.

Kotz stated the recommendation of the Technical Leadership Workgroup is that MetroGIS pursue this idea but not until 2010 to provide adequate time to ramp up to it right. The appropriateness of using the Council's funding was also questioned. In response, David Fawcett, representing the project proposers, commented that no assumption had been made that the Council's funds would be the only of source of funding.

Member Charboneau noted that he believed this idea had great promise to engage private sector involvement. The Staff Coordinator added that the concept also presented an opportunity to begin to better understand the benefits of public organizations contributing data to a geospatial commons that is of value to private sector interests to access to run in applications who in turn make the applications available to the public providing value to the community.

The members concurred that concept approval should be sought from the Policy Board at the July meeting and that, if received, this idea should be pursued as a 2010 work objective as suggested by the Technical Leadership Workgroup.

Proximity Finder (\$18,750). Kotz and Bob Basques, representing the project team, commented that this proposal is by far the most complicated, involving not only technical design, application prototyping, and operational policies and procedures but also outreach to encourage producers to “push” their data to the application and users to define their needs, the latter two being the most challenging. Basques noted that once operational, this service would likely catalyze improved interoperability, completeness and accuracy of the underlying data. Kotz remarked that this result could catalyze work to accomplish regionally endorsed solutions for water management and school district boundaries, long standing priority needs of the MetroGIS community. Member Gelbmann added that this service might also catalyze leveraging of Web 2.0 technology.

Kotz concluded his remarks by restating the recommendation of the Technical Leadership Workgroup to: 1) seek concept approval from the Policy Board for the proposed Feature Service Contest and pursue as a 2010 initiative and 2) that the Policy Board recommend funding the other three proposals as 2009 projects as follows: Proximity Finder (\$18,750), Best Image Service (\$15,250), and Enhancement of Regional Geocoder Service (\$1,000) for a total of \$35,000.

**Motion:** Member Vander Schaaf moved and Member Charboneau seconded that the Coordinating Committee:

- 1) Find that each project for which this funding is sought will address an application/ web service need that has value across sectors in accordance with the “shared application needs” objective set forth in the 2008-2011 MetroGIS Business Plan.
- 2) Recommend that the Policy Board endorse the Technical Leadership Workgroup’s recommendation to fund the projects specified herein, totaling up to \$35,000, and constituting of the 2009 Regional GIS Projects program.
- 3) Understand and discuss the idea of a web feature services contest and bring the idea to the Policy Board for discussion.

Motion carried, ayes all.

**b) 2008 Performance Measurement Report**

The Staff Coordinator summarized the key points outlined in the agenda report, noting that resources were not available until this past May to compile the data for the metrics until May. He also noted a primary driver to for producing the report was to provide additional trend-based information for the Performance Measurement Plan Update project that began late May.

Member Charboneau offered that the proposed stakeholder survey should include a question something like “Describe the impact on your organization, if “X” service were no longer available” as a means to better under current value provided. Member Verbick asked how the term “stakeholder” would be defined for purposes of a survey. The Staff Coordinator responded that these questions would be among the first to be defined once the Policy Board agrees that the proposed survey should be undertaken. It was agreed that the definition of stakeholder includes multiple facets.

**Motion:** Member Verbick moved and Alternate Member Brandt seconded to recommend that the Policy Board accept the 2008 Performance Measurement Report, dated May 26 and as presented to the Committee. Motion carried, ayes all.

**c) 2009 Program Objectives – Mid-Year Evaluation of Priorities**

The Staff Coordinator summarized the key points outlined in the agenda report. No questions were asked. The Committee accepted staff’s recommended refinements to the adopted 2009 program objectives, as summarized in Attachment E (page 36) of the agenda packet.

**d) GIS Demonstration for July Policy Board meeting**

Member Verbick noted that he would be willing to make a presentation about how GIS technology is leveraged by the cities served by LOGIS, as had been requested by Policy Board Chair Schneider.

Alternate Member Brandt moved and Member Charboneau seconded to accept Member Verbick's offer. Motion carried, ayes all.

**e) Open Business Geographics and Non-Profit Committee Seats**

Chairperson Wakefield introduced this topic. She suggested that a "sector-based" representative should be considered, as opposed to the current focus on a "non-profit" representative. Two individuals were identified as potential candidates – Paul Wickman of North Star Geographics and Eric Moyett, with the University of Minnesota. The group acknowledged that the University is a broadly diverse organization and that affiliates should not necessarily be categorized as academics. All agreed that the objective is to add to the diversity of perspectives represented on the committee and not to focus on selecting someone from a particular sector. Staff commented that MetroGIS might want to host a forum focused on non-profit interests to define shared geospatial information needs to compliment the previously agreed upon object to define partnerships with the for-profit community.

No action was taken.

**f) Change December Meeting Date**

The group agreed to change the December date from the 10<sup>th</sup> to the 17<sup>th</sup>.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Member Charboneau moved and Member Radke seconded to adjourn at 3:00 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



## ***CERTIFICATE OF APPRECIATION***

### **David Claypool** **Ramsey County**

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

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

You have distinguished yourself as a willing participant serving as the first and only Ramsey County representative to the MetroGIS Coordinating Committee from December 1995 to June 2009, holding the leadership position of Committee vice chair from 1998-2001.

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

*June 2009*

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***Terry Schneider, Chair***  
MetroGIS Policy Board

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***Sally Wakefield, Chair***  
MetroGIS Coordinating Committee

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***Randall Johnson, AICP***  
MetroGIS Staff Coordinator

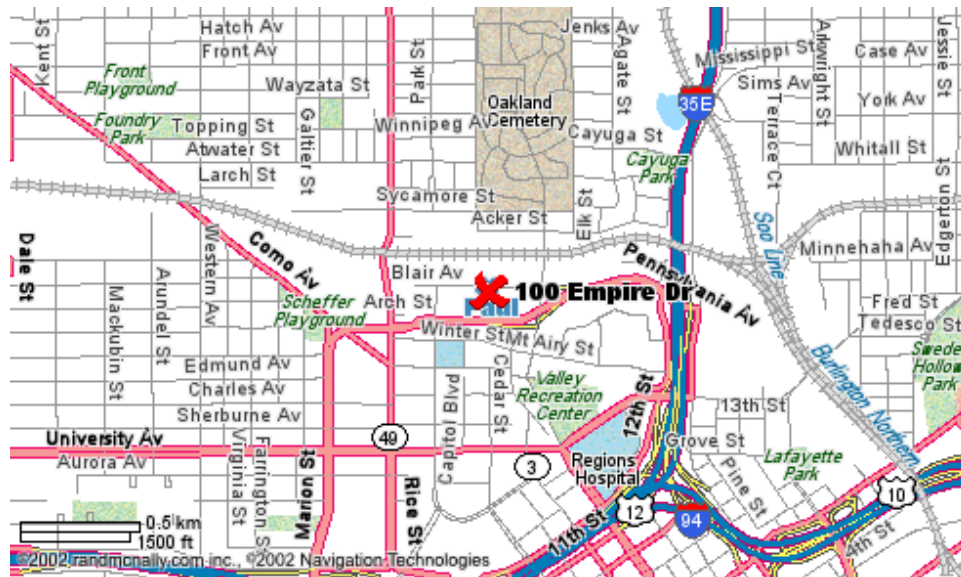
**Thursday, September 10, 2009****Minnesota Counties Insurance Trust (MCIT) Building****100 Empire Dr., St. Paul, MN***(North of Capitol Building about ½-mile and west of Jackson Street on Empire)***1:00 to 3:30 p.m. (extend if needed)*****See directory in lobby for meeting room location*****AGENDA**

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<b>1. Call to Order</b>	
<b>2. Approve Agenda</b>	<i>action</i>
<b>3. Approve Meeting Summary</b>	
a) June 25, 2009	<i>action</i>
<b>4. Summary of July Policy Board Meeting</b>	7
<b>5. Action and Discussion Items:</b>	
a) Performance Measurement Plan	<i>action</i> 9
b) Regional Address Point Dataset –	
(1) Policy Statement	<i>action</i> 13
(2) Legal Costs for Limited Access Option	<i>action</i> 27
c) Preliminary Budget/Objectives for 2010	<i>action</i> 29
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e) GIS Demonstration for October Policy Board meeting	<i>action</i> 51
f) Enhancements Made to Socioeconomic Web Resources Page	<i>information</i> 57
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a) 2009 Regional Web Service/Application Projects	
b) Next-Generation Regional Street Centerline Solution	
c) 2008 Regional GIS Projects: <i>Address Editing Tool, Landmarks Extension to Regional Geocoder Service</i>	
d) Streamlining Data Access for Emergency Responders	
e) Documenting Benefits & Organizational Structure for Cross-Sector, Shared Power Environment	
f) RFP for Supplemental Professional Services	
<b>7. Information Sharing:</b>	79
a) National Geospatial Advisory Committee: August 26-27 Meeting	
b) Status of Request of GCGI Regarding Recommendations from MetroGIS	
c) Metro and State Geospatial Initiatives Update	
d) Federal and National Geospatial Initiatives Update	
e) Presentations / Outreach / Studies	
<b>8. Next Meeting</b>	
December 17, 2009	
<b>9. Adjourn</b>	

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

## How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**June 25, 2009**

**1. CALL TO ORDER**

Chairperson Wakefield called the meeting to order at 1:05 p.m. asked the two newest members - Ben Verbick (LOGIS) and Mike Fiebiger (Ramsey County) - to introduce themselves. She then asked the others in attendance to introduce themselves.

Chairperson Wakefield then read aloud a Certificate of Appreciation for retiring Member Claypool and presented the certificate (Attachment A) to him.

Members Present: *Academics:* Jeff Matson for Will Craig (U of M); *Counties:* Peter Henschel (Carver), Bill Brown (Hennepin), Jim Bunning (Scott); Charlie Teff for John Slusarczyk (Anoka), David Claypool and Mike Fiebiger (Ramsey), and David Brandt for Jane Harper (Washington); *Federal:* Ron Wencil (USGS); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* *Metropolitan:* Amanda Nyren for David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District) by phone; *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Special Expertise:* Brad Henry (URS Corp.), *State:* Bart Richardson for Tim Loesch (DNR) and Liesa Miller for Joella Givens (MN/DOT) *and Utilities:* Allan Radke (Xcel Energy).

Members Absent: *Business Geographics:* (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul) and Bob Owens for Harold Busch (AMM: suburban cities - City of Bloomington); *Counties:* Randy Knippel (Dakota); Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom; *State:* David Arbeit (GDA/LMIC); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator

Visitors: Mark Kotz (Metropolitan Council and member of the Technical Leadership Workgroup), Bob Basques (City of St. Paul), Matt McGuire (Metropolitan Council), and David Fawcett (Mn Pollution Control Agency).

**2. ACCEPT AGENDA**

Vice Chair Henschel moved and Alternate Member Brandt seconded to approve the agenda, as submitted with the exception of adding an Item 5f – Change the December 2009 meeting date. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Member Brown agreed to submit a rewording of a reference made to ongoing work by Hennepin County. Member Henry moved and Member Charboneau seconded to approve the March 25, 2009 meeting summary, subject to inclusion of the modification desired by Member Brown. Motion carried, ayes all.

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

The Staff Coordinator commented the two main topics considered at the Board's April meeting were: 1) election of new officers (Mayor Terry Schneider, City Minnetonka as Chair and Commissioner Egan, Dakota County, as Vice Chair. 2) Learn about the proposed statewide coordinating legislation that became law in May. No questions or comments were offered.

**5. ACTION AND DISCUSSION ITEMS**

**a) Regional Web Service/Application Solutions– TLW Recommendations**

Mark Kotz, Chairperson of the Technical Leadership Workgroup (TLW), provided background information on the Workgroup's process to evaluate the four project proposals that had been submitted – Best Image Service, Enhancements to the previously funded Regional Geocoder Service, Proximity Finder and a Contest to catalyze identification of shared application needs. He noted that the initial proposals totaled \$76,500 and, as such, the proposers had each been asked if they could reduce the scope of their proposals. Ultimately, three proposals, totaling \$35,000, were recommended for funding. Kotz commented that the Workgroup also concluded that the fourth proposal - Contest to catalyze identification of shared application needs - was premature to pursue in 2009 but emphasized that the group unanimously felt this proposal was the most interesting of the four submitted and had the most potential to catalyze innovation.

Kotz then summarized the key points of each proposal recommended for funding for Committee comment.

Best Image Service (\$15,250). Kotz noted that each faction represented at the November Needs Identification Workshop had identified this service as a need and commented that it would be valuable to their respective organizations. The purpose of the proposed service was clarified to be that of providing a background image layer for web-based applications, principally serving a cartographic function. All concurred that its existence would greatly simplify development of applications for which background imagery is desired. The members also recognized that mixing and matching of spatial accuracies to incorporate best available imagery for varying geographic extents was not a concern, given the primary purpose is a background data layer and not support of analytics. The question of “up time” reliability was raised. The proposers noted that they were aware of the importance of this factor but had not as yet addressed it. Kotz added that addressing “reliability and trust” expectations of web-service delivery is a charge previously identified as a key need delegated to the Technical Leadership Workgroup to address.

Enhancement of Regional Geocoder Service (\$1,000). The purpose of this proposal is to improve how the current geocoder application works with local data. Member Read, the lead proposer, explained that the reduction from the initially proposed \$7,500 to \$1,000 was, in large part, to recognize windows of opportunity that could be addressed with the other three proposals. No other questions were asked of the proposer.

Feature Services Contest. Kotz noted that the proposed contest is modeled after a successful venture by Washington DC whereby a \$50,000 (\$35,000 for awards and \$15,000 to hire a firm to administer the contest) investment resulted in the development to over \$2 million worth of applications. According to Kotz, the members of the Technical Leadership Workgroup agreed that this is the most interesting project proposal received and that it holds a good deal of promise to help MetroGIS define partnering opportunities and promote the development of web services. David Fawcett, representing the project team, noted that partnering to share the costs of the contest seemed to be the best approach and that the contest could serve as a valuable mechanism to promote the value possible of producers making their data available via web service technology.

Kotz stated the recommendation of the Technical Leadership Workgroup is that MetroGIS pursue this idea but not until 2010 to provide adequate time to ramp up to it right. The appropriateness of using the Council's funding was also questioned. In response, David Fawcett, representing the project proposers, commented that no assumption had been made that the Council's funds would be the only of source of funding.

Member Charboneau noted that he believed this idea had great promise to engage private sector involvement. The Staff Coordinator added that the concept also presented an opportunity to begin to better understand the benefits of public organizations contributing data to a geospatial commons that is of value to private sector interests to access to run in applications who in turn make the applications available to the public providing value to the community.

The members concurred that concept approval should be sought from the Policy Board at the July meeting and that, if received, this idea should be pursued as a 2010 work objective as suggested by the Technical Leadership Workgroup.

Proximity Finder (\$18,750). Kotz and Bob Basques, representing the project team, commented that this proposal is by far the most complicated, involving not only technical design, application prototyping, and operational policies and procedures but also outreach to encourage producers to “push” their data to the application and users to define their needs, the latter two being the most challenging. Basques noted that once operational, this service would likely catalyze improved interoperability, completeness and accuracy of the underlying data. Kotz remarked that this result could catalyze work to accomplish regionally endorsed solutions for water management and school district boundaries, long standing priority needs of the MetroGIS community. Member Gelbmann added that this service might also catalyze leveraging of Web 2.0 technology.

Kotz concluded his remarks by restating the recommendation of the Technical Leadership Workgroup to: 1) seek concept approval from the Policy Board for the proposed Feature Service Contest and pursue as a 2010 initiative and 2) that the Policy Board recommend funding the other three proposals as 2009 projects as follows: Proximity Finder (\$18,750), Best Image Service (\$15,250), and Enhancement of Regional Geocoder Service (\$1,000) for a total of \$35,000.

**Motion:** Member Vander Schaaf moved and Member Charboneau seconded that the Coordinating Committee:

- 1) Find that each project for which this funding is sought will address an application/ web service need that has value across sectors in accordance with the “shared application needs” objective set forth in the 2008-2011 MetroGIS Business Plan.
- 2) Recommend that the Policy Board endorse the Technical Leadership Workgroup’s recommendation to fund the projects specified herein, totaling up to \$35,000, and constituting of the 2009 Regional GIS Projects program.
- 3) Understand and discuss the idea of a web feature services contest and bring the idea to the Policy Board for discussion.

Motion carried, ayes all.

**b) 2008 Performance Measurement Report**

The Staff Coordinator summarized the key points outlined in the agenda report, noting that resources were not available until this past May to compile the data for the metrics until May. He also noted a primary driver to for producing the report was to provide additional trend-based information for the Performance Measurement Plan Update project that began late May.

Member Charboneau offered that the proposed stakeholder survey should include a question something like “Describe the impact on your organization, if “X” service were no longer available” as a means to better under current value provided. Member Verbick asked how the term “stakeholder” would be defined for purposes of a survey. The Staff Coordinator responded that these questions would be among the first to be defined once the Policy Board agrees that the proposed survey should be undertaken. It was agreed that the definition of stakeholder includes multiple facets.

**Motion:** Member Verbick moved and Alternate Member Brandt seconded to recommend that the Policy Board accept the 2008 Performance Measurement Report, dated May 26 and as presented to the Committee. Motion carried, ayes all.

**c) 2009 Program Objectives – Mid-Year Evaluation of Priorities**

The Staff Coordinator summarized the key points outlined in the agenda report. No questions were asked. The Committee accepted staff’s recommended refinements to the adopted 2009 program objectives, as summarized in Attachment E (page 36) of the agenda packet.

**d) GIS Demonstration for July Policy Board meeting**

Member Verbick noted that he would be willing to make a presentation about how GIS technology is leveraged by the cities served by LOGIS, as had been requested by Policy Board Chair Schneider.

Alternate Member Brandt moved and Member Charboneau seconded to accept Member Verbick's offer. Motion carried, ayes all.

**e) Open Business Geographics and Non-Profit Committee Seats**

Chairperson Wakefield introduced this topic. She suggested that a "sector-based" representative should be considered, as opposed to the current focus on a "non-profit" representative. Two individuals were identified as potential candidates – Paul Wickman of North Star Geographics and Erik \_\_\_\_\_, with the University of Minnesota. The group acknowledged that the University is a broadly diverse organization and that affiliates should not necessarily be categorized as academics. All agreed that the objective is to add to the diversity of perspectives represented on the committee and not to focus on selecting someone from a particular sector. Staff commented that MetroGIS might want to host a forum focused on non-profit interests to define shared geospatial information needs to compliment the previously agreed upon object to define partnerships with the for-profit community.

No action was taken.

**f) Change December Meeting Date**

The group agreed to change the December date from the 10<sup>th</sup> to the 17<sup>th</sup>.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Member Charboneau moved and Member Radke seconded to adjourn at 3:00 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator



## ***CERTIFICATE OF APPRECIATION***

### **David Claypool** **Ramsey County**

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

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

You have distinguished yourself as a willing participant serving as the first and only Ramsey County representative to the MetroGIS Coordinating Committee from December 1995 to June 2009, holding the leadership position of Committee vice chair from 1998-2001.

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

*June 2009*

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***Terry Schneider, Chair***  
MetroGIS Policy Board

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***Sally Wakefield, Chair***  
MetroGIS Coordinating Committee

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***Randall Johnson, AICP***  
MetroGIS Staff Coordinator





**TO:** Coordinating Committee

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

**SUBJECT:** July 2009 Policy Board Meeting Highlights

**DATE:** August 21, 2009  
(For the Sept 10<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on July 22. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/09\\_0722/09\\_0722m\\_V3%20draft.pdf](http://www.metrogis.org/teams/pb/meetings/09_0722/09_0722m_V3%20draft.pdf) for information about each item and other topics considered by the Board.

**1. Regional Web Service/Application Recommendations**

Three Regional GIS projects were approved for a total of \$35,000 in funding, as recommended by the Committee. See Agenda item 6a.

**2. 2008 Annual Performance Measures Report**

The proposals were adopted as recommended by the Coordinating Committee (Attachment A).

**3. 2009 Program Objectives – Mid-Year Priority Refinements**

Approved as recommended by the Committee – postponed two objectives (# 11 and #12) to 2010. See Agenda Item 5c for more information.

**4. Access Policy Direction – Regional Address Points Dataset**

Concept approval granted, as recommended by the Committee. See Agenda item 5b(1) for additional information

**5. MetroGIS Appointment to MnGeo Statewide Coordinating Council**

Chairman Schneider endorsed to serve on the new Statewide Geospatial Advisory Council

**6. Fostering Partnerships via a Contest**

Concept approval granted to host the proposed Web Feature Services Contest. See Agenda Item 5 g for more information.







**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** MetroGIS Performance Measures Plan  
**DATE:** August 10, 2009  
(For the Sept 10<sup>th</sup> Mtg.)

### **INTRODUCTION**

The proposed next generation MetroGIS Performance Measurement Plan (separate document) is presented for the Committee's approval.

### **PAST POLICY BOARD CONSIDERATION**

As a part of its July 22<sup>nd</sup> approval of the 2008 MetroGIS Performance Measurement Report, the Policy Board concurred with the Committee's conclusion that MetroGIS needs to explore methods to better understand why trends are occurring and actual stakeholder needs to ensure that our efforts continue to provide value. Chairperson Schneider also acknowledged that a goal of the next-generation Performance Measurement Plan should be to create a means to effectively measure the extent to which we are on course to maximizing defined outcomes.

Several recommendations were offered in the agenda report presented to the Policy Board (Attachment A) to help MetroGIS leadership better understand the meaning of trends identified in the metrics and to enhance the measures themselves.

### **DISCUSSION**

In keeping with the recommendations endorsed by the Policy Board on July 22 (see above), the consultant team proposed a major deviation from the previous the focus on measures that were centered on statistics generated for DataFinder. The proposed next-generation plan focuses on value-based measures. Kathie Doty, who was the lead for developing the proposed Plan, will summarize the rationale for this transformation in addition to providing an overview of the proposed new measures at the Committee's September meeting.

### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Agree on any refinements it wishes to be made to the proposed Performance Measurement Plan, dated August 2009.
- 2) Recommend that the Policy Board approve this Plan, with any identified refinements.

## ATTACHMENT A

**Note to Reader:** *The following report was presented to the Policy Board on July 22, 2009. The Policy Board unanimously approved the proposed 2008 Performance Measurement Plan, and each of the recommendations for follow-up action identified in the report to better understand the reason that trends detected in the metrics are occurring.*

The following is an excerpt from the meeting summary:

“...noted that an initiative is under way to update MetroGIS’s Performance Measurement Plan and identify ways to better understand trends identified in the current performance measures and user satisfaction with regional solutions. Chairperson Schneider concurred that MetroGIS leadership needs to know more about stakeholder needs to ensure that our efforts continue to provide value - continue to improve upon core assets. He also commented that a goal of the Performance Measurement Plan update process is create a means to effectively measure the extent to which we are on course to maximizing outcomes...”

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## ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*

**Agenda Item 5b**



**TO:** Policy Board

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

**SUBJECT:** 2008 MetroGIS Performance Measures Report

**DATE:** June 10, 2009  
(For the July 22<sup>nd</sup> Mtg.)

### **INTRODUCTION**

The draft 2008 Annual Performance Measures Report (separate document), dated May 26, 2009, is presented for the Policy Board’s acceptance. Highlights of how MetroGIS’s efforts are continuing to create public value are cited below. The audience for this report is the Policy Board. Several recommendations are offered for improving upon the current efforts and to enhance the value of the measures themselves.

### **MAJOR PERFORMANCE MEASURE FINDINGS AND CONCLUSIONS**

Eleven performance measures are used to measure progress towards achieving four major outcomes defined in MetroGIS’s Performance Measurement Plan, adopted by the Board in 2002. With this annual report, data are available for a six-year timeframe from which to evaluate progress toward realizing the vision sought through MetroGIS’s efforts. (The five previous reports can be viewed at [http://www.metrogis.org/benefits/perf\\_measure/index.shtml](http://www.metrogis.org/benefits/perf_measure/index.shtml).)

The 2008 measurement data demonstrate MetroGIS’s efforts are providing value to the community in a variety of ways, including:

- MetroGIS **DataFinder** continues to be a useful tool to minimize stakeholders’ time and effort to discover and access geospatial data produced by others, with a **30 percent increase in usage** over 2007. DataFinder experienced 17,584 visits in 2008.
- Searchable metadata records and datasets available on DataFinder also experienced modest increases, though there is significant opportunity for greater participation by data producers.
- MetroGIS’s principal objective – foster **regional solutions** to shared geographic information needs - continues to be valued by stakeholders. The eight regional dataset realized thus far through MetroGIS’s efforts continue to comprise nearly **30 percent** of the datasets downloaded via DataFinder. This is impressive given that 180 datasets are accessible via DataFinder.

- The web-based **Socioeconomic Web Resources application** is definitely valued by stakeholders given a **213 percent increase** over the usage experienced in 2007. In 2008, there were 9,124 visits to the application. MetroGIS created this tool to assist stakeholder rapidly locate and access a wide range socioeconomic data about the Twin Cities Metro Area.
- The number of **licenses** issued to access the regional parcel and street centerline datasets **continues to increase**; another gauge that MetroGIS's efforts to achieve these datasets and streamline licensing procedures are valued. **Notwithstanding**, the number of **downloads** of these datasets **decreased** in 2008.
- Stakeholder preference for access to data in the form of **web-services** (as opposed to downloading conventional datasets) is rapidly increasing, with an **increase over 130 percent** over the usage accounted for in 2007.

### IMPLICATIONS

The conclusions cited above give us some idea about what is happening, but not why. Without understanding the why, we can not effectively take action to build upon the positive trends or remedy situations that are have potential of working against achieving desired outcomes. For instance:

- a) **Conduct Survey – Users of DataFinder**: The decrease in downloading of datafiles is likely attributable to these data also being available in the form of web services. To be sure, a survey of the users of DataFinder is recommended to:
  - (1) Investigate their preferences concerning accessing data conventionally versus via web services.
  - (2) Better understand how to interpret the meaning of the metric data obtained for web services relative explaining the decrease experienced in conventional data downloads.
  - (3) Assist MetroGIS leadership better understand how to interpret web service activity in ways that are important to measuring performance toward desired program outcomes.
- b) **Conduct Survey – Stakeholder Satisfaction with Current Regional Solutions**: An evaluation/survey of user preferences is suggested to help better understand user needs that require a community approach and ensure that these regional solutions are enhanced on an ongoing basis to meet changing user needs. This survey should include regional applications and as well as regional data solutions. *(Note, the suggest survey is included in the suggested revised work objectives presented in Agenda Item 5c.)*
- c) **Increase Outreach Activity**: An increased emphasis on outreach efforts should be pursued to encourage data producers, who are not currently taking full advantage of the existence of DataFinder, to consider using it (or increase their use). This recommendation compliments the preference of incoming Policy Board leadership to in general increase the amount of outreach activity (see Agenda Item 5c). In so doing, availability of existing data holdings accessible via DataFinder and related standards and best practices could more broadly understood, hopefully resulting in increased leveraging of existing resources.
- d) **Define Public Value**: To fully realize the vision of widely accessible geospatial data, policy makers must be convinced that if their organizations participate in a geospatial commons that the “public value” (tangible and intangible benefits) that could be anticipated would be equal of greater than that realized under via current policy. A project is underway (see Agenda Item 6b) to update MetroGIS's Performance Measurement Plan to align the metrics with outcomes defined in the 2008-2011 Business Plan. The project support team has been encouraged to recommend metrics that can help MetroGIS more clearly define this statement of public value and measure progress towards attaining it. MetroGIS should also **continue to seek out resources and opportunities** beyond the metro area which have promise **to gain a better understanding of** this sought after **statement of public value** (e.g., academic community, MnGeo initiatives - former Mn Governor's Council on Geographic Information [agenda Item 7a], and work of the National Geospatial Advisory Committee, which Hennepin County Commission Johnson and the Staff Coordinator are members.

### RECOMMENDATION

That the Policy Board accept the:

- 1) MetroGIS 2008 Performance Measurement Report, dated May 26, 2009.
- 2) Suggested actions to underway the reason that trends detected in the metrics are occurring.





**TO:** Coordinating Committee  
**FROM:** Address Workgroup  
Chairperson: Mark Kotz, Metropolitan Council  
Staff Contact: Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)  
**SUBJECT:** Regional Address Point Dataset –Regional Policy Statement  
**DATE:** August 20 2009  
(For Sept 10<sup>th</sup> Meeting)

### REQUEST

That the Coordinating Committee identify any issues or concerns it has with draft policy summary offered by the Address Workgroup to govern the creation and management of the proposed Regional Address Points Dataset.

### POLICY BOARD DIRECTION

On July 22<sup>nd</sup>, the Policy Board provided direction regarding desired data access policy for the Regional Address Points Dataset in response to questions posed by the Coordinating Committee at its June meeting. (The specifics of direction received from the Policy Board are explained in the Reference Section and have been incorporated into the draft Regional Policy Statement presented in Attachment A). The Board also directed the Committee to continue to refine this policy.

### DRAFT POLICY STATEMENT (SEE ATTACHMENT A, PAGE 18– COMMENT REQUESTED)

A regional policy statement has been adopted by the MetroGIS Policy Board for each of the eight current “endorsed regional datasets” ([http://www.metrogis.org/data/policy\\_board.shtml](http://www.metrogis.org/data/policy_board.shtml)). A draft policy summary has been created for the Regional Address Points Dataset by staff and the Address Workgroup. (Attachment A.) An attempt has been made to capture all direction from the Coordinating Committee and Policy Board. Comment is requested on the draft policy summary. In particular, the Address Workgroup is requesting further direction or action on the following topics:

**1) “First Responders” Are Proposed as Qualified Users:** The Policy Board’s preference is that the Regional Address Points Dataset be made freely available. However, to maintain flexibility and increase participation, the Policy Board has endorsed also offering a limited access option (see “foundation element 1” on page 4.) Under this option, “first responders” would be included as authorized users. **Does the Committee have any concerns** with this preference that should be brought to the Policy Board’s attention before the policy statement is finalized?

### **2) Liability Disclaimers and Authority to Restrict Access:**

a) Disclaimer Agreed to by Data Users: The liability disclaimer language and implementation method should be recommended by a workgroup that includes representatives from city and county address authorities, county and regional aggregators, and prospective users.

The Committee is requested to:

- Create a new workgroup tasked with proposing specific language that will be broadly accepted.
- Identify existing liability disclaimer language that would be acceptable to all or most participants that can serve as examples for the workgroup to draw upon.
- Identify candidate workgroup members who are affiliated with each of the key stakeholder interests and who have the requisite expertise.

b) Method to Limit Access to Qualified Users: Once it is determined that one or more address authorities will choose to use the limited access option, a mechanism will need to be created that provides intermediate and regional custodians legal authority to withhold access to that data by unauthorized users. The mechanism (agreed upon terms and conditions) should be recommended by a workgroup

including representatives of address authorities that intend to use the restricted access option, as well as county and regional aggregators. At this time no action is requested.

#### **PROJECT PLAN – ACTUAL DATASET DEVELOPMENT**

Outreach efforts, to secure contributions of address point data and assembly of contributed data into a regional dataset, may begin once the MetroGIS Policy Board has endorsed a policy framework and agreement has been reached on the language and implementation method for a data user disclaimer of liability. A regional custodian would not have to be designated to launch the development. Metropolitan Council staff would be willing to serve as an interim custodian until a willing organization, with the requisite capacities, assumes this role, with the understanding that the interim support would be on a time permits basis to prototype processes.

To simplify this Phase I development work, only data which is authorize it to be freely accessible will be accepted. The resulting data would be aggregated and posted on DataFinder, with an accompanying metadata record, by MetroGIS support. Work on Phase II, would involve data for which the Limited Access Distribution policy would apply. This work would not proceed until a means to withhold access to unauthorized users has been agreed upon as discussed in the preceding section.

#### **RECOMMENDATION**

That the Committee:

1. Offer suggested additions or modifications to the draft policy summary for the Regional Address Points Dataset (Attachment A); in particular, offering any concerns with the proposed inclusion of first responders as qualified users
2. Convene a workgroups to propose language and methods for the liability disclaimer
3. Direct the Address Workgroup to propose a Project Plan to launch development of the actual dataset and report its progress at the December Coordinating Committee meeting.

## REFERENCE SECTION

### **BROAD POLICY CONTEXT**

With adoption of the 2008-2011 MetroGIS Business Plan the following policy foundation was established upon which to ground MetroGIS efforts:

*MetroGIS Mission Statement:* “...to expand stakeholders' capacity to address shared geographic information technology needs and maximize investments in existing resources through widespread collaboration of organizations that serve the Twin Cities metropolitan area”.

### **Relevant Guiding Principles (MetroGIS as an organization):**

- Pursue collaborative, efficient solutions of greatest importance to the region when choosing among options.
- Pursue comprehensive and sustainable solutions that coordinate and leverage resources: i.e., build once, make available for use by many:
  - Leverage the Internet and related technology capabilities.
  - Value knowledge sharing as highly as data sharing.
  - Seek cross-sector (public, non-profit, academic, utility and for-profit) solutions, including data enhancements from many sources to serve shared geographic information needs when in the public interest.
  - Pursue interoperability with jurisdictions which adjoin the Twin Cities metropolitan area, seeking consistency with standards endorsed by state and national authorities

### **VISION – REGIONAL ADDRESS POINTS DATASET**

April 2005: The Policy Board adopted a vision for this regional dataset that calls for more than 100 local address authorities to collectively and systematically carry out the role of primary producer – creating and updating the source address point data. The complete vision statement can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/05\\_0427\\_pbreport.pdf](http://www.metrogis.org/data/info_needs/street_addresses/05_0427_pbreport.pdf). An excerpt is provided in Attachment C.

### **STATUS OF PREREQUISITE PROJECTS**

- June 2007: a Needs Assessment was completed, which demonstrated that Address Authorities are interested in contributing data to the proposed regional dataset. The final report can be viewed at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/web\\_editing\\_%20app\\_viability\\_assessment\\_final.pdf](http://www.metrogis.org/data/info_needs/street_addresses/web_editing_%20app_viability_assessment_final.pdf).
- December 2008: a Data Synchronization Mechanism was successfully developed via a project managed by Carver County and funded by MetroGIS.
- Current: Execution of a contract is pending to retain the firm of Applied Geographics to create a prototype web-based address points editing tool. This project is expected to be complete or well enough along by this coming fall to begin work on developing the actual regional dataset, assuming data access policy expectations are agreed upon. Once the prototype is developed, outreach efforts are anticipated to begin to secure use of the application by local address authorities.

### **DIRECTION RECEIVED FROM THE POLICY BOARD – ACCESS AND DISTRIBUTION POLICY**

On July 22, 2009, the MetroGIS Policy Board granted concept approval to several foundation elements (see Reference Section) for this address points dataset policy and directed the Coordinating Committee to develop a detailed policy statement and an outreach plan to advocate for widespread acceptance among leadership of “official address authorities” (Agenda Item 5a at [http://www.metrogis.org/teams/pb/meetings/09\\_0722/09\\_0722m\\_V3%20draft.pdf](http://www.metrogis.org/teams/pb/meetings/09_0722/09_0722m_V3%20draft.pdf)).

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

***Foundation Element 1: Offer the options of either open or limited access to encourage broad participation by data producers:***

Assume that cities will generally want to make their data freely available to anyone requesting<sup>1</sup> it, but for those instances where the data producer would prefer to restrict access offer a limited access<sup>2</sup> option as well, provided support overhead is not excessive.

If the restricted access option is desired by a data producer, then the following rules would apply (the users would access the data via the same mechanism which could distinguish between the access types):

- Provide full access to government and all other organizations that serve as first responders (e.g., ambulance providers) via a password protected mechanism.
- Provide “view-only” access for all other interests to ensure transparency and understanding of the resource’s existence

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

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

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

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

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

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

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

#### **STATUS ON DIRECTION RECEIVED FROM COORDINATING COMMITTEE**

1) At its March 2009 meeting (complete excerpt presented in Attachment B), the Committee provided feedback on a data access policy concept suggested by the Address Workgroup and authorized the concept to be shared with the Policy Board for further direction (occurred July 22, 2009), subject to compliance with the following conditions:

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

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

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

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<sup>1</sup> Open access distribution. Address authorities contribute data that is freely available to anyone who agrees online to a liability disclaimer.

<sup>2</sup> Limited access distribution (like parcel data). MetroGIS creates a terms and conditions document patterned after the parcel data agreement that allows MetroGIS to distribute the data only to licensed government and academic entities. MetroGIS would not expect all address authorities to participate. Data contributed under the terms and conditions would be available via a password protected FTP site and possibly a secure web service.



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

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

Status: Accomplished in the July 22, 2009 presentation to the Policy Board- Item 5d at [http://www.metrogis.org/teams/pb/meetings/09\\_0722/09\\_0722m\\_V3%20draft.pdf](http://www.metrogis.org/teams/pb/meetings/09_0722/09_0722m_V3%20draft.pdf) )

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

Status: Ben Verbick, LOGIS, and Joel Koeppe, City of Roseville, participated in the presentation to the Policy Board

## REGIONAL ADDRESS POINTS DATASET BUSINESS INFORMATION NEED POLICY SUMMARY

### Preamble:

*Official Address Authorities (primary custodians) are responsible for providing only the address points data and attributes that they maintain for their own internal business purposes and which can be retrieved and provided to the regional custodian without an excessive level of effort. A guiding principle of MetroGIS is that no organization will be asked to perform a task for the MetroGIS community for which it does not have an internal business need. Within these bounds, it is expected that each primary custodian will work toward providing the most complete dataset practical. Intermediate aggregators and regional custodians must not alter data submitted by the primary custodians to the regional dataset. Gaps may continue to exist between defined data needs and available data. MetroGIS will work to identify solutions that bridge these gaps for the broad MetroGIS community.*

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

## *Address Points – Regional Data Specifications*

### REGIONAL ADDRESS POINTS DATASET - OVERVIEW

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

These data are to include the officially assigned address for each residential and non-residential occupiable unit in the region and any other addresses assigned to infrastructure or other geographic features by the Official Address Authority<sup>3</sup> for a given area. Ideally, this dataset will be updated by local address authorities as soon as a new address is created or modified (e.g. building permit is issued).

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

### DESIRED DATA CONTENT

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

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

<sup>3</sup> Official Address Authority means the government organization authorized to create or assign addresses for a particular jurisdiction.

# Address Points – Roles and Responsibilities

## A. Primary Custodian

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

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

### Responsibilities

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

## B. Intermediate Aggregator

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

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

## C. Regional Custodian

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

### Responsibilities

1. Host an online address points maintenance application that can be used by addressing authorities.<sup>4</sup>
2. Accepting data from primary custodians (official address authorities) and intermediate aggregators on a daily basis.<sup>5</sup> **Note:** *As a matter of MetroGIS policy, the regional custodian shall not change the address points data received from the address authorities. The primary custodians, shall be the only entities authorized to modify address point data as it pertains to the regional dataset.*
3. Host an automated process to compile daily changes to the local address point data into the regional dataset, including, but not limited to, the following procedures:
  - a) Testing the dataset to see that it meets regional dataset specifications (schema structure and valid code testing).
  - b) Inform the primary custodian where a primary dataset differs from a MetroGIS-endorsed standard.

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<sup>4</sup>Some counties may also host such an application for their local address authorities. This may involve some user support such as setting up accounts and helping users to get started. This also will likely include some administrative work related to adjustments when annexations occur and affected point records change jurisdiction to a different address authority. MetroGIS is in the process of contracting for the development of a prototype application.

<sup>5</sup>Several counties expect to aggregate the address points dataset for all cities within their border. The desire is for the regional custodian to be able to accept changes from any authorized source in an automated way on a daily basis. (MetroGIS has partnered with Carver County to create an automated data synchronization process.)

- c) Compile and publish metadata for the regional dataset, including contact information for each primary custodian.
- d) Periodically test to verify that unique identifiers for address points are in fact unique metro wide.
4. Provide for data archive, backup, retrieval, and disaster recovery.
5. Provide for distribution of the dataset to authorized users. Exact distribution methods are yet to be determined. It is thought that both FTP and a web mapping services (WMS/WFS) will be needed.
6. Support distribution of one annual version of the address points dataset for each year, as determined by MetroGIS, as an annual archive along with appropriate metadata.
7. Support a distribution process which distinguishes between the two access types (see below) and which allows all users to access the data via the same mechanism.
8. In collaboration with MetroGIS, foster coordination among address authorities concerning contributing address data they produce to the regional dataset.
9. Participate in a MetroGIS Data Users Forums on a schedule decided by the Coordinating Committee to obtain feedback from the MetroGIS community as to desired enhancements to the dataset and any associated data access, content, documentation and/or distribution policy(ies).

**Comment [RLJ1]:** Policy Board directive

#### D. Governance

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

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

## *Address Points – Access / Distribution Policies*

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

1. Open access distribution: Data is freely available to anyone who agrees to the terms of an online liability disclaimer.
2. Limited access distribution: Data are made available only to: 1) organizations that qualify to receive parcel and street centerline data without fee (government and academic organizations) and 2) organizations that serve as official first responders (e.g., ambulance providers). Such organizations must first agree to the terms of a liability disclaimer. These authorized users may utilize these data in public facing, Internet-based applications they host, provided the user of the application cannot download the source data in a format other than an image (view-only access).

**Comment [RLJ2]:** Policy Board preference

**Comment [RLJ3]:** Consistent with parcel and street centerline access policy

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

## **EXHIBIT 1**

### **ADDRESS POINTS DATABASE SPECIFICATIONS**

*(Address Workgroup: Please attach the latest draft here of the database specifications (currently found at [http://www.metrogis.org/data/info\\_needs/street\\_addresses/MetroGIS%20Address%20Points%20DB%20Specs%20-%20draft.pdf](http://www.metrogis.org/data/info_needs/street_addresses/MetroGIS%20Address%20Points%20DB%20Specs%20-%20draft.pdf)) prior to seeking official approval from the Policy Board, with the understanding that MetroGIS's address point database specifications are preliminary until the national address standard is adopted.)*

## **EXHIBIT 2**

### **Operational/Procedural Clarifications**

*Note to Reader: On October 22, 2002, the Policy Board modified the regional policy statement for parcel data to include this Exhibit and authorized the Coordinating Committee, from that point on, to modify it and any like Exhibits for other regional policy statements when all relevant and affected parties are in agreement.*

#### ***Business Rules for Address Points Dataset***

# ATTACHMENT B

## EXCERPT

### MARCH 2009 COORDINATING COMMITTEE MEETING SUMMARY

#### 5b) Regional Address Point Dataset – Access Policy Preferences

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

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

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

(Kotz's presentation slides can be viewed at

[http://www.metrogis.org/teams/cc/meetings/09\\_0326/5b\\_Distribution%20Policy%20Recommendation.ppt](http://www.metrogis.org/teams/cc/meetings/09_0326/5b_Distribution%20Policy%20Recommendation.ppt).)

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

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

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

Slusarczyk asked how compliance with standards, specifically **data completeness and currency**, would be policed. Kotz commented that the reason for seeking active participation by address authorities to

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

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

**The members concurred that before the workgroup's recommendation is shared with the Policy Board for comment, the following actions should be accomplished (*Status – Reference Section*):**

1. Explore existing statute. What rules currently exist that pertain to access to address point data and does any entity(ies) currently have a salutatory mandate to collect address point data. Present the topics to the Board as issues and opportunities, not as recommendations at this juncture
2. Present the topics to the Board as issues and opportunities, not as recommendations at this juncture.
3. Explain how the proposed web application will work with existing address creation operations. Share an expectation for how will the initial dataset will be populated
4. Arrange for local address authorities to participate in the presentation and state why they believe the proposed regional solution will be value to them



## ATTACHMENT C

### VISION COMPONENTS – REGIONAL ADDRESS POINTS DATASET (Adopted April 2005)

The Policy Board adopted a vision for proposed Regional Address Points Dataset. This vision included the following concepts and decision rules to guide next steps to define technical and organizational components necessary to achieve the vision (*not intended to be listed in any order of priority. The numbering is provided only to facilitate comment*):

1. The concept of a “single official” authority for address data for any given jurisdiction is desirable to all government entities. Its existence would reduce the creation of inaccurate or inconsistent addresses. It would also streamline the process of mitigating anomalies, as they arise.
2. Local procedures and rules pertaining to naming of streets and assignment of address numbers must be recognized as they exist and are not within the scope of the proposed regional solution. The regional solution would begin with the data created by those many and varied processes. (*Note: This acknowledgement does not apply to the format in which the data are maintained (database) but to the decisions about actual naming of names and assigning of address numbers via established local processes.*)
3. The preliminary conceptual regional database design would include (but is not limited to) the following entities for each occupiable unit within the seven county area:
  - ✓ The unit address components
  - ✓ The point geography
  - ✓ Some mechanism to relate the point to parcel data
  - ✓ Some categorization of the point type to indicate how it relates to the parcel (e.g. single structure on one parcel, one of many buildings on a parcel, an apartment unit or office suite, etc.)
4. “Occupiable unit” has been preliminarily defined by the Workgroup as any residential or non-residential occupiable space for which a government entity issues a permit to create. Office spaces that have movable walls and which do not require a permit to reconfigure will not be included in this recommendation. Such matters can be considered in the future if practical. As the project design evolves, this working definition is expected to become more specific.
5. The proposed vision for the initial regional solution assumes multiple avenues for creating, maintaining and storing address point data, and providing it to a regional dataset. For example, some individual cities would maintain the data locally in their custom database and provide updates to the regional dataset periodically. Other larger government units (PSAPs, or Counties) might also maintain data for multiple cities and townships and provide periodic updates to the regional dataset.
6. A standardized address data transfer format will be needed to implement this solution. Such a standard may have implications for local address database formats. A pilot study(ies) is recommended to frame any compatibility issues and identify viable solutions. Related work currently in progress by the Ramsey County GIS User Group should be supported and closely tracked.
7. Once desired custodial roles and responsibilities are defined, organizational candidates with matching internal business needs and abilities will be contacted to determine their interest in participating in the management of the proposed occupiable units point dataset. An agreement-in-principle on broad custodial responsibilities must be reached by key entities before a final recommendation can be considered by the Policy Board.
8. The vision includes the potential for an Internet-based application that would allow cities, which do not have their own GIS capability, to maintain such a dataset (geographic features and related address data) via this application. The data itself could reside with one or more aggregators of data. (The workgroup believes the technology, such as Web Feature Services, is stable enough to consider this as a serious option.)
9. The final proposal must include a process, acceptable to affected parties, to make sure that the address ranges of the Master Street Addressing Guide (MSAG) database remain consistent with the individual addresses of the proposed address point dataset.
10. It is desirable to be able to relate the subject point address data to street centerline data.
11. Privacy and access issues must be appropriately resolved.
12. The final proposal needs to recommend accuracy guidelines and procedures as regional best practices. A variety of positional accuracies may be acceptable if they are clearly documented.
13. The proposed solution needs to have an outreach component to inform all affected and relevant interests about the benefits of the solution and grow participation. This effort should also describe how to report anomalies as they are identified.





**TO:** Coordinating Committee  
**FROM:** Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)  
**SUBJECT:** Regional Address Point Dataset Policy Foundation – *Who Pays to Develop Legal Mechanism to Implement the “Limited Access Distribution” Option*  
**DATE:** August 18 2009  
(For Sept 10<sup>th</sup> Meeting)

### Supplement To Agenda Item 5b(1):

*This report supplements the report for Agenda Item 5b(1) and assumes that the Coordinating Committee recommended that both “open access distribution” and “limited access distribution” options should be offered to primary data producers for the pending Regional Address Points Dataset.*

### REQUEST

That the Coordinating Committee offer a recommendation as to who should pay for legal expenses involved in drafting a mechanism to implement the authorize “limited access distribution” option.

### DISCUSSION

In the Agenda Item 5b(1) report, processes are suggested for developing the policies and legal requirements related to implementing both access options. For instance, a liability disclaimer will need to be executed by all users. Policies that apply to all users are definitely appropriate to be paid for with MetroGIS resources. However, unlike the liability disclaimer, the language to implement the limited access option will only be required for a subset of the data to be included in the regional dataset. Therefore, **the question for MetroGIS** is should the cost to develop the terms and conditions to implement this limited access option be borne by the Official Address Authorities that prefer this option, or, would such a policy be counterproductive to promoting participation?

The Workgroup did not believe it appropriate to pass judgment on who should pay for the development of the requisite legal agreement(s). As such, the Staff Coordinator elected to bring matter before the Committee for consideration. The policy decided upon should be added to the end of the following statement that is presented in Item 2 of the “ADDRESS POINTS – ACCESS / DISTRIBUTION POLICIES” section of the regional policy statement (see Attachment A to Agenda Report 5b(1) for the complete policy statement):

“Any data contributed by an address authority to the regional dataset under this option shall be made available to qualifying organizations free of charge, but under terms and conditions that prohibit the redistribution of the data in a form other than an image format. The terms and conditions must also authorize those organizations which serve as aggregators or regional custodians to withhold the data from non-qualifying organizations. *The cost of developing the actual language of the terms and conditions shall be borne by “those Official Address Authorities that select Option 2 – limited access distribution” / “MetroGIS”?*”

Other than deciding who should pay, no action should be taken to develop the actual language until it is known for sure that one or more address authorities will choose to use the limited access option. If this is the case, the mechanism (agreed upon terms and conditions) should be recommended by a workgroup including representatives of address authorities that intend to use the restricted access option, as well as county and regional aggregators. At this time no action is requested

### RECOMMENDATION

That the Committee offer a recommendation to the Policy Board as to whether or not limited MetroGIS resources should be utilized to develop the legal mechanism(s) to implement the “limited access distribution” option.





**TO:** Coordinating Committee

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

**SUBJECT:** 2010 Preliminary Major Program Objectives and Budget

**DATE:** August 21, 2009  
(For the Sept 13 Meeting)

## INTRODUCTION

The Committee is asked to comment on a preliminary listing of major program objectives that it believes MetroGIS should strive to accomplish in 2010 and a preliminary “foster collaboration” budget.

The Committee’s recommendations will be forwarded to the Policy Board for its consideration on October 14. If the Policy Board requests any modifications, the Committee would consider them and offer a revised recommendation at its December meeting.

## TIE WORK PLAN WITH MISSION

When mid-year refinements to the 2009 work plan (Attachment A) were proposed at the July Policy Board meeting, Policy Board member Egan encouraged use of a method, such as the Balance Score Card methodology, to illustrate relationships between work objectives, organizational mission and objectives, and performance. This exercise is difficult to accomplish until a current Performance Measurement Plan is in place, which is expected to occur in October. Staff will then attempt to incorporate a Balanced Score Card-type methodology into the final work plan and budget proposal to be developed later this fall.

## MAJOR ASSUMPTIONS FOR 2010 WORK PROGRAM

1. MetroGIS’s 2010 “Foster Collaboration” function budget request will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.
3. The agreement with NCompass (The Lawrence Group) authorizing access, without fee, to government and academic interests to their Street Centerline Dataset will be renewed before January 1, 2010.
5. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
6. Representatives from key stakeholder organization will continue to actively participate in MetroGIS’s efforts to define and implement sustainable solutions to shared geospatial needs.

## OVERVIEW OF SUGGESTED 2010 PROGRAM OBJECTIVES

The proposed program objectives for 2010 (Attachment B) offer an ambitious slate of activities: twelve “very high” and five “high” priorities. Eight additional “stretch” activities are also listed for Committee’s information; a practice that the Committee requested last year.

The suggested priority work objectives for 2010 contain several 2009 activities which were not completed, in large part, because supplemental support resources were not secured as had been anticipated when they were defined. Several changes in previously assigned priorities are also suggested at this time to accommodate:

- Needs identified over the past year (e.g., host Web Feature Services contest and develop actual implementation metrics for new performance measures)
- Preferences of the Policy Board (e.g., ensure stakeholder needs are clearly understood and expand of outreach efforts to ensure that both key and non-traditional stakeholders are aware of MetroGIS’s efforts.)
- Accomplishments over the past year.

- Priority activities identified in the 2008-2011 Business Plan not as yet included in a work plan.

As was the case for 2009 work program, rather than trim back suggested 2010 program expectations, staff believes it important to present the Policy Board with an optimistic picture of the mix of outcomes likely if proposed supplemental support resources can be secured.

Key outcomes sought via the 2010 work plan, include:

- Continue to make progress, not only to define shared application needs, but also to implement solutions,
- Continue to pursue the addition of a Technical Coordinator to MetroGIS's support team
- Continue efforts to enhance established regional solutions by clearly understanding user needs
- Make progress on implementing a Regional Address Points Dataset
- Continue to seek solutions to shared application needs, in particular by hosting a contest modeled after the Apps for Democracy contest sponsored by Washington D.C.
- Expand outreach efforts, particularly among non-traditional users of GIS technology
- Reinstate an effective performance measurement program

#### **SUPPORT AND BUDGET IMPLICATIONS**

**Context:** As was the case in 2009, completion of several of the proposed 2010 objectives will not be possible unless supplemental professional services and dedicated technical coordination resources are secured. Those activities, which require support beyond current capacities, are identified in Attachments B. They are preceded by "\*\*\*". Those activities, for which supplemental professional services, are needed are identified in the comment section.

The Technical Leadership Workgroup (see Reference Section) has preformed an extremely valuable service over the past year but cannot be expected to function any where near the level expected of dedicated support. The members of this workgroup deserve a big thank you as does the Metropolitan Council's GIS Unit for permitting Mark Kotz to serve as chair of this important workgroup.

**Allocate Funds Differently Than In Past:** Given that available resources are not sufficient to address currently known priorities in a timely manner, a major departure from the 2009 budget is suggested.

**First – suspend project solicitation.** Instead of budgeting funds for prospective Regional GIS Projects, as has been the case for the past few years, these funds are proposed to be used for three projects defined as very high priorities in the proposed work program (Items A 1 & 3 and Item B1).

**Second –outsource technical coordinator.** If supplemental resources beyond those defined in the MetroGIS's foster collaboration budget can be identified, the preliminary budget proposed herein should be reevaluated to determine how much of MetroGIS's "foster collaboration" funding should be allocated to this propose.

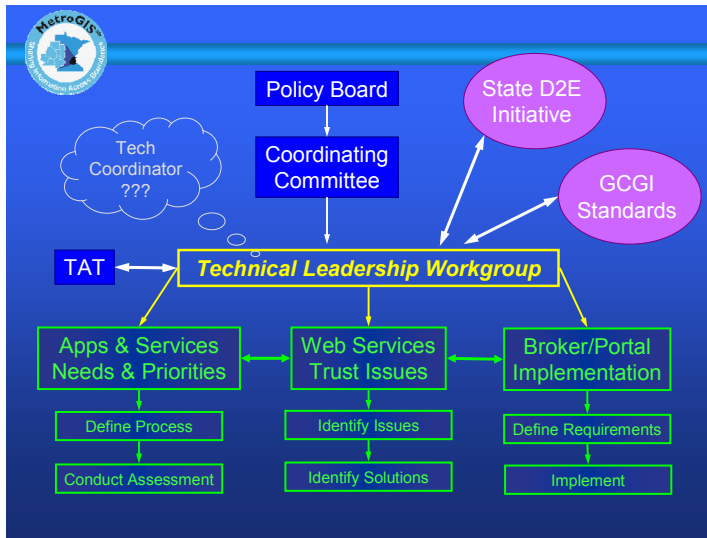
**Evaluate Information Need Priorities.** Direction is requested from the Committee as to the desirability of setting as the # 8 priority - "Conduct second-generation identification of shared information needs". To do so, "Pursue implementation of a more fully developed geographic data, applications and service broker" is proposed as the #11 priority and "Explore methods for Enhancing Trust in reliability of shared services" as the #12 priority. The Chair of the Technical Advisory Leadership Workshop is concerned that if assigned lead responsibility for #8, the Workgroup will not have the resources to also address #11 and #12. As such, for 2010, as a compromise, objective #8 would only involve development of the methodology for the second generation survey which is a component of the proposed objective #7 involving development of specific metrics.

#### **RECOMMENDATION**

That the Coordinating Committee:

- 1) Suggest modifications to the preliminary 2010 program objectives presented in Attachment B, in particular regarding expectations for the proposed #8, #11 and #12 objectives.
- 2) Suggest modifications to the preliminary 2010 "Foster Collaboration" budget presented in Attachment D.
- 3) Forward the Committee's thinking for a preliminary 2010 Work Plan and Budget to the Policy Board for direction prior to developing the final proposal.

## REFERENCE SECTION



**Technical Leadership Workgroup Members:**

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

## ATTACHMENT A

### Status of MetroGIS's 2009 Program Objectives – As Modified July 2009

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

Work Objectives	Comments	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities <sup>(a)</sup> . Expand effort related to "Fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understand among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests	<u>In progress</u> . Need to secure planned Supplemental Professional Services Contractor to increase time available for expanded outreach effort. RFP Process anticipated Fall 2009	Designated Custodians and Staff Coordinator
2. Pursue implementation of solutions to specific shared needs for applications and web services.	<u>In progress</u> . 3 projects approved and need contracts executed before year-end	Technical Leadership Workgroup - Mark Kotz, Chair
3. Continue to seek addition of a Technical Coordinator and technical administrative resources to the MetroGIS support team	<u>In progress</u> . Changed tactic to investigating potential for 3-5 year outsource contract funded by multiple beneficiaries, as opposed to a permanent new position	Staff Coordinator and Technical Leadership Workgroup - Mark Kotz, Chair
4. Execute the Next-Generation Street Centerline Data Access Agreement	<u>In progress</u> Must have agreement on outcomes in time for attorneys to finish before 12/31/09.	Staff Coordinator
5. Streamline Data Access for Emergency Responders	<u>In progress</u> . Workgroup hopes to achieve a clear problem definition by October	Workgroup and Staff Coordinator
6. Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	<u>Minimal progress</u> . Related to the need to secure a qualified Supplemental Professional Services Contractor – see No. 1	Staff Coordinator and Technical Coordinator when available
7. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via the approved key elements	<u>Not Started</u> . Need to secure a qualified Supplemental Professional Services Contractor – see No. 1	Staff Coordinator and TBD consultant
8. Implement a Regional Address Points Dataset (previously referred to as Occupiable Units) and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	<u>In progress</u> . Need to execute a contract to retain Applied Geographics before work on the actual database can begin.	Address Workgroup and TLW, Mark Kotz/ Nancy Read Co-project mangers, and Staff Coordinator
9. Update Performance Measurement Plan (measures of public value) to align with the 2008-2011 Business Plan and pursue implementation	<u>In progress</u> . On course to be adopted by the Policy Board October 2009.	Staff Coordinator and KLD Consulting
10. Complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24, 2008 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the new Business Plan and the survey of stakeholders called for in the 2008 Annual Performance Measurement Report.	<u>Not Started</u> . Need to secure a qualified Supplemental Professional Services Contractor - see No. 1	Staff Coordinator and consultant TBD.



## ATTACHMENT B

### Preliminary MetroGIS's 2010 Program Objectives

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

Proposed Objective (Numbers intended to designate relative importance) <b>(Changes from 2009 illustrated)</b>	Proposed Priority	Comments	Lead Responsibility
1. Sustain traditional "foster collaboration" support activities <sup>(a)</sup> . (see Item 5)	<b>Very High</b>	Ongoing. Directive set forth in the 2008-2011 Business Plan. Need to secure planned Supplemental Professional Services Contractor to increase time available to expand outreach effort called for in July 2009. RFP process expected to be published fall 2009.	Designated Custodians and Staff Coordinator
2. Continue to seek addition of dedicated Technical Coordinator and technical administrative resources to the MetroGIS support team	<b>Very High</b>	Carry over from 2009. Changed tactic to investigating potential for 3-5 year outsource contract funded by multiple beneficiaries, as opposed to a permanent new position. Until these dedicated resources are secured, the Technical Leadership Workgroup will continue to fill this role to the extent possible. <b>Objectives preceded with "**" can not be fully achieved without these additional resources.</b>	Staff Coordinator with advice from Technical Leadership Workgroup - Mark Kotz, Chair
3. **Implement a Regional Address Points Dataset and Web-Editing Application to assist smaller producers of address data participate in the regional solution.	<b>Very High</b>	Carry over from 2009. Applied Geographics has been selected to develop this application. Need to execute a contract before work on the actual database can begin. Once this application is developed, work on the actual regional dataset can begin.	Address Workgroup - Mark Kotz/Nancy Read Co-project mangers.
4. **Pursue implementation of solutions to specific shared needs for applications and web services specifically via: <ul style="list-style-type: none"> <li>▪ <a href="#">Implementation of Best Image Service (2009 funded project)</a></li> <li>▪ <a href="#">Government Service Finder Prototype (2009 funded project)</a></li> <li>▪ <a href="#">Host a Web Feature Services contest modeled after the Apps for Democracy contest hosted by Washington D.C.</a></li> </ul>	<b>Very High</b> <b>Very High</b> <b>Very High</b>	Ongoing. Although a component of ongoing support, this generic objective is called out as a separate activity to call attention to the 3 specific projects, which involve MetroGIS funding - 2 approved and 1 proposed.	Each of the three project workgroups that proposed these projects with advice from the Technical Leadership Workgroup - Mark Kotz, Chair.
5. Expand effort related to "fostering awareness of MetroGIS's accomplishments and the public value created via its efforts", specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests.	<b>Very High</b>	These efforts should be coordinated with the development and implementation with the surveys proposed for the next-generation Performance Measures Plan that is expected to be endorsed October 2009.  This expanded outreach initiative should also be designed to address the intent of the action "Evaluate stakeholder participation relative to needs to achieve current regional objectives" called for in Item "f", Section VIII of the Business Plan" (Attachment C of this report)	Staff Coordinator in conjunction with supplemental professional services to assist with defining the methods and materials.
6. Initiate updating of the MetroGIS Outreach Plan to emphasize	<b>Very High</b>	Carry over from 2009. Related to Objective 3, a	Staff Coordinator in

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<p align="center"><b>Proposed Objective</b> (Numbers intended to designate relative importance)</p> <p align="center"><b>(Changes from 2009 illustrated)</b></p>	<p align="center"><b>Proposed Priority</b></p>	<p align="center"><b>Comments</b></p>	<p align="center"><b>Lead Responsibility</b></p>
ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs		priority need identified by the new Policy Board Chair spring 2009. Dependent upon securing the planned Supplemental Professional Services Contractor	conjunction with supplemental professional services
<a href="#">7. Develop specific performance measures methods (measures of public value) to implement 2009 Performance Measurement Plan.</a>	<b>Very High</b>	Second phase of the Performance Measurement Plan update process accomplished in 2009. The first phase was designated as a Very High priority. The Updated Plan calls for annual assessments of stakeholder satisfaction with MetroGIS's efforts via surveys.	Staff Coordinator in conjunction with supplemental professional services
<a href="#">8. **Conduct second-generation identification of shared information needs. Phase I – Define research method.</a>	<b>Very High</b>	<p>Identified in the Business Plan as a 2009 objective to be conducted in conjunction with shared application needs assessment but not previously included in an annual work plan (Item "d". Section I of the Business Plan" (Attachment C of this report).</p> <p>In November 2008, a forum was hosted to identify shared application and service needs. The information gained only partially addresses the larger scope intended by this objective.</p> <p>The emphasis on actions to understand and act on emerging needs proposed in the new Performance Measurement Plan complements this objective, as is the call to continually assess user satisfaction via surveys and peer review forums.</p>	Staff Coordinator with advice from the TLW
<a href="#">9. Streamline Data Access for Emergency Responders</a>	<b>Very High</b>	Carry over from 2009. A workgroup is making progress to define the issues	Workgroup, Gordon Chinander, chair
<a href="#">10. Investigate organizational/governance structure changes necessary to effectively address priority shared geospatial needs (in conjunction with Items and 2 and 4 – to extent necessary to achieve goal of partnering with non-government interests.)</a>	<b>Very High</b>	Carry over from 2009. A related initiative to explore partnering opportunities with non-government interests (#1 above). The idea was explored with several local content experts who process desired expertise. Although interest was expressed, no substantive progress was made. As this topic is also a high priority of the National Geospatial Advisory Committee, in particular its Governance Subcommittee, the Staff Coordinator elected to integrate MetroGIS's experience and needs into a proposal under development for the December 2009 full Committee meeting.	Staff Coordinator
<a href="#">11. ** Pursue implementation of a more fully developed geographic data, applications and service broker</a>	<b>High</b>	2009 objective postponed to 2010 per Policy Board decision on July 22, 2009	Technical Leadership Workgroup - Mark Kotz, Chair
<a href="#">12. ** Explore methods for Enhancing Trust in reliability of shared services.</a>	<b>High</b>	2009 objective postponed to 2010 per Policy Board decision on July 22, 2009.	Technical Leadership Workgroup - Mark Kotz, Chair

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<b>Proposed Objective</b> (Numbers intended to designate relative importance)  <b>(Changes from 2009 illustrated)</b>	<b>Proposed Priority</b>	<b>Comments</b>	<b>Lead Responsibility</b>
<del>13.</del> Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	<del>High</del>	<del>Carry over from 2009. Development of strategies to attain the deliverables called for in the key elements defined fall 2008. Dependent upon securing the planned Supplemental Professional Services Contractor.</del>	<del>Staff Coordinator in conjunction with supplemental professional services</del>
<del>14.</del> ** Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	<del>High</del>	<del>Carry over from 2009. The presence of Supplemental Professional Services (see item 1) and a Technical Coordinator are needed to free up sufficient time to effectively address this objective</del>	<del>Staff Coordinator in conjunction with advice from Technical Leadership Workgroup</del>
<del>15.</del> **Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24, 2008 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	<del>High</del>	<del>Carry over from 2009. Dependent upon securing a qualified Supplemental Professional Services Contractor - see Priority No. 1. The original 2009 objective called for completing this plan. The Policy Board directed on July 22 that the survey of stakeholders called for in the next generation Performance Measurement Plan is to be incorporated into this activity.</del>	<del>Staff Coordinator in conjunction with supplemental professional services</del>
<b>STRETCH OBJECTIVES TIME AND RESOURCES PERMITTING</b>			
<del>16.</del> **Populate metadata for GeoServices Finder, including creation of a template to promote standardization	<del>Medium</del>	<del>Carry over from 2009.</del>	
<del>17.</del> **Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize - Item 16, above)	<del>Medium</del>	<del>If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to "Prepare a support Plan for DataFinder". Otherwise, consolidate with a plan for the replacement application</del>	
<del>18.</del> **Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset	<del>Medium</del>	<del>Postpone until Peer Review Forum hosted for current TLG Street Centerline Dataset</del>	
<del>19.</del> Refresh design of MetroGIS website	<del>Medium</del>		
<del>20.</del> **Create a forum for visioning, coordinating, finding, and funding technical resources for the development and testing of applications and web services.	<del>Low</del>	<del>Premature use of limited resources until work completed to identify priorities for shared application needs.</del>	
<del>21.</del> **Explore Geospatial Marketplace - (Collaboration Registry/Portal)	<del>Low</del>	<del>The TAT considered this idea at its April 17, 2008 meeting and did believe it to be a good use of resources, given other higher priorities at this time.</del>	
<del>22.</del> Expand Outreach Plan to include a marketing component	<del>Low</del>	<del>Policy Board directive July 2007 distinguishes marketing from outreach</del>	
<del>23.</del> Investigate impact of cost recovery on ability to achieve desired data sharing	<del>Low</del>	<del>Identified as a need in Appendix K to the 2008-2011 Business Plan</del>	
<del>24.</del> **Conduct Peer Review Forums for endorsed regional solutions to shared information needs	<del>Low</del>	<del>Carry over from 2009. Dependent upon availability of supplemental technical and administrative support. Should be coordinated with Item #8 and surveys associated with performance metrics.</del>  <b>NOTE: The Chair of the Technical Leadership Team</b>	

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<b>Proposed Objective</b> (Numbers intended to designate relative importance)  <b>(Changes from 2009 illustrated)</b>	<b>Proposed Priority</b>	<b>Comments</b>	<b>Lead Responsibility</b>
		<i>believes that Item 8, if conducted, will achieve the purpose of this objective. Therefore, it can be assigned a low priority until after the second generation needs are known.</i>	

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

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

## ATTACHMENT C

### Excerpt 2008-2011 Business Plan (pages 52-55): Work Program Suggestions 2008-2009

(Shaded Items Identified as Candidates for MetroGIS's 2010 Work Program)

**Table 3. Priority, Scheduling and Resource Needs for Implementing Tactics**

Work Program Item (## added 9/12/07 by Coordinating Committee.)	Overall Rank 1	Suggested Program Year	Requires Additional Technical Support	Comment
<b>I. Develop and Maintain Regional Data Solutions to Address Shared Information Needs</b>				
a. Execute Next-Generation Parcel Data Sharing Agreement. Current agreement expires 12/08. <i>(Also Areas 3 and 6)</i>	1	2008		An annual fee has been paid with previous agreements to help counties automate the process of translating data into regional database format.
b. Execute Street Centerline Agreement. Current agreement expires 12/09. <i>(Also Areas 3 and 6)</i>	2	2009		An annual data maintenance fee has been paid with previous agreements.
c. Adopt Best Practices to Provide View-Only Access to Licensed Data Via Applications <i>(Also Area 6)</i>	5	2008*		*This is a component of Activities 1a and 1b.
d. Conduct second-generation identification of shared information needs (Related to Activity 2a - Shared Application Need Assessment).	6	2009	X	This is the anticipated next step (late 2008 or 2009) following agreement on an application- sharing policy framework--Activity 2a.
e. Make substantive progress to achieve vision for next-generation (E911 Compatible) Street Centerlines dataset. <i>(Also Areas 3 and 6)</i>	8	2009	X	Comment from survey: "Requires management and policy leadership from MESB and involvement of PSAPs."
f. Decide next steps for emergency preparedness regional solution. <i>(Also Area 6)</i>	9	2009	X	Evaluate lessons learned from Phase I efforts
g. Make substantive progress to achieve the vision for Addresses of Occupiable Units dataset. This includes implementation of a web-editing application to foster participation by smaller entities. <i>(Also Areas 3 and 6)</i>	13	2008	X*	In progress: *Mark Kotz, Metropolitan Council, is currently filling the technical leadership (TL) role. Depending upon the Council's perception of benefit received, other leadership resources may be needed.
h. Achieve regional solution for jurisdictional boundaries such as school districts and water management organizations.	20	2009		This is dependent upon ability to secure regional custodian commitments.
i. Investigate partnering opportunities with non-government interests. <i>(Also Areas: 2, 3, and 7)</i>	28	2008	X?	<b>This is a top priority of the Policy Board.</b> Assume Staff Coordinator will be the initial contact. As relationships are established, work with Technical Leadership.
Conduct Peer Review Forums. Candidates include: Parcels, Existing Land Use, Socioeconomic Web Resources Page, Hydrology, and Street Centerlines.	32	2009+	X	Purpose: Invite suggested enhancement to regional solutions to ensure continued relevance to stakeholder needs.

<sup>1</sup> The overall priority ranking reflects the results of a survey of Coordinating Committee and Technical Advisory Team members in August 2007. The proposed work program year reflects the final recommendation of the Coordinating Committee. See Appendix K for an ungrouped listing of relative priority.

<b>II. Expand Endorsed Regional Solutions To Include Support And Development Of Application Services</b>				
<b>##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope. (Also Area 8)</b>	N/A	Begin 2007 2008	X	<b>This is the highest priority next step.</b> A plan needs to be in place by April, 2008. Board prefers to secure needed resources by mid-year.
a. Develop policy framework and plan for shared applications and begin implementation (e.g., define the range of sharing options and those appropriate for MetroGIS).	3	Begin 2007 2008	X	<b>This is a top priority in moving toward an expanded scope.</b>
b. Apply lessons learned from Geocoding Pilot Project.	10	2008*		*This is a component of Activity 2a.
c. Implement ApplicationFinder. (Also Area 6)	11	2008	X	LMIC's 2007 Service Broker project will define parameters important to implementation.
d. Pursue web-based "message board" to facilitate partnering on shared application needs.	16	2008?	X	Pursue after, or with, development of ApplicationFinder (Priority 11).
<b>III. Facilitate Better Data Sharing by Improving Processes, Making More Data Available, and Enlisting More Users</b>				
a. Establish working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data sharing and interoperability. (Also Area 6)	4	2008	X	Assume the Staff Coordinator will be the initial contact. As relationships are established, work in concert with Technical Leadership.
b. Advocate for MetroGIS's efforts in development of statewide geospatial polices.	14	Ongoing		
c. Develop a management and support plan for DataFinder which incorporates tactics suggested in this Business Plan. (Also Area 6)	24	2009	X	Implement after Activities 8f and 8g.
d. Investigate enhancements to DataFinder. (Also Area 6)	30	2009?	X	Implement after Activities 3c, 8f and 8g, if a need is identified.
e. Explore creation of Geospatial Marketplace, including Metadata "lite" directory to supplement catalogue in DataFinder, and investigate the potential for an "open source data model." (Also Area 6)	31	2008 metadata "lite" component	X	This is ongoing as specific data models are considered.
f. Investigate impact of cost recovery policies on the ability to achieve desired data sharing. (Also Areas 1 and 6)	34	?		This is best addressed within the context of a practical, as opposed to a theoretical, situation.
<b>IV. Promote a Forum for Knowledge Sharing</b>				
a. Host or co-host educational forums. (Also Area 2)	7	2008?		Need to decide purpose of forums
b. Leverage electronic tools.	12	Ongoing		This is a component of the "fostering collaboration" function: "Facilitating sharing of knowledge relevant to the advancement of GIS technology among stakeholders"
<b>V. Build Advocacy and Awareness of the Benefits of Collaborative Solutions to Shared Needs</b>				
<b>a. ##Update the Outreach Plan.</b> Focus on ensuring stakeholder awareness of regional datasets and DataFinder, not on increasing participation in the MetroGIS organization.	N/A	Fall 2007		Added on 9/12/07. The Coordinating Committee concluded the existing Outreach Plan should be updated, as it has not been updated since adopted in 2002.
b. Develop briefing materials to support leaders' advocacy for benefits	17	2009		Implement after shared application role is defined.

of collaboration among their peers. (Also Area 6)				
c. Expand MetroGIS Outreach Plan to include a marketing component and begin implementation. (Also Area 6)	33	2009		Board direction July, 2007: Not sure if "marketing" is appropriate. Once shared applications role is defined, reassess need and purpose. Leverage marketing expertise possessed by stakeholders before consultant assistance is considered.
<b>VI. Expand MetroGIS Stakeholders</b>				
a. See III(a) "Working relationships with adjoining jurisdictions."				Expands relationships beyond metropolitan area
b. See I(f) "Next steps for emergency preparedness solution."				Expands types of users
c. See I(g) "Addresses of Occupiable Units."				Expands types of users, in particular with cities
d. III (e) "Geospatial Marketplace"				Expands relationships with non-government users
<b>VII. Maintain Funding Policies that Make the Most Efficient and Effective Use of Available Resources and Revenue for System-Wide Benefit</b>				
a. Advocate for legislative funding initiatives valuable to outcomes defined by MetroGIS. (Also Area 6)	15	Ongoing		Implement as opportunities arise.
b. Update Performance Measurement Plan (e.g., measures of public value) to align with Business Plan.	21	2008		Pursue this after shared applications-related policies and roles are in place.
c. Investigate creation of a partnership, or joint powers body, to expedite cost sharing on shared data acquisitions, applications, etc. (Also Area 6)	25	2009	X	Seeks to streamline management and spending of funds (contracting and intellectual property rights) where multiple organizations are involved.
d. Foster community-focused philosophy regarding GIS return on investment	26	Ongoing		This has been moved to Guiding Principles. Candidate performance measure.
<b>VIII. Optimize MetroGIS Governance and Organizational Structure</b>				
a. ##Ensure accomplishments are maintained while continuing support of foundation activities for traditional "foster collaboration" function.	N/A	Ongoing		The Coordinating Committee concluded on 9/12/07 that continued support of these ongoing activities functions should be articulated as a priority need.
b. ##Secure technical leadership and coordination resources needed to accomplish desired expansions in scope. (Also Area 2)	N/A	Begin 2007 2008	X	<b>Highest Priority Next Step</b> A plan needs to be in place by April, 2008. Board prefers to secure needed resources by mid-2008.
c. Develop a Leadership Succession Plan and ensure adequate support.	18	Begin 2007 2008		Retirements are pending for key management and political leaders.
d. Update operating guidelines to align with this Plan.	19	2009		Pursue after Outreach (Priority 33a) and Performance Measurement Plans (Priority 21) are updated.
e. Update Performance Measurement Plan (measures of public value) to align with this Business Plan. Implement Performance Measurement Plan.	21	2008	X?	Pursue once applications-related policies and roles are decided.
f. Evaluate stakeholder participation relative to needs to achieve current regional objectives.	22	2009	X	Pursue after "shared applications" implementation is underway. This is also a component of Activities 8g, 8h, and 8i.
g. Conduct Participant Satisfaction Survey.	23	2009		Pursue after "shared applications" implementation is underway (Activity 2a, Priority 3).
h. Seek reaffirmation of role expectations by key stakeholders (i.e., sponsors and custodians).	27	Begin 2007		The Coordinating Committee concluded on 9/12/07 that this action should involve presentations to key participants to clarify role expectations. There is no

				formal endorsement to be requested.
i. Conduct an evaluation of "Organizational Competencies" once Technical Leadership resource need is addressed and a plan for addressing shared applications is in place.	29	2009  (2008, time permitting)		Following adoption of "shared applications" plan, and resolution of current technical leadership support needs, complete the work to apply "organizational competencies" concepts fostered by Professor John Bryson, University of MN, to MetroGIS's Business/Work Planning efforts. Work on this management tool had to be postponed until the competency resources and needs related to applications are established.



**ATTACHMENT D**

**Preliminary 2010 MetroGIS Foster Collaboration Budget**

(SEE THE DOCUMENT ON THE FOLLWING PAGE)

**ATTACHMENT D**

**Preliminary 2010  
MetroGIS "Foster Collaboration" Function Budget**

(Funding provided by the Metropolitan Council)

		2009	2010
Main Activity	Sub-Activity	Approved	Preliminary Proposal
<b>Professional Services/Special Projects</b>		<b>\$56,000</b>	<b>\$53,000</b>
	<b>A. Identify and Implement Solutions to Specific Shared Information and Application Needs</b>		
	(1) Host Web Feature Services Contest (assumes other partners)		\$15,000
	(2) Conduct Second -Generation Shared Information Needs Analysis / Ensure Stakeholder Needs are Understood		<i>Part of B(2)</i>
	(3) Project Plan/Outreach Tactics for Regional Address Points Dataset		\$5,000
	(4) Regional GIS Projects	\$35,000	\$0
	<b>B. Agreements and Organizational Development Projects</b>		
	(1) Develop Performance Measurement Methods to Implement New Plan Adopted 2009		\$15,000
	(2) Develop new Communications/Outreach Plan	\$3,000	\$8,000
	(3) Design New Outreach Materials / <del>Refresh Website Design</del> (See below for printing) <sup>(i)</sup>	\$8,000	\$5,000
	(4) Develop a Plan to Address Known Risks and Obstacles to Sharing (e.g., Security, Licensing, Budgets, etc.) <sup>(ii)</sup>	\$7,000	\$5,000
	(5) Leadership Development Plan ( <i>based upon 10 key elements defined in 2008</i> )	(iii)	(iv)
	<b>C. Technical Coordinator Outsource Contract (assumes other partners 3+/- year pilot)</b>		<b>TBD<sup>(v)</sup></b>
	<b>D. DataFinder - Contingency Fund for Unexpected Repairs (covered in new license 2010+)</b>	\$3,000	\$0
<b>Data Access/Sharing Agreements</b>	<b>Regional Parcel Data Sharing Agreement (contract payments to counties per 2009-2011 agreement)</b>	<b>\$28,000</b>	<b>\$28,000</b>
<b>Outreach</b>		<b>\$1,600</b>	<b>\$4,600</b>
	Printing of new Outreach Materials (e.g., Information Brochure) <i>Item B(6) must precede.</i>	\$0	\$3,000
	Advocacy/Networking Mileage (200 m/mo x \$.48/mile = \$1,152) <sup>(vi) (vii)</sup>	\$1,200	\$1,200
	Annual Report/Informational Brochure (see above)		
	• Postage – 800 postcards (\$0.30=\$240) in addition to 1500+ via email )	\$300	\$300
	• Minimal for other communications	\$100	\$100
<b>Misc Office</b>		<b>\$400</b>	<b>\$400</b>
	Website Domain registration (www.metrogis and www.datafinder - \$20/ea)	\$40	\$40
	Specialty Team/Forum Support Materials	\$360	\$360
	<b>TOTAL NON-STAFF PROJECT FUNDS</b>	<b>\$86,000</b>	<b>\$86,000</b>
<b>Dedicated Staff Support<sup>(x)</sup></b>		<b>TBD</b>	<b>TBD</b>
	<b>Grand Total</b>	<b>TBD</b>	<b>TBD</b>
<b>NOTES:</b>			
	<sup>(i)</sup> Development/update of outreach materials to follow Outreach Plan Update project. See Item B(2).		
	<sup>(ii)</sup> This activity includes developing a Livelihood Scheme / Defining Organizational Competencies. See 2008-2011 MetroGIS Business Plan (Chapter 3 - Section VIII and Appendix H) for explanation of organizational competencies and Livelihood Scheme.		
	<sup>(iii)</sup> Request for bids conducted November 2008. No bids received, so project postponed.		
	<sup>(iv)</sup> TBD. If sufficient budgeted funds remain uncommitment as of the October Policy Board meeting and carry over of uncommitted funds to 2010 is permitted.		
	<sup>(v)</sup> If other sources of funding are determined to be potentially available, decide how much of MetroGIS's funds should be redirected.		
	<sup>(vi)</sup> Travel by participants is paid by the participant's organization		
	<sup>(vii)</sup> Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.		



**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Glossary of Terms  
**DATE:** August 7, 2009  
(For the Sept 10<sup>th</sup> Mtg.)

### REQUEST

Policy Board Chairperson Schneider has requested a glossary of terms to share with Board members to help them better understand proposals that the Board is asked to consider.

### PROPOSAL

Two sources of definitions of terms are proposed as the foundation for the requested glossary of terms. They are the glossaries which are components of:

- 1) The 2008-2010 MetroGIS Business Plan, adopted in October 2007. Each of these definitions was “offered in an attempt to provide a common understanding of terminology important to MetroGIS’s efforts”
- 2) A Congressional Research Service Report entitled “Geospatial Information and Geographic Information Systems (GIS): Current Issues and Future Challenges”, published on June 8, 2009 and authored by Peter Folger, Specialist in Energy and Natural Resources Policy.

The terms from each source have been consolidated into a single document, which is presented in Attachment A. Terms from the Business Plan **bolded** and terms taken from the Congressional Research Report are shown in *italics and underlined*. For terms that have a definition from both sources, **both are included and shaded** for direction from the Committee as the one that best fits MetroGIS’s needs.

### RECOMMENDATION

That the Committee:

- 1) Offer any suggested, deletions, additions, and modifications to the listing of terms and their respective definitions presented in Attachment A
- 2) Decide among competing definitions for the same term.

## ATTACHMENT A

### GEOSPATIAL AND GIS TERMINOLOGY

**Application:** a term used to describe a mechanism for creating information from data. By one definition, an application is a "program or web mapping service designed to perform a specific function directly for the user." Applications are also referred to as "software". Examples include word processing software, database programs, and mapping tools.

Combination of computer software (e.g., web services, computer program, or script) used to query, combine, analyze, and/or print visualizations of geospatial data to address a particular business information need.

A computer program used for a specific task or purpose, such as accounting or land use planning.

The use of GIS technology to solve problems, automate tasks, and/or generate information within a specific field of interest. For example, a common agricultural application of GIS is determining fertilization requirements based upon maps of soil chemistry and previous crop yields.

Attribute: descriptive information about the properties of events, features, or entities associated with a location, such as the ownership of a parcel of land, or the population of a neighborhood, or the wind speed and direction over a point on the ground.

**Best Practice or Best Management Practice:** A recognized reference or method related to developing, documenting, managing, sharing, distributing or utilizing geographic data or applications which promotes consistency among the producers and increased interoperability of the data among the users. A reflection of what the community has learned about what works.

**Broker:** A Broker utilizes a structured catalog to act as a searchable registry of datasets or services, providing information about resource availability and access instructions. Using a simple browser interface, consumers query the broker, find datasets or services and then directly interact with the resource providers. Conceptually, this is similar to conducting a Google search, then linking to the information of interest. The broker function facilitates enforcement of requisite standards and protocols, as well as possibly providing authentication (security) services. The FGDC Clearinghouse and Geospatial One-Stop (GOS) sites provide examples of some Broker capabilities. The Clearinghouse provides a single point of contact regarding available resources while maintaining statistics on clearinghouse node availability. GOS tests metadata documents for standards compliance as part of its metadata harvesting function. (Source: *Minnesota state GIS enterprise conceptual architecture design*"; Minnesota Governor's Council on Geographic Information white paper; March 23, 2005; <http://www.gis.state.mn.us/pdf/MNGISConceptualArchitectureDesign.pdf> ; definition extracted from pp 4, 5 & 11.

**Business Information Need:** Information needed to accomplish a business task that is a derivative of geospatial data. (e.g., I need to know the owner of a parcel of property and how to contact them, I need to know which community a particular property is located within, I need to know the drainage outlet for a particular wetland.)

Cadastral: the map of ownership and boundaries of land parcels.

Cartography: the study and practice of making maps.

**Catalog:** A Catalog is a collection of Catalog Entries that is organized to assist in the discovery and retrieval of datasets or services, which are of interest to the user. (Source: "*The OpenGIS Abstract Specification; Topic 13: Catalog Services; version 4*"; Open GIS Consortium; 1999; <http://www.opengeospatial.org/standards/as> ; p8)

**Catalog Entry:** Describes or summarizes the contents of a set of geospatial data or a service, and is designed to be queried. A Catalog Entry is usually a subset of the complete metadata for the described geospatial dataset or service. (Source: “*The OpenGIS Abstract Specification; Topic 13: Catalog Services; version 4*”; Open GIS Consortium; 1999; <http://www.opengeospatial.org/standards/as> ; p8)

**Consensus:** The preferred means of decision-making by MetroGIS. Consensus is attained when all parties are either in favor of or can tolerate particular outcomes of a decision.

**DataFinder:** DataFinder is a one-stop-shop for discovering geospatial data pertaining to the seven county Twin Cities metropolitan area. Its primary function is to facilitate sharing of GIS (Geographic Information System) data among organizations serving the Twin Cities metropolitan area of Minnesota. DataFinder provides metadata describing GIS data sets, many of which can be directly downloaded or used via map services.

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

**Data Standard:** A statement of what data should be recorded, how data should be recorded, and how data should be supported by a system in order to retain its full meaning. A data standard should enable consistency and predictability in recording of data; and facilitate its interoperability and use. (Adapted from <http://www.willpowerinfo.myby.co.uk/cidoc/guide/guideglo.htm>.)

A well defined set of properties or specifications for measuring acceptability, quality or accuracy for a specific type of data which is accepted as correct by custom, consent, or authority that facilitates the creation, use, or dissemination of such data. (Adopted from Black’s Law Dictionary)

Datum: a definition of the origin, orientation, and scale of the coordinate system and its tie to Earth.

**Endorsed Regional Solution:** The MetroGIS Policy Board endorses desired specifications for geospatial data needed commonly by the MetroGIS data-user community, following a broadly participatory and replicable process. These commonly needed data are referred to as "regional data". The Policy Board also endorses roles and responsibilities for primary and regional custodians of these data and seeks out agreements with specified organizations to carry out the desired tasks. In addition, endorsement of a regional dataset involves guidelines for access, content, and distribution of the dataset. (Source: <http://www.metrogis.org/data/index.shtml>.)

**Geocoding (also known as Geo Referencing):** Geocoding refers to the assignment of real world coordinates to geographically reference data using an appropriate Geographic dataset. Examples: Geocode a street address: Take an address, such as 123 Main Street and compare it to a GIS street dataset. In this scenario, the resulting point (x,y) will be interpolated along a street segment with the name "Main" and with a range of addresses such as 100-200.

Geocoding: assignment of alphanumeric codes or coordinates to geographically referenced data. Examples include the two-letter country codes, or the coordinates of a residence computed from its address.

**Geocoding Service:** A service (normally provided via the web, or as a desktop application) on that allows the user to geocoding.

**Geographic Data (also known as geospatial data):** This type of data has two major components: spatial and attribute. The spatial component (“feature”) can be a point (fire hydrants), line (street centerlines)

or polygon (parcels). All have a location in the form of map (X, Y, and sometimes Z) coordinates. The attributes of a spatial “feature” describe the feature (fire hydrant – diameter of pipe), street center (functional class of the road), and parcels (name of the property owner).

**GeoWeb:** The Geospatial Web or **GeoWeb** is a merging of geographical information with the Internet. This merger is creating an environment where searches can be based on location as well as [keywords](#). (i.e. “What is located here?”)

The GeoWeb is currently characterized primarily by geo-browsers such as [Google Earth](#), [NASA World Wind](#), [Google Maps](#), [Windows Live Local](#) and [Yahoo Maps](#). Geo-browsers have been major a factor in raising awareness of the importance of geography and location as a means to index information. The impact of the GeoWeb will likely be similar to Google Search and have similar impact on the organization and function of the Internet. (Source: Adapted from Wikipedia.)

**Geographic Information System (GIS):** a digital database in which information is stored by its spatial coordinate system, which allows for data input, storage, retrieval, management, transformation, analysis, reporting, and other activities. GIS is often envisioned as a process as much as a physical entity for data.

**Geographic Information System (GIS) Technology:** A GIS is a computerized database management system for the capture, storage, retrieval, analysis, and display of data defined by location.

**Geospatial data:** information that identifies the geographic location and characteristics of natural and constructed features and boundaries on Earth. **Global Positioning System (GPS):** a navigation system supported by a constellation of satellites placed in orbit by the U.S. Department of Defense. The satellites transmit precise microwave signals that enable GPS receivers to determine their location, speed, and direction.

**Hydrography:** the charting and description of bodies of water.

**Infrastructure:** The word infrastructure is used to promote the concept of a reliable, supporting environment, analogous to a road or telecommunications network. Spatial data infrastructures facilitate access to geographically-related information using a minimum set of standard practices, protocols, and specifications. Spatial data infrastructures are commonly delivered electronically via the internet. (Source: Australian Spatial Data Infrastructure at <http://www.anzlic.org.au/infrastructure.html>.)

**Interoperability:** Capability to communicate, execute programs, or transfer data among various functional units in a manner that requires the user to have little or no knowledge of the unique characteristics of those units ISO 2382-1. "The ability for a system or components of a system to provide information portability and interapplication, cooperative process control. Interoperability, in the context of the OpenGIS Specification, is software components operating reciprocally (working with each other) to overcome tedious batch conversion tasks, import/export obstacles, and distributed resource access barriers imposed by heterogeneous processing environments and heterogeneous data." (Source: Open Source Guide, via OGC glossary)

**LIDAR:** acronym for Light Detection and Ranging, a remote sensing technique that uses laser pulses to determine elevation with high accuracy, usually from an aerial survey.

**Map:** a two-dimensional visual portrayal of geospatial data. The map is not the data itself.

**Metadata:** information about the quality, content, condition, and other characteristics of data.

**MetroGIS ([www.metrogis.org](http://www.metrogis.org)):** is an award-winning geospatial collaborative organization serving the Twin Cities metropolitan area in Minnesota, USA. Relying upon voluntary participation, MetroGIS’s

primary functions focus on fostering: a) development and implementation collaborative regional solutions to shared information needs (geospatial data, related applications, standards and best practices), b) widespread sharing of geospatial data, principally via its DataFinder.org web site, c) the value of geographic information system (GIS) technology as a core business tool, and d) knowledge sharing relevant to the advancement of GIS technology. Beneficiaries of MetroGIS's collaborative efforts include a wide variety of local and regional government interests, as well as, numerous state and federal government, academic institution, nonprofit organization and business interests.

Distinguishing Characteristics include:

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

**Metropolitan Area:** Generally, the service area of the Metropolitan Council of the Twin Cities of Minnesota, USA. This area encompasses the seven counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington. Government entities within this area are represented on the MetroGIS Policy Board. Projects to improve data interoperability can involve jurisdictions that adjoin the Twin Cities metropolitan area.

**Metropolitan Council:** The Metropolitan Council is the regional planning organization for the seven-county Twin Cities metropolitan area (Minnesota, USA). It runs the regional bus and light rail system, collects and treats wastewater, manages regional water resources, plans regional parks, and administers funds that provide housing opportunities for low- and moderate-income individuals and families. The 17-member Council governing body is appointed by and serves at the pleasure of the governor.

**Minnesota Geographic Information Office (MnGeo):** Created May 2009 to improve coordination among all levels of government in Minnesota concerning investments in and use of geographic information technology. The organizational structure includes two advisory committees that make recommendations to the Chief Geographic Information officer (CGIO): A statewide geospatial advisory council and a state agency advisory council. (<http://www.lmic.state.mn.us/>)

**National Spatial Data Infrastructure (NSDI):** The National Spatial Data Infrastructure (NSDI) is defined as the technologies, policies, and people necessary to promote sharing of geospatial data throughout all levels of government, the private and non-profit sectors, and the academic community. The goal of this Infrastructure is to reduce duplication of effort among agencies, improve quality and reduce costs related to geographic information, to make geographic data more accessible to the public, to increase the benefits of using available data, and to establish key partnerships with states, counties, cities, tribal nations, academia and the private sector to increase data availability. (Source: <http://www.fgdc.gov/nsdi/nsdi.html> )

**Deleted: Mn Governor's Council on Geographic Information (GCGI):** Helps coordinate geographic information system activities among all levels of government in Minnesota. The council's 18 members are appointed annually by the Commissioner of the Department of Administration and are drawn from state agencies, federal and local governments, higher education and the private sector. (Source <http://www.gis.state.mn.us/about.htm>) ¶

**Open Source Data Model:** A concept offered by the Beyond Government Users Workgroup (Opportunity 2, Appendix I) and patterned after the philosophy that underpins open source software. GIS user communities (both public and private) could cooperatively agree to post all corrections and improvements to feature geographies and attributes in exchange for less restrictive uses for the data, including incorporation of images into web-based applications.

**Open Source Software:** Users are typically granted free access to the latest version of the application code and agree to share improvements they make to the software. The process is self-policing, meaning that a dedicated core of users undertakes a careful review of code changes to ensure that the software

remains secure and reliable. The result of this collaboration of users is the very fast and affordable development of high quality technologies and software products.

Orthoimagery: digital or digitized aerial photographs or images in which the pixels are geometrically rectified and geographically referenced, often including details about topography and names. The rectified orthoimage is free of geometric distortions that are part of the original photograph or image.

**Peer Review Forums**: Facilitated group events are which users of a particular regional solution are invited to participate to sharing ideas on how to improve the solution, including but not limited to data content, access and custodial responsibilities. Through these events, MetroGIS identifies ways to ensure that solutions maintain their relevance with changing user needs, and leverage resources not available when the solution was implemented.

Polygon: a feature in GIS used to represent areas (versus a point, or a line). A polygon is defined by the lines that make up its boundary, and a point inside its boundary for identification.

**Service Broker: (Also See “Service” and “Broker” and “Service”)**: A Broker manages information about datasets and services. Extending the definition then, a Data Broker deals exclusively with datasets (e.g., DataFinder). A fully functional Service Broker must be capable of dealing with both. (Source: Chris Cialek, Mn Land Management Information Center, now MnGeo.)

**Services**: Reusable, self-contained collections of executable software components. They may be pieces of software that can play in different operating systems, networks and application frameworks. A service is not bound to a particular program, computer language or implementation. They are the building blocks for creating highly integrated and distributed application systems. (Source: “*The OpenGIS Abstract Specification; Topic 13: Catalog Services; version 4*”; Open GIS Consortium; 1999; <http://www.opengeospatial.org/standards/as> ; p9.)

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

**Spatial Data Infrastructure (SDI)**: Relevant base collection of technologies, policies and institutional arrangements that facilitate the availability of and access to spatial data. A spatial data infrastructure provides a basis for spatial data discovery, evaluation, download and application for users and providers within all levels of government, the commercial sector, the non-profit sector, academia and the general public. (Source: Australian Spatial Data Infrastructure at <http://www.anzlic.org.au/infrastructure.html>.)

**Stakeholder**: The term “stakeholder” incorporates several types of existing and potential affiliations with MetroGIS ranging from user of its services (customer) to contributing participant to perspective user and prospective participant.

**Succession Planning**: Development of strategies to accomplish successful transitions in leadership roles critical to MetroGIS’s long term success (e.g., committees, staff support, and advocates within critical stakeholder organizations).

**“View only” Access**: View-only access means data is displayed as a map, graphic or summary table and one or more label fields may be included in the display. A user may print out or save the displayed information. A user is not able to download in part or in its entirety the data set, its features nor attributes used to create the displayed information.

**Web Service**: A software component accessible via the Internet for use in other applications. Web services are built using industry standards such as XML and SOAP and thus are not dependant upon



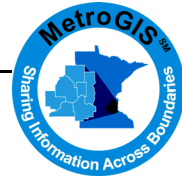
any particular operating system or programming language, allowing access to them through a wide range of applications.

**Web Feature Service (WFS):** A type of Web Service that permits a client (information requestor either manual or computer-to-computer) to request and access, view, edit, combine, analyze, and save locally geospatial as if it were hosted locally.

**Web Mapping Service (WMS):** A type of Web Service that permits a client (information requestor either manual or computer-to-computer) to request and obtain a rendered, projected, cartographically-styled *map image* for use in a computer environment, which can be viewed on its own or in conjunction with other geospatial data. The geospatial data from which the “image” is created by the WMS cannot be edited but it can be combined with other WMS data as well as geospatial data stored locally. In addition, a WMS is a virtual copy of the source geospatial data, meaning that when the client computer is shut off the “image” is no longer available. (Source: OGC)

**Web services:** Web services enable computer systems on any platform to communicate over corporate intranets, extranets, and across the Internet with support for end-to-end security, reliable messaging, distributed transactions, and more...” (Source: Microsoft Developer Network)





**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration – October 2009 Policy Board Meeting  
**DATE:** August 7, 2009  
(For Sept 10<sup>th</sup> Meeting)

## **INTRODUCTION**

The Coordinating Committee is requested to agree on a GIS Technology Demonstration topic for the Policy Board’s October 14<sup>th</sup> meeting and a person(s) to present that topic. At the time this report was written, the Red River Valley and Cyclopath ideas appeared to be best the candidates – see Attachment A for further information about each.

## **PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS**

1. Cyclopath: The Cyclopath ([http://cyclopath.org/wiki/Main\\_Page](http://cyclopath.org/wiki/Main_Page)), project for which a grant was received spring 2009 was suggested at the July Policy Board meeting as a potential demonstration topic.
2. Red River Valley Emergency Response: Explain the how a federated system was used to support mapping needs.
3. Collaborative Application Development Among Counties: Invite a representative of the collaboration among metropolitan area counties to develop and maintain applications for which they share a need.
4. Regional Geocoder Service: At the January 2009 Policy Board meeting members expressed interest in learning about how the Regional Geocoder Service operates. Impromptu examples provided during the meeting did not appear to fully satisfy their curiosity. Do members have any suggestions to help Board members better understand the utility of this important service as well as help them better grasp the concept of web services generally?
5. Data Practices Law- Relationship to MetroGIS Objectives: At its July 2008 meeting, the Policy Board asked that invitation be extended an individual with knowledge about these laws similar to Don Gimberling for a presentation to the Board. Of particular interest was the impact that these laws may have on the solutions to streamline access to licensed data via “view-only” Web-based applications (e.g., queries that involve the regional parcel dataset). At its October meeting, the Board asked the Committee to propose a recommended course of action to streamline data access for emergency managers. Laurie Beyer-Kropuenske, a representative of the Mn Office of Information Policy, was the contact for both of the Board’s requests. She has agreed to participate on the workgroup charged with recommending options to streamline data access for emergency managers. She is also willing to assist the Board better understand the data practices laws. She would prefer as much information as possible on aspects of the law that would be important to the Board.
6. Council and Counties Coordinated Data Management via Internet - Water quality systems approach to sharing data among the Council and two counties (see Attachment B)
7. Metropolitan Council’s Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS’s efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
8. University’s Historical Census Mapping: NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical U.S. Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.

## **RECOMMENDATION**

That the Coordinating Committee:

1. Agree on a GIS Technology Demonstration topic and a person(s) to present that topic at the October 14<sup>th</sup> Policy Board meeting.
2. Decide if any of the above-cited options should be removed from consideration and or other options added.

## REFERENCE SECTION

### PAST POLICY BOARD DEMONSTRATION TOPICS:

- Jul 2009: LOGIS –Improving Service Delivery through Collaborative GIS Programs
- Apr. 2009: Safe Road Map Project – University of Minnesota Connection
- Jan. 2009: Twin Cities Economic Development Website
- Oct. 2008: Regional Data Sets and Analysis of School District Housing Stock
- Jul. 2008: Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008: Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS’s Role In Response to I-35W Bridge Collapse
- Oct. 2007: Metropolitan Mosquito Control District’s Web Application
- Jul. 2007: Metropolitan Council’s new “Maps” Web site
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group’s Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS’s efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County’s Experience
- Jul. 2004: City of Roseville’s Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County’s Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology’s Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS’s Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC’s Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition’s Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council’s Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County’s Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

## ATTACHMENT A

## 1. Cycloplan Project Underway

The Metropolitan Council is partnering with Focus Lens, a group associated with the University of Minnesota, to develop a web based bicycle planning application. This application will allow planners to share spatial and attribute information about bike trails in the 7 county region. The application will use a Geo-wiki which allows registered users (bikeway planners) to enter and edit spatial and attribute information about bike trails much as other wikis allow users to share and edit text and images on the web. Cycloplan builds on an existing Geo-wiki called Cyclopath – <http://cyclopath.org> – (developed by Focus Lens) which is used by bikers create, edit and annotate regional bikeway information, as well as plan and rate their personal bike routes. The combination of Cycloplan and Cyclopath will permit planners to have access to the public user data in order to better inform them of how the system is being used and which enhancements would be most valuable when developing trails.

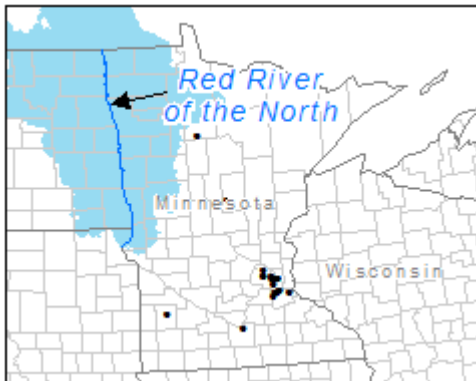
The Cycloplan project will test the use of another kind of web application (geo-wiki) as a means to share geographic information in the region. The project will also test methods for collaboratively collecting linear data just as the address points project tests collaboratively collecting point data. Future geo-wikis could be used to gather information on other linear features such as functional class roadways.

## 2. Working in Virtual Space - Red River Flood Response Mapping

By Randy Knippel (*Dakota County GIS Newsletter*)

GIS professionals from around Minnesota provided maps for the Red River flood emergency response in April 2009. They were able to work together using collaborative tools on the Internet that are typically associated with “social networking”, including discussion forums and instant messaging (used in “chat” rooms). These tools were valuable additions to the more typical email, teleconferencing and file-sharing applications. The combination of all five tools created a “virtual workspace”, which allowed the volunteers to work together productively without ever meeting face-to-face.

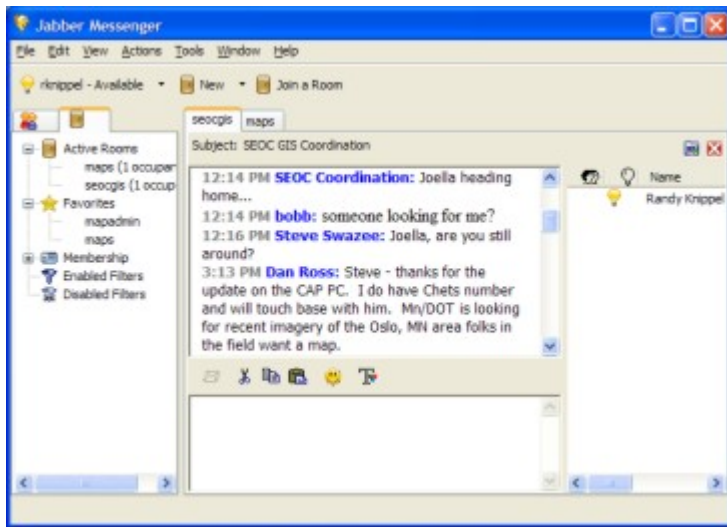
Over 20 GIS professionals from a variety of organizations distributed throughout the state created maps of the entire Red River Valley, leveraging mapping techniques recently used in Dakota County. The map at right shows the area that was mapped (in blue), and the physical locations of participants in the mapping effort. This was the first time such a collaborative effort had been undertaken in Minnesota, and will hopefully set the stage for providing collaborative mapping support for future disasters in the state.



The mapping effort was implemented in an online collaborative environment consisting of Microsoft Sharepoint, email, web servers, file transfer protocol (FTP) servers and Jabber secure instant messaging. This allowed geographically distributed participants to work together as if they were in the same room, without leaving the comforts of their office or home. Using Windows Remote Desktop Connection and leveraging the

County’s Virtual Private Network (VPN) allowed County staff to work from home while utilizing their office computer. Other participants had similar capabilities. This meant that all participants could work in an environment in which they were familiar and comfortable, using software and hardware already available to them. They also had the flexibility to adjust their schedules to meet the demand, while balancing their work with personal commitments.

Jabber is a unified communication and real-time collaboration tool. It provided a “chat” site that the GIS professionals could use to quickly converse without missing someone through email or phone conferencing. It allowed them to easily keep in contact with each other and with the managers of various activities. The screen shot at left shows the Jabber environment with topic rooms, time-stamped transcript, participant list, and text entry window. As more people got involved with the mapping team, Jabber became the primary means of communicating. Email and phone conversations were used as a supplement because they were less effective when timing was critical. The typical email technique of using “reply to all”, in a dynamic and fluid



situation such as emergency response, would lead to participant inboxes filling up with emails that were disconnected and difficult to follow.

Good communication is essential for an effective response to an emergency. Email, phones, and discussion forums are each suited to certain kinds of communication. However, especially in an emergency, they lack the ability to provide real-time, continuous, and documented communications between large numbers of participants over an extended time period. Participants enter, leave, and return at

various times during an event, and they need to be able to catch up on pertinent information. Managers of an event need to know who is available and be able to communicate with them immediately. Jabber provided that additional level of communication, along with a time-stamped transcript archive of all activities.

Ultimately, the virtual work environment used for facilitating a collaborative mapping response for the Red River flooding proved itself among participants. Although many aspects of using the associated tools were not uniformly familiar to everyone, it only took a little time for all to become proficient. Lessons learned will be directly transferable to future events, allowing more GIS professionals distributed through a variety of government agencies and private companies to work together to produce maps to support emergency responders.

For further information and to see the maps produced, visit the Governor's Council on Geographic Information website (<http://www.gis.state.mn.us/>) and follow the links for the Red River Flood. Jabber (<http://www.jabber.org/>) is an open source software solution.

T

**ATTACHMENT B**  
**(Excerpt May 8<sup>th</sup> Issue of Council Directions)**

**Council, counties partner in water quality data-sharing project**  
**Public also will have easy access to info online**

The Metropolitan Council is partnering with two metro counties on a pilot project to share water-quality data and make the information easily available to the public online.



Scott Schneider, a resource conservationist with the Scott County Soil and Water Conservation District, collects a stream sample.

Beginning in May, Scott and Dakota counties will be able to enter and manage their own data using the Council's water-quality database. And the Council will have access to wider and more detailed water-quality data collected by the two counties.

"The public also will benefit by having access to all this data through the Council's [online environmental monitoring warehouse](#)," said Steve Kloiber, senior environmental analyst with Metropolitan Council Environmental Services (MCES), who is coordinating the project.

"The partnership will save a lot of money, too," Kloiber said. "The counties could easily spend tens of thousands of dollars to develop and maintain their own databases. And the Council could spend that much or more if it were to expand its monitoring programs to collect the data the counties already have."

**Water quality data is critical to protecting area waterways**

MCES has long maintained a database of river, stream and lake monitoring data in the seven-county metro area. In fact, some river data goes back to the 1920s and 1930s, during the era which spawned the first wastewater treatment facility on the Mississippi in 1938.

In recent years, MCES created a suite of web-based data management tools for entering and reviewing water-quality data. But until now, these tools were only available to Council staff on internal computer systems.

With the new pilot project, the database system will now be available through a password-protected Internet site for Scott and Dakota County staffs. Data from both counties now can be uploaded into the Council's database, which in turn makes the information available to the public through the web.



A typical water quality monitoring station operated by the Scott County Soil and Water Conservation District is equipped with a datalogger, automated sampler, rain gauge, phone modem, solar panel, and stage sensor.

### **How is the information used?**

Water monitoring data is used by Council staff and policymakers to identify water-related problems, establish goals and measure annual progress toward an overarching goal of protecting and improving regional water resources.

"If the pilot program is successful, we hope to develop a long-term service agreement with the counties to provide the technical support the system needs," Kloiber said. "We hope this project can serve as a model for using the Internet to improve our work. We've already had a number of inquiries from other local governments who are interested in using the new system."





**TO:** Coordinating Committee

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

**SUBJECT:** Overview of Enhancements to Socioeconomic Web Resources Page

**DATE:** August 7, 2009  
(For Sept 10<sup>th</sup> Meeting)

## **INTRODUCTION**

Will Craig, with the assistance of Amy West, Jason Borah, John Carpenter, and Tanya Mayer, has made significant enhancements to the Socioeconomic Web Resources Page over the past few months. The purpose of this agenda item is to give him an opportunity to share these significant enhancements with the Committee.

## **BACKGROUND**

In 2004, the Policy Board adopted a Regional Policy Statement (Attachment A), which officially acknowledged the MetroGIS Socioeconomic Web Resources Page as a regional solution to the “socioeconomic characteristics of areas” shared information need. The University of Minnesota’s Minnesota Population Center was named as the custodian. The Population Center works with CURA and others to keep this page current.

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

## **RECENT REFINEMENTS**

Data development work for the Transitway Data Management Project (Attachment B) was the impetus for the significant refinements to the Socioeconomic Web Resources Page; the subject of this report. The rationale and methodology used in adding 9 new data sources are also described in the attachment. In addition to what is reported there, Excensus had been added as a commercial alternative when public sources are not adequate. This move to commercial databases was part of the originally conceived Phase II Plan.

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

## **REGIONAL POLICY STATEMENT**

When the subject Web Resources Page was initially developed and described in the initial Regional Policy Statement adopted in October 2004, the workgroup referred to their accomplishments as Phase I. Phase II was originally intended to focus on datasets not freely available; i.e., commercial datasets. Recently, an opportunity to make progress on the desired Phase II outcomes was recognized via Transit Impact Research Program (TIRP) at the University of Minnesota. Results were similar, but also included other free data available in 2009. The effort to document these Phase II-related resources was led by Will Craig, who also chaired of the Phase I Workgroup.

The TIRP project was created to find data that would be helpful to researchers looking at various aspects of transit improvements, starting with the Hiawatha Light Rail Transit line. Researches at the Humphrey Institute of Public Affairs had documented those data needs in a 2006 report [Inventory of Data and Research on the Economic and Community Impacts of the Hiawatha LRT](#). Most of the data needs were

already available in DataFinder's Socioeconomic Research page. A search was conducted for missing sources. Another two data categories and 6 data sources were located and added. At the same time, significant updates were made to 5 of the existing data sources; for example adding building permit data to the Metropolitan Council data page and Commercial real estate was added to the Realtors page.

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

#### **RECOMMENDATION**

That the Committee:

- 1) Thank Will Craig (and his teams) for his considerable effort to update and expand the resources locatable via the Socioeconomic Web Resources Page.
- 2) As the web page now includes data that was originally intended to be part of a Phase II effort, and the custodians are committed to continuing to monitor opportunities to improve upon the resources searchable – public and private – the Phase I label and related language should be officially removed from the Regional Policy Statement as illustrated in Attachment A.
- 3) The members, if not currently, are encouraged to become familiar with the Socioeconomic Web Resources Page and encourage broader use via their respective interest groups.

# ATTACHMENT A

Version 2.0

Policy Board Adoption:

October 27, 2004 and Pending October 14, 2009

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## REGIONAL SOCIOECONOMIC CHARACTERISTICS OF AREAS PRIORITY INFORMATION NEED POLICY SUMMARY

### *Regional Data Specifications*

Deleted: PHASE I ¶

#### DESIRED SOCIOECONOMIC CHARACTERISTICS OF AREAS DATA SPECIFICATIONS

The solution to MetroGIS Socioeconomic Characteristics of Areas Information Need focuses on the priority socioeconomic information needs<sup>1</sup> of the MetroGIS community that can be satisfied with existing published data. These data are published by a number of organizations including federal, state, metropolitan, county, non-profit authorities, and commercial entities. To help the user community more easily locate data with specifications consistent with identified desired characteristics, MetroGIS facilitated the development and long-term maintenance of the Web-based Socioeconomic Resources Page at ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)).

Deleted: Phase I

Deleted: and

The subject data have simply been cited and summarized in the Resources Page, along with information about how to obtain them. The producers have not been contacted, other than to clarify descriptions of their respective data holdings.

### *Roles and Responsibilities*

#### A. PRIMARY CUSTODIAN

Numerous entities including federal, state, metropolitan, county, non-profit authorities and commercial entities.

Deleted: and

#### B. PRIMARY CUSTODIAN RESPONSIBILITIES

No agreement has been sought by MetroGIS with any of the many cited primary producers. Each of the cited data sources is a long-time, trusted publisher of data that is a product of their respective internal business needs.

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#### C. REGIONAL CUSTODIANS

The University of Minnesota's Minnesota Population Center has accepted custodian responsibility to maintain the content of the MetroGIS Socioeconomic Web Resources Page ([www.datafinder.org/mg/socioeconomic\\_resources/index.asp](http://www.datafinder.org/mg/socioeconomic_resources/index.asp)) and the Metropolitan Council has accepted custodial responsibility for the hardware, software and related support necessary to provide access to the Socioeconomic Resources Page via the Internet.

#### D. REGIONAL CUSTODIAN RESPONSIBILITIES

##### 1. Content of Resources Page:

The University of Minnesota's Minnesota Population Center has accepted the following custodial responsibilities:

- a) **Maintain Technical Integrity:** Periodically check the URL links to data sources cited in the Resources Page to make certain they are still live. If a link is broken, they will research and replace the link. This activity will occur comprehensively at least one time per year (*December*) according to a schedule approved by the MetroGIS Coordinating Committee, and as notified by users. All changes will be conveyed to the Metropolitan Council GIS Department in a format, acceptable to both parties, that clearly communicates the changes proposed.
- b) **Monitor Currency of Site Content:** Inform MetroGIS, via the MetroGIS Staff Coordinator, of any new socioeconomic data sources that provide sub-state and/or sub-regional information, which MetroGIS should consider adding to the Resources Page (for example, the American Community Survey (ACS) when it begins delivering more complete data coverage.) In this case, the regional custodian will draft text for a *Data Source* page on ACS along with new entries for the *Data Resource Page*. The Custodian will spend 2 hours per month on discovery of new data sources.
- c) **Monitor User Satisfaction:** Participate in forums/discussions sponsored by MetroGIS that pertain to the Socioeconomic Data Resources Page and participate in subsequent discussions about which recommended enhancements to implement. Answer user questions related to data content whenever possible.

**2. Maintenance of the Web server**

The Metropolitan Council has accepted the following custodial responsibilities:

- a) **Provide Server Support:** Provide and maintain all hardware, software and related support necessary to host the Socioeconomic Data Resources Page in an Internet environment, including but not limited to data archive, backup, retrieval and disaster recovery.
- b) **Implement Resource Page Changes:** Upon notification from the MetroGIS Staff Coordinator of approved changes to the Resources Page, modify the site to implement these changes.
- c) **Manage Feedback Link:** Comments obtained via the feedback link from the Resources Page will be consolidated not less than quarterly.
- d) **Communicate Feedback to MetroGIS:** Feedback received via the Resources Page link will be transmitted periodically to the MetroGIS Staff Coordinator who will share it with the Coordinating Committee for direction.

**E. METROGIS RESPONSIBILITIES**

**Monitor Satisfaction and Oversee Implementation of Desired Improvements:** As requests and/or opportunities become known through user feedback and following major data release events, such as the decennial Census, the MetroGIS Coordinating Committee will provide direction to the Minnesota Population Center as to MetroGIS’s preferences to address such matters. MetroGIS will also host a Data Users Forum every 3-5 years, or as otherwise determined by the Coordinating Committee, to obtain feedback from the MetroGIS community as to desired enhancements to the Resources Page and any associated data access, content, documentation and/or distribution policy(ies).

Deleted: beginning in Spring 2005

*(Note to Coordinating Committee: The review of available and desired data resources conducted for the TIAP project in 2006(see main body of the report) served as the first user satisfaction forum. )*

<sup>1</sup> The research conducted by MetroGIS to identify the community’s priority socioeconomic information needs is summarized at [http://www.metrogis.org/data/info\\_needs/socioeconomic\\_characteristics/index.shtml#data](http://www.metrogis.org/data/info_needs/socioeconomic_characteristics/index.shtml#data) .

**ATTACHMENT B**

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# Transitway Data Management Project

CTS Project #2009072

June 2009 Draft Report

(Submitted by Will Craig, Associate Director, CURA)

## Introduction

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

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

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

## DataFinder and Metadata<sup>1</sup>

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

DataFinder is maintained by the GIS staff at the Metropolitan Council as part of its support for the MetroGIS data sharing collaborative. The Council has significant need for data developed by others, so this also helps meet their own business needs. Most of the data listed in DataFinder is also stored on their computers, but other regional custodians host data too.

Each dataset is documented with formal Metadata. A metadata record is a file of information, usually presented as an XML document, which captures the basic characteristics of a data or information resource. It represents the who, what, when, where, why and how of the resource. Geospatial metadata are used to document geographic digital resources such as Geographic Information System (GIS) files, geospatial databases, and earth imagery. A geospatial metadata record includes core library catalog elements such as Title, Abstract, and Publication Data; geographic elements such as Geographic Extent and Projection Information; and database elements such as Attribute Label Definitions and Attribute Domain Values.

In Minnesota, people use the *Minnesota Geographic Metadata Guidelines* as documented at <http://www.gis.state.mn.us/stds/metadata.htm>. This guideline was adapted from the standard developed by the Federal Geographic Data Committee by the Standards Committee of the Minnesota Governor's

Council on Geographic Information in order to provide a streamlined implementation of that standard while retaining the essence of its original content. The Guidelines are an official state guideline adopted by the state Office of Enterprise Technology.

**Socioeconomic Resources Guide**

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

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

**Data Categories**

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

**Data Sources**

- County Community Services
- County Sheriff
- Home Mortgage Disclosure Act (HMDA)
- Hunger Solutions Minnesota
- Independent School Districts
- MetroGIS
- Metropolitan Council
- MN Child Care & Referral Network
- Mn Dept. of Education
- Mn DEED
- Mn Dept of Health
- Mn Dept of Human Services
- Mn Dept of Public Safety
- Land Management Information Center
- State Demographic Center
- National Center for Education Statistics
- Twin Cities Realtors
- US Bureau of Economic Analysis
- US Internal Revenue Service
- US Census Products
  - Census Transportation Planning Package
  - County Business Patterns
  - County-to-County Worker Flows
  - Current Population Survey
  - Economic Census
  - US Census of Population & Housing

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

<b>Location of services</b>			
<b>Information Need</b>	<b>Data Source(s)</b>	<b>Minimum Mapping Resolution</b>	<b>Time Frequency</b>

Child Care Providers	<a href="#">MN Child Care Resource and Referral Network</a>	Address	Continuous
Food Shelves	<a href="#">Hunger Solutions Minnesota</a>	Address	N/A
Licensed Human Service Providers	<a href="#">MN Department of Human Services</a>	Address	Monthly
Schools	<a href="#">MetroGIS</a>	Block	Quarterly
	<a href="#">MN Land Management Information Center</a>	Address	Annually
Workforce Centers	<a href="#">MN Department of Employment and Economic Development</a>	Address	Continuous

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

#### **MN Child Care Resource and Referral Network**

##### **Comments about this data source:**

The online statewide database contains over 10,000 providers. It is updated regularly by local child care resource and referral agencies.

##### **Time Series:**

Current data on line.

##### **How to access data:**

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

#### **What Data Does TIRP need?**

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

The 2006 report Inventory of Data and Research on the Economic and Community Impacts of the Hiawatha LRT identified 17 different categories. Those categories are listed here, but the report provides more detail. See Appendix D of

[http://www.hhh.umn.edu/centers/slp/pdf/reports\\_papers/data\\_research\\_hiawatha\\_lrt.pdf](http://www.hhh.umn.edu/centers/slp/pdf/reports_papers/data_research_hiawatha_lrt.pdf)

- Business (e.g. number of employees, retail sales)
- Commercial (e.g., square footage, rental rates, vacancies)
- Construction-Demolitions-Improvements
- Crime and Safety
- Demographics
- Industrial (same as Commercial)
- Land Use & Zoning
- Live-Work (e.g., tenure, quality of life, commute)
- Method of Payment (e.g., type of transit ticket, where purchased)
- Operations & Maintenance (e.g., train schedule delays, total miles, car usage)
- Parking (e.g., availability around stations)

- 
- Property Values (e.g., valuations and sales prices)
  - Quality of Transit Services
  - Residential (e.g., vacancies, rents, owner occupied)
  - Taxes
  - Traffic Count
  - Travel Behavior

### **What Data Should Be Added to DataFinder?**

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

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

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

Two new data categories will be added

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





Cooperation, Coordination, Sharing Geographic Data

TO: Coordinating Committee

FROM: Rick Gelbmann, Metropolitan Council  
Mark Kotz, Metropolitan Council  
Jessica Deegan, Metropolitan Council

SUBJECT: DataFinder Technology Being Phased Out

DATE: August 21, 2009  
(For Sept 10<sup>th</sup> Meeting)

### ISSUE

The DataFinder site (including Café), utilizes software technology that the Metropolitan Council is phasing out. To maintain existing functionality, DataFinder will need to be re-created in current technology.

Phasing Out	Replacing With
ESRI ArcIMS	ArcGIS Server
Geocortex IMF	Geocortex Essentials
Geocortex Statistics	Geocortex Optimizer

### IMPLICATIONS

When these software technologies are phased out, MetroGIS DataFinder will be impacted in three primary ways.

DataFinder Function	Migration Plans
DataFinder Café	Will need to be rewritten in Geocortex Essentials. <b>No plan is in place at this time.</b>
Map Services	Council plans to transition to new technology offering a comparable suite of services. Timing unknown.
Statistics on Café and services for performance measures	Council plans to transition to new technology once other updates are made to both Café and map services.

A specific end date for older technologies is not set. However, current maintenance on Geocortex IMF expires February 2009 and will not be renewed. This does not prevent using the existing software, but does not guarantee software will work amidst other software upgrades.

### OPPORTUNITY

In planning for a migration of DataFinder Café, there is opportunity to revisit how customers use or expect to use this application.





Cooperation, Coordination, Sharing Geographic Data

**TO:** Coordinating Committee

**FROM:** Feature Services Workgroup Liaisons: Alison Slaats, 1000 Friends of Minnesota  
David Fawcett, Mn Pollution Control Agency  
Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Moving Forward – Hosting a Web Feature Services Contest

**DATE:** August 17, 2009  
(For Sept 10<sup>th</sup> Meeting)

## **REQUEST**

That the Coordinating Committee create a second-phase Web Feature Services Workgroup and provide direction concerning next steps to host a web feature services contest similar to that hosted by Washington D.C.

## **CONCEPT APPROVAL GRANTED BY POLICY BOARD**

At its July 22<sup>nd</sup> meeting the Policy Board unanimously concurred with the Committee's June 25<sup>th</sup> recommendation (reference section) to host a contest to stimulate publishing of and use of web features services. The Board concurred with the Committee's recognition that multiple sponsors will be necessary to effectively accomplish the purpose and encouraged the development of a promotional piece both to encourage the publication of data as web feature services and promote the contest among prospective application developers.

## **STRATEGY SESSION FOLLOWING POLICY BOARD MEETING**

David Fawcett and Alison Slaats, who championed this idea before the Policy Board, have agreed to serve on a second-phase workgroup tasked with overseeing preparations for and actually hosting of the proposed contest.

They hosted a meeting on July 23 with Committee Chairperson Wakefield, the Staff Coordinator, and Mark, Kotz, Chair of the Technical Leadership Workgroup, to discuss next steps following receipt of concept approval from the Policy Board. The components of a refined purpose statement were agreed upon. The notion of developing a 1-page fact sheet for promotion of the event, as directed by the Policy Board, was also refined. If they are able to prepare a draft in time for the September Committee meeting it will be presented for comment. Once accepted by the Committee, work would begin on refining the contest plan and soliciting partners.

## **CONTEST PREPARATIONS**

Preparing to host the proposed contest will include reaching agreement on several major topic areas, including but not limited to:

- a) Securing of partners willing and able to host it.
- b) Deciding how much to invest and for what.
- c) Determining how to incentivize inclusion of currently licensed data in the mix of data resources openly available during the contest.
- d) Deciding on the evaluation criteria to judge proposals.
- e) Securing a contest administrator.

## **RECOMMENDATION (assuming a draft promotional piece is available for consideration)**

That the Committee:

- 1) Authorize creation of a second-phase Web Feature Service Contest Workgroup to oversee preparations to host a web feature services contest similar to that hosted by Washington D.C. and acknowledge Alison Slaats and David Fawcett as the Workgroup co-chairs.
- 2) Comment on a proposed refined purpose statement for the contest.
- 3) Task the Workgroup with refining the contest plan for consideration by the Committee at its December meeting.
- 4) Offer advice on contest expectations and issue areas to address in the contest plan, in particular, how to go about securing several contest sponsors.

## REFERENCE SECTION

### 1. EXCERPT – SUMMARY JULY 22, 2009 POLICY BOARD MEETING

#### 5f) Fostering Partnerships via a Contest

... request for concept approval to pursue a contest aimed at promoting widespread publishing of web services and innovative ways to consume those services that provide public benefit. ... Alison Slaats, 1000 Friends of Minnesota, and David Fawcett, Mn Pollution Control Agency ... began by stating the purpose of the contest is to make more data available and improve usability. Slaats stated that the idea is to model the proposed contest after a successful context hosted by Washington D.C. ... involved a \$50,000 investment that yielded over \$2.3 million worth of applications that were determined to create public value. She also noted that \$15,000 of the \$50,000 investment was to retain a firm to manage and advertise the contest, with the remainder of the investment used for prizes; a model that the project team also believes would be a good fit for this area. **All concurred that several sponsors, in addition to MetroGIS, will be required to be successful.**

Slaats continued by explaining that the contest would be designed to catalyze connections between data resources and prospective data users and, by doing so, create public value. She emphasized this outcome is consistent with the vision statement adopted by the Policy Board - *“organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems”*.

Slaats went on to comment that traditional needs assessment techniques have not worked to explore partnerships with no-government interests in large part because the data producer community has little to no understanding of who comprises the non-government user community, let alone their needs. Slaats then used an analogy that involved a boy scout troop to illustrate value that can be added to information by emerging users when they are able to leverage web-based geospatial information in easily to use formats.

Slaats and Fawcett closed their presentation by stating they believe, and the Coordinating Committee concurs, that hosting the proposed contest is seen as a way to catalyze self definition of non-traditional users of geospatial information as well as begin to understand their needs; needs which if met have the potential of creating substantive public value with little or no additional public investment other than to publish data in the form of web services that are developed as an result of day of day business operations.

Member Elkins asked if there are currently enough base services – raw material - available to stimulate the desired participation. This comment led to a wide ranging conversation about the need to do the contest right or not at all and if done well that the result could be a significant motivator for producers to publish more services. Fawcett commented that the contest would be held no earlier than **mid spring 2010** for two reasons: 1) **significant outreach** is needed to **encourage producers to publish their data via services**, also noting that an application exists in GeoServices Finder that was developed last year with MetroGIS funding though which prospective users can locate and access existing services and 2) to **secure other sponsors**.

All concurred that the contest would, in effect, leverage the concept of “crowd sourcing” a means with substantial potential to more effectively define needs and explore partnerships with non-government entities than practical with traditional assessments methods. Members also acknowledged that hosting a well-publicized contest would likely attract application developers from outside of the GIS community and, thereby, **leverage creativity of non-traditional users**, a goal established in the Business Plan.

Members Reinhardt, Egan, and Elkins each stated they believe the context idea presents an outstanding opportunity through which to explore partnering/cost sharing with others to address shared needs, provided the base services available are adequate.

Chairperson Schneider concurred that the concept is very good but perceives a disconnect with the goal to demonstrate the value of access by non-government entities unless **all data for a given area are available**. He suggested that a study area might be defined for which all data could be made available during the contest. He also encouraged the **design team to develop a marketing piece** that clearly defines the outcomes sought and use of this material to pursue corporate sponsorships from large firms with potential to benefit from resulting actions (e.g., offering free products as part of the prizes)

**A question was raised, but not resolved, as to whether the contest should be limited to proposals that pertain to the seven-county Metropolitan Area**, as opposed to statewide. Agreement was reached that a condition of submittal should be that all applications have to be permitted to be used freely elsewhere in the state.

Chairperson Schneider summarized by restating his support for the concept and the Coordinating Committee working to continue to refine it, in particular, to clarify the goals to be achieved and packaging them to share with prospective sponsors. He encouraged the Committee to **involve the private sector in the contest design beginning immediately**, emphasizing that he believes the emerging initiative to seek out partnerships with the non-government interests to address shared needs should be expanded to incorporate this concept.

**Motion:** Member Reinhardt moved and Member Elkins seconded that the Policy Board:

- a) Grant concept approval to the idea of MetroGIS participating in the hosting of a contest, involving awards to successful submitters, to catalyze increased use of web services and applications that leverage these services as described in the agenda report, with the understanding that sponsorship of the contest will involve organizations in addition to MetroGIS.
- b) Direct the Coordinating Committee via its Web Feature Services Workgroup to propose a plan of action for its (Board's) approval.

Motion carried, ayes all.

## **2. EXCERPT – SUMMARY JUNE 25, 2009 COORDINATING COMMITTEE MEETING**

### **Item 5a – Regional Web Service / Application Recommendations**

**Feature Services Contest.** Kotz noted that the proposed contest is modeled after a successful venture by Washington DC whereby a \$50,000 (\$35,000 for awards and \$15,000 to hire a firm to administer the contest) investment resulted in the development to over \$2 million worth of applications. According to Kotz, the members of the Technical Leadership Workgroup agreed that this is the most interesting project proposal received and that it holds a good deal of promise to help MetroGIS define partnering opportunities and promote the development of web services. David Fawcett, representing the project team, noted that partnering to share the costs of the contest seemed to be the best approach and that the contest could serve as a valuable mechanism to promote the value possible of producers making their data available via web service technology.

Kotz stated the recommendation of the Technical Leadership Workgroup is that MetroGIS pursue this idea but not until 2010 to provide adequate time to ramp up to it right. The appropriateness of using the Council's funding was also questioned. In response, David Fawcett, representing the project proposers, commented that no assumption had been made that the Council's funds would be the only of source of funding.

Member Charboneau noted that he believed this idea had great promise to engage private sector involvement. The Staff Coordinator added that the concept also presented an opportunity to begin to better understand the benefits of public organizations contributing data to a geospatial commons that is of

value to private sector interests to access to run in applications who in turn make the applications available to the public providing value to the community.

The members concurred that concept approval should be sought from the Policy Board at the July meeting and that, if received, this idea should be pursued as a 2010 work objective as suggested by the Technical Leadership Workgroup.

**Motion** – Bring the idea of a web feature services contest to the Policy Board for discussion.

### **3. EXCERPT: METROGIS FEATURE SERVICE WORKGROUP’S MAY 29, 2009 REPORT TO THE METROGIS COORDINATING COMMITTEE**

**Charge:** The purpose of this workgroup is to recommend a response to the need to have OGC-compliant **feature services available for all geospatial data and to more easily make feature services available in a secured environment**. The workgroup also asked that “given that several organizations are already serving WMS and WFS datasets, is this need partially met, or are those services not meeting the need? What else is needed?”

#### **Workgroup Charge**

##### *Clarification of workgroup charge*

The original charge (see above) asks if this need is a real need since some WMS and WFS are already available. This workgroup confirms that while some datasets are available via WMS and WFS, this is a real need and there is much room for improvement in feature services. This workgroup has focused its response to this need on the following specific issues:

- The identification of currently available image and feature services with the goal of including them in the MetroGIS-funded a service catalog, GeoServices Finder (<http://www.lmic.state.mn.us/GeoServiceFinder/>).
- Outreach to data providers to encourage them to publish their datasets as feature services as well as listing them in a service catalog. Also, outreach to data providers will encourage data producers to output datasets in KML (Keyhole Markup Language), a new OGC format that is widely used by geospatial viewers and web clients.
- The promotion of data services availability. We would like to promote the use of data services by making sure people know the catalog and the services exist. We believe there maybe a group of potential service consumers that do not know these resources are available.
- The clarification of users of feature services. The workgroup was unsure of the full range of users of feature services. We would like to clarify who users are and so their needs may be better understood.
- The clarification of user needs for data content in data services and of user needs for service format. In order to add and improve data services, the workgroup would like to learn more about services users need.

##### *Stakeholders*

The stakeholders interested in feature services are both data users and data providers and encompass a wide range of types of organization including

- government agencies
- private sector / consultants
- non profit organizations
- public and non-GIS users (we think the need is there from this set of users, but is difficult to quantify)

##### *Relationship to other defined MetroGIS needs and key datasets*

The need for improved and expanded feature services directly relates to other MetroGIS needs and datasets. First, because feature services are a now a key, and expected, method of data delivery, they are required to deliver the MetroGIS datasets identified by information needs process. In addition, newer MetroGIS needs for delivering geospatial information via applications will probably rely on data services as a building blocks for application development.

## Workgroup Participants:

P = Participant/Advisor, L = Leader/Champion

Name	Organization	E-mail	Role
Gordon Chinander	Metropolitan Emergency Services Board	gchinander@mn-mesb.org	L
Alison Slaats	1000 Friends of Minnesota	aslaats@1000fom.org	L
Brian Huberty	U.S. FWS	brian_huberty@fws.gov	P
Bob Basques	City of St. Paul	bob.basques@ci.stpaul.mn.us	P
Mike Dolbow	MN Department of Agriculture	mike.dolbow@state.mn.us	P
David Fawcett	Minnesota Pollution Control Agency	david.fawcett@state.mn.us	P
Brian Fischer	Houston Engineering, Inc.	bfischer@houstonengineeringinc.com	P
James Bunning	Scott County	jbunning@co.scott.mn.us	P
Jessica Deegan	Metropolitan Council	jessica.deegan@metc.state.mn.us	P
Scott Freburg	MDE	scott.freburg@state.mn.us	P
Sonia Dickerson	MNDOT	sonia.dickerson@dot.state.mn.us	P

## Workgroup's Recommendation

To meet the needs described above, the workgroup recommends holding a public contest where participants would create Web mapping applications that utilize a minimum number of Web feature services listed in the MetroGIS or LMIC data service catalogs. The **use of a competition** to promote existing data services and encourage partners to publish new services has been used **successfully** by the **District of Columbia** and the US federal government, and new initiatives are going forward in **New York, Toronto, Finland and Belgium**.

**The workgroup proposes that this contest will be a tangible measure of MetroGIS's vision that "organizations serving the Twin Cities Metropolitan Area are successfully collaborating to use geographic information technology to solve real world problems".**

### Specific goals of the contest

- Expand the universe of data published as web feature services and increase the number of service formats/standards that services are published in.
  - Encouragement of data providers to publish their data as feature services and to document it as available through existing catalogs
  - Data providers could be government agencies, but could include other data providers including the private sector.
- Promote the use of MetroGIS (and other) GIS data, and leverage previous investments in DataFinder and GeoServices Finder by making more people aware of the data catalogs.
  - The huge value of GIS data that is created by MetroGIS (and other) participants would be promoted and known by a wider set of people
  - GeoServices Finder and DataFinder already exist as catalogs for data and data services. This proposal would pay for additional population of those MetroGIS-funded resources.
- Refine needs for MetroGIS data, data services and data services formats
  - By requiring entries into the contest to complete an application form, we could ask a series of very specific questions with the goal of obtaining information about the organization and its data needs. Example questions could include:
    - What type of organization are they/what sector do they represent?
    - What function does their organization server?
    - What services that are not currently available would they like to see?
    - How does the free access to this data help their organization? Can this be quantified as a \$ savings?

- How does their application help the Twin Cities metro area, its citizens and economy? Can this be quantified?
- Obtain useful and new applications based on GIS data
  - By requiring entries to submit their code, MetroGIS could realize a huge benefit in applications that are based on GIS data that could never be accomplished on their own. For comparison, the first Apps for Democracy held in Washington DC contest yielded 47 web, iPhone and Facebook apps in 30 days - a \$2,300,000 value to the city at a cost of \$50,000.
  - We may receive submission of applications that use GIS data in revolutionary ways that have not yet been thought of by the MetroGIS community.
  - We would require submission of source code data as a requirement of the contest, so application could be evaluated for meeting ongoing MetroGIS needs and used as needed.

Key participants & Use of existing resources

As partners in this solution, we anticipate using existing MetroGIS-funded resources as key participants for success.

- GeoServices Finder and DataFinder already exist as catalogs for data and data services. This proposal would build on these existing resources with the intention of adding additional content.
- Some data producers may not have the capacity to host a feature service of their data. We propose these options as a solution:
  - DataFinder already exists as mechanism for distribution of GIS metadata and data (see: <http://www.datafinder.org/help/index.asp#contribute>). We would encourage data producers to work with DataFinder staff to serve data as data services as
  - Other partners maybe available via existing relationships, such as joint powers agreements, that may allow one organization to host services for another.

Costs

We recommend funding this project at \$24,000 and recommend using a Request for Bids process to allow the workgroup to clarify the scope of the project and to minimize burden on responding bidders.

We anticipate the rough breakdown of costs to be as follows:

<b>%</b>	<b>task</b>
20 %	outreach – to populate service catalog with existing services and to provide outreach to encourage other services to be created and cataloged
70 %	administration of contest (including setup, rule creation, judging, legal considerations etc.), collection and summary of needs collected as part of competition; collection of application code from contest.
10 %	content prizes

An initial timeline to be followed would be as follows:

- Outreach – Fall 2009 )
- Contest Set up – Fall/Winter 2009
- Contest – early 2010
- Contest wrap up (summary of entries, code collection etc) – Spring/Summer 2010

References:

Other similar contests:

1. Apps for America – competition to use data available at data.gov.
  - <http://sunlightlabs.com/contests/appsforamerica2/>
2. Apps for Democracy
  - General site: <http://www.appsfordemocracy.org/>



- all apps created are here: <http://www.appsfordemocracy.org/application-directory/>





**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Update

**DATE:** July 3, 2009  
(For the July 22<sup>nd</sup> mtg.)

### INTRODUCTION

Since the Committee last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet.

### PROJECT SPECIFICS

#### A) 2009 REGIONAL GIS PROJECTS

On July 22, the Policy Board recommended that the Metropolitan enter into agreements with the proposers of three projects for a total of \$35,000. As of this writing, the various contracting/bid request proposals were being vetted through the Council's procurement channels.

#### B) NEXT-GENERATION REGIONAL STREET CENTERLINE SOLUTION

Negotiations with NCompass are in progress. A forth meeting, and hopefully final meeting is Scheduled for September 1 at which time the scope of the agreement should be fully defined. Several enhancements to the current specification are being explored. The goal is have the new agreement in place before year end, as the current agreement expires December 31, 2009.

#### C) 2008 REGIONAL GIS PROJECTS

- Address Editing Tool (Technical Leadership Workgroup, Project Lead)  
Applied Geographics (Boston) was selected last fall to develop the proposed Address Editing Tool. Agreement has been reached with respect to interests with whom the prototype can be shared by a funding agreement still had not been drafted as of this writing. The contractor is willing to the application to be shared with collar counties to host the application if they choose to do so. This provision was sought to act on the goal to improve interoperability with jurisdictions that adjoin the metro area.
- Landmark Names Extension to Geocoder Service (Mosquito Control District, Project Lead)  
Submitted by Nancy Read, Project Manager.
  1. The current geocoder web service is in full operation, hosted on a server at MnGeo. Base use levels seem to be about 7,000 to 10,000 hits per month, but it received heavy use in June and July (ca. 50,000 hits/mo) from batch users, similar to the high levels in April. (The service was not designed for batch use, but users send grouped requests. So far this has not been a problem for the MnGeo server.) The additional funding made available from MetroGIS project funds will be used for small changes to improve performance on odd names. We are also still working on automating data updates.
  2. There has been activity in the Open Source community on additional development of the PAGC geocoding software, including building different software wrappers.
  3. Walter Sinclair, the main programmer for PAGC, is under contract with MMCD (using MetroGIS 2008 project funds), and is making progress on adding capability to handle Landmark/Point of Interest matching.
  4. We will be working with various sources to assemble an initial file of Landmark / Point of Interest names and locations to use in testing in September

#### D) STREAMLINING DATA ACCESS FOR EMERGENCY RESPONDERS

The workgroup met on August 12<sup>th</sup> and agreed to meet again the last week in September. In the mean

while four members agreed to development information in four topic areas.

See Attachment A for an updated on the related work of the State's Emergency Management Workgroup.

**E) DOCUMENTING BENEFITS AND ORGANIZATIONAL STRUCTURE FOR CROSS-SECTOR, SHARED POWER ENVIRONMENT**

Rather than continuing to pursue a locally-focused initiative (Attachment B), the Staff Coordinator has elected to leverage ongoing related work of the Governance Workgroup of the National Geospatial Advisory Committee, which he is a member (See Item 7b) and a promising collaborative initiative of COGO and URISA

**F) RFP TO SECURE SUPPLEMENTAL PROFESSIONAL SERVICES**

The 2009 MetroGIS "foster collaboration" budget allocates funding to acquire supplemental professional services, to support a variety of project responsibilities, through outsourcing. A draft scope of work for a proposed multiple-year contract was accepted by Council management in June and the Policy Board refined its expectations for work programming for the remainder of the year on July 22<sup>nd</sup> clearing the way for work on the required RFP document to move forward. The proposed contract would replace the 5-year contract with the firm Richardson Richter Associates that expired this past December.

# ATTACHMENT A

## Statewide Emergency Preparedness Data Project

June 8, 2009

Below is a brief summary of our FGDC CAP Structures grant activities since my last report.

Best regards,

John Hoshal, LMIC

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### Grant Status:

Because of events like the Red River floods, Land Management Information Center (LMIC) staff and Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee (EPC) members were not able to dedicate the time necessary to complete the CAP grant in the timeframe originally agreed to. In late April, LMIC and the EPC sought and received from the FGDC a no-cost extension of the ending date of the agreement to November 30, 2009.

### Notable Meetings:

1. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee members and staff from the Department of Natural Resources, Metropolitan Mosquito Control Board and LMIC met in April to discuss a possible joint effort to create a web-based structures maintenance tool. The application(s) could potentially support elements of DNR's Firewise program, the CAP grant and possible MetroGIS initiatives. It would provide data providers/custodians a secure toolbox for verifying, enhancing and adding new structures data.

### Presentations:

Though not entirely devoted to the CAP Grant, the grant was identified during these presentations:

4/22/09 – Geospatial Information & Technology Association (GITA) conference, Tampa, Florida. Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee members Steve Swazee and John Hoshal presented, *“Providing Situational Awareness to the Republican National Convention and Beyond”*.

### Other:

1. We continue to assist TechniGraphicS (TGS). TGS has worked with LMIC and other GIS contacts in Minnesota to collect structures data for HSIP Freedom. Freedom data (fire stations, hospitals/clinics, and police stations – 2007 release) will serve as foundational data for the CAP project with subsequent review by local authorities. For more information about HSIP Freedom see:  
[http://www.nsgic.org/hottopics/hsip\\_ci\\_geospatial\\_data\\_sharing\\_program\\_121806.pdf](http://www.nsgic.org/hottopics/hsip_ci_geospatial_data_sharing_program_121806.pdf)

# ATTACHMENT B

## CONTEXT

### EXPLORING ENHANCEMENTS TO METROGIS'S ORGANIZATIONAL STRUCTURE

The following information provides context for the idea explored in Item E of hosting a forum to explore enhancements to MetroGIS's organizational structure that are capable of overcoming resource and governance limitations inherent in the current structure.

- The National Geospatial Advisory Committee has recognized that a new form of organizational structure will be needed to achieve the vision of the NSDI; a structure consistent with governing in a cross-sector, shared power environment. A subcommittee of the NGAC has been tasked with investigating options to address this need.
- The Staff Coordinator serves on this subcommittee given similarities with support and governance issues faced by MetroGIS. Although reliance upon the Metropolitan Council to support MetroGIS's "foster collaboration" function has worked well for some time, the current situation is one where the opportunities for collaboration have expanded and become more complex (i.e., service oriented architectures), while support resources to act on them have diminished. These resource constraints, manifested in the inability to secure a Technical Coordinator and the general lack of resources needed to accomplish priority work objectives, have been recognized by MetroGIS leadership as a concern for over a year. A broader support base has been encouraged by the Policy Board through adoption of the strategy to seek out partnerships with non-government interests. Such additional resources are needed to ensure that collaborative opportunities are acted on in a timely fashion and in ways relevant to changing stakeholder needs.
- Addressing the need for additional support resources may also require modifications in the current organizational structure. Working through the unique organizational/governance structure that was created by MetroGIS to foster and support cross-sector collaboration has resulted in substantial gains in efficiencies and improved working relationships. Notwithstanding, these significant achievements and the accompanying public value created, the current structure has weaknesses that must be resolved to sustain and build upon the collaborative solutions that are in place.

For instance, solutions to shared needs that rely upon service oriented architectures will require inter-organizational dependencies that the current voluntarily organizational structure will not be able to effectively manage. Addressing this constraint is a national need fundamental to achieving the vision of the NSDI. Addressing this constraint will also hold promise for MetroGIS's efforts to attain greater efficiencies than currently possible.



*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Coordinating Committee

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

**SUBJECT:** Information Sharing

**DATE:** August 28, 2009  
(For the Sept 10<sup>th</sup> meeting)

Announcements and information provided by individuals other than the Staff Coordinator are so noted.

**A) NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC) - August 26-27<sup>th</sup> Meeting**

Highlights of the meeting include (See Attachment A for the meeting agenda and draft summary):

- Full Committee endorsement of the FGDC proceeding with the Imagery for the Nation program.
- Governance Subcommittee, which the Staff Coordinator is a member, presented a draft white paper in which a series of metrics is proposed to define issues that need to be resolved to realize the vision of the NSDI. These measures encompass four broad categories: big issues facing society, geospatial data, technology, and organizational structure. Concept approval was received. The final proposal will be presented at the December NGAC meeting.
- Economic Recovery Subcommittee presented conclusions to address concerns raised at the February meeting regarding the submission of four uncoordinated proposals from the Geospatial Committee
- Partnerships Subcommittee reported on its Call for References and summarized findings for suggested best practices to accomplish partnerships to address shared geospatial needs. The final proposal will be presented at the December NGAC meeting.
- USGS presented a white paper on future directions for The National Map (TNM) program. The TNM Subcommittee participated throughout development of the paper.

**B) STATUS OF REQUEST OF GCGI REGARDING RECOMMENDATIONS FROM METROGIS**

See Attachment B for the letter from former GCGI Chair Gelbmann that summarizes intentions of the former Governor's Council on Geographic Information, now known as the Mn Geographic Information Office (MnGeo). Nothing specific submitted to date.

**C) PRESENTATIONS / OUTREACH / STUDIES (not mentioned elsewhere)**

1) **Articles / Presentations - none**

2) **Publications:**

*Understanding Strategic Planning and the Formulation and Implementation of Strategic Plans as a Way of Knowing: The Contributions of Actor-Network Theory.*

Case Study about MetroGIS by Professors John Bryson, Barbara C. Crosby and; John K. Bryson - University of Minnesota and University of California-Riverside, published in the International Public Management Journal, International Public Management Journal, 12:2,172 — 207.

Downloadable at <http://www.informaworld.com/smpp/title~content=t737963440>.

## **D) OTHER RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

### **1) Call for Nominations to Serve on Statewide Geospatial Advisory Council**

September 12 is the deadline to submit applications to serve on this newly created Committee. The MetroGIS Policy Board nominated its Chair, Minnetonka Mayor Terry Schneider, to serve on this Committee.

### **2) New Statewide Standards – The National Grid and CTU**

The Minnesota Governor’s Council on Geographic Information, now known as MnGeo, has adopted two new state geospatial standards. For more information, contact Mark Kotz at [mark.kotz@metc.state.mn.us](mailto:mark.kotz@metc.state.mn.us) or 651-602-1644.

#### **▪ U.S. National Grid**

The purpose of this state standard is to encourage the use of the United States National Grid (USNG) on all appropriate map products in the state and to specify how the USNG should be presented on maps when it is used.

The USNG provides an efficient way to specify location information at different levels of detail anywhere in the United States. It is based on a universally defined geographic coordinate and grid system. It is intended to improve interoperability across all national jurisdictions especially in crisis situations. It is also intended to help people use location services such as GPS in conjunction with printed maps to find and communicate location information.

See the [U.S. National Grid resources page](#) of the GCGI Emergency Preparedness Committee.

#### **▪ Codes for the Identification of Cities, Townships and Unorganized Territories**

The purpose of this standard is to provide a single, common coding scheme to identify all cities, townships and Census Bureau-defined unorganized territories in Minnesota. It is intended to be used primarily when data are being transferred between a state agency and some external customer.

This standard provides a set of codes that uniquely identify more than 2700 cities, townships and unorganized territories (CTUs) within the state of Minnesota. These codes originate from the U.S. Geographic Names Information System and are recognized as a formal federal standard. This standard is important to all developers of public databases containing information about cities, townships and unorganized territories in Minnesota. All Minnesota CTU codes are available for searching or download from the [Minnesota CTU Database page](#).

### **3) Cycloplan project to begin**

The Metropolitan Council is partnering with Focus Lens, a group associated with the University of Minnesota, to develop a web based bicycle planning application. This application will allow planners to share spatial and attribute information about bike trails in the 7 county region. The application will use a Geo-wiki which allows registered users (bikeway planners) to enter and edit spatial and attribute information about bike trails much as other wikis allow users to share and edit text and images on the web. Cycloplan builds on an existing Geo-wiki called Cyclopath – <http://cyclopath.org> – (developed by Focus Lens) which is used by bikers create, edit and annotate regional bikeway information, as well as plan and rate their personal bike routes. The combination of Cycloplan and Cyclopath will permit planners to have access to the public user data in order to better inform them of how the system is being used and which enhancements would be most valuable when developing trails.

The Cycloplan project will test the use of another kind of web application (geo-wiki) as a means to share geographic information in the region. The project will also test methods for collaboratively collecting linear data just as the address points project tests collaboratively



collecting point data. Future geo-wikis could be used to gather information on other linear features such as functional class roadways.

#### **E) OTHER RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

- 1) **OGC Spatial Law and Policy Committee** ([www.opengeospatial.org](http://www.opengeospatial.org)) to Host Forum  
This Committee is chartered to investigate “spatial law and policy issues” which influence development requirements of the Consortium's technology process. It provides an educational forum intended to include both select member and community participation.

On October 7, the Committee is hosting Spatial Law and Policy Summit in Washington D.C. See Attachment C for more information.

- 2) **COGO, in Collaboration with URISA, Propose Project To Document Benefit**  
Cy Smith, Chair of the Coalition of Geospatial Organizations (COGO), hosted a conference call July 23 to announce this initiative and invite individuals with an interest in participating to join a workgroup. The Staff Coordinator participated in the call and volunteered to participate. Other than an affirmation of their interest in the Staff Coordinator participating, no other information had been received, as of this writing.

# ATTACHMENT A

## National Geospatial Advisory Committee Meeting Sheperdstown, West Virginia August 26-27, 2009

### DRAFT

#### WEDNESDAY, August 26: NGAC Public Meeting

- 8:30 – 8:45**      **Welcome & Opening** – *Anne Miglarese (Chair) & Steve Wallach (Vice Chair)*
- Roll call/introductions
  - Review and adoption of minutes from May NGAC meeting
  - Objectives and purpose of this meeting
  - Announcements/logistics
- 8:45 – 10:30**      **FGDC Update**
- FGDC Activities and News – *Ivan DeLoatch*
  - Status of NGAC Nomination Process – *John Mahoney*
  - Parcel Data Stakeholder Meeting – *John Mahoney/Don Buhler*
  - IFTN Record of Decision – *Karen Siderelis*
  - Recovery.gov/Data.gov – *Ken Shaffer*
- 10:30 – 11:00**      **BREAK**
- 11:00 – 12:00**      **FGDC Update, continued**
- Summary of recent FGDC ExCom Meetings/Dialogue with OMB – *Ivan DeLoatch/Karen Siderelis*
  - Overview of House Geospatial Hearing – *Karen Siderelis, Michael Byrne, John Palatiello*
- 12:00 – 1:00**      **LUNCH**
- 1:00 – 2:15**      **Scoping a National Geospatial Policy and Strategy**
- Analysis of perspectives from NGAC member survey
  - Results of discussions with CIO / feedback from Congressional hearing
  - Guidance from FGDC Executive Committee
    - Discussion with Executive Committee members for clarification
- 2:15 – 3:15**      **NGAC Governance Subcommittee – Concepts/Ideas**
- 3:15 – 3:45**      **BREAK**
- 3:45 – 5:00**      **Planning for a National Geospatial Forum**
- Overview presentation
  - Role of NGAC Communications Subcommittee
  - Small group discussions
- 5:00**      **ADJOURN**

## **THURSDAY, August 27: NGAC Public Meeting**

- 8:30 – 8:45**      **Welcome, Summary of Day 1, Overview of Agenda** – *Chair/Vice-Chair*
- Logistics and announcements
- 8:45 – 10:30**    **Partnerships Subcommittee Report and Discussion** – *Jerry Johnston/Gene Schiller*
- Results & summary of findings
  - Case Study – small group activity
  - Future issues & next steps
- 10:30 – 11:00**            **BREAK**
- 11:00 – 11:30**    **Geospatial Policy and Strategy**
- Follow-up from Day 1 discussion
- 11:30 – 12:00**            **Public Comment Period** – *Sign up in advance*
- 12:00 – 1:00**              **LUNCH**
- 1:00 – 2:15**              **Subcommittee Reports/Updates**
- Economic Recovery – *Kim Nelson*
  - The National Map – *Steve Wallach*
  - Communications – *Kass Green*
- 2:15 – 2:30**              **BREAK**
- 2:30 – 3:00**              **News and Notes Forum** – *NGAC Members (members sign up in advance)*
- 3:00 – 3:30**            **Meeting Summary/Wrap-up** – *Chair/Vice-Chair/Committee*
- Actions & next steps
  - Agenda items for next meeting
  - Announcements
- 3:30**                      **Adjourn**

## **DRAFT MEETING SUMMARY**

### **Review and Adoption of May NGAC Minutes**

**DECISION:** The NGAC adopted the minutes of the May 2009 meeting as revised.

### **FGDC/NGAC Activities**

**ACTION:** FGDC will include a summary of NGAC activities in the FGDC FY 2009 Annual Report.

**ACTION:** FGDC will provide a summary of how NGAC's comments on Imagery for the Nation (IFTN) have been addressed in the IFTN Record of Decision.

**ACTION:** FGDC will work with OMB and other executive offices to identify opportunities to support the Administration's Place-Based Management initiative.

**ACTION:** The FGDC Cadastral Subcommittee will coordinate with the Federal Reserve to determine if there is authority under the Home Mortgage Disclosure Act to collect parcel-level data.

## **Imagery for the Nation**

**DECISION:** The NGAC approved the following resolution:

“The National Geospatial Advisory Committee endorses the outcomes documented in the August 2009 FGDC Executive Committee Record of Decision (ROD) on Imagery for the Nation (IFTN). The NGAC strongly encourages the FGDC and the Administration to seek authorizing legislation for IFTN, develop a Fiscal Year 2011 budget initiative to support IFTN, and move aggressively to implement the IFTN program as described in the ROD.”

**ACTION:** Steve Lowe, USDA FGDC Executive Committee member, will contact USDA’s Office of General Counsel (OGC) to determine whether OGC’s legal opinion on NAIP contracting can be released.

## **National Geospatial Policy and Strategy**

To address the FGDC Executive Committee’s guidance to the NGAC, the group agreed on the following actions:

### **Benefits**

**ACTION:** Zsolt Nagy, Dennis Goreham, and Barney Krucoff will review NGAC documents and other materials and develop a brief summary of the benefits of developing a National Geospatial Policy.

### **Governance/Metrics**

#### **ACTIONS:**

- NGAC members will send comments on the draft metrics paper to the Governance Subcommittee by September 4.
- The FGDC Executive Committee will review the draft metrics paper, provide comments, and hold a conference call with the Governance Subcommittee to discuss the paper.
- The Governance Subcommittee will revise the metrics paper prior to the December NGAC meeting.

### **National Geospatial Forum**

#### **ACTIONS:**

- The FGDC Executive Committee will review feedback from the NGAC, refine the plans for the Forum, and provide an updated plan/schedule to NGAC.
- FGDC will narrow the focus of the Forum and examine opportunities to align with the Place-Based Management initiative
- NGAC Communications Subcommittee will support the Executive Committee in planning/organizing the Forum

### **Emerging Technologies**

#### **ACTION:**

NGAC established a new Subcommittee to address emerging technologies, including cloud computing. Several members volunteered, including Kim Nelson, Chris Tucker, Anne Miglarese, Jack Dangermond, Mike Byrne, Tim Loewenstein, Sean Ahearn, and Gene Schiller. Steve Lowe will serve as ExCom liaison to the Subcommittee.

## **Partnerships**

**ACTION:** Members will send additional partnership examples and best-practice ideas to the Partnerships Subcommittee.

**ACTION:** FGDC will provide link to DOI Partnership Legal Framework Analysis to NGAC members.

### **Economic Recovery/Lessons Learned Subcommittee**

**ACTION:** FGDC will provide copy of Western Governors Association resolution on GIS

**ACTION:** NGAC members provide any comments on draft Lessons Learned/Recommendations paper to Kim Nelson

### **The National Map Subcommittee**

**ACTION:** The TNM Subcommittee will take the lead role for NGAC in participating in the development of the new strategic plan for The National Map.

### **Communications Subcommittee**

**ACTION:** Schedule Subcommittee meeting to plan NGAC Town Hall session at 2009 ASPRS Conference.

**ACTION:** Communications Subcommittee will revise draft Op-Ed article to focus on Place-Based Management initiative. Karen Siderelis will coordinate with DOI Office of the Secretary.

### **Next Meeting**

The next NGAC meeting is scheduled for December 1-2, 2009 at the Marriott Metro Center in Washington, DC. Potential agenda topics include the following:

- Partnerships
- Subcommittee Reports
- NTIA Broadband Mapping
- Dialogue with NRC Mapping Science Committee
- Geospatial Revolution project

Additional Topics:

- Briefing on Federal Enterprise Architecture (FEA) Geospatial Profile
- Briefing from MSC on Licensing Study

# ATTACHMENT B

MINNESOTA GOVERNOR'S COUNCIL ON GEOGRAPHIC INFORMATION



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

March 26, 2009

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

Dear Victoria,

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

### **Implementing a state-wide geocoder service**

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

### **Recommending a solution to the need for a storm and surface water tracing tool**

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

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

Sincerely

Rick Gelbmann, Chairperson  
Governor's Council on Geographic Information

## ATTACHMENT C

PRESS ANNOUNCEMENT FOR IMMEDIATE RELEASE For information about this announcement, contact:

Sam Bacharach  
Executive Director, Outreach and Community Adoption Open Geospatial Consortium, Inc.  
tel: +1-703-352-3938  
[sbacharach@opengeospatial.org](mailto:sbacharach@opengeospatial.org)

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August 7, 2009, Wayland, Massachusetts. The Open Geospatial Consortium (OGC®) announces that it will hold a Spatial Law and Policy Summit at The Westin Washington, D.C. City Center on October 7, 2009. Professionals from the government and private sector whose work involves laws and policies related to geospatial technology are invited to register and attend.

This unprecedented event will feature talks and panel discussions by experts familiar with the wide range of legal and policy issues associated with growth in consumer and business applications of geospatial systems, software and services. The growing use of Earth browsers, satellite navigation devices in cars and PDA's, location-based services associated with cell phones, business intelligence, social networking and satellite tracking of vehicles and equipment raises a number of issues concerning privacy, intellectual property rights, liability, and national security. As the speakers will explain, in many cases, the existing legal and policy framework is inadequate to provide governments, businesses and consumers clear guidance on these issues.

The Summit will be chaired by OGC director and Executive Committee member Kevin Pomfret, a Richmond, Virginia based attorney who has written and spoken extensively on spatial law and technology.

To learn more, visit the OGC Spatial Law and Policy Summit website at <http://www.opengeospatial.org/event/091007ets> .

The OGC(R) is an international consortium of more than 385 companies, government agencies, research organizations, and universities participating in a consensus process to develop publicly available geospatial standards. The OGC's OpenGIS(TM) standards support interoperable solutions that "geo-enable" the Web, wireless and location-based services, and mainstream IT. These standards empower technology developers to make geospatial information and services accessible and useful with any application that needs to be geospatially enabled. The OGC's Spatial Law and Policy Committee provides an open forum for OGC members' legal and policy advisors to discuss the unique legal and policy issues associated with spatial data and technology. The Consortium seeks to ensure that OGC standards reflect best practices with respect to law, policy and societal requirements that shape institutional uptake of interoperable geoprocessing. Visit the OGC website at <http://www.opengeospatial.org>.

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**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**September 10, 2009**

**1. CALL TO ORDER**

Chairperson Wakefield called the meeting to order at 1:05 p.m. and asked the others in attendance to introduce themselves.

Members Present: *Academics:* Will Craig (U of M and NSGIC); *Cities:* Bob Owens (AMM: suburban cities - City of Bloomington); *Counties:* Peter Henschel (Carver), Bill Brown (Hennepin), Jim Bunning (Scott); John Slusarczyk (Anoka), Mike Fiebigger (Ramsey), and David Brandt (Washington); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Mark Kotz for Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom; *Special Expertise:* Brad Henry (URS Corp.) and Ben Verbick (LOGIS), *State:* Tim Loesch (DNR); and *Utilities:* Allan Radke (Xcel Energy).

Members Absent: *Business Geographics:* (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* Randy Knippel (Dakota); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *State:* David Arbeit (GDA/LMIC) and Joella Givens (MN/DOT); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator and Lori Christensen (MetroGIS Support Team)

Visitors: Kathie Doty, KLD Consultants, John Cannon, assistant to KLD Consultants, Libby Starling, Metropolitan Council, and Policy Board Chairman Terry Schneider.

**2. ACCEPT AGENDA**

Member Bitner moved and Member Craig seconded to approve the agenda, with one change – consider Item 5h after Item 5b, as suggested by staff. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Member Verbick moved and Member Brandt seconded to approve the June 25, 2009 meeting summary, subject to modifying “Erik\_\_\_\_\_” on page 4 to “Eric Moffet”. Motion carried, ayes all.

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

No discussion of the materials presented in the agenda packet. Chairperson Wakefield noted that several of the items related to topics on the Committee’s agenda.

**5. ACTION AND DISCUSSION ITEMS**

**a) Performance Measurement Plan**

Staff Coordinator Johnson provided context for the action requested and emphasized that this Plan is the first of a two-phase project; the second phase involving development of the actual measures to achieve the objectives defined in the proposed plan. Johnson then introduced Kathie Doty, the lead developer, to explain the elements of the proposed plan and to facilitate review by the Committee.

Doty began by noting that the proposed plan represents an expansion of the objectives sought via the current Performance Measurement Plan adopted in 2002. The proposed change involves adding greater emphasis on value-based measures. That is, measures designed to monitor user satisfaction more so than activity associated with DataFinder, as is the current focus. She then summarized



proposed measurement objectives for each of several major categories of users and producers. Following Doty's presentation, the members offered the following comments:

- There was general consensus that the high level focuses for each of the proposed measures are sound (e.g., unmet needs, quality of data, access to data, use of data for decision making, broadened participation, and governance (resolving policy differences)).
- Member Vander Schaaf – Commented that he believes the proposed measures offer a means to eventually integrate with individual stakeholder decision processes.
- Chairperson Wakefield – Asked if the measures should attempt to monitor characteristics concerning how web services are being consumed by others, in particular, non-traditional organizational interests and the general public. Kotz commented that the Technical Leadership Workgroup is thinking of a voluntary “service registry” as a means to notify users of service updates. He mentioned that the registry might also provide a means to measure use.

The Staff Coordinator reminded the members that MetroGIS's mission is to “enhance the capacities of stakeholder organizations” to carry out their respective business functions noting that they, not MetroGIS, are responsible for interfacing with the general public. He also asked if the group felt that this mission statement should continue to be interpreted as focusing MetroGIS's efforts, in the case performance measures on “regionally endorsed solutions” to shared needs. If not, he suggested that the underlying policy foundation should be revisited. There was no further comment other than to defer this topic to the next phase of the project –development of metrics to carry out the general framework presented in the subject plan.

- Starling asked why the proposal calls for a **bi-annual assessment** (twice per year). Doty noted that the previous quarterly assessment for anomalies, which formed the foundation for the annual performance measurement report, is no longer possible due to a reduction in support resources. All agreed that the frequency of a particular measure will depend upon the subject matter involved, a topic for Phase 2. It was agreed that the goal should be annual measurement of a subset of the measures, with all measures visited within a to-be-determined schedule.
- Policy Board Chairman Schneider noted that he is pleased with the proposal as it provides flexibility to document opportunities to improve interactions with the non-government community and in so doing is expected to provide a platform from which to pursue broadening of funding support beyond the Council.
- Chairman Schneider's comment about expanding funding for MetroGIS spawned a wide ranging discussion about the need for quantitative measures if leadership is to successfully attract broader financial support. Threads offered for the next phase included: 1) how best to measure use of existing web services in addition to use of data resources that are available via DataFinder, 2) how are existing capabilities/ systems being assisted via MetroGIS's efforts, 3) easier to measure effect (value) when a shift in technology occurs, 4) need to find a way for current users to offer/acknowledge insights to benefits received given that they did not participate in the pre-MetroGIS environment, 5) need to find an effective means to help producers recognize benefits of working together beyond those received as a user from an enterprise perspective, as benefits realized by individual departments often range widely.
- Member Craig commented that receiving useful information from a survey involves significant effort to devise clearly articulated questions – no guessing on the part of the person responding as to what a question means. The extra effort needed to get the questions right is worth the cost. Ensuring sufficient response rate from key stockholders is also critical to reliable information. Craig's comments resulted in restatement of a need by Chairperson

Schneider for MetroGIS leadership to continually be in the loop regarding changing stakeholder needs and use of short Internet-based survey that take users little time to respond to. All acknowledged that a focus of the next phase will be to define metrics that are both easy to execute and which provide trusted information.

**Motion:** Member Read moved and Member Bitner seconded to recommend that the Policy Board approve the Plan, subject to suggested refinements mentioned above being addressed in Phase 2. Motion carried, ayes all.

**b Regional Address Point Policy – Part 1: Regional Policy Statement**

Staff Coordinator Johnson introduced the topic by explaining that a regional policy statement has been adopted by the Policy Board for each of the other eight current endorsed regional datasets.<sup>[1]</sup> He noted that these statements set forth data content standards, custodian roles and responsibilities, and identify the organizations that have agreed to assume the specified custodian roles and responsibilities. He noted that the draft statement attached to the agenda report for the pending Regional Address Points Dataset is comprised of policy defined by the Committee and Policy Board over the past 5 years as the concept of a Regional Address Points Dataset has matured.

He then introduced Mark Kotz, Chair of the Address Workgroup, to talk about draft policies related to accessing the proposed dataset and, in particular, a standard liability disclaimer acceptable to address authorities, and access by 1st responders under a possible limited access option. A wide-ranging discussion ensued involving a variety of topics including:

1) how best to deal with mixed intellectual property rights that will be present for those cities that develop their address points dataset as a derivative of county parcel data

*If the need for a limited access version is found to exist:*

2) what is the definition of a 1st responder (i.e., how to distinguish between hospitals that own ambulance services),

3) who decides if an organization qualifies as a 1<sup>st</sup> responder,

Member Brown noted that he favors the open access policy. All concurred that a widely accepted standardized liability disclaimer would be an important component of the solution, the goal of which being indemnification of addressing authorities for any and all uses of the dataset. Brown mentioned that he would look into the possibility of revising Hennepin County's data license with cities within the county for those cities that may want to use the county's parcel points as a source from which to develop an address point database and to enable them to share the new address data with whomever they wish.

Chairman Schneider suggested contacting the Minnesota League of Cities Insurance Trust and LOGIS to assist with the crafting of the disclaimer language. Member Verbick agreed to contact the League.

The Committee postponed further consideration of the suggested 1<sup>st</sup> responder access policy until the limited access option is requested by a participating city. The Committee also postponed action on the proposed regional policy statement until the standard liability statement is developed, with the understanding that work will precede on the development of the disclaimer and that a progress will be given at the December Coordinating Committee meeting.

**Regional Address Point Policy – Part 2: Legal Costs for Limited Access Option**

Discussion postponed until after the specifics for Part 1 are decided.

**5h) Web Feature Services Contest**

Alison Slaats, a member of the MetroGIS feature service workgroup talked about efforts made to move forward the idea of hosting a web applications contest. The Coordinating Committee endorsed

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the idea at its June meeting. She began by stating that the Policy Board had granted concept approval at the July Policy Board meeting with the understanding that the idea needs to be refined and sponsors other than MetroGIS and the Metropolitan Council will be needed to be successful.

Slaats stated that the current emphasis is educating other organizations about the concept and on securing interest, with the ultimate goal of cost sharing. She shared a preliminary draft of a one-page handout intended to be used as talking points when speaking with leadership of prospective sponsoring organizations. She also shared that the contest idea had been well received by the members Twin Cities Map Server User Group (TCMUG). The members concurred that the contest would provide an excellent way for organizations to evaluate with little risk or cost the value of leveraging new technology (e.g., iPhone, Facebook, Twitter applications) as a component of their tools to interface with the public.

In response to question from Member Craig about who would be eligible to participate, several questions came up about the criteria that would be used to evaluate proposals and offer awards. A wide-ranging discussion followed involving topics that included:

- need for a variety of services to be operational, documented, and discoverable as prerequisite for success
- the need for the services to be long-lived and stable
- potential for lifting restrictions to licensed data during the contest to demonstrate value of the data. If so, need to clearly communicate the license waiver for the contest;
- how best to get the word out to the non-GIS application developers which all concurred are a key target audience
- need to retain publicity expertise
- budget implications
- need define the data that will be made available and create examples to promote the contest
- need to seek out individuals to participate on the workgroup who represent the U of M Computer Science Dept, high school students, and independent application developers
- how might the awards be used to catalyze proposals that address specified needs/preferences
- who should fund the awards and what should they involve – money, product, recognition;
- define the geographic extent – preference was expressed for it to be larger than MetroGIS - the seven county metropolitan area.

Policy Board Chairman Schneider conveyed that the Policy Board was intrigued with the idea but is skeptical until other sponsors commit resources. He also noted that the Board believes a successful contest will require a rich assortment of reliable services to be made available. This comment resulted in Member Brown commenting that he believes the Committee had considered a policy some time ago to publish 5-year old parcel data as public domain. The Staff Coordinator agreed to review the record for reference to this topic and report back to the Committee at the December meeting.

Members Loesch and Bitner volunteered to serve on a workgroup with Slaats to assist in refining the proposal. Chairperson Wakefield volunteered to present the idea Mn GIS/LIS in hopes they will agree to serve as a sponsor. Member Bitner also agreed to share the idea with OSGeo.

Coordinating Committee chair Wakefield noted that Slaats would be unable to lead this workgroup in the long term and so the workgroup would also need to find a leader and champion to take this idea forward.

**Motion:** Member Read moved and Member Bitner seconded to:

- 1) Authorize creation of a second-phase Web Feature Service Contest Workgroup to oversee preparations to host a web feature services contest similar to that hosted by Washington D.C.
- 2) Task the Workgroup with reaching out to other organizations to gauge interest and if interest in co-sponsoring is found, refining a contest plan for consideration by the Committee. The workgroup update the Committee at its December Committee as to the viability of hosting the proposed contest.

Motion carried, ayes all.

**c) Preliminary Budget/Objectives for 2010**

Staff Coordinator Johnson summarized the information presented in the agenda report and requested comment from the Committee.

No comments were received concerning the suggested priorities presenting in the agenda report for 2010. With regard to the preliminary 2010 budget proposal, Member Read observed that the proposed Web Feature Services Contest can be leveraged as an outreach tool for MetroGIS. She also suggested a move away from printed outreach materials to web-based methods and, accordingly, reallocation most of the \$3,000 proposed for printed outreach materials to development of solutions to technical needs. The Committee concurred and encouraged increased use of printing-on-demand for handout/outreach materials.

The impact on support for DataFinder was questioned in response to the proposed zeroing out of funding in MetroGIS's budget. Staff commented that this funding is now provided via the software license and no longer needs to be budgeted for separately. The Staff Coordinator also confirmed that ongoing staff support for DataFinder is embedded in the Council's GIS Unit operations support responsibilities.

Member Read concluded her comments by noting she would prefer a split of funding closer to 50/50 between organization and technical projects. The members concurred, adding that freed up funds should be added to "populating metadata for GeoServices Finder" in support of the proposed Web Services Project. The consensus was that support of projects related to implementing the Regional Address Points Dataset should also be given priority for funds freed up from the organizational side of the ledger.

Accordingly, staff was asked to refine the preliminary 2010 and forward it along with the suggested preliminary 2010 Work Plan to the Policy Board for comment prior to developing the final proposal for consideration by the Committee at the December meeting.

**d) Glossary of Terms for Policy Board**

Postponed to the December meeting due to lack of time to consider.

**e) GIS Technology Demonstration for October Policy Board Meeting**

The group considered two options – Red River Valley Flood Response and Cyclopath – as suggested in the agenda report. Chairperson Schneider offered that the Red River Valley Flood Response appeared to be more appropriate for the October meeting. Committee members asked that the presenter talk about what worked well as well as lessons learned what can be improved upon. The Staff Coordinator agreed to pass this information along to the presenter.

**f) Enhancements Made to Socioeconomic Web Services Page**

Member Craig, who served as the project manager for the subject enhancements, summarized the enhancements described in the agenda report and demonstrated, with a live Internet connection, how the new information had been integrated in to the MetroGIS Socioeconomic Web Services Page. The Committee thanked him and his associates for their considerable effort to enhance the usefulness of the MetroGIS Socioeconomic Web Services Page. Members asked if it would be possible to RSS-enable the site to alert users when data sources are updated. The Staff Coordinator agreed to investigate this possibility.

**g) Phase-Out Planned for Current Finder Technology**

Kotz encouraged the members to review the one-page summary of rationale for this planned phase out and to contact him with any questions. There was no discussion of the item due to lack of time.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

Member Bitner moved and Alternate Member Kotz seconded to adjourn at 3:45 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

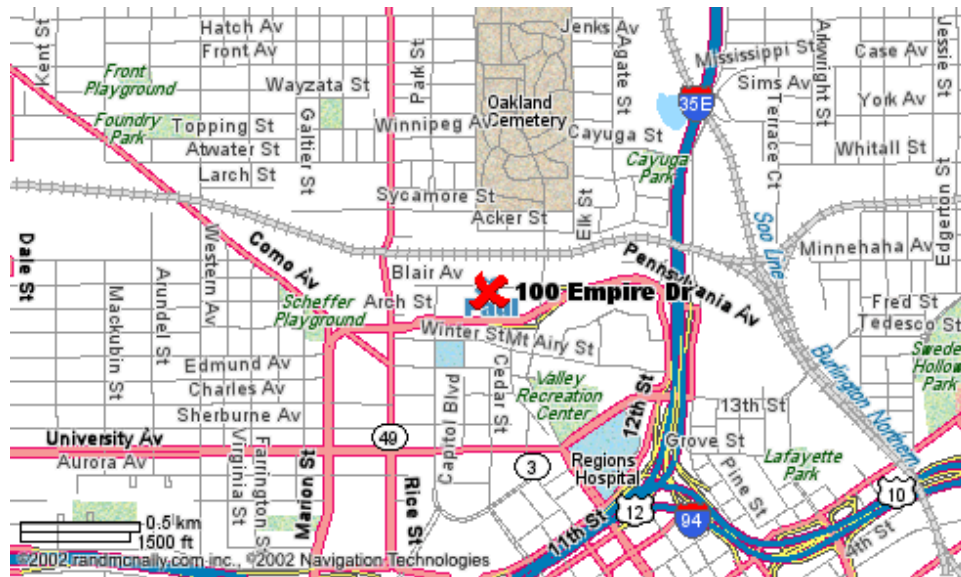
**Thursday, December 17, 2009****Minnesota Counties Insurance Trust (MCIT) Building****100 Empire Dr., St. Paul, MN***(North of Capitol Building about 1/2-mile and west of Jackson Street on Empire)***1:00 to 3:30 p.m. (extend if needed)****See directory in lobby for meeting room location****AGENDA**

	<u>Page</u>
<b>1. Call to Order</b>	
<b>2. Approve Meeting Agenda</b>	<i>action</i>
<b>3. Approve Summary of September 10, 2009 Meeting</b>	<i>action</i> <b>1</b>
<b>4. Summary of October Policy Board Meeting</b>	<b>7</b>
<b>5. Action and Discussion Items:</b>	
a) Election of Officers	<i>action</i> <b>9</b>
b) 2009 Accomplishments	
c) 2010 Work Program and Budget - Final	<i>action</i> <b>15</b>
d) GIS Demonstration for January 2010 Policy Board meeting	<i>action</i> <b>25</b>
e) Geocoder Enhancement Projects - Final Reports	<i>action</i> <b>33</b>
f) GIS Web Applications Contest Plan	<i>action</i> <b>43</b>
g) Suggestions for Action by MnGeo Statewide Coordinating Council	<i>action</i> <b>47</b>
h) Glossary of Terms For Policy Board ( <i>postponed from Sept</i> )	<i>action</i> <b>51</b>
i) Fill Vacant Academic Representative Committee Seat	<i>action</i> <b>59</b>
j) Fill Vacant Non-Profit Representative Committee Seat	<i>action</i> <b>65</b>
k) 2010 Meeting Schedule	<i>action</i> <b>71</b>
<b>6. Major Project Updates:</b>	<b>73</b>
a) Next-Generation Regional Street Centerline Solution	
b) Regional Address Point Dataset – Access/Distribution Policy	
c) 2008 Regional GIS Projects: <i>Address Editing Tool, Landmarks Extension to Regional Geocoder Service</i>	
d) 2009 Regional Web Service/Application Projects	
e) Streamlining Data Access for Emergency Responders	
f) Development of Performance Measures – Phase II (Postponed)	
g) Geospatial Commons – Benefits of Participation and Appropriate Organizational Structure to Effectively Govern	
<b>7. Information Sharing:</b>	<b>81</b>
a) Metro and State Geospatial Initiatives Update	
b) Federal and National Geospatial Initiatives Update	
c) Presentations / Outreach / Studies	
<b>8. Next Meeting</b>	
March XX, 2010	
<b>9. Adjourn</b>	

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

## How to find the MCIT Building:

Located six blocks north of the Capitol Complex, just minutes from downtown.



**If you are traveling on I-94 eastbound** -- Exit at Marion Street. Turn Left. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-94 westbound** -- Exit at Marion Street. Turn right. Stay on Marion Street past University Avenue and Como Avenue. Marion Street is now Pennsylvania Avenue. Stay on Pennsylvania Avenue past Rice Street and take the next left. This is Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Northbound** -- Exit at Kellogg Boulevard. Turn Left. Take a right on John Ireland Boulevard. Then take the next left onto Rice Street. Take Rice Street to Pennsylvania Avenue. Take a right. Take the first left onto Empire Drive. Come down the hill and take another left. You will drive straight into our lot. Parking is to the left.

**If you are traveling on I-35E Southbound** -- Exit at Pennsylvania Avenue and go right. Take the Jackson Street exit. At the stop sign go straight and you will be on Empire Drive. We are the last building back on Empire Drive. You will drive straight into our lot. Parking is to the Left.

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

**Meeting Summary**  
**MetroGIS Coordinating Committee**  
**MN Counties Insurance Trust Bldg. – Board Room**  
**September 10, 2009**

**1. CALL TO ORDER**

Chairperson Wakefield called the meeting to order at 1:05 p.m. and asked the others in attendance to introduce themselves.

Members Present: *Academics:* Will Craig (U of M and NSGIC); *Cities:* Bob Owens (AMM: suburban cities - City of Bloomington); *Counties:* Peter Henschel (Carver), Bill Brown (Hennepin), Jim Bunning (Scott); John Slusarczyk (Anoka), Mike Fiebiger (Ramsey), and David Brandt (Washington); *Metropolitan:* David Bitner (Metropolitan Airports Commission), Mark Kotz for Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Schools:* Dick Carlstrom; *Special Expertise:* Brad Henry (URS Corp.) and Ben Verbick (LOGIS), *State:* Tim Loesch (DNR); and *Utilities:* Allan Radke (Xcel Energy).

Members Absent: *Business Geographics:* (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* Randy Knippel (Dakota); *Federal:* Ron Wencl (USGS); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *State:* David Arbeit (GDA/LMIC) and Joella Givens (MN/DOT); and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator and Lori Christensen (MetroGIS Support Team)

Visitors: Kathie Doty, KLD Consultants, John Cannon, assistant to KLD Consultants, Libby Starling, Metropolitan Council, and Policy Board Chairman Terry Schneider.

**2. ACCEPT AGENDA**

Member Bitner moved and Member Craig seconded to approve the agenda, with one change – consider Item 5h after Item 5b, as suggested by staff. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Member Verbick moved and Member Brandt seconded to approve the June 25, 2009 meeting summary, subject to modifying “Erik \_\_\_\_\_” on page 4 to “Eric Moffet”. Motion carried, ayes all.

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

No discussion of the materials presented in the agenda packet. Chairperson Wakefield noted that several of the items related to topics on the Committee’s agenda.

**5. ACTION AND DISCUSSION ITEMS**

**a) Performance Measurement Plan**

Staff Coordinator Johnson provided context for the action requested and emphasized that this Plan is the first of a two-phase project; the second phase involving development of the actual measures to achieve the objectives defined in the proposed plan. Johnson then introduced Kathie Doty, the lead developer, to explain the elements of the proposed plan and to facilitate review by the Committee.

Doty began by noting that the proposed plan represents an expansion of the objectives sought via the current Performance Measurement Plan adopted in 2002. The proposed change involves adding greater emphasis on value-based measures. That is, measures designed to monitor user satisfaction more so than activity associated with DataFinder, as is the current focus. She then summarized



proposed measurement objectives for each of several major categories of users and producers. Following Doty's presentation, the members offered the following comments:

- There was general consensus that the high level focuses for each of the proposed measures are sound (e.g., unmet needs, quality of data, access to data, use of data for decision making, broadened participation, and governance (resolving policy differences)).
- Member Vander Schaaf – Commented that he believes the proposed measures offer a means to eventually integrate with individual stakeholder decision processes.
- Chairperson Wakefield – Asked if the measures should attempt to monitor characteristics concerning how web services are being consumed by others, in particular, non-traditional organizational interests and the general public. Kotz commented that the Technical Leadership Workgroup is thinking of a voluntary “service registry” as a means to notify users of service updates. He mentioned that the registry might also provide a means to measure use.

The Staff Coordinator reminded the members that MetroGIS's mission is to “enhance the capacities of stakeholder organizations” to carry out their respective business functions noting that they, not MetroGIS, are responsible for interfacing with the general public. He also asked if the group felt that this mission statement should continue to be interpreted as focusing MetroGIS's efforts, in the case performance measures on “regionally endorsed solutions” to shared needs. If not, he suggested that the underlying policy foundation should be revisited. There was no further comment other than to defer this topic to the next phase of the project –development of metrics to carry out the general framework presented in the subject plan.

- Starling asked why the proposal calls for a **bi-annual assessment** (twice per year). Doty noted that the previous quarterly assessment for anomalies, which formed the foundation for the annual performance measurement report, is no longer possible due to a reduction in support resources. All agreed that the frequency of a particular measure will depend upon the subject matter involved, a topic for Phase 2. It was agreed that the goal should be annual measurement of a subset of the measures, with all measures visited within a to-be-determined schedule.
- Policy Board Chairman Schneider noted that he is pleased with the proposal as it provides flexibility to document opportunities to improve interactions with the non-government community and in so doing is expected to provide a platform from which to pursue broadening of funding support beyond the Council.
- Chairman Schneider's comment about expanding funding for MetroGIS spawned a wide ranging discussion about the need for quantitative measures if leadership is to successfully attract broader financial support. Threads offered for the next phase included: 1) how best to measure use of existing web services in addition to use of data resources that are available via DataFinder, 2) how are existing capabilities/ systems being assisted via MetroGIS's efforts, 3) easier to measure effect (value) when a shift in technology occurs, 4) need to find a way for current users to offer/acknowledge insights to benefits received given that they did not participate in the pre-MetroGIS environment, 5) need to find an effective means to help producers recognize benefits of working together beyond those received as a user from an enterprise perspective, as benefits realized by individual departments often range widely.
- Member Craig commented that receiving useful information from a survey involves significant effort to devise clearly articulated questions – no guessing on the part of the person responding as to what a question means. The extra effort needed to get the questions right is worth the cost. Ensuring sufficient response rate from key stockholders is also critical to reliable information. Craig's comments resulted in restatement of a need by Chairperson

Schneider for MetroGIS leadership to continually be in the loop regarding changing stakeholder needs and use of short Internet-based survey that take users little time to respond to. All acknowledged that a focus of the next phase will be to define metrics that are both easy to execute and which provide trusted information.

**Motion:** Member Read moved and Member Bitner seconded to recommend that the Policy Board approve the Plan, subject to suggested refinements mentioned above being addressed in Phase 2. Motion carried, ayes all.

**b Regional Address Point Policy – Part 1: Regional Policy Statement**

Staff Coordinator Johnson introduced the topic by explaining that a regional policy statement has been adopted by the Policy Board for each of the other eight current endorsed regional datasets. [1] He noted that these statements set forth data content standards, custodian roles and responsibilities, and identify the organizations that have agreed to assume the specified custodian roles and responsibilities. He noted that the draft statement attached to the agenda report for the pending Regional Address Points Dataset is comprised of policy defined by the Committee and Policy Board over the past 5 years as the concept of a Regional Address Points Dataset has matured.

He then introduced Mark Kotz, Chair of the Address Workgroup, to talk about draft policies related to accessing the proposed dataset and, in particular, a standard liability disclaimer acceptable to address authorities, and access by 1st responders under a possible limited access option. A wide-ranging discussion ensued involving a variety of topics including:

1) how best to deal with mixed intellectual property rights that will be present for those cities that develop their address points dataset as a derivative of county parcel data

*If the need for a limited access version is found to exist:*

2) what is the definition of a 1st responder (i.e., how to distinguish between hospitals that own ambulance services),

3) who decides if an organization qualifies as a 1<sup>st</sup> responder,

Member Brown noted that he favors the open access policy. All concurred that a widely accepted standardized liability disclaimer would be an important component of the solution, the goal of which being indemnification of addressing authorities for any and all uses of the dataset. Brown mentioned that he would look into the possibility of revising Hennepin County's data license with cities within the county for those cities that may want to use the county's parcel points as a source from which to develop an address point database and to enable them to share the new address data with whomever they wish.

Chairman Schneider suggested contacting the Minnesota League of Cities Insurance Trust and LOGIS to assist with the crafting of the disclaimer language. Member Verbick agreed to contact the League.

The Committee postponed further consideration of the suggested 1<sup>st</sup> responder access policy until the limited access option is requested by a participating city. The Committee also postponed action on the proposed regional policy statement until the standard liability statement is developed, with the understanding that work will precede on the development of the disclaimer and that a progress will be given at the December Coordinating Committee meeting.

**Regional Address Point Policy – Part 2: Legal Costs for Limited Access Option**

Discussion postponed until after the specifics for Part 1 are decided.

**5h) Web Feature Services Contest**

Alison Slaats, a member of the MetroGIS feature service workgroup talked about efforts made to move forward the idea of hosting a web applications contest. The Coordinating Committee endorsed

the idea at its June meeting. She began by stating that the Policy Board had granted concept approval at the July Policy Board meeting with the understanding that the idea needs to be refined and sponsors other than MetroGIS and the Metropolitan Council will be needed to be successful.

Slaats stated that the current emphasis is educating other organizations about the concept and on securing interest, with the ultimate goal of cost sharing. She shared a preliminary draft of a one-page handout intended to be used as talking points when speaking with leadership of prospective sponsoring organizations. She also shared that the contest idea had been well received by the members Twin Cities Map Server User Group (TCMUG). The members concurred that the contest would provide an excellent way for organizations to evaluate with little risk or cost the value of leveraging new technology (e.g., iPhone, Facebook, Twitter applications) as a component of their tools to interface with the public.

In response to question from Member Craig about who would be eligible to participate, several questions came up about the criteria that would be used to evaluate proposals and offer awards. A wide-ranging discussion followed involving topics that included:

- need for a variety of services to be operational, documented, and discoverable as prerequisite for success
- the need for the services to be long-lived and stable
- potential for lifting restrictions to licensed data during the contest to demonstrate value of the data. If so, need to clearly communicate the license waiver for the contest;
- how best to get the word out to the non-GIS application developers which all concurred are a key target audience
- need to retain publicity expertise
- budget implications
- need define the data that will be made available and create examples to promote the contest
- need to seek out individuals to participate on the workgroup who represent the U of M Computer Science Dept, high school students, and independent application developers
- how might the awards be used to catalyze proposals that address specified needs/preferences
- who should fund the awards and what should they involve – money, product, recognition;
- define the geographic extent – preference was expressed for it to be larger than MetroGIS - the seven county metropolitan area.

Policy Board Chairman Schneider conveyed that the Policy Board was intrigued with the idea but is skeptical until other sponsors commit resources. He also noted that the Board believes a successful contest will require a rich assortment of reliable services to be made available. This comment resulted in Member Brown commenting that he believes the Committee had considered a policy some time ago to publish 5-year old parcel data as public domain. The Staff Coordinator agreed to review the record for reference to this topic and report back to the Committee at the December meeting.

Members Loesch and Bitner volunteered to serve on a workgroup with Slaats to assist in refining the proposal. Chairperson Wakefield volunteered to present the idea Mn GIS/LIS in hopes they will agree to serve as a sponsor. Member Bitner also agreed to share the idea with OSGeo.

Coordinating Committee chair Wakefield noted that Slaats would be unable to lead this workgroup in the long term and so the workgroup would also need to find a leader and champion to take this idea forward.

**Motion:** Member Read moved and Member Bitner seconded to:

- 1) Authorize creation of a second-phase Web Feature Service Contest Workgroup to oversee preparations to host a web feature services contest similar to that hosted by Washington D.C.
- 2) Task the Workgroup with reaching out to other organizations to gauge interest and if interest in co-sponsoring is found, refining a contest plan for consideration by the Committee. The workgroup update the Committee at its December Committee as to the viability of hosting the proposed contest.

Motion carried, ayes all.

**c) Preliminary Budget/Objectives for 2010**

Staff Coordinator Johnson summarized the information presented in the agenda report and requested comment from the Committee.

No comments were received concerning the suggested priorities presenting in the agenda report for 2010. With regard to the preliminary 2010 budget proposal, Member Read observed that the proposed Web Feature Services Contest can be leveraged as an outreach tool for MetroGIS. She also suggested a move away from printed outreach materials to web-based methods and, accordingly, reallocation most of the \$3,000 proposed for printed outreach materials to development of solutions to technical needs. The Committee concurred and encouraged increased use of printing-on-demand for handout/outreach materials.

The impact on support for DataFinder was questioned in response to the proposed zeroing out of funding in MetroGIS's budget. Staff commented that this funding is now provided via the software license and no longer needs to be budgeted for separately. The Staff Coordinator also confirmed that ongoing staff support for DataFinder is embedded in the Council's GIS Unit operations support responsibilities.

Member Read concluded her comments by noting she would prefer a split of funding closer to 50/50 between organization and technical projects. The members concurred, adding that freed up funds should be added to "populating metadata for GeoServices Finder" in support of the proposed Web Services Project. The consensus was that support of projects related to implementing the Regional Address Points Dataset should also be given priority for funds freed up from the organizational side of the ledger.

Accordingly, staff was asked to refine the preliminary 2010 and forward it along with the suggested preliminary 2010 Work Plan to the Policy Board for comment prior to developing the final proposal for consideration by the Committee at the December meeting.

**d) Glossary of Terms for Policy Board**

Postponed to the December meeting due to lack of time to consider.

**e) GIS Technology Demonstration for October Policy Board Meeting**

The group considered two options – Red River Valley Flood Response and Cyclopath – as suggested in the agenda report. Chairperson Schneider offered that the Red River Valley Flood Response appeared to be more appropriate for the October meeting. Committee members asked that the presenter talk about what worked well as well as lessons learned what can be improved upon. The Staff Coordinator agreed to pass this information along to the presenter.

**f) Enhancements Made to Socioeconomic Web Services Page**

Member Craig, who served as the project manager for the subject enhancements, summarized the enhancements described in the agenda report and demonstrated, with a live Internet connection, how the new information had been integrated in to the MetroGIS Socioeconomic Web Services Page. The Committee thanked him and his associates for their considerable effort to enhance the usefulness of the MetroGIS Socioeconomic Web Services Page. Members asked if it would be possible to RSS-enable the site to alert users when data sources are updated. The Staff Coordinator agreed to investigate this possibility.

**g) Phase-Out Planned for Current Finder Technology**

Kotz encouraged the members to review the one-page summary of rationale for this planned phase out and to contact him with any questions. There was no discussion of the item due to lack of time.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

7. **INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

8. **ADJOURN**

Member Bitner moved and Alternate Member Kotz seconded to adjourn at 3:45 p.m.

Prepared by,

Randall Johnson, AICP  
MetroGIS Staff Coordinator

DRAFT



**TO:** Coordinating Committee

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

**SUBJECT:** October 2009 Policy Board Meeting Highlights

**DATE:** December 8, 2009  
(For the Dec. 17<sup>th</sup> Meeting)

The following **major** topics were considered / acted on by the Policy Board on October 14<sup>th</sup>. Refer to the meeting minutes at [http://www.metrogis.org/teams/pb/meetings/09\\_1014/09\\_1014m\\_draft.pdf](http://www.metrogis.org/teams/pb/meetings/09_1014/09_1014m_draft.pdf) for information about each item and other topics considered by the Board.

### **1. Performance Management Plan**

The proposed MetroGIS Performance Measurement Plan, dated September 2009, was unanimously approved, as recommended by the Committee. (It can be viewed at [http://www.metrogis.org/benefits/perf\\_measure/2009\\_perfmeas\\_rept.pdf](http://www.metrogis.org/benefits/perf_measure/2009_perfmeas_rept.pdf).) The Committee was also directed to initiate Phase II - define actual metrics to accomplish the performance measurement objectives described in the updated plan. No responses were received for the RFP published on October 23. See Agenda Item 6f for a status report.

### **2. 2010 Preliminary Major Work Objectives and Budget**

Approved as recommended by the Committee. (See Agenda Item 5c for the final proposal.)





**TO:** Coordinating Committee

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

**SUBJECT:** Election of Officers

**DATE:** November 23, 2009  
(For the Dec. 17<sup>th</sup> Mtg.)

### **REQUEST**

The Committee is respectfully requested to elect a chair and vice-chair for 2010.

### **BACKGROUND**

1. The current Committee Chair and Vice-Chair (Sally Wakefield, 1000 Friends of Mn, and Peter Henschel, Carver County) are completing their first terms. Both were first elected to serve in these roles at the December 2008 meeting. Both are willing to serve in these roles another year if the Committee wishes them to do so.
2. Operating Guidelines:
  - a. A roster of the current Committee members is attached along with a table of liaison assignments. A listing of past officers is also attached.
  - b. Article III; Section 6 states “The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected.”
  - c. Article III; Section 7 states “The Coordinating Committee shall annually elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected.”
  - d. The Operating Guidelines state that the Committee’s officers are limited to two consecutive terms, unless no one else is willing to serve.

### **RECOMMENDATION**

Elect a chairperson and a vice-chairperson of the Coordinating Committee for 2010.



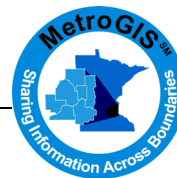
## COORDINATING COMMITTEE MEMBERSHIP

(As of November 24, 2008)

Name	Organization	Organization Type
Jeff Matson	University of Minnesota	Academic
Sally Wakefield	1000 Friends of Minnesota	Non-Profit
<i>vacant</i>	<i>(Open since August 2006)</i>	Non-Profit
Brad Henry	URS Corp. – formerly City of Minneapolis	Special Expertise
<i>vacant</i>	<i>(Open since September 2008)</i>	Private Sector (Business Geographics)
Larry Charboneau	NCompass Technologies/TLG	Private Sector (GIS Consultant)
Allan Radke	Xcel Energy	Private Sector (Utility Company)
Jim Engfer	City of St. Paul (AMM-Large City)	Public - City
Harold (Hal) Busch	City of Bloomington (AMM-Other Cities)	Public - City
Michael Fiebiger	Ramsey County	Public - County
Peter Henschel	Carver County	Public - County
Dave Brandt	Washington County	Public - County
Jim Bunning	Scott County	Public - County
John Slusarczyk	Anoka County	Public - County
William Brown	Hennepin County	Public - County
Randy Knippel	Dakota County	Public - County
Ronald Wencil	USGS	Public - Federal Agency
Rick Gelbmann	Metropolitan Council	Public - Metropolitan Gov.
Mark Vander Schaaf	Metropolitan Council	Public - Metropolitan Gov.
David Bitner	Metropolitan Airports Commission (MAC)	Public - Metropolitan Gov.
Gordon Chinander	Metropolitan Emergency Services Board	Public - Metropolitan Gov.
Nancy Read	Metro Mosquito Control District (MMCD)	Public - Metropolitan Gov.
Dick Carlstrom	TIES	Public - School Districts
David Arbeit	MnGeo	Public - State Agency
Joella Givens	Mn/DOT	Public - State Agency
Tim Loesch	DNR	Public - State Agency
Mark Doneux	Capital Region Watershed District	Public - Watershed. District

### Past Coordinating Committee Officers

Terms	Chair	Vice- Chair
1996 - 1997	David Arbeit	Brad Henry (1997) <i>(no vice chair in 1996)</i>
1998 - 1999	Brad Henry	David Claypool
2000 - 2002	Will Craig	David Claypool / Jane Harper (2002)
2003 - 2004	Jane Harper	Dave Drealan
2005 - 2006	Nancy Read	Randy Knippel
2007 - 2008	William Brown	Ned Phillips (resigned June 2007) / Sally Wakefield (2008)
2009	Sally Wakefield	Peter Henschel



**TO:** Coordinating Committee

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

**SUBJECT:** 2009 Major Accomplishments

**DATE:** December 8, 2009  
(For the Dec 17<sup>th</sup> Meeting)

## **REQUEST**

A listing of major accomplishments in 2009 is provided below for comment. Have any topics been overlooked? This listing will be used to structure the 2009 MetroGIS Annual Report. In addition, several actions are shared with the Committee for information and comment that have been taken or are proposed to improve effectiveness.

Both topic areas – accomplishments and adjustments to improve project management - will be passed along to the Policy Board for consideration.

## **OVERVIEW – MAJOR ACCOMPLISHMENTS IN 2009**

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

- ✓ **GIS Web Applications Contest:** The concept of hosting a GIS Web Application Contest was approved, a preliminary design was completed, and funds were included in 2010 budget. Contest Planning Workgroup members provided the resources to accomplish these achievements. Alison Slaats and Sally Wakefield of 100 Friends of Mn assumed critical leadership roles.
- ✓ **Regional Street Centerline Agreement:** As of this writing, substantive progress had been made to extend the agreement with NCompass that is set to expire December 31. This agreement provides all government and academic interests that serve the state with access the NCompass Street Centerline dataset without fee.
- ✓ **Regional Address Points Dataset:** Mn League of Cities agreed to assist with development of a liability disclaimer for data contributed by cities and a draft data access policy was created.
- ✓ **Regional GIS Projects:**
  - **Regional Geocoder Service:** The functionality provided by the Regional Geocoder Service was expanded to include searches by landmarks and compatibility with the endorsed regional parcel and street centerline datasets was enhanced. Nancy Read, with the Metropolitan Mosquito Control District served as the lead support.
  - **Proximity Finder Web Service:** SharedGeo is expected to begin development in December.
  - **Best Image Service:** A project scope and funding were approved.
- ✓ **Performance Measurement Plan :** A new Plan was adopted to align MetroGIS’s performance measurement strategy with the objectives set forth in the 2008-2011 MetroGIS Business Plan. The previous Plan was adopted in 2002. KLD Consulting served as the lead support.
- ✓ **Coordination with Related Efforts:**
  - Several members of the MetroGIS’s leadership corps helped shape the organizational structure for MnGeo and, in particular, the structure for the new statewide coordinating council.
  - Four members of the MetroGIS Policy Board and one member of the Coordinating Committee were appointed to serve on the MnGeo Statewide Coordinating Council: Policy Board Chairperson Schneider (MetroGIS), Member Reinhardt (Metro Counties), Member Pistilli (Metropolitan Council) and Alternate Member Swenson (At Large). Coordinating Committee Chair Wakefield.
  - Lessons learned via MetroGIS’s experiences concerning organizational structure and performance measurement were integrated into a [white paper](#) (“*Proposal to Measure Progress Toward Realizing the NSDI Vision*”) that was written by the Governance Subcommittee of the National<sup>11</sup>

Geospatial Advisory Committee. This paper provides a high-level framework for establishing a national governance mechanism and performance measures for the NSDI. The MetroGIS Staff Coordinator serves on the Subcommittee and he and Hennepin County Commissioner Johnson both serve on the full NGAC. (See Agenda Item 6 for more information.)

#### **ACTIONS TO ADDRESS IMPEDIMENTS TO TIMELY PROGRESS**

##### **Modifications Concerning Procurement and Legal Review – Project Funding Provided by the Council:**

Hopefully changes made this past year in the Council’s procurement procedures and reorganization of the its legal services department will result in timelier launch of projects important to MetroGIS maintaining its relevance to changing stakeholder needs. (See the Reference Section for an overview of situations that hampered timely progress in 2009.) In addition, to aid in the transition to these new procedures, the 2010 MetroGIS budget does not include funding for Regional GIS Projects, a remedial action that was endorsed by the Policy Board at its October 2009 meeting.

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

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

MetroGIS’s situation is not unique. This funding/organizational constraint applies to most, if not all, collaborative ventures attempting to improve data sharing and interoperability of commonly needed geospatial data. As such, this lesson learned served as a driver for development of the NGAC white paper mentioned above and entitled “*Proposal to Measure Progress Toward Realizing the NSDI Vision*”. This paper is expected to serve to as a catalyst to engage the broad community in a long overdue dialogue to address organizational structure and performance measurement needs critical to realizing the vision of the NSDI.

In addition to continuing to explore organizational options via involvement in the work of the National Geospatial Advisory Committee, grant funding is also being investigated to supplement resources and engage stakeholders other than the Council as responsible entities for project funding.

**Technical Leadership Workgroup – Surrogate Technical Coordinator:** The impact of the impediments mentioned above on progress able to be made in 2009 could have been much worse had the members of the Technical Leadership Workgroup not volunteered to serve in the role of a surrogate Technical Coordinator.

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

#### **RECOMMENDATION**

That the Committee:

- 1) Identify any accomplishments that have been overlooked in the above listing of major MetroGIS accomplishments in 2009.
- 2) Offer advice on proactive measures in addition to those outlined above that should be investigated a ways to expedite projects important to MetroGIS the maintaining relevancy to changing stakeholder needs.

## REFERENCE SECTION

### Example of Procurement and Legal Services Constraints Experienced in 2009:

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

Of particular note has been our the inability to secure legal services for over fourteen months to draft an agreement with Applied Geographics, the contractor selected to develop a web-based address editing tool.

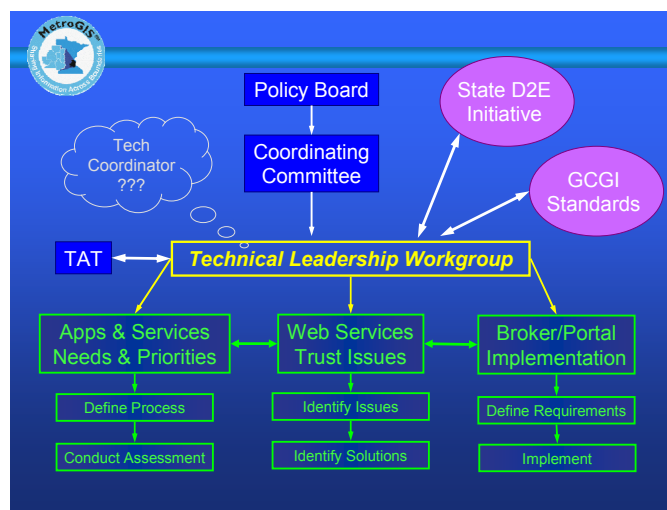
This project must be completed before work can commence on developing the actual regional address points dataset – the highest priority objective of MetroGIS. Another example is our inability to launch development of the proposed Best Image Service. Progress on this project has also been greatly slower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

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

### Technical Leadership Workgroup

The Coordinating Committee authorized creation of this workgroup in March 2008. At its June 2008 meeting, the Committee authorized the Workgroup to proceed with a more integrated process of defining and addressing shared application and web service needs than had been originally anticipated when the workgroup was created by the Committee in March.

Specifically, the workgroup received direction to work on four charges (Steps 2-5 listed in the table below) as an integrated project in accordance with the organizational structure illustrated below. The Committee’s original direction to the workgroup was limited to addressing Step 2.



### Technical Leadership Workgroup Members:

Marl Kotz, Metropolitan Council – Chairperson  
 Bob Basques, City of St. Paul

David Bitner, MAC  
John Carpenter, Excensus  
Chris Cialek, LMIC  
Jim Maxwell, The Lawrence Group (TLG)  
Robert Taylor, Carver County  
Nancy Read, Metropolitan Mosquito Control District



**TO:** Coordinating Committee

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

**SUBJECT:** 2010 Major Program Objectives and Budget – Final

**DATE:** November 23, 2009  
(For the Dec 17<sup>th</sup> Meeting)

## INTRODUCTION

Committee endorsement is requested for a final listing of major program objectives that it believes MetroGIS should strive to accomplish in 2010 and a “foster collaboration” budget of \$86,000; the same as for 2009.

## PRELIMINARY PROPOSALS ENDORSED BY THE POLICY BOARD

The program objectives and budget presented herein are the same as those considered by the Committee at the September meeting. No changes were made by the Policy Board when it considered these proposals in October. The Board was also aware that the 2010 budget could not be finalized until the funding request to the Metropolitan Council for the “Foster Collaboration” budget has been formally approved, which will not occur until mid-late December.

The most prominent change from past practice that was agreed upon as part of developing this proposal was to suspend the annual Regional GIS Project solicitation program and allocate those funds as follows:

Budget Item A1: Host Web Feature Services Contest	\$15,000
Budget Item A3: Project Plan/Outreach Tactics/Develop Framework for Regional Address Points Dataset	\$10,000
Budget Item A4: Populate Metadata for GeoServices Finder (in conjunction with A1)	\$3,500

The Board also concurred with a suggestion of the Committee that if supplemental resources are not secured for additional technical support resources by mid-year that the budget and program objectives should be reevaluated to determine if funding should be allocated to this purpose.

Finally, the Policy Board concurred with the Committee’s philosophy that rather than trim back suggested 2010 program expectations, given the need for additional resources, it is important to describe an optimistic picture of the mix of outcomes likely if such resources can be secured. As such, the detailed program objectives for 2010 set forth in Attachment A continue to include an ambitious slate of activities: ten “very high” and five “high” priorities.

## OVERVIEW OF PROPOSED 2010 PROGRAM OBJECTIVES

Key outcomes sought via the 2010 work plan are as follows:

- Greatly expanded availability of web services and understanding of partnering opportunities to address shared information needs via hosting as web applications contest modeled after Washington D.C.’s Apps for Democracy contest.
- Improved stakeholder capacities through successful completion of the three shared application projects approved in 2009 – Geocoder enhancements, Proximity Finder and Best Image Service
- Measurable progress on implementing a Regional Address Points Dataset
- Next-generation performance measurement metrics are assisting MetroGIS leadership to improve understanding of shared user needs and value of implemented solutions to shared needs
- Expanded understanding of GIS technology among traditional as well as non-traditional users
- Progress on adding dedicated technical support resources to MetroGIS’s support team

### **SUPPORT AND BUDGET IMPLICATIONS**

Several proposed 2010 objectives can not be completed unless supplemental professional services and/or dedicated technical coordination resources are secured. Activities that require support beyond current capacities are preceded by “\*\*” in Attachments A.

The Technical Leadership Workgroup (see Reference Section) has performed an extremely valuable service over the past year but cannot be expected to function any where near the level expected of dedicated support. The members of this workgroup deserve a big thank you ,as does the Metropolitan Council’s GIS Unit for permitting Mark Kotz to serve as chair of this important workgroup.

### **RECOMMENDATION**

That the Coordinating Committee endorse for Policy Board approval:

- 1) The 2010 program objectives presented in Attachment A
- 2) The 2010 “Foster Collaboration” budget presented in Attachment B.
- 3) Of an intention to reevaluate the budget and work plan before mid- year if dedicated supplemental technical support resources consistent with the work program needs are not able to be secured.
- 4) Hosting 1 on 1 meetings with key stakeholders to address any questions they may have about MetroGIS’s objectives, priorities, support, etc.

## REFERENCE SECTION

### **RATIONALE FOR PROPOSED WORK PROGRAM PRIORITIES:**

The following statements guided develop proposed work activities for the 2010 and their relative priority:

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

### **MAJOR ASSUMPTIONS**

The following major assumptions underlie MetroGIS's ability to continue to address shared information needs in a manner that creates public value:

1. MetroGIS's 2010 "Foster Collaboration" function budget request will be approved by the Metropolitan Council.
2. The Technical Leadership Workgroup will continue to serve in the capacity of a quasi Technical Coordinator providing support needed to continue to move forward on a range of priority objectives.
3. The agreement with NCompass (The Lawrence Group) authorizing access, without fee, to government and academic interests to their Street Centerline Dataset will be renewed before January 1, 2010.
4. Agreed-upon roles and responsibilities for support of MetroGIS endorsed regional solutions, which have been accepted by stakeholder organizations, will continue to be performed in accordance with expectations.
5. Representatives from key stakeholder organizations will continue to actively participate in MetroGIS's efforts to define and implement sustainable solutions to shared geospatial needs.

### **PERFORMANCE MEASUREMENT –PHASE II**

At its October meeting, the Policy Board adopted a Performance Measurement Plan to set the context for development of specific performance metrics, a project identified in this report as a 2010 priority. A Request for Proposals (RFP) for assistance with development of these metrics was published on October 23. No proposals were received. See agenda Item 6f for information about the grant. Staff proposes to postpone republishing this RFP as follows:

- a) Until it is known that MetroGIS will not submit a 2010 CAP Grant for an ROI Study. The deadline is January 7.
- b).If a grant proposal is submitted, republishing the RFP should be postponed until notice is received as to whether the proposal is approved. Notice of the grant awards will be made in March.

### **SUPPLEMENTAL PROFESSIONAL SERVICES**

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



## ATTACHMENT A

### MetroGIS 2010 Program Objectives

*(Changes are as recommended by the Coordinating at its September 2009 Meeting)*

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

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

<p align="center"><b>Proposed Objective</b> (Numbers intended to designate relative importance)</p>	<p align="center"><b>Proposed Priority</b></p>	<p align="center"><b>Comments</b></p>	<p align="center"><b>Lead Responsibility</b></p>
<p>5. Expand effort related to “fostering awareness of MetroGIS’s accomplishments and the public value created via its efforts”, specifically to broaden basic understanding among non-traditional stakeholders and deepen understanding of leadership for key stakeholder interests.</p>	<p align="center"><b>Very High</b></p>	<p>These efforts should be coordinated with the development and implementation with the surveys proposed for the next-generation Performance Measures Plan expected to be endorsed October 2009.</p> <p>This expanded outreach initiative should also be designed to address the intent of the action “Evaluate stakeholder participation relative to needs to achieve current regional objectives” called for in Item “f”, Section VIII of the Business Plan”</p>	<p>Staff Coordinator in conjunction with supplemental professional services to assist with defining the methods and materials.</p>
<p>6. Develop specific performance measure methods (measures of public value) to implement 2009 Performance Measurement Plan</p>	<p align="center"><b>Very High</b></p>	<p>Second phase of the Performance Measurement Plan update process accomplished in 2009. The first phase was designated as a Very High priority. The Updated Plan calls for annual assessments of stakeholder satisfaction with MetroGIS’s efforts via surveys.</p> <p>Coordinate performance measurement survey design with development of research method for second generation shared information needs evaluation (Item 8)</p>	<p>Staff Coordinator in conjunction with supplemental professional services</p>
<p>7. **Conduct second-generation identification of shared information needs. Phase I Only– Define research method.</p>	<p align="center"><b>Very High</b></p>	<p>Identified in the Business Plan as a 2009 objective to be conducted in conjunction with shared application needs assessment but not previously included in an annual work plan (Item “d”. Section I of the Business Plan” (Attachment C of this report).</p> <p>In November 2008, a forum was hosted to identify shared application and service needs. The information gained only partially addresses the larger scope intended by this objective.</p> <p>The emphasis on actions to understand and act on emerging needs proposed in the new Performance Measurement Plan complements this objective, as is the call to continually assess user satisfaction via surveys and peer review forums.</p>	<p>Staff Coordinator with advice from the TLW</p>
<p>8. Initiate updating of the MetroGIS Outreach Plan to emphasize ways to identify opportunities and ensure stakeholder awareness of regional datasets, DataFinder, pending solutions related to shared application needs</p>	<p align="center"><b>Very High</b></p>	<p><u>Carry over from 2009.</u> Related to Objective 3, a priority need identified by the new Policy Board Chair spring 2009. Dependent upon securing the planned Supplemental Professional Services Contractor</p>	<p>Staff Coordinator in conjunction with supplemental professional services</p>
<p>9. Streamline Data Access for Emergency Responders</p>	<p align="center"><b>Very High</b></p>	<p><u>Carry over from 2009.</u> A workgroup is making progress to define the issues</p>	<p>Workgroup, Gordon Chinander, chair</p>

<b>Proposed Objective</b> (Numbers intended to designate relative importance)	<b>Proposed Priority</b>	<b>Comments</b>	<b>Lead Responsibility</b>
10. Investigate organizational/governance structure changes necessary to effectively address priority shared geospatial needs	<b>Very High</b>	<u>Carry over from 2009.</u> A related initiative to explore partnering opportunities with non-government interests. The idea was explored with several local content experts who possess desired expertise. Although interest was expressed, no substantive progress was made. As this topic is also a high priority of the National Geospatial Advisory Committee, in particular its Governance Subcommittee, the Staff Coordinator elected to integrate MetroGIS's experience and needs into a proposal under development for the December 2009 full NGAC meeting.	Staff Coordinator
11. ** Pursue implementation of a more fully developed geographic data, applications and service broker	<b>High</b>	<u>2009 objective postponed to 2010</u> per Policy Board decision on July 22, 2009	Technical Leadership Workgroup - Mark Kotz, Chair
12. ** Explore methods for Enhancing Trust in reliability of shared services.	<b>High</b>	<u>2009 objective postponed to 2010</u> per Policy Board decision on July 22, 2009.	Technical Leadership Workgroup - Mark Kotz, Chair
13. Building upon the key elements defined for a Leadership Development Plan in 2008, agree on specific strategies to achieve each of the outcomes called for via in the approved key elements.	<b>High</b>	<u>Carry over from 2009.</u> Development of strategies to attain the deliverables called for in the key elements defined fall 2008. Dependent upon securing the planned Supplemental Professional Services Contractor.	Staff Coordinator in conjunction with supplemental professional services
14. ** Establish and leverage working relationships with jurisdictions adjoining the Twin Cities metropolitan area to improve data interoperability with those jurisdictions	<b>High</b>	<u>Carry over from 2009.</u> The presence of Supplemental Professional Services (see item 1) and a Technical Coordinator are needed to free up sufficient time to effectively address this objective	Staff Coordinator in conjunction with advice from Technical Leadership Workgroup
15. **Initiate and complete development of a plan to ensure obstacles to data sharing do not materialize (see January 24, 2008 workshop proceedings), including evaluation of the "organizational competencies" concept to identifying strategic capabilities not identified during development of the 2008-2011 Business Plan	<b>High</b>	<u>Carry over from 2009.</u> De[pendent upon securing a qualified Supplemental Professional Services Contractor - see Priority No. 1. The original 2009 objective called for completing this plan. The Policy Board directed on July 22 that the survey of stakeholders called for in the next generation Performance Measurement Plan is to be incorporated into this activity.	Staff Coordinator in conjunction with supplemental professional services
<b>STRETCH OBJECTIVES TIME AND RESOURCES PERMITTING</b>			
16. **Develop support Plan for DataFinder, which incorporates tactics listed in the Business Plan (a component of the plan to ensure obstacles to sharing do not materialize - Item 16, above)	<b>Medium</b>	If DataFinder is proposed to remain a freestanding application, pursue the preliminarily cited 2009 objective to "Prepare a support Plan for DataFinder". Otherwise, consolidate with a plan for the replacement application	
17. **Make substantive progress to achieve vision for next generation (E911-compatible) Street Centerline Dataset	<b>Medium</b>	Postpone until Peer Review Forum hosted for current TLG Street Centerline Dataset	
18. Refresh design of MetroGIS website	<b>Medium</b>		

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

<sup>(1)</sup> Traditional activities that comprise the MetroGIS “foster collaboration” function include:

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

**ATTACHMENT B**

**2010 MetroGIS Foster Collaboration Budget**

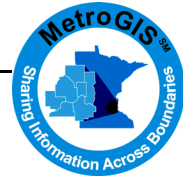
(SEE THE DOCUMENT ON THE FOLLOWING PAGE)

**ATTACHMENT B**

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

		2009	2010
Main Activity	Sub-Activity	Approved	Preliminary Proposal
<b>Professional Services/Special Projects</b>		<b>\$56,000</b>	<b>\$55,500</b>
	<b>A. Identify and Implement Solutions to Specific Shared Information and Application Needs</b>		
	(1) Host Web Feature Services Contest (assumes other partners)		\$15,000
	(2) Conduct Second -Generation Shared Information Needs Analysis / Ensure Stakeholder Needs are Understood		Part of B(1)
	(3) Project Plan/Outreach Tactics/Develop Framework for Regional Address Points Dataset		\$10,000
	(4) Populate Metadata for Geoservices Finder (in conjunction with A1)		\$3,500
	(5) Regional GIS Projects	\$35,000	\$0
	<b>B. Organizational Development and Communication Projects</b>		
	(1) Develop Performance Measurement Methods to Implement New Plan Adopted 2009		\$15,000
	(2) Develop a Plan to Address Known Risks and Obstacles to Sharing (e.g., Security, Licensing, Budgets, etc.) <sup>(ii)</sup>	\$7,000	\$7,000
	(3) Develop new Communications/Outreach Plan	\$3,000	\$3,000
	(4) Design New Outreach Materials (See below for printing) <sup>(i)</sup>	\$8,000	\$2,000
	(5) Leadership Development Plan (based upon 10 key elements defined in 2008)	(iii)	(iv)
	<b>C. Technical Coordinator Outsource Contract (assumes other partners 3+/- year pilot)</b>		TBD <sup>(v)</sup>
	<b>D. DataFinder - Contingency Fund for Unexpected Repairs (covered in new license 2010+)</b>	\$3,000	\$0
<b>Data Access/Sharing Agreements</b>	<b>Regional Parcel Data Sharing Agreement (contract payments to counties per 2009-2011 agreement)</b>	<b>\$28,000</b>	<b>\$28,000</b>
<b>Outreach</b>		<b>\$1,600</b>	<b>\$2,100</b>
	Printing Outreach Materials (e.g., Information Brochure) Item B(4) must precede. <sup>(vi)</sup>	\$0	\$500
	Advocacy/Networking Mileage (200 m/mo x \$.48/mile = \$1,152) <sup>(vii) (viii)</sup>	\$1,200	\$1,200
	Annual Report/Informational Brochure (see above)		
	• Postage – 800 postcards (\$0.30=\$240) in addition to 1500+ via email )	\$300	\$300
	• Minimal for other communications	\$100	\$100
<b>Misc Office</b>		<b>\$400</b>	<b>\$400</b>
	Website Domain registration (www.metrogis and www.datafinder - \$20/ea)	\$40	\$40
	Specialty Team/Forum Support Materials	\$360	\$360
	<b>TOTAL NON-STAFF PROJECT FUNDS</b>	<b>\$86,000</b>	<b>\$86,000</b>
<b>Dedicated Staff Support</b>		<b>TBD</b>	<b>TBD</b>
	<b>Grand Total</b>	<b>TBD</b>	<b>TBD</b>
<b>NOTES:</b>			
<sup>(i)</sup> Development/update of outreach materials to follow Outreach Plan Update project. See Item B(2).			
<sup>(ii)</sup> This activity includes developing a Livelihood Scheme / Defining Organizational Competencies. See 2008-2011 MetroGIS Business Plan (Chapter 3 - Section VIII and Appendix H) for explanation of organizational competencies and Livelihood Scheme.			
<sup>(iii)</sup> Request for bids conducted November 2008. No bids received, so project postponed.			
<sup>(iv)</sup> TBD. If sufficient budgeted funds remain uncommitted as of the October Policy Board meeting and carry over of uncommitted funds to 2010 is permitted.			
<sup>(v)</sup> If other sources of funding are determined to be potentially available, decide how much of MetroGIS's funds should be redirected.			
<sup>(vi)</sup> Rely on Internet and on-demand printing for handouts			
<sup>(vii)</sup> Travel by participants is paid by the participant's organization			
<sup>(viii)</sup> Knowledge sharing opportunities constitute an important reason why individuals elect to participate in MetroGIS activities.			





**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Coordinator  
 Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** GIS Technology Demonstration Topic – January 2010 Policy Board Meeting  
**DATE:** November 23, 2009  
 (For Dec 17<sup>th</sup> Meeting)

**INTRODUCTION**

The Committee is asked to agree on a GIS Technology Demonstration topic for the Policy Board’s January meeting and a person(s) to present it.

**SURVEY REQUESTED BY THE POLICY BOARD**

At its October meeting, the Policy Board asked for a survey of Policy Board and Coordinating Committee members to identify candidate topics for these quarterly demonstrations of GIS-related technology. One Policy Board member and four Coordinating Committee members responded. The survey form that was distributed on November 12 is presented in Attachment A. Previous topics are listed in the Reference Section.

**CANDIDATE DEMONSTRATION TOPICS**

Several outstanding new ideas for demonstration topics have been identified. They are listed in alphabetical order, together with the previously identified candidates, in the following table. The Committee is encouraged to rank them in the order they believe would be the most interesting to the Policy Board. It is suggested that the top choice be pursued for the January meeting and that the remainder of the ideas be shared with the Board at January meeting for comment. (See the Reference Section for more information about each topic.)

<b><u>CANDIDATE DEMONSTRATION TOPICS</u></b> <i>(Bold means are from the Survey in November)</i>	<b><u>SUGGESTED RANKING</u></b>
▪ <b>Base map web service developed by the Metropolitan Council</b>	
▪ Collaborative Application Development Among Counties (general)	
▪ Coordinated Data Management via Internet - Council and Counties	
▪ Cyclopath	
▪ Data Practices Law- Relationship to MetroGIS Objectives	
▪ <b>Emergency response maps consistent across jurisdictions, based on U.S. National Grid</b>	
▪ Historical Census Mapping - U of M	
▪ <b>Multi-county collaboration for public access property information application</b>	
▪ Natural Resources Digital Atlas- Metropolitan Council	
▪ <b>Preliminary Development for Active Living Recreational Web Portal</b>	
▪ <b>Regional Base Map Service – North St. Paul Leveraged Existence</b>	
▪ Regional Geocoder Service	
▪ <b>Web mapping crime application - Carver County</b>	

**TOPICS FOR WHICH MEMBERS WOULD LIKE TO LEARN MORE ABOUT**

This was the topic for Question 2 of the survey. The following ideas were offered by Committee members:

1. Common Data Model for Recreational Facilities
2. More emphasis on authoritative data sources, such as parcel, DEM, imagery, multi-modal transportation. Better organization, utilization and dissemination of “framework data sets”.
3. Multi-Modal Transportation routing models, which include motorized and non-motorized forms.
4. Open Street Map & other public participation GIS (PPGIS), Web 2.0, crowd sourcing
5. Unify Address Collection, i.e. Local, Regional, State, Federal

**RECOMMENDATION**

That the Coordinating Committee:

1. Agree on a GIS Technology Demonstration topic to present it at the January 2010 Policy Board meeting.
2. Share a suggested ranking of candidate demonstration topics with the Policy Board for its consideration.
3. Decide how it would like to use the survey responses regarding topics the members want to know more about.



## REFERENCE SECTION

### 1. SURVEY RESPONSES – QUESTION 1

The survey form that was distributed on November 12<sup>th</sup> is presented in Attachment A. The detailed responses to results to Question 1 “**Please describe the function of a geospatial or related technology that your organization recently implemented..., which you think would be of interest to Policy Board members**” were as follows:

- Carver County has released a new web mapping crime application with some analysis tools for citizens to access incident data maintained by the Sheriff’s Office. **(Public access to data/information)**
- Multi-county collaboration to develop a common public access property information application. **(Public access to data/information)**
- Preliminary Development for Active Living Recreational Web Portal **(Communication for the public)**
- Emergency response maps / map books consistent across jurisdictions, based on the U.S. National Grid (printed maps - a low-tech GIS counter-revolution...) **(Decision support)**
- The base map web service developed by the Metropolitan Council by itself or in conjunction with how the Council is outputting bus stop data for use in Google Maps. MnGeo image server could also be added for a suite of examples of useful, existing shared web services. This type of demo would be good at a meeting where we later talk about web services/broker etc. **(Sharing data/information resources with another organization)**

### 2. PREVIOUSLY IDENTIFIED CANDIDATE DEMONSTRATION TOPICS

1. Cyclopath: The Cyclopath ([http://cyclopath.org/wiki/Main\\_Page](http://cyclopath.org/wiki/Main_Page)), project for which a grant was received spring 2009 was suggested at the July Policy Board meeting as a potential demonstration topic. (See Attachment B for further information.)
2. Collaborative Application Development Among Counties: Invite a representative of the collaboration among metropolitan area counties to develop and maintain applications for which they share a need.
3. Regional Geocoder Service: At the January 2009 Policy Board meeting members expressed interest in learning about how the Regional Geocoder Service operates. Impromptu examples provided during the meeting did not appear to fully satisfy their curiosity. Do members have any suggestions to help Board members better understand the utility of this important service as well as help them better grasp the concept of web services generally?
4. Data Practices Law- Relationship to MetroGIS Objectives: At its July 2008 meeting, the Policy Board asked that invitation be extended an individual with knowledge about these laws similar to Don Gimberling for a presentation to the Board. Of particular interest was the impact that these laws may have on the solutions to streamline access to licensed data via “view-only” Web-based applications (e.g., queries that involve the regional parcel dataset). At its October 2008 meeting, the Board asked the Committee to propose a recommended course of action to streamline data access for emergency managers. Laurie Beyer-Kropuenske, a representative of the Mn Office of Information Policy, was the contact for both of the Board’s requests. She has agreed to participate on the workgroup charged with recommending options to streamline data access for emergency managers. She is also willing to assist the Board better understand the data practices laws. She would prefer as much information as possible on aspects of the law that would be important to the Board. **This option remains premature** until the Workgroup is prepared to recommend a course(s) of actions.
5. Council and Counties Coordinated Data Management via Internet - Water quality systems approach to sharing data among the Council and two counties (see Attachment C)
6. Metropolitan Council’s Natural Resources Digital Atlas: The messages would be: 1) this product could not have been created without the standardization of data access policies and data content standards that MetroGIS’s efforts have accomplished in the Metro Area and 2) GIS technology is becoming a valuable for day-to-day decision support tool by non-traditional users.
7. University’s Historical Census Mapping: NFS grant-funded project involving analysis of historic census data (Bob McMaster) related to the National Historical Geographic Information System (NHGIS). NHGIS solves the problem of accessing and mapping historical U.S. Census data, much of it not online. One of its most incredible features is the capability to adjust data on-the-fly to account for boundary changes when doing trend analysis.

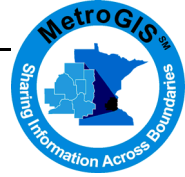
### 3. PAST POLICY BOARD DEMONSTRATION TOPICS

- Oct 2010: Red River Valley Flood Response
- Jul 2009: LOGIS –Improving Service Delivery through Collaborative GIS Programs
- Apr. 2009: Safe Road Map Project – University of Minnesota Connection
- Jan. 2009: Twin Cities Economic Development Website
- Oct. 2008: Regional Data Sets and Analysis of School District Housing Stock
- Jul. 2008: Twin Cities Regional Parcel Data and Community Revitalization: Highlights of National Report By Lincoln Institute of Land Policy
- Apr. 2008: Mapping Minnesota Emergency Response Structures: An Initiative to Support the National Map and National Spatial Data Infrastructure
- Jan. 2008: GIS’s Role In Response to I-35W Bridge Collapse
- Oct. 2007: Metropolitan Mosquito Control District’s Web Application
- Jul. 2007: Metropolitan Council’s new “Maps” Web site
- Apr. 2007: Efficiencies Realized Through Coordinated Application Development: Lessons Learned From The OpenMNND Project
- Jan. 2007: Effective Decisions Through Effective Data Distribution
- Oct. 2006: M3D Internet Application
- Jul. 2006: State Geospatial Architecture
- Apr. 2006: Evacuation Planning for Homeland Defense – U of M Research Project
- Jan. 2006: *No presentation*
- Oct. 2005: Natural Resources Atlas Made Possible Via Data Sharing
- Jul. 2005: Ramsey County GIS User Group’s Internet Mapping Service (IMS) site
- Apr. 2005: How Watershed Districts are Benefiting from MetroGIS’s efforts
- Jan. 2005: Regional Mailing Application
- Oct. 2004: Improving Operational Effectiveness with GIS - Dakota County’s Experience
- Jul. 2004: City of Roseville’s Combined Use of Socioeconomic Data and GIS Technology to Improve Decision Making and Service Delivery
- Apr. 2004: Metro 911 Board initiative to integrate GIS into day-to-day operations of 27 Metro Area PSAPs
- Jan 2004: Scott County’s Use of GIS technology to improve intra-department efficiencies
- Oct. 2003: GASB34 – GIS Technology’s Relevance
- Jul. 2003: Minneapolis Neighborhood Information System use of GIS and data sharing activities
- Apr. 2003: Metropolitan Mosquito Control District use of GIS and benefits from MetroGIS
- Jan. 2003: Emergency Management Response applications developed by Carver and Washington Counties.
- Oct. 2002: Metropolitan Airports Commission use of GIS and benefits from MetroGIS
- Jul. 2002: MetroGIS DataFinder Café Rollout
- Mar. 2002: Presentations from each metro county regarding their respective GIS programs
- Jan. 2002: GIS’s Role In Responding To The World Trade Center Tragedy – Mapping Ground Zero (*Paul Olson, Grand Rapids Office of the Minnesota DNR - Division of Forestry*)
- Oct. 2001: TIES – Benefits to School Districts as a result of MetroGIS
- Jul. 2001: DataFinder And Functionality Sought Via Proposed Internet-Enabled Data Distribution Mechanism (*since named DataFinder Café*)
- Apr. 2001: LMIC’s Metro viewer software: A Mapping Tool for the Public
- Jan. 2001: Regional Census Geography and Legislative Redistricting Software/Process
- Oct. 2000: North Metro I-35W Corridor Coalition’s Socio-Demographic Database Development
- Jul. 2000: DataFinder and Council’s Internet-based Existing Land Use Application
- Apr. 2000: Regional Parcel Dataset (Version 1)
- Jul. 1999: Presentation to House of Representatives Subcommittee on June 9th
- Apr. 1999: North Metro I-35W Corridor Coalition GIS Capabilities
- Nov. 1998: Orthoimagery and its Uses
- Sep. 1998: DataFinder and Dakota County’s Parcel Query Application
- Jan. 1997: Benefits from GIS in general and uses being made by all classes of stakeholders represented on the Policy Board.

# ATTACHMENT A

## ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*



November 12, 2009

### **GIS Technology Demonstration Survey Generating Ideas for Technology Demonstrations at MetroGIS Policy Board Meetings**

The MetroGIS Policy Board receives a presentation about a geospatial technology topic as a standing component of each of its meetings. Past topics have been wide ranging but all have provided Board members with a bettering understanding of capabilities and improved efficiencies that can be gained through use of these various technologies.

The purpose of this survey is to identify demonstration topics that would be of interest to Policy Board members for up coming Board meetings. Thank you in advance for offering your suggestions.

1. **Please describe the function of a geospatial or related technology that your organization recently implemented in one or more of the following categories, which you think would be of interest to Policy Board members:**

\_\_\_ **Delivery of services:** \_\_\_\_\_

\_\_\_ **Public access to data/information:** \_\_\_\_\_

\_\_\_ **Communication for the public:** \_\_\_\_\_

\_\_\_ **Decision support:** \_\_\_\_\_

\_\_\_ **Sharing data/information resources with *another internal work unit*** \_\_\_\_\_

\_\_\_ **Sharing data/information resources with *another organization*** \_\_\_\_\_

2. **Please identify one or more geospatial or related technologies that you would like to learn more about:**

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

Please save your completed survey to "Demonstration Topic Survey – (*your name*)" and return it to me by email ([randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us)) by November 24<sup>th</sup>. If you have any questions you can also contact me at 651-602-1638. The Coordinating Committee is scheduled to consider the results from this survey at its December 17<sup>th</sup> meeting.

## ATTACHMENT B

### **Cycloplan Project Underway**

The Metropolitan Council is partnering with Focus Lens, a group associated with the University of Minnesota, to develop a web based bicycle planning application. This application will allow planners to share spatial and attribute information about bike trails in the 7 county region. The application will use a Geo-wiki which allows registered users (bikeway planners) to enter and edit spatial and attribute information about bike trails much as other wikis allow users to share and edit text and images on the web. Cycloplan builds on an existing Geo-wiki called Cyclopath – <http://cyclopath.org> – (developed by Focus Lens) which is used by bikers create, edit and annotate regional bikeway information, as well as plan and rate their personal bike routes. The combination of Cycloplan and Cyclopath will permit planners to have access to the public user data in order to better inform them of how the system is being used and which enhancements would be most valuable when developing trails.

The Cycloplan project will test the use of another kind of web application (geo-wiki) as a means to share geographic information in the region. The project will also test methods for collaboratively collecting linear data just as the address points pilot project tests collaboratively collecting point data. Future geo-wikis could be used to gather information on other linear features such as functional class roadways.

## ATTACHMENT C

(Excerpt May 8<sup>th</sup> Issue of Council Directions)

### Council, counties partner in water quality data-sharing project

**Public also will have easy access to info online**

The Metropolitan Council is partnering with two metro counties on a pilot project to share water-quality data and make the information easily available to the public online.



Scott Schneider, a resource conservationist with the Scott County Soil and Water Conservation District, collects a stream sample.

Beginning in May, Scott and Dakota counties will be able to enter and manage their own data using the Council's water-quality database. And the Council will have access to wider and more detailed water-quality data collected by the two counties.

"The public also will benefit by having access to all this data through the Council's [online environmental monitoring warehouse](#)," said Steve Kloiber, senior environmental analyst with Metropolitan Council Environmental Services (MCES), who is coordinating the project.

"The partnership will save a lot of money, too," Kloiber said. "The counties could easily spend tens of thousands of dollars to develop and maintain their own databases. And the Council could spend that much or more if it were to expand its monitoring programs to collect the data the counties already have."

#### **Water quality data is critical to protecting area waterways**

MCES has long maintained a database of river, stream and lake monitoring data in the seven-county metro area. In fact, some river data goes back to the 1920s and 1930s, during the era which spawned the first wastewater treatment facility on the Mississippi in 1938.

In recent years, MCES created a suite of web-based data management tools for entering and reviewing water-quality data. But until now, these tools were only available to Council staff on internal computer systems.

With the new pilot project, the database system will now be available through a password-protected Internet site for Scott and Dakota County staffs. Data from both counties now can be uploaded into the Council's database, which in turn makes the information available to the public through the web.



A typical water quality monitoring station operated by the Scott County Soil and Water Conservation District is equipped with a datalogger, automated sampler, rain gauge, phone modem, solar panel, and stage sensor.

### **How is the information used?**

Water monitoring data is used by Council staff and policymakers to identify water-related problems, establish goals and measure annual progress toward an overarching goal of protecting and improving regional water resources.

"If the pilot program is successful, we hope to develop a long-term service agreement with the counties to provide the technical support the system needs," Kloiber said. "We hope this project can serve as a model for using the Internet to improve our work. We've already had a number of inquiries from other local governments who are interested in using the new system."





**TO:** Coordinating Committee

**FROM:** Nancy Read (MMCD), Project Manager  
MetroGIS Staff Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Geocoder Enhancement Projects – Final Project Reports

**DATE:** December 4, 2009  
(For the Dec 17<sup>th</sup> Meeting)

### **INTRODUCTION**

The purpose of this agenda item is to share with the Committee the outcomes of two Regional Geocoder Service enhancement projects that were recently completed. They involved extension of the geocoder service to include landmarks and enhancements to work better with local data.

Nancy Read, with the Metropolitan Mosquito Control District (MMCD), was the manager for both projects. They were funded as 2008 and 2009 MetroGIS Regional GIS Projects, respectively. Walter Sinclair, the main programmer for PAGC, the foundation for the Regional Geocoder Service, and programmer for these projects, was under contract with MMCD, the lead organization for these projects. See Attachments C and D for the draft final project reports.

### **PROJECT FINANCING AND SCOPE**

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

### **RECOMMENDATION**

That the Committee provide direction regarding any topic(s) that it believes should be added to or further discussed in the attached final project reports.



# ATTACHMENT A

## Scope of Work Geocoder Extension for Landmarks (Place Names)

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

**a) Statement of project objective and why the requested funding is needed.**

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

**b) How the proposed project conforms to a Regional GIS Project objective(s).**

This project improves the usability of current MetroGIS data, and expands a web service. In addition, it encourages development of a landmarks layer in conjunction with a private company, and could potentially be used as part of the Minnesota Structures CAP Grant under development by LMIC and the Governor's Council.

**c) Importance of the proposed project to implement a sustainable solution to a defined priority geospatial community need(s).**

Data is most likely to be maintained if it is actively used. Developing a web service makes it easier for many users to access a common data set.

**d) Activities necessary to achieve the project objective and relationship of the requested funds.**

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

**e) Readiness for funding and status of any prerequisites (e.g., another software component, license agreement, etc.) that must be in place to proceed and their status.**

The existing Geocoding web service and software gives us a ready starting point for this project, and TLG has indicated interest.

**f) Description of the benefit to the MetroGIS community and those stakeholders that would be expected to realize the greatest benefit.**

Any stakeholders who would like to include look-up of locations by park name, school name, hospital name, etc. in their web sites could benefit from this web service. Users world-wide would benefit from the open source software developed, as with the current geocoder.

**g) Total value and description of required resources that would be leveraged if funding is awarded.**

The project would leverage the work done on the existing geocoder and existing TLG landmark layer, and we hope to also explore mutual benefits with the Minnesota Structures CAP Grant group.

**h) Effect of receiving funding approval if for less than the full amount requested.**

If less than the full amount is received, the project may be scaled back or delayed or done with a less robust approach.

**i) Time frame for project completion.**

We would expect completion within 1 year of receiving funding.

# ATTACHMENT B

## Scope of Work Improving Geocoder Service Performance with Local Data

5/29/2009

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

### **Descriptive analysis of the problem/need.**

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

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

### **Approved strategy & funding to meet this need.**

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

# ATTACHMENT C

## Final Report

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

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

#### Background

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

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

#### Project Implementation

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

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

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

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

#### Details of Geocoder Design and Construction

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

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

### Landmark Request

The geocoding webservice accepts a LandmarkSite request consisting of

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

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

### Landmark Response

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

### Landmark Data and Processing

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

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

### Responder

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

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

### International Note

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

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

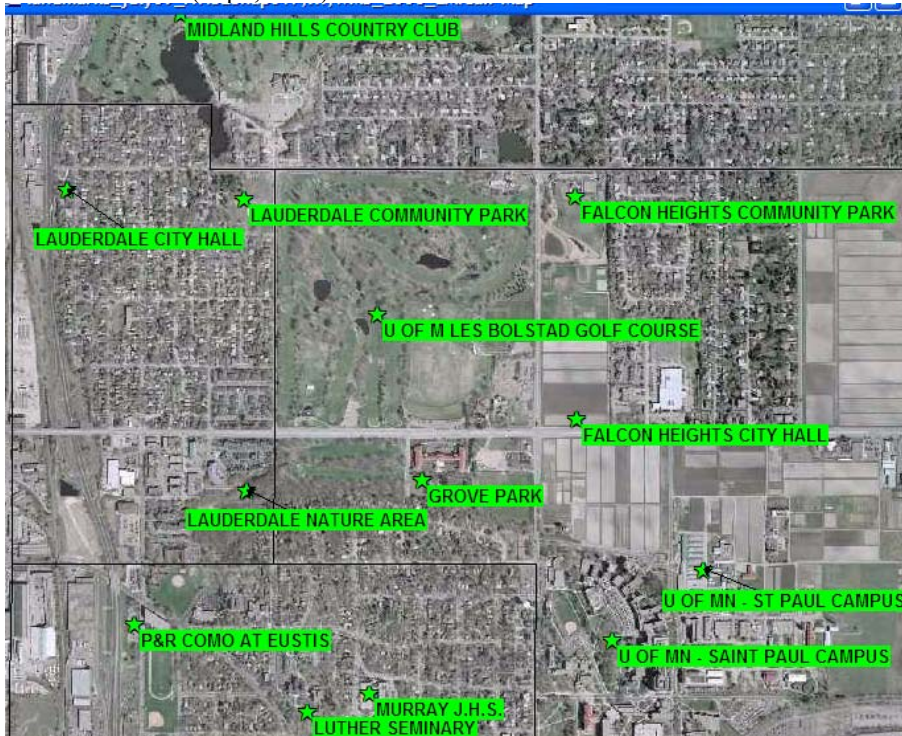
Datasets considered:

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

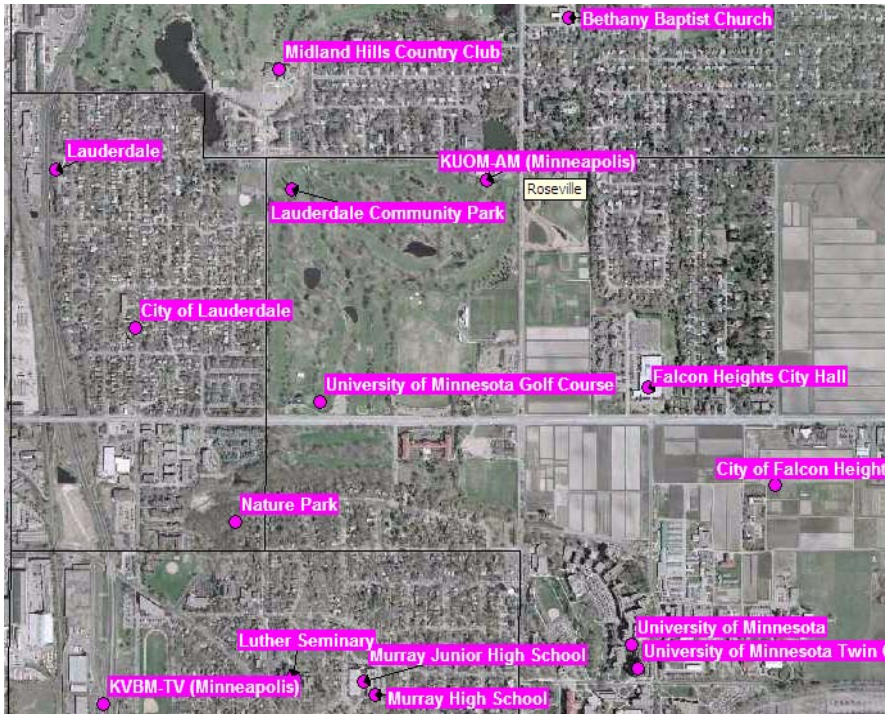
Quick comparison of GNIS, TLG, and Transit data for an area near Lauderdale, MN suggested that TLG data currently contained the most useful versions of landmark names for use in geocoder (see examples, below). Development of a definitive data set, including a maintenance plan, is needed and would be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

### Examples

TLG Landmarks (Sept., 2009):



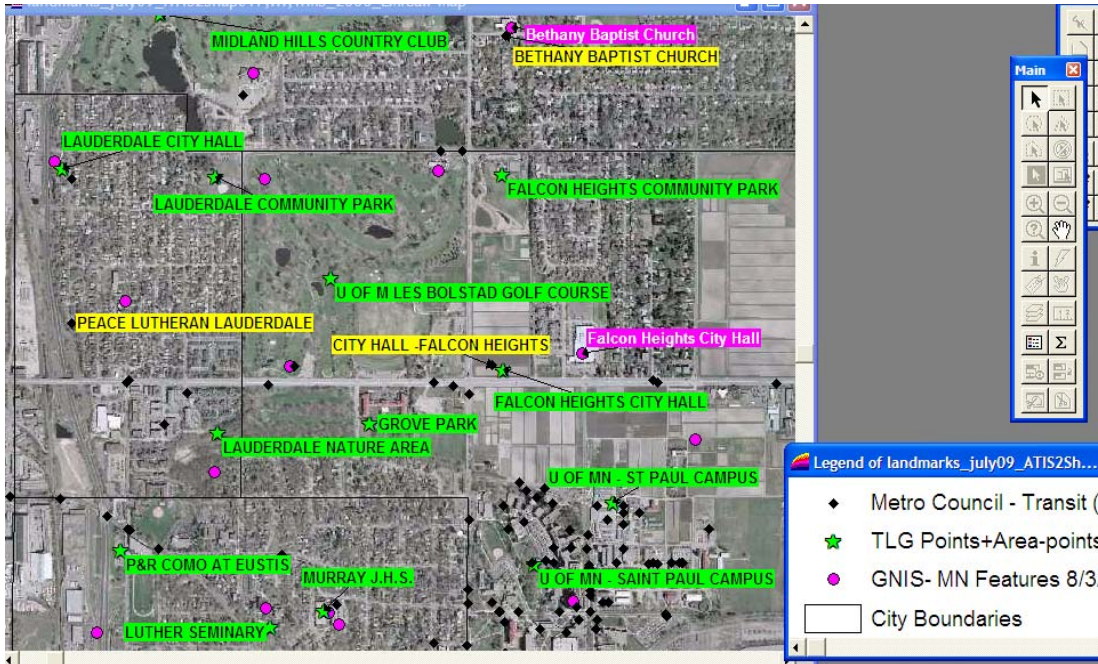
GNIS (2009):



Metropolitan Council – Transit data:



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



# ATTACHMENT D

## Final Report

### MetroGIS Geocoder Web Service Enhancement Project

Project funded through MetroGIS 2009 project funds: \$1,000

Final Report: Draft Nov. 30, 2009

Prepared by Nancy Read, MMCD

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

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

Change #1 is already implemented in the active web service at MnGeo. A revised version with the other above enhancements is currently being loaded on the MnGeo server and will become active shortly.

Changes will be announced on the Metro Geocoder web page,

<http://www.metrogis.org/data/apps/geocoder/index.shtml>

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







**TO:** Coordinating Committee

**FROM:** *Feature Services Workgroup Liaison:* Alison Slaats, 1000 Friends of Minnesota  
*Web App Contest Workgroup:* Sally Wakefield, 1000 Friends of Minnesota, Mark Kotz, Metropolitan Council, Tim Loesch, DNR  
*Staff Contact:* Randall Johnson (651-602-1638)

**SUBJECT:** GIS Web App Contest Plan Refinement

**DATE:** December 4  
(For December 17<sup>th</sup> Meeting)

## INTRODUCTION

The Committee is asked to offer advice on a high-level work plan that has been developed to host a GIS Web Application Contest. Tim Loesch has agreed to present this plan at the Committee's December 17<sup>th</sup> meeting.

## BACKGROUND

**1) Contest Idea Endorsed:** The Policy Board and Coordinating Committee have agreed to a recommendation to host a contest to stimulate publishing of and use of web features services. The Board and Committee both recognized that this concept, while strong, needed to be refined to be accomplishable. In addition, it was recognized that the idea should be larger than the MetroGIS community and it tasked the ad hoc group with reaching out to other possible organizations and sponsors. The ad hoc workgroup was tasked with reporting at the December Coordinating Committee meeting on their progress on two items 1) outreach to other organizations, and 2) a refined purpose statement and plan for the contest.

**2) Outreach To Other Organizations:** Follow acceptance of the concept by the Policy Board, Sally Wakefield and Alison Slaats from 1000 Friends of Minnesota made presentations to the following organizations about the contest idea to encourage participation and gauge support:

**a) TCMUG (Twin Cities Mapserver User Group)**

Wakefield and Slaats presented the contest idea at the Fall TC MUG meeting, which is not limited to the Mapserver users, but serves a larger Open Source community. The contest idea was well received by the group and we gained volunteers for the workgroup. The TC MUG group has requested an update on the contest plan at its December 8<sup>th</sup> meeting.

**b) GIS/LIS Consortium Board**

Wakefield and Slaats presented the contest idea at the September 18<sup>th</sup> GIS/LIS Board meeting. The contest idea was well received by the GIS/LIS Board and we gained volunteers for the workgroup. In addition, GIS/LIS Board members had two suggestions for the GIS/LIS conference: 1) A Birds of a Feather (BOF) session (subsequently set up by Kari Geurts, DNR and GIS/LIS Board Member), and 2) A lightning round presentation.

**c) GIS/LIS Conference**

The contest was promoted at the GIS/LIS October Conference in two ways:

(1) A lightning round presentation.

The lightning round presentation was a short presentation given by Sally Wakefield at the opening of the conference immediately before the Keynote address. The lightning round presentation spurred a lot of interest and the keynote speaker, Peter Batty, even referenced it as a good idea in his speech.

(2) Birds of a Feather (BOF) session

The BOF drew 14 people and a brief discussion resulted in a list of people who wanted to either volunteer for the workgroup or stay informed on the issue.

**d) MN DNR**

Wakefield and Slaats presented the contest idea to DNR Staff, Robert Maki, Tim Loesch and Steve Lime. The contest idea was well received by the DNR and was seen to align with some of DNR's strategic goals. DNR staff offered to help with refining the contest idea.

e) **MnGeo**

Wakefield and Slaats presented the contest idea to MnGeo Staff, David Arbeit, John Hoshal, Chris Cialek and Nancy Rader in October 2009. MnGeo staff had good questions about the practicality of the contest and scope that underlined the need for an improved contest plan, as the Policy Board had requested. MnGeo agreed to support the contest idea by providing meeting space and logistical help with meetings.

The outreach completed by Wakefield and Slaats resulted in expanding the list of interested organizations and participants needed to work on a refined contest plan. In late November, a subset of this group met to draft a more detailed contest plan. The participants were Sally Wakefield, Alison Slaats, 1000 Friends of Minnesota, Mark Kotz, Metropolitan Council, Tim Loesch, DNR and MetroGIS staff, Randall Johnson. They agreed on a high level contest plan and an agenda to discuss it with a larger group.

**3) December 1 Forum - Refined Contest Plan**

A larger group of those interested in the contest idea met on December 1st. (See Attachment A for the meeting agenda.) Those present at the meeting were: Bob Basques, City of St. Paul; Brad Neuhauser, MN Secretary of State; David Arbeit, MnGeo; Jesse Adams, JSA GIS Services (via phone); Jim Klassen, City of St. Paul; Jim Maxwell, NCompass; Kari Geurts, DNR; Leanne Knott, City of Red Wing; Mark Kotz, Metropolitan Council; Nancy Rader, MnGeo; Rick Gelbmann, Metropolitan Council; Robert Maki, DNR; Alison Slaats, 1000 Friends of Minnesota; Sally Wakefield, 1000 Friends of Minnesota; Tim Loesch, DNR.

A consensus was reached that a contest should be pursued. The group agreed that the contest is enabled by the Service Catalog, which for many participating organizations would be where the corporate value is. It was noted that the Service Catalog is a necessary step towards hosting the contest, but is the focus of another workgroup. During the contest planning meeting the following outcomes, scope, timeline, roles and funding were presented in draft format and while they need expanding, the group agreed to them in principal and there was consensus that a contest should take place.

**a) Purpose and Outcomes**

1. Promote the availability and use of spatial web services
2. Engage emerging and new developers and the user community
3. New applications available to government and citizens
4. Promotes innovation and new uses of existing data
5. Promotes and exemplifies transparency and open government

**b) Scope**

- Original intent: focus on spatial web services
- Non-spatial services welcome, not main focus.
- Minnesota
  - Not just metro
  - Not multi-state

**c) Timeline**

2010:

- Set the ground work for the contest
- Establish & fill roles to guide/manage project
- Establish rules and processes
- Engage data producers
- GIS/LIS conference – advertise & educate
- MN geospatial broker/commons available?

2011:

- Contest launch
- Awards at 2011 GIS/LIS Conference

**d) Roles**

There would be several project roles: Project Manager(s), Steering/Advisory Team, Contest Administrator, High Level Champions/Advocates, Data Producers, Bush Beaters, Contest Participants.

Project Managers:

- Administrative Manager
  - MetroGIS staff (Randy)

- As much as ¼ FTE is possible
- Schedule meetings and coordinate resources
- Manage budgets and contracts
- Technical Project Manager & Leader
  - Lead the project
  - Develop project scope and work plan
  - Chair Steering/Advisory Team

Additional Critical Roles:

- Steering/Advisory Team
  - Provide oversight & guidance to project managers
  - Assist with ad-hoc project needs
  - Promote and educate
- Contest Administrator
  - A hired consultant/vendor
  - Organizing & conducting actual contest
  - Make final rules, accept submissions, oversee judging
- High Level Champions/Advocates
  - Multiple – state, regional, county, city, etc.
  - Advocate for contest at high level
  - Encourage involvement of peer organizations
  - Advocate for funding
- Bush Beaters
  - Contact, encourage & assist potential data providers
  - Help document data and put in service format
- Data Producers
  - Stand up services
- Participants
  - Application developers
  - Create and submit applications
  - Gain fame, glory and money
  - Give Minnesota awesome apps

**e) Funding**

- MetroGIS has offered some \$ and staff time
  - \$15k earmarked in preliminary 2010 budget
  - MetroGIS Coordinator up to ¼ time?
- Prize sponsors
  - E.g. \$1000 prize + \$1000 admin support
  - CURA, 1000 Friends, Others
- More funding will be needed

**4) Next Steps – Hosting Contest**

The next steps in the process are to:

- a) Finalize list of participants and roles
- b) Set up meetings to work on a charter and more detailed work plan
- c) Secure individuals to support each of the above stated Project Manager roles.

**RECOMMENDATION**

That the Committee:

- 1) Comment on the Contest Plan developed thus far
- 2) Offer advice on candidates who have the interest and appropriate skill sets to carry out the various leadership roles presented above.

# ATTACHMENT A

## MN GeoApps Contest Planning Meeting

### Agenda

**Tuesday, December 1, 2009**

**10:00 to 12:30 p.m.**

Centennial Office Building, Nokomis Room  
658 Cedar Street, St. Paul, MN 55155

2. **Welcome and Introductions**
3. **Background** ..... Sally Wakefield
4. **Overview of Proposed Contest** ..... Mark Kotz
  - a) **Purpose and Outcomes**
  - b) **Scope**
  - c) **Timeline**
  - d) **Roles**
  - e) **Funding**
5. **Questions and Discussion - Consensus** ..... all
- ~ 10 minute break ~
6. **Testimonials from Data Producers** ..... DNR, Met Council, others?
7. **Filling Roles and Moving Forward – Input from Group** ..... all
8. **Next Steps** ..... all
9. **Adjourn**



**TO:** Coordinating Committee  
**FROM:** Mark Kotz, Chair MetroGIS Technical Leadership Workgroup  
Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)  
**SUBJECT:** Suggestions to MnGeo for Consideration  
**DATE:** December 4, 2009  
(For Dec 17<sup>th</sup> Meeting)

## INTRODUCTION

The Committee is encouraged to identify topics that are facing the MetroGIS community that would be more appropriately dealt with at that state level and encourage the MnGeo Statewide Advisory Council to consider how best to address them.

## COORDINATION OPPORTUNITY

When the newly created MnGeo Statewide Advisory Council meets for the first time in early 2010, five of the members will also be active in the leadership of MetroGIS. As such, an outstanding opportunity exists to elevate issues before MetroGIS that have statewide significance to a more appropriate forum. Those individuals who will be serving in both capacities are as follows:

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

## PRIOR COMMITMENT FOR CONSIDERATION AT THE STATE LEVEL

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

## CANDIDATE ISSUES TO COMMUNICATE FOR STATE LEVEL ACTION

The purpose of this report is to catalyze a dialogue with appropriate interests at the state level for topics of importance to the MetroGIS community: The Committee is asked to add to and modify the following listing of candidates:

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

## RECOMMENDATION

That the Committee:

- 1) Identify topics it believes should be shared with MnGeo for action at the state level.
- 2) Prioritize this listing of topics.

## REFERENCE SECTION

### Excerpt From the Legislation that created MGIO

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

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

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

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



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

March 26, 2009

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

Dear Victoria,

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

**Implementing a state-wide geocoder service**

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

**Recommending a solution to the need for a storm and surface water tracing tool**

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

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

Sincerely

Rick Gelbmann, Chairperson  
Governor's Council on Geographic Information







*Cooperation, Coordination, Sharing Geographic Data*

**TO:** Coordinating Committee  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Glossary of Terms  
**DATE:** August 7, 2009  
*(For the Sept 10<sup>th</sup> Mtg.) (Postponed to December Meeting)*

### REQUEST

Policy Board Chairperson Schneider has requested a glossary of terms to share with Board members to help them better understand proposals that the Board is asked to consider.

### PROPOSAL

Two sources of definitions of terms are proposed as the foundation for the requested glossary of terms. They are the glossaries which are components of:

- 1) The 2008-2010 MetroGIS Business Plan, adopted in October 2007. Each of these definitions was “offered in an attempt to provide a common understanding of terminology important to MetroGIS’s efforts”
- 2) A Congressional Research Service Report entitled “Geospatial Information and Geographic Information Systems (GIS): Current Issues and Future Challenges”, published on June 8, 2009 and authored by Peter Folger, Specialist in Energy and Natural Resources Policy.

The terms from each source have been consolidated into a single document, which is presented in Attachment A. Terms from the Business Plan **bolded** and terms taken from the Congressional Research Report are shown in *italics and underlined*. For terms that have a definition from both sources, **both are included and shaded** for direction from the Committee as the one that best fits MetroGIS’s needs.

### RECOMMENDATION

That the Committee:

- 1) Offer any suggested, deletions, additions, and modifications to the listing of terms and their respective definitions presented in Attachment A
- 2) Decide among competing definitions for the same term.

# ATTACHMENT A

## GEOSPATIAL AND GIS TERMINOLOGY

**Application:** a term used to describe a mechanism for creating information from data. By one definition, an application is a "program or web mapping service designed to perform a specific function directly for the user." Applications are also referred to as "software". Examples include word processing software, database programs, and mapping tools.

Combination of computer software (e.g., web services, computer program, or script) used to query, combine, analyze, and/or print visualizations of geospatial data to address a particular business information need.

A computer program used for a specific task or purpose, such as accounting or land use planning.

The use of GIS technology to solve problems, automate tasks, and/or generate information within a specific field of interest. For example, a common agricultural application of GIS is determining fertilization requirements based upon maps of soil chemistry and previous crop yields.

**Attribute:** descriptive information about the properties of events, features, or entities associated with a location, such as the ownership of a parcel of land, or the population of a neighborhood, or the wind speed and direction over a point on the ground.

**Best Practice or Best Management Practice:** A recognized reference or method related to developing, documenting, managing, sharing, distributing or utilizing geographic data or applications which promotes consistency among the producers and increased interoperability of the data among the users. A reflection of what the community has learned about what works.

**Broker:** A Broker utilizes a structured catalog to act as a searchable registry of datasets or services, providing information about resource availability and access instructions. Using a simple browser interface, consumers query the broker, find datasets or services and then directly interact with the resource providers. Conceptually, this is similar to conducting a Google search, then linking to the information of interest. The broker function facilitates enforcement of requisite standards and protocols, as well as possibly providing authentication (security) services. The FGDC Clearinghouse and Geospatial One-Stop (GOS) sites provide examples of some Broker capabilities. The Clearinghouse provides a single point of contact regarding available resources while maintaining statistics on clearinghouse node availability. GOS tests metadata documents for standards compliance as part of its metadata harvesting function. (Source: *Minnesota state GIS enterprise conceptual architecture design*"; Minnesota Governor's Council on Geographic Information white paper; March 23, 2005; <http://www.gis.state.mn.us/pdf/MNGISConceptualArchitectureDesign.pdf> ; definition extracted from pp 4, 5 & 11.

**Business Information Need:** Information needed to accomplish a business task that is a derivative of geospatial data. (e.g., I need to know the owner of a parcel of property and how to contact them, I need to know which community a particular property is located within, I need to know the drainage outlet for a particular wetland.)

**Cadastral:** the map of ownership and boundaries of land parcels.

**Cartography:** the study and practice of making maps.

**Catalog:** A Catalog is a collection of Catalog Entries that is organized to assist in the discovery and retrieval of datasets or services, which are of interest to the user. (Source: "*The OpenGIS Abstract Specification; Topic 13: Catalog Services; version 4*"; Open GIS Consortium; 1999; <http://www.opengeospatial.org/standards/as> ; p8)

**Catalog Entry:** Describes or summarizes the contents of a set of geospatial data or a service, and is designed to be queried. A Catalog Entry is usually a subset of the complete metadata for the described geospatial dataset or service. (Source: “*The OpenGIS Abstract Specification; Topic 13: Catalog Services; version 4*”; Open GIS Consortium; 1999; <http://www.opengeospatial.org/standards/as> ; p8)

**Consensus:** The preferred means of decision-making by MetroGIS. Consensus is attained when all parties are either in favor of or can tolerate particular outcomes of a decision.

**DataFinder:** DataFinder is a one-stop-shop for discovering geospatial data pertaining to the seven county Twin Cities metropolitan area. Its primary function is to facilitate sharing of GIS (Geographic Information System) data among organizations serving the Twin Cities metropolitan area of Minnesota. DataFinder provides metadata describing GIS data sets, many of which can be directly downloaded or used via map services.

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

**Data Standard:** A statement of what data should be recorded, how data should be recorded, and how data should be supported by a system in order to retain its full meaning. A data standard should enable consistency and predictability in recording of data; and facilitate its interoperability and use. (Adapted from <http://www.willpowerinfo.myby.co.uk/cidoc/guide/guideglo.htm>.)

A well defined set of properties or specifications for measuring acceptability, quality or accuracy for a specific type of data which is accepted as correct by custom, consent, or authority that facilitates the creation, use, or dissemination of such data. (Adopted from Black’s Law Dictionary)

**Datum:** a definition of the origin, orientation, and scale of the coordinate system and its tie to Earth.

**Endorsed Regional Solution:** The MetroGIS Policy Board endorses desired specifications for geospatial data needed commonly by the MetroGIS data-user community, following a broadly participatory and replicable process. These commonly needed data are referred to as "regional data". The Policy Board also endorses roles and responsibilities for primary and regional custodians of these data and seeks out agreements with specified organizations to carry out the desired tasks. In addition, endorsement of a regional dataset involves guidelines for access, content, and distribution of the dataset. (Source: <http://www.metrogis.org/data/index.shtml>.)

**Geocoding (also known as Geo Referencing):** Geocoding refers to the assignment of real world coordinates to geographically reference data using an appropriate Geographic dataset. Examples: Geocode a street address: Take an address, such as 123 Main Street and compare it to a GIS street dataset. In this scenario, the resulting point (x,y) will be interpolated along a street segment with the name "Main" and with a range of addresses such as 100-200.

**Geocoding:** assignment of alphanumeric codes or coordinates to geographically referenced data. Examples include the two-letter country codes, or the coordinates of a residence computed from its address.

**Geocoding Service:** A service (normally provided via the web, or as a desktop application) on that allows the user to geocoding.

**Geographic Data (also known as geospatial data):** This type of data has two major components: spatial and attribute. The spatial component (“feature”) can be a point (fire hydrants), line (street centerlines)

or polygon (parcels). All have a location in the form of map (X, Y, and sometimes Z) coordinates. The attributes of a spatial “feature” describe the feature (fire hydrant – diameter of pipe), street center (functional class of the road), and parcels (name of the property owner).

**GeoWeb:** The Geospatial Web or **GeoWeb** is a merging of geographical information with the Internet. This merger is creating an environment where searches can be based on location as well as [keywords](#). (i.e. “What is located here?”)

The GeoWeb is currently characterized primarily by geo-browsers such as [Google Earth](#), [NASA World Wind](#), [Google Maps](#), [Windows Live Local](#) and [Yahoo Maps](#). Geo-browsers have been major a factor in raising awareness of the importance of geography and location as a means to index information. The impact of the GeoWeb will likely be similar to Google Search and have similar impact on the organization and function of the Internet. (Source: Adapted from Wikipedia.)

**Geographic Information System (GIS):** a digital database in which information is stored by its spatial coordinate system, which allows for data input, storage, retrieval, management, transformation, analysis, reporting, and other activities. GIS is often envisioned as a process as much as a physical entity for data.

**Geographic Information System (GIS) Technology:** A GIS is a computerized database management system for the capture, storage, retrieval, analysis, and display of data defined by location.

**Geospatial data:** information that identifies the geographic location and characteristics of natural and constructed features and boundaries on Earth. **Global Positioning System (GPS):** a navigation system supported by a constellation of satellites placed in orbit by the U.S. Department of Defense. The satellites transmit precise microwave signals that enable GPS receivers to determine their location, speed, and direction.

**Hydrography:** the charting and description of bodies of water.

**Infrastructure:** The word infrastructure is used to promote the concept of a reliable, supporting environment, analogous to a road or telecommunications network. Spatial data infrastructures facilitate access to geographically-related information using a minimum set of standard practices, protocols, and specifications. Spatial data infrastructures are commonly delivered electronically via the internet. (Source: Australian Spatial Data Infrastructure at <http://www.anzlic.org.au/infrastructure.html>.)

**Interoperability:** Capability to communicate, execute programs, or transfer data among various functional units in a manner that requires the user to have little or no knowledge of the unique characteristics of those units ISO 2382-1. "The ability for a system or components of a system to provide information portability and interapplication, cooperative process control. Interoperability, in the context of the OpenGIS Specification, is software components operating reciprocally (working with each other) to overcome tedious batch conversion tasks, import/export obstacles, and distributed resource access barriers imposed by heterogeneous processing environments and heterogeneous data." (Source: Open Source Guide, via OGC glossary)

**LIDAR:** acronym for Light Detection and Ranging, a remote sensing technique that uses laser pulses to determine elevation with high accuracy, usually from an aerial survey.

**Map:** a two-dimensional visual portrayal of geospatial data. The map is not the data itself.

**Metadata:** information about the quality, content, condition, and other characteristics of data.

**MetroGIS** ([www.metrogis.org](http://www.metrogis.org)): is an award-winning geospatial collaborative organization serving the Twin Cities metropolitan area in Minnesota, USA. Relying upon voluntary participation, MetroGIS’s

primary functions focus on fostering: a) development and implementation collaborative regional solutions to shared information needs (geospatial data, related applications, standards and best practices), b) widespread sharing of geospatial data, principally via its DataFinder.org web site, c) the value of geographic information system (GIS) technology as a core business tool, and d) knowledge sharing relevant to the advancement of GIS technology. Beneficiaries of MetroGIS's collaborative efforts include a wide variety of local and regional government interests, as well as, numerous state and federal government, academic institution, nonprofit organization and business interests.

Distinguishing Characteristics include:

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

**Metropolitan Area:** Generally, the service area of the Metropolitan Council of the Twin Cities of Minnesota, USA. This area encompasses the seven counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington. Government entities within this area are represented on the MetroGIS Policy Board. Projects to improve data interoperability can involve jurisdictions that adjoin the Twin Cities metropolitan area.

**Metropolitan Council:** The Metropolitan Council is the regional planning organization for the seven-county Twin Cities metropolitan area (Minnesota, USA). It runs the regional bus and light rail system, collects and treats wastewater, manages regional water resources, plans regional parks, and administers funds that provide housing opportunities for low- and moderate-income individuals and families. The 17-member Council governing body is appointed by and serves at the pleasure of the governor.

**Minnesota Geographic Information Office (MnGeo):** Created May 2009 to improve coordination among all levels of government in Minnesota concerning investments in and use of geographic information technology. The organizational structure includes two advisory committees that make recommendations to the Chief Geographic Information officer (CGIO): A statewide geospatial advisory council and a state agency advisory council. (<http://www.lmic.state.mn.us/>)

**~~Mn Governor's Council on Geographic Information (GCGI):~~** Helps coordinate geographic information system activities among all levels of government in Minnesota. The council's 18 members are appointed annually by the Commissioner of the Department of Administration and are drawn from state agencies, federal and local governments, higher education and the private sector. (Source <http://www.gis.state.mn.us/about.htm>)

**National Spatial Data Infrastructure (NSDI):** The National Spatial Data Infrastructure (NSDI) is defined as the technologies, policies, and people necessary to promote sharing of geospatial data throughout all levels of government, the private and non-profit sectors, and the academic community. The goal of this Infrastructure is to reduce duplication of effort among agencies, improve quality and reduce costs related to geographic information, to make geographic data more accessible to the public, to increase the benefits of using available data, and to establish key partnerships with states, counties, cities, tribal nations, academia and the private sector to increase data availability. (Source: <http://www.fgdc.gov/nsdi/nsdi.html> )

**Open Source Data Model:** A concept offered by the Beyond Government Users Workgroup (Opportunity 2, Appendix I) and patterned after the philosophy that underpins open source software. GIS user communities (both public and private) could cooperatively agree to post all corrections and

improvements to feature geographies and attributes in exchange for less restrictive uses for the data, including incorporation of images into web-based applications.

**Open Source Software:** Users are typically granted free access to the latest version of the application code and agree to share improvements they make to the software. The process is self-policing, meaning that a dedicated core of users undertakes a careful review of code changes to ensure that the software remains secure and reliable. The result of this collaboration of users is the very fast and affordable development of high quality technologies and software products.

*Orthoimagery:* digital or digitized aerial photographs or images in which the pixels are geometrically rectified and geographically referenced, often including details about topography and names. The rectified orthoimage is free of geometric distortions that are part of the original photograph or image.

**Peer Review Forums:** Facilitated group events are which users of a particular regional solution are invited to participate to sharing ideas on how to improve the solution, including but not limited to data content, access and custodial responsibilities. Through these events, MetroGIS identifies ways to ensure that solutions maintain their relevance with changing user needs, and leverage resources not available when the solution was implemented.

*Polygon:* a feature in GIS used to represent areas (versus a point, or a line). A polygon is defined by the lines that make up its boundary, and a point inside its boundary for identification.

**Service Broker: (Also See “Service” and “Broker” and “Service”):** A Broker manages information about datasets and services. Extending the definition then, a Data Broker deals exclusively with datasets (e.g., DataFinder). A fully functional Service Broker must be capable of dealing with both. (Source: Chris Cialek, Mn Land Management Information Center, now MnGeo.)

**Services:** Reusable, self-contained collections of executable software components. They may be pieces of software that can play in different operating systems, networks and application frameworks. A service is not bound to a particular program, computer language or implementation. They are the building blocks for creating highly integrated and distributed application systems. (Source: “*The OpenGIS Abstract Specification; Topic 13: Catalog Services; version 4*”; Open GIS Consortium; 1999; <http://www.opengeospatial.org/standards/as> ; p9.)

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

**Spatial Data Infrastructure (SDI):** Relevant base collection of technologies, policies and institutional arrangements that facilitate the availability of and access to spatial data. A spatial data infrastructure provides a basis for spatial data discovery, evaluation, download and application for users and providers within all levels of government, the commercial sector, the non-profit sector, academia and the general public. (Source: Australian Spatial Data Infrastructure at <http://www.anzlic.org.au/infrastructure.html>.)

**Stakeholder:** The term “stakeholder” incorporates several types of existing and potential affiliations with MetroGIS ranging from user of its services (customer) to contributing participant to perspective user and prospective participant.

**Succession Planning:** Development of strategies to accomplish successful transitions in leadership roles critical to MetroGIS’s long term success (e.g., committees, staff support, and advocates within critical stakeholder organizations).

**“View only” Access:** View-only access means data is displayed as a map, graphic or summary table and one or more label fields may be included in the display. A user may print out or save the displayed

information. A user is not able to download in part or in its entirety the data set, its features nor attributes used to create the displayed information.

**Web Service:** A software component accessible via the Internet for use in other applications. Web services are built using industry standards such as XML and SOAP and thus are not dependant upon any particular operating system or programming language, allowing access to them through a wide range of applications.

**Web Feature Service (WFS):** A type of Web Service that permits a client (information requestor either manual or computer-to-computer) to request and access, view, edit, combine, analyze, and save locally geospatial as if it were hosted locally.

**Web Mapping Service (WMS):** A type of Web Service that permits a client (information requestor either manual or computer-to-computer) to request and obtain a rendered, projected, cartographically-styled *map image* for use in a computer environment, which can be viewed on its own or in conjunction with other geospatial data. The geospatial data from which the “image” is created by the WMS cannot be edited but it can be combined with other WMS data as well as geospatial data stored locally. In addition, a WMS is a virtual copy of the source geospatial data, meaning that when the client computer is shut off the “image” is no longer available. (Source: OGC)

**Web services:** Web services enable computer systems on any platform to communicate over corporate intranets, extranets, and across the Internet with support for end-to-end security, reliable messaging, distributed transactions, and more...” (Source: Microsoft Developer Network)







**TO:** Coordinating Committee

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

**SUBJECT:** Academic Representative to Coordinating Committee

**DATE:** November 23, 2009  
(For the Dec 17<sup>th</sup> mtg.)

## **REQUEST**

The Committee is respectfully asked to appoint Francis Harvey, Professor of Geography at the University of Minnesota, to succeed Will Craig as the representative of the academic community to the Committee.

Professor Harvey is well qualified for this role. He has participated in MetroGIS activities for nearly a decade and has significant experience with the philosophies that underpin the National Spatial Data Infrastructure (NSDI). See Attachment A for his statement of interest in serving on the Committee.

## **BACKGROUND**

This past September, Will Craig expressed his intension to resign from the Coordinating Committee. Subsequently, he distributed a notice (Attachment B) to his colleagues in the Twin Cities academic community of his decision to step down and asked for volunteers to assume the role of representing the academic community on the Committee. Francis Harvey has expressed interested in doing so.

Jeff Matson has been serving as Will Craig's alternate until the Committee can officially act on a successor. In the mean while, he has been endorsed by the Mn Council of Nonprofits (<http://www.mncn.org>) to represent their interests on the Committee. (See agenda Item 5g.)

## **RECOMMENDATION**

That the Committee appoint Francis Harvey to fill the academic membership vacancy on the Committee that was created by Will Craig's resignation.

## **ATTACHMENT A**

### **Statement of Interest in Serving on Coordinating Committee Francis Harvey**

*(See Next Page)*

Randy Johnson  
Metro GIS Staff Coordinator  
Metropolitan Council  
390 Robert Street N  
St. Paul, MN 55101  
**Date** 23/11/2009

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fharvey@umn.edu  
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Dear Randy,

It is a great honor for me to be considered for the position as academic representative on the MetroGIS Coordinating Committee. The transparency and voluntary approach to creating a regional SDI have served over many years as an inspiration for my teaching and research in this area and possibly serving on the Coordinating Committee epitomizes my sense of contributing to the region and Minnesota. I see serving on the Coordinating Committee has great potential in several ways. First, my experiences in the US and abroad with SDIs may offer some helpful perspectives for discussions. Related, my service as a board member of the GIS Certification Institute has given me a broader national perspective on training issues of relevance to MetroGIS participants. Second, because of my connections with academics in Minnesota, the US, and abroad I can help connect with other academics in a diverse range of situations to inform them about MetroGIS activities and solicit comments and inputs in a variety of fashions, ranging from comments on technical and policy issues to distribution of calls and RfPs. I would use an blog I created on geospatial issues to provide information to interested academics. Third, I can, thanks to expertise and publishing over the years, help provide information on academic and professional resources for MetroGIS. These potentials motivate me greatly to apply for the academic representative position.

As you have also mentioned the issue of communication to the academic community I would like to expand on my intentions should I be chosen as academic representative. First, there is the blog that I mentioned. This is of interest to a large number of academics. I feel that more needs to be done for academics in Minnesota and I would

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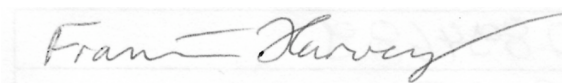
therefore take a proactive stance towards informing colleagues from Minnesota State Colleges and Universities, St. Mary's University, community and tribal colleges offering GIS courses, and the Universities of Minnesota and North Dakota about MetroGIS activities. I would organize a session for students and academics working on topics broadly related to activities in the MetroGIS area at the annual MN GIS/LIS meeting.

As we've known each other from before my move to the University of Minnesota in 2001, I know you have heard me say all that time that possibilities to interact and be involved in MetroGIS were among the reasons for my move. Joining the MetroGIS Coordinating Committee would take my participation to a more intense level than before. I'm quite excited about the potentials.

Please find a copy of my CV attached. Should you have any questions, please contact me.

Thank you for considering my application.

Sincerely yours,

A handwritten signature in cursive script that reads "Francis Harvey". The signature is written in dark ink on a light-colored background.

Francis Harvey

## ATTACHMENT B

# ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*

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Date: October 23, 2009

To: Prospective Candidates – Academic Representative to MetroGIS Coordinating Committee

From: Randall Johnson  
MetroGIS Staff Coordinator

Subject: **Academic Representative to MetroGIS Coordinating Committee**

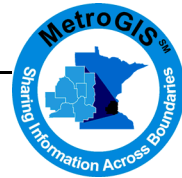
As you are not doubt aware, Will Craig has served on the MetroGIS Coordinating Committee, representing the academic community, since the Committee was created in January 1996. He recently notified the Committee of his intensions to resign from the Committee. The purpose of this letter is to seek candidates to assume responsibility to ensure that the needs and preferences of the academic community are represented in the Committee’s deliberations. The Committee next meets on December 17. Our goal, if possible, is to appoint Will’s successor at that time.

If you are interested in being considered for appointment to the Committee, please submit a letter of interest to me via email by Friday, November 20, that provides the following information:

- 1) Describe who you are; your background and interests relating to geospatial technology
- 2) Describe why you are interested in serving on the MetroGIS Coordinating Committee
- 3) Describe how you propose to communicate with your community of interest.

Coordinating Committee meetings are held at the Minnesota Counties Insurance Trust Building on Empire Street, about a mile north of the State Capitol Building, and run for about two hours. The 2010 meeting schedule will be set at the December 17<sup>th</sup> meeting. A listing of the Committee’s current members and summaries and agendas for previous Committee meetings can be viewed at <http://www.metrogis.org/teams/cc/index.shtml>. Information about all aspects of MetroGIS’s efforts can be viewed at <http://www.metrogis.org>.





**TO:** Coordinating Committee

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

**SUBJECT:** Filling Open Non-Profit Representative Seat on Committee

**DATE:** November 23, 2009  
(For the Dec 17<sup>th</sup> mtg.)

## REQUEST

That the Committee consider filling its open non-profit representative seat by accepting the Mn Council of Non Profit's proposal to appoint Jeff Matson to represent its interests on the Coordinating Committee.

Will Craig advocated for the Mn Council of Non Profits to consider endorsing an individual to represent its diverse community on the Coordinating Committee. He also advocated for Jeff Matson to serve in this capacity, given his considerable experience with the non-profit and neighborhood council communities. See Attachment A for information about the Mn Council of Non Profits and Jeff Matson's expertise and interest.

## PREVIOUS COMMITTEE ACTION

This seat has been open since Jessica Horning, with the Greater Minneapolis Day Care Association, resigned from the Committee August 2006. At its December 2006 and September 2007 meetings (see Reference Section and Attachment B and C), the Committee decided the most prudent course of action would be to:

- 1) Continue to retain two non-profit seats on the Committee. (Chairperson Wakefield, 1000 Friends of Mn, holds the other non-profit appointment to the Committee)
- 2) Seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization.
- 3) Postpone appointment until more was known about the type of partnerships appropriate for MetroGIS to pursue.

## CONTEXT - IMPORTANCE

Filling this vacant seat with a qualified and passionate representative is important to successfully acting on scope expansions defined in the 2008-2011 MetroGIS Business Plan, in particular, the directive to **“seek opportunities to partner with more non-government interests.** It is hoped that this new representative will play an active role, together with the other non-government representative currently serving on the Committee, in the dialogue to define shared application needs important to multiple sectors and foster cross-sector partnerships to address those needs.

## COMMENT

Appointing Jeff Matson to serve on Committee in this capacity is the best option identified to date to address the Committee's long standing preference for adequate representation from the broadly diverse non-profit community. There also is no compelling reason to continue to postpone filling this vacancy. No better option is likely to be identified during pending efforts to define potential partnering ideas. To the contrary, engaging Mr. Matson in the Committee's discussions is expected to identify opportunities that may well otherwise be overlooked, given that he would provide an ongoing conduit through which to share needs and resources of the Mn Council of Non Profit.

## RECOMMENDATION

That the Committee accept the Mn Council on Nonprofit's proposal that Jeff Matson be appointed to represent it on Coordinating Committee and fill the vacant non-profit seat created when Jessica Horning resigned from the Committee in August 2006.



## REFERENCE SECTION

### OPERATING GUIDELINES

MetroGIS's adopted Operating Guidelines establish the interests to be represented on Coordinating Committee. See Article 3, Section 2 at [http://www.metrogis.org/about/history/ops\\_guidelines.pdf](http://www.metrogis.org/about/history/ops_guidelines.pdf). Requirements of note are as follows:

- Persons representing academic, for-profit, and non-profit interests may **comprise up to thirty (30)** percent of the Committee's membership.
- Members of the Coordinating Committee shall include a variety of government, academic, **utility, non-profit, and private-sector perspectives**. Producers and users of geographic information and a diversity of operational areas important to the long-term success of MetroGIS shall be represented.
- The Policy Board shall approve the interest categories to be represented by the members of the Coordinating Committee. The approved interest categories shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, **nonprofit organizations that serve as adjunct resources for local government, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS.**

### SCOPE EXPANSIONS DEFINED – 2008-2011 BUSINESS PLAN

With adoption of the 2008-2011 Business Plan on October 27, 2007, MetroGIS leaders concurred that MetroGIS must address three new areas to ensure continued relevance to changing stakeholder needs:

- Expand solutions to shared geographic information needs beyond data-centric solutions to include applications and, if necessary, related infrastructure.
- When appropriate and on a project-by-project basis, seek ways to improve interoperability of geospatial resources with the jurisdictions that adjoin the Twin Cities metropolitan area.
- **Seek opportunities to partner with more non-government interests** to collaboratively address information needs they share with government interests.

These areas represent an expansion of the previous scope of MetroGIS. In the past, the organization's efforts had been limited to the data component of information needs, its extent had been limited to governmental organizations, and there had been no attempt to work directly with adjoining jurisdictions to improve data interoperability.

### PAST COMMITTEE CONSIDERATION

1. December 2006: The Committee decided to retain two non-profit seats and seek to fill the current opening with a person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization (see Attachment A).
2. September 2007: Staff spoke with the current non-profit (Sally Wakefield) and academic (Will Craig) representatives to the Committee concerning this matter. Their consensus was that no decision should be made to fill the vacant seat until the new Business Planning is adopted and strategies have been agreed upon to expand the stakeholder base, which could involve city, non-profit, or private sector interests.

Craig also commented that he would like to know more about the idea of pursuing epidemiologist offered by Member Harrison at the Committee's at December 2006 meeting (See Attachment B for an excerpt from the meeting summary.) The idea was offered but there was no discussion other than a comment that the medical industry is a non-traditional user that would likely bring valuable insight and potential public/private partnering opportunities to the Committee's considerations. He also mentioned that the United Way might be a good choice if they were more acquainted with GIS technology.

3. December 2007: During the work programming following adoption of the 2008-2011 Business Plan, it was agreed that work to update the Outreach Plan should not be scheduled to begin until MetroGIS has defined specific shared application needs and a strategy to address them (See Agenda Item 5d for the status of this project).

## ATTACHMENT A

### STATEMENT OF INTEREST ABOUT MN COUNCIL OF NONPROFIT

From: wrcraig@umn.edu

Subject: Non Profit Seat - MetroGIS Coordinating Committee

The Minnesota Council of Nonprofits (MNC) was founded in 1987 with a mission "to inform, promote, connect and strengthen individual nonprofits and the nonprofit sector." It currently has more than 2,000 members. They have a growing commitment to GIS in support of their own services to members and helping their members achieve GIS success. An MCN staff member recently received basic GIS training from the Minnesota Population Center, taking advantage of a "community seat" supported by CURA in a program ordinarily available to U of M faculty and students.

Jeff Matson broadens the support network for this activity, providing more technical expertise than their own staff has now or expects to achieve. Furthermore, Jeff provides great knowledge of the data resources available to MCN and its members. He and Amy West provided an article for the next issue of the MCN newsletter about DataFinder, especially the newly updated Socioeconomic Resources page.

When offered a chance to formalize a relationship with Jeff and MetroGIS, MCN director Jon Pratt accepted quickly. CURA had the incubator in which MCN grew until its formal founding in 1987. Our ties have remained steady over the years with CURA guiding and assisting MCN research projects. Jon served on the recent search committee for CURA's new director.

### STATEMENT FROM NOMINEE –JEFF MATTON

Randy,

Please accepts this letter displaying my interest in serving on the MetroGIS Coordinating Committee as a representative of the non-profit community and my commitment to keeping non-profits informed about MetroGIS' activities. Non-profits are increasingly becoming interested in GIS and related technologies for a variety of reasons. They are able to better inform and learn about their constituencies, use data and maps to make more impactful arguments, and to more efficiently and effectively answer questions of a spatial nature related to their missions. However these groups rarely have the capacity to bring GIS in-house and thus rely increasingly on organizations such as CURA to provide technical support. I have been engaged in community GIS for nine years and my program is known as the "go-to" shop for mapping, data and GIS assistance from within the non-profit community. I believe there would be a great interest and mutual benefit in the non-profit community being made aware of the work of MetroGIS. What is needed is someone that can translate this out to the non-profit world. I will update the community regularly through the Minnesota Council of Non-Profits' newsletter, website and annual conferences as well as continue to attend the non-profit GIS user's group currently organized by 1000 Friends of MN. I will also forward emails, announcements and other information to non-profit listserves as necessary.

Sincerely,

Jeffrey K. Matson  
Community GIS Coordinator  
Center for Urban and Regional Affairs  
University of Minnesota  
(612) 625-0081

## ATTACHMENT B

### Excerpt Summary December 2006 Committee Meeting

#### **Non-Profit Representative Seat on Coordinating Committee**

Chairperson Read summarized the situation outlined in the agenda report. Two options were offered for discussion: 1) eliminate the second non-profit seat on the Committee that was added earlier in the year, or 2) initiate the process to appoint a new non-profit representative.

Harper remarked that it would be best to appoint another non-profit representative, since the second seat was added to accommodate a different viewpoint from a diverse community. She suggested that a replacement be sought who has possesses a “non-traditional GIS user” **She recommended appointing someone with a social services, public health, or public safety background noting they would bring valuable perspective to the Committee’s deliberations.** Wakefield added that the viewpoint possessed by someone in the mentioned fields would be different than the viewpoint she provides as the current non-profit representative. **Harrison also suggested seeking out someone from the epidemiology community.** The group then discussed whether this new representative should be affiliated with a “community-based” interest similar to the new Hennepin County policy concerning eligibility for no-fee access to parcel data. After some discussion, the group concluded that it should be not rule out other perspectives to give itself flexibility but that preference should be given to interests that are “community-based”, in other words have an active role in the Twin Cities community. Knippel added that he supports the idea of **seeking out a new member from “non-traditional users” of GIS technology** because these interests represent potential market and partnering opportunities.

Loesch suggested reviewing the attendance listings for the both the June 2006 Imagining Possibilities and November 2005 Beyond Government Users forums for prospective candidates. It was agreed that work on recruiting a new member should not be begin until following the February 8, 2006 Strategic Directions Workshop in the event something related arises at the Workshop.

**Motion:** Harper moved and Brown seconded that the Coordinating Committee retain the two non-profit seats on the committee and seek to fill the current opening with a **person with a social services, public health, or public safety background and who is affiliated, if possible, with a local community-based organization.**

Motion carried, ayes all.

# ATTACHMENT C

## Excerpt Summary December 2007 Committee Meeting

### 5f) Proposed Modifications to Outreach Plan

Jonathan Blake, of Richardson, Richter, and Associates and a member of the MetroGIS Staff Support Team, introduced himself and summarized suggested modifications to the previously approved high-level MetroGIS Outreach Plan, as illustrated in the agenda report. He stated there two areas of focus are suggested: currently active participants and prospective participants. The first would involve **outreach to persons and interests within member organizations not currently involved**, while the second focus would be on non-participating government interests within the Twin Cities, adjacent jurisdictions, and non-governmental entities. Loesch suggested and the group concurred that contact with metropolitan counties located in Wisconsin should be included as well.

Craig commented that the draft document presented on the agenda report represents a good start but needs more specifics on the “hows” and the target audiences. Staff concurred, noting that the current version was intended to provide the general framework from which a more detailed plan would be developed. He also noted that the Policy Board had provided direction at its July 2007 meeting that it does not want to use MetroGIS funds to hire professional marketing assistance but rather leverage marketing expertise on staff with stakeholder organizations, for which direction was requested.

Read suggested that Coordinating Committee members should identify willing internal marketing/outreach/communication assets and forward them to the Staff Coordinator for evaluation of next steps at the next (March 2008) Coordinating Committee meeting. This comment resulted in discussion of priorities and available staff resources with the decision being that staff should not spend time on this matter until following the March Coordinating Committee Meeting.





**TO:** Coordinating Committee

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

**SUBJECT:** 2010 Committee Meeting Schedule

**DATE:** November 23, 2009  
(For the Dec. 17<sup>th</sup> Meeting)

**REQUEST**

The Coordinating Committee is respectfully requested to set its meeting schedule for 2010.

**POLICY BOARD SCHEDULE**

On October 10<sup>th</sup>, the Policy Board adopted the following meeting schedule for 2010: January 27, April 28, July 28, and October 27, all 4<sup>th</sup> Wednesdays of the month.

**DISCUSSION**

The Coordinating Committee's practice has been to meet the month preceding Policy Board meetings, with meetings generally on Wednesday or Thursday, starting at 1:00 p.m. at the Minnesota Counties Insurance Trust (MCIT) building. To provide adequate time to prepare materials to forward recommendations of the Committee to the Policy Board, staff would prefer the Committee to meet 3-4 weeks prior to the Board's meetings.

<b><u>Suggested Meeting Dates</u></b> <b><u>(Thursday)</u></b>	<b><u>Anticipated Major Topics</u></b>
March 18, 2010 <i>(NGAC meeting is week of March 23)</i>	<ul style="list-style-type: none"> <li>• Direction/Recommendation for Web Applications Contest</li> <li>• 2011 Preliminary Program Objectives</li> <li>• 2011 Preliminary Budget</li> </ul>
June 24 <i>(Tentative until NGAC meeting date set)</i>	<ul style="list-style-type: none"> <li>• Recommendation for Regional Address Point Database</li> <li>• Streamlining Data Access for Emergency Managers</li> </ul>
September 23 <i>(Tentative until NGAC meeting date set)</i>	<ul style="list-style-type: none"> <li>• Performance Measurement Metrics</li> <li>• 2011 Final Program Objectives</li> <li>• 2011 Final Budget</li> </ul>
December 16 <i>(Assumes MN IT Symposium the previous week)</i>	<ul style="list-style-type: none"> <li>• Election of Officers</li> <li>• Recommendation for Geospatial Portal</li> </ul>

**RECOMMENDATION**

That the Committee set its meeting schedule for 2010.





**TO:** Coordinating Committee

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

**SUBJECT:** Major Activity Update

**DATE:** December 4, 2009  
(For the Dec 17<sup>th</sup> mtg.)

Since the Committee last met, progress has been made in the following areas, in addition to the projects presented in Section 5 of this agenda packet.

### **PROJECT SPECIFICS**

#### **A) NEXT-GENERATION REGIONAL STREET CENTERLINE SOLUTION**

Agreement was reached in September with NCompass. The proposed terms were presented to senior Council management in October. At the time of this writing, negotiations are in progress to address modifications requested by Council management. The goal is have the new agreement in place before year end. The current agreement expires December 31, 2009.

#### **B) REGIONAL ADDRESS POINTS DATASET – ACCESS/DISTRIBUTION POLICY**

At its September meeting, the Coordinating Committee tabled consideration of a proposed Regional Policy Statement to govern the proposed Regional Address Points Dataset. The proposal was tabled to investigate whether the Mn League of Cities could lend a hand with the standard liability disclaimer language. Mn League of Cities officials have expressed interest in leading development of the disclaimer language, though a timeline is not yet known. Policy Board Chair Schneider, who is also the Mayor of Minnetonka, and Ben Verbick, GIS Manager for LOGIS and member of the Committee have agreed to act as MetroGIS's liaisons with the League. Metropolitan Council management has also authorized the Council's GIS Unit to serve as the regional custodian.

#### **C) REGIONAL GIS PROJECTS - Approved in 2008**

- 1) Address Editing Tool (Technical Leadership Workgroup, Project Lead) \$13,500  
Applied Geographics (Boston) was selected 14 months ago to develop the proposed Address Editing Tool but a contract to hire them is not yet written. With regard to the contract, agreement was reached over six months ago with respect to the interests with whom the prototype can be shared. These interests include each of the seven metro area counties, the Council, MnGeo and any of the collar counties if they choose to do so. Inclusion of the collar counties as a potential host of the prototype application provision was sought to act on the goal to improve interoperability with jurisdictions that adjoin the metro area.
- 2) Landmark Names Extension to Geocoder Service (Mosquito Control District, Project Lead)  
(*Completed. See Agenda Item 5e.*)

#### **D) REGIONAL GIS PROJECTS - Approved in 2009:**

On July 22, the Policy Board recommended that the Metropolitan enter into agreements with the proposers of three projects for a total of \$35,000. Their status is as follows:

- 1) Geocoder Enhancement to Work Better With Local Data - \$1,000. (*Completed. See Agenda Item 5e.*)
- 2) Best Image Service - \$15,250: At the time of this writing, options were under investigation to expedite the funding agreement to govern the project. Due to the backlog in legal (see Item B1, above) for such agreements, the objective is to utilize procurement processes that do not require legal review.
- 3) Proximity Finder - \$18,750: SharedGeo was selected. Authorization to proceed is expected to be



granted by mid-December.

**E) STREAMLINING DATA ACCESS FOR EMERGENCY RESPONDERS**

The Workgroup tasked with this topic last met on September 29. At that time, the group identified five topics areas for further investigation (see Attachment A for a summary of the meeting and these ideas). The workgroup was invited to share these ideas and preferences for next steps with the Committee at the December 17<sup>th</sup> meeting. No response was received.

What is the Committee preference? Is this a topic that should be brought to MnGeo's/State Emergency Management Committee's attention to work on? See Attachment B for an updated on the related work of the State's Emergency Management Workgroup.

**F) DEVELOPMENT OF PERFORMANCE MEASUREMENT – PHASE II**

A Request for Proposals was published on October 23. No proposals were received. The Staff Coordinator is in discussions to formulate 2010 CAP Grant application that relates to development to a quantitative model to describe benefits that can be realized through participation in a geospatial commons. The deadline for submission is January 7. If a proposal submitted, preparations for a Phase II Performance Measurement should be postponed until it is known if a the grant is awarded, which is expected to occur in March 2010. If so, the work on the quantitative model is expected to have implications for development of the subject metrics.

**G) GEOSPATIAL COMMONS – BENEFITS OF PARTICIPATION AND APPROPRIATE ORGANIZATIONAL STRUCTURE TO EFFECTIVELY GOVERN**

The preference to expand support sources available to supporting MetroGIS's "foster collaboration" function beyond those provided by the Metropolitan Council is recognized in the MetroGIS 2008-2011 Business Plan as a requirement for long term sustainability. Further, MetroGIS's current organizational structure (voluntary collaboration of willing organizations) was intended to serve as a platform upon which to clarify collaborative objectives for addressing sharing information needs and provide to means for devising an organizational structure appropriate for collaboration across sectors and supported by multiple stakeholders. In Attachment C, rationale is offered to host a forum of experts to define such an organizational structure.

Two opportunities have arisen recently that, if able to be leveraged, have the potential to aid in addressing this local need. These opportunities are as follows:

- 1) 2010 CAP Grant offered by the FGDC fro ROI Studies that focus on Multiple Agency Collaborative Endeavors. Although substantial progress has been made through MetroGIS's efforts to establish a geospatial commons (regional solutions to shared information needs and one stop shop to access over 270 geospatial datasets), many believe that significant potential exists to greatly enhance the value of these resources if non-government interests were to have the opportunity to add value to these resources that, in turn, would be value to the community and, in particular, public producers. The Staff Coordinator is in discussions with several prospective collaborators to formulate an application that proposes to develop a quantitative model capable of describing both tangible and intangible benefits that could be expected if there were wide spread, cross-sector participation in the MetroGIS geospatial commons.
- 2) NGAC Action on Metrics Proposal: The Governance Subcommittee of the National Geospatial Advisory Committee (NGAC) developed a whitepaper entitled Proposal to Measure Progress Toward Realizing the Vision of the NSDI. The high level concepts presented in this paper were endorsed by the full NGAC on December 2<sup>nd</sup> and the Subcommittee was authorized to begin work to build upon those high level concepts. Five categories of metrics are proposed, one focusing on organizational aspects of collaboration to achieve the vision of the NSDI. The need for an appropriate national organization structure is the same need faced by MetroGIS at the regional level.

**H) GIS Web Applications Contest (See\_Agenda Item 5f)**

# ATTACHMENT A

## Streamlining Access to Licensed Data by First Responders

*(Submitted by Gordon Chinander)*

Summary of Sept 29, 2009 meeting - Streamlining Data Access for Emergency Responders Workgroup

Group Members present:

Joella Givens, Randy Knippel, John Hoshal, William Brown, Gordon Chinander

Discussion started with the topic of the Emergency Responders who would be requesting this information. A list of potential responders was created and discussed. Discussion then moved back to question the original purpose of this workgroup and the directive from the policy board. The directive was initiated by Gordy's comment on problems with data access during the RNC, and how it should be streamlined for Emergency Responders in an incident response situation.

The Policy Board asked that the Coordinating Committee identify impediments that restrict the flow of spatial data in the event of an emergency, and provide recommendations as how to proceed. The Coordinating Committee then formed this workgroup.

The members of the Data Access for Emergency Responders workgroup discussed this issue at great length, and it was decided that this issue was much bigger than originally imagined for the some of the following reasons;

1. Minnesota statute section 466.03 protects municipalities from alleged or actual inaccuracies arising from the Public's use of GIS data but fails to protect private entities that offer GIS data for use in an emergency response.
2. There are potential legal issues with handling 3<sup>rd</sup> party data that is licensed for use by the county or city. (e.g. Imagery).
3. Redistribution of data is a major concern. One example would be the case of one agency providing spatial data to another agency. This would bypass the usage and liability disclaimer that would be displayed in the data portal or website.
4. Many agencies hold spatial data that they have created, but also data they have purchased or acquired via a license agreement to use.
5. There are two major parts to this problem, the legal aspects of sharing data (i.e. licensing and liability), and the physical aspects of sharing the data (i.e. who has what data and how do you get it).

The workgroup has identified **5 potential solution areas for further discussion and research;**

1. Sample language needs to be developed that people can add to new contracts (especially contracts with private companies) that would provide for the redistribution of the data in the case of an emergency. This language could also be used when creating MOUs relating to emergency response support. This language may include something like "In the event of a potentially life threatening event, as declared by the local Incident Commander, this spatial data will be distributed to individuals and agencies for use in responding to this event."
2. Rewrite or add to Mn Stat. Sec 466.03, so that any (private or public) GIS data producer that offers its data in the event of an emergency shall be protected from any liability resulting from the

use of this data. This language could also contain provisions for those who re-distribute spatial data.

3. Develop a distribution/ data portal for EM data.
4. Create a “Best Practices” document for GIS professionals who need/use spatial data for emergency response. This could include recommendations for agencies that create, own or hold spatial data, as well as those who seek spatial data from others. It could include contacts for various data sets (i.e. who to call for what), procedures for acquiring spatial data during an emergency, and suggestions for getting license agreements and data in place prior to an emergency.
5. Incorporate GIS response issues into ICS/NIMS and local emergency plans. This includes incorporating GIS positions/technology into ICS/NIMS, educating the Emergency Response community about the use of GIS for emergencies, and encouraging all local emergency response plans to address GIS maps and data.

# ATTACHMENT B

## Statewide Emergency Preparedness Data Project

*(Submitted by John Hoshal, MnGeo)*

10/1/09

Randy:

Regarding the status of the FGDC Structures CAP grant, there has been a great deal of activity over the past three months. Energized by Steve Swazee, 12 members of the Minnesota Governor's Council on Geographic Information – Emergency Preparedness Committee (EPC) have held bi-weekly meetings to prepare and implement a plan to achieve the outcomes identified in the grant, i.e.:

- Identify existing public/private GIS data resources in Minnesota for structures data.
- Identify custodians of the most accurate and complete versions of schools, hospitals/clinics, police stations and fire station locations.
- Determine minimum attribution requirements for each data type. Consideration will be given to attributes that may not be publicly available due to national security concerns.
- Ensure that data is documented using FGDC and Minnesota metadata standards.
- Harvest available data and assess its resolution, accuracy, completeness and currency.
- Propose a stewardship program for each custodian of each structure type that will ensure its yearly update, long-term maintenance and availability. This program will emphasize engaging local government in the process.
- Publish the structures data for public consumption through existing federal and state data clearinghouses, portals and web services.

To achieve these outcomes the team has been using three interrelated approaches: outreach, technical design, and web tool development.

### **Technical design, and web tool development highlights:**

- Members focused on gaining a thorough understanding of the current federal, state, local and discipline-related data bases and their associated attributes in order to determine the best approach for harvesting and maintaining each of the four layers in the future. A “Minnesota” set of attributes will be derived from this process.
- To enable the efficient exchange of information and ideas between members of the CAP team, a Wiki was created on the EPC's SharePoint site hosted by Dakota County.
- Issues related to various federal data collection models/software and symbology standardization for these layers were explored and documented.
- Members have been working with MnGeo and Dakota County staff to create a suite of 10K standardized map products for the entire state based on the USNG. Sample maps illustrating the location of CAP structures data (schools, hospitals, fire stations, police stations) will be made available for select areas of the state and used to promote the CAP effort.
- Members prepared the specifications for a prototype web-based structures point editing tool that will facilitate entry of structure data at a local level.
- In mid August SharedGeo was awarded the contract to create the web tool using OpenSource tools.

- SharedGeo delivered a prototype in late September for EPC members and representatives from several counties and regions to test.

### **Outreach highlights:**

Though not entirely devoted to the CAP Grant, the grant was identified during these presentations:

July, 2009 – Southeast Minnesota GIS Users Group; Randy Knippel  
Minnesota Emergency Preparedness and Response Committee; Randy Knippel,  
Steve Swazee

September, 2009 – Association of Minnesota Emergency Managers (AMEM); Steve Swazee

### **Coming up!!**

October, 2009 - State Fire Chief's Association convention; Randy Knippel  
Wisconsin Land Information Association regional conference; Steve Swazee  
Minnesota GIS-LIS conference; GCGI EPC members (six presentations).

While we have a great deal of work yet to complete before the November 30, 2009 grant deadline, we are well on our way!

# ATTACHMENT C

## CONTEXT

### EXPLORING ENHANCEMENTS TO METROGIS'S ORGANIZATIONAL STRUCTURE

The need to expand support sources beyond those provided by the Metropolitan Council is recognized in the MetroGIS 2008-2011 Business Plan as a requirement for sustainability. MetroGIS's current organizational structure was also intended to serve as a platform upon which to devise a structure appropriate for collaboration across sectors, in which resources to support the collaboration are provided by multiple stakeholders. The following information provides context for the idea explored in Item F, above, of hosting a forum to explore enhancements to MetroGIS's organizational structure – enhancements capable of overcoming resource and governance limitations inherent in the current structure.

- Although reliance upon the Metropolitan Council to support MetroGIS's "foster collaboration" function generally worked well for some time, the current situation is one where the opportunities for collaboration have expanded and become more complex (i.e., service oriented architectures), while support resources to act on them have diminished. These resource constraints, manifested in the inability to secure a Technical Coordinator and the general lack of resources needed to accomplish priority work objectives, have been recognized by MetroGIS leadership as a concern for over a year. A broader support base has been encouraged by the Policy Board through adoption of the strategy to seek out partnerships with non-government interests. Such additional resources are needed to ensure that collaborative opportunities are acted on in a timely fashion and in ways relevant to changing stakeholder needs.
- Addressing the need for additional support resources are expected to require modifications in the current organizational structure. Working through the unique organizational governance structure that was created by MetroGIS to foster and support cross-sector collaboration has resulted in substantial gains in efficiencies and improved working relationships. Notwithstanding, these significant achievements and the accompanying public value created, the current structure has weaknesses that must be resolved to sustain and build upon the collaborative solutions that are in place.

For instance, solutions to shared needs that rely upon service oriented architectures will require inter-organizational dependencies that the current voluntarily organizational structure will not be able to effectively manage. Addressing this constraint is a national need fundamental to achieving the vision of the NSDI. Addressing this constraint will also holds promise for MetroGIS's efforts to attain greater efficiencies than currently possible.





**TO:** Policy Board  
**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)  
**SUBJECT:** Information Sharing  
**DATE:** December 8, 2009  
(For the Dec 17<sup>th</sup> meeting)

Announcements and information provided by individuals other than the Staff Coordinator are so noted.

**A) PRESENTATIONS / OUTREACH / STUDIES** (not mentioned elsewhere)

- 1) **Articles / Presentations** - none
- 2) **Publications:** - none

**B) OTHER RELATED METRO AND STATE GEOSPATIAL INITIATIVES UPDATE**

- 1) The Dakota County Winter 2010 GIS Newsletter has been posted to the Dakota County website. You can view it by clicking on this link:  
<http://www.dakotacounty.us/Departments/GIS/Newsletter/default.htm>.
- 2) **LOGISmap Offered on Public Site**  
LOGISmap has been the “flagship” example of browser-based GIS for the consortium. It lightly integrates with the consortium’s property data and permitting systems, as well as a variety of data tables and document imaging systems, allowing city staff to geographically acquire necessary business information, investigate spatial relationships, produce simple map/report products, and compile mailings for city business. The functionality is now available for public use. For more information, see  
<http://www.mngisli.org/displaycommon.cfm?an=1&subarticlenbr=521>
- 3) **Regional Base Map Service Leveraged**  
(Excerpt from a message from Joel Koepp, GIS Coordinator, City of Roseville)

“I wanted to let you all know how valuable the new BaseMap service was to us at North Saint Paul yesterday during the preparations for today's procession and funeral service for Officer Crittenden who was killed in the line of duty on Labor Day.

Roseville and North Saint Paul have a joint powers agreement in place for GIS services in the form of about a day of my time per week, so I'm typically at their city hall on Thursdays. Yesterday was a hectic day as everyone scrambled to prepare a motorcade route through North Saint Paul and then communicate it to the large number of law enforcement agencies planning to be in attendance, as well as coordinating with the Governor's office (since he will be there this morning).

Most of my North St Paul maps to date have, naturally, only included stuff in North St Paul. But the service is taking place at Aldrich Arena on White Bear Ave in Maplewood, so that would have meant adding a bunch more layers to the map that I don't typically use, fussing with symbology and labeling, etc. Thanks to your BaseMap service, I was able to get something prepared very quickly and disseminate it via the Roseville police sergeant and State of Minnesota public information officer who were on site assisting city staff.

It was done pretty hastily and I realize that I need to apologize for not sourcing Met Council, but hopefully you can understand that in situations like this everyone wants 5 minutes ago



and some things just fall by the wayside! In any event, it's a **great web service and it really helped me out big time yesterday**, so I wanted you to know.”

- 4) **MetroMSP.org receives award.** The Economic Development Association of Minnesota presented its 2009 economic development marketing award to MetroMSP.org at the association's annual summer conference. MetroMSP.org was one of eight organizations to be honored by EDAM and the only project to be recognized for outstanding marketing. More than a dozen MetroMSP partners convened on stage to receive the award.

"MetroMSP.org won top marketing honors because the website is innovative, high-impact and widely used. It sets the new standard for site selection tools in Minnesota," said Eric Ewald, executive director of EDAM.

**Testimonial:** Community development director for the City of Anoka Bob Kirchner values MetroMSP's capability to help him prepare market studies for any property in the metro area by distance or drive time. "I'm working with MetroMSP demographic information right now as we prepare a proposal for a very significant project."

Kirchner recently used the consumer expenditure information to identify the local market for a grocery store. He compared the Anoka market with other markets surrounding other stores in the metro area. "Based upon this we are talking with several local stores with expansion ideas," he noted.

He did another analysis comparing the markets surrounding commercial centers in downtown Anoka, Riverdale, Arbor Lakes, and Ramsey Town Center. "The population and income within 10 minutes of these centers shows a big difference and helped us understand investment decisions and potential."

### **C) OTHER RELATED FEDERAL/NATIONAL GEOSPATIAL INITIATIVES UPDATE**

- 1) **National Geospatial Advisory Committee (NGAC) – December 1-2 Meeting**  
Highlights of the meeting include follow (See Attachment A for the meeting agenda. At the time of this writing, the meeting summary was not available: For more information, see <http://www.fgdc.gov/ngac/meetings/december-2009/index.html>):

- **Economic Recovery** – Accepted a paper that offered insights for aligning the geospatial community's interest as a result of the poor showing for Stimulus Funding Proposals
- **Geospatial Policy Benefits Paper** - Approved in concept a 2-page over view of the need for a national geospatial policy.
- **NSDI Performance Metrics and Organizational Structure** – A white paper (see the link above), entitled "Proposal to Measure Progress Toward Realizing the NSDI Vision" and describing objectives for a national organization governance mechanism for the NSDI and a system of metrics of measure progress toward a desired end-state was accepted.

The Governance Subcommittee, which authored the paper, was also authorized to immediately begin working with major national stakeholders to build upon this Phase II deliverable to:

- Define a plan for vetting the high-level concepts (organizational and performance measurement) described herein among critical (national) stakeholder organizations.
- Refine the example metrics, define candidates for support responsibility (national not federal) and recommend an implementation strategy.

The Committee was also authorized to continue its work among its own members to define an operational national governance structure.

- 2) **Article Published by Will Craig in ESRI Press Entitled "Governance of the NSDI"**  
See <http://www.esri.com/news/arcnews/fall09/articles/governance-of-nsdi.html>
- 3) **2009 FGDC Annual Report released**

See <http://www.fgdc.gov/library/whitepapers-reports/annual%20reports/2009/2009-AR.pdf>

- 4) **COGO, in Collaboration with URISA, Proposes Project To Document Benefit**  
Cy Smith, Chair of the Coalition of Geospatial Organizations (COGO), hosted a conference call July 23 to announce this initiative and invite individuals with an interest in participating to join a workgroup. The Staff Coordinator participated in the call and volunteered to participate. Other than an affirmation of their interest in the Staff Coordinator participating, no other information had been received, as of this writing.
- 5) NextGov article on cloud computing: “Federal CIO Unveils Cloud Computing Storefront” at: [http://www.nextgov.com/nextgov/ng\\_20090915\\_9173.php](http://www.nextgov.com/nextgov/ng_20090915_9173.php)
- 6) **Santa Clara County Releases Its Geodata.** (See Attachment B for the article)
- 7) **Ordnance Survey maps to go free online**  
For more information, see <http://www.guardian.co.uk/technology/2009/nov/17/ordnance-survey-maps-online>
- 8) **Process Framework for Developing Local Government Data Access Policies**  
Geospatial Administrators Association of South Carolina (GAASC) has released this document. (See the link on the Committee’s agenda webpage to view it.) GAASC is a network of local government management professionals from both GIS and IT disciplines. Our purpose is to share knowledge, experience, and resources, as well as to collaborate on common issues, problems, and needs. Our focus is on GIS/IT business management, interagency cooperation, technology standards, member communications, and education/outreach.
- 9) **Remember the User - Four lessons on usability and the GeoWeb**  
(See the link on the Committee’s agenda webpage to view this article.)

# ATTACHMENT A

NATIONAL GEOSPATIAL ADVISORY COMMITTEE (NGAC)  
DECEMBER 1-2, 2009  
WASHINGTON D. C.

## TUESDAY, December 1: NGAC Public Meeting

- 8:30 – 8:45**      **Welcome & Opening** – *Anne Miglarese (Chair) & Steve Wallach (Vice Chair)*
- Roll call/introductions
  - Review and adoption of minutes from August NGAC meeting
  - Objectives and purpose of meeting
  - Announcements/logistics
- 8:45 – 9:45**              **FGDC Update**
- FGDC Activities and News – *Ivan DeLoatch/Karen Siderelis*
  - Transportation for the Nation – *Steve Lewis (USDOT)*
  - Recovery.Gov – *Ken Shaffer*
- 9:45 – 10:15**              **National Geospatial Forum** – *Stephen Lowe (USDA)*
- 10:15 – 10:45**              **BREAK**
- 10:45 – 11:45**      **Dialogue with the Mapping Science Committee** – *Dr. Keith Clarke (University of California, Santa Barbara)*
- 11:45 – 12:15**              **Leadership Remarks / NGAC Member Recognition**
- 12:15 – 1:15**      **LUNCH**
- 1:15 – 2:45**      **Subcommittee Reports & Updates**
- Economic Recovery – *Kim Nelson*
  - Geospatial Policy Benefits Paper – *Zsolt Nagy*
  - Emerging Technologies – *Mike Byrne*
  - Communications – *Kass Green*
- 2:45 – 3:15**      **BREAK**
- 3:15 – 4:45**      **Geospatial Revolution Project** – *Stephen Stept, Stephanie Ayanian, Karen Schuckman (Penn State University)*
- Overview presentation & discussion
  - Group activity
- 4:45 – 5:00**              **CLOSING & ADJOURN**

**Wednesday, December 2: NGAC Public Meeting**

- 8:00 – 8:15**      **Welcome, Summary of Day 1, Overview of Agenda** – *Chair/Vice-Chair*
- Updates, logistics, and announcements
- 8:15 – 9:00**      **The National Map** – *Allen Carroll/Larry Sugarbaker (USGS)*
- Strategic Planning Process – Progress Report
- 9:00 – 9:45**      **National LIDAR Concept** – *Greg Snyder (USGS)*
- Briefing
  - Question and Answer
- 9:45 – 10:15**      **BREAK**
- 10:15 – 11:15**      **Partnerships** – *Jerry Johnston/Gene Schiller*
- 11:15 – 12:00**      **Action on Subcommittee Recommendations**
- Economic Recovery Paper
  - Benefits Paper
- 12:00 – 1:00**      **LUNCH**
- 1:00 – 1:30**      **Public Comment Period** – *Sign up in advance*
- 1:30 – 2:30**      **Governance/Metrics Paper** – *Dennis Goreham/David Schell*
- 2:30 – 3:00**      **BREAK**
- 3:00 – 4:00**      **News and Notes Forum** – *NGAC Members (members sign up in advance)*
- China/NSDI – *Jack Dangermond*
  - Spatial Law and Policy – *David Schell*
- 4:00 – 4:30**      **Meeting Summary/Wrap-up** – *Chair/Vice-Chair/Committee*
- Actions & next steps
  - Agenda items for next meeting
  - Announcements
  - NGAC/Meeting Assessment
- 4:30**              **ADJOURN**

## **ATTACHMENT B**

### **Santa Clara County Releases Its Geodata**

*(See article on the following page)*

## **Santa Clara County Releases Its Geodata**

September 16, 2009

After a three year legal battle, Santa Clara County finally provided a copy of its GIS parcel basemap data to the California First Amendment Coalition (CFAC) in compliance with California's Public Record Act (PRA). Decisions from both the California Superior Court and the California Court of Appeal clearly affirmed that public agencies must provide their geodata in accordance with the PRA (California Government Codes §6250-6259). Generally, agencies can not charge a requestor of their geodata more than the direct cost of duplication, and they can not restrict how a requestor can use or redistribute the data. Santa Clara County had been selling its geodata for \$ 158,000; the cost CFAC finally paid was \$ 3.10 per disk, plus shipping.

"We have always believed that the public should have essentially free, unrestricted access to digital mapping data that were created by the government with public funds," said Peter Scheer, Executive Director of CFAC ([www.firstamendmentcoalition.org](http://www.firstamendmentcoalition.org)). "Not only does the public own the basemap, but the public interest will be served by making it available to companies, individuals, nonprofits, journalists -- and even other government agencies."

In addition to providing its geodata to the public, the PRA requires the County to pay CFAC's attorneys fees and costs incurred to assert its legal right to the data. Rachel Matteo-Boehm led the successful team at Holme Roberts & Owen, LLP ([www.hro.com](http://www.hro.com)) in this three-year battle for public access to public agency data.

"This has been a long and hard-fought battle requiring an enormous investment of time and effort, but the result is well worth it," said Ms. Matteo-Boehm. "At long last, we have a definitive Court of Appeal opinion that not only confirms the public nature of GIS basemap data, but also resolves several important legal issues of first impression that will bear on requests for other types of electronic records maintained by government agencies."

The Appeals Court affirmed the Superior Court decision that both the Critical Infrastructure Information Act and the accompanying Department of Homeland Security (DHS) regulations do not shield county parcel basemaps from public scrutiny. These Federal regulations make a distinction between submitters of Protected Critical Infrastructure Information to DHS, and recipients of such information from DHS.

The Appeals Court was also clear that California government entities do not have the right to use copyright law to restrict disclosure or impose limitations on the use of their data, which had been another one of the County's justifications for selling its data.

The Court of Appeal's decision was issued in February, and after the period for potential further appeal expired in April, the case was sent back to the trial court for a determination of the costs that the County would be permitted to charge for the geodata CFAC requested. It took another four months of negotiation to receive the County's most current data, in the format requested. The County shipped four disks with the requested data on August 26, 2009.

"Initially, the County tried to fulfill the Court order with a three-year-old copy of the geodatabase, then with last year's version," Bruce Joffe, founder of the Open Data Consortium project ([www.OpenDataConsortium.org](http://www.OpenDataConsortium.org)) and technical advisor to CFAC observed. "We insisted on the current version (Q3, 2009), in both .shp and .gdb format, which they eventually acceded to. Nevertheless, we had to request the 2008 annual version as well, because the 2009 version did not include the text annotation that is present in the 2008 version."

To date, the County has not provided adequate metadata to explain what all the tables and attributes are supposed to mean. Future PRA requests should seek adequate metadata, including the database dictionary, schema or E-R diagram, and descriptive documentation for users and GIS system managers, as well as the date of data capture, date the data was extracted from the geodatabase, and the basemap's projection, datum, state plane coordinate zone, and locational accuracy (or error tolerance).

Five years ago, 26 of California's 58 counties sold their GIS parcel basemap data for far more than the cost of duplication. This apparent violation of the PRA was taken to the California Attorney General's office by Dennis Klein of Boundary Solutions, Inc. ([www.boundarysolutions.com](http://www.boundarysolutions.com)) with the help of then-Assemblymember Joe Nation. After the A.G. wrote a legal opinion in 2005, stating that basemap data is subject to the PRA, 16 counties changed their data sales policy. With King County recently changing its policy since Santa Clara lost its appeal, and now Santa Clara becoming PRA-compliant, only eight counties remain in violation of the law.

"Acknowledgment is due to the many GIS professionals who supported the Open Data Consortium's efforts to develop a model data distribution policy, and who advocated for open geographic records according to the public records law," Joffe added, "especially to the 77 GIS professionals and organizations who co-signed the GIS Amicus Brief submitted to the Court of Appeal. Their opinions were noted by the Court."

Of the eight counties that still charge more than the direct cost of duplication for their parcel basemap data, Joffe hopes they will quickly reset their data cost policy according to the Court decision. With regard to the parcel descriptive attribute files that some Assessor Offices sell for over \$ 2,000, well, "that is a battle for another day."

Soon?

-- 30 --

For information, contact:

**Bruce Joffe, GISP**  
**Organizer, Open Data Consortium project**  
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**Meeting Summary  
MetroGIS Coordinating Committee  
MN Counties Insurance Trust Bldg.  
December 17, 2009**

**1. CALL TO ORDER**

Chairperson Wakefield called the meeting to order at 1:08 p.m. and asked the others in attendance to introduce themselves.

Members Present: *Academics:* Jeff Matson (U of M); *Cities:* Bob O'Neill for Hal Busch (AMM: suburban cities - City of Bloomington); *Counties:* Chad Riley for Peter Henschel (Carver), Jim Bunning (Scott); John Slusarczyk (Anoka), Randy Knippel (Dakota); Mike Fiebiger (Ramsey), and David Brandt (Washington); *Federal:* Ron Wencil (USGS); *GIS Consultants:* Larry Charboneau (NCompass Technologies), *Metropolitan:* David Bitner (Metropolitan Airports Commission), Rick Gelbmann and Mark Vander Schaaf (Metropolitan Council), and Nancy Read (Metropolitan Mosquito Control District); *Non-Profits:* Sally Wakefield (1000 Friends of Minnesota); *Special Expertise:* Brad Henry (URS Corp.) and Ben Verbick (LOGIS), *State:* David Arbeit (MnGeo), Joella Givens (MN/DOT) and Tim Loesch (DNR); and *Utilities:* Allan Radke (Xcel Energy).

Members Absent: *Business Geographics:* (Vacant); *Cities:* Jim Engfer (AMM: core cities - City of St. Paul); *Counties:* Bill Brown (Hennepin), *Metropolitan:* Gordon Chinander (Metropolitan Emergency Services Board); *Schools:* Dick Carlstrom; and *Watershed/Water Management Organizations:* Mark Doneux, Capital Region Watershed District.

Open Seats: *Business Geographics and Non-Profits*

Support Staff: Randall Johnson, MetroGIS Staff Coordinator Team

Visitors: Policy Board Chairman Terry Schneider, Mark Kotz, Chair of the Address and Technical Leadership Workgroups, and Francis Harvey, University of Minnesota.

**2. ACCEPT AGENDA**

Member Read moved and Member Bitner seconded to approve the agenda, as suggested submitted. Motion carried, ayes all.

**3. ACCEPT MEETING SUMMARY**

Member Read moved and Member Bitner seconded to approve the September 10, 2009 meeting summary, as submitted. Motion carried, ayes all.

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

The Staff Coordinator summarized the information presented in the agenda packet. There was no discussion.

**5. ACTION AND DISCUSSION ITEMS**

**a) Election of Officers**

Chairperson Wakefield commented that she and Vice Chair Henschel are willing to continue to serve as the Committee's officers in 2010 if the Committee so wishes.

Committee Chairperson: Chairperson Wakefield then asked for nominations for individuals to serve as Chairperson in 2010. Member Brandt nominated Sally Wakefield to serve as Chairperson for 2010. Chairperson Wakefield called for nominations two more times. Member Brandt moved and Member Givens seconded to close the nominations and elect Sally Wakefield as Committee Chairperson for 2010. Motion carried, ayes all.

Committee Vice Chairperson: Chairperson Wakefield then asked for nominations for individuals to serve as Vice Chairperson in 2010. Member Bitner nominated Peter Henschel to serve as Chairperson for 2010. Chairperson Wakefield called for nominations two more times. Member Read moved and



Member Henry seconded to close the nominations and elect Peter Henschel as Committee Vice Chairperson for 2010. Motion carried, ayes all.

**b) 2009 Accomplishments**

The Staff Coordinator Johnson summarized the information provided in the agenda report. Comments beyond the information presented in the reported were as follows:

- (1) No contractors had responded to the request for quotes published in October. Johnson informed the Committee that work is in progress to apply for a federal CAP grant that, if awarded, would have relevance to the subject Performance Measures project. He suggested, and there was no objection, postponing republishing of the Request for Quotes until the fate of the proposed grant application is known.
- (2) The next-generation contract with NCompass for access to the Regional Street Centerline Dataset is for only one year. As such, Johnson recommended, and there was no objection, to adding as a 2010 work objective achieving a contract for 2011 and beyond as discussed in Agenda Item 5c.
- (3) The Committee asked that the forum hosted by MetroGIS in January 2009 - to identify shared needs related to web services and applications - be added to the list of accomplishments for 2009 listed in the agenda report to the Board. (*Editor's note: after the meeting records were checked and the referenced forum was hosted in November 2008.*)

**c) 2010 Work Program and Budget - Final**

The Staff Coordinator summarized the information provided in the agenda report reiterating the need to add to the 2010 work plan as a high priority a contract to secure Regional Street Centerline Dataset add for 2011 and beyond. There was no objection to doing so.

In response to questions about funding proposed for specific line items, Staff explained that an attempt has been made to allocate funds consistent with direction received from the Board at the October meeting, noting that modifications are possible as better information becomes available, for instance, any chances that might be desirable if grant funds are received as discussed in Item 5b(1), above.

**Motion:** Member Brandt moved and Member Verbick seconded to approve the work plan and budget as presented in the agenda materials with the addition of an objective to secure a Regional Street Centerline Dataset agreement for 2011 and beyond, with the understanding that staff will provide an update on the budget at the March meeting.

**d) GIS Demonstration for January 2010 Policy Board Meeting**

The results of the survey of Policy Board and Coordinating Committee members conducted in November at the direction of the Policy Board were summarized by the Staff Coordinator. Due to a low number of responds, the members decided that the survey should be re-administered. Staff was also encouraged to include a question about any previous presentations that should be revisited.

After some discussion, it was agreed that the topic for the January Board meeting should be Shared Web Services, using the newly developed Regional Geocoding Service and related applications developed by Scott County, Metropolitan Mosquito Control District, and DNR to help the Policy Board members understand the benefits that can be realized from use of these tools. The Committee emphasized that the presentation needs to focus on benefits that can be realized from using these tools and NOT the workings of the tools themselves.

Members Read, Loesch and Bunning agreed to collaborate on this presentation for the January Policy Board meeting.

**e) Geocoder Enhancement Projects – Final Report**

Member Read summarized enhancements recently made to the Regional Geocoder Service with MetroGIS funding as summarized in the final project reports presented in the agenda packet for this item. (See URL for the presentation slides.) In addition to describing the Geocoding Service, Read also commented on the substantial operational efficiencies that her organization, the Metropolitan Mosquito Control District, has experienced from using this service, noting that an 80 percent ROI has been realized. In other discussion that followed this presentation, the following topics were touched on:

- a) A testbed that Matt McGuire of the Council's GIS Unit is investigating to use crowd sourcing to populate a Landmark database,
- b) Member Arbeit mentioned that NSGIC's investigation of issues and opportunities related to crowd-sourcing may be of value to McGuire's investigation,
- c) There was general agreement that issues involving long-term data maintenance need to be resolved,
- d) Member Loesch noted that the Landmarks dataset design has promise to be used to locate rural properties using the E911 address number assigned to each property.
- e) Member Arbeit noted that the Geocoder Service has been moved to the OET service array which is supported 24/7 with backups, providing for service continuity than has not been previously possible.

**Motion:** Member Arbeit moved and Member Givens seconded to accept the final project reports (Landmark extension and Enhancements to Improve Operation with Local Data), as presented in the agenda packet. Motion carried, ayes all.

**f) GIS Web Applications Contest**

Member Loesch summarized the information presented in the agenda report and the supplemental recommendation distributed to the Committee prior to the meeting (*Editor's note – the same as the recommendation acted on below*). He also thanked Alison Slaats and Chairperson Wakefield for their considerable work over the past several months to foster support for the proposed contest.

Member Vander Schaaf cautioned that allowing non-geospatial data to be utilized could result in outcome that is inconsistent with the objectives of the contest. This comment lead to an acknowledgment that winning applications must have something to do with geography. Member Loesch noted that he does not anticipate an openness to non-spatial data to present a problem because the only data that will be available on the registry to which contestants will be pointed will only contain spatial data. Contestants will need to find non-spatial data on their own.

Kotz added that the current thinking is that the awards would recognize applications, which leverage services available via the portal, again to encourage organizations to publish their data as web services via this portal.

Members Bitner, Loesch, and Givens volunteered to join Chairperson Wakefield to continue to refine the contest charter and seek out a technical project manager. Member Read asked if it possible to pay for the services of a technical project manager. All agreed that a paid position should be investigated as part of the Workgroup's recommendation to Committee at the March 2010 meeting. Chairperson Wakefield commented that a potential conflict of interest needs to be taken into account for individuals who may want to submit a proposal who also possess the skills to serve as the Technical Project Manager.

**Motion:** Member Bitner moved and Member Bryant seconded to:

- (1) Retask the Web Application Contest Workgroup, created in September 2009, to carry out the following activities and report its findings and recommendations for consideration at the March 2010 Committee meeting:
  - a) Refine the high-level project outcomes defined at the December 1 meeting and create a draft project charter. Also, more clearly define the project leader/manager (2-3, two-hour meeting January and early February)
  - b) Solicit and secure a commitment from a willing and qualified individual to serve as project leader/manager (February to March)
- (2) Set a deadline of the March 2010 Committee meeting to secure a project leader/manager to proceed with the proposal, as defined in the Agenda Report.

Motion carried, ayes all.

The Committee also asked staff to survey all Coordinating Committee and Technical Advisory Team members as to their interest in serving as the technical project manager or to identify others who should be contacted.

Member Loesch commented that although he and his colleagues at DNR do not have the resources to volunteer to serve in a capacity of Technical Project Manager, he is willing to participate on the Contest

Workgroup between now and the March Committee meeting to accomplish the tasks outlined in the recommendation.

**g) Suggestions for Action by MnGeo Statewide Coordinating Council**

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

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

**h) Glossary of Terms for Policy Board**

Due to time constraints there was no discussion of this item. Chairperson Wakefield asked for a volunteer to recommend how to resolve duplicative definitions that are highlighted in the agenda report. Members Givens and Fiebiger volunteered to prepare a recommendation for the March Committee meeting.

**i and j) Fill Vacant Academic Representative Committee Seat AND Fill Vacant Non-Profit Representative Committee Seat**

These items were heard as a single topic. Both nominees were invited to comment on their interest in serving on the committee - Francis Harvey as the academic community’s representative and Jeff Matson as a representative of the non-profit community. Following their comments both were asked to leave the room while the Committee considered their nominations.

Motion: Member Bitner moved and Member Charboneau seconded to appoint:

- 1) Francis Harvey as the academic community’s representative to replace Will Craig who retired from the committee in September.
- 2) Jeff Matson as the second representative of the non-profit community (in addition to Chairperson Wakefield).

Motioned carried, ayes all.

**k) 2010 Meeting Schedule**

Givens moved and Harvey seconded to set the following schedule for meetings in 2010: March 18, June 24, September 23, and December 16. Motion carried, ayes all.

**6. PROJECT UPDATES**

There was no discussion of the items presented in the agenda materials.

**7. INFORMATION SHARING**

There was no discussion of the items presented in the agenda materials.

**8. ADJOURN**

The meeting adjourned at 3:35 p.m.

Prepared by,

Randall Johnson, AICP, MetroGIS Staff Coordinator